



NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE BOARD OF EDUCATION OF THE IDABEL PUBLIC SCHOOLS DISTRICT I-005, MCCURTAIN COUNTY, OKLAHOMA WILL BE HELD IN THE CONFERENCE ROOM AT THE IDABEL HIGH SCHOOL LIBRARY, 901 LINCOLN ROAD, IDABEL, OK 74745 ON December 12, 2022 AT 5:30 PM WITH THE FOLLOWING ITEMS TO BE CONSIDERED:

AGENDA
REGULAR MEETING OF THE BOARD OF EDUCATION
December 12, 2022

1. **OPENING: CALL TO ORDER AND ROLL CALL OF MEMBERS.**
 - A. **PRESIDENT: BRENT BOLEN**
 - B. **VICE PRESIDENT: DONNIE BUTLER**
 - C. **CLERK: DARRELL COURTNEY**
 - D. **MEMBER: JERRY ROBINSON**
 - E. **MEMBER: JAMES RALEY**

2. **CONSENT AGENDA: VOTE TO APPROVE OR DISAPPROVE THE FOLLOWING ITEMS:**
MINUTES OF NOVEMBER 14, 2022 REGULAR MEETING
MINUTES OF NOVEMBER 14, 2022 SPECIAL MEETING
TREASURER'S REPORT
ENCUMBRANCES

FUND NUMBERS:
GENERAL FUND 11 - #145-180
CHILD NUTRITION FUND 22- #15-23

ACTIVITY FUND BALANCES

RESIGNATIONS: MARGO MCATEE: PARAPROFESSIONAL-CENTRAL
COURTNEY ADKINS-PARAPROFESSIONAL- MIDDLE SCHOOL

3. **PRINCIPALS/DIRECTORS REPORT**
SUPERINTENDENTS REPORT

4. **VOTE TO APPROVE OR DISAPPROVE THE RESOLUTION OF THE IDABEL PUBLIC SCHOOLS' BOARD OF EDUCATION APPROVING THE IDABEL FOUNDATION FOR ACADEMIC EXCELLENCE AS A QUALIFIED PUBLIC SCHOOL FOUNDATION.**

5. **ANNUAL REVIEW AND POSSIBLE ACTION OF THE STUDENT TRANSFER POLICY AND STUDENT CAPACITY TO ACCEPT TRANSFERS AT EACH SITE AND GRADE LEVEL.**

6. **DISCUSSION AND VOTE TO APPROVE OR NOT APPROVE THE ALL EMPLOYEES SECTION OF THE SCHOOL BOARD POLICY MANUAL. THIS WILL UPDATE THIS SECTION OF THE MANUAL WITH APPROPRIATE LANGUAGE AND POLICY REQUIREMENTS.**

7. **VOTE TO APPROVE OR NOT APPROVE:**
 - A. **HIGH SCHOOL KIDS NOMINATED FOR AN OUT-OF-STATE TRIP TO THE FOUR STATES HONOR BAND IN TEXARKANA.
JANUARY 12-14 2023**
 - B. **PRIMARY SOUTH STUDENTS TO GO OUT OF STATE TO TEXARKANA TO THE PEROT THEATER TO ATTEND THE DINO-LIGHT PROGRAM.
FEBRUARY 8, 2023**

8. **DISCUSSION AND POSSIBLE ACTION ON THE DISPOSAL OF SCHOOL DISTRICT POLICY. DECLARING SURPLUS, APPROVAL TO GET AN APPRAISAL AND REQUEST BIDS FOR SALE OF PROPERTY. DESCRIPTION ATTACHED.
ALSO SURPLUS OF CAFETERIA MATERIALS**

9. **VOTE TO APPROVE OR DISAPPROVE TO HIRE EMPLOYEE:
HAVEN COCHRAN- PARAPROFESSIONAL- CENTRAL SCHOOL.**

10. **PROPOSED EXECUTIVE SESSION TO HEAR EVIDENCE AND DISCUSS THE SUSPENSION OF A MINOR STUDENT WHEREBY DISCLOSURE OF ANY ADDITIONAL INFORMATION WOULD VIOLATE FERPA. AUTHORIZED BY: 25 O.S. SECTION 307 (B)(5) AND (B)(7).
SUSPENSION OF STUDENT: STUDENT #270106**

11. **VOTE TO CONVENE OR NOT TO CONVENE INTO EXECUTIVE SESSION.**

12. **ACKNOWLEDGE THAT THE BOARD HAS RETURNED TO OPEN SESSION.**

13. **EXECUTIVE SESSION MINUTES COMPLIANCE: STATEMENT BY BOARD PRESIDENT: THE IDABEL BOARD OF EDUCATION MET IN EXECUTIVE SESSION FOR THE PURPOSE OF STUDENT SUSPENSION**

14. **VOTE TO ACCEPT, REJECT OR AMEND THE RECOMMENDATION OF THE ADMINISTRATION WITH REGARD TO THE SUSPENSION OF A MINOR STUDENT #270106.**

15. **CONSIDER AND POSSIBLE ACTION ON ANY MATTER NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN REASONABLY FORSEEN PRIOR TO THE TIME OF PREPARATION OF THE AGENDA FOR THE REGULARLY SCHEDULED MEETING.**

16. **VOTE TO ADJOURN**



**MINUTES OF
IDABEL PUBLIC SCHOOLS
REGULAR MEETING OF THE BOARD OF EDUCATION
November 14, 2022**

THE IDABEL PUBLIC SCHOOLS, IDABEL INDEPENDENT SCHOOL DISTRICT
NUMBER FIVE, IDABEL, OKLAHOMA MET November 14, 2022 AT 5:30 PM WITH THE
FOLLOWING MEMBERS PRESENT:

Attendance Taken at 5:15 PM.

Brent Bolen: Present

Donny Butler: Absent

Darrell Courtney: Present

James Raley: Present

Jerry Robinson: Present

Attendance Update Taken at 5:31 PM.

Donny Butler: Present

1. OPENING: CALL TO ORDER AND ROLL CALL OF MEMBERS.

- A. PRESIDENT: BRENT BOLEN
- B. VICE PRESIDENT: DONNIE BUTLER
- C. CLERK: DARRELL COURTNEY
- D. MEMBER: JERRY ROBINSON
- E. MEMBER: JAMES RALEY

2. CONSENT AGENDA: VOTE TO APPROVE OR DISAPPROVE THE FOLLOWING
ITEMS:

MINUTES OF OCTOBER 10, 2022 REGULAR MEETING

TREASURER'S REPORT
ENCUMBRANCES

FUND NUMBERS:
GENERAL FUND 11 - #94-144
5 MIL BUILDING FUND 21- #3
CHILD NUTRITION FUND 22- #11-14

SINKING FUND 41- #1

ACTIVITY FUND BALANCES

RESIGNATIONS:

KAYLA CROWELL- 4TH GRADE TEACHER- CENTRAL

GLADYS WILLKIE- PARAPROFESSIONAL- PRIMARY

MOTION TO APPROVE THE CONSENT AGENDA Passed with a motion by Darrell Courtney and a second by Donny Butler.

Brent Bolen: Yea

Donny Butler: Yea

Darrell Courtney: Yea

James Raley: Yea

Jerry Robinson: Yea

Yea: 5, Nay: 0

3. SHELLEY EBERT- KTC REPORT

EVEN START RECOGNITION: JESSICA SALAZAR

CENTRAL RECOGNITION: 3RD GRADE TEACHERS

CENTRAL STUDENTS: GARRISON BUTLER, LYDIA BUNDY, LIZABETH BUNDY

IMS RECOGNITION: VETA BURDINE

IMS STUDENT: MARY MORELIK

IHS RECOGNITION: DUSTIN CLARDY/BRANDON MCCLURE

IHS STUDENT: KYLE LUDLOW

PRINCIPALS/DIRECTORS REPORT

SUPERINTENDENTS REPORT

4. DISCUSSION WITH THE BOARD OF THE \$1,000 STIPEND APPROVED IN THE AUGUST MEETING TO BE PAID FROM 795 (ESSER III) FUND. THE \$1,000 INCENTIVE STIPEND WILL BE PAID FROM THE GENERAL OPERATING FUND AND NOT 795 DUE TO THE FACT THE 795 FUNDS WERE PREVIOUSLY BUDGETED FOR HVAC PROJECTS AND THAT THE STIPEND DID NOT MEET THE 20% REQUIREMENT TO MITIGATE LEARNING LOSS THROUGH EXTENDED SCHOOL DAY, SUMMER SCHOOL, ETC. ---NO ACTION NEEDED

5. VOTE TO APPROVE OR DISAPPROVE FOR HIGH SCHOOL 10TH AND 11TH GRADE TO GO OUT OF STATE TO GRAMBLING UNIVERSITY ON DECEMBER 1, 2022. OU CHARTER BUSES WILL TRANSPORT STUDENTS AND THE UNIVERSITY OF OKLAHOMA GEAR UP PROGRAM GRANT IS SPONSORING THEM AS WELL AS FEEDING THEM.

MOTION TO APPROVE FOR HIGH SCHOOL 10TH AND 11TH GRADE TO GO OUT OF STATE TO GRAMBLING UNIVERSITY ON DECEMBER 1, 2022. OU CHARTER

BUSES WILL TRANSPORT STUDENTS AND THE UNIVERSITY OF OKLAHOMA GEAR UP PROGRAM GRANT IS SPONSORING THEM AS WELL AS FEEDING THEM. Passed with a motion by Donny Butler and a second by Jerry Robinson.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

6. VOTE TO APPROVE OR DISAPPROVE TO SURPLUS THE FLAG POLE AT GEORGE SCHOOL.

MOTION TO APPROVE TO SURPLUS THE FLAG POLE AT GEORGE SCHOOL. Passed with a motion by Jerry Robinson and a second by Donny Butler.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

7. VOTE TO APPROVE OR DISAPPROVE THE MUNICIPAL ACCOUNTING SOFTWARE SERVICE ORDER AGREEMENT IT IS ADDING THE HORIZONTAL SIF AGENT.

MOTION TO APPROVE THE MUNICIPAL ACCOUNTING SOFTWARE SERVICE ORDER AGREEMENT IT IS ADDING THE HORIZONTAL SIF AGENT. Passed with a motion by Donny Butler and a second by Jerry Robinson.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

8. VOTE TO APPROVE OR DISAPPROVE THE NOTICE SCHEDULE OF REGULAR MEETINGS FOR THE 2023 CALENDAR YEAR. THERE ARE 2 PROPOSALS DUE TO POSSIBLE INCONVENIENCES IN PROPOSAL A.

PROPOSAL A: APRIL 10TH IS THE DAY AFTER EASTER; OCTOBER 9TH IS COLUMBUS DAY

PROPOSAL B: BOTH DATES ARE MOVED TO TUESDAY INSTEAD OF MONDAY

MOTION TO APPROVE THE NOTICE SCHEDULE OF REGULAR MEETINGS FOR THE 2023 CALENDAR YEAR.

PROPOSAL A: APRIL 10TH IS THE DAY AFTER EASTER; OCTOBER 9TH IS COLUMBUS DAY

Passed with a motion by Donny Butler and a second by James Raley.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

9. VOTE TO APPROVE OR DISAPPROVE HAILIE GARGANO TO BE AN ADJUNCT TEACHER FOR 4TH GRADE MATH.

MOTION TO APPROVE HAILIE GARGANO TO BE AN ADJUNCT TEACHER FOR 4TH GRADE MATH. Passed with a motion by Donny Butler and a second by Jerry Robinson.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

10. VOTE TO APPROVE OR DISAPPROVE THE MENTOR FOR HAILIE GARGANO TO BE SHANNON POND.

MOTION TO APPROVE THE MENTOR FOR HAILIE GARGANO TO BE SHANNON POND. Passed with a motion by Darrell Courtney and a second by Donny Butler.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

11. VOTE TO APPROVE OR DISAPPROVE TO HIRE JEFF BELL AND LANCE WYRICK TO TEACH DRIVERS EDUCATION. FALL CLASS 2022, SPRING CLASS 2023, AND SUMMER CLASS 2023

\$17.50/HR FOR 30 HOURS OF CLASSROOM INSTRUCTION- \$525.00

\$15.00/HR FOR DRIVE TIME- 6 HOURS PER STUDENT- 15 STUDENT MAX-\$1350.00

MOTION TO APPROVE TO HIRE JEFF BELL AND LANCE WYRICK TO TEACH DRIVERS EDUCATION. FALL CLASS 2022, SPRING CLASS 2023, AND SUMMER CLASS 2023

\$17.50/HR FOR 30 HOURS OF CLASSROOM INSTRUCTION- \$525.00

\$15.00/HR FOR DRIVE TIME- 6 HOURS PER STUDENT- 15 STUDENT MAX-\$1350.00

Passed with a motion by Donny Butler and a second by Darrell Courtney.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

12. VOTE TO APPROVE OR DISAPPROVE AN UPDATED APPEAL PROCEDURE TO THE CHILD NUTRITION PLAN MANUAL.

MOTION TO APPROVE AN UPDATED APPEAL PROCEDURE TO THE CHILD NUTRITION PLAN MANUAL. Passed with a motion by Donny Butler and a second by Darrell Courtney.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

13. VOTE TO APPROVE OR DISAPPROVE THE CHILDREN'S INTERNET PROTECTION ACT.

MOTION TO APPROVE THE CHILDREN'S INTERNET PROTECTION ACT. Passed with a motion by Donny Butler and a second by Darrell Courtney.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

14. VOTE TO APPROVE OR DISAPPROVE \$3000 TO BE ADDED TO DAWN BOURNES BASE SALARY FOR THE MANAGEMENT OF WENGAGE- STUDENT INFORMATION SYSTEMS FOR DISTRICT SUPPORT. (THIS WILL REPLACE HER 21-22 TYLER MANAGEMENT STIPEND.)

MOTION TO APPROVE \$3000 TO BE ADDED TO DAWN BOURNES BASE SALARY FOR THE MANAGEMENT OF WENGAGE- STUDENT INFORMATION SYSTEMS FOR DISTRICT SUPPORT. (THIS WILL REPLACE HER 21-22 TYLER MANAGEMENT STIPEND.)

Passed with a motion by Donny Butler and a second by Darrell Courtney.

Brent Bolen: Yea
Donny Butler: Yea

Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

15. VOTE TO GO INTO PROPOSED EXECUTIVE SESSION TO DISCUSS THE FOLLOWING ITEMS: AUTHORIZED BY: 25 O.S. SECTION 307 (B)(1).

EMPLOYMENT OF:

COLINDA LANDERS- PARAPROFESSIONAL- CENTRAL

MARGO MCATEE- PARAPROFESSIONAL- CENTRAL

ZAYNE WYRICK- LIBRARY ASSISTANT- IDABEL PUBLIC SCHOOLS

AFTER SCHOOL PROGRAM:

TRACY BATES- MOVE TO FULL-TIME

RICHARD LOGAN- PAY INCREASE FOR ADDITIONAL HOURS

JOHN HARJO-PAY INCREASE FOR ADDITIONAL HOURS

(SEE ATTACHMENT)

MOTION TO GO INTO PROPOSED EXECUTIVE SESSION TO DISCUSS THE FOLLOWING ITEMS: AUTHORIZED BY: 25 O.S. SECTION 307 (B)(1)

Passed with a motion by Donny Butler and a second by Jerry Robinson.

Brent Bolen: Yea

Donny Butler: Yea

Darrell Courtney: Yea

James Raley: Yea

Jerry Robinson: Yea

Yea: 5, Nay: 0

16. ACKNOWLEDGE THAT THE BOARD HAS RETURNED TO OPEN SESSION.

17. EXECUTIVE SESSION MINUTES COMPLIANCE: STATEMENT BY BOARD PRESIDENT: THE IDABEL BOARD OF EDUCATION MET IN EXECUTIVE SESSION FOR THE PURPOSE OF EMPLOYMENT OF:

COLINDA LANDERS- PARAPROFESSIONAL- CENTRAL

MARGO MCATEE- PARAPROFESSIONAL- CENTRAL

ZAYNE WYRICK- LIBRARY ASSISTANT- IDABEL PUBLIC SCHOOLS

AFTER SCHOOL PROGRAM:

TRACY BATES- MOVE TO FULL-TIME

RICHARD LOGAN- PAY INCREASE FOR ADDITIONAL HOURS

JOHN HARJO-PAY INCREASE FOR ADDITIONAL HOURS

(SEE ATTACHMENT)

VOTE TO APPROVE THE HIRING OF:

- A. COLINDA LANDERS- PARAPROFESSIONAL- CENTRAL
- B. MARGO MCATEE- PARAPROFESSIONAL- CENTRAL
- C. ZAYNE WYRICK- LIBRARY ASSISTANT- IDABEL PUBLIC SCHOOLS

AFTER SCHOOL PROGRAM:

- D. TRACY BATES- MOVE TO FULL-TIME
- E. RICHARD LOGAN- PAY INCREASE FOR ADDITIONAL HOURS
- F. JOHN HARJO-PAY INCREASE FOR ADDITIONAL HOURS
(SEE ATTACHMENT)

18. VOTE TO APPROVE OR DISAPPROVE THE HIRING OF:
EMPLOYMENT OF:

- A. COLINDA LANDERS- PARAPROFESSIONAL- CENTRAL
- B. MARGO MCATEE- PARAPROFESSIONAL- CENTRAL
- C. ZAYNE WYRICK- LIBRARY ASSISTANT- IDABEL PUBLIC SCHOOLS

AFTER SCHOOL PROGRAM:

- D. TRACY BATES- MOVE TO FULL-TIME
- E. RICHARD LOGAN- PAY INCREASE FOR ADDITIONAL HOURS
- F. JOHN HARJO-PAY INCREASE FOR ADDITIONAL HOURS
(SEE ATTACHMENT)

Passed with a motion by Donny Butler and a second by Darrell Courtney.

Brent Bolen: Yea
Donny Butler: Yea
Darrell Courtney: Yea
James Raley: Yea
Jerry Robinson: Yea
Yea: 5, Nay: 0

19. DISCUSSION AND VOTE TO DECLARE THERE TO BE AN EMERGENCY UNDER THE PROVISIONS OF SECTION 130 OF THE OKLAHOMA PUBLIC COMPETITIVE BIDDING ACT OF 1974 AND HEREBY AUTHORIZES THE SUPERINTENDENT OR HIS DESIGNEE TO SOLICIT PROPOSALS FOR THE AWARD OF A CONTRACT OR CONTRACTS TO EFFECT REPARIS TO THE HIGH SCHOOL, MIDDLE SCHOOL, AND CENTRAL ELEMENTARY SCHOOL RESULTING FROM 2011 STORM DAMAGE AND TO TAKE SUCH OTHER ACTION AS IS NECESSARY TO REMOVE THE DANGER TO PUBLIC SAFETY AND THE RISK OF FURTHER DAMAGE TO SCHOOL DISTRICT PROPERTY ASSOCIATED WITH THE STORM DAMAGE.

APPROVE TON AMEND TO DECLARE THERE TO BE AN EMERGENCY UNDER THE PROVISIONS OF SECTION 130 OF THE OKLAHOMA PUBLIC COMPETITIVE BIDDING ACT OF 1974 AND HEREBY AUTHORIZES THE SUPERINTENDENT OR HIS DESIGNEE TO SOLICIT PROPOSALS FOR THE AWARD OF A CONTRACT OR CONTRACTS TO EFFECT REPARIS TO THE HIGH SCHOOL, MIDDLE SCHOOL, AND CENTRAL ELEMENTARY SCHOOL RESULTING FROM 2011 STORM

DAMAGE AND TO TAKE SUCH OTHER ACTION AS IS NECESSARY TO REMOVE THE DANGER TO PUBLIC SAFETY AND THE RISK OF FURTHER DAMAGE TO SCHOOL DISTRICT PROPERTY ASSOCIATED WITH THE STORM DAMAGE.

Passed with a motion by Donny Butler and a second by Darrell Courtney.

Brent Bolen: Yea

Donny Butler: Yea

Darrell Courtney: Yea

James Raley: Yea

Jerry Robinson: Yea

Yea: 5, Nay: 0

20. CONSIDER AND POSSIBLE ACTION ON ANY MATTER NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN REASONABLY FORSEEN PRIOR TO THE TIME OF PREPARATION OF THE AGENDA FOR THE REGULARLY SCHEDULED MEETING.

21. VOTE TO ADJOURN

Motion to adjourn at 7:03 PM Passed with a motion by Darrell Courtney and a second by Donny Butler.

Brent Bolen: Yea

Donny Butler: Yea

Darrell Courtney: Yea

James Raley: Yea

Jerry Robinson: Yea

Yea: 5, Nay: 0

BRENT BOLEN, PRESIDENT

DAWN BOURNE, MINUTES CLERK

MINUTES OF SALE OF BONDS

The Board of Education of Independent School District Number 5 of McCurtain County, State of Oklahoma, met in Special Session at the Library, Idabel High School, Idabel Public Schools, 901 North Lincoln Road, Idabel, Oklahoma, in said School District on the 14th day of November, 2022, at 5:00 o'clock p.m.

PRESENT: BRENT BOLEN, President; DARRELL COURTNEY, Clerk and Member; JAMES RALEY, Member; JERRY ROBINSON, Member

ABSENT: DONNY BUTLER, Vice President

Notice of this special meeting was given in writing to the County Clerk of McCurtain County, Oklahoma at 2:20 o'clock p.m. on the 11th day of October, 2022, forty-eight (48) hours or more prior to this meeting, and public notice of this meeting, setting forth the date, time, place and agenda was posted in the foyer of the Administration Building, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 11:10 o'clock a.m. on the 7th day of November, 2022, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

(OTHER PROCEEDINGS)

It appearing that due and legal notice had been given that said School District would offer for sale on this date and at this hour and at this place its \$695,000 of General Obligation Building Bonds of 2023, maturing \$55,000 in two years from their date and \$640,000 annually each year thereafter until paid, the Board of Education proceeded to consider the bids received for the purchase of said Bonds. The following bids were received and considered by the Board of Education:

Bidders	Average Interest Rate Bid	Net Interest Cost	Premium
BOK Financial Securities, Inc., Oklahoma City, Oklahoma, in association with McCurtain County National Bank, Broken Bow, Oklahoma	5.066239%	\$102,844.65	\$1,055.35
The Baker Group, Oklahoma City, Oklahoma, in association with The Idabel National Bank, Idabel, Oklahoma	5.284823%	\$107,281.91	\$308.09

The Board required each bidder to submit with his/her bid a sum in cash or its equivalent, equal to two percent (2%) of his/her bid and after due consideration of all bids received by the Board, a motion was made by **COURTNEY** that the Bonds be awarded, sold and delivered to **BOK Financial Securities, Inc., Oklahoma City, Oklahoma, in association with McCurtain County National Bank, Broken Bow, Oklahoma** upon fulfillment of the terms as set out in said contract and bid for the purchase of said Bonds.

Said motion was seconded by **RALEY** and was adopted by the following vote:

AYE: BOLEN, COURTNEY, RALEY, ROBINSON

NAY: None

ADOPTED this 14th day of November, 2022.



President, Board of Education

ATTEST:



Clerk, Board of Education

(SEAL)



MINUTES AND RESOLUTION AUTHORIZING ISSUANCE OF BONDS

The Board of Education of Independent School District Number 5 of McCurtain County, State of Oklahoma, met in Special Session at the Library, Idabel High School, Idabel Public Schools, 901 North Lincoln Road, Idabel, Oklahoma, in said School District on the 14th day of November, 2022, at 5:00 o'clock p.m.

PRESENT: BRENT BOLEN, President; DARRELL COURTNEY, Clerk and Member; JAMES RALEY, Member; JERRY ROBINSON, Member

ABSENT: DONNY BUTLER, Vice President

Notice of this special meeting was given in writing to the County Clerk of McCurtain County, Oklahoma at 2:20 o'clock p.m. on the 11th day of October, 2022, forty-eight (48) hours or more prior to this meeting, and public notice of this meeting, setting forth the date, time, place and agenda was posted in the foyer of the Administration Building, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 11:10 o'clock a.m. on the 7th day of November, 2022, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

(OTHER PROCEEDINGS)

Thereupon **BOLEN** introduced a Resolution, which was read in full by the Clerk, and upon motion by **COURTNEY**, seconded by **RALEY**, said Resolution was adopted by the following vote:

AYE: BOLEN, COURTNEY, RALEY, ROBINSON

NAY: None

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District and is as follows:

RESOLUTION

A resolution providing for the issuance of General Obligation Building Bonds in the sum of \$695,000 by Independent School District Number 5 of McCurtain County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.

WHEREAS, on the 10th day of September, 2019, pursuant to notice duly given, an election was held in Independent School District Number 5 of McCurtain County, Oklahoma, for the purpose of submitting to the registered qualified electors of such District the question of the issuance of the Bonds of said District in the sum of \$9,520,000 to provide funds for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment, and acquiring and improving school sites; and

WHEREAS, as shown by the Official Certificate of Votes by the County Election Board of McCurtain County, Oklahoma, at said election there were cast by the registered qualified electors of said School District, 543 votes, of which 450 were in favor of and 93 were against the issuance of said Bonds; and

WHEREAS, a lawful majority of the registered qualified electors voting on said Proposition cast their ballots in favor of the issuance of said Bonds, the issuance thereof has been duly authorized; and

WHEREAS, of the originally authorized \$9,520,000 of General Obligation Building Bonds, \$200,000 dated February 1, 2020 (Official Bond Opinion No. 28,682), \$480,000 dated January 1, 2021 (Official Bond Opinion No. 28,948), and \$680,000 dated March 1, 2022 (Official Bond Opinion No. 29,261), have previously been sold, issued and delivered.

Now, therefore, be it resolved by the Board of Education of Independent School District Number 5 of McCurtain County, Oklahoma:

SECTION 1. That there are hereby ordered and directed to be issued the bonds of said School District in accordance with the forms hereinafter set out, in the aggregate amount of Six Hundred Ninety Five Thousand Dollars (\$695,000.00), which said Bonds shall be designated "General Obligation Building Bonds of 2023", shall be dated January 1, 2023, and become due and payable and bear interest from their date until paid as follows:

\$55,000 maturing on January 1, 2025 at 5.000%

\$640,000 maturing on January 1, 2026 at 5.125%

Payable semi-annually on January 1 and July 1 of each year, commencing on July 1, 2024. The Bonds are issuable as registered Bonds in the denomination of \$1,000.00 or any integral multiple thereof.

SECTION 2. That each of said Bonds and the endorsements and certificates thereon shall be in substantially the following form:

Unless this Bond is presented by an authorized representative of The Depository Trust Company to the Registrar for registration of transfer, exchange or payment and any bond issued is registered in the name of Cede & Co., or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

No. _____

\$ _____

UNITED STATES OF AMERICA
STATE OF OKLAHOMA

Independent School District Number 5 of McCurtain County, Oklahoma

General Obligation Building Bond of 2023

% Due January 1, 20_____

KNOW ALL PEOPLE BY THESE PRESENTS: That Independent School District Number 5 of McCurtain County, Oklahoma, a body corporate, hereby acknowledges itself indebted to and for value received, promises to pay the principal amount set forth above to the person named below:

CEDE & CO., as nominee of THE DEPOSITORY TRUST COMPANY, NEW YORK, NEW YORK, or registered assigns (hereinafter called the "Registered Holder"), for the bond number set forth above, together with interest thereon at the rate specified hereon, from the date hereof until paid, payable semi-annually on January 1 and July 1, respectively, in each year, beginning July 1, 2024.

The principal of and interest on this Bond are payable in lawful money of the United States of America which, at the time of payment, shall be legal tender for the payment of public and private debts. Payments of interest hereon shall be paid by check of UMB Bank, n.a., Oklahoma City, Oklahoma, (herein called the

"Registrar/Paying Agent") payable to the order of the Registered Holder and mailed to the address shown in the Registration Record on or before the date on which each such payment is due. Payment of principal of this Bond shall be payable only upon surrender of this bond to the Registrar/Paying Agent.

THE FULL FAITH, CREDIT AND RESOURCES of said District are hereby irrevocably pledged to the payment of this Bond.

THIS BOND is one of an issue of like date and tenor, except as to date of maturity, rate of interest and denomination, totaling the principal sum of Six Hundred Ninety Five Thousand Dollars (\$695,000.00) and is issued for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment, and acquiring and improving school sites under Section 26, Article X of the Oklahoma Constitution and Title 70, Chapter XV, Oklahoma Statutes, 2011, and other statutes of the State supplementary and amendatory thereto.

No person shall be entitled to any right or benefit provided in this Bond unless the name of such person is registered by the Registrar/Paying Agent of the School District on the Registration Record. This Bond shall be transferable only upon delivery of this Bond to the Registrar/Paying Agent, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Registrar/Paying Agent, duly executed by the Registered Holder hereof or his attorney duly authorized in writing, and such transfer is registered on the Registration Record. The Registrar/Paying Agent shall not be required to make such transfer after the fifteenth (15th) day of the calendar month preceding any interest payment date until after said latter date. The name of the Registered Holder endorsed hereon shall be deemed the correct name of the owner of this Bond for all purposes whatsoever. The Registrar/Paying Agent will keep the Registration Record open for registration of ownership of registered Bonds during its business hours. In the event of a change of Registrar/Paying Agent for any reason, notice thereof shall be mailed, by registered or certified United States Mail, postage prepaid, to the Registered Holder at the address shown in the Registration Record, and such notice shall be effective on the date of mailing and sufficient as to all persons.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required to be done, precedent to and in the issuance of this Bond have been properly done, happened and been performed in regular and due form and time as required by law and that the total indebtedness of said School District, including this Bond and the series of which it forms a part does not exceed any constitutional or statutory limitation, and that due provision has been made for the collection of an annual tax sufficient to pay the interest on this Bond as it falls due, and also to constitute a sinking fund for the payment of the principal hereof at maturity.

IN WITNESS WHEREOF, said School District has caused this Bond to be signed by the manual or facsimile signature of the President of the Board of Education, attested by the manual or facsimile signature of the Clerk and sealed with a manual or facsimile seal of the School District this 1st day of January, 2023.

(facsimile signature)

President, Board of Education

(SEAL)

ATTEST:

(facsimile signature)

Clerk, Board of Education

AUTHENTICATION CERTIFICATE

This Bond is one of the issue described in the Transcript of Proceedings prepared for this Bond issue, and is one of the General Obligation Building Bonds of 2023 of Independent School District Number 5 of McCurtain County, Oklahoma.

Date of Registration and Authentication

UMB Bank, n.a.
Oklahoma City, Oklahoma

By: _____
Authorized Officer

ENDORSEMENT NO. 1

State of Oklahoma

)
) SS.
)

County of McCurtain

We, the undersigned, District Attorney and County Clerk, respectively, of said County, in said State, in which the within named District is situated, hereby certify that the within Bond is one of a series of Bonds issued by the within named District pursuant to law and that the entire issue of said Bonds is within the debt limit imposed upon said District by the Constitution and laws of the State of Oklahoma.

WITNESS our respective official hands and the seal of said County this 1st day of January, 2023.

(facsimile signature) _____
County Clerk, McCurtain County
(SEAL)

(facsimile signature) _____
District Attorney, District No. 17

FORM OF ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer such Bond on the books kept for registration and transfer of the within Bond, with full power of substitution in the premises.

Dated: _____

Signature guaranteed by:

In the presence of:

LEGAL OPINION

ENDORSEMENT NO. 2

State of Oklahoma

)

County of McCurtain

) SS.
)

I, the undersigned, the duly qualified and acting Treasurer of the within named School District, in said County and State, hereby certify that I have duly registered the within Bond in my office on this the 1st day of January, 2023.

WITNESS my hand the date above written.

(facsimile signature) _____
Treasurer

STATE OF OKLAHOMA
OFFICE OF THE ATTORNEY GENERAL
BOND DEPARTMENT

_____, 20____

I HEREBY certify that I have examined a certified copy of the record of proceedings taken preliminary to and in the issuance of the within Bond; that such proceedings and such Bond show lawful authority for the issue and are in accordance with the forms and method of procedure prescribed and provided by me for the issuance of Bonds of like kind and that said Bond is a valid and binding obligation according to its tenor and terms, and, under the provisions of 62 Oklahoma Statutes, Sections 11, 13 and 14, as amended, requiring the certificate of the Bond Commissioner of the State of Oklahoma thereon, is incontestable in any court in the State of Oklahoma unless suit thereon shall be brought in a court having jurisdiction of the same within thirty days from the date of this approval of said Bond appearing in the caption hereto.

(facsimile signature) _____
Attorney General, *Ex Officio* Bond Commissioner of
the State of Oklahoma

SECTION 3. That each of said Bonds shall be signed by the manual or facsimile signature of the President of the Board of Education, have the corporate seal of said School District affixed thereto in manual or facsimile form, and be attested by the manual or facsimile signature of the Clerk of the Board of Education; that said officers are hereby authorized and directed to cause said Bonds to be prepared and to execute the same for and on behalf of said Board; have the same registered by the Treasurer of said School District, endorsed by the District Attorney and County Clerk and presented to the Attorney General, *Ex Officio* Bond Commissioner, together with a certified transcript of all proceedings had in connection with their issuance, for his approval and endorsement; that thereafter said Bonds shall be delivered to the purchasers, upon payment of the purchase price thereof, which shall not be less than par and accrued interest. The proceeds derived from the sale of said Bonds shall be placed in a special fund and used solely for the purpose of providing funds for the purposes set out in the Bond in Section 2 hereof. The School District certifies and covenants that none of the proceeds of the Bonds described herein will be used to pay interest on any lease, lease-purchase contract, lease purchase installments or other obligations, nor will Bond proceeds be used in violation of applicable provisions of the Oklahoma Constitution and laws.

SECTION 4. Whenever any registered Bond or Bonds shall be exchanged for another registered Bond or Bonds of different denomination, the Registrar/Paying Agent shall cancel the Bond or Bonds surrendered in such exchange on the face thereof and on the Registration Record. If the supply of registered Bonds for making exchanges shall have been exhausted, the Registrar/Paying Agent shall cause additional registered Bonds to be prepared, at the expense of the School District. The School District covenants that upon request of the Registrar/Paying Agent, its appropriate officers promptly will execute such additional registered Bonds on behalf of the School District.

SECTION 5. The Registrar/Paying Agent for all registered Bonds issued pursuant to this Resolution shall maintain a Registration Record for the purpose of registering the name and address of the Registered Holder of each registered Bond. The Registrar/Paying Agent will keep the Registration Record open for registrations during its business hours. In the event of a change of Registrar/Paying Agent, notice thereof shall be mailed, registered or certified United States Mail, postage prepaid, to the Registered Holder of each registered Bond. The name and address of the Registered Holder as the same appears on the Registration Record shall be conclusive evidence to all persons and for all purposes whatsoever and no person other than the Registered Holder shown on the Registration Record shall be entitled to any right or benefit in relation to the Bond so registered; provided, that the foregoing shall not apply to any successor by operation of law of such Registered Holder. Registered Bonds shall be transferable only upon delivery of such Bonds to the Registrar/Paying Agent, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Registrar/Paying Agent, executed by the Registered Holder thereof or his attorney duly authorized in writing, and such transfer registered on the Registration Record. If the Form of Assignment on such Bonds is exhausted, such Registered Bonds delivered to the Registrar/Paying Agent for registration of transfer shall be cancelled by the Registrar/Paying Agent on the face thereof and the Registrar/Paying Agent shall authenticate and deliver to the transferee Bonds in the aggregate principal amount equal to the unpaid principal of the surrendered Bonds in new registered Bonds, in denominations of \$1,000.00 or any integral multiple thereof except one Bond may be in an amount so as to complete the issue. The Registrar/Paying Agent shall not be obligated to make such transfer after the fifteenth (15th) day of the calendar month preceding any interest payment date until after said latter date.


SECTION 6. There is hereby created and established a system of registration for uncertificated registered public obligations with respect to the Bonds as provided in the Registered Public Obligations Act of Oklahoma, Title 62 Oklahoma Statutes, Section 582(13)(b), whereby books shall be maintained on behalf of the School District by The Depository Trust Company, New York, New York, for the purpose of registration of transfer of the uncertificated registered public obligations with respect to the Bonds which specify the persons entitled to the Bonds and the rights evidenced thereby shall be registered upon such books, and the President and Clerk (or in their absence or incapacity, the Vice President and Deputy Clerk, respectively) are hereby authorized and directed to execute such documents and instruments as may be required to implement the foregoing system of registration.

SECTION 7. That beginning in the year 2023-24, a continuing annual tax sufficient to pay the interest on said Bonds when due and for the purpose of providing a sinking fund with which to pay the principal of said Bonds when due shall be and is hereby ordered levied upon all taxable property of said School District, in addition to all other taxes, said sinking fund to be designated "General Obligation Building Bonds of 2023 Sinking Fund". Said tax shall be and is hereby ordered certified, levied and extended upon the tax rolls and collected by the same officers in the same manner and at the same time as the taxes for general purposes in each of said years are certified, levied, extended and collected; that all funds derived from said tax shall be placed in said sinking fund, which, together with all interest collected on same, shall be irrevocably pledged to the payment of the interest on and principal of said Bonds when and as the same fall due.

ADOPTED and APPROVED this 14th day of November, 2022.



President, Board of Education

ATTEST:


Clerk, Board of Education

(SEAL)




registration with the SEC. You can go to <http://msrb.org/MARegistrants.aspx> to verify registration with the MSRB.

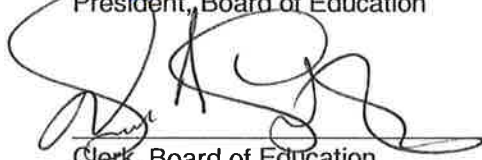
1. The second is the MSRB's website which is www.msrb.org.
2. The third is the availability of an informational brochure for municipal advisory clients that is posted on the website of the MSRB that describes the protections that may be provided by the MSRB rules and how to file a complaint with the appropriate regulatory authority. The current "Information for Municipal Advisory Clients" brochure can be found at the following web address: <http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure.ashx?la=en>.

If we discover any potential conflicts, we will provide full and complete disclosure to you. We believe this addresses the requirements of the new rules. You are encouraged to review our Form ADV Part 2(A) as it provides information about our firm. Feel free to ask any questions you may have.

WITNESS our respective hands and the official seal of Independent School District Number 5 of McCurtain County, Oklahoma, this 14th day of November, 2022.



President, Board of Education



Clerk, Board of Education

(SEAL)



Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND FOR OP, Date Range: 7/1/2022 - 6/30/2023, PO Range: 145 - 1000

PO No	Date	Vendor No	Vendor	Description	Amount
145	11/11/2022	3759	OKLAHOMA DHS	PROFESSIONAL FEES	18,000.00
146	11/14/2022	733	LIFT HEAD START	HEAD START-FEES	10,000.00
147	11/16/2022	291	BULLOCK, LAURA	MEALS-MS	100.00
148	11/16/2022	3846	HASTINGS, LINDSEY	MEALS-MS	100.00
149	11/16/2022	3703	AMAZON CAPITAL SERVICES	SECURITY-MS	200.00
150	11/16/2022	2586	BSN SPORTS	TRACK EQUIPMENT FOR NEW STADIUM	35,187.92
151	11/17/2022	779	ROSENSTEIN, FIST & RINGOLD	DISTRICT-ATTORNEY FEES	10,000.00
152	11/17/2022	228	MUNICIPAL ACCOUNTING SYSTEMS, INC	DISTRICT-SOFTWARE	10,000.00
153	11/30/2022	2714	OK ATTORNEY GENERAL	DISTRICT-FEES	208.50
154	11/30/2022	337	DOUBLE TREE - TULSA	LODGING-MS CHOIR	458.71
155	11/30/2022	198	HILLTOP HARDWARE AND LUMBER, LLC	412-AG	1,000.00
156	11/30/2022	1087	MARRIOTT-COURTYARD OKC DOWNTOWN	LODGING-MS CHOIR	1,369.50
157	11/30/2022	1050	HAMPTON INN-OKC	ROOMS FOR 2A-4A ALL-STATE BAND/JAZZBAND	396.00
158	12/05/2022	3166	SHL US INC.	412	577.50
159	12/05/2022	151	VISA	412-AG	2,000.00
160	12/05/2022	3630	MARLIN COFFMAN	DISTRICT	500.00
161	12/05/2022	623	OKMEA	BAND-HS	120.00
162	12/05/2022	37	ABCO PRINTING COMPANY	DISTRICT	600.00
163	12/05/2022	3818	HAPPY PLAYGROUNDS	TSET GRANT PROJECT 019 Nancy Copeland	2,250.00
164	12/05/2022	112	HYATT REGENCY - TULSA	POPTIME-HS	1,464.00
165	12/05/2022	8098	HARJO, JULIA	JOM	900.00
166	12/05/2022	3703	AMAZON CAPITAL SERVICES	412 - SWAFFORD BMITE	3,500.00
167	12/07/2022	3428	OKMEA - CHORUS ENTRY	POPTIME-HS	240.00
168	12/07/2022	80194	NATASHA N. ROBBINS	HS-BOOKS	150.00
169	12/07/2022	3963	SOUTHEASTERN OK STATE UNIVERSITY	HS-BOOKS	1,000.00
170	12/07/2022	2876	ALFORD METALS	412-AG	1,000.00
171	12/07/2022	1563	QUALITY ROCK	LIME ROCK	1,500.00
172	12/07/2022	3911	TREATS SOLUTIONS, INC.	DISTRICT SUPPLIES	6,500.00
173	12/07/2022	8140	LOPEZ, SAMMY JR.	LABOR	300.00
174	12/07/2022	8137	LOPEZ, MATRAIL	LABOR	300.00
175	12/07/2022	1766	PROTECH LOCKSMITH	DISTRICT LOCKS & KEYS	1,000.00
176	12/07/2022	2539	COMFORT INN - ARDMORE	STATE TRACK MEET	950.00
177	12/07/2022	3085	FINISH LINE	412-AG	1,000.00
178	12/07/2022	3406	WEX BANK-VALERO FLEET	412-AG	1,000.00
179	12/07/2022	8214	OKLAHOMA AUTISM NETWORK	DISTRICT-TRAINING	150.00
180	12/07/2022	8215	ENTEGRITY ENERGY PARTNERS, LLC	HS-HVAC	392,290.00
Non-Payroll Total:					\$506,312.13
Payroll Total:					\$0.00
Report Total:					\$506,312.13

Purchase Order Register

Options: Year: 2022-2023, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2022 - 6/30/2023, PO Range: 15 - 50

PO No	Date	Vendor No	Vendor	Description	Amount
15	11/16/2022	151	VISA	CAFETERIA SMALL ITEMS AS NEEDED	500.00
16	11/16/2022	3376	D & P CONTRACTORS	PLUMB THE STEAM TABLES	850.00
17	11/30/2022	8206	WEBSTER, MARCUS	GENERAL CONSTRUCTION	390.00
18	12/02/2022	8211	CEMPS, LLC	SPRING FOR LIFT GATE	45.00
19	12/05/2022	151	VISA	KITCHEN MATERIALS	450.00
20	12/05/2022	3376	D & P CONTRACTORS	EQUIPMENT GRANT	62,145.60
21	12/07/2022	1112	FLOORING OUTFITTERS	REPLACE MISSING FLOOR TILES	2,000.00
22	12/07/2022	3376	D & P CONTRACTORS	BLANKET PO FOR KITCHEN REPAIRS AS THEY ARISE	10,000.00
23	12/08/2022	151	VISA	WALMART	1,600.00
Non-Payroll Total:					\$77,980.60
Payroll Total:					\$0.00
Report Total:					\$77,980.60

GENERAL FUND: (Fund 11)

BEGINNING BANK BALANCE	1,767,791.76			
REVENUE				
TOTAL NEW REVENUE FOR NOVEMBER 30, 2022	868,984.57			
DISBURSEMENTS				
WARRANTS PAID	(927,614.24)			
GENERAL FUND - ENDING BANK BALANCE (INB)	1,709,162.09	11/30/2021	11/30/2020	11/30/2019
		899,103.48	921,556.00	515,829.28
LESS OUTSTANDING WARRANTS	(274,826.98)			
LESS RESERVES FOR OPEN ENCUMBRANCES	0.00	11/30/2021	11/30/2020	11/30/2019
GENERAL FUND - FUND BALANCE AS OF: NOVEMBER :	1,434,335.11	785,916.70	903,782.73	792,275.45

5 MILL BUILDING FUND: (Fund 21)

BEGINNING BANK BALANCE	616,563.76
REVENUE	
TOTAL NEW REVENUE FOR NOVEMBER 30, 2022	1,625.07
DISBURSEMENTS	0.00
WARRANTS PAID	(17,752.94)
5M BLDG FUND - ENDING BANK BALANCE (INB)	600,435.89
LESS OUTSTANDING WARRANTS	(1,378.90)
LESS RESERVES FOR OPEN ENCUMBRANCES	0.00
5M BLDG FUND - FUND BAL AS OF NOVEMBER 30,	599,056.99

CHILD NUTRITION FUND: (Fund 22)

BEGINNING BANK BALANCE	267,346.50
REVENUE	
TOTAL NEW REVENUE FOR NOVEMBER 30, 2022	88,428.85
DISBURSEMENTS	
WARRANTS PAID	(105,932.11)
CHILD NUTRITION FUND - ENDING BANK BAL	249,843.24
LESS OUTSTANDING WARRANTS	(2,681.87)
LESS RESERVES FOR OPEN ENCUMBRANCES	0.00
CHILD NUTR FUND - FUND BAL AS OF NOVEMBER :	247,161.37

BOND FUND 2020: (FUND 38-BUILDING)

BEGINNING BANK BALANCE	18,443.10
REVENUE	
TOTAL NEW REVENUE FOR NOVEMBER 30, 2022	0.00
DISBURSEMENTS	
WARRANTS PAID	
BOND FUND -FUND BAL AS OF NOVEMBER 30, 2022	18,443.10
LESS OUTSTANDING WARRANTS	0.00
LESS RESERVES FOR OPEN ENCUMBRANCES	0.00
BOND FUND - FUND BAL AS OF NOVEMBER 30, 2022	18,443.10

BOND FUND 2021: (FUND 39-BUILDING BOND)

BEGINNING BANK BALANCE	0.00
REVENUE	0.00
TOTAL NEW REVENUE FOR NOVEMBER 30, 2022	0.00
DISBURSEMENTS	
WARRANTS PAID	0.00
BOND FUND -FUND BAL AS OF NOVEMBER 30, 2022	0.00
LESS OUTSTANDING WARRANTS	0.00
LESS RESERVES FOR OPEN ENCUMBRANCES	0.00
BOND FUND - FUND BAL AS OF APRIL 30, 2022	0.00

SINKING FUND: (Fund 41)

BEGINNING BANK BALANCE	88,208.67
REVENUE	
TOTAL NEW REVENUE FOR NOVEMBER 30, 2022	2,273.91
DISBURSEMENTS	0.00
WARRANTS PAID	0.00
LESS OUTSTANDING WARRANTS	0.00
SINKING FUND -FUND BAL AS OF NOVEMBER 30, 2022	90,482.58

REPAYMENT SCHEDULE/COMBINED BOND ISSUE OF 2017 (SERIES B)

PAYMENT DATE:		PRINCIPAL	INTEREST	TOTAL	
July 1, 2017					
January 1, 2018					
July 1, 2018					
January 1, 2019					
JULY 1, 2019	1.650%	165,000.00	49,500.00	214,500.00	
January 1, 2020			11,013.75	11,013.75	
JULY 1, 2020	1.650%	445,000.00	11,013.75	456,013.75	
January 1, 2021			7,342.50	7,342.50	
JULY 1, 2021	1.650%	445,000.00	7,342.50	452,342.50	
January 1, 2022			3,671.25	3,671.25	
JULY 1, 2022	1.650%	445,000.00	3,671.25	448,671.25	
		TOTALS	1,500,000.00	93,555.00	1,593,555.00

REPAYMENT SCHEDULE/COMBINED BOND ISSUE OF 2018

PAYMENT DATE:		PRINCIPAL	INTEREST	TOTAL	
June 1, 2019	0.000%		14,707.50	14,707.50	
December 1, 2019			7,353.75	7,353.75	
June 1, 2020	2.650%	165,000.00	7,353.75	172,353.75	
December 1, 2020			5,167.50	5,167.50	
June 1, 2021	2.650%	195,000.00	5,167.50	200,167.50	
December 1, 2021			2,583.75	2,583.75	
June 1, 2022	2.650%	195,000.00	2,583.75	197,583.75	
		TOTALS	555,000.00	44,917.50	599,917.50

IDABEL PUBLIC SCHOOLS

Balance Sheet

Options: Fiscal Years: 2022-2023, Funds: 11-41, As Of Date: 11/30/2022

Assets				
Cash				
11	2022	GENERAL FUND FOR OP		\$2,369,441.63
11	2023	GENERAL FUND FOR OP		(\$660,279.54)
		Fund 11 Total		<u>\$1,709,162.09</u>
21	2022	5 MILL BUILDING FUND		\$634,397.77
21	2023	5 MILL BUILDING FUND		(\$33,961.88)
		Fund 21 Total		<u>\$600,435.89</u>
22	2022	CHILD NUTRITION FUND		\$379,247.11
22	2023	CHILD NUTRITION FUND		(\$129,403.87)
		Fund 22 Total		<u>\$249,843.24</u>
38	2022	BOND		\$18,443.10
		Fund 38 Total		<u>\$18,443.10</u>
39	2022	BUILDING BOND 2022		\$667,950.00
39	2023	BUILDING BOND 2022		(\$667,950.00)
		Fund 39 Total		<u>\$0.00</u>
41	2022	SINKING FUND		\$64,937.37
41	2023	SINKING FUND		\$25,545.21
		Fund 41 Total		<u>\$90,482.58</u>
		Cash Total		<u>\$2,668,366.90</u>
Investments				
Revenue Receivable				
11	2022	GENERAL FUND FOR OP		\$1,586,217.47
11	2023	GENERAL FUND FOR OP		\$14,180,038.46
		Fund 11 Total		<u>\$15,766,255.93</u>
21	2022	5 MILL BUILDING FUND		(\$230,954.56)
21	2023	5 MILL BUILDING FUND		\$775,380.63
		Fund 21 Total		<u>\$544,426.07</u>
22	2022	CHILD NUTRITION FUND		(\$244,285.20)
22	2023	CHILD NUTRITION FUND		\$978,052.32
		Fund 22 Total		<u>\$733,767.12</u>
38	2022	BOND		(\$18,790.81)
		Fund 38 Total		<u>(\$18,790.81)</u>
39	2022	BUILDING BOND 2022		(\$1,149,602.29)
		Fund 39 Total		<u>(\$1,149,602.29)</u>
41	2022	SINKING FUND		(\$1,183,289.86)
41	2023	SINKING FUND		(\$27,795.21)
		Fund 41 Total		<u>(\$1,211,085.07)</u>
		Revenue Receivable Total		<u>\$14,664,970.95</u>
		Assets Total		<u><u>\$17,333,337.85</u></u>

Liabilities, Reserves and Fund Balance

Outstanding Warrants

11	2022	GENERAL FUND FOR OP		\$1,175.47
11	2023	GENERAL FUND FOR OP		\$273,651.51
		Fund 11 Total		<u>\$274,826.98</u>
21	2022	5 MILL BUILDING FUND		\$0.00
21	2023	5 MILL BUILDING FUND		\$1,378.90

IDABEL PUBLIC SCHOOLS

Balance Sheet

Options: Fiscal Years: 2022-2023, Funds: 11-41, As Of Date: 11/30/2022

			Fund 21 Total	\$1,378.90
22	2022	CHILD NUTRITION FUND		\$0.00
22	2023	CHILD NUTRITION FUND		\$2,681.87
			Fund 22 Total	\$2,681.87
38	2022	BOND		\$0.00
			Fund 38 Total	\$0.00
39	2022	BUILDING BOND 2022		\$0.00
39	2023	BUILDING BOND 2022		\$0.00
			Fund 39 Total	\$0.00
41	2022	SINKING FUND		\$0.00
41	2023	SINKING FUND		\$0.00
			Fund 41 Total	\$0.00
			Outstanding Warrants Total	\$278,887.75
Fund Balance				
11	2022	GENERAL FUND FOR OP		\$3,954,483.63
11	2023	GENERAL FUND FOR OP		\$13,246,107.41
			Fund 11 Total	\$17,200,591.04
21	2022	5 MILL BUILDING FUND		\$403,443.21
21	2023	5 MILL BUILDING FUND		\$740,039.85
			Fund 21 Total	\$1,143,483.06
22	2022	CHILD NUTRITION FUND		\$134,961.91
22	2023	CHILD NUTRITION FUND		\$845,966.58
			Fund 22 Total	\$980,928.49
38	2022	BOND		(\$347.71)
			Fund 38 Total	(\$347.71)
39	2022	BUILDING BOND 2022		(\$481,652.29)
39	2023	BUILDING BOND 2022		(\$667,950.00)
			Fund 39 Total	(\$1,149,602.29)
41	2022	SINKING FUND		(\$1,118,352.49)
41	2023	SINKING FUND		(\$2,250.00)
			Fund 41 Total	(\$1,120,602.49)
			Fund Balance Total	\$17,054,450.10
			Liabilities, Reserves and Fund Balance Total	\$17,333,337.85

IDABEL PUBLIC SCHOOLS

Revenue By Month

Options: Fiscal Year: 2023, Funds: 11-41

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Total
AR 1110	\$11,138.58	\$0.00	\$0.00	\$0.00	\$0.00	\$2,869.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,007.71
AR 1120	\$8,815.21	\$30,761.83	\$10,471.01	\$9,981.12	\$6,420.57	\$2,808.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,258.04
AR 1310	\$2,438.10	\$1,031.20	\$798.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,267.59
AR 1311	\$0.00	\$985.51	\$2,309.24	\$2,571.33	\$1,905.62	\$495.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,267.08
AR 1510	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,281.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,281.68
AR 1590	\$3,251.90	\$7,067.90	\$6,371.92	\$6,468.04	\$4,548.03	\$4,412.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,120.74
AR 1680	\$0.00	\$0.00	\$0.00	\$0.00	\$16,519.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,519.73
AR 2100	\$4,655.06	\$2,202.92	\$912.24	\$621.80	\$654.48	\$871.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,918.34
AR 2200	\$15,486.67	\$9,839.59	\$14,889.93	\$8,835.23	\$9,623.83	\$6,512.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,188.23
AR 3120	\$10,577.67	\$46,434.95	\$49,409.13	\$46,895.63	\$42,382.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195,699.54
AR 3130	\$5,029.52	\$5,817.04	\$6,905.23	\$7,457.76	\$6,545.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,754.75
AR 3140	\$16,491.36	\$9,541.07	\$12,999.92	\$15,094.09	\$12,788.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,915.14
AR 3150	\$16.28	\$71.60	\$31.70	\$47.55	\$9.51	\$60.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$236.87
AR 3210	\$0.00	\$529,706.43	\$529,706.42	\$529,706.43	\$529,706.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,118,825.71
AR 3250	\$0.00	\$104,835.75	\$104,835.77	\$104,835.77	\$126,718.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$441,225.77
AR 3310	\$0.00	\$0.00	\$0.00	\$0.00	\$15,880.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,880.86
AR 3420	\$0.00	\$6,983.56	\$6,983.56	\$6,983.57	\$6,983.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,934.25
AR 3440	\$0.00	\$0.00	\$0.00	\$6,910.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,910.00
AR 3811	\$0.00	\$0.00	\$3,660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,660.00
AR 3812	\$0.00	\$0.00	\$11,159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,159.00
AR 4140	\$8,094.50	\$0.00	\$0.00	\$0.00	\$20,074.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,169.06
AR 4162	\$0.00	\$0.00	\$0.00	\$137.28	\$0.00	\$3.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.96
AR 4163	\$814.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$814.24
AR 4210	\$0.00	\$0.00	\$0.00	\$0.00	\$2,145.75	\$1,072.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,218.60
AR 4271	\$0.00	\$0.00	\$0.00	\$0.00	\$24,865.92	\$8,275.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,141.83
AR 4310	\$0.00	\$0.00	\$0.00	\$0.00	\$989.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$989.54
AR 4442	\$0.00	\$0.00	\$0.00	\$0.00	\$7,906.68	\$3,949.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,856.34
AR 4443	\$0.00	\$0.00	\$0.00	\$0.00	\$6,359.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,359.53
AR 4470	\$6,603.55	\$0.00	\$0.00	\$0.00	\$6,911.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,515.17
AR 4550	\$0.00	\$0.00	\$0.00	\$11,993.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,993.74
AR 4611	\$28,562.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,562.10
AR 4689	\$775.47	\$138,595.37	\$5,810.26	\$44,100.00	\$22,850.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$212,131.61
AR 4705	\$0.00	\$0.00	\$26,786.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,786.30
AR 4706	\$0.00	\$0.00	\$3,135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,135.00
AR 4710	\$12,665.50	\$0.00	\$0.00	\$34,337.38	\$64,179.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,181.96
AR 4720	\$4,759.33	\$0.00	\$0.00	\$13,047.81	\$23,588.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,395.32
AR 5160	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
AR 5600	\$1,000.92	\$0.00	\$41.72	\$0.00	\$753.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,796.51
Total	\$141,175.96	\$893,874.72	\$797,216.64	\$850,024.53	\$961,312.40	\$40,489.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,684,093.84

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GENERAL FUND FOR OP						
Project - 000 NON CATEGORICAL						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$1,042,689.60	\$6,308.50	\$1,036,381.10	\$0.00	0.61%	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$37,511.76	\$0.00	\$37,511.76	N/A	\$3,628.33
Source - 1310 INTEREST EARNINGS	\$0.00	\$4,267.59	\$0.00	\$4,267.59	N/A	\$0.00
Source - 1311 NOW ACCNT INTEREST	\$0.00	\$7,771.70	\$0.00	\$7,771.70	N/A	\$1,905.62
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$1,901.27	\$0.00	\$1,901.27	N/A	\$0.00
Source - 1680 REFUND PRIOR YR EXPENDITURES	\$0.00	\$16,519.73	\$0.00	\$16,519.73	N/A	\$16,519.73
Series - 1000 Total	\$1,042,689.60	\$74,280.55	\$1,036,381.10	\$67,972.05	7.12%	\$22,053.68
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$246,619.46	\$9,046.50	\$237,572.96	\$0.00	3.67%	\$654.48
Source - 2200 COUNTY APPORT. (MORTGAGE TAX)	\$151,153.86	\$58,675.25	\$92,478.61	\$0.00	38.82%	\$9,623.83
Series - 2000 Total	\$397,773.32	\$67,721.75	\$330,051.57	\$0.00	17.03%	\$10,278.31
Series - 3000						
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$577,550.91	\$195,699.54	\$381,851.37	\$0.00	33.88%	\$42,382.16
Source - 3130 RURAL ELECTRIC COOP.TAX	\$63,762.07	\$31,754.75	\$32,007.32	\$0.00	49.80%	\$6,545.20
Source - 3140 STATE SCHOOL LAND EARNINGS	\$180,794.18	\$66,915.14	\$113,879.04	\$0.00	37.01%	\$12,788.70
Source - 3150 VEHICLE TAX STAMPS	\$755.36	\$176.64	\$578.72	\$0.00	23.38%	\$9.51
Source - 3210 FOUNDATION AND SALARY INCEN.	\$5,885,626.96	\$2,118,825.71	\$3,766,801.25	\$0.00	36.00%	\$529,706.43
Series - 3000 Total	\$6,708,489.48	\$2,413,371.78	\$4,295,117.70	\$0.00	35.97%	\$591,432.00
Series - 5000						
Source - 5600 CORRECTING ENTRY	\$0.00	\$1,796.51	\$0.00	\$1,796.51	N/A	\$753.87
Series - 5000 Total	\$0.00	\$1,796.51	\$0.00	\$1,796.51	N/A	\$753.87
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$2,368,266.16	\$0.00	\$2,368,266.16	\$0.00	0.00%	\$0.00
Series - 6000 Total	\$2,368,266.16	\$0.00	\$2,368,266.16	\$0.00	0.00%	\$0.00
Project - 000 NON CATEGORICAL Total	\$10,517,218.56	\$2,557,170.59	\$8,029,816.53	\$69,768.56	24.31%	\$624,517.86
Project - 016 SCHOOL VEHICLE-PERSONAL USE						
Series - 1000						
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$7,520.54	\$0.00	\$7,520.54	N/A	\$1,867.36
Series - 1000 Total	\$0.00	\$7,520.54	\$0.00	\$7,520.54	N/A	\$1,867.36
Project - 016 SCHOOL VEHICLE-PERSONAL USE Total	\$0.00	\$7,520.54	\$0.00	\$7,520.54	N/A	\$1,867.36
Project - 017 MIFI-VERIZON						
Series - 1000						
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$14,730.73	\$0.00	\$14,730.73	N/A	\$2,680.67
Series - 1000 Total	\$0.00	\$14,730.73	\$0.00	\$14,730.73	N/A	\$2,680.67
Project - 017 MIFI-VERIZON Total	\$0.00	\$14,730.73	\$0.00	\$14,730.73	N/A	\$2,680.67
Project - 317 DRIVER ED						
Series - 3000						
Source - 3440 DRIVER EDUCATION	\$0.00	\$6,910.00	\$0.00	\$6,910.00	N/A	\$0.00
Series - 3000 Total	\$0.00	\$6,910.00	\$0.00	\$6,910.00	N/A	\$0.00
Project - 317 DRIVER ED Total	\$0.00	\$6,910.00	\$0.00	\$6,910.00	N/A	\$0.00
Project - 319 ADULT ED MATCHING						
Series - 3000						

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3430 ADULT EDUCATION MATCHING	\$16,972.39	\$0.00	\$16,972.39	\$0.00	0.00%	\$0.00
Series - 3000 Total	\$16,972.39	\$0.00	\$16,972.39	\$0.00	0.00%	\$0.00
Project - 319 ADULT ED MATCHING Total	\$16,972.39	\$0.00	\$16,972.39	\$0.00	0.00%	\$0.00
Project - 331 FLEX BENEFITS / CERT Series - 3000						
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$9,201.72	\$3,613.77	\$5,587.95	\$0.00	39.27%	\$1,129.31
Series - 3000 Total	\$9,201.72	\$3,613.77	\$5,587.95	\$0.00	39.27%	\$1,129.31
Project - 331 FLEX BENEFITS / CERT Total	\$9,201.72	\$3,613.77	\$5,587.95	\$0.00	39.27%	\$1,129.31
Project - 332 FLEX BENEFITS / NON CERT Series - 3000						
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$79,669.80	\$22,944.90	\$56,724.90	\$0.00	28.80%	\$1,434.05
Series - 3000 Total	\$79,669.80	\$22,944.90	\$56,724.90	\$0.00	28.80%	\$1,434.05
Project - 332 FLEX BENEFITS / NON CERT Total	\$79,669.80	\$22,944.90	\$56,724.90	\$0.00	28.80%	\$1,434.05
Project - 333 STATE TEXTBOOKS Series - 3000						
Source - 3420 STATE TEXTBOOK	\$77,595.13	\$27,934.25	\$49,660.88	\$0.00	36.00%	\$6,983.56
Series - 3000 Total	\$77,595.13	\$27,934.25	\$49,660.88	\$0.00	36.00%	\$6,983.56
Project - 333 STATE TEXTBOOKS Total	\$77,595.13	\$27,934.25	\$49,660.88	\$0.00	36.00%	\$6,983.56
Project - 334 CER MED PD BY STATE Series - 3000						
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$757,901.36	\$267,621.13	\$490,280.23	\$0.00	35.31%	\$64,836.18
Series - 3000 Total	\$757,901.36	\$267,621.13	\$490,280.23	\$0.00	35.31%	\$64,836.18
Project - 334 CER MED PD BY STATE Total	\$757,901.36	\$267,621.13	\$490,280.23	\$0.00	35.31%	\$64,836.18
Project - 335 NC MED PD BY STATE Series - 3000						
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$318,068.92	\$142,889.10	\$175,179.82	\$0.00	44.92%	\$57,550.61
Series - 3000 Total	\$318,068.92	\$142,889.10	\$175,179.82	\$0.00	44.92%	\$57,550.61
Project - 335 NC MED PD BY STATE Total	\$318,068.92	\$142,889.10	\$175,179.82	\$0.00	44.92%	\$57,550.61
Project - 388 ALTERNATIVE ED GRANT Series - 3000						
Source - 3310 ALTERNATIVE AND HIGH CHALLENGE	\$18,000.00	\$15,880.86	\$2,119.14	\$0.00	88.23%	\$15,880.86
Series - 3000 Total	\$18,000.00	\$15,880.86	\$2,119.14	\$0.00	88.23%	\$15,880.86
Project - 388 ALTERNATIVE ED GRANT Total	\$18,000.00	\$15,880.86	\$2,119.14	\$0.00	88.23%	\$15,880.86
Project - 411 COMPR HS PROG Series - 3000						
Source - 3811 COMP. HS VOC. SALARY REIM.	\$24,240.00	\$3,660.00	\$20,580.00	\$0.00	15.10%	\$0.00
Series - 3000 Total	\$24,240.00	\$3,660.00	\$20,580.00	\$0.00	15.10%	\$0.00
Project - 411 COMPR HS PROG Total	\$24,240.00	\$3,660.00	\$20,580.00	\$0.00	15.10%	\$0.00
Project - 412 VOCATIONAL PROGRAMS Series - 3000						
Source - 3812 VOC. PROG. INCENTIVE ASSIST.	\$44,644.00	\$11,159.00	\$33,485.00	\$0.00	25.00%	\$0.00
Series - 3000 Total	\$44,644.00	\$11,159.00	\$33,485.00	\$0.00	25.00%	\$0.00
Project - 412 VOCATIONAL PROGRAMS Total	\$44,644.00	\$11,159.00	\$33,485.00	\$0.00	25.00%	\$0.00
Project - 421 CARL PERKINS						

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 4000						
Source - 4821 CARL PERKINS	\$19,163.00	\$0.00	\$19,163.00	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$19,163.00	\$0.00	\$19,163.00	\$0.00	0.00%	\$0.00
Project - 421 CARL PERKINS Total	\$19,163.00	\$0.00	\$19,163.00	\$0.00	0.00%	\$0.00
Project - 469 OKLAHOMA EDUCATION LOTTERY FUN						
Series - 3000						
Source - 3892 OKLA STATE LOTTERY	\$14,951.99	\$0.00	\$14,951.99	\$0.00	0.00%	\$0.00
Series - 3000 Total	\$14,951.99	\$0.00	\$14,951.99	\$0.00	0.00%	\$0.00
Project - 469 OKLAHOMA EDUCATION LOTTERY FUN Total	\$14,951.99	\$0.00	\$14,951.99	\$0.00	0.00%	\$0.00
Project - 511 BASIC PROG, CY						
Series - 4000						
Source - 4210 TITLE I-BASIC PROGRAM	\$753,506.04	\$0.00	\$753,506.04	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$753,506.04	\$0.00	\$753,506.04	\$0.00	0.00%	\$0.00
Project - 511 BASIC PROG, CY Total	\$753,506.04	\$0.00	\$753,506.04	\$0.00	0.00%	\$0.00
Project - 518 TITLE I PART D-NEGLECTED						
Series - 4000						
Source - 4210 TITLE I-BASIC PROGRAM	\$15,430.47	\$2,145.75	\$13,284.72	\$0.00	13.91%	\$2,145.75
Series - 4000 Total	\$15,430.47	\$2,145.75	\$13,284.72	\$0.00	13.91%	\$2,145.75
Project - 518 TITLE I PART D-NEGLECTED Total	\$15,430.47	\$2,145.75	\$13,284.72	\$0.00	13.91%	\$2,145.75
Project - 532 PART D DELINQ						
Series - 4000						
Source - 4210 TITLE I-BASIC PROGRAM	\$29,698.30	\$0.00	\$29,698.30	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$29,698.30	\$0.00	\$29,698.30	\$0.00	0.00%	\$0.00
Project - 532 PART D DELINQ Total	\$29,698.30	\$0.00	\$29,698.30	\$0.00	0.00%	\$0.00
Project - 541 TITLE II PART A						
Series - 4000						
Source - 4271 PART A RECRUITMENT	\$76,962.51	\$24,865.92	\$52,096.59	\$0.00	32.31%	\$24,865.92
Series - 4000 Total	\$76,962.51	\$24,865.92	\$52,096.59	\$0.00	32.31%	\$24,865.92
Project - 541 TITLE II PART A Total	\$76,962.51	\$24,865.92	\$52,096.59	\$0.00	32.31%	\$24,865.92
Project - 552 TITLE IV, PART A, STUDENT SUPPORT, FORMULA GRANT						
Series - 4000						
Source - 4442 TITLE IV-STUDENT SUPPORT & ACADE	\$66,268.17	\$7,906.68	\$58,361.49	\$0.00	11.93%	\$7,906.68
Series - 4000 Total	\$66,268.17	\$7,906.68	\$58,361.49	\$0.00	11.93%	\$7,906.68
Project - 552 TITLE IV, PART A, STUDENT SUPPORT, FORMULA GRANT Total	\$66,268.17	\$7,906.68	\$58,361.49	\$0.00	11.93%	\$7,906.68
Project - 554 21st CENTURY-SPECIAL PROJECTS						
Series - 4000						
Source - 4443 21ST CENTURY GRANT	\$64,655.20	\$6,359.53	\$58,295.67	\$0.00	9.84%	\$6,359.53
Series - 4000 Total	\$64,655.20	\$6,359.53	\$58,295.67	\$0.00	9.84%	\$6,359.53
Project - 554 21st CENTURY-SPECIAL PROJECTS Total	\$64,655.20	\$6,359.53	\$58,295.67	\$0.00	9.84%	\$6,359.53
Project - 558 ESSER-SUMMER LEARNING & ENRICHMENT						
Series - 4000						
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$50,405.00	\$0.00	\$50,405.00	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$50,405.00	\$0.00	\$50,405.00	\$0.00	0.00%	\$0.00
Project - 558 ESSER-SUMMER LEARNING & ENRICHMENT Total	\$50,405.00	\$0.00	\$50,405.00	\$0.00	0.00%	\$0.00
Project - 559 ESSER-AFTER SCHOOL PROGRAM						
Series - 4000						
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$210,000.00	\$18,052.01	\$191,947.99	\$0.00	8.60%	\$18,052.01
Series - 4000 Total	\$210,000.00	\$18,052.01	\$191,947.99	\$0.00	8.60%	\$18,052.01
Project - 559 ESSER-AFTER SCHOOL PROGRAM Total	\$210,000.00	\$18,052.01	\$191,947.99	\$0.00	8.60%	\$18,052.01

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Project - 561 INDIAN ED CURRENT YR						
Series - 4000						
Source - 4140 TITLE VI-IND, HAWAIIA, & ALASKA ED	\$87,847.00	\$20,074.56	\$67,772.44	\$0.00	22.85%	\$20,074.56
Series - 4000 Total	\$87,847.00	\$20,074.56	\$67,772.44	\$0.00	22.85%	\$20,074.56
Project - 561 INDIAN ED CURRENT YR Total	\$87,847.00	\$20,074.56	\$67,772.44	\$0.00	22.85%	\$20,074.56
Project - 563 J O'MALLEY CURR YR						
Series - 4000						
Source - 4550 JOHNSON O'MALLEY	\$20,410.00	\$0.00	\$20,410.00	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$20,410.00	\$0.00	\$20,410.00	\$0.00	0.00%	\$0.00
Project - 563 J O'MALLEY CURR YR Total	\$20,410.00	\$0.00	\$20,410.00	\$0.00	0.00%	\$0.00
Project - 587 RURAL AND LOW INCOME						
Series - 4000						
Source - 4470 RURAL & LOW INCOME SCHOOLS	\$67,579.53	\$13,515.17	\$54,064.36	\$0.00	20.00%	\$6,911.62
Series - 4000 Total	\$67,579.53	\$13,515.17	\$54,064.36	\$0.00	20.00%	\$6,911.62
Project - 587 RURAL AND LOW INCOME Total	\$67,579.53	\$13,515.17	\$54,064.36	\$0.00	20.00%	\$6,911.62
Project - 615 ENGAGE/DEVELOP MONITOR MINI GRANT						
Series - 4000						
Source - 4310 INDIV.WITH DISABIL.IDEA --B	\$1,896.00	\$989.54	\$906.46	\$0.00	52.19%	\$989.54
Series - 4000 Total	\$1,896.00	\$989.54	\$906.46	\$0.00	52.19%	\$989.54
Project - 615 ENGAGE/DEVELOP MONITOR MINI GRANT Total	\$1,896.00	\$989.54	\$906.46	\$0.00	52.19%	\$989.54
Project - 621 FLOW THRU CURRENT YR						
Series - 4000						
Source - 4310 INDIV.WITH DISABIL.IDEA --B	\$269,000.07	\$0.00	\$269,000.07	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$269,000.07	\$0.00	\$269,000.07	\$0.00	0.00%	\$0.00
Project - 621 FLOW THRU CURRENT YR Total	\$269,000.07	\$0.00	\$269,000.07	\$0.00	0.00%	\$0.00
Project - 628 AMERICAN RESCUE PLAN(ARP)-IDEA B FLOW THROUGH						
Series - 4000						
Source - 4310 INDIV.WITH DISABIL.IDEA --B	\$9,272.31	\$0.00	\$9,272.31	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$9,272.31	\$0.00	\$9,272.31	\$0.00	0.00%	\$0.00
Project - 628 AMERICAN RESCUE PLAN (ARP)-IDEA B FLOW THROUGH Total	\$9,272.31	\$0.00	\$9,272.31	\$0.00	0.00%	\$0.00
Project - 641 PRESCHOOL CURRENT YR						
Series - 4000						
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$11,881.77	\$0.00	\$11,881.77	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$11,881.77	\$0.00	\$11,881.77	\$0.00	0.00%	\$0.00
Project - 641 PRESCHOOL CURRENT YR Total	\$11,881.77	\$0.00	\$11,881.77	\$0.00	0.00%	\$0.00
Project - 643 AMERICAN RESCUE PLAN(ARP)-IDEA B PRESCHOOL						
Series - 4000						
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$920.00	\$0.00	\$920.00	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$920.00	\$0.00	\$920.00	\$0.00	0.00%	\$0.00
Project - 643 AMERICAN RESCUE PLAN (ARP)-IDEA B PRESCHOOL Total	\$920.00	\$0.00	\$920.00	\$0.00	0.00%	\$0.00
Project - 731 ADULT ED CURRENT YR						
Series - 4000						
Source - 4611 ADULT BASIC EDUCATION TIT.XIII	\$93,188.00	\$25,823.57	\$67,364.43	\$0.00	27.71%	\$0.00

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 4000 Total	\$93,188.00	\$25,823.57	\$67,364.43	\$0.00	27.71%	\$0.00
Project - 731 ADULT ED CURRENT YR Total	\$93,188.00	\$25,823.57	\$67,364.43	\$0.00	27.71%	\$0.00
Project - 759 SUPPLY CHAIN ASSISTANCE						
Series - 4000						
Source - 4705 EMER COST REIMB-SBP & NSLP	\$0.00	\$26,786.30	\$0.00	\$26,786.30	N/A	\$0.00
Series - 4000 Total	\$0.00	\$26,786.30	\$0.00	\$26,786.30	N/A	\$0.00
Project - 759 SUPPLY CHAIN ASSISTANCE Total	\$0.00	\$26,786.30	\$0.00	\$26,786.30	N/A	\$0.00
Project - 772 FEDERAL FOREST						
Series - 4000						
Source - 4163 FOREST RESERVE RENTALS	\$0.00	\$461.16	\$0.00	\$461.16	N/A	\$0.00
Series - 4000 Total	\$0.00	\$461.16	\$0.00	\$461.16	N/A	\$0.00
Project - 772 FEDERAL FOREST Total	\$0.00	\$461.16	\$0.00	\$461.16	N/A	\$0.00
Project - 773 FLOOD CONTROL						
Series - 4000						
Source - 4162 FLOOD CONTROL	\$0.00	\$137.28	\$0.00	\$137.28	N/A	\$0.00
Series - 4000 Total	\$0.00	\$137.28	\$0.00	\$137.28	N/A	\$0.00
Project - 773 FLOOD CONTROL Total	\$0.00	\$137.28	\$0.00	\$137.28	N/A	\$0.00
Project - 775 USAC REIMBURSEMENT						
Series - 4000						
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$0.00	\$48,898.50	\$0.00	\$48,898.50	N/A	\$4,798.50
Series - 4000 Total	\$0.00	\$48,898.50	\$0.00	\$48,898.50	N/A	\$4,798.50
Project - 775 USAC REIMBURSEMENT Total	\$0.00	\$48,898.50	\$0.00	\$48,898.50	N/A	\$4,798.50
Project - 795 ARP ESSER-EMERGENCY RELIEF						
Series - 4000						
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$3,882,033.53	\$0.00	\$3,882,033.53	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$3,882,033.53	\$0.00	\$3,882,033.53	\$0.00	0.00%	\$0.00
Project - 795 ARP ESSER-EMERGENCY RELIEF Total	\$3,882,033.53	\$0.00	\$3,882,033.53	\$0.00	0.00%	\$0.00
Project - 797 ARP ESSER-EMERG RELIEF-HOMELESS II						
Series - 4000						
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$17,516.40	\$0.00	\$17,516.40	\$0.00	0.00%	\$0.00
Series - 4000 Total	\$17,516.40	\$0.00	\$17,516.40	\$0.00	0.00%	\$0.00
Project - 797 ARP ESSER-EMERG RELIEF-HOMELESS II Total	\$17,516.40	\$0.00	\$17,516.40	\$0.00	0.00%	\$0.00
Project - 799 PRIOR YEAR FEDERAL						
Series - 4000						
Source - 4140 TITLE VI-IND, HAWAIIA, & ALASKA ED	\$0.00	\$8,094.50	\$0.00	\$8,094.50	N/A	\$0.00
Source - 4550 JOHNSON O'MALLEY	\$0.00	\$11,993.74	\$0.00	\$11,993.74	N/A	\$0.00
Source - 4611 ADULT BASIC EDUCATION TIT.XIII	\$0.00	\$2,738.53	\$0.00	\$2,738.53	N/A	\$0.00
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$0.00	\$145,181.10	\$0.00	\$145,181.10	N/A	\$0.00
Series - 4000 Total	\$0.00	\$168,007.87	\$0.00	\$168,007.87	N/A	\$0.00
Project - 799 PRIOR YEAR FEDERAL Total	\$0.00	\$168,007.87	\$0.00	\$168,007.87	N/A	\$0.00
Fund - 11 GENERAL FUND FOR OP Total	\$17,626,097.17	\$3,446,058.71	\$14,523,259.40	\$343,220.94	19.55%	\$868,984.57
Report Total	\$17,626,097.17	\$3,446,058.71	\$14,523,259.40	\$343,220.94	19.55%	\$868,984.57

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 21 5 MILL BUILDING FUND						
Project - 000 NON CATEGORICAL						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$148,955.65	\$901.21	\$148,054.44	\$0.00	0.61%	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$5,358.84	\$0.00	\$5,358.84	N/A	\$518.33
Series - 1000 Total	\$148,955.65	\$6,260.05	\$148,054.44	\$5,358.84	4.20%	\$518.33
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$634,397.77	\$0.00	\$634,397.77	\$0.00	0.00%	\$0.00
Series - 6000 Total	\$634,397.77	\$0.00	\$634,397.77	\$0.00	0.00%	\$0.00
Project - 000 NON CATEGORICAL Total	\$783,353.42	\$6,260.05	\$782,452.21	\$5,358.84	0.80%	\$518.33
Project - 335 NC MED PD BY STATE						
Series - 3000						
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$0.00	\$1,646.86	\$0.00	\$1,646.86	N/A	\$1,106.74
Series - 3000 Total	\$0.00	\$1,646.86	\$0.00	\$1,646.86	N/A	\$1,106.74
Project - 335 NC MED PD BY STATE Total	\$0.00	\$1,646.86	\$0.00	\$1,646.86	N/A	\$1,106.74
Project - 772 FEDERAL FOREST						
Series - 4000						
Source - 4163 FOREST RESERVE RENTALS	\$0.00	\$65.88	\$0.00	\$65.88	N/A	\$0.00
Series - 4000 Total	\$0.00	\$65.88	\$0.00	\$65.88	N/A	\$0.00
Project - 772 FEDERAL FOREST Total	\$0.00	\$65.88	\$0.00	\$65.88	N/A	\$0.00
Fund - 21 5 MILL BUILDING FUND Total	\$783,353.42	\$7,972.79	\$782,452.21	\$7,071.58	1.02%	\$1,625.07
Report Total	\$783,353.42	\$7,972.79	\$782,452.21	\$7,071.58	1.02%	\$1,625.07

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 22 CHILD NUTRITION FUND						
Project - 000 NON CATEGORICAL						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$379,247.11	\$0.00	\$379,247.11	\$0.00	0.00%	\$0.00
Series - 6000 Total	\$379,247.11	\$0.00	\$379,247.11	\$0.00	0.00%	\$0.00
Project - 000 NON CATEGORICAL Total	\$379,247.11	\$0.00	\$379,247.11	\$0.00	0.00%	\$0.00
Project - 015 CHOCTAW NATION SUMMER SCHOOL						
Series - 1000						
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$3,555.25	\$0.00	\$3,555.25	N/A	\$0.00
Series - 1000 Total	\$0.00	\$3,555.25	\$0.00	\$3,555.25	N/A	\$0.00
Project - 015 CHOCTAW NATION SUMMER SCHOOL Total	\$0.00	\$3,555.25	\$0.00	\$3,555.25	N/A	\$0.00
Project - 334 CER MED PD BY STATE						
Series - 3000						
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.	\$0.00	\$2,510.01	\$0.00	\$2,510.01	N/A	\$661.59
Series - 3000 Total	\$0.00	\$2,510.01	\$0.00	\$2,510.01	N/A	\$661.59
Project - 334 CER MED PD BY STATE Total	\$0.00	\$2,510.01	\$0.00	\$2,510.01	N/A	\$661.59
Project - 385 CHILD NUTR PROGRAM						
Series - 3000						
Source - 3720 STATE MATCHING	\$9,156.21	\$0.00	\$9,156.21	\$0.00	0.00%	\$0.00
Series - 3000 Total	\$9,156.21	\$0.00	\$9,156.21	\$0.00	0.00%	\$0.00
Project - 385 CHILD NUTR PROGRAM Total	\$9,156.21	\$0.00	\$9,156.21	\$0.00	0.00%	\$0.00
Project - 760 P-EBT LOCAL ADMIN FUNDS						
Series - 4000						
Source - 4706 P-EBT LOCAL ADMIN FUNDS	\$0.00	\$3,135.00	\$0.00	\$3,135.00	N/A	\$0.00
Series - 4000 Total	\$0.00	\$3,135.00	\$0.00	\$3,135.00	N/A	\$0.00
Project - 760 P-EBT LOCAL ADMIN FUNDS Total	\$0.00	\$3,135.00	\$0.00	\$3,135.00	N/A	\$0.00
Project - 763 LUNCHES						
Series - 4000						
Source - 4710 LUNCHES	\$547,247.75	\$111,181.96	\$436,065.79	\$0.00	20.32%	\$64,179.08
Series - 4000 Total	\$547,247.75	\$111,181.96	\$436,065.79	\$0.00	20.32%	\$64,179.08
Project - 763 LUNCHES Total	\$547,247.75	\$111,181.96	\$436,065.79	\$0.00	20.32%	\$64,179.08
Project - 764 BREAKFAST						
Series - 4000						
Source - 4720 BREAKFASTS	\$204,178.79	\$41,395.32	\$162,783.47	\$0.00	20.27%	\$23,588.18
Series - 4000 Total	\$204,178.79	\$41,395.32	\$162,783.47	\$0.00	20.27%	\$23,588.18
Project - 764 BREAKFAST Total	\$204,178.79	\$41,395.32	\$162,783.47	\$0.00	20.27%	\$23,588.18
Fund - 22 CHILD NUTRITION FUND Total	\$1,139,829.86	\$161,777.54	\$987,252.58	\$9,200.26	14.19%	\$88,428.85
Report Total	\$1,139,829.86	\$161,777.54	\$987,252.58	\$9,200.26	14.19%	\$88,428.85

IDABEL PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 11/30/2022

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 41 SINKING FUND						
Project - 000 NON CATEGORICAL						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$3,928.87	\$0.00	\$3,928.87	N/A	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$23,579.14	\$0.00	\$23,579.14	N/A	\$2,273.91
Series - 1000 Total	\$0.00	\$27,508.01	\$0.00	\$27,508.01	N/A	\$2,273.91
Project - 000 NON CATEGORICAL Total	\$0.00	\$27,508.01	\$0.00	\$27,508.01	N/A	\$2,273.91
Project - 772 FEDERAL FOREST						
Series - 4000						
Source - 4163 FOREST RESERVE RENTALS	\$0.00	\$287.20	\$0.00	\$287.20	N/A	\$0.00
Series - 4000 Total	\$0.00	\$287.20	\$0.00	\$287.20	N/A	\$0.00
Project - 772 FEDERAL FOREST Total	\$0.00	\$287.20	\$0.00	\$287.20	N/A	\$0.00
Fund - 41 SINKING FUND Total	\$0.00	\$27,795.21	\$0.00	\$27,795.21	N/A	\$2,273.91
Report Total	\$0.00	\$27,795.21	\$0.00	\$27,795.21	N/A	\$2,273.91

IDABEL PUBLIC SCHOOLS
Budget Analysis

FUND 11

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
000 NON CATEGORICAL	10,517,218.56	6,762,163.95	2,542,523.27	4,219,640.68	3,755,054.61	64.30%
001 DISTRICT - UTILITIES	0.00	63,080.00	22,639.35	40,440.65	-63,080.00	100.00%
002 DISTRICT - CERTIFIED SALARIES	0.00	5,383.00	2,691.26	2,691.74	-5,383.00	100.00%
004 DISTRICT - SCHOOL BOARD EXPENS	0.00	3,495.00	0.00	3,495.00	-3,495.00	100.00%
005 DISTRICT - CURRICULUM DIRECTOR	0.00	825.00	825.00	0.00	-825.00	100.00%
006 DISTRICT - TECHNOLOGY DIRECTOR	0.00	9,580.00	5,559.45	4,020.55	-9,580.00	100.00%
007 DISTRICT - HEALTH SRVS DIRECTO	0.00	1,416.00	452.74	963.26	-1,416.00	100.00%
008 DISTRICT - CONTRACTS & FEES	0.00	363,404.62	278,505.85	84,898.77	-363,404.62	100.00%
009 DISTRICT - BUILDING & GROUNDS	0.00	29,325.00	21,142.45	8,182.55	-29,325.00	100.00%
014 GRANT A WISH (FCCLA)	0.00	14,948.79	0.00	14,948.79	-14,948.79	100.00%
017 MIFI-VERIZON	0.00	22,941.51	16,497.55	6,443.96	-22,941.51	100.00%
018 PROF DEV STIPEND	0.00	223,603.05	223,603.05	0.00	-223,603.05	100.00%
019 TSET GRANT-PLAYGROUND EQUIP-CENTRAL	0.00	15,229.97	11,705.00	3,524.97	-15,229.97	100.00%
023 CHOCTAW NATION - TEEN/TECHNOLOGY	0.00	6,376.26	5,575.60	800.66	-6,376.26	100.00%
038 ADMIN - CERTIFIED SALARIES	0.00	189,597.85	93,313.65	96,284.20	-189,597.85	100.00%
039 ADMIN - SUPPORT STAFF SALARIES	0.00	167,634.37	88,063.46	79,570.91	-167,634.37	100.00%
040 ADMIN - PROFESSIONAL DEVELOPMEN	0.00	3,225.00	2,572.69	652.31	-3,225.00	100.00%
041 ADMIN - OFFICE SUPPLIES	0.00	10,250.00	4,193.16	6,056.84	-10,250.00	100.00%
042 ADMIN - COPY SUPPLIES	0.00	6,000.00	1,503.70	4,496.30	-6,000.00	100.00%
045 ADMIN - CONTRACT & FEES	0.00	54,798.52	32,331.47	22,467.05	-54,798.52	100.00%
046 ADMIN - UTILITIES	0.00	5,001.99	1,727.38	3,274.61	-5,001.99	100.00%
051 E SPORTS	0.00	300.00	0.00	300.00	-300.00	100.00%
075 BUS - SALARIES	0.00	77,772.52	36,097.56	41,674.96	-77,772.52	100.00%
076 BUS - OFFICE SUPPLIES	0.00	1,500.00	455.05	1,044.95	-1,500.00	100.00%
077 BUS - COPY SUPPLIES	0.00	100.00	39.50	60.50	-100.00	100.00%
078 BUS - MAINTENANCE	0.00	304,025.00	199,700.91	104,324.09	-304,025.00	100.00%
079 BUS - TRANSPORTATION	0.00	126,985.21	66,918.97	60,066.24	-126,985.21	100.00%
080 BUS - ROUTE TRANSPORTATION	0.00	29,458.68	9,997.22	19,461.46	-29,458.68	100.00%
081 BUS - GROUNDS	0.00	72,083.69	23,221.48	48,862.21	-72,083.69	100.00%
082 BUS - UTILITIES	0.00	12,708.05	2,293.64	10,414.41	-12,708.05	100.00%
103 CNP - COPY SUPPLIES	0.00	2,900.00	3.52	2,896.48	-2,900.00	100.00%
114 SE - SUPPORT STAFF SALARIES	0.00	47,627.68	16,245.01	31,382.67	-47,627.68	100.00%
119 SE - COPY SUPPLIES	0.00	200.00	80.20	119.80	-200.00	100.00%
132 SE-MARTHA A JOHNSON TRUST	0.00	1,402.00	260.46	1,141.54	-1,402.00	100.00%
140 EVENSTART CAREER TECH-MOU	0.00	1,791.77	701.77	1,090.00	-1,791.77	100.00%
153 PS - COPY SUPPLIES	0.00	4,500.00	1,320.73	3,179.27	-4,500.00	100.00%
154 PS - BUILDING & GROUNDS	0.00	1,500.00	85.00	1,415.00	-1,500.00	100.00%
157 PS - UTILITIES	0.00	34,871.30	15,501.81	19,369.49	-34,871.30	100.00%
159 PS - LIBRARY REPAIRS & SUPPLIE	0.00	500.00	165.70	334.30	-500.00	100.00%
161 PS - INSTRUCTIONAL SALARIES	0.00	1,259.39	565.68	693.71	-1,259.39	100.00%

Budget Analysis

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
162 PS - INSTR. SUPPORT STAFF SALA	0.00	146.30	43.89	102.41	-146.30	100.00%
163 PS - INSTRUCTIONAL EXPENSES	0.00	2,190.00	1,656.64	533.36	-2,190.00	100.00%
194 CENT - UTILITIES	0.00	46,304.43	17,048.32	29,256.11	-46,304.43	100.00%
197 CENT - LIBRARY ACCREDITATION R	0.00	3,006.00	0.00	3,006.00	-3,006.00	100.00%
198 CENT - INSTRUCTIONAL SALARIES	0.00	9,518.17	9,207.79	310.38	-9,518.17	100.00%
203 CENT - BROADWAY KIDS	0.00	3,465.83	2,742.69	723.14	-3,465.83	100.00%
224 MS - ADMIN. SUPPORT STAFF SALA	0.00	20,953.44	8,077.61	12,875.83	-20,953.44	100.00%
225 MS - PROFESSIONAL DEVELOPMENT	0.00	3,631.00	980.72	2,650.28	-3,631.00	100.00%
227 MS - COPY SUPPLIES	0.00	5,500.00	255.23	5,244.77	-5,500.00	100.00%
228 MS - BUILDING & GROUNDS	0.00	67,250.00	27,193.99	40,056.01	-67,250.00	100.00%
229 MS - SECURITY AND ALARM	0.00	200.00	0.00	200.00	-200.00	100.00%
237 MS - INSTRUCTIONAL EXPENSE	0.00	2,739.00	2,391.35	347.65	-2,739.00	100.00%
241 MS - UTILITIES	0.00	66,154.53	29,541.58	36,612.95	-66,154.53	100.00%
245 MS - INSTRUCTIONAL SALARIES	0.00	1,840.13	740.48	1,099.65	-1,840.13	100.00%
246 MS - VOCAL MUSIC	0.00	684.91	0.00	684.91	-684.91	100.00%
260 HS - PRINCIPAL'S OFFICE SALARI	0.00	1,500.00	1,500.00	0.00	-1,500.00	100.00%
262 HS - PROFESSIONAL DEVELOPMENT	0.00	1,930.51	130.51	1,800.00	-1,930.51	100.00%
263 HS - OFFICE SUPPLIES	0.00	4,600.00	779.94	3,820.06	-4,600.00	100.00%
264 HS - COPY SUPPLIES	0.00	11,500.00	2,217.98	9,282.02	-11,500.00	100.00%
265 HS - BUILDING & GROUNDS	0.00	35,600.00	17,121.60	18,478.40	-35,600.00	100.00%
268 HS - UTILITIES	0.00	132,950.24	56,158.65	76,791.59	-132,950.24	100.00%
271 HS - LIBRARY ACCREDITATION EXP	0.00	2,500.00	0.00	2,500.00	-2,500.00	100.00%
272 HS - INSTRUCTIONAL SALARIES	0.00	31,902.83	16,499.22	15,403.61	-31,902.83	100.00%
274 HS - INSTRUCTIONAL EXPENSES	0.00	2,000.00	1,182.03	817.97	-2,000.00	100.00%
281 HS - BAND	0.00	13,196.50	6,139.93	7,056.57	-13,196.50	100.00%
282 HS - VOCAL MUSIC	0.00	8,583.49	3,072.59	5,510.90	-8,583.49	100.00%
284 HS - ATHLETICS	0.00	74,885.50	9,299.32	65,586.18	-74,885.50	100.00%
319 ADULT ED MATCHING	16,972.39	7,119.50	3,317.49	3,802.01	9,852.89	41.95%
331 FLEX BENEFITS / CERT	9,201.72	10,038.24	3,694.63	6,343.61	-836.52	109.09%
332 FLEX BENEFITS / NON CERT	79,669.80	64,888.49	21,624.66	43,263.83	14,781.31	81.45%
333 STATE TEXTBOOKS	77,595.13	89,021.28	67,040.46	21,980.82	-11,426.15	114.73%
334 CER MED PD BY STATE	757,901.36	725,530.20	256,830.30	468,699.90	32,371.16	95.73%
335 NC MED PD BY STATE	318,068.92	359,739.79	133,704.49	226,035.30	-41,670.87	113.10%
367 READING SUFFICIENCY	0.00	28,968.07	28,968.07	0.00	-28,968.07	100.00%
388 ALTERNATIVE ED GRANT	18,000.00	7,980.87	6,500.55	1,480.32	10,019.13	44.34%
411 COMPR HS PROG	24,240.00	28,403.00	11,406.63	16,996.37	-4,163.00	117.17%
412 VOCATIONAL PROGRAMS	44,644.00	42,994.82	14,506.87	28,487.95	1,649.18	96.31%
421 CARL PERKINS	19,163.00	18,403.27	2,090.09	16,313.18	759.73	96.04%
456 JTPA-VOCATIONAL	0.00	862.42	862.42	0.00	-862.42	100.00%
469 OKLAHOMA EDUCATION LOTTERY FUN	14,951.99	0.00	0.00	0.00	14,951.99	0.00%
511 BASIC PROG, CY	753,506.04	552,054.80	175,539.00	376,515.80	201,451.24	73.26%

Budget Analysis

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
518 TITLE I PART D-NEGLECTED	15,430.47	10,435.71	4,174.19	6,261.52	4,994.76	67.63%
532 PART D DELINQ	29,698.30	0.00	0.00	0.00	29,698.30	0.00%
541 TITLE II PART A	76,962.51	72,361.75	37,251.72	35,110.03	4,600.76	94.02%
552 TITLE IV, PART A, STUDENT SUPPORT, FORMULA GRANT	66,268.17	46,107.62	15,374.00	30,733.62	20,160.55	69.58%
554 21st CENTURY-SPECIAL PROJECTS	64,655.20	47,666.17	15,464.96	32,201.21	16,989.03	73.72%
558 ESSER-SUMMER LEARNING & ENRICHMENT	50,405.00	0.00	0.00	0.00	50,405.00	0.00%
559 ESSER-AFTER SCHOOL PROGRAM	210,000.00	146,716.08	52,675.79	94,040.29	63,283.92	69.86%
561 INDIAN ED CURRENT YR	87,847.00	72,180.27	26,103.20	46,077.07	15,666.73	82.17%
563 J O'MALLEY CURR YR	20,410.00	11,924.69	6,063.30	5,861.39	8,485.31	58.43%
572 PART A ENG LAN ACQ	0.00	8,140.00	0.00	8,140.00	-8,140.00	100.00%
587 RURAL AND LOW INCOME	67,579.53	41,013.11	14,866.28	26,146.83	26,566.42	60.69%
613 SPEC ED STAFF DEVELOPMENT	0.00	516.00	0.00	516.00	-516.00	100.00%
615 ENGAGE/DEVELOP MONITOR MINI GRANT	1,896.00	1,866.61	1,866.61	0.00	29.39	98.45%
621 FLOW THRU CURRENT YR	269,000.07	250,555.45	92,359.69	158,195.76	18,444.62	93.14%
628 AMERICAN RESCUE PLAN(ARP)-IDEA B FLOW THROUGH	9,272.31	9,016.99	1,001.89	8,015.10	255.32	97.25%
641 PRESCHOOL CURRENT YR	11,881.77	11,523.94	4,373.87	7,150.07	357.83	96.99%
643 AMERICAN RESCUE PLAN(ARP)-IDEA B PRESCHOOL	920.00	894.85	894.85	0.00	25.15	97.27%
731 ADULT ED CURRENT YR	93,188.00	60,826.88	21,360.82	39,466.06	32,361.12	65.27%
793 ESSER II /CARES ACT COVID	0.00	5,748.89	575.00	5,173.89	-5,748.89	100.00%
795 ARP ESSER-EMERGENCY RELIEF	3,882,033.53	917,404.73	257,119.88	660,284.85	2,964,628.80	23.63%
797 ARP ESSER-EMERG RELIEF-HOMELESS II	17,516.40	8,518.82	0.00	8,518.82	8,997.58	48.63%
Total 2022-2023	\$17,626,097.17	\$12,893,921.29	\$5,220,674.06	\$7,673,247.23	\$4,732,175.88	73.15 %
Report Total	\$17,626,097.17	\$12,893,921.29	\$5,220,674.06	\$7,673,247.23	\$4,732,175.88	73.15 %

IDABEL PUBLIC SCHOOLS

FUND
21

Budget Analysis

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
000 NON CATEGORICAL	783,353.42	53,978.30	16,193.49	37,784.81	729,375.12	6.89%
020 PRINCIPAL/INTEREST ON BONDS	0.00	1,500.00	1,500.00	0.00	-1,500.00	100.00%
079 BUS - TRANSPORTATION	0.00	47,000.00	0.00	47,000.00	-47,000.00	100.00%
265 HS - BUILDING & GROUNDS	0.00	114,842.90	29,786.11	85,056.79	-114,842.90	100.00%
335 NC MED PD BY STATE	0.00	6,159.00	1,847.70	4,311.30	-6,159.00	100.00%
Total 2022-2023	\$783,353.42	\$223,480.20	\$49,327.30	\$174,152.90	\$559,873.22	28.53 %
Report Total	\$783,353.42	\$223,480.20	\$49,327.30	\$174,152.90	\$559,873.22	28.53 %

IDABEL PUBLIC SCHOOLS
Budget Analysis

FUND
22

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
000 NON CATEGORICAL	379,247.11	87.73	87.73	0.00	379,159.38	0.02%
018 PROF DEV STIPEND	0.00	1,169.13	1,169.13	0.00	-1,169.13	100.00%
110 CHILD NUTRITION	0.00	527,489.68	258,783.34	268,706.34	-527,489.68	100.00%
334 CER MED PD BY STATE	0.00	7,390.80	3,079.50	4,311.30	-7,390.80	100.00%
385 CHILD NUTR PROGRAM	9,156.21	0.00	0.00	0.00	9,156.21	0.00%
763 LUNCHES	547,247.75	82,917.24	34,555.72	48,361.52	464,330.51	15.15%
764 BREAKFAST	204,178.79	0.00	0.00	0.00	204,178.79	0.00%
791 NSLP EQUIP ASSIST. GRANT	0.00	62,145.60	0.00	62,145.60	-62,145.60	100.00%
Total 2022-2023	\$1,139,829.86	\$681,200.18	\$297,675.42	\$383,524.76	\$458,629.68	59.76 %
Report Total	\$1,139,829.86	\$681,200.18	\$297,675.42	\$383,524.76	\$458,629.68	59.76 %

Budget Analysis

ALL FUNDS

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
000 NON CATEGORICAL	11,708,569.08	6,816,529.98	2,558,804.49	4,257,725.49	4,892,039.10	58.22%
001 DISTRICT - UTILITIES	0.00	63,080.00	22,639.35	40,440.65	-63,080.00	100.00%
002 DISTRICT - CERTIFIED SALARIES	0.00	5,383.00	2,691.26	2,691.74	-5,383.00	100.00%
004 DISTRICT - SCHOOL BOARD EXPENS	0.00	3,495.00	0.00	3,495.00	-3,495.00	100.00%
005 DISTRICT - CURRICULUM DIRECTOR	0.00	825.00	825.00	0.00	-825.00	100.00%
006 DISTRICT - TECHNOLOGY DIRECTOR	0.00	9,580.00	5,559.45	4,020.55	-9,580.00	100.00%
007 DISTRICT - HEALTH SRVS DIRECTO	0.00	1,416.00	452.74	963.26	-1,416.00	100.00%
008 DISTRICT - CONTRACTS & FEES	0.00	363,404.62	278,505.85	84,898.77	-363,404.62	100.00%
009 DISTRICT - BUILDING & GROUNDS	0.00	29,325.00	21,142.45	8,182.55	-29,325.00	100.00%
014 GRANT A WISH (FCCLA)	0.00	14,948.79	0.00	14,948.79	-14,948.79	100.00%
017 MIFI-VERIZON	0.00	22,941.51	16,497.55	6,443.96	-22,941.51	100.00%
018 PROF DEV STIPEND	0.00	224,772.18	224,772.18	0.00	-224,772.18	100.00%
019 TSET GRANT-PLAYGROUND EQUIP-CENTRAL	0.00	15,229.97	11,705.00	3,524.97	-15,229.97	100.00%
020 PRINCIPAL/INTEREST ON BONDS	0.00	698,199.99	671,700.00	26,499.99	-698,199.99	100.00%
023 CHOCTAW NATION - TEEN/TECHNOLOGY	0.00	6,376.26	5,575.60	800.66	-6,376.26	100.00%
038 ADMIN - CERTIFIED SALARIES	0.00	189,597.85	93,313.65	96,284.20	-189,597.85	100.00%
039 ADMIN - SUPPORT STAFF SALARIES	0.00	167,634.37	88,063.46	79,570.91	-167,634.37	100.00%
040 ADMIN - PROFESSIONAL DEVELOPMEN	0.00	3,225.00	2,572.69	652.31	-3,225.00	100.00%
041 ADMIN - OFFICE SUPPLIES	0.00	10,250.00	4,193.16	6,056.84	-10,250.00	100.00%
042 ADMIN - COPY SUPPLIES	0.00	6,000.00	1,503.70	4,496.30	-6,000.00	100.00%
045 ADMIN - CONTRACT & FEES	0.00	54,798.52	32,331.47	22,467.05	-54,798.52	100.00%
046 ADMIN - UTILITIES	0.00	5,001.99	1,727.38	3,274.61	-5,001.99	100.00%
051 E SPORTS	0.00	300.00	0.00	300.00	-300.00	100.00%
075 BUS - SALARIES	0.00	77,772.52	36,097.56	41,674.96	-77,772.52	100.00%
076 BUS - OFFICE SUPPLIES	0.00	1,500.00	455.05	1,044.95	-1,500.00	100.00%
077 BUS - COPY SUPPLIES	0.00	100.00	39.50	60.50	-100.00	100.00%
078 BUS - MAINTENANCE	0.00	304,025.00	199,700.91	104,324.09	-304,025.00	100.00%
079 BUS - TRANSPORTATION	0.00	173,985.21	66,918.97	107,066.24	-173,985.21	100.00%
080 BUS - ROUTE TRANSPORTATION	0.00	29,458.68	9,997.22	19,461.46	-29,458.68	100.00%
081 BUS - GROUNDS	0.00	72,083.69	23,221.48	48,862.21	-72,083.69	100.00%
082 BUS - UTILITIES	0.00	12,708.05	2,293.64	10,414.41	-12,708.05	100.00%
103 CNP - COPY SUPPLIES	0.00	2,900.00	3.52	2,896.48	-2,900.00	100.00%
110 CHILD NUTRITION	0.00	527,489.68	258,783.34	268,706.34	-527,489.68	100.00%
114 SE - SUPPORT STAFF SALARIES	0.00	47,627.68	16,245.01	31,382.67	-47,627.68	100.00%
119 SE - COPY SUPPLIES	0.00	200.00	80.20	119.80	-200.00	100.00%
132 SE-MARTHA A JOHNSON TRUST	0.00	1,402.00	260.46	1,141.54	-1,402.00	100.00%
140 EVENSTART CAREER TECH-MOU	0.00	1,791.77	701.77	1,090.00	-1,791.77	100.00%
153 PS - COPY SUPPLIES	0.00	4,500.00	1,320.73	3,179.27	-4,500.00	100.00%
154 PS - BUILDING & GROUNDS	0.00	1,500.00	85.00	1,415.00	-1,500.00	100.00%
157 PS - UTILITIES	0.00	34,871.30	15,501.81	19,369.49	-34,871.30	100.00%

Budget Analysis

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
159 PS - LIBRARY REPAIRS & SUPPLIE	0.00	500.00	165.70	334.30	-500.00	100.00%
161 PS - INSTRUCTIONAL SALARIES	0.00	1,259.39	565.68	693.71	-1,259.39	100.00%
162 PS - INSTR. SUPPORT STAFF SALA	0.00	146.30	43.89	102.41	-146.30	100.00%
163 PS - INSTRUCTIONAL EXPENSES	0.00	2,190.00	1,656.64	533.36	-2,190.00	100.00%
194 CENT - UTILITIES	0.00	46,304.43	17,048.32	29,256.11	-46,304.43	100.00%
197 CENT - LIBRARY ACCREDITATION R	0.00	3,006.00	0.00	3,006.00	-3,006.00	100.00%
198 CENT - INSTRUCTIONAL SALARIES	0.00	9,518.17	9,207.79	310.38	-9,518.17	100.00%
203 CENT - BROADWAY KIDS	0.00	3,465.83	2,742.69	723.14	-3,465.83	100.00%
224 MS - ADMIN. SUPPORT STAFF SALA	0.00	20,953.44	8,077.61	12,875.83	-20,953.44	100.00%
225 MS - PROFESSIONAL DEVELOPMENT	0.00	3,631.00	980.72	2,650.28	-3,631.00	100.00%
227 MS - COPY SUPPLIES	0.00	5,500.00	255.23	5,244.77	-5,500.00	100.00%
228 MS - BUILDING & GROUNDS	0.00	67,250.00	27,193.99	40,056.01	-67,250.00	100.00%
229 MS - SECURITY AND ALARM	0.00	200.00	0.00	200.00	-200.00	100.00%
237 MS - INSTRUCTIONAL EXPENSE	0.00	2,739.00	2,391.35	347.65	-2,739.00	100.00%
241 MS - UTILITIES	0.00	66,154.53	29,541.58	36,612.95	-66,154.53	100.00%
245 MS - INSTRUCTIONAL SALARIES	0.00	1,840.13	740.48	1,099.65	-1,840.13	100.00%
246 MS - VOCAL MUSIC	0.00	684.91	0.00	684.91	-684.91	100.00%
260 HS - PRINCIPAL'S OFFICE SALARI	0.00	1,500.00	1,500.00	0.00	-1,500.00	100.00%
262 HS - PROFESSIONAL DEVELOPMENT	0.00	1,930.51	130.51	1,800.00	-1,930.51	100.00%
263 HS - OFFICE SUPPLIES	0.00	4,600.00	779.94	3,820.06	-4,600.00	100.00%
264 HS - COPY SUPPLIES	0.00	11,500.00	2,217.98	9,282.02	-11,500.00	100.00%
265 HS - BUILDING & GROUNDS	0.00	168,886.00	46,907.71	121,978.29	-168,886.00	100.00%
268 HS - UTILITIES	0.00	132,950.24	56,158.65	76,791.59	-132,950.24	100.00%
271 HS - LIBRARY ACCREDITATION EXP	0.00	2,500.00	0.00	2,500.00	-2,500.00	100.00%
272 HS - INSTRUCTIONAL SALARIES	0.00	31,902.83	16,499.22	15,403.61	-31,902.83	100.00%
274 HS - INSTRUCTIONAL EXPENSES	0.00	2,000.00	1,182.03	817.97	-2,000.00	100.00%
281 HS - BAND	0.00	13,196.50	6,139.93	7,056.57	-13,196.50	100.00%
282 HS - VOCAL MUSIC	0.00	8,583.49	3,072.59	5,510.90	-8,583.49	100.00%
284 HS - ATHLETICS	0.00	74,885.50	9,299.32	65,586.18	-74,885.50	100.00%
319 ADULT ED MATCHING	16,972.39	7,119.50	3,317.49	3,802.01	9,852.89	41.95%
331 FLEX BENEFITS / CERT	9,201.72	10,038.24	3,694.63	6,343.61	-836.52	109.09%
332 FLEX BENEFITS / NON CERT	79,669.80	64,888.49	21,624.66	43,263.83	14,781.31	81.45%
333 STATE TEXTBOOKS	77,595.13	89,021.28	67,040.46	21,980.82	-11,426.15	114.73%
334 CER MED PD BY STATE	757,901.36	732,921.00	259,909.80	473,011.20	24,980.36	96.70%
335 NC MED PD BY STATE	318,068.92	365,898.79	135,552.19	230,346.60	-47,829.87	115.04%
367 READING SUFFICIENCY	0.00	28,968.07	28,968.07	0.00	-28,968.07	100.00%
385 CHILD NUTR PROGRAM	9,156.21	0.00	0.00	0.00	9,156.21	0.00%
388 ALTERNATIVE ED GRANT	18,000.00	7,980.87	6,500.55	1,480.32	10,019.13	44.34%
411 COMPR HS PROG	24,240.00	28,403.00	11,406.63	16,996.37	-4,163.00	117.17%
412 VOCATIONAL PROGRAMS	44,644.00	42,994.82	14,506.87	28,487.95	1,649.18	96.31%
421 CARL PERKINS	19,163.00	18,403.27	2,090.09	16,313.18	759.73	96.04%

Budget Analysis

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Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
456 JTPA-VOCATIONAL	0.00	862.42	862.42	0.00	-862.42	100.00%
469 OKLAHOMA EDUCATION LOTTERY FUN	14,951.99	0.00	0.00	0.00	14,951.99	0.00%
511 BASIC PROG, CY	753,506.04	552,054.80	175,539.00	376,515.80	201,451.24	73.26%
518 TITLE I PART D-NEGLECTED	15,430.47	10,435.71	4,174.19	6,261.52	4,994.76	67.63%
532 PART D DELINQ	29,698.30	0.00	0.00	0.00	29,698.30	0.00%
541 TITLE II PART A	76,962.51	72,361.75	37,251.72	35,110.03	4,600.76	94.02%
552 TITLE IV, PART A, STUDENT SUPPORT, FORMULA GRANT	66,268.17	46,107.62	15,374.00	30,733.62	20,160.55	69.58%
554 21st CENTURY-SPECIAL PROJECTS	64,655.20	47,666.17	15,464.96	32,201.21	16,989.03	73.72%
558 ESSER-SUMMER LEARNING & ENRICHMENT	50,405.00	0.00	0.00	0.00	50,405.00	0.00%
559 ESSER-AFTER SCHOOL PROGRAM	210,000.00	146,716.08	52,675.79	94,040.29	63,283.92	69.86%
561 INDIAN ED CURRENT YR	87,847.00	72,180.27	26,103.20	46,077.07	15,666.73	82.17%
563 J O'MALLEY CURR YR	20,410.00	11,924.69	6,063.30	5,861.39	8,485.31	58.43%
572 PART A ENG LAN ACQ	0.00	8,140.00	0.00	8,140.00	-8,140.00	100.00%
587 RURAL AND LOW INCOME	67,579.53	41,013.11	14,866.28	26,146.83	26,566.42	60.69%
613 SPEC ED STAFF DEVELOPMENT	0.00	516.00	0.00	516.00	-516.00	100.00%
615 ENGAGE/DEVELOP MONITOR MINI GRANT	1,896.00	1,866.61	1,866.61	0.00	29.39	98.45%
621 FLOW THRU CURRENT YR	269,000.07	250,555.45	92,359.69	158,195.76	18,444.62	93.14%
628 AMERICAN RESCUE PLAN(ARP)-IDEA B FLOW THROUGH	9,272.31	9,016.99	1,001.89	8,015.10	255.32	97.25%
641 PRESCHOOL CURRENT YR	11,881.77	11,523.94	4,373.87	7,150.07	357.83	96.99%
643 AMERICAN RESCUE PLAN(ARP)-IDEA B PRESCHOOL	920.00	894.85	894.85	0.00	25.15	97.27%
731 ADULT ED CURRENT YR	93,188.00	60,826.88	21,360.82	39,466.06	32,361.12	65.27%
763 LUNCHES	547,247.75	82,917.24	34,555.72	48,361.52	464,330.51	15.15%
764 BREAKFAST	204,178.79	0.00	0.00	0.00	204,178.79	0.00%
791 NSLP EQUIP ASSIST. GRANT	0.00	62,145.60	0.00	62,145.60	-62,145.60	100.00%
793 ESSER II /CARES ACT COVID	0.00	5,748.89	575.00	5,173.89	-5,748.89	100.00%
795 ARP ESSER-EMERGENCY RELIEF	3,882,033.53	917,404.73	257,119.88	660,284.85	2,964,628.80	23.63%
797 ARP ESSER-EMERG RELIEF-HOMELESS II	17,516.40	8,518.82	0.00	8,518.82	8,997.58	48.63%
803 ALUMNI ASSOCIATION - HS	0.00	194.28	194.28	0.00	-194.28	100.00%
808 SPECIAL OLYMPICS- HS	0.00	100.00	75.70	24.30	-100.00	100.00%
810 ATHLETICS - HS	0.00	50,819.17	35,028.67	15,790.50	-50,819.17	100.00%
812 BAND - HS	0.00	5,230.64	3,382.64	1,848.00	-5,230.64	100.00%
818 CHEERLEADERS - HS	0.00	28,326.16	28,326.16	0.00	-28,326.16	100.00%
820 DANCE TEAM - HS	0.00	5,084.13	2,904.20	2,179.93	-5,084.13	100.00%
822 FACULTY CONCESSIONS - HS	0.00	41.66	41.66	0.00	-41.66	100.00%
830 FFA - HS	0.00	20,365.88	19,885.88	480.00	-20,365.88	100.00%
832 FHA (FCCLA) - HS	0.00	3,098.65	2,497.65	601.00	-3,098.65	100.00%
837 KEY CLUB - HIGH SCHOOL	0.00	861.76	0.00	861.76	-861.76	100.00%

Budget Analysis

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2022-2023						
839 IHS ACADEMIC TEAM - HS	0.00	362.00	150.00	212.00	-362.00	100.00%
840 LIBRARY - HS	0.00	772.00	772.00	0.00	-772.00	100.00%
846 NAT'L HONOR SOC - HS	0.00	385.00	385.00	0.00	-385.00	100.00%
851 MISS I.H.S. - HS	0.00	104.64	104.64	0.00	-104.64	100.00%
852 POPTIME - HS	0.00	22,072.82	20,785.70	1,287.12	-22,072.82	100.00%
856 SENIORS 2023- HS	0.00	769.15	769.15	0.00	-769.15	100.00%
862 STUDENT INCENTIVE - HS	0.00	1,621.65	1,621.65	0.00	-1,621.65	100.00%
866 STUDENT COUNCIL- HS	0.00	2,833.70	2,833.70	0.00	-2,833.70	100.00%
870 WARRIOR CLUB - HS	0.00	14,801.08	7,117.64	7,683.44	-14,801.08	100.00%
902 BAND - MIDDLE SCHOOL	0.00	7,027.94	642.94	6,385.00	-7,027.94	100.00%
903 CHEERLEADERS-MIDDLE SCHOOL	0.00	11,281.57	11,281.57	0.00	-11,281.57	100.00%
904 CHORAL MUSIC - MIDDLE SCHOOL	0.00	8,800.82	6,105.82	2,695.00	-8,800.82	100.00%
905 COMP SPORTS - MIDDLE SCHOOL	0.00	7,653.07	5,538.62	2,114.45	-7,653.07	100.00%
906 FACULTY ACCOUNT-MIDDLE SCHOOL	0.00	506.98	59.99	446.99	-506.98	100.00%
907 HONOR SOCIETY-MIDDLE SCHOOL	0.00	111.46	111.46	0.00	-111.46	100.00%
908 LEGO - MIDDLE SCHOOL	0.00	796.21	796.21	0.00	-796.21	100.00%
909 LIBRARY MISC - MIDDLE SCHOOL	0.00	357.99	203.39	154.60	-357.99	100.00%
910 TIME TREKKERS - MIDDLE SCHOOL	0.00	500.00	0.00	500.00	-500.00	100.00%
911 COMP ACADEMICS-MIDDLE SCHOOL	0.00	280.00	0.00	280.00	-280.00	100.00%
916 STUDENT CO - MIDDLE SCHOOL	0.00	1,187.42	1,027.76	159.66	-1,187.42	100.00%
921 MIDDLE SCHOOL SPECIAL - MS	0.00	11,237.93	7,576.98	3,660.95	-11,237.93	100.00%
930 GENERAL STUDENT - CENTRAL	0.00	23,343.51	20,545.05	2,798.46	-23,343.51	100.00%
931 BOOK FAIR - CENTRAL	0.00	2,951.60	2,951.60	0.00	-2,951.60	100.00%
932 COKE - CENTRAL	0.00	1,200.00	955.43	244.57	-1,200.00	100.00%
934 BROADWAY KIDS - CENTRAL	0.00	1,633.95	1,241.20	392.75	-1,633.95	100.00%
939 MUSIC ED - CENTRAL	0.00	500.00	0.00	500.00	-500.00	100.00%
941 PSE LIBRARY - PRIMARY SOUTH	0.00	2,461.50	2,461.50	0.00	-2,461.50	100.00%
942 COKE - PRIMARY SOUTH	0.00	1,532.92	447.92	1,085.00	-1,532.92	100.00%
952 STUDENT SERV-PRIMARY SOUTH	0.00	944.55	790.44	154.11	-944.55	100.00%
953 SWEET SOUNDS-PRIMARY SOUTH	0.00	919.99	719.99	200.00	-919.99	100.00%
962 PRE K & K - PRIMARY SOUTH	0.00	10,355.05	9,249.55	1,105.50	-10,355.05	100.00%
980 GENERAL STUDENT - EVENSTART	0.00	100.00	0.00	100.00	-100.00	100.00%
983 GENERAL - ADMINISTRATION	0.00	1,049.24	1,049.24	0.00	-1,049.24	100.00%
984 DISTRICT TECH FEES - ADMINISTRATION	0.00	23,085.94	14,567.70	8,518.24	-23,085.94	100.00%
Total 2022-2023	\$19,578,030.44	\$14,791,708.77	\$6,453,077.46	\$8,338,631.31	\$4,786,321.67	75.55 %
Report Total	\$19,578,030.44	\$14,791,708.77	\$6,453,077.46	\$8,338,631.31	\$4,786,321.67	75.55 %

IDABEL PUBLIC SCHOOLS Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2022 - 11/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Unit - 050 DISTRICT WIDE							
983 GENERAL - ADMINISTRATION	\$1,402.65	\$0.00	\$0.00	\$670.50	\$732.15	\$0.00	\$732.15
984 DISTRICT TECH FEES - ADMINISTRATION	\$28,935.86	\$294.00	\$0.00	\$1,393.67	\$27,836.19	\$2,263.13	\$25,573.06
985 DRIVERS ED - ADMINISTRATION	\$2,525.00	\$0.00	\$0.00	\$0.00	\$2,525.00	\$0.00	\$2,525.00
986 REFUND ACCT - ALL SCHOOLS	\$845.00	\$376.15	\$0.00	\$0.00	\$1,221.15	\$0.00	\$1,221.15
987 CAFETERIA - REFUND ACCT	\$1,553.00	\$2,096.00	\$0.00	\$0.00	\$3,649.00	\$0.00	\$3,649.00
Total Unit - 050 DISTRICT WIDE	\$35,261.51	\$2,766.15	\$0.00	\$2,064.17	\$35,963.49	\$2,263.13	\$33,700.36
Unit - 110 CENTRAL ELEMENTARY							
930 GENERAL STUDENT - CENTRAL	\$49,908.69	\$1,437.38	\$0.00	\$2,522.87	\$48,823.20	\$2,907.35	\$45,915.85
931 BOOK FAIR - CENTRAL	\$6,569.99	\$335.00	\$0.00	\$0.00	\$6,904.99	\$0.00	\$6,904.99
932 COKE - CENTRAL	\$3,519.42	\$853.00	\$0.00	\$84.00	\$4,288.42	\$244.57	\$4,043.85
933 ARCHERY - CENTRAL	\$1,727.75	\$160.00	\$0.00	\$0.00	\$1,887.75	\$0.00	\$1,887.75
934 BROADWAY KIDS - CENTRAL	\$4,055.78	\$80.00	\$0.00	\$955.13	\$3,180.65	\$420.95	\$2,759.70
935 2ND GRADE - CENTRAL	\$889.12	\$0.00	\$0.00	\$0.00	\$889.12	\$0.00	\$889.12
936 5TH GRADE - CENTRAL	\$245.11	\$0.00	\$0.00	\$0.00	\$245.11	\$0.00	\$245.11
937 STEM - CENTRAL	\$226.89	\$0.00	\$0.00	\$0.00	\$226.89	\$0.00	\$226.89
938 PTO - CENTRAL	\$6,337.01	\$0.00	\$0.00	\$0.00	\$6,337.01	\$0.00	\$6,337.01
939 MUSIC ED - CENTRAL	\$897.48	\$81.33	\$0.00	\$0.00	\$978.81	\$500.00	\$478.81
Total Unit - 110 CENTRAL ELEMENTARY	\$74,377.24	\$2,946.71	\$0.00	\$3,562.00	\$73,761.95	\$4,072.87	\$69,689.08
Unit - 120 PRIMARY SOUTH							
941 PSE LIBRARY - PRIMARY SOUTH	\$1,110.91	\$0.00	\$0.00	\$0.00	\$1,110.91	\$0.00	\$1,110.91
942 COKE - PRIMARY SOUTH	\$6,768.56	\$1,680.00	\$0.00	\$0.00	\$8,448.56	\$610.00	\$7,838.56
947 PTO - PRIMARY SOUTH	\$330.05	\$0.00	\$0.00	\$0.00	\$330.05	\$0.00	\$330.05
952 STUDENT SERV-PRIMARY SOUTH	\$2,282.89	\$0.00	\$0.00	\$318.65	\$1,964.24	\$154.11	\$1,810.13
953 SWEET SOUNDS-PRIMARY SOUTH	\$1,036.77	\$300.00	\$0.00	\$0.00	\$1,336.77	\$200.00	\$1,136.77
962 PRE K & K - PRIMARY SOUTH	\$22,949.65	\$315.40	\$0.00	\$147.44	\$23,117.61	\$9,043.50	\$14,074.11
980 GENERAL STUDENT - EVENSTART	\$399.28	\$0.00	\$0.00	\$0.00	\$399.28	\$100.00	\$299.28
Total Unit - 120 PRIMARY SOUTH	\$34,878.11	\$2,295.40	\$0.00	\$466.09	\$36,707.42	\$10,107.61	\$26,599.81
Unit - 505 IDABEL MIDDLE SCHOOL							
900 ART - MIDDLE SCHOOL	\$97.49	\$0.00	\$0.00	\$0.00	\$97.49	\$0.00	\$97.49
902 BAND - MIDDLE SCHOOL	\$7,454.08	\$25.00	\$0.00	\$382.94	\$7,096.14	\$4,645.00	\$2,451.14
903 CHEERLEADERS-MIDDLE SCHOOL	\$1,204.23	\$0.00	\$0.00	\$250.00	\$954.23	\$0.00	\$954.23
904 CHORAL MUSIC - MIDDLE SCHOOL	\$5,533.93	\$0.00	\$0.00	\$694.40	\$4,839.53	\$1,975.00	\$2,864.53
905 COMP SPORTS - MIDDLE SCHOOL	\$21,114.56	\$2,042.00	\$0.00	\$2,678.62	\$20,477.94	\$2,506.95	\$17,970.99
906 FACULTY ACCOUNT-MIDDLE SCHOOL	\$1,412.63	\$0.00	\$0.00	\$59.99	\$1,352.64	\$371.00	\$981.64
907 HONOR SOCIETY-MIDDLE SCHOOL	\$5,385.36	\$0.00	\$0.00	\$111.46	\$5,273.90	\$0.00	\$5,273.90
908 LEGO - MIDDLE SCHOOL	\$2,639.49	\$250.60	\$0.00	\$0.00	\$2,890.09	\$0.00	\$2,890.09
909 LIBRARY MISC - MIDDLE SCHOOL	\$2,711.32	\$43.00	\$0.00	\$0.00	\$2,754.32	\$154.60	\$2,599.72
910 TIME TREKKERS - MIDDLE SCHOOL	\$18,070.34	\$1,836.44	\$0.00	\$0.00	\$19,906.78	\$500.00	\$19,406.78
911 COMP ACADEMICS-MIDDLE SCHOOL	\$643.19	\$101.20	\$0.00	\$0.00	\$744.39	\$280.00	\$464.39
913 SCIENCE DEPT - MIDDLE SCHOOL	\$1,692.29	\$0.00	\$0.00	\$0.00	\$1,692.29	\$0.00	\$1,692.29
915 SPORT JACKET - MIDDLE SCHOOL	\$35.29	\$0.00	\$0.00	\$0.00	\$35.29	\$0.00	\$35.29
916 STUDENT CO - MIDDLE SCHOOL	\$2,566.06	\$284.00	\$0.00	\$638.90	\$2,211.16	\$159.66	\$2,051.50
921 MIDDLE SCHOOL SPECIAL - MS	\$10,603.93	\$2,884.94	\$0.00	\$1,862.61	\$11,626.26	\$4,152.62	\$7,473.64
922 HISPANIC CLUB - MIDDLE SCHOOL	\$121.76	\$355.06	\$0.00	\$0.00	\$476.82	\$0.00	\$476.82
927 YEARBOOK - MIDDLE SCHOOL	\$117.70	\$0.00	\$0.00	\$0.00	\$117.70	\$0.00	\$117.70
Total Unit - 505 IDABEL MIDDLE SCHOOL	\$81,403.65	\$7,822.24	\$0.00	\$6,678.92	\$82,546.97	\$14,744.83	\$67,802.14
Unit - 710 IDABEL HIGH SCHOOL							
802 ANNUAL - HS	\$4,243.04	\$0.00	\$0.00	\$0.00	\$4,243.04	\$0.00	\$4,243.04
803 ALUMNI ASSOCIATION - HS	\$6,562.57	\$0.00	\$0.00	\$61.90	\$6,500.67	\$0.00	\$6,500.67
804 ART - HS	\$45.49	\$0.00	\$0.00	\$0.00	\$45.49	\$0.00	\$45.49
805 LEO CLUB - HS	\$729.02	\$0.00	\$0.00	\$0.00	\$729.02	\$0.00	\$729.02
806 BASEBALL FIELD PRO-HS	\$750.17	\$0.00	\$0.00	\$0.00	\$750.17	\$0.00	\$750.17
807 SPIRIT CLUB - HS	\$166.00	\$0.00	\$0.00	\$0.00	\$166.00	\$0.00	\$166.00
808 SPECIAL OLYMPICS- HS	\$881.49	\$0.00	\$0.00	\$0.00	\$881.49	\$24.30	\$857.19
809 BAND UNIFORMS - HS	\$0.34	\$0.00	\$0.00	\$0.00	\$0.34	\$0.00	\$0.34
810 ATHLETICS - HS	\$54,268.63	\$6,398.92	\$0.00	\$4,250.09	\$56,417.46	\$16,969.50	\$39,447.96

IDABEL PUBLIC SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2022 - 11/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Unit - 710 IDABEL HIGH SCHOOL							
811 FOOTBALL LOCKERS - HS	\$541.83	\$0.00	\$0.00	\$0.00	\$541.83	\$0.00	\$541.83
812 BAND - HS	\$3,687.53	\$0.00	\$0.00	\$550.00	\$3,137.53	\$2,688.00	\$449.53
813 TRACK SURFACE - HS	\$8,170.00	\$0.00	\$0.00	\$0.00	\$8,170.00	\$0.00	\$8,170.00
815 ATHLETIC TRAINING-NFL GRANT - HS	\$9,886.22	\$0.00	\$0.00	\$0.00	\$9,886.22	\$0.00	\$9,886.22
818 CHEERLEADERS - HS	\$21,938.29	\$50.00	\$0.00	\$0.00	\$21,988.29	\$21,838.42	\$149.87
820 DANCE TEAM - HS	\$3,250.02	\$0.00	\$0.00	\$0.00	\$3,250.02	\$0.00	\$3,250.02
822 FACULTY CONCESSIONS - HS	\$216.03	\$18.36	\$0.00	\$0.00	\$234.39	\$0.00	\$234.39
826 FBLA (BPA) - HS	\$3,964.77	\$0.00	\$0.00	\$0.00	\$3,964.77	\$0.00	\$3,964.77
828 FCA - HS	\$209.25	\$0.00	\$0.00	\$0.00	\$209.25	\$0.00	\$209.25
830 FFA - HS	\$23,591.45	\$687.00	\$0.00	\$16,004.00	\$8,274.45	\$840.00	\$7,434.45
832 FHA (FCCLA) - HS	\$7,722.77	\$1,188.00	\$0.00	\$1,588.34	\$7,322.43	\$602.66	\$6,719.77
833 GUIDANCE - HS	\$1,677.23	\$0.00	\$0.00	\$0.00	\$1,677.23	\$0.00	\$1,677.23
837 KEY CLUB - HIGH SCHOOL	\$2,151.04	\$0.00	\$0.00	\$0.00	\$2,151.04	\$861.76	\$1,289.28
839 IHS ACADEMIC TEAM - HS	\$1,066.14	\$0.00	\$0.00	\$0.00	\$1,066.14	\$212.00	\$854.14
840 LIBRARY - HS	\$1,841.35	\$0.00	\$0.00	\$0.00	\$1,841.35	\$0.00	\$1,841.35
842 NATIVE AM CLUB - HS	\$770.22	\$0.00	\$0.00	\$0.00	\$770.22	\$0.00	\$770.22
843 JACKETS - HS	\$179.00	\$0.00	\$0.00	\$0.00	\$179.00	\$0.00	\$179.00
846 NAT'L HONOR SOC - HS	\$1,594.36	\$0.00	\$0.00	\$0.00	\$1,594.36	\$0.00	\$1,594.36
851 MISS I.H.S. - HS	\$4,398.14	\$0.00	\$0.00	\$38.49	\$4,359.65	\$0.00	\$4,359.65
852 POPTIME - HS	\$10,221.77	\$0.00	\$0.00	\$1,372.25	\$8,849.52	\$1,002.11	\$7,847.41
854 SENIORS 2025- HS	\$110.90	\$0.00	\$0.00	\$0.00	\$110.90	\$0.00	\$110.90
856 SENIORS 2023- HS	\$2,681.64	\$0.00	\$0.00	\$0.00	\$2,681.64	\$800.00	\$1,881.64
858 SENIORS 2022 - HS	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
859 SPANISH CLUB - HS	\$19.04	\$0.00	\$0.00	\$0.00	\$19.04	\$0.00	\$19.04
861 SENIORS 2024 - HS	\$582.42	\$0.00	\$0.00	\$0.00	\$582.42	\$0.00	\$582.42
862 STUDENT INCENTIVE - HS	\$2,333.91	\$30.00	\$0.00	\$694.22	\$1,669.69	\$0.00	\$1,669.69
866 STUDENT COUNCIL- HS	\$1,041.40	\$525.00	\$0.00	\$0.00	\$1,566.40	\$1,358.70	\$207.70
867 WARRIOR ACADEMY-HS	\$684.42	\$0.00	\$0.00	\$0.00	\$684.42	\$0.00	\$684.42
870 WARRIOR CLUB - HS	\$22,247.45	\$0.00	\$0.00	\$478.50	\$21,768.95	\$2,483.44	\$19,285.51
Total Unit - 710 IDABEL HIGH SCHOOL	\$204,426.34	\$8,897.28	\$0.00	\$25,037.79	\$188,285.83	\$49,680.89	\$138,604.94
Total	\$430,346.85	\$24,727.78	\$0.00	\$37,808.97	\$417,265.66	\$80,869.33	\$336,396.33

FUND-RAISER REQUEST

The sponsor is to complete the fund-raiser request form in duplicate and submit it to the building principal.

TO: Martin Coffman BUILDING: High School
(Principal)

High School Girls Basketball PLANS TO RAISE FUNDS
(Club, Organization, Class, Activity)

Proposed Sales Project: "Crush" on You Soda Gram

Company and Address: Lady Warrior Basketball

Representative: Kayla Denton

Quantity to be Ordered: 300

Cost per Unit: \$1.00 Proposed Sale Price per Unit: \$2.00

1. Date of the fund raising is: Jan 30th - Feb 13th

2. What are you going to use the money for? Diesel

3. How much are you trying to raise (dollar figure)? \$600

Requested by:

Kayla Denton

Sponsor Signature

Principal Signature

Date: _____

Board Action: Approved _____ Disapproved: _____

Signature: _____

FUND-RAISER REQUEST

Date 11-29-22

Activity # _____

The sponsor is to complete the fund-raiser request form in duplicate and submit it to the building principal.

TO: Marlin Coffman BUILDING: High School
(Principal)

Girls Powerlifting PLANS TO RAISE FUNDS
(Club, Organization, Class, Activity)

Proposed Sales Project: Lift-a-ton

Company and Address: -NA-

Representative: -NA-

Quantity to be Ordered: -NA-

Cost per Unit: -NA- Proposed Sale Price per Unit: -NA-

1. Date of the fund raising is January 2022

2. What are you going to use the money for? Girls Powerlifting Products

3. How much are you trying to raise (dollar figure)? As much as possible

Requested by:
[Signature]
Sponsor Signature

[Signature]
Principal Signature

Board Action: Approved _____ Date: _____ Disapproved: _____ Date: _____

Signature: _____

**IDABEL PUBLIC
SCHOOLS**

Dawn Bourne <dawn.bourne@idabelps.org>

Resignation

1 message

Laura Bullock <lbullock@idabelps.org>

Thu, Nov 17, 2022 at 5:53 PM

To: Doug Brown <doug.brown@idabelps.org>, Dawn Bourne <dawn.bourne@idabelps.org>, Debra McGee <dmcgee@idabelps.org>, Cheryl Attaway <cattaway@idabelps.org>

Just wanted to start off by saying thank you for this opportunity I've really enjoyed working with you. I'm officially putting in my two weeks notice has nothing to do with anything you've done it's just time for me to make a move. At this point in my life I have to make decisions to set me up for later in life when I won't be as physically able. I'm really sorry to have to inform you this way I hope everything works out and I apologize.
Courtney Akins

Laura Bullock
Sent from my iPhone

To whom it may concern

I appreciate the opportunity that Idabel Public Schools and Mrs. Copeland have given me but I just do not feel like I can give the children that need my help the attention they need. With the migraines that have started I believe someone else would be better suited to help the 3rd grade teachers and students. My resignation is effective 11/18/2022.

A handwritten signature in cursive script that reads "Margo M. McAtee". The signature is written in black ink and is positioned above the printed name.

Margo M. McAtee

**IDABEL PUBLIC SCHOOLS
CLASS CAPACITY 2022-2023**

IDABEL HIGH	CAPACITY	ENROLLED	AVAILABLE
12TH	125	75	50
11TH	125	101	24
10TH	125	95	30
9TH	125	109	16
IDABEL MIDDLE	CAPACITY	ENROLLED	AVAILABLE
8TH	125	85	40
7TH	125	91	34
6TH	125	75	50
CENTRAL ES	CAPACITY	ENROLLED	AVAILABLE
5TH	95	80	15
4TH	95	79	16
3RD	100	83	17
2ND	100	86	14
PRIMARY ES	CAPACITY	ENROLLED	AVAILABLE
1ST	100	97	3
K	100	87	13
PRE - K	80	78	2
Even Start P3		24	
TOTAL	1545	1245	324

12/12/22

IDABEL PUBLIC SCHOOLS

LEA/Grade Summary

10/8/2022 - 12/16/2022

481005 - 105, 110, 120, 505, 520, 710, 720

Warning - The Calendar Information for the included Sites(s)/Grade(s) is not the same. Therefore, the Date Range Information for each Site/Grade combination is listed.

Date Range Information

Calendar	Total Days	Days In Session	Days Taught	Days Not Taught	No School Day
105-P3	50	43	43	7	7
110-02	50	43	43	7	7
110-03	50	43	43	7	7
110-04	50	43	43	7	7
110-05	50	43	43	7	7
120-P3	50	43	43	7	7
120-P4	50	43	43	7	7
120-KG	50	43	43	7	7
120-01	50	43	43	7	7
505-06	50	43	43	7	7
505-07	50	43	43	7	7
505-08	50	43	43	7	7
710-09	50	43	43	7	7
710-10	50	43	43	7	7
710-11	50	43	43	7	7
710-12	50	43	43	7	7
720-09	50	35	35	15	15
720-10	50	35	35	15	15
720-11	50	35	35	15	15
720-12	50	35	35	15	15

Enrollment/Attendance/Membership Information

Grade	Entry Total	Exit Total	Last Day		Entire Period		Membership	Attendance	Absence	ADM	ADA	POA
			Student Count	Student Count	Student Count	Student Count						
P3	3	0	3	24	1017	1017	1017	0	23.651	23.651	100	100
P4	1	2	-1	79	3350	3108.5	3108.5	241.5	77.907	72.291	92.8	92.8
KG	2	5	-3	90	3723	3482.5	3482.5	240.5	86.581	80.988	93.5	93.5
01	4	2	2	98	4154	3888	3888	266	96.605	90.419	93.6	93.6
02	2	4	-2	89	3700	3516.5	3516.5	183.5	86.047	81.779	95	95
03	2	1	1	84	3567	3384.5	3384.5	182.5	82.953	78.709	94.9	94.9
04	3	4	-1	83	3402	3271.5	3271.5	130.5	79.116	76.081	96.2	96.2
05	3	4	-1	84	3459	3292.5	3292.5	166.5	80.442	76.57	95.2	95.2
06	2	1	1	76	3216	3008	3008	208	74.791	69.953	93.5	93.5
07	3	5	-2	96	3934	3703	3703	231	91.488	86.116	94.1	94.1
08	1	2	-1	87	3646	3445	3445	201	84.791	80.116	94.5	94.5
09	6	2	4	113	4680	4377	4377	303	109.316	102.269	93.6	93.6
10	6	6	0	97	4033	3676.5	3676.5	356.5	94.636	86.345	91.2	91.2

TRANSFER POLICY(Cont.)

Appeal process: During the appeal, the board of education will meet with the administration and parent or legal guardian of the student in executive session. While in executive session the administration will explain why the transfer was denied, and the members of the board will be able to ask questions of the administration. The board will then hear from the parent or legal guardian as to why the transfer should have been approved. The members of the board will be able to ask questions of the parent or legal guardian. The administration and the parent or legal guardian will be excused from the executive session while the board deliberates on the appeal. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

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.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students.

THIS POLICY REQUIRED BY LAW.

Adoption Date:

10/11/21

Revision Date(s):

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EQUAL OPPORTUNITY EDUCATION SCHOLARSHIP TAX CREDIT

For purposes of the Oklahoma Equal Opportunity Education Scholarship Act (“Act”) Idabel Public Schools establishes policy regarding donations made to the school district [or any school foundation authorized to accept tax credit donations as established below] which may be eligible for a tax credit.

Pursuant to the Act, contributions made [on or after January 1, 2022] by any taxpayer to Idabel Public Schools [or eligible school foundation authorized to accept tax credit donations] may be eligible for a tax credit. For any eligible donation during a single year, taxpayers may receive up to a 50% credit of the total amount of contributions, not to exceed One Thousand Dollars (\$1,000.00) for single individuals, Two Thousand Dollars (\$2,000.00) for married individuals filing jointly, or One Hundred Thousand Dollars (\$100,000.00) for any taxpayer which is a legal business entity as provided under the Act.

Taxpayers who make an eligible contribution to Idabel Public Schools [or eligible school foundation authorized to accept tax credit donations] and make a written commitment to contribute the same amount for an additional year may be eligible for a credit of up to 75%. Any taxpayer making a contribution under this provision is responsible for providing evidence of the written commitment to the Oklahoma Tax Commission at the time of filing the refund claim.

Limitation of Credit

The amount of credit has a state wide cap of Twenty-Five Million Dollars (\$25,000,000.00) and a district wide cap of Two Hundred Thousand Dollars (\$200,000.00) annually. If total credits claimed exceeds either cap, the credit to the taxpayer will be a proportionate share of the cap for the taxable year after allocation of any amount of credits not claimed by other eligible organizations and taxpayers under the Act.

Credits earned but not allowed due to the application of the statewide cap will be considered suspended and authorized to be used in the next immediate tax year and applied to the next year’s statewide cap. Any credits authorized by the Act allowed but not used in any tax year may be carried over, in order, to each of the three (3) years following the year of qualification.

Public School Foundations

To be eligible to accept qualifying donations, any public school foundation for Idabel Public Schools must be approved by the Idabel Public Schools Board of Education prior to accepting qualifying donations for the taxable year. All such approvals by the board of education are made on an annual basis, and approval must be sought for each taxable year that the school foundation wishes to accept qualifying donations. Only school foundations which are a nonprofit entity formed pursuant to the laws of this state and exempt from federal income taxation pursuant to either Section 501(c)(3) or Section 509(a) of the Internal Revenue Code of 1986, as amended, may be eligible for approval by the board of education.

For any year in which a public school foundation seeks approval from the Idabel Public Schools Board of Education, the foundation must submit to the board evidence of its nonprofit status along with a plan outlining the innovative educational programs for which the foundation will seek donations which are eligible for a tax credit. After approval, the foundation shall make regular reports to the board of education concerning the status of the innovative educational programs including the amounts raised toward the credit.

All approved school foundations must also maintain eligibility under the Act by first receiving approval from the Oklahoma Tax Commission then annually, by September 1 of each year, reporting required information to the Commission and publishing on its website the same eligibility information submitted to the Commission.

Adoption Date:

10/11/21

Revision Date(s):

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Reporting and Annual Notifications

For those contributions toward an innovative educational program that are eligible for credit, Idabel Public Schools [or any approved school foundation] shall collect identifying information from the taxpayer including their full legal name, their address and sufficient other information which will allow the Oklahoma Tax Commission to accurately determine the identity of each contributor.

By January 10 of the year immediately following each calendar year, Idabel Public Schools [and any approved school foundation accepting contributions under the Act] shall provide the Oklahoma Tax Commission information on each contribution accepted during the taxable year including the date and amount of each contribution and whether the taxpayer provided a written commitment to contribute the same amount for an additional year.

At least once each taxable year, Idabel Public Schools [and any approved school foundation] will notify each contributor that Oklahoma law provides for a total, statewide and district cap on the amount of income tax credits allowed annually. Additionally, at least once each taxable year, Idabel Public Schools [and any approved school foundation] will notify contributors of the percentage of their contribution that may be claimed as a credit as published by the Oklahoma Tax Commission. The notification regarding the percentage of the contribution that may be claimed should be provided to contributors only after the Commission has published the allowed percentage for the applicable tax year but in no case later than April 1.

On or before December 31, 2022, and once every four (4) years thereafter, Idabel Public Schools [and any eligible school foundation authorized to accept tax credits contributions under the Act] will submit an audited financial statement along with information detailing the benefits, successes or failures of the innovative educational programs to the Oklahoma Tax Commission, Governor, President Pro Tempore of the Senate and the Speaker of the House of Representatives.

REFERENCE: 68 O.S. § 2357.206; Section 1, Chapter 288, O.S.L. 2017; OAC 710:50-15-115.1

Adoption Date:

10/10/21

Revision Date(s):

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STUDENT TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will 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. The school district will begin accepting applications for the next school year starting April 1st each year. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board may consider the appeal at a special meeting of the board of education.

NONDISCRIMINATION

The _____ Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The _____ Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status, or gender."

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to _____ who is the Title IX/504/ADA Compliance Coordinator.

District Street Address

Telephone City, State, Zip

- REFERENCE:** Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

PERSONNEL POLICIES GOALS

It is the belief of the _____ Board of Education that the personnel employed by the district constitute the most important resource for effectively conducting a quality learning program. Important contributions to a successful education program are made by all staff members. The district's program will function best when it employs highly qualified personnel, conducts appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to district programs and services.

The goals of the district's personnel program shall include the following:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection which will result in employing the best available candidates, i.e., those with highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the district's learning program.
2. To develop general employment strategy for greatest contribution to the learning program, and to utilize it as the primary basis for determining staff assignments.
3. To develop a climate in which optimum staff performance, morale, and satisfaction are produced.
4. To provide positive programs of staff development designed to contribute both to improvement of the learning program and to each staff member's career development aspirations.
5. To provide for a genuine team approach to education, including staff involvement in planning, decision-making, and evaluation.
6. To provide attractive compensation and benefits as well as other provisions for staff welfare.
7. To develop and utilize for personnel evaluation positive processes which contribute to the improvement of both staff capabilities and the learning program.

EMPLOYMENT PRACTICES

It is the policy of the _____ Board of Education to take action and provide statutory notification concerning the renewal or nonrenewal of all teachers' contracts prior to the first Monday in June each year.

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later.

The superintendent shall recommend candidates for administrative, support, and certified positions to the board. The principal(s) shall be consulted on the employment and retention of teachers.

Among other requirements for employment, the superintendent shall insure that prospective employees produce legally sufficient documents showing citizenship status. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the board of education and shall become a part of this policy.

In the event the board decides not to employ a candidate who is recommended by the superintendent, further recommendations should be made to the board by the superintendent until a selection is made.

The employment of any person with this school district shall not be made or excluded on the basis of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability to perform in the position for which employed. In accordance with Oklahoma Statutes Title 70, Section 5-113.1, the board of education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member.

NOTE: 70 O.S. §5-138 prohibits a school board from requiring any employee, other than the superintendent, to reside within the boundaries of that school district.

EMPLOYMENT PRACTICES (REGULATION)

In accordance with the policy of the board of education, the following procedure shall govern the processing of applications for employment with this school district.

All applicants for employment, whether solicited or unsolicited, must produce sufficient and satisfactory identification which shows United States citizenship, or in the case of applicants who are not United States citizens, authorization to seek and hold employment in the United States.

One or more of the following documents will be considered sufficient and satisfactory identification:

1. A birth certificate accompanied by an official identification card bearing a photograph and/or fingerprints.
2. United States passport.
3. Certificate of United States citizenship.
4. Certificate of naturalization.
5. A current, valid passport issued by a foreign country if the passport contains an unexpired endorsement of the Attorney General of the United States authorizing the individual to obtain employment.
6. Resident alien card (Green card) or other registration card if the card contains a photograph of the applicant and appropriate identifying information.

In addition to the documents listed in 1, 2, 3, 4, and 6 above, the applicant must possess one of the following forms of employment authorization:

1. INS Form I-94, which is an Immigration and Naturalization Service form evidencing an alien's admission into the United States with employment authorization.
2. Permanent residence approval letter giving employment authorization.
3. Official letter from the INS providing authorization to hold employment.

Any documentation that is considered sufficient and satisfactory for the purposes of employment must be copied and the copy retained in the applicant's employment file. The copies will be retained for a period of three years or for one year following the termination of the person's employment, whichever is sooner.

HIRING PERSONNEL

General regulations concerning the employment of teachers for the school district are as follows:

The _____ Board of Education requires that all candidates for teaching positions have at least a bachelor's degree and a valid Oklahoma teaching certificate.

Preference may be given those candidates holding a master's degree or its equivalent and to applicants who have had at least two years of successful teaching experience, preferably in the fields in which applications are made.

Applicants for teaching positions in vocational-technical areas must meet the certification requirements set forth in the state plan for vocational education as well as other educational requirements prescribed for teaching in the district schools. Preference shall be given those who have had trade experience.

All applications for teaching positions shall be made in writing and filed with a complete set of credentials: official and up-to-date transcript of college credits; ~~recent photograph~~; certificate information.

- A. All ~~nominations~~ recommendations for positions except the superintendency shall be made to the board of education in writing by the superintendent.
- B. Each nomination shall be made with reference to position and salary.

There shall be no discrimination against any teacher on the basis of race, creed, color, national origin, sex, marital status, membership or non-membership, or participation in any professional, civic, parent, or charitable organization, in the evaluation, employment, transfer, or promotion of personnel.

Teachers who have resigned from the district schools may be reemployed, but under the same terms and conditions applicable to any new employee.

Where a teacher resigns after completing a school year, has a change in plans and requests the resignation be rescinded, such request may be approved if the teacher has completed the previous school year and is available for the beginning of the following school year without any significant loss of teaching time. The teacher may be continued without loss in salary status and in the same position filled the previous year, if the previous assignment is still available. In case the previous position has been filled, the teacher may then be considered for another assignment, if one is available. Whether or not the resignation is rescinded is entirely at the discretion of the board of education acting on the recommendation of the superintendent.

New personnel will be notified of employment and building assignment at the earliest possible date.

In the event that specific criteria are not being met by a particular candidate being recommended, it shall be the responsibility of the superintendent to point out the deficiencies to the board so that they may act accordingly. Should the board not approve the employment of a candidate being recommended by the superintendent, it shall be the duty of the superintendent to make another recommendation.

The employment of any professional staff member is not official until the contract is approved by the board and signed by the candidate.

Adoption Date: APPROVED DEC 12 2022

Revision Date(s):

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HIRING PERSONNEL (Cont.)

The employment sequence is as follows:

1. The verbal offer of employment to the candidate
2. Verbal acceptance by the candidate
3. Approval of candidate by the board
4. Contract sent to candidate

This does not prohibit placing a candidate in the position on a temporary basis until board approval is given and a contract is signed.

REFERENCE: 70 O.S. §5-113.1, §5-138
70 O.S. §6-101, §6-107 through 112, and §6-154

DRAFT

DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

The superintendent is directed to develop regulations that shall be incorporated into this policy.

NOTE: A copy of this policy and the accompanying regulations must be distributed to each affected employee 30 days prior to implementation of the policy. This notice is also required prior to the implementation of any changes to this policy or to the regulations.

THIS POLICY REQUIRED BY LAW.

WORKPLACE DRUG AND ALCOHOL TESTING (REGULATIONS)

The board of education may require drug and alcohol testing of all new applicants upon a conditional offer of employment. Substances tested shall be for drugs and alcohol. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.

The school district may request or require an employee to undergo drug and/or alcohol testing as set forth below and when the superintendent at any time reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following:

- a. drugs or alcohol on or about the employee's person or in the employee's vicinity,
- b. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- c. a report of drug or alcohol use while at work or on duty,
- d. information that an employee has tampered with drug or alcohol testing at any time,
- e. negative performance patterns, or
- f. excessive or unexplained absenteeism or tardiness;

Substances tested shall be for drugs and alcohol.

This school district will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing prior to employment and on a random selection basis. The superintendent shall ensure that employees who are selected for random testing are selected on a basis that is entirely random and on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected. (See also policy DCCB and DCCB-R.)

This school district will require bus drivers, mechanics, maintenance personnel, and any district employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations. (See also policy DCCB and DCCB-R.)

This school district will require periodic drug and alcohol testing without prior notice of any employee who has tested positively under this policy, who has participated in a drug or alcohol dependency treatment program as a result of this policy, or an employee who is required to obtain a commercial driver's license (CDL).

Any employee who refuses to submit to drug or alcohol testing may be subject to disciplinary action including, but not limited to, termination of employment subject to all applicable due process procedures. Employees who refuse to undergo a drug or alcohol test shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits. In order to prove misconduct, the employer need only provide proof of a testing policy and either a refusal to take a drug or alcohol test or a positive test result with chain of custody and opportunity to retest.

Drug Testing Procedures

Drug and alcohol testing standards and procedures of this school district shall conform fully to the provisions of the

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

State Board of Health. Testing facilities used by this district shall provide evidence of having met all licensing and/or certification requirements of the State Board of Health including the following:

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.
2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.
3. The collection of samples shall be performed under reasonable and sanitary conditions.
4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.
5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.
6. The testing facility will provide the necessary documentation of testing procedure and test results to the employer requesting testing services as may be required by a court or administrative proceeding.
7. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Testing Results

The following steps will be taken when an employee's medical exam is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.
2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.
3. The employee will be given a reasonable opportunity for confidential rebuttal of the results.
4. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitation shall be provided to the employee.

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

5. The employee will be suspended until the employee has tested negative on a follow-up drug screening. The follow-up drug screening will be administered no earlier than seven nor more than forty-five (45) calendar days following the initial positive drug screening. The physician who administered and interpreted the initial drug screening will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug screening, depending on the type and amount of chemical substance initially detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.
6. If the follow-up drug screening is negative, the employee may be returned to regular assignment. If the drug screening is positive, procedures for the employee's termination will be implemented in accordance with this policy and the district's employment termination policies.
7. Any employee whose drug screening is positive a second time, regardless of the length of time which has passed since the first positive test, will be recommended to the board for dismissal. Any employee who has once tested positive may be subject to random drug screening sampling for a period of two years, commencing with the employee's return to work, and/or may be recommended for dismissal.

Confidentiality

The school district shall maintain the results of any drug/alcohol test in confidentiality to the extent possible. The employee who participates in a drug/alcohol test will be provided an opportunity to review and to obtain copies of any information and records pertaining to the drug/alcohol test.

1. The school district will maintain all drug and alcohol test results and related information, including, but not limited to, interviews, reports, statements, and memoranda, as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions taken by the district or in any action involving the individual tests and the district or unless such records are ordered released pursuant to a valid subpoena or other court order.
2. The records described above and maintained by the district shall be the property of this school district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The district will not release such records to any person other than the applicant, employee, or the district's review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for the district to release such records or pursuant to a valid court order.
3. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to: ~~A. The general health, pregnancy or other physical or mental condition of the applicant or employee;~~

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

A testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.

Other Provisions

Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

The school district shall pay all costs of testing for drugs or alcohol including any school requested confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

A copy of this policy shall be posted in a prominent employee access area and shall be provided to each job applicant upon the applicant's receipt of a conditional offer of employment.

Any employee or applicant for employment who refuses to undergo drug or alcohol testing conducted in accordance with board policy and these regulations may be disciplined up to and including termination of employment. An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive drug or alcohol test conducted in accordance with the provisions of the Standards for Workplace Drug and Alcohol Testing Act shall be considered to have been discharged for misconduct and shall be disqualified for unemployment compensation.

REFERENCE: 40 O.S. §2-406A
40 O.S. §551, et seq.

Adoption Date:

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**DRUG AND ALCOHOL TESTING PROGRAM
BUS DRIVERS**

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate a school vehicle which transports 16 or more persons, including the driver, or which weighs 26,001 pounds or more. For the purposes of this testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to preemployment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to drug and alcohol testing beginning the first day they operate or are offered a position to operate school vehicles and will continue to be subject to drug and alcohol testing as long as they may be required to perform a safety-sensitive function as it is defined in administrative regulations. (See DCCB-R.) Employees with questions about the drug and alcohol testing program may contact the superintendent.

Employees who violate the terms of this policy will be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. The superintendent shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The superintendent shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

DRUG AND ALCOHOL TESTING PROGRAM BUS DRIVERS (REGULATION)

The following administrative regulations support the drug and alcohol testing program policy of the board of education. It also establishes and explains the requirements of the district's drug and alcohol testing program required for employees operating school vehicles.

Questions regarding the drug and alcohol testing program policy, these supporting regulations, or the drug and alcohol testing program may be directed to the superintendent, or designee, who will be the school district contact person. The contact person will answer questions from employees and others about the program, receive the test results, receive identification numbers of the drivers and will notify those drivers selected for random testing.

Definitions

Air Blank: A reading by an evidentiary breath testing device (EBT) of ambient air containing no alcohol.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohols.

Alcohol Concentration (or content): The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicted by an evidentiary breath test under the law.

Alcohol Use: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Breath Alcohol Technician: An individual who instructs and assists drivers in the alcohol testing process and operates an evidentiary breath testing device.

Canceled or Invalid Test: In drug testing, it is a drug test that has been declared invalid by a Medical Review Officer or a specimen that has been rejected for testing by a laboratory. In alcohol testing, it is a test that is deemed to be invalid under the law. A canceled drug test or alcohol test is neither a positive nor a negative test.

Chain of Custody: Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. With respect to drug testing, these procedures require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

Collection Site: A place where drivers present themselves for the purpose of providing body fluid or a tissue sample to be analyzed for specific drugs or breath alcohol concentration.

Commercial Motor Vehicle: A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle 1) has a gross combination weight rating of 26,001 or more points inclusive of a towed unit with a gross vehicle weight of 10,000 or more pounds; or 2) has a gross vehicle weight rating

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

of 26,001 or more pounds; or 3) is designed to transport 16 or more passengers, including the driver; or 4) is of any size used in the transportation of materials found to be hazardous for the purposes of the Hazardous Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials regulations.

Confirmation Test: For alcohol testing, it is a second test following a screening test with a result of 0.02 or greater breath alcohol concentration that provides quantitative data of alcohol concentration. For drug testing, it is a second analytical procedure (GC/MS) to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Controlled Substances/Drugs: Marijuana, cocaine, opiates, amphetamines, phencyclidine.

Driver: Any person who operates a school vehicle. This includes, but is not limited to, full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the school district or who operate a school vehicle at the direction of or with the consent of the school district. For the purposes of preemployment/pre-duty testing only, the term "driver" includes applicants for drivers of school vehicles positions.

Initial Test (or Screening Test): In drug testing, it is an immunoassay screen to eliminate "negative" urine specimens from further consideration. In alcohol testing, it is an analytic procedure to determine whether a driver may have a prohibited concentration of alcohol in a breath specimen.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a driver's confirmed positive test result together with the driver's medical history and any other relevant bio-medical information.

Non-suspicion-based Post-accident Testing: Testing of a driver after an accident without regard to whether there is any reasonable suspicion of drug usage, reasonable cause to believe the driver has been operating the school vehicle while under the influence of drugs, or reasonable cause to believe the driver was at fault in the accident and drug usage may have been a factor.

Performing a Safety-sensitive Function: A driver is considered to be performing a safety-sensitive function during any period in which the driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Random Selection Process: When drug tests are unannounced and every driver has an equal chance of being selected for testing.

Reasonable Suspicion: When the school district believes the appearance, behavior, speech or body odors of the driver are indicative of the use of drugs or alcohol.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

Refusal to Test: When a driver (1) fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of the law, (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of the law, or (3) engages in conduct that clearly obstructs the testing process. A refusal to test is treated as a positive drug test result or an alcohol test result of 0.04 or greater breath alcohol concentration.

Safety-sensitive Function: All time from the time when a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety sensitive functions shall include, but are not limited to:

1. All time at the district waiting to be dispatched.
2. All time inspecting equipment or otherwise servicing any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial vehicle in operation.
4. All time in or on a commercial vehicle.
5. All time repairing, obtaining assistance, or remaining in attendance on a disabled vehicle.

School vehicle: A vehicle owned, leased, and/or operated at the direction or with the consent of the school district which transports 16 or more persons, including the driver, or weighs over 26,001 pounds and requires the driver to have/possess a commercial driver's license in order to operate the vehicle.

Split Specimen/Split Sample: The division of the urine specimen into thirty milliliters in a specimen bottle (the primary sample) and into at least fifteen milliliters in a second specimen bottle (the split sample).

Stand-down: Is prohibited by federal regulations and consists of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.

Substance Abuse Professional: A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substances-related disorders.

Verified Test: A drug test or validity testing result from a federally certified laboratory that has undergone review and final determination by the MRO.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**Covered Drivers

1. The following requirements apply for a driver to be covered by the drug and alcohol testing program:
 - A. Drive a vehicle transporting 16 or more persons, including the driver, or drive a vehicle weighing over 26,001 pounds; and
 - B. Require a commercial driver's license to hold the driver position.
2. Covered drivers include:
 - A. Applicants seeking a position as a driver;
 - B. Full-time, regularly employed drivers;
 - C. Casual, intermittent, occasional or substitute drivers (including coaches, teachers, administrators, mechanics, etc.);
 - D. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a school district or who operate a school vehicle at the direction of or with the consent of a school district.
3. Drivers are subject to the drug and alcohol testing program and its requirements throughout the year, including the times when school is not in session or when the driver is on leave.

Prohibited Driver Conduct

1. Drivers shall not report to duty or remain on duty with a 0.04 or greater breath alcohol concentration.
2. Drivers shall not report for duty or remain on duty when using any drug except when a physician has advised the driver that the drug does not adversely affect the driver's ability to safely operate a school vehicle and the school district is informed in writing of the medication and doctor's opinion.
3. Drivers shall not use alcohol at least four hours prior to, or during the performance of, a safety-sensitive function.
4. Drivers shall not possess alcohol while on duty. This includes possessing prescriptions and over-the-counter medicines containing alcohol unless the packaging seal is unbroken.
5. Drivers required to take a post-accident alcohol test shall not use alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

6. Drivers shall not refuse to submit to a drug or alcohol test. A refusal to test is considered a positive test result requiring the driver to undergo a substance abuse evaluation and subjecting the driver to discipline up to and including termination.
7. Drivers shall not report for duty or remain on duty performing a safety-sensitive function if the driver has a positive drug test result.

Alcohol Breath Testing Procedures

1. Driver's breath is tested for alcohol.
2. Evidentiary breath testing devices are used to conduct the screening test and, if necessary, the confirmation alcohol test.
 - A. The screening alcohol breath test determines whether the driver's breath alcohol concentration is less than 0.02.
 1. A screening alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.
 2. An initial alcohol test result of 0.02 breath alcohol concentration or greater requires a confirmation test.
 - B. The confirmation alcohol breath test determines whether the driver may continue to perform a safety-sensitive function.
 1. A confirmation alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.
 2. A confirmation alcohol test result of greater than 0.02 breath alcohol concentration but less than 0.04 breath alcohol concentration requires the driver to cease performing a safety-sensitive function for 24 hours.
 3. A confirmation alcohol test result of 0.04 or greater breath alcohol concentration requires the driver to cease performing a safety-sensitive function and undergo a substance abuse evaluation.
3. Alcohol testing is conducted at collection sites that provide privacy to the driver and contain the necessary equipment, personnel, and materials.
 - A. Alcohol testing is conducted at a designated nonschool district facility unless the situation requires another location.
 - B. In the event privacy cannot be assured, privacy will be provided to the extent practical.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

4. Screening alcohol testing steps

- A. Once the driver is notified to submit to an alcohol test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. Collection site person will contact the superintendent or designated contact person immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.
- B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test.
- C. The testing procedure is explained to the driver by the collection site person.
- D. The collection site person, the breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.
 1. Refusal of the driver to sign the form prior to the screening alcohol test is considered a refusal to test.
 2. The school district is notified immediately of the driver's refusal to sign.
- E. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.
- F. The initial test results are shared with the driver.
- G. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.
- H. Screening alcohol test results
 1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.
 2. An alcohol test result of 0.02 or more breath alcohol concentration requires a confirmation alcohol test between 15 and 20 minutes after the screening test.
 3. The breath alcohol technician provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.
- I. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

- J. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:
1. A physician analyzes the driver's inability to provide adequate breath.
 2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.
 3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.
5. Confirmation alcohol testing steps
- A. The confirmation alcohol test is done between 15 and 20 minutes after the screening alcohol test whether or not the driver followed the requirements to not eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during the 15-minute waiting period to avoid accumulation of mouth alcohol leading to an artificially high reading.
 - B. If a different collection site is used, the driver must be under the observation of the collection site personnel or school district personnel while in transit to the confirmation alcohol testing site or while waiting for the confirmation alcohol test.
 - C. If a different collection site person is used for the confirmation alcohol test, the driver must again provide photo identification.
 - D. The testing procedure is explained to the driver by the collection site person.
 - E. The collection site person, a breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.
 1. Refusal of the driver to sign the form prior to the confirmation alcohol test is considered a refusal to test.
 2. The school district is notified immediately of the refusal to sign.
 - F. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.
 - G. The confirmation alcohol test results, which are the final and official test results, are shared with the driver.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

- H. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.
- I. The breath alcohol technician informs the superintendent, or designated contact person, of the results of the test in a confidential manner.
1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.
 2. The breath alcohol technician notifies the superintendent, or designated contact person, immediately of confirmation of alcohol test results of 0.02 or more breath alcohol concentration.
 3. The collection site person provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.
- J. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.
- K. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:
1. A physician analyzes the driver's inability to provide adequate breath.
 2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.
 3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

Drug Testing Procedures

1. Driver's urine is tested for marijuana, cocaine, opiates, amphetamines, phencyclidine, etc.
2. A split specimen urine drug test, often called "split sample test," is used to conduct the drug test.
 - A. A negative drug test result allows the driver to continue to perform a safety-sensitive function.
 - B. A positive drug test result on the primary sample requires the driver to be removed from performing a safety-sensitive function.
 - C. A positive drug test result on the primary sample allows the driver an opportunity to request the split sample be tested by another certified laboratory for the specific drug found in the primary sample. A negative drug test result on the split sample results in a negative drug test result.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

- D. A positive drug test result requires the driver to undergo a substance abuse evaluation.
3. Drivers taking medication at a doctor's direction may perform a safety-sensitive function if the doctor determines there is not an adverse affect on performing a safety-sensitive function and the school district is informed in writing of the medication and doctor's opinion.
4. Drug testing is conducted at collection sites that provide privacy to the driver and where the necessary equipment, personnel, and materials are located.
- A. Drug testing is conducted at a designated nonschool district facility unless the situation requires another location. Public restrooms can be used as collection sites in exceptional circumstances.
- B. In the event privacy cannot be assured, privacy is provided to the extent practical. However, direct observation is allowed if:
1. Reasons exist to believe the driver may alter or substitute the specimen.
 2. The driver presents a specimen with a temperature outside the allowed range and does not provide an oral body temperature or the oral body temperature varies from the specimen provided.
 3. The last specimen provided by the driver was determined by the laboratory to not meet specific gravity and urine creatinine concentration criteria.
 4. The collection site person observes conduct of the driver to substitute or adulterate the specimen.
 5. The driver has previously been determined to have used a drug without medical authorization and the particular test is for follow-up testing upon or after return to duty.
- C. Direct observation is approved by the supervisor of the collection site person or the designated school district representative. Non-medical personnel performing direct observation must be of the same gender as the driver.
5. Drug testing steps
- A. Once the driver is notified to submit to a drug test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. The collection site person contacts the superintendent, or designated contact person, immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.
- B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test. The driver may require the collection site person to provide proof of identification.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

- C. The driver may keep his or her wallet but must remove any unnecessary outer garments, purses, briefcases, and similar items at the request of the collection site person.
- D. Immediately prior to providing a urine sample, the driver must wash his or her hands.
- E. The driver must then provide 45 milliliters of urine and deliver it immediately to the collection site person.
 - 1. A driver who cannot provide an adequate amount of urine will receive instructions for drinking water and trying again.
 - 2. The drug test is stopped when the driver fails twice to provide an adequate amount of urine.
 - 3. Failure to provide adequate urine is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate urine.
- F. The specimen is kept in view of the driver and the collection site person.
- G. Upon receipt of the specimen, the collection site person immediately, and in no event later than four minutes from the time of urination, measures the temperature of the specimen.
- H. The driver may volunteer to have his or her oral temperature taken to provide evidence against alteration or substitution if there is some question about the temperature of the specimen.
- I. The collection site person inspects the specimen for color and other signs of contaminants and notes any unusual findings.
- J. Another specimen is required as soon as possible under direct observation if adulteration or substitution is suspected by the collection site person.
- K. The specimen is divided into the primary and the split specimen, sealed, and labeled. The label is initialed by the driver.
- L. The driver is required to read and sign the statement on the chain of custody form certifying the specimens are the driver's.
- M. The collection site person is required to note on the chain of custody form any unusual behavior or appearance of the driver and any failure to cooperate.
- N. The collection site person completes the chain of custody form and the driver signs the form indicating the collection is complete.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

- O. The specimens are packaged for shipping to the laboratory and are shipped immediately or placed in secure storage until they can be shipped.
6. Laboratory
- A. The laboratory used by the school district's drug and alcohol testing program is certified by the U.S. Department of Health and Human Services. Certified laboratories meet the testing procedures, personnel, and record keeping requirements of the law.
- B. Upon arrival of the specimen at the laboratory, the split specimen is stored and the primary specimen is tested.
1. A positive drug test result on the initial test of the primary specimen requires a confirmation drug test of the primary specimen.
2. The split specimen is discarded if the primary specimen has a negative drug test result.
7. Medical Review Officer (MRO) reviews drug test results
- A. The MRO may release drug testing records of a driver to unauthorized individuals only with the written consent of the driver.
- B. The MRO keeps a record of negative drug test results and reports negative drug test results to the school district, usually within two working days.
- C. The primary role of the MRO is to review and interpret positive drug test results to determine whether a legitimate explanation exists for the positive drug test result.
1. After reviewing the chain of custody form and the laboratory drug test results, the MRO contacts the driver to discuss the positive drug test result prior to notifying the school district and to ask whether the driver requests a drug test of the split sample. The driver's request for a drug test of the split sample must be made within 72 hours of talking with the MRO.
2. Upon request by the driver, the split specimen is sent to a second certified laboratory for drug testing.
3. The MRO contacts the superintendent, or designated contact person, for assistance if the driver cannot be reached.
4. The superintendent, or designated contact person, must confidentially inform the driver to contact the MRO.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

5. Upon contacting the driver, the superintendent, or designated contact person, must inform the MRO that the driver was contacted.
 6. Drivers who cannot be contacted are placed on temporary medically unqualified status, sick leave, other available leave, or unpaid leave of absence.
- D. The MRO may verify a positive drug test without talking to the driver if:
1. The driver declines the opportunity to discuss the positive drug test.
 2. The driver fails to contact the MRO within five days after the superintendent, or designated contact person, has contacted the driver.
 3. MRO verification of positive drug test results under these circumstances can be challenged by the driver if the driver presents the MRO with information documenting a serious illness, injury or other circumstances unavoidably preventing the driver from timely contacting the MRO. The MRO, based on this additional information, may find a legitimate explanation for the positive drug test result and declare the drug test negative.
- E. The driver is notified of the drugs found in a positive drug test result by the MRO, the superintendent, or designated contact person, or by certified mail to the driver's last known address.
- F. The school district receives a written report of the negative and positive drug test results from the MRO.

Substance Abuse Professional

1. A substance abuse evaluation by a substance abuse professional is required when a driver has:
 - A. A positive drug test;
 - B. A positive alcohol test of 0.04 or greater breath alcohol concentration; or
 - C. Violated the drug and alcohol testing program policy, these supporting regulations, or the law.
2. The substance abuse evaluation determines what assistance, if any, the driver needs in resolving problems with alcohol misuse and/or drug use.
3. A list of available substance abuse professionals to provide assistance to bus drivers is available through the superintendent, or designated contact person.

Pre-employment Testing

1. Drivers shall submit to a drug test if a job offer is made. The job offer is contingent upon:

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

- A. A negative drug test result; and
- B. A signed written statement authorizing former employers to release all information on the driver related to drugs and alcohol.

A pre-employment drug test may not need to be administered by the school district if the driver has participated in a drug testing program that meets the requirements of these regulations within the previous 30 days and while participating in that program, either was tested for drugs within the past six months from the date of application with the school district or participated in a random drug testing program for the previous 12 months from the date of application with the school district and the school district ensures that, to the school district's knowledge, no prior employer has records of a violation of the regulations within the previous six months.

If the school district chooses not to administer a pre-employment alcohol and/or drug test, the school district must contact the alcohol and drug testing program in which the driver participates or participated and obtain the following information:

- name and address(es) of the program(s);
- verification that the driver participates or participated in the program(s);
- verification that the program(s) conform(s) to these regulations;
- verification that the driver is qualified under these regulations, including that the driver has not refused to be tested for alcohol or drugs;
- the date the driver was last tested for alcohol or drugs;
- the results of any tests taken within the previous six months and any other violation of the regulations.

For applicants that have had a positive drug or alcohol test, based on information from a prior employer, the pre-employment test can serve as a return-to-duty test.

2. Prior to allowing a driver to perform a safety-sensitive function, and not later than 14 days after performing a safety-sensitive function, the following information must be obtained about the driver during the preceding two years from the date of the application:
 - A. Any alcohol test results of 0.04 or greater breath alcohol concentration;
 - B. Positive drug test results; and
 - C. Refusals to be tested.

The school district may obtain any information related to the driver from previous employers as long as the driver consents and the written consent regarding the requested information is presented to the previous employers. If this information is not obtained prior to the performance of a safety-sensitive function, the school district will document why the information was not obtained prior to the performance of the safety-sensitive function. The information may be obtained by the school district by personal interviews, telephone interviews, letter, or other method that ensures confidentiality. The school district will document the information received and will note that the information addresses only whether the driver can perform a safety-

sensitive function and does not address the Americans with Disabilities Act considerations of alcohol or drug addiction.

Random Testing

1. Annually, 25% of the average number of drivers is selected for random alcohol tests and 50% of the average number of drivers is selected for random drug tests.
2. The drivers' identification numbers are selected by a scientific method giving each driver an equal chance to be selected.
3. Random tests are unannounced and spread throughout the year.
4. Drivers selected for random alcohol testing are notified just before, during, or just after performing a safety-sensitive function. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).
5. Drivers selected for random drug testing are notified at any time. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).
6. Once a driver is notified of being selected for a random test, the driver must proceed immediately to the collection site. However, drivers performing a safety-sensitive function must safely stop and proceed to the collection site as soon as possible.

Reasonable Suspicion Testing

1. A driver may be required to submit to a reasonable suspicion drug test at any time.
2. A driver may be required to submit to a reasonable suspicion alcohol test just before, during, or just after the driver performs a safety-sensitive function or just before, during, or just after the time the driver is required to be in compliance with the drug and alcohol testing program policy, these supporting administrative regulations, or the law.
 - A. A reasonable suspicion alcohol test is performed within two hours and not later than eight hours of determining reasonable suspicion.
 - B. If the alcohol test is not given within two hours, the reasons for the delay must be documented.
 - C. If the alcohol test is not given within eight hours, attempts to test are stopped and the reason for not testing must be documented.
3. A reasonable suspicion test request is made by an employee who received training to determine reasonable suspicion. The reasons for the reasonable suspicion must be documented within 24 hours or prior to the release of the test results. If more than one employee trained to determine reasonable suspicion observed the driver, those employees must also document their reasons.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**Post-accident Testing

1. Drivers are subject to both post-accident drug and alcohol testing as soon as possible after an accident in which:
 - A. The driver received a citation and
 1. Bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or
 2. One or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle; or
 - B. A fatality occurred.

If a citation is not issued against the driver within eight hours of the accident, no alcohol testing can be done. If the citation is issued prior to 32 hours, a drug test must be given. If the citation is issued too late for either the alcohol or drug test, the circumstances must be documented.

2. Drivers must remain readily available for post-accident testing.
 - A. Drivers who leave the scene or who do not remain readily available are deemed to have refused to test.
 - B. Necessary medical treatment cannot and should not be denied to a driver waiting to complete post-accident drug and alcohol tests.
3. Alcohol testing requirements
 - A. The alcohol test is administered within two hours and not later than eight hours after the accident.
 - B. The reasons for administering the test later than two hours after the accident must be documented.
 - C. The reasons for not administering the test within eight hours of the accident must be documented.
 - D. Drivers are prohibited from consuming alcohol for eight hours after the accident or until the alcohol test is completed.
4. Drug testing requirements
 - A. The drug test is administered as soon as possible and not later than 32 hours after the accident.
 - B. The reasons for not administering the test must be documented.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

5. Results of drug or alcohol testing conducted by law enforcement officers or other officials on the scene with independent authority to conduct such tests are presumed valid if the testing conforms with the law. The school district must receive a copy of the results to use them.

Return-to-duty/Follow-up Testing

1. Prior to returning to duty after a positive drug test, a positive alcohol test of 0.04 or greater breath alcohol concentration, or other violation of the drug and alcohol testing program policy, these regulations or the law:
 - A. The driver must be reevaluated by a substance abuse professional to determine that the driver has properly followed any treatment program prescribed.
 - B. The driver must submit to the tests required by the substance abuse professional. The substance abuse professional may require a return-to-duty test for drugs, alcohol, or both.
 - C. The return-to-duty test must have a negative drug test result and/or an alcohol test result of less than 0.02 breath alcohol concentration before the driver can return to duty and perform a safety-sensitive function.
2. After returning to duty, the driver is subject to a minimum of six unannounced follow-up tests within 12 months for alcohol, drugs, or both, as determined by the substance abuse professional.
 - A. The substance abuse professional can terminate the follow-up testing requirement after the first six tests have been completed or continue the follow-up testing for up to 60 months from the date of the driver's return to duty.
 - B. Alcohol follow-up testing is done just before, during, or just after performing a safety-sensitive function.

School District Responsibilities

1. Drivers will be provided with information on the drug and alcohol testing requirements of the drug and alcohol testing program policy, these administrative regulations, and the law, including the driver's obligations. This information may be included in an employee handbook.
2. Supervisors of drivers or employees designated to determine reasonable suspicion must receive 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. The training must address the physical, behavioral, speech and performance indicators of probable alcohol misuse and drug use.
3. Drivers will be provided with instructions prior to the driver operating a school vehicle to enable the driver to comply with the drug and alcohol testing requirements.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

4. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver's drug use, whether or not a drug test was conducted.
5. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver with 0.02 or greater breath alcohol concentration, whether or not an alcohol test was conducted.
6. Through the school district's drug and alcohol testing program service provider, the school district will ensure that the quality assurance plan, developed by the manufacturer and approved by the National Highway Traffic Safety Administration for the evidentiary breath testing device used for alcohol testing of its drivers, describes the inspection, maintenance, and calibration requirements and intervals for the device.
7. Through the school district's drug and alcohol testing program service provider, the district will ensure that the collection site person using an evidentiary breath testing device is a certified breath alcohol technician.

Consequences of Violating the Drug and Alcohol Testing Program Policy, These Administrative Regulations, or the Law

1. Each violation is dealt with based on the circumstances surrounding the violation. The following consequences may result from a violation:
 - A. Drivers may be disciplined up to and including termination.
 - B. Drivers may not be permitted to perform safety-sensitive functions.
 - C. Drivers may be advised of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of drugs.
 - D. Drivers may be required to undergo a substance abuse evaluation to determine what assistance, if any, the driver needs in resolving problems associated with the misuse of alcohol or use of drugs and be required to follow any recommended substance abuse treatment program.
 - E. Prior to returning to duty, the driver is required to have a negative drug and/or alcohol test result and be subject to the follow-up drug and/or alcohol testing determined necessary based on the circumstances surrounding the incident.
 - F. Drivers refusing to submit to drug and/or alcohol testing are considered insubordinate and are subject to discipline up to and including termination.
 - G. Driver-applicants who refuse to submit to or cooperate with the drug and/or alcohol testing process and requirements shall be disqualified from further consideration.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

2. Nothing in the drug and alcohol testing program policy, these administrative regulations, or the law relating to drug and alcohol testing limits, restricts the right of the board or superintendent to discipline, up to and including termination, a driver for conduct which violates the school district's policies, regulations, and procedures.

Drug and Alcohol Testing Records

1. Drug and alcohol testing records are stored in locked files at limited access locations separate and apart from the driver's general personnel records.
2. The records are released only with the written consent of the driver. Only those records specifically authorized for release may be released. However:
 - A. Records may be released to appropriate government agencies without a written consent.
 - B. Records may be released to appropriate school district employees without written consent.
 - C. The school district may, without written consent, make a driver's drug and alcohol test records available to a decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver and arising from the result of an alcohol or drug test under the drug and alcohol testing program policy, these regulations, or the law, or from the school district's determination that the driver violated the drug and alcohol testing program, these regulations, or the law. Such proceedings may include, but are not limited to, workers' compensation, unemployment compensation, or other proceeding related to a benefit being sought by the driver and in wrongful discharge or other termination matters.
3. With a written request, drivers may access and copy their drug and alcohol test records in accordance with the board policy related to employee records. A driver is not denied access to these records for failure to pay fees associated with other records. Drug and alcohol testing and related records shall include at least the following:
 - drug and alcohol related information obtained from prior employers if the driver was hired after January 1, 1995, for school districts with 50 or more drivers and January 1, 1996, for school districts with less than 50 drivers;
 - a "sign off" sheet signed by the driver indicating receipt of the drug and alcohol testing program policy and related information and agreeing to participate in the drug and alcohol testing program;
 - the chain of custody form for each of the driver's drug tests;
 - the alcohol test form and results for each of the driver's alcohol tests;
 - any accident information related to the driver;
 - MRO report of drug test results;
 - any reasonable suspicion information related to the driver;
 - any substance abuse professional evaluation and treatment information related to the driver; and
 - any other information related to drug and alcohol testing particular to the driver.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,
REGULATION (Cont.)**

4. The following records of the school district's drug and alcohol testing programs are maintained for the time period indicated:

A. One year:

1. Records of negative and canceled drug test results and alcohol test results of less than 0.02 breath alcohol concentration.
2. Records related to the drug and alcohol testing process.
3. Records related to a driver's test results.
4. Records related to other violations of the law.
5. Records related to substance abuse evaluations.
6. Records related to education and training.

B. Two years:

Records related to the alcohol and drug collection process, except calibration of evidentiary breath testing devices, and training.

C. Five years:

1. Alcohol test results of 0.02 and greater breath alcohol concentration.
2. Verified positive drug test results.
3. Documentation of refusals to take required alcohol and/or drug tests.
4. Evidentiary breath testing device calibration documentation.
5. Driver substance abuse evaluations and referrals.
6. Annual calendar year summary.

**DRUG AND ALCOHOL TESTING PROGRAM
NOTICE TO EMPLOYEES**

Employees governed by the Drug and Alcohol Testing Program Policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing as outlined in the policy, the supporting administrative regulations, and the law.

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate a school vehicle and the school vehicle transports 16 or more persons, including the driver, or the school vehicle weighs 26,001 pounds or more. For the purposes of the drug and alcohol testing program, "employees" includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements shall contact the superintendent or designated contact person.

Employees governed by the drug and alcohol testing policy are further notified that employees violating the policy, the supporting administrative regulations, or the law may be subject to discipline up to and including termination. Employees violating the policy, the supporting administrative regulations, or the law may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

Employees governed by the drug and alcohol testing policy are further notified it is a condition of their continued employment to comply with the drug and alcohol testing program policy, the supporting administrative regulations, and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisors of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with the policy, regulations, and law.

**DRUG AND ALCOHOL TESTING PROGRAM
ACKNOWLEDGMENT FORM**

I, _____ (*name of employee*), have received a copy, read and understand the Drug and Alcohol Testing Program policy and the supporting administrative regulations. I consent to submit to the drug and alcohol testing program as required by the policy, the supporting administrative regulations, and the law.

I understand that if I violate the Drug and Alcohol Testing Program policy, the supporting administrative regulations, or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

I also understand that I must inform my supervisor of any prescription medication I use. I further understand that drug and alcohol testing records about me are confidential and may be released in accordance with this policy, the regulations, or the law.

Signature of Employee

Date

DRUG AND ALCOHOL REASONABLE SUSPICION OBSERVATION

Employee's Name _____

Date of Observation _____

Time of Observation: From _____ a.m./p.m. to _____ a.m./p.m.

Location: _____

Observed Personal Behavior: *(check all appropriate items)*

Speech: ___ Normal ___ Incoherent ___ Confused
 ___ Slurred ___ Whispering ___ Silent

Balance: ___ Normal ___ Swaying ___ Staggering ___ Falling

Walking and Turning: ___ Normal ___ Stumbling ___ Swaying ___ Falling
 ___ Arms raised for balance ___ Reaching for support

Awareness: ___ Normal ___ Confused ___ Paranoid
 ___ Sleepy or Stupor ___ Lack of coordination

Odor: ___ Normal ___ Alcohol ___ Burned rope

Other observed behavior/odor: _____

Reasonable suspicion of current use or impaired by ___ alcohol ___ drugs.

Above behavior witnessed by: _____

Signed _____

Date _____

Signed (optional) _____

Date _____

This form must be completed by each trained employee observing the driver suspected of drug use and/or alcohol misuse by behavior, speech, and/or odor while on duty, the earlier of within 24 hours of the determination of reasonable suspicion or prior to receiving the test results. The observations must be specific, contemporaneous, and articulable concerning the appearance, behavior, speech, and body odor of the driver.

EMPLOYEE ASSISTANCE PROGRAM

It is the position of the _____ Public Schools that the use of illicit drugs and/or unlawful possession of alcohol and/or drugs is wrong and harmful. The purpose of this policy is to provide a clear message to students, staff, parents, and any other persons (i.e., guests, vendors, or other family members) that the use, possession, distribution, sale or being under the influence of alcohol, illicit drugs, inhalants, or look-alike drugs will not be tolerated in school buildings, on school property, at school-sponsored events, and/or in school vehicles.

_____ Public Schools recognizes that chemical abuse by staff and other non-student personnel can negatively influence the learning potential of students, affect other staff members, and degrade the reputation of the school, staff, and students.

Therefore, this school district is committed to a comprehensive employee assistance program (EAP). It is the intent of this program to provide staff members and their families with a positive and confidential way to overcome problems through school board approved guidelines and procedures. This EAP applies to all salaried, hourly, part-time, and potential employees. Specifically, the school district will achieve the following:

1. Clearly prohibit unlawful possession, use, sale, distribution, or being under the influence of alcohol, illicit drugs, inhalants, or look-alike drugs in school buildings, on school property, at school-sponsored events, and in school vehicles. This also applies to drug abuse paraphernalia or chemicals to mix, cut, or alter drugs.
2. Provide and maintain a clear and enforced procedure for disciplinary sanctions up to and including termination of employment, referral for prosecution, job status probation, and being directed into an EAP as part of disciplinary sanctions.
3. Require all employees or potential employees to sign both a "Drug-free Workplace Affidavit" and an "Understanding of School Alcohol and Drug Policy" statement as a condition of employment with this school district.
4. Provide procedures for chemical testing (i.e., blood, urine, breath, saliva, or hair) to establish the presence or absence of alcohol and/or other drugs in the biological specimen.
5. Providing information on available alcohol and drug abuse counseling, intervention/treatment, and/or rehabilitation programs and professionals. Additional information may include services offering mental health, marital, parenting, financial, and legal assistance.
6. Provide procedures for counseling, intervention/treatment, and/or rehabilitation available to employees that interface with disciplinary sanctions and offer the same services independent of any disciplinary actions (i.e., voluntary requests for assistance).
7. Provide procedures for the use of drug-detection animals and/or equipment.
8. Provide procedures for search and/or confiscation of alcohol, drugs, drug paraphernalia, or other contraband.
9. Appoint at least one staff member to be the EAP coordinator for each school.
10. Provide procedures for the maintenance of records, reports, and confidentiality requirements concerning employees with suspected or confirmed chemical abuse issues.

EMPLOYEE ASSISTANCE PROGRAM (Cont.)

11. Provide notification to employees that compliance with this policy and standards of conduct is mandatory.
12. Provide a copy of this policy, standards of conduct, and disciplinary sanctions to all employees.
13. Review this policy and procedures to assure consistent utilization of disciplinary sanctions.

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EMPLOYEE ASSISTANCE PROGRAM (REGULATION)

The following regulations apply to all salaried, hourly, and part-time employees (staff). It also applies, in part, to potential employees and other persons on school property in violation of these regulations. Examples are family members and guests of staff, parents of students, vendors, contractors, etc. It is the intent of this school district to hold staff and other adults at a higher level of accountability with more severe consequences than students concerning this policy.

Possession and/or Use of Alcohol, Illicit Drugs, Inhalants, Look-alike Drugs, and Drug Paraphernalia

1. The district recognizes that performance often will be affected by any personal problem(s); however, incidents of unacceptable staff member performance will be discussed with the staff member and will be documented. Continued unacceptable performance will ultimately lead to the staff member being discharged.
2. Staff members directed into the employee assistance program (EAP) will be considered probationary employees for up to one year or upon completion of the EAP treatment/follow-up process. This does not apply to voluntary EAP referrals.
3. This program will be used as a recovery/rehabilitation effort for staff members or their families for any personal problem(s) providing the person is cooperative and successfully completes the EAP treatment recommended.
4. No staff member shall be permitted to report for work or continue to perform work while in possession of or knowingly under the influence of alcohol or other psychoactive chemicals that in any way affects safe and efficient performance and/or mental judgment. Any employee found in such an impaired condition will be relieved of duty and is subject to discharge.
5. Any staff member found to be using, selling, negotiating, or providing alcohol or other drugs to another person on school property, at a school event, or on a school bus is subject to immediate discharge. (See also policy DCC)
6. Families of employees may also use the services of this EAP on a voluntary basis.
7. Cost of EAP services will be at the expense of the employee or family member.

Drug-free Workplace Affidavit and Acknowledgment of Understanding of the District's Alcohol and Drug Policies

All employees or potential employees will also sign the Drug-free Workplace Affidavit and an "Understanding of District Alcohol and Drug Policies" statement as a condition of employment.

Chemical Testing

Chemical testing consists of analysis of blood, urine, breath, hair, or saliva to determine the presence or absence of psychoactive chemicals, to include alcohol. In cases of blood testing, biological samples will be obtained by a licensed physician or nurse (RN or LPN). Breath analysis will be performed by a person qualified to administer a breath analysis. Urine collection will be accomplished by a collector trained in the various subterfuges used by drug users to avoid detection. It is anticipated that urinalysis will be the primary mode of chemical testing. Chemical testing is voluntary for staff at this time.

EMPLOYEE ASSISTANCE PROGRAM, REGULATION (Cont.)Available Alcohol/Drug Abuse Information and Treatment

The following agencies have agreed to provide chemical abuse services:

People Plus, Inc., Idabel, OK 286-6577

McCare, Idabel, OK 286-3344

Kiamichi Council on Alcoholism and Other Drug Abuse, Inc., Idabel, OK 286-3301

Baptist Health Care, McAlester, OK (918) 423-0770

The EAP coordinator and school counselor also maintain a list of other service agencies.

Access and Referral to Treatment, Counseling, or Support Groups

1. **Voluntary Access to Services:** No employee will have his or her job status jeopardized or threatened in any way by a voluntary request for help or services. Any employee seeking help with any personal problem(s) through this policy will be given confidentiality, respect, and support in the effort to overcome the problem(s). However, an employee may not use voluntary request to avoid disciplinary sanctions after an incident of policy violation.
2. **Directed Access to Services:** Employees directed into EAP will be considered probationary employees for up to one year. Employees will also be referred in writing for assessment or treatment services. Any lack of good faith cooperation on the part of the employee will result in discharge. The use of the assessment/treatment agreement is not required for voluntary EAP referrals.
3. **Support Groups:** Employees may also be required to be a part of a self help or other group process as a part of their treatment program.

Use of Drug Detection Animals or Equipment on School Property

Law enforcement officials are authorized to enter school property with or without the use of drug detection animals or equipment at any time. It is anticipated that law enforcement officials will be requested by school officials in most cases.

Search for and/or Confiscation of Alcohol, Drugs, Drug Paraphernalia or Other Contraband

The superintendent, assistant superintendent, administrators, principals, or assistant principals can call law enforcement officials to any school campus upon determination that such assistance is needed. The board of education further authorizes the use of drug detection animals or equipment to assist in the search of classrooms, lockers, automobiles, personal effects of staff (i.e., purses, desks, outer clothing, wallets, briefcases, etc.), and/or personal search of staff members. (See also policy CKAE.) The determination of arrest will be made by the law enforcement officials. These actions can be accomplished at any time of day, weekends, or during regular school activities. School officials will attempt to notify family members concurrent with arrest and removal of employee(s) from the school property.

EMPLOYEE ASSISTANCE PROGRAM, REGULATION (Cont.)

Alcoholic beverages, drugs, look-alike drugs, drug paraphernalia, or other contraband (i.e., weapons, explosives, stolen property, sexually explicit materials, etc.) will be confiscated and provided to law enforcement officials or disposed of as appropriate to the item(s).

Appointment of Employee Assistance Program Coordinator (EAPC)

The principal of each school will serve as the EAPC and will be trained in IMPACT or YES activities. The EAPC will be the focal point for all EAP activity and will maintain regular contact with treatment or counseling professionals working with employees from their school. Each EAPC will also be familiar with federal confidentiality regulations.

Records, Reports, and Access of Employee Files or Information Concerning Alcohol or Drug Abuse Issues

Documentation of an employee's performance, cooperation, and corrective actions taken should be maintained in a strictly confidential manner. Records on employees who have been referred for assessment, to include medical, health, or behavioral counseling, will be maintained in confidence and accorded the same security and accessibility restrictions provided for medical records. Employee files will not include information concerning chemical abuse problems except as they apply to specific events leading to disciplinary actions.

The assessing and/or treating agency may be required to provide a report to the EAPC with the following information:

- attendance
- cooperation
- completion of goals, therapy, or program
- results of chemical testing
- referral to other programs
- recommended return to school date
- other information as authorized by the employee

Notification of Mandatory Requirements of District Policy

All employees will read a copy of the district's alcohol and drug policies and employee assistance procedures. In addition, they will also sign a written acknowledgment that they have read and understand the drug and alcohol policies and procedures of this district.

Drug-free Workplace

This school district also supports P.L. 100-690, Drug-free Workplace Act of 1988. All employees will sign the affidavit of understanding acknowledging their understanding and compliance with this act.

EMPLOYEE ASSISTANCE PROGRAM, REGULATION (Cont.)

Cooperation and Support of the Local Education Agency

This school district pledges its support of any review or inspection concerning compliance with these regulations. The board of education will appoint a reviewing agent or agency to review school policy and compliance with P.L. 101-226.

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ASSESSMENT/COUNSELING/TREATMENT AGREEMENT

Employee: First, MI, Last Name

Date

EMPLOYEE OPTIONS

1. The above-named employee accepts assistance and pledges good faith compliance through the Employee Assistance Program with the following commitments:
 - A. I understand that I must contact an appropriate assessment, treatment, or counseling agency/professional within five days from the above date.
 - B. I also authorize the assessment, treatment, or counseling agency/professional or call or mail verification of my initial contact and recommendation for treatment, counseling, or other corrective solutions.
 - C. I further authorize the same agency/professional to contact the building principal/EAP Coordinator concerning my progress or status. The building principal/EAP Coordinator may also contact the same agency/professional concerning my progress or status.
 - D. In addition, I understand that failing to complete the recommendations or program of the selected agency/professional may result in discharge.

Employee's Signature

Signature of Building Principal/EAP Coordinator

2. The above-named employee declines the offer of assistance through the Employee Assistance Program and understands he or she will be suspended immediately, which will most likely result in discharge.

Employee's Signature

Signature of Building Principal/EAP Coordinator

TERMINATION OF EMPLOYMENT TEACHERS

It is the policy of the _____ Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act of moral turpitude,
8. Abandonment of contract,
9. Conviction of a felony,
10. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
11. Failure to earn required staff development points.

Probationary teachers may be terminated for cause or nonrenewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123

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TEACHER TERMINATION PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
 - A. The right to be represented.
 - B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.
 - C. The right to cross-examine witnesses.
 - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
 - E. The right to have an orderly hearing.
 - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

TEACHER TERMINATION PROCEDURES (Cont.)

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
6. ~~While a record of the hearing is not required by law, the State Board of Education strongly suggests that~~ The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
8. The order of the procedures shall be:
 - A. Opening statement by the superintendent.
 - B. Opening statement by the teacher.
 - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
 - D. Questions by the board members.
 - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
 - F. Questions by the board members.
 - G. Presentation of rebuttal and surrebuttal evidence as necessary.
 - H. Closing argument by the superintendent.
 - I. Closing argument by the teacher.
 - J. Deliberation by the board members.
 - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:

TEACHER TERMINATION PROCEDURES (Cont.)

- A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
- B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
- C. Rulings on admissibility of evidence will be made by the presiding officer.
- D. Documentary evidence may be received in the form of copies or excerpts.
- E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
- F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office.

SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

The _____ Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, abusing or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)

25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

REFERENCE: 70 O.S. §6-101.40, et seq.

THIS POLICY REQUIRED BY LAW.

RECORDS INVESTIGATION

The _____ Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022, to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

A any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing.

RECORDS INVESTIGATION (Cont.)

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

TECHNOLOGY CENTER SCHOOLS ONLY:

The requirement for a national criminal history record check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only.

REFERENCE: 70 O.S. §5-142

**FELONY RECORDS SEARCH
PROCEDURES**

(Optional: To be used if a district chooses to do records searches)

Pursuant to 70 O.S. §5-142, the _____ School District will obtain the results of a national felony criminal history records search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national felony criminal history records search of every prospective employee's name and fingerprints as a condition of employment;
2. To enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;
3. The school district will request a felony criminal history records search only if the superintendent of schools recommends employment of the applicant;
4. If the superintendent of schools recommends employment of the applicant, the applicant must pay the search fee, which will not exceed \$50;
5. The school district will reimburse the applicant for the search fee unless the search discloses a prior felony criminal history offense conviction;
6. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and
7. The applicant, if placed on duty prior to receipt of the felony criminal history search results, will be classified as a temporary employee until the school district is notified that the search is clear of any felony criminal history records.

If the felony criminal history records search reveals a prior felony criminal history offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the board of education. The board of education may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national felony criminal history records search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's felony criminal history records.

RECORDS INVESTIGATION

CONSENT

The name and fingerprints of an applicant for employment with this school district will be submitted to the Oklahoma State Bureau of Investigation for a national ~~felony~~ criminal history records search. Such a search will require that you be fingerprinted by the OSBI, or designee, and that you pay the cost of the search up to \$50.00. If you are subsequently employed or are employed for a temporary period pending the receipt of the search results, then the district may reimburse you for the cost of the search. The school district may conduct a national ~~felony~~ criminal history records search of any current school employee if the board of education recommends the search.

I state that I have read the above requirements and do consent to being fingerprinted. I will pay the fee for an OSBI ~~felony~~ criminal history records search.

Signed this ____ day of _____, _____.

Applicant

DRAFT

TEACHER ASSISTANTS-PARAPROFESSIONALS

It is the policy of the _____ Board of Education that paraprofessionals ~~teacher assistants~~ are support employees entitled to due process prior to nonrenewal or termination of employment. Applicants must possess the required level of requisite skills as prescribed in the appropriate State Department of Education regulation except that a paraprofessional ~~teacher's assistant~~ or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Individuals hired to be paraprofessionals must meet requirements established by state and federal laws to be authorize to serve as paraprofessionals in Title I schools and in special education settings. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district ~~is~~ *becomes* a school wide Title I school district, all paraprofessionals in the district must meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

Individuals seeking a paraprofessional credential from the State Department of Education shall submit an application and all required supporting documentation to the State Department of Education Office of Certification.

1. Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential which is required for general education paraprofessionals in Title I schools and available to general education paraprofessionals in other settings, an applicant must meet the following eligibility criteria:
 - A. Has a high school diploma or a General Educational Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.
 - B. Has on file with the State Board of Education a current Oklahoma criminal history record from the Oklahoma State Bureau of Investigation (OSBI).
 - C. Meets at least one of the following criteria:
 - a. Has completed at least two (2) years of study at an institution of higher education, defined as completion of at least forty-eight (48) credit hours of college coursework; or
 - b. Has obtained an associate's degree or higher; or
 - c. Has either passed the Oklahoma General Education Test (OGET), obtained a National Career Readiness Certificate through successful completion of the ACT WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.
2. Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential issued by the State Department of Education, which is valid for special education paraprofessionals, an applicant shall meet the criteria for a Tier 1 paraprofessional credential and all of the following qualifications:
 - A. Has completed the Oklahoma Special Education Paraprofessional Training available at Career Technology centers, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.
 - B. Has completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.

PARAPROFESSIONAL~~TEACHER ASSISTANTS~~ (Cont.)C. Has completed training in Universal Precautions/Bloodborne Pathogens.

In the event the district requires a special education paraprofessional in order to provide necessary services to one or more students with disabilities, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional credential at the time the services must be delivered, the district may employ an individual on a provisional basis if the district determines the individual is able to provide the appropriate paraprofessional services. An individual who is employed as a paraprofessional to provide special education services on a provisional basis must meet the criteria for a Tier 1 credential, and obtain all training required to qualify for a Tier 2 credential within one hundred twenty (120) calendar days of providing special education paraprofessional services in order to continue to provide special education paraprofessional services, provided a criminal history record check is obtained within sixty (60) calendar days of initial employment. If it is necessary for a school district to provisionally employ a paraprofessional to provide special education services, the district shall report the provisional placement of the paraprofessional and the paraprofessional's starting date of employment to the State Department of Education Office of Special Education.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals~~teacher assistants~~.

Paraprofessionals~~Teacher assistants~~ are employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of paraprofessionals~~teacher assistants~~:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for students.
2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.
3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.
4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for students.
5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional~~an assistant~~. Paraprofessionals~~Assistants~~ are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Paraprofessionals~~Teacher assistants~~ will only be used to perform, or assist a classroom teacher to perform, the following duties:

- * Hallroom duty
- * Bus duty
- * Playground duty

PARAPROFESSIONAL~~TEACHER ASSISTANTS~~ (Cont.)

- * Lunchroom duty
- * Extracurricular activities involving school functions
- * Other noninstructional duties as the superintendent may prescribe

The duties of ~~paraprofessional teacher assistants~~ may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide paraprofessionals ~~assistants~~ for the Remedial Reading Program.
2. Title VI funds provide paraprofessionals ~~assistants~~ for Indian students.
3. Early Childhood Intervention (ECI) funds provide paraprofessionals ~~assistants~~ for mainstreamed students with certain specific handicaps that require frequent or constant attention.

REFERENCE: 70 O.S. §6-127, §18-113.1, et seq.
P. L. 107-110, ESSA

THIS POLICY REQUIRED BY FEDERAL LAW.

TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS

It is the policy of the _____ Board of Education that Title I and Special Education paraprofessionals will be employed in accordance with all applicable state and federal laws, for the school term only. If Title I funds are received by the district, eEmployment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations ~~and the No Child Left Behind Act.~~

Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential, which is required for general educational paraprofessionals in Title I schools and available to general education paraprofessionals in other settings, an applicant must:

- A. Have a high school diploma or a General Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.
- B. Have on file with the State Board of Education a current Oklahoma criminal history record from the OSBI as well as a national fingerprint-based criminal history record provided by the FBI.
- C. Meet at least one of the following:
 1. Has completed at least two years of study at an institution of higher education;
 2. Has obtained an associate's degree or higher; or
 3. Has either passed the Oklahoma General Education Test obtained a national Career Readiness Certificate through successful completion of the ACTG WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.

Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential which is required for special education paraprofessionals, an applicant shall meet the qualifications of Tier 1 and all of the following:

- A. Have completed the Oklahoma Special Education Paraprofessional Training available at Career Technology Center, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.
- B. Have completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.
- C. Have completed training in Universal Precautions/Bloodborne Pathogens.

In the event a school requires a special education paraprofessional, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional at the time the services must be delivered, the district may employ an individual on a provision basis if the district determines the individual is able to provide the appropriate paraprofessional services. The individual will have one hundred twenty (120) calendar days of employment to provide special education paraprofessional services without certification. Any provisional placement must be reported to the State Department of Education Office of Special Education.

~~All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals hired before January 8, 2002, have until the end of the 2005-~~

TITLE I AND SPECIAL EDUCATION PARAPROFESSIONALS (Cont.)

~~2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards.~~

~~Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.~~

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

REFERENCE: P.L. 107

***THIS POLICY REQUIRED BY THE
NO CHILD LEFT BEHIND ACT FEDERAL LAW.***

Adoption Date: **APPROVED DEC 12 2022**

Revision Date(s):

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STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

**PRINCIPLE I
COMMITMENT TO THE STUDENTS**

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program,
 - B. Deny benefits to any students,
 - C. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

**PRINCIPLE II
COMMITMENT TO THE PROFESSION**

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

Adoption Date:

APPROVED DEC 1 2 2022

Revision Date(s):

Page 1 of 3

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

F. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

- A. Willful neglect of duty.
- B. Repeated negligence in performance of duty.
- C. Mental or physical abuse to a child.
- D. Incompetency.
- E. Instructional ineffectiveness.
- F. Unsatisfactory teaching performance.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

- G. Commission of an act of moral turpitude.
 - H. Abandonment of contract,
 - I. Conviction of a felony,
 - J. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
 - K. Failure to earn required staff development points.
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
 3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
 4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
 5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
 6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW.

CONFLICTS OF INTEREST

In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Therefore, it is the policy of the _____ Board of Education that school board members and school district personnel shall not engage in any activity that would create a conflict of interest.

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee's employment is prohibited. Employees that utilize school district owned property for personal use or gain may be subject to disciplinary action which could include possible action to nonrenew or terminate employment.

With regard to any Federal funding, the district will disclose in writing any potential conflicts of interest to the Federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policies and procedures.

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards will result in disciplinary action which may include termination of employment.

Contracts and Business Arrangements

1. Contracts with Board Members

Oklahoma law prohibits a school board from entering into a contract in which a board member is directly or indirectly interested. 70 O.S. § 5-124.

2. Disclosure of Other Contracts and Business Arrangements

The board of education believes that certain business and contractual arrangements by employees, although not in violation of state law, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the superintendent. The following contracts or business relationships shall be disclosed in writing to the superintendent:

- A. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation, or lessor/lessee relationship.
- B. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is providing services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

Any violation of the foregoing reporting requirements will subject the employee or employees involved to possible disciplinary action which could include possible termination or nonrenewal of employment.

CONFLICTS OF INTEREST (Cont.)

3. Contracts or Employment Relationships between Employees

District employees are not permitted to have other employees do personal errands or work for them during normal employment hours for personal gain.

District employees who hire or use the services of other district employees for personal benefit during times other than normal employment hours should do so in such a manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours.

4. Other Prohibited Activities

In addition to the foregoing, the board of education prohibits any employee from receiving a monetary benefit as the result of any contract between a non-employee and the district.

Outside Activities of Full-time Employees

This portion of the policy applies to full-time employees. A full-time employee shall be construed as any teacher, administrator, support employee, or other employee contracted as a full-time employee with the district and shall include all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the superintendent. The intent of this provision is not to prohibit such activities, but to allow the superintendent to be fully aware of activities that may give rise to violations of other provisions of this policy.

It is the express policy of the board of education that full-time employees devote their full efforts to their assigned activities during their normal business hours.

LEGAL REFERENCE: 70 O.S. § 5-124
 2 C.F.R. § 200.112
 2 C.F.R. § 200.318

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The _____ Board of Education will not tolerate sexual harassment by any of its employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature
 - A. Conduct of a sexual nature may include 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.
 - B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
 - ~~C. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.~~
2. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- A. Submission to the conduct is made either an explicit or implicit condition of employment;
- B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- C. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors
 - A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT (Cont.)**2. Non-administrative and Non-supervisory Employees**

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.
 - A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.
 - B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - C. Confidentiality will be maintained; 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.
2. 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.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

REFERENCE: Title VII of the Civil Rights Act of 1964
29 CFR §1604.1, et seq.
34 CFR Part 106
20 USC §§1681-1688
29 USC §794
42 USC §§2000d-2000d-7
42 USC §§2000e-2000e-17
42 USC §2000e-2

**PROFESSIONAL GROWTH AND DEVELOPMENT
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern professional development.

Professional Development of Certified and Licensed Personnel

1. Membership in Professional Organizations

The board of education feels genuine professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory.

2. Attendance at Required Meetings (all certified and licensed personnel)

Certified and licensed persons are expected to attend all curriculum meetings planned by the professional development committee.

3. In-service Training

- A. A minimum of 75 professional development points shall be earned within a five-year period by each certified and licensed individual in order to maintain employment in this district. One point shall be equivalent to one clock hour.
- B. A minimum of 30 professional development points shall be earned annually by each certified and licensed individual in order to maintain employment in this district.
- C. 146 professional development points must be earned from the 3 professional days in August. Any exceptions must be submitted and approved by the professional development committee.
- D. At least once a year a program shall be offered on recognition and reporting of child abuse and neglect which all teachers will be required to complete. For those teachers who are unable to complete the program on the day offered, other arrangements will be made.

4. National Board Certification

Districts may choose either of the following options:

Teachers who have submitted an application for National Board Certification may utilize two (2) of their five (5) professional days for certification portfolio development.

Or

Teachers who have submitted an application for National Board Certification may receive two (2) professional days for certification portfolio development during which a substitute teacher shall be provided by the school district at no cost to the teacher.

PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION (Cont.)Approved Professional Development Opportunities

1. Such workshops as shall be provided by the local professional development committee in response to analysis of needs assessments administered annually to all certified and licensed personnel.
2. Credit may be earned through the following alternatives:
 - A. Professional Meetings (Sanctioned by State Department of Education or professional organizations where professional development points are awarded.)
 1. State and Zone O.E.A. Workshops and C.C.O.S.A. Meetings
 2. Summer and Saturday Workshops
 3. Coaches Clinics (for Summer Coaching Clinic in the absence of signed vouchers - 10 professional development points allowed with local voucher to be signed by superintendent)
 4. Vocational Workshops
 5. Teacher Visitation
 6. Etc.
 - B. Professional Committees
 1. Textbook Committee
 2. Professional Development Committee
 3. Local certified personnel conducting workshops
 4. Local Teacher Association President (5 points/year)
 5. Curriculum Review Planning Committee
 6. Curriculum Review Chairpersons (1 point/year)
 - C. College Courses and Credits (One semester hour of approved college credit shall equal 15 professional development points.)
 - D. Additional kinds of experiences may be recommended as alternative activities to the professional development committee to be approved by the board of education.
 - E. For each clock hour of participation in alternate activities, one professional development point will be awarded.

Record Keeping

1. Vouchers for workshops and individual records of professional development points will be kept by the Professional Development Representative in each building.
2. Turning in vouchers, evaluations, and signing the record of points is the responsibility of each individual.

PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION (Cont.)

3. Vouchers and evaluations must be turned in to the building representative no later than one week after a workshop. These points will be lost if this is not done during this time period.
4. An evaluation is to be filled out for every local workshop and returned to the building representative.
5. Lost vouchers result in points not being counted. Replacement vouchers will not be available.
6. A comparison check of each certified and licensed person's points will be made once each semester by the building representative and the representative from the central office.
7. Any questions concerning professional development should be directed to the building representative.
8. College credit earned during the summer must be turned in to the building representative no later than the end of the first full week beginning each school year. (A copy of the transcript or grades is needed to show the number of hours earned.)

Evaluation

1. Individual records of professional development points will be maintained as required by state statutes.
2. Cooperation of all certified and licensed personnel will be necessary to maintain an accurate professional development record for each person.
3. Failure to fulfill professional development training requirements result in action by the board of education according to state statutes.

Guidelines for Membership on Professional Development Commit

1. Classroom teacher and principal replacement members for elected for a two-year term. Terms for regular and alternate
2. The chairperson and co-chairperson will be chosen at the ending school year. The chairperson should be a professional d on the committee.

Reward
for
Next Level
Committee

EMPLOYEE GRIEVANCES

The Idabel Board of Education believes that good communication between district employees, the administrative staff, and the board is essential for the effective operation of the schools. The superintendent is directed to prepare, subject to board approval, a grievance procedure for employees as the prescribed means of resolving issues that may arise with respect to terms and conditions of employment.

NOTE: This grievance policy is for those employees not covered by the district's negotiated agreement, if one exists.

DRAFT

**EMPLOYEE GRIEVANCES
(PROCEDURE)**

In accordance with the policy of the board of education, this procedure sets forth the necessary steps to follow in registering and processing a grievance with the school district.

Definitions:

A grievance is a complaint by a district employee alleging a violation or misinterpretation of any district policy or regulation directly and specifically governing that employee's terms and conditions of employment.

A grievant is any employee of this district filing a grievance.

The grievance officer is the superintendent or designee.

Terms and conditions of employment means the hours of employment; the compensation, including fringe benefits; and the district's personnel policies which affect the employee.

A day means any day in which the schools are in operation.

Immediate supervisor is the lowest-level administrator having supervisory authority over the grievant.

The following steps will be used in presenting a grievance:

- Step #1 The grievant must present the grievance in writing within fifteen (15) days of the alleged violation to the grievant's immediate supervisor. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility.
- Step #2 If the grievance cannot be resolved at this level by the immediate supervisor, the grievant must present in written form within ten days (two working weeks) the grievance to the grievance officer. The superintendent may designate another administrator as the grievance officer. (Use Grievance Report Form A.)
- Step #3 The grievance officer shall investigate and respond within five days (one working week). (Use space provided on the Grievance Report Form A.)
- Step #4 If the grievance is not resolved at this level, the grievant may appeal within ten days (two working weeks) to the superintendent or his/her designated officer. (Use Appeal Form B.)
- Step #5 The superintendent, or his/her designated officer, must respond to the appeal within five days (one working week). (Use space provided on the appeal Form B.)

GRIEVANCE REPORT

FORM A

Step #1

FROM: _____, Name of Grievant

BUILDING AND ASSIGNMENT: _____

Date cause of grievance occurred: _____

School district policy alleged to have been violated: _____

Statement of grievant's claim (statement of facts upon which grievance is based, use additional pages if necessary):

Relief Desired: _____

Signature

Date

Step #2 (To be used by Grievance Officer Only)

GRIEVANCE # _____
(to be assigned only if forwarded)

DATE FORWARDED: _____

RESPONSE TO GRIEVANCE:

Signature of Grievance Officer

Date

GRIEVANCE REPORT (Cont.)

**APPEAL
FORM B**

Step #3

GRIEVANCE # _____
(assigned by grievance officer)

FROM: _____
Grieving Person

TO: _____
Superintendent or District Officer

SUBJ: _____
*Type of Grievance

DATE: _____

* The Grievance Report (Form A) must be attached.

Signature

Step #4

DATE APPEAL RECEIVED _____

DATE OF RESPONSE TO APPEAL _____

RESPONSE TO APPEAL:

Signature of Supt. or District Officer

Date

GRIEVANCE COMMITTEE MEMBERS

STEP I

- Chairman - Middle School
- Junior High Principal
- High School Principal
- Elementary Principal
- Elementary Principal
- Elementary Principal
- Elementary Principal

STEP II

- Chairman - Middle School
- Junior High Principal
- High School Principal
- Elementary Teacher
- Junior High Librarian
- High School Teacher
- Board of Education Member
- Community Member
- Community Member
- Community Member

STEP III

- Superintendent of Schools
- President of Board
- Vice President of Board
- Clerk of Board
- Member of Board
- Member of Board
- School Board Attorney

TEACHING TECHNIQUES AND ACADEMIC FREEDOM

The Idabel Board of Education believes that our professional staff seeks to educate students in the democratic tradition; to foster recognition of individual freedom and social responsibility; to inspire meaningful awareness of and respect for the United States Constitution and the Bill of Rights, and to instill appreciation of individual values. The board believes that democratic values can be transmitted best in an atmosphere free from censorship and artificial restraints on free inquiry and learning, and an atmosphere in which academic freedom for teachers and students is encouraged.

Therefore, academic freedom within the confines of Oklahoma law and board policy will be guaranteed to teachers in order to create an atmosphere of freedom within the classroom. This atmosphere permits students to raise questions dealing with critical issues of the time. An atmosphere of freedom produces an environment conducive to the study, investigation, presentation, and interpretation of facts. The teacher is responsible for exercising good judgment in selecting issues that have demonstrated relevance in some significant way to the course of study.

It is the desire of the board that the best available strategies and methods for bringing about learning be utilized in the district's schools, including the instructional ideas and practices developed in schools throughout the nation which have the potential for improving the learning program in the district's schools. With the approval and the proper supervision of the building principal, new and/or experimental types of teaching techniques are encouraged. Adequate planning for these newer techniques must be done so that the needs of the students may be met and the resultant learning may be evaluated.

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident while on official duty on or off school property. Employees will report any accident, however slight, in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the business manager or to the superintendent's office as soon as possible. The superintendent or the business manager will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Workers' Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

DRAFT

**STAFF SAFETY
ASSAULTS**

All cases of assault suffered by a teacher in connection with his/her employment shall be reported in writing by the teacher to the principal, who shall transmit the report to the superintendent. The superintendent shall acknowledge receipt of such report to the principal and the teacher. A copy of the report may be sent to the Classroom Teachers Association.

In any case of assault upon a teacher or a complaint or suit by third parties as a result of actions taken by the teacher while performing his/her duties, the board will render assistance to the teacher in connection with the handling of the incident by law enforcement or judicial authorities. This assistance shall be limited to the assistance necessary in the filing of charges in connection with the incident. If criminal or civil proceedings are brought against the teacher alleging that he/she committed an assault in connection with his/her employment, such teacher may request the board to furnish legal counsel to defend him/her in such proceedings. A decision to furnish or not furnish such legal counsel shall be determined by the board of education and shall be based on the circumstances surrounding each case. The board shall determine any limits for time loss due to legal proceedings.

If an assault on a teacher, occurring from the performance of his/her teaching duties, results in loss of time, the teacher shall be paid in full for such time and said absence shall in no event be deducted from any sick leave to which such teacher is entitled.

A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

REFERENCE: 21 O.S. §650.7
51 O.S. §151, et seq.
70 O.S. 24-101.3

CROSS-REFERENCE: Policy DEAA, Compensation for Lost Time
Policy CKHA, Assaults Upon School Employees

PROFESSIONAL GROWTH AND DEVELOPMENT

It is the policy of the Idabel Board of Education that teachers and other employees shall continue their professional growth through seminar and workshop attendance and membership in professional organizations. The board believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities may include, within budgetary limitation, special in-service training courses and workshops as recommended by a professional development committee and/or the board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job-related stress.

A focused and individualized program of professional development shall be created for each teacher and administrator that is consistent with the qualitative component of the TLE. Annual professional growth goals shall be developed for each certified employee in collaboration with the certified employee's evaluator. The goals shall be tailored to address a specific area or criteria identified through the qualitative component of the TLE. The certified employee will actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement, and the professional development will be supported by resources that are easily available and supplied by the school district and the State Department of Education. The superintendent or designee shall monitor compliance with each individualized program of professional development.

The professional development committee shall be composed of classroom teachers, administrators, school counselors or licensed mental health providers, and parents, guardians, or custodians of children in the district. A majority of the committee shall be composed of classroom teachers who will be selected by a designated administrator of the district from a list provided by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. The administrators shall be selected by the board from a list provided by the superintendent. Parents shall be selected by the board from a list provided by the administration and the professional development committee.

When classes are dismissed for that purpose, teachers are expected to attend professional meetings or forfeit one day's pay for each day of the meeting unattended unless an emergency exists.

The board may authorize the attendance of teachers at educational conferences and may reimburse travel and lodging expenses. Authorization to attend shall be obtained from the board prior to the activity date. Written requests shall be submitted to the superintendent who will forward the request to the board.

REFERENCE: 70 O.S. §3-104.2
70 O.S. § 101.10
70 O.S. §6-192, et seq.
70 O.S. §6-194
70 O.S. §6-204.2

TEACHER EVALUATION

The Idabel Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using an evaluation system that has been approved by the Oklahoma State Board of Education. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a district evaluation rating of "superior" or "highly effective" rating under the TLE, who may be evaluated once every ~~three~~ two (2) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

The evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE.

For evaluations of teachers and administrators conducted during the 2017-2018 school year, and each school year thereafter, school districts shall incorporate and put into operation the qualitative component of the TLE and shall provide all teachers and administrators with a district evaluation rating based upon the components of the TLE.

For evaluations of teachers and administrators conducted during the 2018-2019 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the individualized programs of professional development as set forth at 70 O.S. § 6-101.10 (B).

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be ~~subject to disclosure at a hearing or trial de novo.~~

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

TEACHER EVALUATION (Cont.)

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

REFERENCE: 70 O.S. §6-101.10, et seq.

THIS POLICY REQUIRED BY LAW.

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the superintendent of schools, who shall be evaluated by the board of education, all certified and non-certified administrators shall be evaluated at least annually by the certified administrative personnel designated by the superintendent. All evaluations shall be made in writing utilizing a system for evaluation approved by the State Board of Education. An individualized program of professional development shall be created for all administrators.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. The evaluator may omit any criterion or indicator on the evaluation form that is not applicable to the administrative position being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy.

All certified and non-certified administrators shall be evaluated and the evaluation form completed no later than MAY of each school year.

The board of education shall evaluate and complete the evaluation form on the superintendent of schools prior to the board taking any action to renew or not renew the superintendent's contract.

THIS POLICY REQUIRED BY LAW.

SUPPORT STAFF EVALUATION

The development of a strong, competent support staff of employees, and the maintenance of high morale among the staff are major objectives of the Idabel Board of Education. The selection of the right employees to fill vacancies; the determination of assignments and equitable workloads; the establishment of wage and salary policies that encourage employee achievement; and the provision of a good atmosphere in which to work are some of the major duties of the board of education. The board believes that a program of continuous evaluation is necessary to meet its requirements.

Principles

The evaluation shall cover the major areas of the employee's responsibilities and duties to the school system, and shall include, but not be limited to, the following:

- 1. Specific work assignment
- 2. Work habits

The supervisors have the responsibility for seeing that all employees know the basis upon which they are to be evaluated, significantly in advance of the evaluation.

Employees, especially if new to the district, shall look to their immediate supervisors for an explanation of duties and responsibilities.

Standards of Evaluation

All evaluations shall be on district-approved forms, with standards for evaluation enumerated in all areas to be evaluated. Evaluations shall be "satisfactory" or "unsatisfactory." An evaluation of unsatisfactory requires justification and substantiation, together with suggestions for improvement.

Who Shall Evaluate

The principal and/or the immediate supervisor shall evaluate all employees under his or her jurisdiction.

EVALUATION OF SUPPORT STAFF (Cont.)

COMMENTS

1. What are employee's strengths? (MUST be completed for outstanding ratings.)

2. What are employee's weaknesses? (MUST be completed for Unsatisfactory and Improvement Needed ratings.)

3. Additional comments.

I have discussed this performance rating with the evaluator.

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's signature

Date

Evaluator's signature

Date

FOOD SERVICE PERSONNEL EVALUATION

Name _____ Assignment _____

Location _____ Date _____

Evaluation: Check one of the three columns at the right.

Definition of Evaluative Terms:

Satisfactory: Meets or exceeds job expectations (Check S)

Needs to Improve: Meets minimum job expectations (Check N)

*Unsatisfactory: Fails to meet minimum job expectations (Check U)

***A Job Target Report is required for any "Unsatisfactory" Rating.**

	S	N	U
I. QUALITY OF WORK			
1. Knowledge of job, purpose, methods, and techniques.			
2. Accuracy, thoroughness, and neatness in assigned task.			
3. Schedules time to complete assigned duties.			
4. Safety habits used with food and equipment; also in the kitchen and storeroom.			
5. Sanitation habits used with food and equipment; also in the kitchen and storeroom.			
II. DEPENDABILITY			
6. Follows instructions (recipes, procedures such as weighing and measuring portion sizes, taking temperatures, and cleaning).			
7. Punctuality and attendance (for work and breaks).			
8. Initiative when not supervised (self-starting).			
9. Professional appearance and cleanliness in accordance with Child Nutrition Service standards.			
10. Supports the programs and policies of the school system.			
III. ADAPTABILITY			
11. Exhibits flexibility and appropriately adjusts to changing job demands.			
12. Carries share of cafeteria workload as a team member with consideration for others.			
13. Willingness to do more than assigned duties.			
IV. COMPATIBILITY			
14. Cooperation with fellow employees (shows respect for ideas, feelings, and time of others).			
15. Friendly attitude toward customers and school staff.			

Comments: _____

FOOD SERVICE PERSONNEL EVALUATION (Cont.)

Recommendations: Do you recommend the continued employment of this employee? Yes No
(If no, attach explanatory statements.)

Manager's Signature

Date

I have read and received a copy of the above evaluation.

Employee's Signature

Date

The _____ Public Schools endorses the concept that evaluation is a means of growth and through a professional approach to evaluation by the appraiser and the appraisee more effective service will result.

CUSTODIAN EVALUATION INSTRUMENT

Custodian: _____ Year in System: _____

School: _____ Assignment: _____

Evaluator: _____ Date of Evaluation: _____

A = Above Average: The custodian surpasses the expected standards of performance.
S = Satisfactory: The custodian meets or exceeds the expected standards of performance.
N = Needs Improvement: The custodian meets minimal standards of performance; improvement is suggested.
U = Unsatisfactory: The custodian does not meet minimal standards of performance; improvement is necessary.

Qualifications:

- _____ 1. Knowledge of a variety of cleansing agents and their applications.
- _____ 2. Skill in operating equipment and tools and in performing minor repairs.
- _____ 3. Skill in performing routine maintenance activities such as changing light bulbs.
- _____ 4. Skill in following simple oral and written instructions in order to properly apply cleansing agents.
- _____ Job Goal: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

Performance Responsibilities:

- _____ 1. Keeps building and premises neat and clean at all times (including sidewalks, driveways, play areas, etc.).
- _____ 2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- _____ 3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
- _____ 4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- _____ 5. Raises the United States flag and the Oklahoma flag at or before 8:00 a.m. on each school day, and lowers the flags at or after 3:30 p.m.
- _____ 6. Sweeps classrooms daily and dusts furniture.

CUSTODIAN EVALUATION INSTRUMENT (Cont.)

- ___ 7. Cleans corridors after school each day and during the day when conditions require.
- ___ 8. Scrubs, hoses down, and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
- ___ 9. Washes all windows on both the inside and outside at least twice each year (more frequently, if necessary).
- ___ 10. Keeps the grounds free from rubbish.
- ___ 11. Performs such yard keeping chores as grass cutting, tree trimming, etc., as necessary to maintain the school grounds in a safe and attractive condition.
- ___ 12. Keeps all floors in a clean and attractive condition and in a good state of preservation.
- ___ 13. Cleans all chalkboards at least once a week.
- ___ 14. Makes such minor building repairs as capabilities allow.
- ___ 15. Promptly reports to the principal any major repairs needed.
- ___ 16. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
- ___ 17. Reports immediately to the principal any damage to school property.
- ___ 18. Remains on the school premises during school hours and during nonschool hours when the use of the building has been authorized and the custodian's attendance is required by the principal.
- ___ 19. Assumes responsibility for the opening and closing of the building each school day and determines, before leaving, that all doors and windows are secured and all lights are turned off except those left on for safety reasons.
- ___ 20. Maintains an inventory of supplies, equipment, and fuel on hand; requisitioning needed replacements from the principal far enough in advance so that they may be delivered in sufficient time as to not hinder the custodian in the performance of his/her duties.
- ___ 21. Conducts an ongoing program of general maintenance, upkeep, and repair.
- ___ 22. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.

CUSTODIAN EVALUATION INSTRUMENT (Cont.)

- 23. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- 24. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- 25. Performs such other duties as may be assigned by the principal.

Signature of Evaluator

Date

- I have seen this evaluation report.
- I wish to attach clarification statements.
- I request a plan for improvement in areas marked "N".
- I agree to develop a required written plan for improvement in areas marked "U".

Signature of Custodian

Date

The signature of the custodian shall not be construed to indicate agreement with the opinions of the evaluator. Rather, the signature of the custodian indicates that the custodian has seen the evaluation instrument in its completed form, has acknowledged the recommendations of the evaluator, and has been offered the opportunity to respond in writing.

Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback on progress toward established improvement goals. Such documents shall bear the signatures of both the evaluator and the custodian and shall become a permanent part of this document.

Any written clarification statements offered by the custodian shall bear the signatures of both the custodian and the evaluator and shall become a permanent part of this document.

SECRETARY EVALUATION INSTRUMENT

Secretary: _____ Year in System: _____

School: _____ Assignment: _____

Evaluator: _____ Date of Evaluation: _____

- A = Above Average: The secretary surpasses the expected standards of performance.
- S = Satisfactory: The secretary meets or exceeds the expected standards of performance.
- N = Needs Improvement: The secretary meets minimal standards of performance; improvement is suggested.
- U = Unsatisfactory: The secretary does not meet minimal standards of performance; improvement is necessary.

Qualifications:

- _____ 1. Demonstrates ability in the area of clerical work, including general skill in typing accurately at a reasonable speed; in following oral and written instructions; in operating a computer, typewriter, calculator, and other standard office machines; in establishing and maintaining effective working relationships with others.
- _____ 2. Maintains a high degree of confidentiality.
- _____ 3. Is knowledgeable of spelling, punctuation, arithmetic, business English, and standard office record keeping.
- _____ 4. Demonstrates competency in assuming responsibility and working with adults and children.

Performance Responsibilities:

- _____ 1. Answers calls from students, parents, patrons, and others in a cheerful, business-like manner.
- _____ 2. Composes and prepares correspondence and reports, assuming responsibility for letter form setting and ensuring correspondence and reports are free from typographical errors, improper grammar, etc.
- _____ 3. Schedules appointments.
- _____ 4. Reads and routes incoming mail.
- _____ 5. Assumes responsibility for the logical filing and retrieval of records and reports.

SECRETARY EVALUATION INSTRUMENT (Cont.)

- 6. Maintains student records, attendance register, and other school records on the computer.
- 7. Performs other reasonable and proper duties as assigned by the principal.

Signature of Evaluator

Date

I have seen this evaluation report.

I wish to attach clarification statements.

I request a plan for improvement in areas marked "N".

I agree to develop a required written plan for improvement in areas marked "U".

Signature of Secretary

Date

The signature of the secretary shall not be construed to indicate agreement with the opinions of the evaluator. Rather, the signature of the secretary indicates that the secretary has seen the evaluation instrument in its completed form, has acknowledged the recommendations of the evaluator, and has been offered the opportunity to respond in writing.

Any written plans for improvement required of the evaluator must provide for further evaluation, indicate target dates for improvement, and provide feedback on progress toward established improvement goals. Such documents shall bear the signatures of both the evaluator and the secretary and shall become a permanent part of this document.

Any written clarification statements offered by the secretary shall bear the signatures of both the secretary and the evaluator and shall become a permanent part of this document.

**PERSONNEL FILES
CERTIFIED STAFF**

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Idabel Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

PERSONNEL FILES, CERTIFIED STAFF (Cont.)Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Parental Notice

If the school district receives Title I funds, ~~the No Child Left Behind Act~~ requires the district is required to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

REFERENCE: 51 O.S. §24A.7.
70 O.S. §6-101.11
~~P. L. 107-110, No Child Left Behind Act of 2001~~
The Americans With Disabilities Act

***THIS POLICY REQUIRED BY THE
~~NO CHILD LEFT BEHIND ACT~~ FEDERAL LAW.***

**PERSONNEL FILES
SUPPORT EMPLOYEES**

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education. The employee shall also sign a statement indicating receipt of a written job description and the following school policies or a staff handbook containing these policies:

Drug-free Workplace
Fair Labor Standards Act and Compliance Procedures
Nondiscrimination
Sexual Harassment
Support Personnel Suspension, Demotion, or Termination

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the superintendent's office. The file record shall include the following information:

1. Full legal name, date of birth (if under 19 years of age), sex, address, telephone number, and date of employment
2. Social Security Number
3. Data on education, including all institutes completed
4. Add data requested concerning health and/or medical examinations
5. Record of assignments
6. Evaluations of performance
7. Signed statement indicating receipt of a written job description and staff handbook/policies

Additionally, all personnel files for support employees shall include the following:

1. Employee's occupation
2. Time and day of week when the employee's workweek begins
3. Hours worked each day
4. Total hours worked each workweek
5. Basis on which the employee's wages are paid (e.g., "\$6 an hour", "\$220 per week", "piecework")
6. Regular hourly pay rate
7. Total daily or weekly straight-time earnings

PERSONNEL FILES, SUPPORT EMPLOYEES (Cont.)

- 8. Total overtime earnings for the workweek
- 9. All additions to or deductions from the employee's wages
- 10. Total wages paid each pay period
- 11. Date of payment and the pay period covered by the payment.

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

REFERENCE: 51 O.S. §24A.7.

DRAFT

DIRECT DEPOSIT

It shall be the policy of the _____ Board of Education that any employee beginning employment with the school district after July 1, 2008 ~~may or shall be required to~~ have his/her payroll check deposited directly into the bank, savings and loan, or credit union of their choice. The employee shall upon employment with the district, identify a financial institution that will serve as a personal depository agent for the employee.

It shall further be the policy of the _____ Board of Education that all existing employees working prior to July 1, 2008 shall have one year to begin participation in the direct deposit system, and identify a financial institution that will serve as a personal depository agent for the employee.

The district will not impose any service charge of any type to be paid by the employee at any time which decreases the net salary of the employee that is deposited in the financial institution selected by the employee.

LEGAL AUTHORITY: **70 O.S. Section 6-106.2.**

PERSONNEL HOLIDAYS

It is the policy of the _____ Board of Education that the following paid holidays may be observed by all support personnel except bus drivers.

- Christmas
- Independence Day
- Labor Day
- Memorial Day
- New Years Day
- Thanksgiving

MCK Day
Pers. Day

DRAFT

PERSONNEL LEAVE PROGRAM

The _____ Board of Education recognizes that district employees must occasionally be absent from work. Therefore, leave time in different categories as required by law will be provided for employees to be absent when necessary. Leave categories will include sick leave, personal business leave, emergency leave, jury duty leave, and military leave.

It is also important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

Deductions for Unpaid Authorized Absences

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

Notification of Leave Accumulation

During the first two weeks of the school year, the board will advise each employee, in writing, as to the number of leave days accumulated as of July 1 of that year. After July 1, an employee may get updated information on leave accumulation from the superintendent's office at a time mutually agreed upon by the employee and the superintendent or the superintendent's designee.

SICK LEAVE SUPPORT PERSONNEL (REGULATIONS)

The board of education will provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. Effective March 18, 2020, and expiring December 31, 2020, the school district shall make available 80 hours of paid sick leave for full time-employees or equivalent the of the average number of hours over two weeks for part time employees) for the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to enumerated item 1 or 2 above.
5. The employee is caring for their son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of the son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.
2. The superintendent of schools, or designee, shall be responsible for administering this plan.
3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one-day sick leave per month equals the number of hours the employee normally works per day. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.
4. Unused sick leave shall be cumulative to a total of 60 days.
5. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.
6. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
7. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.

SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS (Cont.)

- 8. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

(Optional)

- 9. Upon termination of employment an employee, or the employee's estate, shall be paid \$_____ for any unused sick leave remaining at the date of termination of employment. This compensation shall not be paid to any employee terminated following due process procedures but shall apply only to those employees who have retired, resigned, or whose contracts have been terminated due to the death of the employee.

**REFERENCE: 70 O.S. §6-101.40
70 O.S. §6-104
70 O.S. §6-147
Atty. Gen. Op. No. 84-12
Informal Atty. Gen. Op. No. 91-632
Families First Coronavirus Act, H.R. 6201**

PERSONAL BUSINESS LEAVE (REGULATIONS)

The board of education shall provide for a minimum of three days for personal business leave for teachers and support personnel. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that the leave was not used for personal entertainment, recreation, gainful employment, or to seek another position. The request shall be considered by the principal and superintendent who shall approve or disapprove.

The types of situations that may qualify for personal business leave are varied. The following examples serve only as guidelines:

1. Family illness other than immediate family
2. Emergency business transactions
 - A. Loan closings
 - B. Other banking matters
 - C. IRS reviews
3. Legal Matters
 - A. Meetings with an attorney for personal, spouse, or children's business
 - B. Court appearances
 - C. Settling of estates
4. Miscellaneous
 - A. Attend business convention with spouse
 - B. Military obligations
 - C. Attendance at a school activity if son or daughter is participating
 - D. Attending funerals

The following examples are types of absences that will NOT be approved for personal business leave:

1. Pleasure trips or vacations

PERSONAL BUSINESS LEAVE, REGULATIONS (Cont.)

- 2. Attending school activities or sporting events when son or daughter is not competing
- 3. Seeking other employment
- 4. Participating in political or social activities
- 5. Performing any service for compensation

REFERENCE: 70 O.S. §6-104
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

NOTE: Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

**EMERGENCY LEAVE
(REGULATIONS)**

The board of education shall provide not more than two days each year for emergency leave. These days shall not be chargeable to sick leave and will be noncumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave will be granted at the discretion of the principal or designee. The school district will pay the substitute's salary.

The board of education may grant leave with pay not to exceed fifteen (15) working days to an employee who is affected by a presidentially declared national disaster in Oklahoma after May 1, 1999, if:

1. The employee suffered a physical injury as a result of the disaster;
2. A relative or household member of the employee suffered a physical injury or died as a result of the disaster;
or
3. The domicile of the employee or the domicile of a relative of the employee was damaged or destroyed as a result of the disaster.

REFERENCE: 70 O.S. §6-104
70 O.S. §6-104.7

NOTE: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the board may not provide more than five days.

**JURY DUTY SERVICE AND WITNESS LEAVE
(REGULATIONS)**

The board of education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty service shall be applied toward the expense of the substitute teacher.

It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a teacher testifies as a witness as a result of being subpoenaed, any compensation received from the court by the teacher shall be applied toward the expense of a substitute teacher.

If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding in which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars (\$100.00) per day.

**REFERENCE: 70 O.S. §6-104
28 O.S. §84.1**

FAMILY MEDICAL LEAVE

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA). The district designates the 12-month period of July 1 to June 30.

In order for school district employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.
2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and
3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; or
3. For a serious health condition the employee is experiencing;
4. To care for a covered family servicemember with a serious illness or injury incurred in the line of duty on active duty; or
5. To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee. Eligible employees who are family members of covered servicemembers with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

FAMILY MEDICAL LEAVE (Cont.)

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.

NOTE: During FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee's physician that the employee is able to return to work. FMLA will run concurrently.

REFERENCE: 29 CFR pt. 825
PL 103-3

THIS POLICY REQUIRED BY LAW.

EMPLOYER RESPONSE TO EMPLOYEE REQUEST FOR FAMILY OR MEDICAL LEAVE

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

(Family and Medical Leave Act of 1993)

(Date)

TO: _____
(Employee's name)

FROM: _____
(Name of appropriate employer representative)

SUBJECT: Request for Family/Medical Leave

On _____ (date), you notified us of your need to take family/medical leave due to:

- the birth of a child, or the placement of a child for adoption or foster care; or
a serious health condition that you need care for; or
a serious health condition affecting your spouse, a child, parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ (date) and that you expect leave to continue until on or about _____ (date).

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that (check appropriate boxes; explain where indicated)

- You are eligible/not eligible for leave under the FMLA.
The requested leave will/will not be counted against your annual FMLA leave entitlement.
You will/will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____ (insert date) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.

**EMPLOYER RESPONSE TO EMPLOYEE REQUEST FOR
FAMILY OR MEDICAL LEAVE (Cont.)**

- 4(a). If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: *(Set form dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.)*
- (b). You have a 30-day grace period in which to make payment. If payment has not been made timely, your group health insurance may be canceled, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- (c). We will will not pay your share of the premiums for your health insurance while you are on leave.
- (d). We will will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do, when you return from leave, you will be expected to reimburse us for the payments made on your behalf.
5. You will will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until such certification is provided.
- 6(a). You are are not a "key employee" as described in §825.218 of the FMLA regulations. If you are a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.
- (b). We have have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. *(Explain (a) and/or (b) below.)*
7. You will will not be required to furnish us with periodic reports of your status and intent to return to work every 30 days while on FMLA leave.
8. You will will not be required to furnish recertification every 30 days relating to a serious health condition *(Explain below, if necessary.)*

APPLICATION FOR FAMILY OR MEDICAL LEAVE

Name: _____

Current address: _____

Position: _____

School or Worksite: _____

Beginning date of leave: _____

Expected date of return to work: _____

Reason for leave request (explain): _____

If family leave to care for a seriously ill family member is requested, state:

1. Name of Family Member: _____

2. Relationship of family member to you: _____

3. Describe care you will provide: _____

Name and Mailing Address of Health Care Provider(s): _____

APPLICATION FOR FMLA INTERMITTENT LEAVE OR LEAVE ON A REDUCED SCHEDULE

Name:
Current Address:
Position:
School or Worksite:

State whether you are requesting intermittent leave or leave on a reduced schedule:
Intermittent leave
Beginning date of leave:
Ending date of leave:
Leave on a reduced schedule
Schedule requested:
Beginning date of revised schedule:
Date reduced leave expected to terminate:

Describe the reason for a request of intermittent or reduced leave:

If leave is based on medical necessity of an individual other than the employee state:
Family member:
Relationship to employee:
Name and address of Healthcare Provider(s):

If leave is requested in connection with the birth or placement of a child, please note that the leave is subject to the approval of the district.

EMPLOYEE'S STATEMENT

I hereby authorize Public Schools district to contact my healthcare provider(s) to verify the reason for my requested leave or for any other information concerning my requested family or medical leave if the medical certification has not been received or has not been fully completed.

I understand that a failure to return to work at the end of my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by the superintendent of schools.

Date Employee's Signature

Approved By:

Employee's Immediate Supervisor Superintendent of Schools

**APPLICATION FOR FMLA INTERMITTENT LEAVE OR LEAVE
ON A REDUCED SCHEDULE (Cont.)**

MEDICAL RELEASE

I authorize the release of any medical information, necessary to process my leave request, by my physician or other healthcare provider to the _____ school district.

_____ Date

_____ Patient's Signature

DRAFT

**HEALTHCARE PROVIDER CERTIFICATION
(INTERMITTENT OR REDUCED LEAVE SCHEDULE)**

Name of Employee: _____

Name of family member (if leave is to care for family member): _____

Date condition began: _____

Diagnosis of the serious health condition: _____

I hereby certify that the intermittent leave or reduced leave requested by the employee is medically necessary for the following reasons: _____

The expected duration of the requested leave is: _____

The schedule for the leave is: _____

Is the leave necessary to care for a child, parent, or spouse who has a serious health condition or will it assist the family member's recovery?

Yes

No

Please underline and initial the applicable section if the answer to the above is yes.

Date

Signature of Healthcare Provider

Type of Medical Practice

Specialization, if any

Office Telephone Number

NOTICE OF INTENTION TO RETURN FROM LEAVE

Name: _____

Principal or Supervisor: _____

Date leave commenced: _____

Date of planned return: _____

I understand that my reinstatement is subject to the following conditions:

1. I must provide a written certification from my healthcare provider that I am able to resume working and can perform, with or without reasonable accommodation, the essential functions of my position.
2. Every attempt will be made to restore me to my original position. However, if my original position is unavailable, I will be placed in an equivalent position with equivalent pay and benefits. (This section may not apply to key employees.)
3. As an employee returning from family or medical leave, I shall not be entitled to the accrual of any time or employment benefits during my period of leave.

Date

Employee's Signature

STATEMENT OF HEALTHCARE PROVIDER

I have examined _____ and can certify that he/she is fully able to resume working. If not fully able to perform the job, please attach a statement explaining the employee's fitness to return to work.

Date

Healthcare Provider

EXPENSE REIMBURSEMENT

It is the policy of the _____ Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

REFERENCE: 70 O.S. §5-117

THIS POLICY REQUIRED BY LAW.

DRAFT

TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The district will not pay for any board member or employee dependent-care expenses regardless of whether the funding source is federal, state, or local funding.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expenses will be reimbursed at actual cost for a single occupancy room not to exceed \$ 200 per night/per person.

Documented meal costs will be reimbursed in an amount not to exceed \$ ~~_____~~ per meal or \$ 45 per day when appropriate receipts are provided. *(The district will pay up to 15 % of the cost of meals for a meal gratuity.)* The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. The board may approve payment of meal expenses on a per diem basis rather than requiring meal expenses to be itemized and documented. If overnight travel is not involved and/or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. Mileage expense will be reimbursed at (~~_____cents~~) *(at the current IRS approved rate)* per mile when a school gasoline credit card is not used.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

REFERENCE: 70 O.S. §5-117
2 C.F.R. 200.432 and 200.474

REIMBURSEMENT PROCEDURES

All requests for reimbursement of approved expenses shall be made in accordance with the following procedures:

Obtaining Permission to Travel

For all in-state and out-of-state travel, a purchase request form must be completely filled out and submitted for approval. Employees must submit this form prior to the requested travel.

Attending Professional Meetings or Conferences

Employees are not eligible to receive reimbursement for expenses incurred while attending professional meetings, conferences, seminars, and workshops unless approved in advance by the superintendent or designee. (See policy DED-R5.)

Obtaining Reimbursement for Travel Expenses

Each employee/board member must submit his/her own claim for reimbursement.

All reimbursements will be made based on a travel claim form to be submitted monthly. All claims for the current fiscal year must be submitted on or before July 5th of the succeeding fiscal year.

All requests for reimbursement for in-state and out-of-state travel shall be submitted on a travel claim form.

Travel Reimbursement for Prospective Employees

A prospective employee may be reimbursed for travel expenses incurred when traveling to and from the school district to be interviewed for employment. Guidelines for reimbursement will be the same as for district employees.

Prepaid Expenses

In most cases, prepayment of airline tickets and registration fees by purchase order will be done by the superintendent's office. However, copies of the airline ticket and other evidence of prepayment shall be attached to the reimbursement request and noted in the space provided on the travel claim form.

Reimbursable Expenses

1. **Airfare:** The cost of coach class airfare. A copy of the ticket showing payment by the district or the individual is required.
2. **Rail/Bus Fare:** Actual cost, not to exceed coach class airfare. A copy of the ticket showing payment by the individual is required.
3. **Personal Automobile (In-state):** Mileage rate approved by the board, measured from normal place of duty to the meeting place and return to normal place of duty.

REIMBURSEMENT PROCEDURES (Cont.)

4. Personal Automobile (Out-of-state): The lesser amount of travel expense based on the approved mileage rate or the lowest airfare available.
5. Lodging: Actual cost. An itemized hotel bill/receipt is required. (Honor bar, personal telephone calls, movies, etc. are not allowable items.) The rate approved is based on single room occupancy unless approved otherwise by the superintendent or designee.
6. Registration Fees: Actual cost. A receipt is required.
7. In-city Transportation (Taxi/Limousine): Actual cost. A receipt is preferred, if available. If a receipt is not available, a written statement, including the trip destination and amount paid, will be required for reimbursement.
8. Toll Fees: Actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.
9. Parking Fees: Actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.
10. Miscellaneous: Actual cost. A receipt is required.
11. Rental Car: Actual cost. A receipt is required. Advance approval of the superintendent or designee is required.
12. Food: Actual cost. A receipt is required. The board may approve per diem rates not to exceed the amounts allowable by state law.
13. Planned Meal Functions that Exceed Maximum Approved Rates: If conference arrangements require attendance at a planned function that exceeds the maximum rate allowed, the rate may be increased for that day when proper documentation or a receipt is provided and if approved by the superintendent or designee.

VEHICLE CHECK-OUT PROCEDURE

Location for Vehicle Check-out: All vehicles, as well as fuel credit cards and pike passes, will be checked out at the Transportation office. Keys, cards, and pike passes will be kept secure by the [superintendent/director of transportation/building principal].

Check-out: To check out, sign and date on the sheet designated for the date and vehicle to be used. Vehicle selection may be changed to accommodate multiple requests. Upon return, write in the return date. In addition to the vehicle key, the ring has [a credit card holder attached; a building key, a security gate key].

Upon return, the person checking out the vehicle is responsible for:

1. Insuring the vehicle has been refueled and is returned to full.
2. Checking the vehicle for any trash and removing the trash.
3. Making a note of any needed maintenance or problem and returning the keys.
4. Parking the vehicle in the designated area.
5. Locking the security gate (if after regular hours).
6. Returning the keys, pike pass, fuel credit cards, maintenance form, as needed, AND fuel credit card receipt(s) to the Transp. Dir upon return to campus, or by 8:00 a.m. the following workday. Credit card receipts must be signed, with the purpose of the trip and destination written someplace on the receipts. (The Trans. Dir will be responsible for getting the fuel credit card receipts to the encumbrance clerk in the administrative office and the maintenance form to the maintenance director.)

Vehicle Needed Before 8:00 a.m.: Make arrangements to check out the previous workday.

NOTICE: Anyone checking out a vehicle is responsible for following the above procedures and for the security of the keys, card, and pass; only adult district employees shall be given access to vehicles.

TRAVEL REQUEST FORM
EDUCATIONAL MEETING/CONFERENCE

Complete the following information two weeks prior to the scheduled meeting conference date. Submit this form to the building principal for recommendation. Upon the principal's recommendation, it will be forwarded to the superintendent for final approval. Copies will be provided for the employee's files.

Name _____ Date _____

Building _____ Business Phone _____

Name of Conference/Meeting _____

Location _____

Date(s) of Meeting/Conference _____ through _____

Estimated Expenses:

Lodging Nights = \$ _____

Meals Days = \$ _____

Travel @ \$.20 Miles = \$ _____

Airline Fare Round trip = \$ _____

Toll Fees Round trip = \$ _____

Registration for Meeting/Conference = \$ _____

Total Estimated Costs = \$ _____

Applicable to Teachers:

A substitute will be necessary for grade(s) _____ subject _____

Date(s) _____ through _____

APPROVED / DISAPPROVED _____

Date _____ Building Principal _____

Superintendent _____

**STUDENT ACTIVITIES
EXPENSE REIMBURSEMENT**

It is the policy of the _____ Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

REFERENCE: 70 O.S. §5117

THIS POLICY REQUIRED BY LAW.

LEAVE SHARING PLAN

The _____ Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

The superintendent is directed to establish procedures to implement and support this policy.

REFERENCE: 70 O.S. §6-104.6

DRAFT

RETIREMENT PROGRAM

It shall be the policy of the _____ Board of Education to adhere to the Oklahoma Statutes concerning the Teachers' Retirement System. Therefore, all teachers shall become members of the retirement system as a condition of their employment.

Contributions to the Teachers' Retirement System shall be deducted from the teacher's salary at the currently established rate, less any amount contributed by the school district.

REFERENCE: 70 O.S. §17-108(13)(a)I; §17-116.2(B)

DRAFT



Assessment Data	Primary Image
Account 450022024 Parcel ID 1210-00-015-004-0-001-00 Cadastral ID 1210-015-004-00-0-001-00 Property Type REAL - Real Property Property Class E Tax Area 201 - IDA5-Idabel CTY Name ID 26739 IDABEL FFA %IDABEL 1-5 900 LINCOLN ROAD IDABEL OK 74745-0000 Parcel Location Situs 01506 SW JACKSON Subdivision Rose Hill Lot/Block 0004 / 0015 Parcel Size 2 - Lots Sec/Twn/Rng / / / Neighborhood 190000 - IDABEL 3 School District I-5 IDAB - I-5 Idabel	No Image On File

Legal Description	Building Permits										
ROSE HILL B839/P710 LOTS 4,5 BLK 15	<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Opened</th> <th>Closed</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Number	Description	Opened	Closed	Amount					
Number	Description	Opened	Closed	Amount							

Exemptions	Sale History																									
<table border="1"> <thead> <tr> <th>Code</th> <th>Type</th> <th>Active</th> <th>Maximum</th> <th>Exemption</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Code	Type	Active	Maximum	Exemption						<table border="1"> <thead> <tr> <th>Bk/Pg</th> <th>Grantor</th> <th>Date</th> <th>Price</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>839/710</td> <td>DILLARD, RUSSELL</td> <td>02/22/2011</td> <td> </td> <td>0 09</td> </tr> <tr> <td>826/258</td> <td>PARKER, DORA & ETAL</td> <td>04/08/2010</td> <td> </td> <td>0 09</td> </tr> </tbody> </table>	Bk/Pg	Grantor	Date	Price	Code	839/710	DILLARD, RUSSELL	02/22/2011		0 09	826/258	PARKER, DORA & ETAL	04/08/2010		0 09
Code	Type	Active	Maximum	Exemption																						
Bk/Pg	Grantor	Date	Price	Code																						
839/710	DILLARD, RUSSELL	02/22/2011		0 09																						
826/258	PARKER, DORA & ETAL	04/08/2010		0 09																						

Parcel Valuation									
Source	REAL	Fair Cash	Capped	Asmnt Level	Assessed	Levy Rate	99.030	Current Tax	
Remove Cap		Land Value 4,000	0	11%	0	Assessed	0	0.00	
Year Frozen		Improvements 0	0		0	Penalty	0		
New Construction	0	Mobile Home 0	0		0	Exemption	0	0.00	
TIF Project ID	0	Total Value 4,000	0		0	Total Taxable	0	0.00	

Assessment History								
Tax Year	Statement Number	Billed Owner	Tax Area	Total Value	Exemptions	Taxable Value	Billed Tax	
2022	2022-450022024	IDABEL FFA	201	4,000	0		.00	
2021	2021-450022024	IDABEL FFA	201	4,000	0		.00	
2020	2020-0022024	IDABEL FFA	201	4,000			.00	
2019	2019-0022024	IDABEL FFA	201	4,000			.00	
2018	2018-0022024	IDABEL FFA	201	4,000			.00	
2017	2017-0022024	IDABEL FFA	201	4,000			.00	
2016	2016-0022024	IDABEL FFA	201	2,610			.00	
2015	2015-0022024	IDABEL FFA	201	2,610			.00	
2014	2014-0022024	IDABEL FFA	201	2,610			.00	
2013	2013-0022024	IDABEL FFA	201	2,610			.00	
2012	2012-0022024	IDABEL FFA	201				.00	
2011	2011-0022024	IDABEL FFA	201				.00	
2010	2010-0022024	DILLARD RUSSELL	201	2,609		287	29.00	

1506 Sw Jackson St

Parcel Data

ACTIONS

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▼ Parcel Address

Parcel ID 1210-00-015-004-0-001-00

Parcel Address 1506 SW JACKSON ST

Parcel Address City IDABEL

Parcel Address Zip Code 74745

▼ Owner Information

Owner Name IDABEL FFA

▼ Mailing Address

Mailing Address 900 LINCOLN ROAD

Mailing Address Care Of IDABEL 1-5

Mailing Address City IDABEL

Mailing Address State NK





Assessment Data	Primary Image
Account 450022900 Parcel ID 1290-00-001-001-0-001-00 Cadastral ID 1290-001-001-00-0-001-00 Property Type REAL - Real Property Property Class E Tax Area 201 - IDA5-Idabel CTY Name ID 25840 IDABEL FFA % IDABEL 1-5 900 LINCOLN ROAD IDABEL OK 74745-0000 Parcel Location Situs 00209 SW MURRAY Subdivision Williamston Lot/Block 0001 / 0001 Parcel Size 1 - Lots Sec/Twn/Rng / / / Neighborhood 180000 - IDABEL 2 School District I-5 IDAB - I-5 Idabel	No Image On File

Legal Description	Building Permits																				
WILLIAMSTON ADD TO IDABEL B839/P712 LOT 1 BLK 1	<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Opened</th> <th>Closed</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Number	Description	Opened	Closed	Amount															
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Exemptions	Sale History																																			
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Code	Type	Active	Maximum	Exemption																																
Bk/Pg	Grantor	Date	Price	Code																																
839/712	DILLARD, RUSSELL	02/22/2011	0	09																																
826/254	SPENCER, DARRYL	04/08/2010	0	09																																
684/22	BIBLE, WILLE	04/15/2002	1,500	Q																																

Parcel Valuation		Source	REAL	Fair Cash	Capped	Asmnt Level	Assessed	Levy Rate	99.030	Current Tax
Remove Cap		Land Value		1,500	0	11%	0	Assessed	0	0.00
Year Frozen		Improvements		0	0		0	Penalty	0	
New Construction	0	Mobile Home	0	0	0		0	Exemption	0	0.00
TIF Project ID	0	Total Value		1,500	0		0	Total Taxable	0	0.00

Tax Year	Statement Number	Billed Owner	Tax Area	Total Value	Exemptions	Taxable Value	Billed Tax
2022	2022-450022900	IDABEL FFA	201	1,500	0		.00
2021	2021-450022900	IDABEL FFA	201	1,500	0		.00
2020	2020-0022900	IDABEL FFA	201	1,500			.00
2019	2019-0022900	IDABEL FFA	201	1,500			.00
2018	2018-0022900	IDABEL FFA	201	1,500			.00
2017	2017-0022900	IDABEL FFA	201	1,500			.00
2016	2016-0022900	IDABEL FFA	201	1,500			.00
2015	2015-0022900	IDABEL FFA	201	1,500			.00
2014	2014-0022900	IDABEL FFA	201	1,500			.00
2013	2013-0022900	IDABEL FFA	201	1,500			.00
2012	2012-0022900	IDABEL FFA	201				.00
2011	2011-0022900	IDABEL FFA	201				.00
2010	2010-0022900	DILLARD, RUSSELL	201	1,500		165	16.00

209 Sw Murray St

Parcel Data

ACTIONS

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Unlock with Pro

▼ Parcel Address

Parcel ID: 1290-00-001-001-0-001-00
Parcel Address: 209 SW MURRAY ST
Parcel Address City: IDABEL
Parcel Address Zip Code: 74745

▼ Owner Information

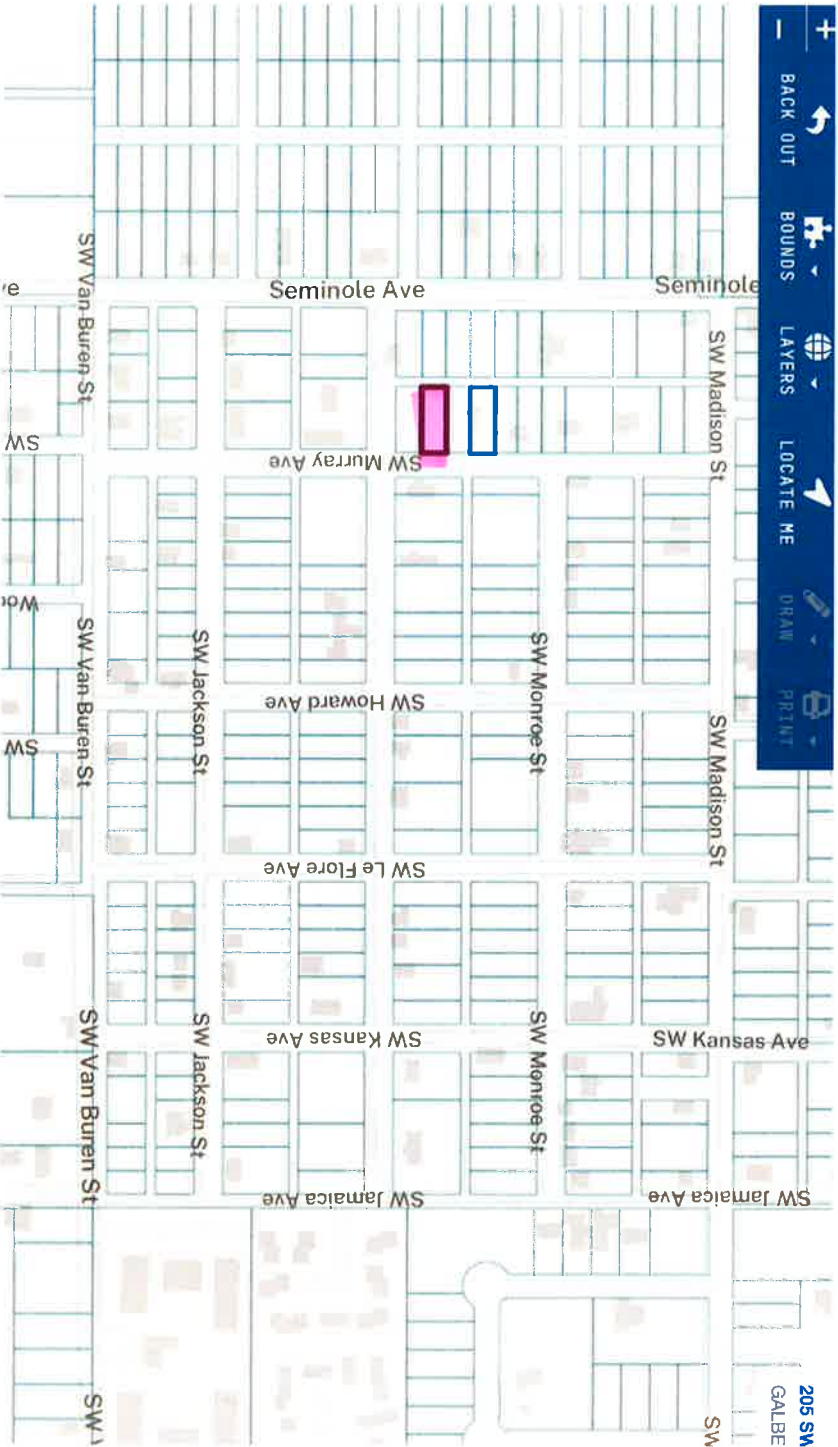
Owner Name: IDABEL FFA

Mailing Address

Mailing Address: 900 LINCOLN ROAD

Mailing Address Care Of: IDABEL 1-5

Mailing Address City: IDABEL





Assessment Data	Primary Image
Account 450022894 Parcel ID 1285-00-005-004-0-001-00 Cadastral ID 1285-005-004-00-0-001-00 Property Type REAL - Real Property Property Class E Tax Area 201 - IDA5-Idabel CTY Name ID 27244 IDABEL FFA % IDABEL I-5 900 LINCOLN ROAD IDABEL OK 74745-0000 Parcel Location Situs 1285541 Subdivision Williams Lot/Block 0004 / 0005 Parcel Size 1 - Lots Sec/Twn/Rng / / / Neighborhood 190000 - IDABEL 3 School District I-5 IDAB - I-5 Idabel	No Image On File

Legal Description	Building Permits										
WILLIAMS ADD. TO IDABEL B839/P711 LOT 4 BLK 5	<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Opened</th> <th>Closed</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Number	Description	Opened	Closed	Amount					
Number	Description	Opened	Closed	Amount							

Exemptions					Sale History				
Code	Type	Active	Maximum	Exemption	Bk/Pg	Grantor	Date	Price	Code
					839/711	DILLARD, RUSSELL	02/22/2011	0	09
					826/256	RAINES, CLEOTIS	04/08/2010	0	09
					619/819		07/10/1998	0	U

Parcel Valuation									
Source	REAL	Fair Cash	Capped	Asmnt Level	Assessed	Levy Rate	99.030	Current Tax	
Remove Cap		Land Value	10,000	0	11%	0	Assessed	0	0.00
Year Frozen		Improvements	0	0		0	Penalty	0	
New Construction	0	Mobile Home	0	0		0	Exemption	0	0.00
PIF Project ID	0	Total Value	10,000	0		0	Total Taxable	0	0.00

Assessment History									
Tax Year	Statement Number	Billed Owner	Tax Area	Total Value	Exemptions	Taxable Value	Billed Tax		
2022	2022-450022894	IDABEL FFA	201	10,000	0				
2021	2021-450022894	IDABEL FFA	201	10,000	0				
2020	2020-0022894	IDABEL FFA	201	10,000					
2019	2019-0022894	IDABEL FFA	201	10,000					
2018	2018-0022894	IDABEL FFA	201	10,000					
2017	2017-0022894	IDABEL FFA	201	10,000					
2016	2016-0022894	IDABEL FFA	201	1,173					
2015	2015-0022894	IDABEL FFA	201	1,173					
2014	2014-0022894	IDABEL FFA	201	1,173					
2013	2013-0022894	IDABEL FFA	201	1,173					
2012	2012-0022894	IDABEL FFA	201						
2011	2011-0022894	IDABEL FFA	201						
2010	2010-0022894	DILLARD, RUSSELL	201	1,173		129		13	00



Assessment Data	Primary Image
Account 450020669 Parcel ID 1080-00-007-008-0-001-00 Cadastral ID 1080-007-008-00-0-001-00 Property Type REAL - Real Property Property Class E Tax Area 201 - IDA5-Idabel CTY Name ID 25840 IDABEL FFA % IDABEL 1-5 900 LINCOLN ROAD IDABEL OK 74745-0000 Parcel Location Situs 18781 Subdivision Garner Lot/Block 0008 / 0007 Parcel Size 1 - Lots Sec/Twn/Rng 3 / 7 / 24 / Neighborhood 190000 - IDABEL 3 School District I-5 IDAB - I-5 Idabel	No Image On File

Legal Description	Building Permits										
IDABEL GARNER ADD. B839/P713 LOT 8 BLK 7	<table border="1"> <thead> <tr> <th>Number</th> <th>Description</th> <th>Opened</th> <th>Closed</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Number	Description	Opened	Closed	Amount					
Number	Description	Opened	Closed	Amount							

Exemptions	Sale History																									
<table border="1"> <thead> <tr> <th>Code</th> <th>Type</th> <th>Active</th> <th>Maximum</th> <th>Exemption</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Code	Type	Active	Maximum	Exemption						<table border="1"> <thead> <tr> <th>Bk/Pg</th> <th>Grantor</th> <th>Date</th> <th>Price</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>839/713</td> <td>DILLARD, RUSSELL</td> <td>02/22/2011</td> <td>0</td> <td>09</td> </tr> <tr> <td>826/262</td> <td>BRITT, CLAY LEE</td> <td>04/08/2010</td> <td>0</td> <td>09</td> </tr> </tbody> </table>	Bk/Pg	Grantor	Date	Price	Code	839/713	DILLARD, RUSSELL	02/22/2011	0	09	826/262	BRITT, CLAY LEE	04/08/2010	0	09
Code	Type	Active	Maximum	Exemption																						
Bk/Pg	Grantor	Date	Price	Code																						
839/713	DILLARD, RUSSELL	02/22/2011	0	09																						
826/262	BRITT, CLAY LEE	04/08/2010	0	09																						

Parcel Valuation									
Source	REAL	Fair Cash	Capped	Asmnt Level	Assessed	Levy Rate	99.030	Current Tax	
Remove Cap		Land Value	1,500	0	11%	0	Assessed	0	0.00
Year Frozen		Improvements	0	0		0	Penalty	0	
New Construction	0	Mobile Home	0	0		0	Exemption	0	0.00
TIF Project ID	0	Total Value	1,500	0		0	Total Taxable	0	0.00

Assessment History									
Tax Year	Statement Number	Billed Owner	Tax Area	Total Value	Exemptions	Taxable Value	Billed Tax		
2022	2022-450020669	IDABEL FFA	201	1,500	0		.00		
2021	2021-450020669	IDABEL FFA	201	1,500	0		.00		
2020	2020-0020669	IDABEL FFA	201	1,500			.00		
2019	2019-0020669	IDABEL FFA	201	1,500			.00		
2018	2018-0020669	IDABEL FFA	201	1,500			.00		
2017	2017-0020669	IDABEL FFA	201	1,500			.00		
2016	2016-0020669	IDABEL FFA	201	1,455			.00		
2015	2015-0020669	IDABEL FFA	201	1,455			.00		
2014	2014-0020669	IDABEL FFA	201	1,455			.00		
2013	2013-0020669	IDABEL FFA	201	1,455			.00		
2012	2012-0020669	IDABEL FFA	201				.00		
2011	2011-0020669	IDABEL FFA	201				.00		
2010	2010-0020669	DILLARD, RUSSELL	201	1,456		160	16.00		

Child Nutrition Surplus Items 12-7-22
Five plus years old

In working condition:

Central Kitchen-

- 1 Blue salad bar
- 1 Brown salad bar
- 3 food racks, not electric
- 4 sheet pans

Middle School Kitchen

- 1 red cart
- 1 white fan
- 4 food racks, not electric
- 2 salad bars
- 4 warmers

High School Storage

- 2 cereal dispensers
- 1 popcorn popper
- 1 air pop popcorn popper
- 1 hot dog warmer
- 1 double mustard dispenser
- 1 double mayo dispenser
- 1 double ranch dispenser
- 7 boxes dome lids
- 7 boxes beverage lids
- 5 boxes bowl lids
- 4 rosters
- 4 waffle irons
- 1 ice cream maker

Not in working condition:

Central Kitchen-

- 1 silver warming unit
- 1 food processor

Middle School Kitchen-

- 1 silver freezer
- 1 crosley deep chest freezer
- 1 Hobart mixer
- 1 Koch antique refrigerator/cooler