



AGENDA  
Shawnee Public Schools  
Board of Education - Administration Building  
326 N. Union Ave.  
Shawnee, OK 74801  
Monday, April 13, 2026  
6:00 PM

Regular Session

NOTE: The Shawnee School District Board of Education may discuss, vote to approve, disapprove, table, or decide not to vote or take action on any item on this agenda.

1. Call to Order
  - A. Roll Call
    - a. Swearing in of new board member to seat #3.
  - B. Board to recognize Mrs. Karen Watkins, Principal Shawnee Early Childhood Center (SECC), and her students for Minute of Silence, Invocation, and Flag Salute
  - C. Minute of Silence and Invocation
  - D. Flag Salute
  - E. Shawnee Early Childhood Center (SECC) Student Presentation
2. Opportunity for Public Comment
3. Report of the Superintendent
  - A. Central Office Reports
    - Educational Services Report
    - Special Services Report
    - Counseling and Community Engagement
    - Communications Report
    - Operations Report
  - B. Superintendent's Items, Announcements & Recognition
    - a. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the **\$4,020,000** Combined Purpose Building Bonds of this School District; and designating bond counsel for this issuance of bonds.
    - b. Discussion and possible board action to accept the lowest responsible bid from Endex for a Middle School Intercom System.

- c. Discussion and board action regarding the Resolution for Schools and Libraries Universal Services (E-RATE) for 2026-2027. This resolution authorizes filing of the Form 471 application (s) for funding year 2026-27 and the payment of the applicant's share upon approval of funding and receipt of services.
  - d. Board discussion and possible action on approving Section D of the OSSBA recommended School Board Policy Manual.
  - e. Board discussion and possible action regarding the 2026-2027 Instructional Calendar.
  - f. Board discussion and possible action regarding transfer capacity availability as of 4/1/26.
  - g. Recognitions & Announcements
- 4. Consent Docket Items: All of the following items will be approved by one vote unless any Board Member desires to have a separate vote on any or all of these items. Possible action by the Board of Education to approve:
  - A. Minutes of the 3-9-36 Regular Board Meeting
  - B. Report of the Chief Financial Officer
    - a. Treasurer's Report
    - b. Encumbrance Registers for 25-26 FY:
      - BOND FUND 03 REGISTERS 51-61
      - GENERAL FUND 11 ENCUMBRANCES 991-1072
      - CO-OP FUND 12 ENCUMBRANCES 17-18
      - BUILDING FUND 21 ENCUMBRANCES 190-202
      - BOND FUND 33 ENCUMBRANCES 39-40
      - GIFT FUND 81 ENCUMBRANCES 64-69
    - c. School Activity Fund Transfers for the 25-26 FY
    - d. Pottawatomie County Sales Tax Request
    - e. Lease Purchase Listing Approval - FY 2027
    - f. Fiscal Year 2027 Temporary Appropriations
  - C. 25 - 26 Agreements:
    - a) Jessica Hand, MS CCC-SLP (Speech Services)
    - b) Shawnee Family YMCA
  - D. 26 - 27 Agreements:
    - a) Taylor'd Therapy Services, P.L.L.C. (Physical Therapy)
- 5. Proposed Executive Session to discuss:
  - A. Superintendent's Personnel Report
    - a. Vote to convene or not to convene into Executive Session
- 6. Acknowledge to return to Open Session
- 7. Board President's Statement of Executive Session Minutes.
- 8. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)
- 9. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.
- 10. Board member comments and announcements
- 11. Adjournment

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

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

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

Posted this \_\_\_\_ at \_\_\_\_ at the front glass doors of the Shawnee Board of Education Central Offices, Shawnee Public Schools, 326 N. Union, Shawnee, Oklahoma 74801.



# SHAWNEE PUBLIC SCHOOLS

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

**JACKIE NOBLE**  
DIRECTOR OF ACADEMIC SERVICES

## Academic Services Board Update 4/13/26

- **Total Enrollment** (as of 4/9/26) - 3,263 students

PreK - 159	K - 228	1st gr - 236	2nd gr - 223	3rd gr - 201	4th gr - 247	5th gr - 223
6th gr - 222	7th gr - 234	8th gr - 238	9th gr - 256	10th gr - 265	11th gr - 261	12th gr - 253

- **Professional Development**

- 'Leaders Learning' - Latest work with our site administrators reviewed six leadership books. Discussion, takeaways and next steps were all a part of our time together.
- Administrator wrap up/data dive - May 26th
- Planning continues for our Superintendent's Summer Leadership Retreat July 21-22nd.
- Mike Patrick secured for an administrative training August 6th.

- **Instruction/Curriculum Support**

- The Academic Services office is continuing its work assisting departments/grade levels with Essential Standards and Pacing Guides.
- OSDE recently released final Social Studies standards and gave guidance that they would approve curriculum options this fall. Districts will be able to review approved options next spring and purchase new materials for 2027-2028

- **Student Programs & Academic Events**

- ACT Prep Day was a great success! 43 students attended
- Juniors took the ACT Thursday, April 9th
- National History Day presentations - April 23rd - 6pm at the PAAC
- Masonic Students of the Today and Teachers of Today will be recognized during a ceremony at our local Masonic Lodge - April 26th - 2pm





# SHAWNEE PUBLIC SCHOOLS

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**ALLYSON CLEVELAND**  
DIRECTOR OF SPECIAL SERVICES

## **Student Services Board Report - April 13, 2026**

- Child Count sits at 696 with 20 students currently being evaluated.
- The state-imposed training for administrators was held on Monday, April 6, at 1:00 in the board room. Our trainer was Alicia Currin-Moore, associate attorney and OU adjunct professor from Walsh-Gallegos Kyle Robinson & Roalson. Mrs. Currin-Moore covered topics ranging from Child Find to Implementation of an IEP. The feedback received from principals was overwhelmingly positive. The presenter reviewed and validated our current practices, and the administrators were able to ask clarifying questions. The hottest topic was discipline.
- To date, Special Services has completed 86 psychological evaluations.
- Special Services offered three opportunities to attend professional development regarding the Oklahoma Alternate Assessment Program (OAAP). We are consistently and with fidelity using the OAAP checklist with families during IEP meetings. If the IEP team answers NO to any of the 7 criteria, the student is not eligible and must take the OSTP. If the answer is YES to each statement, the parent is required to give permission for their child to participate in the alternate path to graduation and the OAAP. According to OSDE, districts should not exceed 1% of tested students be assessed on OAAP while SPS is sitting at 2%. We are confident that we have our students assigned to the appropriate evaluation tool and will continue to diligently monitor our processes.



# SHAWNEE PUBLIC SCHOOLS

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## MICHELLE WALLACE

DIRECTOR OF COUNSELING  
AND COMMUNITY ENGAGEMENT

## Board Update April 13, 2026

### ● Community Engagement:

- HOWL Week: March 23 - March 30, 2026. SHS students fundraised over \$1,900 for the Community Market!
- Recharge Oklahoma Kickoff was March 25, 2026 at the PACC. OU and fellow mentors presented to SHS students an opportunity to learn more about electric buses and their ability to store energy for grid consumption within the community. Student led campaigns begin April 13. Students are eligible to win cash prizes for their projects. May 2, 2026 will be a community event showcasing their work.
- Shawnee High School's Senior Conference: Ready, Set, Go! was held on Friday, March 27.. Miss Oklahoma was the guest speaker and the students enjoyed an opportunity to select four sessions to help better prepare them for life after high school. It was a huge success!

### ● Counseling/Pathways

- Academic Academies & Pathways
  - Moving forward with creating our pathways within our 6 academies:
    - Human Services and Resources
    - Health Sciences
    - Communication and Information Systems
    - Manufacturing and Engineering Systems
    - Business
    - Environmental and Agricultural Systems
  - Enrollment is happening!
  - Testing, testing, testing! The testing window opens April 13 and the majority of students will be testing across the district the week of April 20.



# SHAWNEE PUBLIC SCHOOLS

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

**AMANDA JOHNSON**  
DIRECTOR OF COMMUNICATIONS

## Shawnee Public Schools – Communications Department Board Report BOARD UPDATES | April 13, 2026

### Professional Development

I will be attending the Oklahoma School Public Relations Association (OKPRSA) Conference April 14-16. This conference provides valuable opportunities to learn best practices, strengthen communications strategies, and collaborate with peers across the state.

### Community Engagement & Events

- We had a great turnout for Pack the Park, hosted this year at Memorial Park Ed Skelton Field. Feedback from attendees has been positive, with many expressing how much they enjoyed the setting and community atmosphere.
- HOWL Week (Helping Others with Love) raised over \$2,000 for Community Market of Pottawatomie County. To wrap up the week, students joined Mr. Hall, Mrs. Wallace, and myself in serving at the Community Market, reinforcing the impact of student-led service in our community.
- On Tuesday, April 7, we celebrated another milestone made possible by our community's support of the bond with a ribbon cutting for the Paul Duffield Tennis Complex. Approximately 100 students, staff, and community members attended to celebrate this new facility and what it represents for the future of Shawnee Public Schools.

### Community Partnerships & Safety Initiatives

- The City of Shawnee City Commission passed the Safe Streets and Roads for All Action Plan in March. A key next step includes advancing Safe Routes to School initiatives.
- The City continues to host Shawnee Walks walking audits at school sites to gather data that will inform future improvements. April's walk audit was held at Shawnee High School on April 8. These efforts are critical in improving safety and accessibility for all citizens, especially students who walk to school.
- We were proud to host Shawnee Forward's Leadership Shawnee class for their Education Day. Participants toured Will Rogers Elementary, Shawnee Middle School, and Shawnee High School, gaining insight into our academic programs, student opportunities, and facilities.

### Student & Staff Recognition

- **Speech & Debate:**
  - Jenny Myner & Bailyn Gatlin – State Qualifiers (Humorous Duet)
  - Madison Corneil – State Qualifier (Poetry)
  - Competition dates: April 17 (3:30 PM & 7:30 PM) and April 18 (10:30 AM)
- **Athletics & Activities:**
  - Shawnee Winterguard – **5th Place at State**
  - Tenielle Kidd (Swimming), Daley Rice & Coach Wendi Wells (Basketball) – **All-State Honors**
- **Academics & Arts:**
  - Shawnee Middle School students advanced to State for National History Day
  - Isaiah Lightsey (SMS) – Winner, Comedy Category, OK Teen Film Festival
- **Staff Honors:**
  - Leslie Cappo, District Teacher of the Year – recognized as Educator of the Game at Potawatomi Fire

- Mrs. Kroenke – Magic 104.1 Teacher of the Month
- Keely Tolin – named 2026 Distinguished School Administrator by the American Association of School Librarians
- Cherity Pennington – named a 2026 School Librarian of the Year Finalist by the American Association of School Librarians

## Operations Board Update – April 13, 2026

- **Nutrition** – The Nutrition Department is gearing up for end of the year field trips and summer school. We are preparing to serve hot breakfast and lunch to any child within the community using the seamless summer option. This means that any child ages 1-18yrs. can come to our sites and receive a meal. We are also excited to be a part of Dr. James "we teach kids to read initiative" and have added fun signage to our kitchens to help engage the students. Special shout out to Will Rogers Elementary who have also been using meal time as a learning experience. They recently used our 4x6 pizza as an easy math lesson making lunch fun!
- **Transportation** – *MotorWeek*, a weekly automotive TV Series airing on PBS Stations nationwide, now in their 45<sup>th</sup> season on the air, interviewed John Wiles about our Electric Buses and charging infrastructure. It was great!  
<https://www.pbs.org/video/2026-porsche-911-gt3-2025-ford-maverick-lobo-oka1zn/> . Transportation is working on summer school routes for our summer school program. John Wiles is at the Traversa conference where he is not only attending sessions, but he is presenting on our electric bus program.
- **Technology** – Technology has been getting students devices ready for testing for ACT and State testing. Technology completed E-Rate bids for replacing network switches at the High School, Middle School, and a couple of elementary schools. This will be a couple year project. Setup new laptops for the aerospace/stem program at the High School. A laptop refresh for all sites is underway. This will replace all staff computers at the sites.
- **Maintenance/Construction** – We have placed a camera with a live feed on Stucker so people can watch the progress from our website. The secondary ring beam for Stucker is being constructed now. The dome should go up at the end of April, first of May depending on weather. The maintenance and grounds department has worked hard to cut costs, move work in-house, and stretch our dollars. Below are some of the approximate savings we have made. There some new costs we will incur for supplies, but the overall savings are sizeable. We are looking at around \$198,000 in annual savings.
  - Custodial: We have taken over the summer cleaning/waxing of the middle school for a \$30,000 savings.
  - Lawncare: We have taken over all lawncare and spraying for a savings of \$97,000.
  - Nutrition equipment maintenance: We have taken over all maintenance of our kitchens for a \$40,000 savings.
  - Snow removal: We have taken over snow removal of our campuses and partneered with the city and county for a \$16,000 savings.

- o Equipment rentals: We purchased (with bond money) the 3 items we rent most often...a 50-foot boom lift, a scissor lift, and a dump trailer. We were spending around \$15,000 per year on these items.
- Below is some data on work order completion times. We are working hard to be as responsive as possible to all work orders.

**2-1-26 thru 2-28-26**

- Maintenance staff completed 155 out of 169 new work orders and 21 previous tickets and averaged a 4.2 day response time with a 5.2 day resolution time
  - 32-Plumbing
  - 25-Preventative Maintenance
  - 19-HVAC
  - 13-Carpentry
  - 12-Electrical
  - 12-Walls,Ceilings,& Roofs
  - 9-Keys/Locks
  - 8-Grounds
  - 7-Pest Control
  - 17-Misc

**3-1-26 thru 3-31-26**

- Maintenance staff completed 114 out of 137 new work orders and 14 previous tickets and averaged a 2.9 day response time with a 2.9 day resolution time
  - 33-Plumbing
  - 14-Preventative Maintenance
  - 14-Carpentry
  - 12-HVAC
  - 10-Electrical
  - 9-Painting
  - 7-Kitchen Equipment
  - 7-Wall,Ceiling, & Roof Repairs
  - 6-Lock/Key Issues
  - 5-Pest Control
  - 4-Grounds
  - 7-Misc. Ticket
- Over Spring Break the maintenance staff completed several large projects including
  - Installing a 6' by 19.5' skylight in the west hall of the Middle School
  - Assisting Contractors in Replacing 4 HVAC units a Jefferson Elementary
  - Installing a drainage system at Jefferson Elementary
  - Replacing a HVAC compressor at the High School Band/Choir Room
  - Replacing/Re-piping a Vertical Lift Pump at the Union Street Gym

- Staff are preparing for a few projects in the month of April (and May) that include the following
  - Shawnee Middle School outdoor basketball goal replacement
  - Union Street Gym bathroom remodels
  - Sequoyah remodel preparations
- Due to some issues on the part of our architect and construction manager we will not be able to complete 100% of the Sequoyah work in the 70-day window we have in the summer. Below are letters from MASS Architects and Wynn Construction about the scope and reasons for the extension. The main concern is the large number of windows that need to be replaced. We are working on a plan to continue the work after school starts with as little impact on instruction as possible. Please see attached documents.

March 24, 2026

**Matt Johnson**

Executive Director of Operations  
Shawnee Public Schools  
[matjohnson@shawnee.k12.ok.us](mailto:matjohnson@shawnee.k12.ok.us)

**RE: Sequoyah Elementary – Phase 2 – Renovations.**

**Mr. Johnson:**

I am writing this letter to explain to the District the current status of the Sequoyah Elementary – Phase 2 project that has been scheduled for construction this summer break, 2026. Our office has been aware of this intent and schedule. This portion of the project was designed with completed construction documents in spring of 2025 when the project was then divided to construct the parking lot at that time while holding the building renovations for later. During fall of 2025, you notified our team of requested revisions to the design and scope.

Production for making those changes was scheduled for February 2026 to coordinate into the bandwidth and scheduling of other projects in our office. We also took that opportunity to review the as-built conditions of the restrooms to avoid the construction conflicts encountered on the earlier projects. Some inaccuracies between the original design drawings and the existing conditions were found and updates to the restroom designs were required. These corrections triggered additional efforts from the consulting engineers not anticipated as the main intent of the design changes primarily related to finishes.

While coordinating this work within our office and with our consulting engineers, I failed to maintain the target date for the bidding documents noted in the construction manager's master schedule. In missing that deadline, their ability to prepare the bid packages, release for bidding, and award contracts is compressed and proportionately delayed. This, unfortunately, will impact the ability for the awarded contractors to immediately mobilize. Lead times and product availabilities will have to be given significant consideration to maximize efficiency.

The number and amount of storefront windows to be replaced at this site is greater than the other schools and was already going to be a challenge to be completed in 10-11 weeks. I sincerely apologize for this untimely delay and am fully aware of the risk it does add to the project's schedule. Our office shall double-down on our commitment to processing shop drawings and submittals in a timely manner and collaborate with the construction manager on prioritizing efforts to minimize disruptions to school operations as this project closes out.

Respectfully,



**Matthew Radcliffe, AIA**  
Principal





# WYNN CONSTRUCTION CO., INC.

11901 North Eastern Ave. Oklahoma City, Oklahoma 73131 Phone: (405)

753-1120 Fax: (405) 753-1159

April 7, 2026

Shawnee Public Schools

Atn: Mr. Mat Johnson, Operations Manager

RE: Sequoyah Elementary – Renovation Scope of Work (Bid Package #002)

Dear Mr. Johnson –

Based on the current schedule we have projected based on when bid documents were finalized and the time frame required for bidding publicly funded/bond projects via Title 61 requirements, there are several scopes of work that could be affected and not completed during the summer break period. This could include the exterior window replacement scope (likely) but also restrooms, etc.

From the time documents were made available, we have shown in an updated master schedule that reflects DESIGN, BID and CONSTRUCTION milestones for all projects under this bond initiative that bidding of projects typically takes 30 days start to finish. That includes the local advertisement requirement of 1-2 weeks, at least 2-3 weeks for bidding to allow time for prospective subcontractors and suppliers to provide accurate bid packages and ask questions and review the work site since this is an existing building (not new construction), bid opening and bid tabulation, recommendations and submission of the pricing to you and finally acceptance by you and then notice to proceed provided. The updated schedule provided last showed a date we needed to go to bid by that was exceeded by over a month (design/bid documents available for bidding process).

Once the notice to proceed is provided, that allows us then to immediately start notifying subcontractors and suppliers who were the recommended award recipients to begin the submittal process. That can take up to 2 weeks to obtain submittals after award/contracts provided, then industry standard allows 2 weeks of review time by the architect/engineers of the submittals before orders can be placed.

Documents (plans and specifications) were provided for bidding on Friday 03.27.26. Notice of advertisement was placed the week prior with the anticipated documents being available last week. Wynn has since issued the bid documents and sent out invitations for bidding. The remaining schedule is as follows:

1. Non mandatory pre-bid meeting/site visit – 10 AM Thursday 04.09.26
2. Bid opening at SPS admin. building (board room) – 2 PM Thursday 04.23.26
3. Wynn confirmation of all bids and completing bid tabulations – Friday 04.24.26 to Monday 04.27.26
4. Wynn issuance of bid tabulations with recommendations to owner along with proposed project price – Monday 04.27.26 to Tuesday 04.28.26
5. Board meeting on approval Monday 05.04.26
6. Notice of Award Monday 05.04.26 or Tuesday 05.05.26
7. Wynn provide notices to subs/suppliers and start submittal process (pending item 6)
8. Project start Monday 05.25.26

As you can see, there are potentially only 20 calendar days between the award and project start. The previous example item that would likely not get done (windows) – shop drawings/submittals would take at least 2-3 weeks to obtain and field measurements are taken (existing building/openings must be verified). Storefront and glass/glazing lead times right now are 8-10 weeks. Once storefront is in hand, the frames must be shop-built then glass can be ordered and frames are installed. The lead time alone to acquire materials is potentially beyond the start date of the fall semester (mid-August 2026).

We were able to obtain bid documents and bid previous projects with similar scopes (Jefferson, Will Rogers) months ahead of the summer schedule due to our knowledge of these conditions.

Sincerely,

A handwritten signature in black ink that reads "Justin Beaty". The signature is written in a cursive, flowing style.

Justin Beaty  
Sr. Project Manager/Estimator Wynn  
Construcon Co., Inc.

Enclosures: January 2026 Updated Master Schedule – Shawnee Projects (issued 01.12.26)

cc: file



CONCLUDING STATEMENT

To the extent that any statements made in this Official Statement involve matters of opinion or estimates, whether or not expressly stated to be such, they are made as such and not as representations of fact or certainty and no representation is made that any of these statements have been or will be realized. Information in this Official Statement has been derived by the School District from official and other sources and is believed by the School District to be accurate and reliable. Information other than that obtained from official records of the School District has not been independently confirmed or verified by the School District and its accuracy is not guaranteed.

Neither this Official Statement nor any statement that may have been make orally or in writing in connection herewith is to be construed as or as a part of a contract with the original purchasers or subsequent owners of the Bonds.

INDEPENDENT SCHOOL DISTRICT NUMBER 93  
POTTAWATOMIE COUNTY, OKLAHOMA

✓  
\_\_\_\_\_  
President, Board of Education

ATTESTED:

✓  
\_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

CONCLUDING STATEMENT

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INDEPENDENT SCHOOL DISTRICT NUMBER 93  
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✓  
\_\_\_\_\_  
President, Board of Education

ATTESTED:

✓  
\_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

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INDEPENDENT SCHOOL DISTRICT NUMBER 93  
POTTAWATOMIE COUNTY, OKLAHOMA

✓  
\_\_\_\_\_  
President, Board of Education

ATTESTED:

✓  
\_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

## NOTICE OF SALE OF BONDS

In accordance with 62 O.S. 2021, § 354, notice is hereby given that the Board of Education of Independent School District Number 93 of Pottawatomie County, Oklahoma will receive bids by; sealed bid, facsimile bid, electronic (Parity®) bid or similar secure electronic bid on the 4th day of May, 2026, until 11:45 o'clock a.m., and the Board of Education will award said Bonds at 12:00 o'clock p.m. on the 4th day of May, 2026, at the Administration Building, Shawnee Public Schools, 326 N. Union Street, Shawnee, Oklahoma, for the sale of \$4,020,000 of Combined Purpose Building Bonds of said School District, which Bonds will mature \$4,020,000 annually in two (2) years from their date until paid.

Said Bonds shall be sold to the bidder bidding the lowest rate of interest the Bonds shall bear and agreeing to pay par and accrued interest for the Bonds. Each bidder shall submit with his bid a sum in cash, cashier's or certified check, electronic (wire) transfer or surety bond payable to the Treasurer of the District, equal to two (2%) percent of the amount of his bid. The Board reserves the right to reject all bids.

WITNESS my official hand and seal this 13<sup>th</sup> day of April, 2026.

✓  
\_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

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WITNESS my official hand and seal this 13<sup>th</sup> day of April, 2026.

✓  
\_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

**MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS**

Pursuant to notice given under the Open Meeting Act, the Board of Education of Independent School District Number 93 of Pottawatomie County, Oklahoma, met in regular session at the Administration Building, Shawnee Public Schools, 326 N. Union Street, Shawnee, Oklahoma, in said School District on the 13<sup>th</sup> day of April, 2026, at 6:00 o'clock p.m.

Present: \_\_\_\_\_, President and Member  
\_\_\_\_\_, 1<sup>st</sup> Vice-President and Member  
\_\_\_\_\_, 2<sup>nd</sup> Vice-President and Member  
\_\_\_\_\_, Clerk and Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

Absent: \_\_\_\_\_

Notice of the schedule of regular meetings of the School District for the calendar year 2026 was given in writing, to the County Clerk of Pottawatomie County, Oklahoma at 4:29 o'clock p.m. on the 30<sup>th</sup> day of October, 2025, and public notice of this meeting, setting forth the date, time, place and agenda was posted at the front glass doors of the Shawnee Board of Education Central Offices, Shawnee, Oklahoma, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at \_\_\_\_\_ o'clock \_\_.m. on the \_\_\_\_\_ day of April, 2026, 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).

Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon \_\_\_\_\_ introduced a Resolution by reading the Title, and upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, said Resolution was adopted by the following vote:

Aye:

Nay:

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 FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW; AND DESIGNATING BOND COUNSEL FOR THIS ISSUANCE OF BONDS.

WHEREAS, the issuance of \$39,535,000 of Building Bonds by Independent School District Number 93 of Pottawatomie County, Oklahoma, has been duly authorized at an election held for that purpose and certified by the County Election Board of Pottawatomie County, Oklahoma on the 5<sup>th</sup> day of April, 2024; and

WHEREAS, the Board of Education of Independent School District No. 93 of Pottawatomie County, Oklahoma, having determined at the time that the election was called to authorize the \$39,535,000 Building Bonds would be issued in separate series, the first series in the amount of \$545,000 Building Bonds, dated June 1, 2024; and the next series in the amount of \$2,925,000 Building Bonds, dated July 1, 2025; and the next series in the amount of \$2,000,000 Building Bonds to be issued immediately; and

WHEREAS, the issuance of \$8,005,000 of Building Bonds by Independent School District Number 93 of Pottawatomie County, Oklahoma, has been duly authorized at an election held for that purpose and certified by the County Election Board of Pottawatomie County, Oklahoma on the 5<sup>th</sup> day of April, 2024; and

WHEREAS, the Board of Education of Independent School District No. 93 of Pottawatomie County, Oklahoma, having determined at the time that the election was called to authorize the \$8,005,000 Building Bonds would be issued in separate series, the first series in the amount of \$500,000 Building Bonds, dated June 1, 2024; the next series in the amount of \$1,000,000 Building Bonds, dated July 1, 2025; and the next series in the amount of \$2,035,000 Building Bonds to be issued immediately; and

WHEREAS, the Board of Education of Independent School District No. 93 of Pottawatomie County, Oklahoma has determined to combine the two issues of bonds for the purposes of their sale and issuance, pursuant to Title 62, Oklahoma Statutes 2021, Section 354, and

WHEREAS, the Board of Education of Independent School District No. 93 of Pottawatomie County, Oklahoma, desires to employ Terry L. Hawkins of Phillips Murrah P.C., as Bond Counsel for this issuance of bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 93 OF POTTAWATOMIE COUNTY, OKLAHOMA:

**SECTION 1.** That the \$4,020,000 of Combined Purpose Building Bonds of Independent School District Number 93 of Pottawatomie County, Oklahoma, voted at the election on the 2<sup>nd</sup> day of April, 2024, shall be offered for sale and that the Board of Education of Independent School District Number 93 of Pottawatomie County, Oklahoma, will receive bids by sealed bid, facsimile bid, or electronic bid (via PARITY) on the 4th day of May, 2026, until 11:45 o'clock a.m. and said Bonds shall be awarded by the Board of Education at 12:00 o'clock p.m., at the Administration Building, Shawnee Public Schools, 326 N. Union Street, Shawnee, Oklahoma, on the 4th day of May, 2026, said Bonds to become due \$4,020,000 in two (2) years from their date until paid.

**SECTION 2.** That the Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

**SECTION 3.** The Board of Education of Independent School District No. 93 of Pottawatomie County, Oklahoma, hereby employs Terry L. Hawkins of Phillips Murrah P.C., as Bond Counsel for this issuance of bonds.

Adopted this 13<sup>th</sup> day of April, 2026.

✓ \_\_\_\_\_  
President, Board of Education

ATTEST:

✓ \_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

Adopted this 13<sup>th</sup> day of April, 2026.

✓ \_\_\_\_\_  
President, Board of Education

ATTEST:

✓ \_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

Adopted this 13<sup>th</sup> day of April, 2026.

✓ \_\_\_\_\_  
President, Board of Education

ATTEST:

✓ \_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

Adopted this 13<sup>th</sup> day of April, 2026.

✓ \_\_\_\_\_  
President, Board of Education

ATTEST:

✓ \_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

Adopted this 13<sup>th</sup> day of April, 2026.

✓ \_\_\_\_\_  
President, Board of Education

ATTEST:

✓ \_\_\_\_\_  
Clerk, Board of Education

✓ (SEAL)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 93 of Pottawatomie County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the sale of bonds for the purpose therein set out, adopted by said Board and transcript of proceedings of said Board at a regular meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

WITNESS my hand and seal this 13<sup>th</sup> day of April, 2026.

✓  
\_\_\_\_\_

Clerk, Board of Education

✓ (SEAL)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 93 of Pottawatomie County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the sale of bonds for the purpose therein set out, adopted by said Board and transcript of proceedings of said Board at a regular meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

WITNESS my hand and seal this 13<sup>th</sup> day of April, 2026.

✓  
\_\_\_\_\_

Clerk, Board of Education

✓ (SEAL)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 93 of Pottawatomie County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the sale of bonds for the purpose therein set out, adopted by said Board and transcript of proceedings of said Board at a regular meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

WITNESS my hand and seal this 13<sup>th</sup> day of April, 2026.

✓  
\_\_\_\_\_

Clerk, Board of Education

✓ (SEAL)



# SHAWNEE PUBLIC SCHOOLS

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

Tristan Wyatt, CPA  
Chief Financial Officer

## Bid Package #001 - Middle School Intercom System Bid Tabulation

Vendor	Price
1. Endex	\$88,925.00

Rationale: This bid price is half the price of the systems utilized at the elementary schools and would put a system consistent with Shawnee High School at the Middle School. This will be paid out of Bond Funds.

Tristan Wyatt  
Chief Financial Officer

**Shawnee Public Schools**

# RESOLUTION

Be it resolved that the governing board for Shawnee Indep School Dist I-93

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered for the fiscal year 07/01/2026-06/30/2027.
  
2. Authorizes payment of the applicant's share subject to the following conditions:
  - (1) Approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
  - (2) Receipt of services during the fiscal year 07/01/2026-06/30/2027.

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# FRN Report

04/05/26

Report Filters:  
 Entity Number: 140324  
 Funding Year: 2026

BEN	Applicant Name					Applicant City	ST	Sites	471 No.	Filing Date	SPIN	Service Provider		471 Nickname
Year	FRN	Status	Wave	Type	486 SSD	Cont. Date	Contract Number	Award Amt.	Disc%	Request	Commitment	Disbursed	Contract Exp	FRN Nickname
140324	Shawnee Indep School Dist I-93					Shawnee	OK	7	261024067	2026-03-16	143004698	United Systems, LLC		SHAW 2026-C2
2026	2699032710	Pending	N/A	IC		03/13/2026	c. SHAW CM#537965 Un	399,937.89	85%	339,947.21	0.00	0.00	2029-09-30	1 - Network
140324	Shawnee Indep School Dist I-93					Shawnee	OK	7	261024076	2026-03-16	143015254	OneNet (Oklahoma State Regents)		SHAW 2026-C1
2026	2699032733	Pending	N/A	IA		03/13/2023	SHAW OneNet INT 2328	59,256.00	90%	53,330.40	0.00	0.00	2027-06-30	1 - Internet Access 10 Gbps
140324	Shawnee Indep School Dist I-93					Shawnee	OK	7	261024076	2026-03-16	143005575	Cox Oklahoma Telcom, LLC		SHAW 2026-C1
2026	2699032735	Pending	N/A	IA		02/26/2024	SHAW COX WAN 10 Gbps	131,270.40	90%	118,143.36	0.00	0.00	2027-06-30	2 - Wan 10 Gbps
140324	Shawnee Indep School Dist I-93					Shawnee	OK	7	261024076	2026-03-16	143005575	Cox Oklahoma Telcom, LLC		SHAW 2026-C1
2026	2699032739	Pending	N/A	IA		03/11/2024		9,576.96	90%	8,619.26	0.00	0.00	2027-06-30	3 - Wan 10 Gbps Stem
140324	Shawnee Indep School Dist I-93					Shawnee	OK	7	261026485	2026-03-23	143005575	Cox Oklahoma Telcom, LLC		SHAW 2026-C1 WAN
2026	2699036812	Pending	N/A	IA		03/18/2026	c. SHAW CM#540594 Co	9,576.96	90%	8,619.26	0.00	0.00	2027-06-30	1- Wan 10 Gbps Transportation
<b>Grand Total</b>								<b>609,618.21</b>		<b>528,659.49</b>	<b>0.00</b>	<b>0.00</b>		

## SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Shawnee 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. **Please note that sexual harassment allegations against employees that, if true, would meet one or more of the definitions of sexual harassment in policy FB (Sexual Harassment of Students) must be investigated in accordance with the process listed in that policy. This requirement applies whether the allegation is made by a student against an employee or by an employee against another employee. If the allegation, if true, would not meet one or more of the definitions of sexual harassment in policy FB, then the procedure in this policy should be followed.**

### 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.

#### 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

**NONDISCRIMINATION**

The Shawnee 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 Shawnee 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.

**GRIEVANCE PROCEDURE  
GENDER DISCRIMINATION**

It is the policy of the Shawnee Board of Education that the superintendent shall serve as Title IX Coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as it pertains to prohibition of gender discrimination in education, and shall prepare a regulation governing gender discrimination grievance procedures.

The board shall appoint on a periodic basis a gender discrimination grievance committee that shall consist of an administrator, a parent, and a member of the certified teaching staff.

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## NONDISCRIMINATION (REGULATIONS)

In accordance with the policy of the Board of Education, the following regulations shall apply to insure that all local, state, and federal laws, regulations, and guidelines are followed.

### General

In order for the school district to continue to receive federal financial assistance, it must comply with Title IX and the regulations promulgated through the U.S. Department of Health, Education and Welfare by the Department's Office for Civil Rights interpreting Title IX. If any program or activity of this district fails to comply with Title IX, or the federal administrative regulations implementing Title IX, public hearings would be held by the federal government that could result in the termination of federal funding of this district.

In addition to these sanctions, however, the board of education is of the general view that discrimination on the basis of gender in any education program or activity of this district is not to be permitted **except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this district.** Accordingly, employees of this district are required by these regulations to comply with these provisions in relation to any rule or regulation adopted by the board of education of this district and to any state and federal laws applicable to this district.

### Application to Specific Education Programs and Activities

This prohibition against action by employees or other persons acting in the name and on the behalf of this district which bases any exclusion from participation in, denial of benefits from, or discrimination in, any educational program or activity because of the gender of a student or employee applies to all education programs and activities conducted by this district including, but not limited to, the following:

1. Educational Programs
  - A. Course Offerings--Applies to all course offerings, except with respect to physical education classes and activities at the elementary and secondary school levels. The following are not prohibited:
    1. Grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to gender;
    2. Separation of students by gender within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other body contact sports;
    3. Separation of students by gender in classes dealing exclusively with human sexuality; and
    4. Separation of persons based on vocal range or quality even though such separation may result in chorus or choruses of one or predominantly one gender.

**NONDISCRIMINATION, REGULATIONS (Cont.)**

- B. Athletics--Applies to all athletic programs or activities, except that separate teams for members of each gender may be operated:
1. When the sport involved is a contact sport; or
  2. Where selection for the separate teams is based upon competitive skill, provided that where there is no such team for the excluded gender, members of the excluded gender must be allowed to tryout for the team ~~unless the sport involved is a contact sport, as defined above.~~

Equal athletic opportunity shall be provided for members of both genders, including equal provision for equipment, supplies, coaching, facilities, services, and publicity, except that unequal aggregate expenditure of funds for members of each gender or male and female teams will not in or of itself constitute a violation of these regulations.

- C. Counseling--Applies to all counseling and guidance activities at the elementary and secondary school levels.
- D. Textbooks--Nothing in these regulations shall be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks or curricular materials.
2. Other Activities or Facilities
- A. Financial Assistance--Applies to offering scholarship or other aid or assisting non-school organizations in the offering of scholarships or other aid to students of this district.
- B. Employment Assistance--Applies to all efforts to place students in employment. The district shall, as part of any employment assistance program for students, ensure that all employment opportunities are made available without discrimination on the basis of gender and refuse participation in its student employment program to employers who would practice such discrimination.
- C. Health and Insurance--Applies to all health or insurance policies offered to students but does not prohibit benefits or services which may be used by a different proportion of students of one gender than of the other, including family planning. If full coverage is provided, such coverage must include gynecological care.
- D. Housing--Nothing in these regulations shall be interpreted as prohibiting the separation of students by gender in housing for field trips or other reasons. Such separate housing must be comparable in quality and availability.
- E. Toilet, Locker, and Shower Facilities--Separate toilet, locker, and shower facilities may be provided on the basis of gender. Such facilities shall be comparable to similar facilities provided for students of the other gender.

**NONDISCRIMINATION, REGULATIONS (Cont.)**

No rule on marital, family, or parental status that treats one gender different from the other shall be applied or enforced.

**3. District Employment Activities**

Applies to all aspects of the district's employment programs, including but not limited to, recruitment, advertising, process of application for employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer-sponsored programs, including social or recreational programs and any other term, condition, or privilege of employment. Specifically, the following personnel employment practices are prohibited:

- A. Tests--Administration of any test or other criterion that has a disproportionately adverse effect on persons on the basis of gender unless it is a valid predictor of job success and alternative tests or criterion are unavailable.
- B. Recruitment--Recruitment of employees from entities which furnish as applicants members of only or predominantly one gender, if such action has the effect of discrimination on the basis of gender.
- C. Compensation--Establishment of rates of pay on the basis of gender.
- D. Job Classification--Classification of jobs as being for males or females.
- E. Fringe Benefits--Provision of fringe benefits on the basis of gender; all fringe benefit plans must treat males and females equally.
- F. Marital and Parental Status--Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the district as are all other temporary disabilities. No inquiry shall be made by the district in job applications as to the marital status of an applicant, including whether such applicant is "Miss" or "Mrs.," but inquiry may be made as to the gender of a job applicant for employment if made of all applicants and is not basis for discrimination.
- G. Employment Advertising--Any expression of preference, limitation, or specification based on gender, unless gender is a bona fide occupational qualification for the particular job in question.

**Policy Enforcement**

To ensure compliance with board policy, the superintendent shall:

- 1. Designate a member of the administrative staff to:
  - A. Coordinate efforts of the district to comply with these regulations;

**NONDISCRIMINATION, REGULATIONS (Cont.)**

- B. Develop and ensure the maintenance of a filing system to keep all records required under these regulations;
  - C. Investigate any complaints of violation of these regulations;
  - D. Administer the grievance procedure established in these regulations; and
  - E. Develop affirmative action programs, as appropriate; and
2. Provide for the publication of these regulations on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organizations, such publication to include the name, office, address, and telephone number of the compliance administrator designated above.

DRAFT

**GRIEVANCE PROCEDURES  
GENDER DISCRIMINATION**

In accordance with the policy of the Board of Education, the following procedures will be used in the processing of employee gender discrimination/sexual harassment grievances in this school district.

1. Any employee of this school district who wishes to file a gender discrimination/sexual harassment grievance against another employee of the district may file a written complaint with the superintendent. The grievance shall set forth the circumstances of the incident and the identity of the employee(s) involved.
2. The superintendent shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. During the investigation of the incident, the superintendent or appointed administrator who interviews the grievant shall ensure that a staff member who is the same sex as the grievant will be present. This may help the grievant to feel more comfortable.
4. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant.
5. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent, the grievant may request a hearing by the grievance committee.
6. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
7. Both the grievant and the person against whom the complaint was made may be represented by legal counsel at the hearing.
8. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the superintendent or to the board, if the complaint is filed against the superintendent.
9. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
10. Upon receipt of the superintendent's report, the grievant may file a written appeal with the Board of Education. The Board of Education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee. The decision of the board shall be final unless overturned by a court of competent jurisdiction.
11. If the grievant's complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedures of this district. Such termination procedures are set forth elsewhere in this policy manual or may be obtained from the office of the superintendent.

**GRIEVANCE PROCEDURES, GENDER DISCRIMINATION (Cont.)**

12. In the event that the superintendent is the person against whom an employee wishes to file a gender discrimination/sexual harassment complaint, the complaint may be filed with the president of the Board of Education. The board shall then appoint a special investigator to investigate the allegation. The board shall direct a hearing by the grievance committee as set forth above.

DRAFT

**GENDER DISCRIMINATION/HARASSMENT GRIEVANCE FORM**

1. Name and address of the grievant:

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2. Date: \_\_\_\_\_

3. Grievant's telephone numbers: Home \_\_\_\_\_ Office \_\_\_\_\_

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

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5. Please identify any documents or other materials that support your grievance. If documents or materials are in your possession, please attach copies to this form.

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6. Please identify what action or relief you are seeking as a result of this grievance.

---

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\_\_\_\_\_  
Signature of Grievant

**TEACHERS**  
**DUTIES AND RESPONSIBILITIES**

The Shawnee Board of Education recognizes that teachers are professional persons who work within a code of ethics and professional responsibility. Nevertheless, in the interest of consistency and uniformity, the superintendent is directed to establish rules and regulations governing the activities of teachers within the Shawnee Public School system.

DRAFT

**TEACHERS  
DUTIES AND RESPONSIBILITIES  
(REGULATION)**

In accordance with the policy of the Board of Education, the following regulation shall govern the duties and responsibilities of teachers employed by the Shawnee Public School system.

1. Teachers shall be required to attend workshops three days before the beginning of the school term, and two days following the end of the school term.
2. Teachers shall be present in their assigned work places at least twenty minutes before the beginning of class each morning and a reasonable time before the opening of class in the afternoon. Teachers shall remain at their work places until \_\_\_\_ p.m.
3. Teachers shall attend promptly all meetings called by the principal or superintendent.
4. Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their students.
5. Teachers shall be responsible for discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the principal shall be sought on questions of discipline and special misconduct cases shall be referred to the principal.
6. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.
7. Teachers shall report student misconduct.
8. Teachers shall report to the principal any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.
9. Teachers shall not be absent from their classrooms without prior notice to the principal.
10. Teachers who find that they will be late or absent because of unforeseen emergencies should notify the principal as soon as possible so that a substitute teacher may be obtained.
11. Teachers shall perform other duties as assigned by the principal.

At the end of the school year, each teacher must have the following completed and ready to hand in before checking out:

1. Completed inventory of classroom
2. Semester grade sheets completed

**TEACHERS, DUTIES AND RESPONSIBILITIES, REGULATION (Cont.)**

3. Inventory list of textbooks
4. Supply list for following school year
5. All incomplete grades changed
6. Textbooks properly stored
7. Sponsors must insure all organizational bills are paid
8. Must be cleared by principal before departure

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**RESTRICTIONS ON DUAL EMPLOYMENT**

It is the policy of the Shawnee Board of Education that district personnel shall not accept other employment which would require the employee to perform services during those times the employee is required to perform services for the school district.

School district personnel may use earned vacation days to perform services for other employers, provided that the employee files a request in a timely manner.

The school district recognizes its responsibility to allow school personnel to participate in Reserve and National Guard training exercises and that such activities do not constitute a violation of this policy. (See policy DEC-R6, Military Leave.)

**REFERENCE: 70 O.S. §6-101(D)**

**Review Note: It is recommended that the second paragraph be deleted. Does the district want to encourage employees to use paid vacation to work for other employees? Taxpayers may be offended by the encouragement of double-dipping.**

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**STAFF CONDUCT**

The professional conduct of school district personnel is essential to the maintenance of an effective educational environment. All school district personnel are expected to be familiar with applicable state and federal laws and regulations, as well as the policies and goals of the Shawnee School District. At all times, school district personnel shall maintain professional relationships with colleagues, students, parents of students, and other members of the community.

Staff shall not bring personal items into classroom that do not relate to instruction. This includes, but is certainly not limited to, microwaves, toasters, refrigerators, and other appliances that are for the preparation and storage of food. If items are found in a classroom, the employee shall be reprimanded and the item shall be removed at employee expense. Repeat violations may lead to termination of employment.

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## RULES OF CONDUCT FOR CERTIFIED PERSONNEL

The Shawnee school district has certain rules of conduct that must be observed to ensure the efficient, orderly, and safe operation of the school district. In keeping with the concept of progressive discipline, certified personnel who fail to abide by these basic rules will be subject to corrective discipline ranging from verbal warning through discharge for major offenses or for repeated infractions or incorrect conduct.

### Attire

Certificated employees within the district are expected to dress appropriately and in a manner in keeping with their professional status. Employees should keep in mind what constitutes good taste, appropriate grooming, and appearance. Good taste is defined as professional attire that would not offend students, parents, visitors, and fellow employees.

### Distribution of Correspondence/Information

Teachers may not distribute any literature or solicit for any cause in working areas during working time except as otherwise provided.

1. "Working time" includes working time of both the teacher soliciting or distributing and the school district employee to whom the solicitation or distribution is directed. Working time does not include time periods when the teacher has been released from the performance of his/her work.
2. Certain correspondence/information may be distributed with prior approval. Such information must be reviewed and approved five working days prior to the delivery date.
  - A. Bulk materials must be packaged and appropriately addressed to each individual school if the correspondence is district-wide, with final distribution being made through the school's delivery system.
  - B. Correspondence/information on a district-wide level must receive prior approval from the superintendent or the superintendent's designee. Correspondence/information that is disseminated on a building level that affects only the employees of the building must be approved by the building principal.

### Attendance/Punctuality

1. It is the responsibility of each teacher to be at school ready to work on time every day and to stay until the scheduled departure time. If for some reason a teacher is unable to get to school on time, or if illness, personal business, or emergency keeps the teacher from coming in at all, it is the teacher's responsibility to promptly notify the building principal. Teachers who are out due to illness, personal business, or emergency will be expected to contact the building principal the evening prior to the scheduled workday. If unable to make contact by the evening prior to the scheduled workday, it is expected that contact will be made by 6:00 a.m. so that arrangements can be made for a substitute.
2. The report of need for a substitute shall include a brief explanation of the reason for the request and an estimate of how long the substitute will be required.
3. Each teacher is required to leave lesson plans in his or her desk at school so that they may be used by a substitute when necessary.

**RULES OF CONDUCT FOR SUPPORT PERSONNEL**

1. **Ethical Conduct:** All efforts shall be made to obtain the services of men and women of integrity with high ideals. Persons who are already employed are expected to maintain the high standards contained in the following guidelines for ethical conduct:
  - A. The welfare of students shall be the primary consideration in making decisions relating to personnel problems.
  - B. Courteous, just, and professional relationships shall be maintained at all times with other personnel and with the people served by the schools.
  - C. Employee contacts and employment privileges shall not be used for personal gain.
  - D. All school properties, equipment, and materials must be properly used and protected.
2. **Personal Appearance:** All employees shall dress appropriately in direct relation to their position, including wearing uniforms when required.
3. **Work Standards:** All employees shall perform work with the result that both quantity and quality of work produced meets acceptable standards.
4. **Absences:** It is the obligation of each employee to notify his/her immediate supervisor as soon as possible on any work day that the employee intends to be absent.
5. **Health:** Employees must be able to safely and effectively perform tasks necessary to a particular position. Food services personnel and bus drivers are required to have a physical at the time of employment and at the beginning of each school year.

*Adoption Date:**Revision Date(s):**Page 1 of 1*

**ACCOMMODATIONS FOR LACTATING EMPLOYEES**

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

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

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

**LEGAL REFERENCE: 70 O.S. § 5-149.3.**

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*Adoption Date:*

*Revision Date(s):*

*Page 1 of 1*

**EMPLOYMENT PRACTICES**

It is the policy of the Shawnee 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 ensure 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.**

## MEDICAL EXAMINATIONS

Every employee of the school district must be physically capable of performing the duties for which the employee is hired and/or assigned. Therefore, every employee of this school district is required to furnish a completed medical history form, under oath, to the superintendent's office at such time as employment begins. To verify physical fitness and capability of continuing to perform one's duties, medical examinations may be required of any employee at the discretion of the Board of Education or its designated officer, on an individual basis. Such examinations shall be at the district's expense.

A drug screening test will be a part of the physical examination for all applicants who are required to take a pre-employment physical examination. All applicants will be notified of this requirement. Any applicant who refuses to take the drug screening test or whose test is positive for the presence of illegal chemical substances will not be considered for employment.

A drug screening test is a part of the physical examination for all employees who are required to have an annual physical examination. These employees will be subject to random drug screening testing after employment.

All drivers of commercial motor vehicles who are required to hold a commercial driver's license (CDL) are subject to Department of Transportation regulations for alcohol and controlled substances testing for persons in safety-sensitive positions and will be tested accordingly.

## EMPLOYMENT PROCEDURES CERTIFIED PERSONNEL AND CLERICAL STAFF

All applications will be submitted to the Board of Education administrative offices.

Applicants will be screened and interviewed by the superintendent of schools prior to being interviewed by the building principals.

1. Screening procedures by the superintendent:
  - A. Select a reasonable number of applicants for interviews.
  - B. Interview applicants.
  - C. Submit applications and schedule interviews with the building principal.
2. Screening procedures by the principals:
  - A. Interview applicants selected by the superintendent.
  - B. Select an applicant for the vacant position. If the applicants interviewed do not meet the approval of the principal, the superintendent must be notified that interviews of additional applicants are required.
  - C. Upon selection of an applicant, the principal must return all applications to the superintendent and designate the selected applicant.
3. Recommendation to the Board of Education for approval:
  - A. The superintendent will submit to the Board of Education the name of the applicant selected.
  - B. When the applicant has been approved by the , the applicant and building principal will be informed by the superintendent.
4. When employed, the applicant must:
  - A. Establish a personnel file in the administration office;
  - B. Contact the finance office at the administration office to make financial arrangements;
  - C. Report to the building principal for further instructions.

### Oath of Office

Every person who is employed to teach in the Shawnee Public Schools shall first take and subscribe to the loyalty oath or affirmation required by state law in order to qualify for and enter upon the assigned duties and/or receive compensation.

**EMPLOYMENT PROCEDURES, CERTIFIED PERSONNEL  
AND CLERICAL STAFF (Cont.)**

Certification and Licensing

It is the responsibility of the employee to meet the qualifications for any license or certification required in order to hold the position assigned. Any license or certification required must be kept valid and up-to-date to qualify for continued employment. State school law requires a valid certificate before salary can be paid.

Health Examinations

All teachers entering the Shawnee school system for the first time are required to furnish a certificate of health and tuberculosis clearance (x-ray or test) for the first contract year prior to the start of school but in no instance later than the start of the second month of school. Teachers shall furnish tuberculosis clearance certificates every third year thereafter, prior to the start of the school year.

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## APPLICATIONS

Each person who is interested in a vacant position with the school district will be sent an application blank along with a letter outlining procedures for filing the application.

The application shall make no mention of the potential marital, parental, or family status of the applicant or whether the applicant for employment is the head of a household or principal wage earner in the applicant's family unit.

No inquiry shall be made in regard to an applicant's religion, creed, race, color, or national origin.

In order to become a candidate for the position, the applicant must file an application in writing and supply the school with transcripts of all college work and a college placement folder. All former employment from the first position to the last shall be recorded by the applicant. Application forms must be filed with the administrative offices of the board and not with the individual school sites.

Upon receipt of the application, a file will be established containing confidential information relative to the training and experience of the applicant along with other pertinent data. The application shall remain a confidential record.

The completed application serves as a request to add the applicant's name to the district's list of applicants. The acceptance of an application is not a promise of employment. Only applicants whose papers are evaluated favorably become candidates for employment. False information given will remove the applicant from consideration for employment. Applicants may be required to be tested as to certain skills, may be required to authorize the district to conduct various investigations as to the applicant's experience, employment history, and personal history, and shall be required to submit information for a felony record search. Any person who is determined to have falsified information on his or her employment application may be dismissed.

After careful evaluation of an applicant's file, the applicant will be notified as soon as possible if a personal interview is to be arranged.

Every attempt will be made to evaluate each application objectively and to inform the applicant as soon as possible of the follow-up action the school wishes to take.

Applications will be kept in the active file for a period of two years. If an individual is hired by the school district, the application shall become a public record.

## 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 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:

**WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)**

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.
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.

**WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)**

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; or.

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.

**WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)**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.

Post-Accident

District may request or require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work, or property has been damaged while at work, including damage to equipment. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation.

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

*Adoption Date:**Revision Date(s):**Page 4 of 4*

**DRUG-FREE WORKPLACE  
NOTICE TO EMPLOYEES**

This school district supports the "Drug-free Workplace Act of 1988" (P.L. 100-690) and all employees must individually certify their understanding of the following conditions of employment and this act:

1. Each employee is hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all workstations in the school district. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school system.
2. Employees are further notified that as a condition of their employment, they are required to abide by the terms of this policy and that violation of any requirement will result in appropriate disciplinary action that may include (a) probation, (b) suspension, and/or (c) termination. Employees may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as approved for such proposes by a federal, state, or local health, law enforcement, or other appropriate agency.
3. It shall be the responsibility of the employee to report to the district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five days following such conviction. The district must also notify the federal contracting officer or grant source (if any) within ten (10) days after receiving notification from an employee or otherwise receiving actual notice of such conviction. Appropriate personnel action shall follow such disclosure within 30 days of such notice.
4. Each employee will attend a district drug-free awareness program at which employees will be informed about:
  - A. The dangers of drug abuse in the workplace;
  - B. The district policy of maintaining a drug-free workplace;
  - C. Available drug counseling, rehabilitation and employee assistance programs;
  - D. Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It is a requirement of the board of education that each current employee receive a copy of this policy and that all new applicants receive a copy of this policy upon a conditional offer of employment. This policy statement shall be published in appropriate documents for proper distribution and shall be posted at a prominent employee access area.

The district must also demonstrate a good faith effort to maintain a drug-free workplace through implementation of paragraphs 1-4, above.

This is to certify that on \_\_\_\_\_, I received a copy of this policy pertaining to the Drug-Free Schools and Communities Act of 1989, P.L. 101-226, from the Shawnee Board of Education.

\_\_\_\_\_  
Employee's Signature

**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 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.

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

**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.

**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.

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

**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.

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:

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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- 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.
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.

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

- 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.
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.

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

- 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.
- 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.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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- 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.
- 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.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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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.
  - 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.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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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.
  - 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.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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- 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.
  - 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.

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

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.
  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

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

- 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:
  - 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;

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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- 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.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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- 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.

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.

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

- 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.
- 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.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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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.
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.

**DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS,  
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- 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.
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,  
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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.

## EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS

It is the policy of the Shawnee Board of Education that any employee may submit a written resignation from employment with the school district. The resignation must be written, dated, and signed. It must specify the date upon which the resignation is to be effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent's office and an acknowledgment of receipt inscribed on the face of the resignation. Furthermore, it is the policy of the Board of Education that teacher resignations must be tendered no later than fifteen (15) days after the first Monday in June.

Any individual who is a school employee, contractor, or agent of the school district is prohibited from assisting a school employee, contractor, or agent in obtaining a new job, if the individual has probable cause to believe that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition shall not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and
2. The information giving rise to probable cause has been properly reported to any other authorities as required by Federal, State, or local law; and
3. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged sexual misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; and
4. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
5. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

The routine transmission of administrative and personnel files is not considered assisting a school employee in obtaining a new job and will be exempt from the requirements of the procedure listed above.

REFERENCE: 70 O.S. §6-101  
20 U.S.C. § 7926

**NEGOTIATIONS**

All negotiations for agreement on salaries and other conditions of employment between the Shawnee Board of Education and recognized employee groups will be conducted under the pertinent provisions of Oklahoma law.

In accordance with applicable law, the district may enter into negotiations with any duly elected employee organization for the purpose of establishing an orderly process of communication between eligible employees and the district. Such negotiations shall be governed by a procedural agreement which shall be agreed upon by the board and the employee organization. Negotiations may include salary as well as other terms and conditions of employment subject to any applicable limitations of law. Both the district and the employee organization shall bargain in good faith.

Except as provided by law, the board shall make all final decisions with respect to negotiations pursuant to the applicable procedural agreement. The board shall make all decisions with respect to the management and the administration of the district, the employment and the direction of its employees, and the determination of the district's program of instruction, and such matters shall not be negotiable items.

**REFERENCE:** 70 O.S. §509.1, et seq.

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**SALARIES AND EXPENSES**

It is the policy of the Shawnee Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by October 1, each year. Hourly wages for support employees will be established by the Board of Education.

All teachers shall be paid not later than the 30<sup>th</sup> day of each month. If the 30<sup>th</sup> falls on a weekend or a holiday, teachers shall be paid on the last preceding school day.

All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis.

For the purpose of state salary increments and retirement, no teacher shall be granted credit for more than five (5) years of active-duty in the military service or out-of-state or out-of-country teaching experience as a certified teacher or its equivalent. Nothing in this section shall prohibit boards of education from crediting more years of experience on district salary schedules than those allowed for state purposes.

The board shall also provide for a staff leave program and reimbursement of approved expenses.

**REFERENCE:**      70 O.S. § 1-110  
                              70 O.S. § 5-141  
                              70 O.S. § 6-106  
                              70 O.S. § 18-114.14  
                              Atty. Gen. Op. No. 84-87 (July 24, 1984)

**DIRECT DEPOSIT**

It shall be the policy of the Shawnee 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 Shawnee 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.

- The district shall require every employee to participate in direct deposit of his/her monthly salary.
- No fee will be charged to any employee because of the implementation and administration of this direct deposit policy.
- Direct deposits will be made once a month in accordance with the pay schedule identified at the beginning of each year. Any additional pay will be paid by check and distributed in accordance with the identified pay schedule.
- Direct deposit forms will be given to every new employee of the district and will be submitted to the payroll office prior to the employee receiving his/her first check.
- If any changes are needed to be made on the form, the employee is responsible for contacting the payroll office.

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

**PERSONNEL HOLIDAYS**

It is the policy of the Shawnee Board of Education that the following paid holidays may be observed by all support personnel except bus drivers. The district shall provide the holidays which are set forth on a school calendar and those which are specified by the superintendent:

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

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## PERSONNEL VACATIONS

The Shawnee Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions and to all hourly and daily rate employees whose period of service is continuous (90% of the working days) throughout the year.

Vacation days are noncumulative. All employees must use earned vacation days each year. When such vacation time is not used within one year from June 30th, entitlement to such vacation will be forfeited. Upon retirement or termination, personnel having unused vacation time earned during their final year of employment are eligible to be reimbursed for such vacation.

### Vacation Year

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30 of the year in which they complete the required number of years service. In effect, an individual employed after July 15 may work some months longer than the scheduled years before reaching the next higher vacation step.

### Creditable Years of Service

1. Service need not be consecutive. All full years of service as a contract, full-time employee of the Shawnee Public Schools will count toward vacation increments.
2. Nine and ten month contract years that have been successfully completed will count as "good" years when computing vacation due on current twelve-month employees.
3. A portion of a year on a twelve-month employee beginning after July 15 will not count as an increment year, but vacation will be granted for that portion of the year on a prorated basis.

### Monthly Rate of Accrual

1. An employee must work one-half of the working days of a month to receive credit toward vacation for that month (starting or terminating).
2. When a person is absent more than one-half of the working days of any given month, a vacation day is not earned for that month.

### Approval of Vacation Dates

The dates for all vacations must be approved by the immediate supervisor, and will be limited to 10 working days in a row, unless otherwise approved by the superintendent.

### Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

**PERSONNEL VACATIONS (Cont.)**

Vacation Accrual While on Sick Leave

1. With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.
2. Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Eligibility

Employees shall be eligible for vacation days according to the following:

Years of Service	Days Per Year
0 to 4 consecutive years	10 days
5 consecutive years	11 days
6 consecutive years	12 days
7 consecutive years	13 days
8 consecutive years	14 days
9 or more consecutive years	15 days

The superintendent shall interpret the monthly accumulated earned vacation.

## **PERSONNEL LEAVE PROGRAM**

The Shawnee 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  
CERTIFIED PERSONNEL  
(REGULATIONS)**

The Board of Education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days. 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.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel as long as the employee has leave available to use.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
  - A. Physician's statement endorsed by the employee
  - B. Employee statement endorsed by the principal or immediate supervisor
  - C. Copies of claim submitted for insurance benefits
  - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
  - A. Sick leave claim on days of unusual or inclement weather
  - B. Sick leave claim during the last four weeks of employment
  - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
  - D. Reasonable cause exists to believe that sick leave benefits are being abused
7. When a teacher's accrued sick leave and maternity leave are is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.

**SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)**

- 8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for whatever time may be remaining of the up to 12 work weeks of unpaid leave for employees who meet the federal definitions for leave in accordance with the Family Medical Leave Act. The 12 work weeks of leave afforded under the Family Medical Leave Act may include paid and unpaid leave in accordance with federal law.
- 9. 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)

- 10. 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.

**NOTE:** The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

**REFERENCE:** 70 O.S. §6-104  
70 O.S. §6-147  
Atty. Gen. Op. No. 84-12  
Atty. Gen. Op. No. 91-632

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**OSSBA POLICY SERVICES REVIEW NOTES:**

Payment for unused sick leave days may be made only upon termination of employment. Please see referenced AG Opinions. In reference to the Putnam City Schools audit, the provision of an incentive bonus appears to be a gift in conflict with Article 10, §15(A) of the Oklahoma Constitution.

**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

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.
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.

*Adoption Date:*

*Revision Date(s):*

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**SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS (Cont.)**

**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

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*Adoption Date:*

*Revision Date(s):*

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**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.

*Adoption Date:*

*Revision Date(s):*

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**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**

*Adoption Date:*

*Revision Date(s):*

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## **MILITARY LEAVE (REGULATIONS)**

The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

### Reemployment Rights

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis. Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth in these regulations and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two-year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

Refresher training or "update" training will be provided if appropriate and necessary.

**MILITARY LEAVE, REGULATIONS (Cont.)**

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under these regulations are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under these regulations will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

**Health Insurance Coverage**

If requested, the school district will maintain health insurance coverage on the employee (and the employee's family) for the first 30 days of military service regardless of whether the employee is called to active duty for more or less than 30 days. However, the employee must pay any employee participation costs that other employees pay. If the employee is called to active duty for more than 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days (for up to 18 months), the employee must pay the full cost of the premium.

The employee (and the employee's family) may choose to go back on the district health plan immediately upon return to district employment. There will be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

**REFERENCE: 40 O.S. §209  
70 O.S. §6-105  
USERRA, 1994 as amended**

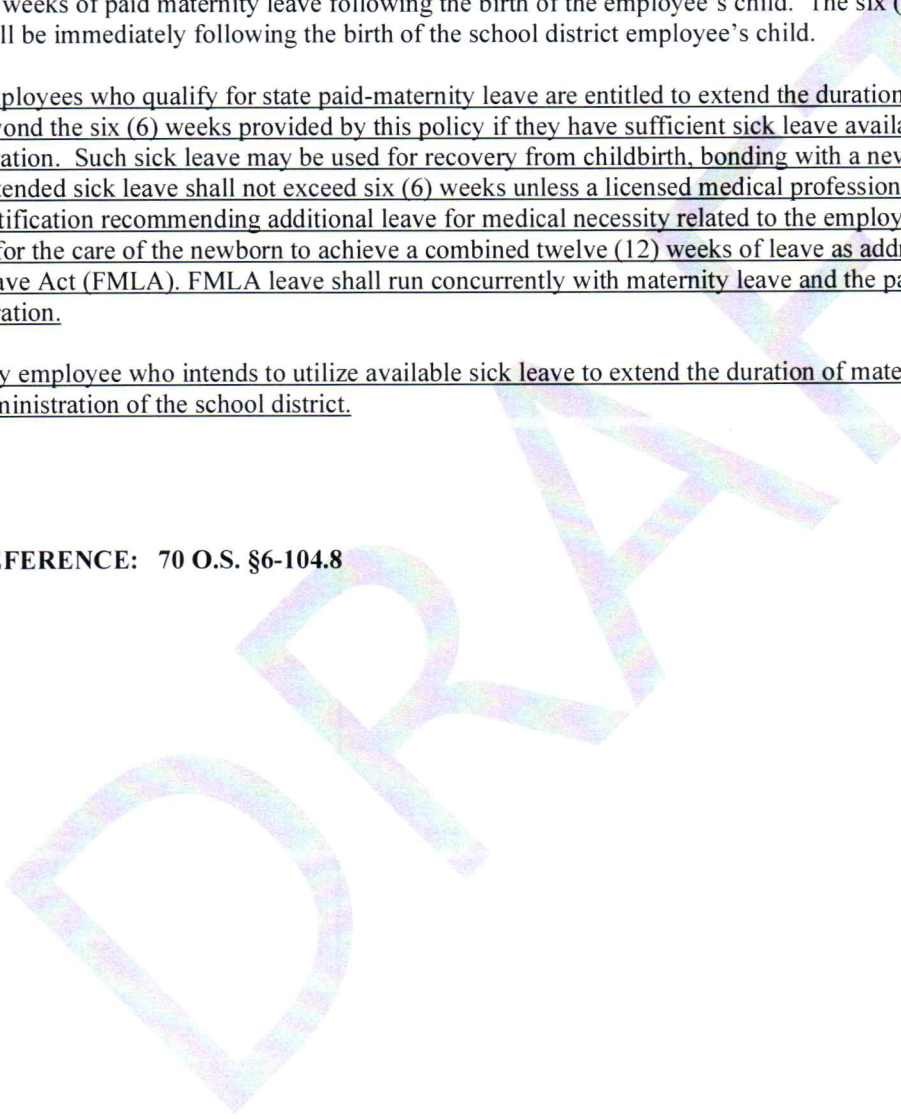
**MATERNITY LEAVE  
(REGULATIONS)**

The Board of Education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

**REFERENCE: 70 O.S. §6-104.8**



**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)

1. You are  eligible  not eligible for leave under the FMLA.
2. The requested leave  will  will not be counted against your annual FMLA leave entitlement.
3. 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.)*

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICAL CERTIFICATION**

A leave request, based on an employee's serious health condition or the serious health condition of an employee's spouse, child, or parent, must be accompanied by a medical certification from an attending health care provider or providers.

**EMPLOYEE'S STATEMENT**

I hereby authorize Shawnee 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. I understand that this authorization will be used only if a medical certification is not received or it is incomplete.

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

**MEDICAL CERTIFICATION STATEMENT  
(ILLNESS OF EMPLOYEE'S FAMILY MEMBER)**

Name of Employee: \_\_\_\_\_

Name of family member: \_\_\_\_\_

Relationship of above individual to employee: \_\_\_\_\_

Date condition began: \_\_\_\_\_

Estimate of probable duration of the condition: \_\_\_\_\_

Diagnosis of the serious health condition: \_\_\_\_\_

Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency, and duration of treatment): \_\_\_\_\_

Explanation of the extent to which employee is needed to care for the ill spouse, child, or parent: \_\_\_\_\_

Does the patient require assistance for basic medical, hygiene, nutritional needs, safety, or transportation?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Would the employee's presence be beneficial or desirable for the care of the family member?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Healthcare Provider

\_\_\_\_\_  
Type of Medical Practice

\_\_\_\_\_  
Specialization, if any

\_\_\_\_\_  
Office Telephone Number

**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 Shawnee school district.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient's Signature

**MEDICAL CERTIFICATION STATEMENT  
(EMPLOYEE'S OWN SERIOUS ILLNESS)**

Name of Employee: \_\_\_\_\_

Date condition began: \_\_\_\_\_

Estimate of probable duration of the condition: \_\_\_\_\_

Diagnosis of the serious health condition: \_\_\_\_\_

Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency, and duration of treatment; treatment by other providers; and whether in-patient hospitalization is required):  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of the extent to which the employee is unable to perform the functions of his/her job: \_\_\_\_\_

Is the employee unable to perform work of any kind?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If the answer is yes, please explain: \_\_\_\_\_

Is the employee unable to perform the essential functions of his/her job?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Healthcare Provider

\_\_\_\_\_  
Type of Medical Practice

\_\_\_\_\_  
Specialization, if any

\_\_\_\_\_  
Office Telephone Number

**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 Shawnee school district.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient's Signature

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 Shawnee 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 Shawnee 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.

\_\_\_\_\_

\_\_\_\_\_ 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.

\_\_\_\_\_

\_\_\_\_\_ Healthcare Provider

## ALTERNATIVE LEAVE PROGRAM

The Shawnee Board of Education recognizes that district employees may occasionally need to be absent from work for various reasons not covered by the Personnel Leave Program. Therefore, the board will provide for additional leave in an alternative leave program. The board has approved the following leave categories to be included in this program (list as needed from the following categories):

Leave of Absence  
Bereavement Leave  
Parental Leave  
Adoption Leave  
Professional Leave  
Association Leave  
Public Service Leave  
Religious Leaves and Absences  
Workday Leave  
Sabbatical Leave

It is 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.

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.

**LEAVE OF ABSENCE  
(REGULATIONS)**

It is the policy of the Shawnee Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be at the discretion of the board of education. Requests must be presented to the board of education for action by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Shawnee Public Schools district may be granted extended leave without pay for up to one year, for medical and/or educational reasons, with no loss of career teacher status.
2. Career teachers with at least five years with the Shawnee Public Schools district may be granted extended leave without pay for up to one year, for personal reasons, with no loss of career teacher status.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

Upon return from a leave of absence, the teacher shall be placed in the same position or a similar position for which the teacher is certified and qualified. The teacher on leave shall not advance on the salary schedule and is subject to the current reduction-in-force policy.

A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted.

Sick leave that was accrued prior to the approved leave of absence will be reinstated. Additional sick leave or personal business leave will not be granted for the period of one year's leave of absence. An employee taking a leave of absence for one semester will receive five days of sick leave, one and one-half days of personal business leave, and one day of emergency leave. A leave of absence for a semester will not change the amount of days for bereavement leave.

**PROFESSIONAL LEAVE  
CERTIFIED PERSONNEL  
(REGULATIONS)**

The Shawnee Board of Education is committed to the principle of providing and approving opportunities for the professional improvement of its certified staff. In response to this principle, teachers may be released from classroom duties without loss of salary or benefits for attendance at meetings of a professional nature that contribute to the basic function of the teacher's assignment. Professional leaves will be granted only upon approval of the superintendent of schools.

All requests for absence for professional reasons must be in writing and must be forwarded to the superintendent by the principal with the principal's recommendation for approval or disapproval and reason for the recommendation. Professional days in the school calendar are a part of the teacher's contract.

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*Adoption Date:*

*Revision Date(s):*

*Page 1 of 1*

## 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 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.

**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 ..... @ the standard IRS rate \_\_\_\_\_ 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

## **UNUSED SICK LEAVE RETIREMENT PROGRAM**

It is the policy of the Shawnee Board of Education to encourage and reward personnel who exercise particular care in the maintenance of their personal health and job attendance.

In accordance with Oklahoma Statutes, Title 70, Section 6-104, employees may accumulate sick leave days up to a maximum of 60 days as prescribed by local school board policy.

In accordance with Oklahoma Statutes, Title 70, Section 17-116.2(H), for those members who joined the Teachers' Retirement System prior to July 1, 1992, the total creditable service of a member who retires or terminates employment and elects a vested benefit shall include not to exceed 120 days of unused sick leave accumulated subsequent to August 1, 1959, during the member's membership with the Teachers' Retirement System.

To clarify the difference between the two types of statutory sick leave days, the board has established a sick leave bank for the purpose of accounting for unused sick leave days that may be used for retirement purposes subject to the approval of the Teachers' Retirement System of Oklahoma. The term "unused sick leave days" is defined as those sick leave days for which an employee does not receive credit after the maximum 60 days of sick leave have been accumulated. Unused sick leave days shall be deposited in the sick leave bank.

The Board of Education will maintain records for the purpose of assisting each employee to account for unused sick leave days for retirement purposes. The board of education will account for and certify unused sick leave days for each year for which an employee has exceeded 60 days of accumulated sick leave. This provision will apply to employees who have participated in the Teachers' Retirement System subsequent to August 1, 1959, and who have accumulated the maximum 60 days of sick leave.

Upon retirement, accumulated sick leave days and the unused sick leave days in the sick leave bank may be certified to the Teachers' Retirement System of Oklahoma to add creditable service for retirement purposes at a rate of one month of credit for each 20 days of accumulated sick leave up to a total of 120 days. However, the school district shall not certify more than one day of unused sick leave in the retirement bank per each day of accumulated sick leave for the purpose of adding creditable service for retirement purposes.

The maximum 60 days of unused sick leave in the sick leave bank and 60 days of accumulated sick leave may be counted as an additional year of creditable service toward retirement by the Teachers' Retirement System of Oklahoma provided that the total number of sick leave days is acceptable to the Teachers' Retirement System.

Unused sick leave days may be used only to extend creditable service at retirement and for no other purpose. No employee may contribute unused sick leave days to another employee.

Under Title 70, Section 6-104(A), payments for accumulated sick leave upon retirement or termination of employment can be made only for sick leave days accumulated in the district.

An employee who elects to transfer accumulated sick leave to another school district or who elects to be reimbursed for accumulated sick leave as prescribed by local school board policy or negotiated agreement shall conclude all rights and privileges outlined under this policy.

## **LEAVE SHARING PROGRAM (REGULATION)**

This regulation implements and supports the Leave Sharing Program Policy established by the Board of Education.

For the purposes of this regulation, the following definitions shall apply:

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

"Household members" means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom as determined by the board of education.

"District employee" means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and
2. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.
2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.
3. Donated sick leave will not be available until all maternity leave or sick leave that is available to the requesting employee is exhausted.
4. The amount of leave to be donated is within the limits set by the board, if any.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the board will determine the amount of donated leave an employee may receive, if any.

Prior to approving donated sick leave, the board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

*Adoption Date:*

*Revision Date(s):*

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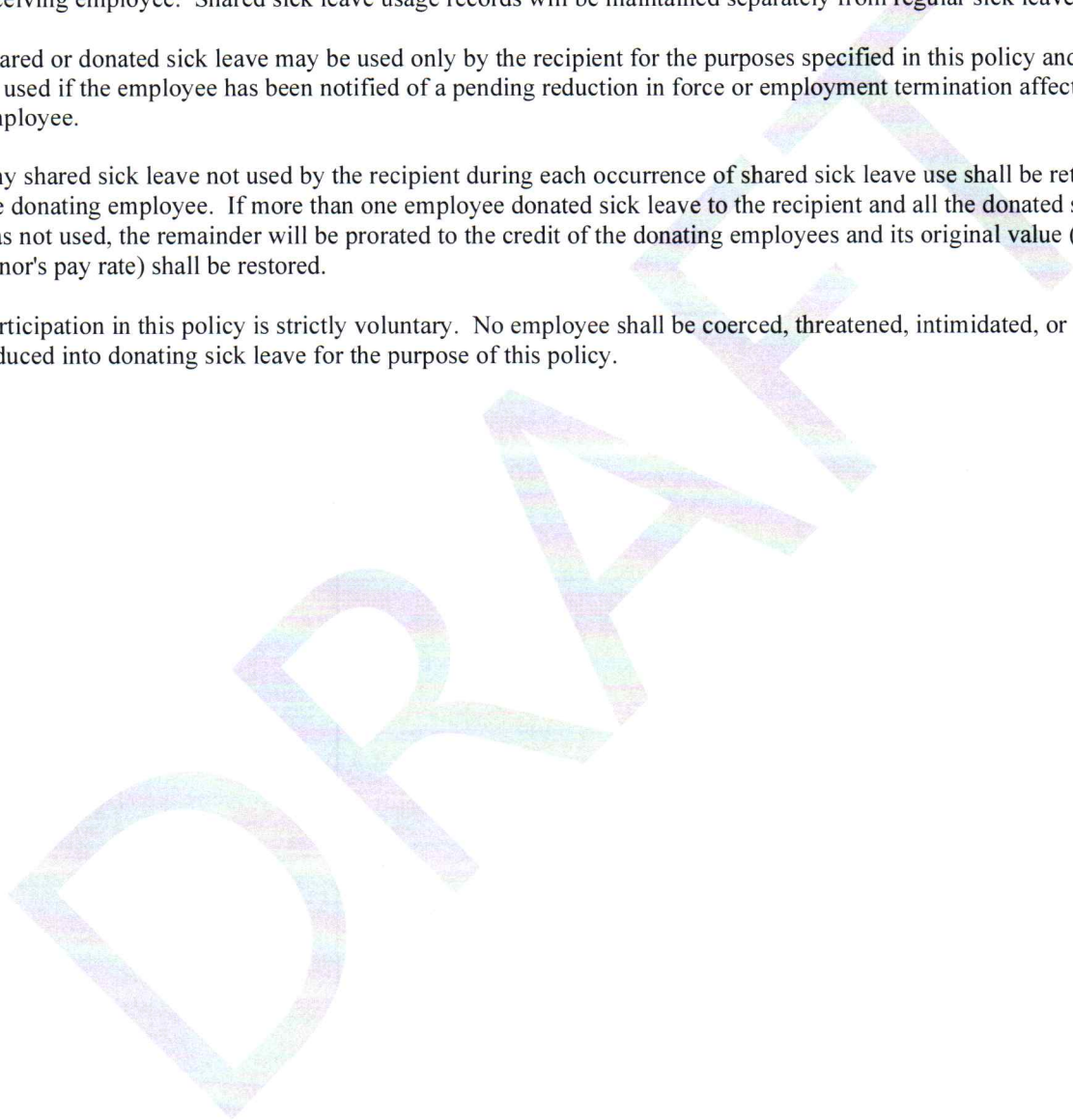
**LEAVE SHARING PROGRAM, REGULATION (Cont.)**

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Shared sick leave usage records will be maintained separately from regular sick leave records.

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees and its original value (based on donor's pay rate) shall be restored.

Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.



*Adoption Date:*

*Revision Date(s):*

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## **LEAVE SHARING BANK (REGULATION)**

The Board of Education has established a leave sharing bank for the purpose of permitting district employees to voluntarily transfer some of their sick leave to a common fund for the purpose of benefiting other employees who may be stricken with an extraordinary or severe illness or accident and who may need additional sick leave due to such illness or accident. Participation in the leave sharing bank must comply with 70 O.S. §6-104.6. The following shall also apply:

### Creation and Administration of the Leave Sharing Bank

1. Employees will be notified of the existence of the leave sharing bank, and the requirements for membership, upon their hiring. Employees may join the leave sharing bank at any time during their employment with the school district, provided that the employee donates all days that would have been required for membership if that employee had joined the bank upon his/her initial employment with the school district.
2. Participation by district employees in the leave sharing bank will be voluntary. Participating employees will be assessed one day of sick leave immediately upon the creation of the leave sharing bank. Employees who wish to participate in the leave sharing bank must notify the superintendent in writing. Employees not participating in the leave sharing bank will not be entitled to receive benefits from the leave sharing bank.
3. The minimum number of sick leave days in the leave sharing bank at any time shall be \_\_\_\_\_. When the number of days in the bank falls below \_\_\_\_\_, each participating employee will be assessed one additional day from his or her sick leave. However, employees shall not be assessed more than one day of his or her sick leave during any given school year.
4. The maximum number of sick leave days in the bank at any given time shall be \_\_\_\_\_.
5. Each employee may donate up to \_\_\_\_\_ additional days to the leave sharing bank in May of each year; provided, however, that if the number of sick leave days already assigned to the leave sharing bank will not permit each employee to donate the maximum number desired by the employees, then such donations shall be taken in alphabetical order.
6. A member may withdraw membership from the leave sharing bank at any time, but may not withdraw previously donated days. All donated days shall become the property of the leave sharing bank.

### Qualifications and Procedures to Receive Days from the Leave Sharing Bank

For the purposes of this regulation, the following definitions shall apply:

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

"Household members" means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom as determined by the board of education.

**LEAVE SHARING BANK, REGULATION (Cont.)**

"District employee" means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and
2. Have abided by district policies regarding the use of sick leave.

An employee may request sick leave from the leave sharing bank only pursuant to the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.
2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.
3. Donated sick leave will not be available until maternity leave and all sick leave that is available to the requesting employee is exhausted.
4. The amount of donated leave to be received is within the limits set by the board, if any.

Prior to approving the use of days from the leave sharing bank, the board shall require the requesting employee to provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

When using days from the leave sharing bank, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Leave sharing bank usage records will be maintained separately from regular sick leave records.

Leave sharing bank days may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Participation in the leave sharing bank is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

**NOTE:**

**This policy is recommended only for school districts that have entered into negotiated agreements with their employees and have established a leave sharing bank as part of the negotiated contract. Any bank created in absence of a negotiated agreement shall be in accordance with 70 O.S. §6-104.6. School districts adopting this policy should review negotiated language to ensure all statutory requirements are complied with.**

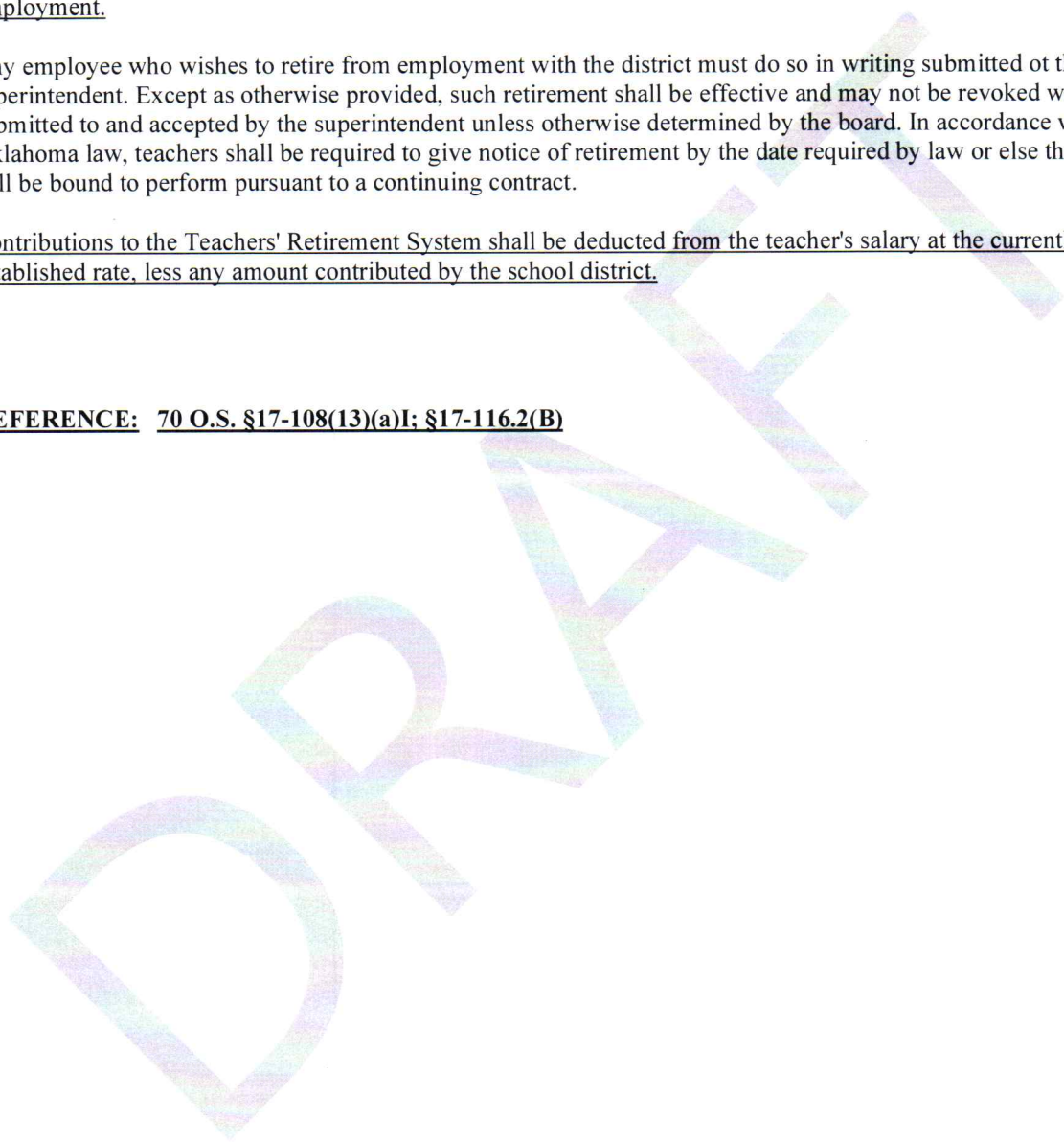
**RETIREMENT PROGRAM**

It shall be the policy of the Shawnee 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.

Any employee who wishes to retire from employment with the district must do so in writing submitted to the superintendent. Except as otherwise provided, such retirement shall be effective and may not be revoked when submitted to and accepted by the superintendent unless otherwise determined by the board. In accordance with Oklahoma law, teachers shall be required to give notice of retirement by the date required by law or else the teacher will be bound to perform pursuant to a continuing contract.

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)**



**EMPLOYEE GRIEVANCES**

The Shawnee 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.**

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**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:

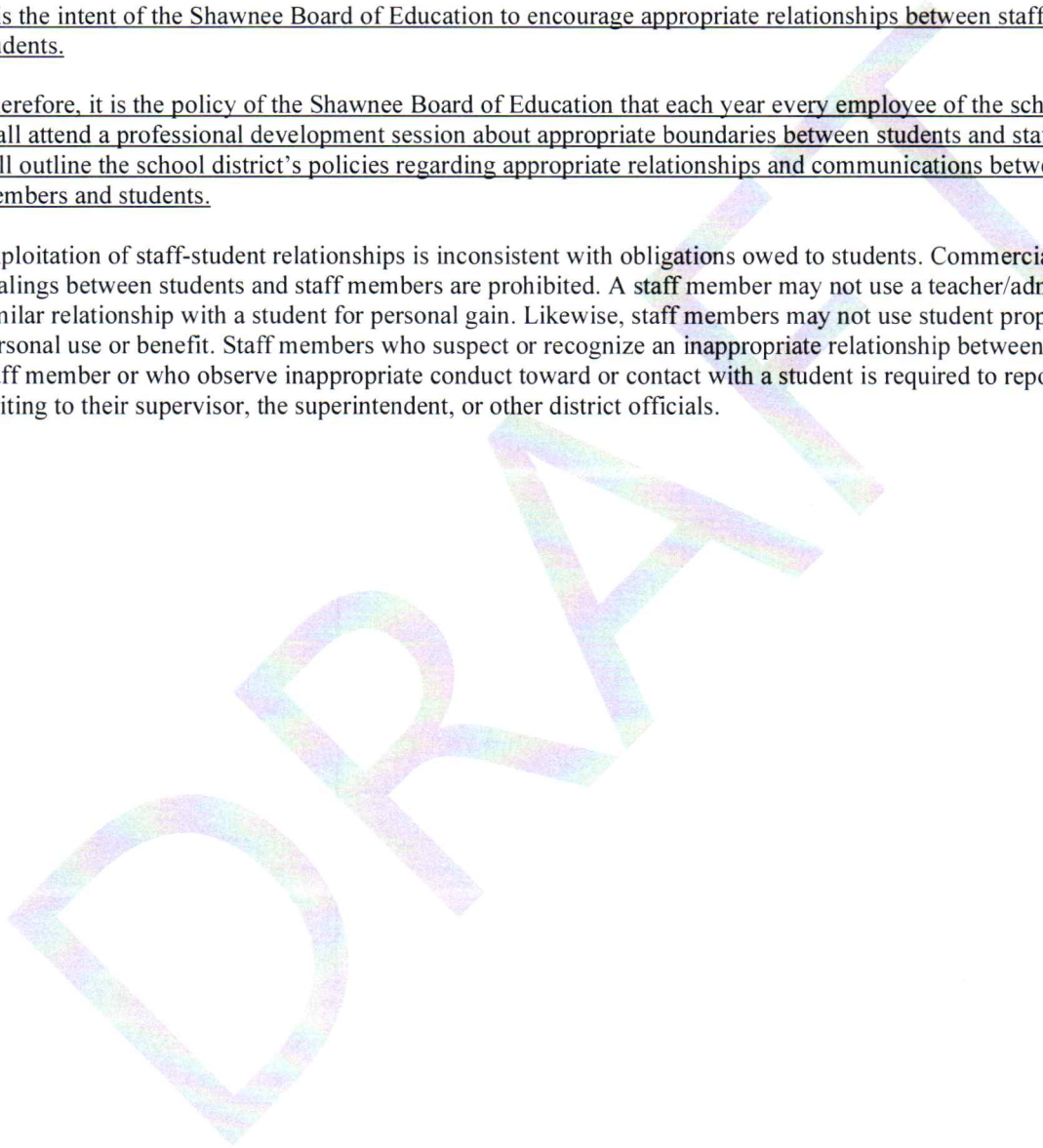
- Step #1 The grievant must present the grievance in writing within fifteen (15) days of the alleged violation to the grievant's immediate supervisor. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility.
- Step #2 If the grievance cannot be resolved 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.)

**STAFF-STUDENT RELATIONSHIPS**  
**ANNUAL REQUIRED**  
**Professional Development**

It is the intent of the Shawnee Board of Education to encourage appropriate relationships between staff members and students.

Therefore, it is the policy of the Shawnee Board of Education that each year every employee of the school district shall attend a professional development session about appropriate boundaries between students and staff. This session will outline the school district's policies regarding appropriate relationships and communications between staff members and students.

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student is required to report this in writing to their supervisor, the superintendent, or other district officials.



## STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone electronic or digital communication.
  - a. Teachers may not list current students as “friends” on networking sites.
  - b. All e-contacts with students should be through the district’s school-approved platform computer and telephone system.
  - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
  - e. Improper private contact via electronic or digital communication e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Monitoring and penalties for improper use of district computers and technology.

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the School

**STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS SOCIAL NETWORKING SITES (Cont.)**

Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district’s website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of dismissal from employment, for failure to exercise good judgment in online conduct. Incidents will be reported in compliance with district policy FFG and state law.

**REFERENCE:**        74 O.S. § 840-8.1  
                               70 O.S. § 6-401.

**\*A copy of this policy shall be distributed to each affected employee by email.**

**HYGIENE AND SANITATION**  
**(BLOODBORNE PATHOGENS)**

The Shawnee Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

The district's primary concern in any emergency situation is the health and safety of the student, staff, and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all and health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

**REFERENCE: 63 O.S. §1-502, et seq.  
29 CFR Part 1910.1030, OSHA**

**COMMUNICABLE DISEASE RISK EXPOSURE REPORT**

The filing of this report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 1988, Section 1-502.1, et seq.

EXPOSED WORKER SECTION (Please Print)

1. Employee Name: \_\_\_\_\_ 2. Birthdate: \_\_\_\_\_  
 (Last) (First) (Middle Initial) Mo/Day/Yr
3. Profession/Job Title: \_\_\_\_\_ 4. Employer/Company Name: \_\_\_\_\_
5. Work Site/Telephone: \_\_\_\_\_ Tel. Ext. #: \_\_\_\_\_  
 (Site) (Street Address)
6. Home Address/Telephone: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 (Street) (City) (Zip) AC Telephone #
7. Supervisor's Name/Telephone: \_\_\_\_\_ Tel. Ext. #: \_\_\_\_\_  
 (Last) (First)
8. Date of Exposure: (Mo/Day/Yr) \_\_\_\_/\_\_\_\_/\_\_\_\_ 9. Time of Exposure: \_\_\_\_\_ AM or PM (Circle One)
10. Detailed Description of Potential Exposure: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Exposed Worker \_\_\_\_\_ has \_\_\_\_\_ has not completed the full series of Hepatitis B vaccine.
12. Source Person's Name: \_\_\_\_\_ (Last) (First) (Middle Initial)
13. Disposition of Source Person (include address): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TO BE COMPLETED BY EMPLOYER'S DESIGNEE

The employer agrees to be responsible for all reasonable charges incurred in the disposition of this risk exposure incident.

Employer Designee Reviewing Form:

14. Name \_\_\_\_\_ 15. \_\_\_\_\_ 16. \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Please Print) Signature (Mo/Day/Yr)

TO BE COMPLETED BY THE EMPLOYER'S PHYSICIAN

\_\_\_\_\_ In my professional judgment, this was a parenteral, permucosal, or significantly cutaneous exposure to blood or other body fluids which has the potential for transmission of a communicable disease such as Hepatitis B, HIV, or meningococcus. Post exposure evaluation procedures and counseling should be provided. The employee has been told about any medical conditions resulting from exposure that requires further treatment.

\_\_\_\_\_ This incident does not constitute an exposure under the OSHA standard. NOTE: If this exposure does not warrant medical follow-up, please return the form to the Employer's Designee and indicate to that individual why it does not need follow-up.

\_\_\_\_\_ The employee has received or is beginning the Hepatitis B vaccination series.

17. \_\_\_\_\_ 18. \_\_\_\_\_ 19. \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Physician's Name (Please Print) (Physician's Signature) (Mo/Day/Yr)

**DRESS AND PERSONAL GROOMING**  
**TEACHERS**

Recognizing the many different dress and grooming tastes among its professional staff, it is the policy of the Shawnee Board of Education that principals will dress in the appropriate fashion to maintain the professional image and encourage all school personnel to dress appropriately to reflect pride and professionalism.

The board also feels that the faculty members are professional people, and their dress should be a compliment to the profession and a positive example for the students and the community.

All teachers and support employees should dress appropriately considering the accepted custom and style of the community and the educational profession. Teachers shall refrain from any style of dress, hairstyling, or personal grooming that might subject the faculty or school to undue criticism. Immodest or suggestive clothing styles or designs, graphic T-shirts, exposed midriff, low-cut or see-through blouses, etc., are not acceptable.

No cutoffs of any kind shall be worn inside the school building. The coaching staff, when coaching in the areas of their assignment, may wear athletic wear which could include athletic shorts cutoffs.

Blue jeans should not be worn by teachers during the school day. Exceptions may be made for spirit days, certain field trips and excursions.

The administration shall be held responsible for interpreting and implementing these regulations.

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## **OUT-OF-THE-CLASSROOM CERTIFIED PERSONNEL**

All teachers in the Shawnee Public Schools are expected to perform certain out-of-the-classroom activities. Out-of-the-classroom responsibilities are not extra duties. Out-of-the-classroom responsibilities refer to supervision of halls between classes, at noon, and before and after school and the supervision of students in meetings, rehearsals, assemblies, in the lunchroom, and on the playground. It also includes any other supervisory responsibility necessary to the safety, health, and well being of students during the regular school day.

Principals are asked to use discretion and fairness in their out-of-the-classroom requirements of teachers.

Extra duty refers to those responsibilities required by the school and performed either before or after the regular school day. These include such things as sponsoring organizations that must meet or practice after school hours, working at athletic events, etc. Teachers will be paid extra and above their base salary for the performance of extra duty in accordance with the extra time and responsibility the assignment requires.

Compensation: Teachers selected to perform extra-duty assignments shall receive the extra-duty compensation for the particular assignment as determined by the board and the negotiated agreement.

Duties, Qualifications, and Responsibilities: The teacher's duties, qualifications, and responsibilities shall include those required for the extra-duty assignment by law, regulation, policy, and any applicable job description. The district may change or add any duties and responsibilities assigned to the teacher that relate to the extra-duty assignment.

Limitations: A teacher shall not have any property interest in the extra-duty assignment, and the extra-duty assignment shall not be subject to the continuing contract law of the State of Oklahoma. Extra-Duty assignments shall be made for a term not to exceed the current fiscal year.

Termination: Any extra-duty assignment may be terminated by the superintendent or by the employee at any time and with or without any cause. Upon termination, the superintendent shall provide the teacher with written notice of termination of the extra-duty assignment. If no action is taken to terminate the extra-duty assignment during the fiscal year, the extra-duty assignment shall terminate upon the conclusion of the performance of the extra-duty assignment or at the end of the fiscal year, whichever occurs first.

## OVERTIME AND COMPENSATION TIME

It is the policy of the Shawnee Board of Education that no employee shall work overtime without the prior approval of the appropriate supervisor or the superintendent. Employees may elect by written agreement to take compensation time off instead of overtime pay. All compensation time must be used within the fiscal year in which it was earned. Specific days off must be approved in advance by the appropriate supervisor or the superintendent.

When, at the employee's selection, compensatory time is granted in lieu of cash payment for time worked in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all non-exempt employees. The purpose of compensatory time is to provide the superintendent/department head with an alternative to cash payment of overtime. A non-exempt employee may work more than 40 hours a week only after having obtained prior approval or instructions from the appropriate supervisor. The following guidelines apply to the accrual and usage of compensatory time:

1. Compensatory time may be accrued to a maximum of 240 hours in a fiscal year (160 hours of overtime at time and one-half equals 240 hours of compensatory time).
2. Compensatory time will be recorded when it is earned and used the same as annual leave. Annual and sick leave are accrued during the use of compensatory time.
3. All compensatory time must be used or paid as overtime by June 30 of each fiscal year.
4. All compensatory time must be used or paid as overtime prior to transfer or termination of an employee.
5. A supervisor may direct that an employee use accrued compensatory time.

## PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEES AND RESPONSIBILITIES

Following are descriptions of the responsibilities of the professional development coordinator and the various professional development program committees:

### Professional Development Coordinator's Responsibilities

1. Coordinate activities of the professional development committees.
2. Work with the workshop planning committee to review the needs assessment data and previous year's evaluation; assist in writing needs, objectives, and activities.
3. Recommend any necessary changes in regulations to the regulations review committee.
4. Prepare the total program evaluation.
5. Present the revised professional development plan to the board of education at the April board meeting for its approval.
6. Have the assurance statement signed.
7. Submit the approved professional development plan to the state coordinator by May 10.

### Workshop Planning Committee Responsibilities

1. Review all needs assessment data available and last year's evaluation; add or delete objectives based on evaluation of needs assessment data; plan for long-term and short-term objectives.
2. Meet with the cooperative representatives to plan the co-op in-service day program; serve as host/hostess at the meeting.
3. Mail the tentative program to cooperating schools.
4. Plan the local in-service day program.
5. Write needs, objectives, and activities and present them to the professional development committee for approval.
6. Distribute copies of needs assessment and objectives to the professional.
7. Minutes:
  - A. Keep accurate minutes of all meetings.
  - B. File minutes in the workshop planning committee folder.
8. Give the committee folder to the professional development coordinator when the task is completed.

**PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)**Workshop Implementation Committee Responsibilities

1. This committee is responsible for the smooth and efficient functioning of the cooperative and local in-service days.
2. Check with the speaker to see what equipment and space needs are required for the presentation; for example: electrical outlets, extension cords, overhead projector, etc.
3. Consider interest vs. room capacity in assigning presentations to rooms.
4. Registration Table:
  - A. Professional development forms for participants to sign
  - B. Pens
  - C. Programs: Obtain information from workshop planning committee, then print enough for all participants.
  - D. Activity evaluation forms provided by the evaluation committee. Each participant should have a form for each session attended.
5. Refreshments:
  - Doughnuts
  - Coffee
  - Soda
  - Napkins
  - Cups
  - Ice
6. Provide attendance verification statements for each participant at each session if the presenter does not have enough.
7. Minutes:
  - A. Keep accurate minutes of all meetings.
  - B. File minutes in the workshop implementation committee folder.
8. Give the committee folder to the professional development coordinator when the task is completed.

**PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)**Regulations Review Committee Responsibilities

1. One committee member will attend the State Department of Education workshop for professional development committees to keep abreast with the current state regulations concerning professional development plans.
2. Review the professional development plan.
3. Propose changes, if necessary.
4. Submit all proposed changes to the professional development coordinator by the first Friday in March.
5. Submit proposed changes to the professional development committee for approval.
6. Minutes:
  - A. Keep accurate minutes of all meetings.
  - B. File minutes in the regulation review committee folder.
7. Give the committee folder to the professional development coordinator when the task is completed.

Evaluation Committee Responsibilities

1. In-service Activity Evaluation
  - A. Due Friday after August in-service days.
  - B. Hand activity evaluation forms to all participants during registration.
  - C. Advise participants of the importance of completing the form for each in-service activity attended. This input determines whether or not the activity meets the teachers' needs as stated in the professional development plan.
  - D. Instruct participants to leave the activity evaluation form in the room in which the in-service was held. Forms will be picked up by committee members at the end of the day.
  - E. Pick up forms after in-service is completed for the day.
  - F. Tally results.
  - G. Attach activity evaluation forms to the tally sheet and give to the coordinator.

**PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)**

- H. Send untallied evaluations of cooperating schools to their respective schools if they desire this information.
- 2. Minutes:
  - A. Keep accurate minutes of all meetings.
  - B. File minutes in the evaluation committee folder.
- 3. Give the committee folder to the professional development coordinator when the task is completed.

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**PROFESSIONAL DEVELOPMENT  
CERTIFICATION REIMBURSEMENT PROGRAM  
~~2017-2018 School Year~~**

The Shawnee school district, under limited circumstances, will provide subject area certification reimbursement to eligible employees. Reimbursement is limited to one subject area examination per individual. Prior to any employee wishing to be involved in this reimbursement program, the Superintendent must agree to sponsor the request at the local level. State Department of Education approval is based on information provided by the district and available funds for the program. Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. Districts must comply with current state law regarding certification requirements.

Once sponsored or approved by the Superintendent, it will be the employee's obligation to contact the Oklahoma State Department of Education Special Education Services (OSDE-SES) division for more information.

The OSDE-SES will reimburse districts for fees and other district costs associated with subject area examinations as outlined below:

1. Teachers who are currently certified in Special Education (Mild-Moderate or Severe-Profound):
  - a. Early Childhood Education (205)
  - b. Elementary Education Subtest 1: Reading/Language Arts (150) and Elementary Education Subtest
  - c. Social Studies/Mathematics/Science/Health, Fitness, and the Arts (151)
  - d. English (007) or English (207)
  - e. Middle Level English (124)
  - f. Advanced Mathematics (011) or Advanced Mathematics (111)
  - g. Elementary Mathematics Specialist (182)
  - h. Middle Level/Intermediate Mathematics (225) or Middle Level/Intermediate Mathematics (225)
  - i. Chemistry (104)
  - j. Earth Science (108)
  - k. Middle Level Science (026)
  - l. Physical Science (113)
  - m. Physics (114)
  - n. Middle Level Social Studies (127)
  - o. Psychology/Sociology (132)
  - p. U.S. History/Oklahoma History/ Government/Economics (117)
  - q. World History/Geography (118)
  - r. Blind/Visual Impairment (128)
  - s. Deaf/Hard of Hearing (030)
  - t. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
  - u. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
  
2. Teachers who are not currently certified in Special Education:
  - a. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
  - b. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)

**CERTIFICATION REIMBURSEMENT PROGRAM (Cont.)**

Reimbursements must be pre-approved. For pre-approval please email any OSDE-SES contact below using the subject line "Project 616". Provide a statement, on district letterhead, with the following details:

- 1) Names of individuals for whom the reimbursement is being sought.
- 2) Current teaching assignment for each individual.
- 3) Justification for the necessity of each individual to take and pass the subject area examination.
- 4) Estimated total cost.

Once pre-approval is obtained and an individual takes and passes the subject area examination, the district must submit a computer generated Expenditure Summary and Detail report and a copy of each individual's subject area examination results. If an individual does not pass the test, the district must obtain pre-approval again. The report and copies must be faxed (405-522-2380) or emailed to your Compliance, Data, and Finance Specialist.

The amount of the reimbursement will be listed on the employee's W2 as taxable compensation in the year in which the reimbursement was received by the employee.

For questions, please contact:

Carole Tomlin: [carole.tomlin@sde.ok.gov](mailto:carole.tomlin@sde.ok.gov) 405-521-2335

Janet Felton: [janet.felton@sde.ok.gov](mailto:janet.felton@sde.ok.gov) 405-522-1578

Brandon Gambill: [brandon.gambill@sde.ok.gov](mailto:brandon.gambill@sde.ok.gov) 405-521-4872

Karen Howard: [karen.howard@sde.ok.gov](mailto:karen.howard@sde.ok.gov) 405-521-3587

**SUPERVISION OF CERTIFIED STAFF**

Classroom visits are for several purposes: To keep the administration informed about what is going on in the school program, to observe student conduct and student progress, to encourage the growth and exchange of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, and to evaluate teaching effectiveness particularly as a basis for recommendation for career status in the case of teachers in the probationary period.

The shorter visit does not require a conference since its purpose is to catch a quick glance of a program or to observe a particular student or group in a classroom situation.

The teacher conference, whether or not following a class visit, should serve primarily as a means for exchanging ideas. It should result in the professional growth of both the teacher and the administrator and can do so only if the desire to find a common ground for such growth is present in both suggestions and comments relating to teaching methods and techniques, and within a broader perspective, should lay the foundation for curriculum planning.

All certified employees shall be evaluated by an administrator, designated by the board, who possesses an administrative certificate in accordance with state law. Each evaluation shall include, but is not limited to, information based upon actual classroom observation by the evaluator. Any evaluative reference other than actual observation by the evaluator must be identified. Under no circumstances will an employee be evaluated by a building administrator that is related to that employee within the second degree of affinity or consanguinity. Another administrator will be designated by the superintendent or designee to evaluate the relative of the building administrator.

**CROSS-REFERENCE: Policy DNA, Teacher Evaluation**

## TERMINATION OF EMPLOYMENT TEACHERS

It is the policy of the Shawnee 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. Knowing and willful failure to report suspected child abuse or neglect.
5. Incompetency,
- 6.5. Instructional ineffectiveness,
- 7.6. Unsatisfactory teaching performance,
- 8.7. Commission of an act of moral turpitude,
- 9.8. Abandonment of contract,
- 10.9. Conviction of a felony,
11. 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
12. 11. Failure to earn required staff development points.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

Probationary teachers may be terminated or nonrenewed by the board for cause 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.

**TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)**

However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or non-renewal 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.

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  
Accreditation Standard 210:20-29-5

## 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.

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

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.

**TEACHER TERMINATION PROCEDURES (Cont.)**

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.
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. 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 counsel.

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. The superintendent or designee shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for either criminal sexual activity as defined in 21 O.S. § 886 (sodomy) or sexual misconduct as defined at 70 O.S. § 5-144.

**DUE PROCESS FOR ADMINISTRATORS**

Pursuant to a proposed recommendation that a full-time certified administrator be dismissed or nonreemployed from an administrative position within the school district, the board will follow this procedure:

1. A written statement will be submitted to the administrator before the dismissal or nonreemployment advising of the proposed action, listing the reasons for the action, and notifying the administrator of his right to request a hearing before the board prior to the action.
2. A hearing by the board will be granted upon the administrator's request before the board takes action on the proposal. Such request for a hearing must be submitted to the board by certified mail, restricted delivery with return receipt requested, no later than ten days after the administrator has been notified of the proposed action.
3. Upon receipt of the administrator's request for a hearing, the board will conduct such hearing at its next regularly scheduled meeting or at a special meeting. The failure of the administrator to timely request a hearing after being properly notified will be deemed a waiver of the right to a hearing and the decision of the board will be final.
4. Pending final determination of an administrator's dismissal or nonreemployment, the board or superintendent may suspend the administrator if it believes that the immediate suspension is in the best interest of the school district. Such suspension will not deprive the administrator of any compensation or benefits to which the administrator may be entitled. The board will initiate dismissal action within ten days from the effective date of suspension. However, in cases involving a criminal charge or indictment, the suspension may extend to such time as the administrator's case is finally adjudicated at trial.

After full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title, a principal who has received a rating of "ineffective" as measured pursuant to the TLE as set forth in Section 6-101.16 of this title for two (2) consecutive school years, shall not be reemployed by the school district, subject to the due process procedures of this section.

**REFERENCE: 70 O.S. §6-101.13**

**SUSPENSION OF CERTIFIED PERSONNEL**

It is the policy of the Shawnee Board of Education that a teacher or administrator may be suspended from employment in accordance with state law and the accreditation standards. Such suspension will be with pay, pending additional due process procedures. a teacher may be suspended from employment by order of the board when there appears to be evidence to justify an investigation of the teacher's fitness to continue employment.

Suspension may be instituted only after the teacher has been notified in writing of the intent to suspend. The teacher will not suffer loss of salary during the suspension. A teacher who has been suspended has the right to appeal to the immediate supervisor, the principal, the coordinator, the superintendent, and the board, in the order given.

If a district that has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency.

Whenever the superintendent of a school district has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent or the local board of education upon receiving recommendation for suspension from the superintendent may suspend the teacher without notice or hearing. However, the suspension shall not deprive the teacher of any compensation or other benefits to which otherwise entitled. Within ten (10) days' time after the suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to law. However, in a case involving a criminal charge or indictment, the suspension may extend until the case for the teacher is finally adjudicated at trial. The extension shall not include any appeal process.

Whenever the local board of education or the administration of a school district has reason to believe that cause exists for the dismissal of an administrator, and when they are of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the local board of education or the superintendent of the school district may suspend the administrator without notice or hearing. However, the suspension of the administrator shall not deprive the administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate proceedings pursuant to Section 6-102.4 of this title to have the administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated at a trial. Provided, however, such extension shall not include any appeal process.

**LEGAL AUTHORITY:**        70 O.S. Section 6-101.14  
    70 O.S. Section 6-101.29  
    Accreditation Standard 210:35-3-86

## REDUCTION-IN-FORCE CERTIFIED PERSONNEL

It is the policy of the Shawnee Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

- Decrease in revenue,
- Decrease in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

### Definitions

Career teacher means a teacher who:

- a. is employed by a school district prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or
- b. for teachers employed for the first time by a school district under a written continuing or temporary teaching contract during the 2017-2018 school year and thereafter.

(1) has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a district evaluation rating of "superior" as measured pursuant to the TLE as set forth in 70 O.S. § 6-101.16 of this act for at least two (2) of the three (3) school years,

(2) has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged a district evaluation rating of at least "effective" as measured pursuant to the TLE for the four-year period, and has received a rating of at least "effective" for the last two (2) years of the four-year period, or

(3) has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph "a" or "b" of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher;

Probationary teacher means a teacher who:

- a. for teachers employed by a school district prior to the 2017-2018 school year and has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or
- b. for teachers employed for the first time by a school district under a written teaching contract during the 2017-2018 school year and thereafter.

**REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)**

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The primary basis used in determining the retention or reassignment of affected teachers when a school district implements a reduction-in-force plan shall be the ratings of the teachers as measured pursuant to the TLE as set forth in 70 O.S. § 6-101.16. The order of termination, for affected teachers, will be as follows:
  - A. A probationary teacher in an eliminated position will be terminated first
  - B. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary teacher.
  - C. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
  - D. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
    1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher.
    2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)
    3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
      - a. Years of teaching experience in the retained position in the local school district.
      - b. Academic degree status:  
  
A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
  - E. If there is more than one probationary teacher in the position being reduced, the criteria listed in D, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

***Optional***

Personnel whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification.

**REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)**

Such reemployment shall be in reverse order of termination according to the provisions of this policy. Priority for reemployment shall extend through \_\_\_\_\_ (date) *(not to exceed one year)*.

Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must make formal application for a teaching position and must notify the superintendent by certified mail, restricted delivery, within ten (10) days following final board action on the termination, of the teacher's desire to remain an active applicant for a teaching position.

**LEGAL REFERENCE: 70 O.S. § 6-101.31**

DRAFT

## **REDUCTION-IN-FORCE SUPPORT PERSONNEL**

The Shawnee Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

- a. Assistants for handicapped students
- b. Bus drivers
- c. Classroom assistants
- d. Food service
- e. Maintenance/custodial
- f. Media/library assistants
- g. Office personnel/assistants

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours as vacancies become available, if the employee chooses to return.

**NOTICE OF ASSIGNMENT  
SUPPORT STAFF EMPLOYEE**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

SS#: \_\_\_\_\_

Pursuant to your monthly/hourly employment with the school district, you are hereby notified that your assignment(s) shall be as follows:

Position: \_\_\_\_\_

Location: \_\_\_\_\_

The assignment(s) may be changed and/or modified from time to time as the needs of the school district require in accordance with applicable policies, regulations, procedures, and directives.

Your salary placement is Pay Grade \_\_\_\_\_, Step \_\_\_\_\_, while in this assignment and will be at the rate of \$ \_\_\_\_\_ per hour. You will be paid in \_\_\_\_\_ monthly installments.

It is recognized that in order to insure continuity and uniformity in payment of salaries, certain portions of your salary may be paid to you prior to the time the salary is earned. In the event you cease to be employed by the school district for any reason whatsoever, you shall promptly repay to the district any amounts that have not been earned as of the date of such separation. You shall receive benefits and vacation in accordance with district policies and procedures.

This document is to provide you with written notice of actions taken pursuant to your employment. Employment shall at all times be subject to applicable policies, regulations, procedures, and directives of the school district through its appropriate supervisory personnel and all applicable state and federal statutes.

All employment actions are subject to ratification and approval by the \_\_\_\_\_ Board of Education. Support staff employees serve at the pleasure of the board and have only those employment rights expressly established by board policy.

\_\_\_\_\_ Public Schools

\_\_\_\_\_ County, Oklahoma

By:

\_\_\_\_\_  
Director of Personnel

NOTE: Any questions regarding this Notice of Assignment must be submitted to the director of personnel or designee within two weeks of the notice issue date.

**SUBSTITUTE TEACHERS**

The Shawnee Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, the board has decided that noncertified substitute teachers or substitute teachers with a lapsed or expired teaching certificate shall be paid at the rate of \$ \_\_\_\_\_ per teaching day. Certified substitute teachers shall be paid \$ \_\_\_\_\_ per day.

Substitute teachers are to be approved by the superintendent. All substitutes will be employed by the school system and paid by the school system.

No non-certified, non-degreed substitute teacher shall be employed for a total period of time in excess of ~~90~~ 135 days per school year and may not be employed for the same assignment for more than ~~90~~ \_\_\_\_\_ days during a school year.

No substitute teacher with a lapsed or expired certificate or who has a bachelors level college degree shall be employed for a total period of time in excess of ~~100~~ 145 days per school year and may not be employed for the same assignment for more than ~~100~~ \_\_\_\_\_ days during a school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for students with physical disabilities or students with intellectual disabilities ~~physically handicapped students or mentally retarded students~~ are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment.

A certified substitute teacher may be employed on a monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular teachers. Such substitute teachers shall receive the same compensation as regular teachers, at the same salary level, and will be employed pursuant to a temporary employment contract.

**REFERENCE: 70 O.S. §6-105  
Atty. Gen. Op. No. 80-112 (June 16, 1980)**

## ADJUNCT TEACHER POLICY

The Shawnee Board of Education recognizes the occasional need for adjunct teachers who are authorized by state law to teach ~~for one (1) hour per day during one school year~~. An adjunct teacher is defined as an individual with recognized, meritorious expertise in a given field but who does not hold a valid license or teaching certificate. "Recognized expertise" will be determined using the following criteria:

1. A level of mastery has been demonstrated that exhibits professional training, education, preparation, etc., in the field that the individual will teach. The level of expertise may be determined by personal observations of performances, etc., recommendations from community members, and/or references.
2. Minimum of two years of college and or demonstrated full-time work experience in an instructional or supervisory role, with an audience consisting primarily of school-age children (e.g. daycare facility, summer camp, youth groups, parks and recreation, etc.); or
3. Enrolled in a bachelor's degree completion program and within 18 hours of completion of a bachelor's degree;
4. Successful experience as a classroom teacher, but otherwise ineligible for emergency certification.

### Additional requirements:

1. Employee must be 21 years of age; and
2. Employee must meet all district employment requirements, including but not limited to: references regarding the individual's ability to relate to students must be satisfactory; must complete successful background check review; and must comply with all ongoing training requirements for both the district and the Oklahoma State Department of Education.
3. For adjunct teachers employed more than 3 hours per day, the following requirements apply:
  - Complete one additional professional development component per semester, including Fall, Spring and Summer (attendance in New Teacher Trainings required).
  - Acceptable professional development components include completion of 3 college hours; completion of a test required for teacher certification; application to achieve certification through an alternative pathway; completion of a Special Education Boot Camp; or completion of an intensive, pre-approved, professional development course (e.g. Reading as a Science).

An Adjunct teacher may be either: (1) a certified employee adjuncting to teach outside of their area of certification ("certified adjunct teacher") or (2) a person who does not hold valid certification of any kind, including educators with an expired certificate who is serving as an adjunct teacher ("non-certified adjunct teacher").

Compensation for Adjunct Teachers will be determined in accordance with the district policies and procedures for employee compensation.

The district will comply with all requirements set forth by the Oklahoma State Department of Education with regard to the employment of an adjunct teacher.

# SHAWNEE PUBLIC SCHOOLS 2026-2027 CALENDAR

4 Independence Day

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

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

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

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

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

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

15 Presidents Day/ No School

7 Labor Day/ No School

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

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

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

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

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

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

16 No School

11 Veterans Day  
 23-27 Thanksgiving Break

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

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

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

18 End of Semester  
 21-31 Christmas Break

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

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

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

*This calendar represents SPS Usage of "Hours" in lieu of "Days" for instructional year.*

## SHAWNEE PUBLIC SCHOOLS

### Current Slots Available by Grade and Site

As of 4/1/26

SITE	INTER CAPACITY	AVAILABLE TRANSFERS	INTRA CAPACITY	AVAILABLE TRANSFERS
Early Childhood Center - Pre Kindergarten	175	16	2	0
Early Childhood Center - Kindergarten	160	4	2	0
Horace Mann Elementary - 1st Grade	40	0	2	0
Horace Mann Elementary - 2nd Grade	40	3	2	0
Horace Mann Elementary - 3rd Grade	40	0	2	0
Horace Mann Elementary - 4th Grade	60	0	2	0
Horace Mann Elementary - 5th Grade	40	0	2	0
Jefferson Elementary - Kindergarten	40	8	2	0
Jefferson Elementary - 1st Grade	60	0	2	0
Jefferson Elementary - 2nd Grade	60	4	2	0
Jefferson Elementary - 3rd Grade	60	4	2	0
Jefferson Elementary - 4th Grade	60	0	2	0
Jefferson Elementary - 5th Grade	40	0	2	0
Sequoyah Elementary - Kindergarten	40	4	2	0
Sequoyah Elementary - 1st Grade	60	7	2	0
Sequoyah Elementary - 2nd Grade	40	0	2	0
Sequoyah Elementary - 3rd Grade	60	9	2	0
Sequoyah Elementary - 4th Grade	40	0	2	0
Sequoyah Elementary - 5th Grade	60	2	2	0
Will Rogers Elementary - 1st Grade	80	7	2	0
Will Rogers Elementary - 2nd Grade	80	1	2	0
Will Rogers Elementary - 3rd Grade	60	0	2	0
Will Rogers Elementary - 4th Grade	80	2	2	0
Will Rogers Elementary - 5th Grade	60	0	2	0
Shawnee Middle School - 6th Grade	280	61	0	0
Shawnee Middle School - 7th Grade	280	59	0	0
Shawnee Middle School - 8th Grade	280	65	0	0
Shawnee High School - 9th Grade	280	34	0	0
Shawnee High School - 10th Grade	280	49	0	0
Shawnee High School - 11th Grade	280	53	0	0
Shawnee High School - 12th Grade	280	73	0	0



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

The Board of Education of Independent School District No. 93, Pottawatomie County, met in Regular Session on Monday, March 9, 2026 at the Board of Education - Administration Building, 326 N. Union Ave., Shawnee, OK 74801.

### 1. Call to Order

#### A. Roll Call

Attendance Taken at 6:00PM.

Present:	Clif Harden	Board President
	Russ Oliver	1 <sup>st</sup> Vice President
	Jeanne Swinney	Clerk
	Turner Bass	Member
	Casey White	Member
	Mandy Hillhouse	Member

Absent:	Kristen Wilson	Member
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#### a. Swearing in of new board members to seat #3 and seat #6.

Turner Bass, Office 6, took the oath of office.

Kristen Wilson, Office 3, was not in attendance,

#### b. Reorganization of board officers in accordance with 70 O.S. Section 5-119.

Motion was made by Clif Harden and seconded by Mandy Hillhouse to approve Turner Bass as Board President, Clif Harden as 1st Vice President, Jeanne Swinney as 2nd Vice President, and Mandy Hillhouse as Board Clerk. Motion carried.

Ms Kristen Wilson: Absent, Jeanne Swinney: Yes, Casey White: Yes, Mandy Hillhouse: Yes, Russ Oliver: Yes, Clif Harden: Yes, Turner Bass: Abstain (With Conflict)

Yes: 5, No: 0, Absent: 1, Abstain (With Conflict): 1

B. Board to recognize Mrs. Christi Lovelady, Principal Horace Mann Elementary, and her students for Minute of Silence, Invocation, and Flag Salute

C. Minute of Silence and Invocation

D. Flag Salute

E. Horace Mann Student Presentation

### 2. Opportunity for Public Comment

No Public Comment.

### 3. Report of the Superintendent

- Gordon Cooper agreement
- OSSBA policy section A, B, & C

#### A. Board discussion on 2026-2027 DRAFT Instructional Calendar.

Dr. James shared that the 2026-2027 Instructional Calendar is a draft and is going to change when laws are passed that add time or days. Dr. James stated that if time has to be added, he prefers to add days at the front of the calendar to allow more time for students to be prepared for testing.

#### B. Board discussion and possible action on agreement with Gordon Cooper Technology Center for full-time programs and academic credits.

Motion was made by Jeanne Swinney and seconded by Russ Oliver to approve agreement with Gordon Cooper Technology Center for full-time programs and academic credits. Motion carried.

Ms Kristen Wilson: Absent, Russ Oliver: Yes, Clif Harden: Yes, Casey White: Yes, Mandy Hillhouse: Yes, Jeanne Swinney: Yes, Turner Bass: Yes  
Yes: 6, No: 0, Absent: 1

#### C. Board discussion and possible action on OSSBA Policies in Section A as presented:

Motion was made by Turner Bass and seconded by Mandy Hillhouse to approve OSSBA Policies in Section A as presented. Motion carried.

Ms Kristen Wilson: Absent, Clif Harden: Yes, Russ Oliver: Yes, Jeanne Swinney: Yes, Mandy Hillhouse: Yes, Casey White: Yes, Turner Bass: Yes  
Yes: 6, No: 0, Absent: 1

#### D. Board discussion and possible action on OSSBA Policies in Section B as presented:

Motion was made by Clif Harden and seconded by Mandy Hillhouse to approve the OSSBA Policies in Section B with amendments made during board meeting tonight. Motion carried.

Ms Kristen Wilson: Absent, Mandy Hillhouse: Yes, Clif Harden: Yes, Turner Bass: Yes, Casey White: Yes, Jeanne Swinney: Yes, Russ Oliver: Yes  
Yes: 6, No: 0, Absent: 1

#### E. Board discussion and possible action on OSSBA Policies Section C as presented:

Motion was made by Turner Bass and seconded by Casey White to approve OSSBA Policies Section C as presented. Motion carried.

Ms Kristen Wilson: Absent, Russ Oliver: Yes, Turner Bass: Yes, Jeanne Swinney: Yes, Clif Harden: Yes, Casey White: Yes, Mandy Hillhouse: Abstain (With Conflict)  
Yes: 5, No: 0, Absent: 1, Abstain (With Conflict): 1

#### F. Central Office Reports

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

Matt Johnson, Director of Operations, shared that construction on Stucker is moving faster now that underground work has been completed. Piers should be poured any day.

G. Recognitions & Announcements

Wrestling State Qualifiers  
Swimming State Qualifiers  
Dax Leone

Coach McCune, wrestling coach, recognized wrestlers who qualified for state and shared that girls' wrestling has grown over 600% in the last year.

Coach Price, head swim coach, recognized the swim teams and shared that 16 students went to Regionals and 14 qualified for State. Girls finished 4th out of 32 teams and boys finished 10th out of 35 teams.

Athletic Director, Dax Leone, recognized a young lady who was indoor state champion in 60m hurdles and broke the school records with a time of 9.6.

Dax Leone shared that an SHS graduate of the class of 1965, Spike Kelley, passed away last month. Spike was a state champion in golf and tennis. Spike started a career in golf and played professionally for 7 years. A scholarship in Spike's name is in the works for the golfing program. Dax offered condolences to his family.

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

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

Ms Kristen Wilson: Absent, Turner Bass: Yes, Casey White: Yes, Russ Oliver: Yes, Mandy Hillhouse: Yes, Clif Harden: Yes, Jeanne Swinney: Yes  
Yes: 6, No: 0, Absent: 1

A. Minutes of the February 9, 2026 Regular Board Meeting

B. Report of the Chief Financial Officer

a. Treasurer's Report

b. Encumbrance Registers for 25-26FY  
BOND FUND 03 REGISTERS 40-50  
GENERAL FUND 11 ENCUMBRANCES 913-995  
BUILDING FUND 21 ENCUMBRANCES 175-189  
BOND FUND 33 ENCUMBRANCES 38  
GIFT FUND 81 ENCUMBRANCES 59-63

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

d. FY 2026-2027 Insurance Broker RFP

C. Agreements:

- a) Speech Therapy Contractual Agreement 2025-2026 with Alia Brewer, MS CC/SLP
- b) Audit Contract with Jenkins & Kemper CPA P.C.
- c) Ohiopyle Prints, Inc. Royalty Agreement

5. Proposed Executive Session to discuss:

**Title 25, Section 307** of the Oklahoma Statutes (25 O.S. § 307 Section B(1)).

Quarterly Evaluation of the Superintendent  
Superintendent's Personnel Report

Exhibit A

Exhibit B (filed under separate cover)

A. Superintendent's Personnel Report

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

Board convened to Executive Session at 6:53pm.

Motion was made by Casey White and seconded by Jeanne Swinney to approve to convene to Executive Session. Motion carried.

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

Yes: 6, No: 0, Absent: 1

6. Acknowledge to return to Open Session

Board members returned from Executive Session at 7:47pm.

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

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

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

Motion was made by Casey White and seconded by Russ Oliver to approve Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover). Motion carried.

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

Yes: 6, No: 0, Absent: 1

9. New Business: New business means any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 O.S. § 311.

No new business.

10. Board member comments and announcements

Mandy Hillhouse reminded everyone that the Shawnee High School girls basketball team will play Thursday at noon in the state tournament.

Mandy Hillhouse also shared that Shawnee High School Theatre will present Urinetown: The Musical. They will have a presentation on Tuesday at 6:00pm and the school presentation will be moved to next week due to the girls' basketball game.

Jeanne Swinney complimented the people who helped with the TOY Gala. Jeanne also recognized the District Spelling Bee, and the middle school chorus concert, which was amazing.

Dr. James shared that the middle school band received all 1's which was a major improvement. Dr. James stated that the performing arts staff and students are doing wonderful. The band and CHOM team went to the OKPLAC public school day at the state capitol and did a fabulous job.

Mandy Hillhouse shared that there is a large group from both choir and band who are going to the state competition.

Dr. James stated that the elementary schools will compete in the Battle of the Books, and it is coming up on March 24th. The event will be at the PAAC Auditorium and will start at 6:00pm.

Clif Harden thanked the elementary sites for letting him come to the sites and read to the students.

11. Adjournment

Motion was made by Clif Harden, Board President, to adjourn meeting at 7:53pm.

Motion unseconded.

ATTEST: \_\_\_\_\_ President

Clerk: \_\_\_\_\_

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

Approved: \_\_\_\_\_

Secretary: \_\_\_\_\_

## Shawnee Public Schools - Statement of Financial Activity

	General	Coop Funds	Building	Bond Funds	Sinking Funds	Gift Funds	Insurance Funds	Total
<b>Beginning Balance 03/01/2026</b>	\$ 8,100,247.08	\$ (19,796.93)	\$ 2,275,061.88	\$ 1,471,079.00	\$ 4,021,130.47	\$ 900,245.12	\$ 799,280.65	\$ 17,547,247.27
Receipts - Local Revenue	\$ 174,217.57	\$ -	\$ 81,165.76	\$ -	\$ 102,342.69	\$ 8,577.31	\$ -	\$ 366,303.33
Receipts - Intermediate Revenue	\$ 25,960.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,960.48
Receipts - State Revenue	\$ 2,159,926.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,159,926.02
Receipts - Federal Revenue	\$ 498,027.26	\$ 16,635.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 514,663.13
Receipts - Misc Revenue/Adjusting Entries	\$ 175.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.86
<b>Total Receipts</b>	<b>\$ 2,858,307.19</b>	<b>\$ 16,635.87</b>	<b>\$ 81,165.76</b>	<b>\$ -</b>	<b>\$ 102,342.69</b>	<b>\$ 8,577.31</b>	<b>\$ -</b>	<b>\$ 20,614,276.09</b>
Disbursements - FY 25 Checks Paid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disbursements - FY 26 Checks Paid	\$ 3,997,426.75	\$ -	\$ 297,666.15	\$ 2,407.34	\$ -	\$ 95,936.32	\$ 9,578.85	\$ 4,403,015.41
<b>Total Disbursements</b>	<b>\$ 3,997,426.75</b>	<b>\$ -</b>	<b>\$ 297,666.15</b>	<b>\$ 2,407.34</b>	<b>\$ -</b>	<b>\$ 95,936.32</b>	<b>\$ 9,578.85</b>	<b>\$ 4,403,015.41</b>
Adjusting Entries - Deposit In Transit	\$ (57.00)							
Adjusting Entries - Interest								
<b>Ending Cash Balance 03/31/2026</b>	<b>\$ 6,961,070.52</b>	<b>\$ (3,161.06)</b>	<b>\$ 2,058,561.49</b>	<b>\$ 1,468,671.66</b>	<b>\$ 4,123,473.16</b>	<b>\$ 812,886.11</b>	<b>\$ 789,701.80</b>	<b>\$ 16,211,203.68</b>
Outstanding Checks - FY 25	\$ 2,221.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,221.57
Outstanding Checks - FY 26	\$ 33,207.61	\$ -	\$ 9,758.51	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 43,966.12
<b>Book End Balance (UNAUDITED)</b>	<b>\$ 6,925,641.34</b>	<b>\$ (3,161.06)</b>	<b>\$ 2,048,802.98</b>	<b>\$ 1,468,671.66</b>	<b>\$ 4,123,473.16</b>	<b>\$ 811,886.11</b>	<b>\$ 789,701.80</b>	<b>\$ 16,165,015.99</b>
<b>FY 26 Appropriations</b>	<b>\$ 40,647,236.62</b>	<b>\$ -</b>	<b>\$ 5,204,826.73</b>					
<b>FY 26 Encumbrances</b>	<b>\$ 37,509,426.02</b>		<b>\$ 4,283,593.63</b>					
<b>Estimated FY 26 Fund Balance</b>	<b>\$ 3,137,810.60</b>		<b>\$ 921,233.10</b>					

## Receipt Analysis

Options: Date Range: 3/1/2026 - 3/31/2026

Year	Receipt No Date	Received From	Amount
11 GEN FUND-FOR OP			
2026	460 3/2/2026	CN - D SEEBECK	\$55.15
2026	460 3/2/2026	CN - D SEEBECK	\$2.95
2026	460 3/2/2026	CN - D SEEBECK	\$5.15
2026	460 3/2/2026	CN - D SEEBECK	\$13.00
2026	460 3/2/2026	CN - D SEEBECK	\$20.60
2026	460 3/2/2026	CN - D SEEBECK	\$55.75
2026	462 3/2/2026	POTT CO	\$15,849.01
2026	462 3/2/2026	POTT CO	\$139,417.86
2026	462 3/2/2026	POTT CO	\$11,237.88
2026	462 3/2/2026	POTT CO	\$7,207.31
2026	462 3/2/2026	POTT CO	\$10,111.47
2026	462 3/2/2026	POTT CO	\$50.23
2026	463 3/2/2026	MSB - HS	\$20.00
2026	464 3/3/2026	CN - D SEEBECK	\$32.00
2026	464 3/3/2026	CN - D SEEBECK	\$3.50
2026	464 3/3/2026	CN - D SEEBECK	\$45.15
2026	464 3/3/2026	CN - D SEEBECK	\$66.50
2026	464 3/3/2026	CN - D SEEBECK	\$5.15
2026	465 3/3/2026	CNDT/OKDHS - SPS PUP PACK - DAYCARE	\$90.20
2026	466 3/4/2026	CN - D SEEBECK	\$15.45
2026	466 3/4/2026	CN - D SEEBECK	\$1.00
2026	466 3/4/2026	CN - D SEEBECK	\$10.00
2026	466 3/4/2026	CN - D SEEBECK	\$3.00
2026	466 3/4/2026	CN - D SEEBECK	\$60.90
2026	466 3/4/2026	CN - D SEEBECK	\$53.50
2026	466 3/4/2026	CN - D SEEBECK	\$25.20
2026	467 3/5/2026	STATE OF OK - OPIOID GRANT	\$18,750.00
2026	468 3/5/2026	CN - D SEEBECK	\$5.15
2026	468 3/5/2026	CN - D SEEBECK	\$5.00
2026	468 3/5/2026	CN - D SEEBECK	\$5.15
2026	468 3/5/2026	CN - D SEEBECK	\$21.00
2026	468 3/5/2026	CN - D SEEBECK	\$40.45
2026	468 3/5/2026	CN - D SEEBECK	\$55.75
2026	469 3/6/2026	OSDE - CACFP - 769	\$3,458.02
2026	469 3/6/2026	OSDE - CACFP - 769	\$4,635.22
2026	469 3/6/2026	OSDE - CACFP - 769	\$4,527.31
2026	469 3/6/2026	OSDE - CACFP - 769	\$112.81
2026	469 3/6/2026	OSDE - CACFP - 769	\$4,071.15
2026	471 3/6/2026	CN - D SEEBECK	\$1.00
2026	471 3/6/2026	CN - D SEEBECK	\$20.25
2026	471 3/6/2026	CN - D SEEBECK	\$5.15
2026	471 3/6/2026	CN - D SEEBECK	\$2.00
2026	471 3/6/2026	CN - D SEEBECK	\$0.50
2026	471 3/6/2026	CN - D SEEBECK	\$30.30
2026	471 3/6/2026	CN - D SEEBECK	\$63.75
2026	471 3/6/2026	CN - D SEEBECK	\$5.15
2026	472 3/9/2026	MSB - HS	\$20.00
2026	474 3/9/2026	OSDE - 21st CENTURY CLC - 553	\$18,582.43
2026	475 3/9/2026	CN - D SEEBECK	\$100.00
2026	475 3/9/2026	CN - D SEEBECK	\$2.25
2026	475 3/9/2026	CN - D SEEBECK	\$15.25
2026	476 3/9/2026	JOSHUA CHISM - SPS PUP PACK - DAYCARE	\$654.00
2026	477 3/10/2026	OTC	\$6,125.01
2026	477 3/10/2026	OTC	\$175.05
2026	477 3/10/2026	OTC	\$111,934.06
2026	478 3/10/2026	CN - D SEEBECK	\$10.30
2026	478 3/10/2026	CN - D SEEBECK	\$54.25

## Receipt Analysis

Options: Date Range: 3/1/2026 - 3/31/2026

Year	Receipt No Date	Received From	Amount
2026	478 3/10/2026	CN - D SEEBECK	\$13.25
2026	478 3/10/2026	CN - D SEEBECK	\$5.15
2026	480 3/10/2026	AMERICAN FIDELITY - REFUND - S GIBSON	\$63.30
2026	481 3/10/2026	THE STATE TREASURER - INS PREM REFUND- (KK/DF)	\$11.26
2026	481 3/10/2026	THE STATE TREASURER - INS PREM REFUND- (KK/DF)	\$40.80
2026	482 3/11/2026	CN - D SEEBECK	\$10.00
2026	482 3/11/2026	CN - D SEEBECK	\$5.15
2026	482 3/11/2026	CN - D SEEBECK	\$22.25
2026	482 3/11/2026	CN - D SEEBECK	\$135.45
2026	482 3/11/2026	CN - D SEEBECK	\$38.75
2026	483 3/12/2026	OSDE - FOUNDATION & SALARY INCENTIVE AID	\$1,584,779.41
2026	484 3/12/2026	OSDE - CERT HEALTH ALLOW - 334	\$208,706.40
2026	485 3/12/2026	OSDE - SUPPORT HEALTH ALLOW - 335	\$91,881.72
2026	486 3/12/2026	OSDE - CERT HEALTH ALLOW IN LIEU OF FBA - 331	\$2,233.51
2026	487 3/12/2026	OSDE - SUPPORT HEALTH ALLOW IN LIEU OF FBA - 332	\$9,218.93
2026	488 3/12/2026	OSDE - ALT ED - 388	\$31,468.76
2026	489 3/12/2026	OSDE - TEXTBOOKS - 333	\$18,686.28
2026	490 3/12/2026	DOEP TREAS - TITLE VII-IMPACT AID-591/592-DISABLED	\$4,662.00
2026	490 3/12/2026	DOEP TREAS - TITLE VII-IMPACT AID-591/592-DISABLED	\$29,506.00
2026	491 3/12/2026	CN - D SEEBECK	\$10.30
2026	491 3/12/2026	CN - D SEEBECK	\$52.00
2026	491 3/12/2026	CN - D SEEBECK	\$10.00
2026	491 3/12/2026	CN - D SEEBECK	\$32.00
2026	491 3/12/2026	CN - D SEEBECK	\$5.15
2026	492 3/13/2026	SPS PUP PACK - DAYCARE - VARIOUS EMPLOYEES	\$9,896.00
2026	493 3/13/2026	CN - D SEEBECK	\$5.15
2026	493 3/13/2026	CN - D SEEBECK	\$14.75
2026	494 3/13/2026	CN - D SEEBECK	\$1.00
2026	494 3/13/2026	CN - D SEEBECK	\$15.15
2026	494 3/13/2026	CN - D SEEBECK	\$26.50
2026	494 3/13/2026	CN - D SEEBECK	\$2.00
2026	494 3/13/2026	CN - D SEEBECK	\$10.30
2026	494 3/13/2026	CN - D SEEBECK	\$32.25
2026	494 3/13/2026	CN - D SEEBECK	\$5.00
2026	494 3/13/2026	CN - D SEEBECK	\$20.60
2026	494 3/13/2026	CN - D SEEBECK	\$52.00
2026	494 3/13/2026	CN - D SEEBECK	\$11.00
2026	495 3/13/2026	SPS - WORK KEYS - BROOK PARTAIN	\$40.50
2026	496 3/16/2026	OSDE - HOMELESS CHILDREN & YOUTH - 596	\$5,792.22
2026	497 3/16/2026	OSDE - TITLE IV LEAs FORMULA - 552	\$10,356.97
2026	499 3/16/2026	OSDE - TITLE VI PART B - 587	\$19,851.81
2026	499 3/16/2026	OSDE - TITLE VI PART B - 587	\$18,560.29
2026	500 3/16/2026	OSDE - MEDICAID ADMIN CLAIMING 697 - FY25 JAN-JULY	\$30,529.89
2026	502 3/19/2026	STATE OF OK - CAREER & TECH ED-3RD QRT 411/412	\$21,999.00
2026	502 3/19/2026	STATE OF OK - CAREER & TECH ED-3RD QRT 411/412	\$3,960.00
2026	503 3/20/2026	OSDE - NAT'L SCH LUNCH - FED - 763	\$190,302.84
2026	504 3/20/2026	OSDE - SCH BREAKFAST PROG - 764	\$71,462.58
2026	505 3/20/2026	OSDE - FRESH FRUIT/VEG - JANUARY	\$711.10
2026	505 3/20/2026	OSDE - FRESH FRUIT/VEG - JANUARY	\$476.13
2026	505 3/20/2026	OSDE - FRESH FRUIT/VEG - JANUARY	\$609.51
2026	505 3/20/2026	OSDE - FRESH FRUIT/VEG - JANUARY	\$741.25
2026	505 3/20/2026	OSDE - FRESH FRUIT/VEG - JANUARY	\$812.68
2026	506 3/20/2026	OSDE - FRESH FRUIT/VEG - FEB	\$494.18
2026	506 3/20/2026	OSDE - FRESH FRUIT/VEG - FEB	\$672.60
2026	506 3/20/2026	OSDE - FRESH FRUIT/VEG - FEB	\$599.46
2026	506 3/20/2026	OSDE - FRESH FRUIT/VEG - FEB	\$702.75
2026	506 3/20/2026	OSDE - FRESH FRUIT/VEG - FEB	\$768.68
2026	507 3/20/2026	OSDE - CACFP - 769	\$3,654.22

## Receipt Analysis

Options: Date Range: 3/1/2026 - 3/31/2026

Year	Receipt No	Date	Received From	Amount
2026	507	3/20/2026	OSDE - CACFP - 769	\$4,110.39
2026	507	3/20/2026	OSDE - CACFP - 769	\$4,419.40
2026	507	3/20/2026	OSDE - CACFP - 769	\$39.24
2026	507	3/20/2026	OSDE - CACFP - 769	\$3,801.37
2026	508	3/23/2026	MSB - HS, WR, SECC, JEFF, HM	\$35.00
2026	508	3/23/2026	MSB - HS, WR, SECC, JEFF, HM	\$20.00
2026	508	3/23/2026	MSB - HS, WR, SECC, JEFF, HM	\$20.00
2026	508	3/23/2026	MSB - HS, WR, SECC, JEFF, HM	\$20.00
2026	508	3/23/2026	MSB - HS, WR, SECC, JEFF, HM	\$35.00
2026	509	3/23/2026	BANCFIRST INSURANCE SERV - REFUND	\$20.00
2026	511	3/23/2026	STATE OF OK - DEPT OF REHABILITATION SERVICES	\$203.00
2026	511	3/23/2026	STATE OF OK - DEPT OF REHABILITATION SERVICES	\$232.00
2026	511	3/23/2026	STATE OF OK - DEPT OF REHABILITATION SERVICES	\$217.50
2026	512	3/23/2026	BUYERS EDGE PLATFORM - REBATE (COOL SCHOOL PRIME)	\$147.99
2026	513	3/23/2026	CSM/COST SOLUTIONS - REBATE	\$127.29
2026	513	3/23/2026	CSM/COST SOLUTIONS - REBATE	\$306.43
2026	513	3/23/2026	CSM/COST SOLUTIONS - REBATE	\$103.20
2026	513	3/23/2026	CSM/COST SOLUTIONS - REBATE	\$98.99
2026	513	3/23/2026	CSM/COST SOLUTIONS - REBATE	\$123.36
2026	513	3/23/2026	CSM/COST SOLUTIONS - REBATE	\$224.31
2026	514	3/23/2026	JAMES & ALEXANDRA WATKINS - SPS PUP PACK - DAYCARE	\$654.00
2026	515	3/24/2026	OSDE - 21st CENTURY CLC - SPECIAL PROJECTS 554	\$20,465.63
2026	516	3/24/2026	OSDE - PROJECT RESPECT LEA - 780	\$20,646.11
2026	517	3/24/2026	COL - SCHOOL LAND EARNINGS	\$49,957.66
2026	518	3/24/2026	CN - D SEEBECK	\$29.00
2026	518	3/24/2026	CN - D SEEBECK	\$3.00
2026	518	3/24/2026	CN - D SEEBECK	\$55.15
2026	518	3/24/2026	CN - D SEEBECK	\$68.00
2026	518	3/24/2026	CN - D SEEBECK	\$2.00
2026	518	3/24/2026	CN - D SEEBECK	\$5.15
2026	520	3/25/2026	OK HEALTH CARE AUTH - MEDICAID	\$17,238.52
2026	521	3/25/2026	CN - D SEEBECK	\$1.00
2026	521	3/25/2026	CN - D SEEBECK	\$23.00
2026	521	3/25/2026	CN - D SEEBECK	\$75.15
2026	521	3/25/2026	CN - D SEEBECK	\$5.15
2026	521	3/25/2026	CN - D SEEBECK	\$1.50
2026	521	3/25/2026	CN - D SEEBECK	\$1.00
2026	521	3/25/2026	CN - D SEEBECK	\$50.75
2026	522	3/25/2026	OLIVIA SPIVEY - TAKE A BOW DANCE - PAAC RENTAL	\$612.50
2026	524	3/26/2026	CN - D SEEBECK	\$5.15
2026	524	3/26/2026	CN - D SEEBECK	\$36.85
2026	524	3/26/2026	CN - D SEEBECK	\$7.00
2026	524	3/26/2026	CN - D SEEBECK	\$5.00
2026	524	3/26/2026	CN - D SEEBECK	\$55.25
2026	526	3/27/2026	CN - D SEEBECK	\$1.00
2026	526	3/27/2026	CN - D SEEBECK	\$55.15
2026	526	3/27/2026	CN - D SEEBECK	\$59.75
2026	526	3/27/2026	CN - D SEEBECK	\$2.00
2026	526	3/27/2026	CN - D SEEBECK	\$25.15
2026	526	3/27/2026	CN - D SEEBECK	\$47.50
2026	526	3/27/2026	CN - D SEEBECK	\$5.15
2026	526	3/27/2026	CN - D SEEBECK	\$1.50
2026	527	3/30/2026	MSB - JEFF	\$10.00
2026	528	3/30/2026	CN - D SEEBECK	\$5.00
2026	528	3/30/2026	CN - D SEEBECK	\$5.15
2026	528	3/30/2026	CN - D SEEBECK	\$24.75
2026	528	3/30/2026	CN - D SEEBECK	\$10.30
2026	528	3/30/2026	CN - D SEEBECK	\$49.75

## Receipt Analysis

Options: Date Range: 3/1/2026 - 3/31/2026

Year	Receipt No	Date	Received From	Amount
2026	528	3/30/2026	CN - D SEEBECK	\$5.15
2026	529	3/31/2026	CN - D SEEBECK	\$2.00
2026	529	3/31/2026	CN - D SEEBECK	\$50.30
2026	529	3/31/2026	CN - D SEEBECK	\$37.50
2026	529	3/31/2026	CN - D SEEBECK	\$22.00
2026	529	3/31/2026	CN - D SEEBECK	\$5.15
2026	529	3/31/2026	CN - D SEEBECK	\$45.00
2026	529	3/31/2026	CN - D SEEBECK	\$10.15
2026	530	3/31/2026	JOSHUA CHISM - SPS PUP PACK - DAYCARE	\$654.00
2026	532	3/31/2026	MSB - HS, SECC, WR	\$10.00
2026	532	3/31/2026	MSB - HS, SECC, WR	\$12.00
2026	532	3/31/2026	MSB - HS, SECC, WR	\$35.00
2026	533	3/31/2026	MSB - DAMAGE TO BUS SEAT - B ORSO	\$75.00
<b>11 GEN FUND-FOR OP Total</b>				<b>\$2,858,307.19</b>
12 12 CO-OP FUND				
2026	473	3/9/2026	OSDE - ENGLISH LANG ACQ LEAs - 572	\$13,658.96
2026	498	3/16/2026	OSDE - ENGLISH LANG ACQ LEAs - 572	\$2,976.91
<b>12 12 CO-OP FUND Total</b>				<b>\$16,635.87</b>
21 BUILDING				
2026	462	3/2/2026	POTT CO	\$19,899.92
2026	462	3/2/2026	POTT CO	\$1,604.05
2026	531	3/31/2026	FIRST UNITED - INTEREST - MARCH	\$59,661.79
<b>21 BUILDING Total</b>				<b>\$81,165.76</b>
41 41 SINKING				
2026	462	3/2/2026	POTT CO	\$94,366.67
2026	462	3/2/2026	POTT CO	\$7,976.02
<b>41 41 SINKING Total</b>				<b>\$102,342.69</b>
60 60 SCHOOL ACTIVITY FNDS				
2026	828	3/2/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$265.00
2026	829	3/2/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)/DON	\$1,424.00
2026	829	3/2/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)/DON	\$8.00
2026	830	3/2/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$6,057.00
2026	831	3/2/2026	LOST BUS TAGS - R WATSON/M DUGGAN	\$10.00
2026	832	3/3/2026	BASEBALL VS MCALESTER	\$379.00
2026	833	3/3/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)/DON	\$230.00
2026	833	3/3/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)/DON	\$4.00
2026	834	3/3/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$65.00
2026	835	3/3/2026	FCCLA DUES	\$200.00
2026	836	3/3/2026	LOST BUS TAG - C HELM/K HILL	\$10.00
2026	837	3/4/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$65.00
2026	838	3/4/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$67.00
2026	839	3/4/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)/DON	\$600.00
2026	839	3/4/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)/DON	\$2.00
2026	840	3/4/2026	SNACK SHACK FR 145-6 FY26/DONATION	\$98.00
2026	840	3/4/2026	SNACK SHACK FR 145-6 FY26/DONATION	\$0.42
2026	841	3/4/2026	ZOO FIELD TRIP	\$240.00
2026	842	3/4/2026	3D TAGS FR# 130-9	\$23.00
2026	842	3/4/2026	3D TAGS FR# 130-9	\$0.10
2026	843	3/5/2026	G SOCCER VS CUSHING	\$143.00
2026	844	3/5/2026	MS BASEBALL VS BETHEL	\$311.00
2026	845	3/5/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$70.00
2026	846	3/5/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$713.00
2026	847	3/6/2026	SWIM SHIRTS FR 705-60	\$58.00
2026	848	3/6/2026	BOEING - ROBOTICS DONATION/SHAWNEE WRESTLING	\$1,400.00
2026	848	3/6/2026	BOEING - ROBOTICS DONATION/SHAWNEE WRESTLING	\$300.00
2026	849	3/6/2026	DAMAGED YONDR - C WOOD	\$30.00
2026	850	3/6/2026	AP TESTING	\$139.00
2026	851	3/6/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$150.00

## Receipt Analysis

Options: Date Range: 3/1/2026 - 3/31/2026

Year	Receipt No	Date	Received From	Amount
2026	852	3/6/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$130.00
2026	853	3/6/2026	LOST BUS TAGS - H DUNN/M ELLIOT	\$10.00
2026	854	3/9/2026	STRIPE - BASEBALL/MCALESTER-BETHEL-TECUMSEH	\$72.00
2026	854	3/9/2026	STRIPE - BASEBALL/MCALESTER-BETHEL-TECUMSEH	\$38.00
2026	854	3/9/2026	STRIPE - BASEBALL/MCALESTER-BETHEL-TECUMSEH	\$30.00
2026	855	3/9/2026	OSSAA - 6A AREA BASKETBALL	\$1,035.00
2026	855	3/9/2026	OSSAA - 6A AREA BASKETBALL	\$1,035.00
2026	856	3/9/2026	OSSAA - 6A AREA BASKETBALL	\$675.00
2026	856	3/9/2026	OSSAA - 6A AREA BASKETBALL	\$675.00
2026	857	3/9/2026	OSSAA - 6A AREA BASKETBALL	\$590.00
2026	857	3/9/2026	OSSAA - 6A AREA BASKETBALL	\$590.00
2026	858	3/9/2026	BASEBALL VS TECUMSEH	\$393.00
2026	859	3/9/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$487.00
2026	860	3/9/2026	LOST BUS TAGS/DAMAGE TO BUS SEAT	\$75.00
2026	860	3/9/2026	LOST BUS TAGS/DAMAGE TO BUS SEAT	\$165.00
2026	861	3/9/2026	MS 2026 YEARBOOK FR 505-5	\$669.00
2026	862	3/9/2026	JEFFERSON YEARBOOKS FR 130-7 FY26	\$240.00
2026	863	3/9/2026	LOST BUS TAGS	\$10.00
2026	864	3/10/2026	BASEBALL VS PCN	\$251.00
2026	865	3/10/2026	ARVEST - ACADEMIC LETTER JACKETS	\$3,636.95
2026	866	3/10/2026	LOST BUS TAG - N STRONG	\$5.00
2026	867	3/10/2026	POP CORN/PICKLES FR 120-1	\$196.88
2026	867	3/10/2026	POP CORN/PICKLES FR 120-1	\$65.62
2026	868	3/11/2026	BASEBALL VS COWETA	\$184.00
2026	869	3/11/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$160.00
2026	870	3/11/2026	LOST BUS TAG - J ROE	\$5.00
2026	871	3/12/2026	DEFINE BOUTIQUE - FR 705-69 COMMISSION -ST SHIRTS	\$460.00
2026	872	3/12/2026	ST SHIRT FR 705-69	\$312.00
2026	873	3/12/2026	MS 2026 YEARBOOK FR 505-5	\$120.00
2026	874	3/12/2026	LOST BUS TAGS	\$50.00
2026	875	3/12/2026	LOST BUS TAGS - AB/LF/EH	\$15.00
2026	876	3/12/2026	LOST BUS TAG - C PANTHER	\$5.00
2026	877	3/12/2026	LOST BUS TAG - V HAYMOND	\$5.00
2026	878	3/13/2026	CO JEAN DAYS FR# 050-7	\$210.00
2026	879	3/13/2026	MS CHOIR DUES	\$155.00
2026	880	3/13/2026	J STEELE CONSTRUCTION - ST BASKETBALL TICKETS	\$100.00
2026	881	3/13/2026	CHOIR FR 705-40 EAGLE	\$500.00
2026	882	3/13/2026	CHOIR FR 705-40 EAGLE	\$580.00
2026	883	3/13/2026	LOST BUS TAGS	\$15.00
2026	884	3/13/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$190.00
2026	885	3/13/2026	VOLLEYBALL- STUDENTS VS STAFF FR #705-65	\$1,026.00
2026	886	3/13/2026	LOST BUS TAGS	\$25.00
2026	887	3/13/2026	WOLVES BASEBALL BOOSTERS - HUDL SYSTEM	\$619.18
2026	888	3/13/2026	CHOIR FR 705-40 EAGLE	\$2,922.00
2026	889	3/13/2026	TRACK MEET GATE	\$185.00
2026	889	3/13/2026	TRACK MEET GATE	\$185.00
2026	890	3/13/2026	BASEBALL VS PAULS VALLEY	\$363.00
2026	891	3/16/2026	STRIPE - TRACK/BASEBALL/SHS THEATRE	\$12.50
2026	891	3/16/2026	STRIPE - TRACK/BASEBALL/SHS THEATRE	\$12.50
2026	891	3/16/2026	STRIPE - TRACK/BASEBALL/SHS THEATRE	\$45.00
2026	891	3/16/2026	STRIPE - TRACK/BASEBALL/SHS THEATRE	\$64.00
2026	891	3/16/2026	STRIPE - TRACK/BASEBALL/SHS THEATRE	\$47.00
2026	891	3/16/2026	STRIPE - TRACK/BASEBALL/SHS THEATRE	\$73.00
2026	891	3/16/2026	STRIPE - TRACK/BASEBALL/SHS THEATRE	\$125.00
2026	892	3/23/2026	ADA BOTTLING CO - FEB COMMISSON	\$169.16
2026	893	3/23/2026	STRIPE - BASEBALL/PROM/URINETOWN	\$5.00
2026	893	3/23/2026	STRIPE - BASEBALL/PROM/URINETOWN	\$253.60
2026	893	3/23/2026	STRIPE - BASEBALL/PROM/URINETOWN	\$1,470.00

## Receipt Analysis

Options: Date Range: 3/1/2026 - 3/31/2026

Year	Receipt No	Date	Received From	Amount
2026	894	3/23/2026	MS BASEBALL VS PERKINS	\$363.00
2026	895	3/23/2026	CHOIR FR 705-40 EAGLE	\$160.00
2026	896	3/23/2026	CHOIR FR 705-40 EAGLE	\$240.00
2026	897	3/23/2026	2026 HS YEARBOOKS/ADS/TRIBUTES FR 705-13	\$130.00
2026	898	3/23/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$500.00
2026	899	3/23/2026	2026 PROM TICKETS FR 705-37	\$500.00
2026	900	3/24/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$20.00
2026	901	3/24/2026	CHOIR FR 705-40 EAGLE	\$220.00
2026	902	3/24/2026	WR ART SHOW DONATIONS	\$98.00
2026	903	3/25/2026	B/G SOCCER VS PC WEST	\$235.00
2026	903	3/25/2026	B/G SOCCER VS PC WEST	\$235.00
2026	904	3/25/2026	TENNIS ENTRY (TECUMSEH)	\$100.00
2026	904	3/25/2026	TENNIS ENTRY (TECUMSEH)	\$100.00
2026	905	3/25/2026	WRESTLING ENTRY (EL RENO)	\$375.00
2026	906	3/25/2026	BASEBALL VS DURANT	\$250.00
2026	907	3/25/2026	URINETOWN 705-31	\$4,997.00
2026	908	3/25/2026	LOST LIBRARY BOOKS (S MCCOLLUM)	\$61.06
2026	909	3/25/2026	LOST BUS TAGS/DAMAGE TO BUS SEAT	\$45.00
2026	909	3/25/2026	LOST BUS TAGS/DAMAGE TO BUS SEAT	\$75.00
2026	910	3/25/2026	ADA BOTTLING CO - FEB COMMISSON	\$8.02
2026	911	3/25/2026	LOST BUS TAG - A BLACKWOLF	\$5.00
2026	912	3/25/2026	ZOO FIELD TRIP - NEAL	\$146.00
2026	913	3/25/2026	ZOO FIELD TRIP - WALKER	\$130.00
2026	914	3/25/2026	LOST LIBRARY BOOKS (J RODRIGUEZ/E HARVEY/M DEANDA)	\$42.84
2026	915	3/25/2026	JEFF ZOO FIELD TRIP	\$230.00
2026	916	3/25/2026	JEFFERSON YEARBOOKS FR 130-7 FY26	\$200.00
2026	917	3/26/2026	DONATIONS FOR STATE BASKETBALL TICKETS	\$200.00
2026	917	3/26/2026	DONATIONS FOR STATE BASKETBALL TICKETS	\$100.00
2026	917	3/26/2026	DONATIONS FOR STATE BASKETBALL TICKETS	\$100.00
2026	917	3/26/2026	DONATIONS FOR STATE BASKETBALL TICKETS	\$100.00
2026	917	3/26/2026	DONATIONS FOR STATE BASKETBALL TICKETS	\$100.00
2026	917	3/26/2026	DONATIONS FOR STATE BASKETBALL TICKETS	\$100.00
2026	918	3/26/2026	YEARBOOKS - PREVIOUS YEARS	\$25.00
2026	919	3/26/2026	HOWL WEEK FR 705-68	\$58.00
2026	919	3/26/2026	HOWL WEEK FR 705-68	\$100.00
2026	920	3/26/2026	BANCFIRST DONATION - S HOWARD (MAJONG SETS)	\$250.00
2026	921	3/26/2026	WR SPRING BOOK FAIR 145-3	\$1,573.25
2026	922	3/26/2026	LOST BUS TAG - C RIECK	\$5.00
2026	923	3/27/2026	HOWL WEEK FR 705-68	\$138.61
2026	924	3/27/2026	HOWL WEEK FR 705-68	\$40.00
2026	924	3/27/2026	HOWL WEEK FR 705-68	\$725.00
2026	925	3/27/2026	TONI'S FUNKY CANTINA - FR 505-10/FY26	\$42.50
2026	925	3/27/2026	TONI'S FUNKY CANTINA - FR 505-10/FY26	\$42.50
2026	926	3/27/2026	LOST BUS TAG - M WILLIS	\$5.00
2026	927	3/27/2026	WR SPRING BOOK FAIR 145-3	\$871.75
2026	928	3/27/2026	JEFFERSON YEARBOOKS FR 130-7 FY26	\$80.00
2026	929	3/30/2026	STRIPE - BASBALL/SOCCER/PROM/JTA	\$7.00
2026	929	3/30/2026	STRIPE - BASBALL/SOCCER/PROM/JTA	\$28.50
2026	929	3/30/2026	STRIPE - BASBALL/SOCCER/PROM/JTA	\$28.50
2026	929	3/30/2026	STRIPE - BASBALL/SOCCER/PROM/JTA	\$1.00
2026	929	3/30/2026	STRIPE - BASBALL/SOCCER/PROM/JTA	\$438.60
2026	930	3/30/2026	CHOIR DUES	\$370.00
2026	931	3/30/2026	GIRLS SOCCER VS MWC	\$155.00
2026	932	3/30/2026	LOST BUS PASS - R BABBLE	\$5.00
2026	933	3/30/2026	2026 PROM TICKETS FR 705-37	\$225.00
2026	934	3/30/2026	BLUE & GOLD MEAT SALES FR 705-54 (SPRING FY26)	\$150.00
2026	935	3/30/2026	HOWL WEEK FR 705-68	\$60.00
2026	935	3/30/2026	HOWL WEEK FR 705-68	\$189.00

# Shawnee Public Schools

## Receipt Analysis

**Options:** Date Range: 3/1/2026 - 3/31/2026

Year	Receipt No Date	Received From	Amount
2026	936 3/30/2026	JTA SNOWCONES	\$50.00
2026	937 3/30/2026	RECORDERS	\$220.00
2026	938 3/31/2026	CHOIR DUES	\$120.00
2026	939 3/31/2026	HOWL WEEK FR 705-68 - COIN WARS	\$204.74
2026	940 3/31/2026	LOST BUS TAG - B BYRD	\$5.00
2026	941 3/31/2026	FIRST UNITED - INTEREST - MARCH	\$2,011.79
<b>60 60 SCHOOL ACTIVITY FNDS Total</b>			<b>\$53,195.57</b>
<b>81 81 GIFT FUND</b>			
2026	461 3/2/2026	MIKE PRESLEY - BASEBALL TURF DONATION	\$500.00
2026	470 3/6/2026	TIMOTHY GARLOW - BASEBALL TURF DONATION	\$1,000.00
2026	479 3/10/2026	SHAWNEE SOCCER BOOSTERS CLUB/MS GIRLS	\$297.00
2026	501 3/18/2026	ARVEST CREDIT CARD	\$349.24
2026	501 3/18/2026	ARVEST CREDIT CARD	\$81.07
2026	510 3/23/2026	TYLER WILBURN - DONATION - BASEBALL TURF	\$1,000.00
2026	519 3/24/2026	TEALL PROPERTIES - BASEBALL OUTFIELD FENCING	\$750.00
2026	523 3/26/2026	BANCFIRST DONATION - JTA - FCA/JOURNALISM	\$250.00
2026	523 3/26/2026	BANCFIRST DONATION - JTA - FCA/JOURNALISM	\$350.00
2026	525 3/26/2026	MITCHELL CERTIFIED PUBLIC ACCT - BASEBALL TURF	\$4,000.00
<b>81 81 GIFT FUND Total</b>			<b>\$8,577.31</b>
<b>Receipts Total</b>			<b>\$3,120,224.39</b>

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
165	3/2/2026		101	AC	\$321,424.50	Posted
	2026	11	5533	\$1,133.74		
	2026	11	5507	\$30.00		
	2026	11	5493	\$100.00		
	2026	11	4904	\$422.00		
	2026	11	4936	\$232.00		
	2026	11	5501	\$305,813.44		
	2026	11	5502	\$6,885.55		
	2026	11	5534	\$1,934.16		
			2026 11 Total	\$316,550.89		
	2026	21	512	\$4,733.36		
	2026	21	513	\$140.25		
			2026 21 Total	\$4,873.61		
166	3/3/2026		101	AC	\$382,591.50	Posted
	2026	11	5544	\$4,310.11		
	2026	11	5542	\$599.08		
	2026	11	5536	\$10,843.60		
	2026	11	5525	\$2,103.75		
	2026	11	5503	\$187.00		
	2026	11	5483	\$315,406.76		
	2026	11	5474	\$35,407.07		
			2026 11 Total	\$368,857.37		
	2026	21	522	\$3,109.33		
	2026	21	508	\$9,875.96		
	2026	21	504	\$748.84		
			2026 21 Total	\$13,734.13		
167	3/4/2026		101	AC	\$42,411.50	Posted
	2026	11	5539	\$320.77		
	2026	11	5538	\$17,462.41		
	2026	11	5504	\$2,055.00		
	2026	11	5492	\$588.34		
	2026	11	5013	\$217.50		
	2026	11	4867	\$3,471.30		
			2026 11 Total	\$24,115.32		
	2026	21	530	\$8,991.01		
	2026	21	529	\$1,521.69		
	2026	21	527	\$150.00		
	2026	21	524	\$96.27		
	2026	21	521	\$6,524.00		
	2026	21	480	\$950.00		
			2026 21 Total	\$18,232.97		
	2026	81	39	\$63.21		
			2026 81 Total	\$63.21		
168	3/5/2026		101	AC	\$48,280.94	Posted
	2026	21	544	\$47,885.94		
			2026 21 Total	\$47,885.94		
	2026	33	30	\$395.00		

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
	Year Fund	Payment No	Amount		
		2026 33 Total		\$395.00	
169	3/6/2026	101	AC	\$96,116.32	Posted
	2026 11	5559		\$1,001.48	
	2026 11	5547		\$3,835.20	
	2026 11	3641		\$230.87	
	2026 11	5546		\$462.14	
	2026 11	5577		\$52,155.86	
	2026 11	5552		\$3,100.53	
	2026 11	5576		\$1,007.76	
	2026 11	5562		\$591.50	
	2026 11	5558		\$7,937.19	
		2026 11 Total		\$70,322.53	
	2026 21	536		\$4,519.00	
	2026 21	535		\$11,695.94	
		2026 21 Total		\$16,214.94	
	2026 86	9		\$9,578.85	
		2026 86 Total		\$9,578.85	
170	3/9/2026	101	AC	\$31,476.48	Posted
	2026 11	5563		\$26,758.26	
	2026 11	5568		\$289.73	
	2026 11	5555		\$1,637.00	
		2026 11 Total		\$28,684.99	
	2026 21	545		\$883.69	
	2026 21	531		\$518.30	
	2026 21	525		\$42.50	
	2026 21	540		\$1,347.00	
		2026 21 Total		\$2,791.49	
171	3/10/2026	101	AC	\$15,939.33	Posted
	2026 11	5571		\$300.00	
	2026 11	5570		\$105.36	
	2026 11	5567		\$7,889.25	
	2026 11	5564		\$502.89	
	2026 11	5560		\$25.44	
	2026 11	5556		\$155.31	
	2026 11	5551		\$3,499.75	
	2026 11	5537		\$405.00	
	2026 11	5472		\$252.90	
	2026 11	3792		\$230.87	
	2026 11	5540		\$81.00	
		2026 11 Total		\$13,447.77	
	2026 21	537		\$398.38	
	2026 21	534		\$1,016.56	
	2026 21	538		\$576.62	
		2026 21 Total		\$1,991.56	
	2026 81	41		\$500.00	
		2026 81 Total		\$500.00	
172	3/11/2026	101	AC	\$10,122.06	Posted

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	5579		\$4,200.00	
	2026	11	5574		\$1,747.98	
	2026	11	5561		\$1,059.02	
	2026	11	5557		\$50.00	
	2026	11	5548		\$40.50	
	2026	11	5488		\$339.56	
	2026	11	5569		\$2,000.00	
			2026 11 Total		\$9,437.06	
	2026	21	542		\$685.00	
			2026 21 Total		\$685.00	
173		3/12/2026	101	AC	\$7,722.20	Posted
	2026	11	5566		\$103.50	
	2026	11	5553		\$4,000.00	
	2026	11	5549		\$1,575.00	
	2026	11	5494		\$29.19	
	2026	11	4781		\$33.36	
	2026	11	4908		\$724.50	
			2026 11 Total		\$6,465.55	
	2026	21	539		\$1,256.65	
			2026 21 Total		\$1,256.65	
174		3/13/2026	101	AC	\$1,982,872.22	Posted
	2026	11	5578		\$765.00	
	2026	11	5565		\$100.00	
	2026	11	6138		\$1,480,194.96	
	2026	11	6134		\$120,847.44	
	2026	11	6135		\$285,158.48	
	2026	11	6163		\$11,493.44	
	2026	11	6160		\$6,700.52	
	2026	11	6153		\$9,896.00	
	2026	11	6152		\$210.00	
	2026	11	6151		\$40.50	
	2026	11	5580		\$860.00	
	2026	11	5903		\$743.91	
	2026	11	5554		\$467.50	
			2026 11 Total		\$1,917,477.75	
	2026	21	564		\$37,073.25	
	2026	21	562		\$7,353.22	
	2026	21	561		\$3,141.62	
	2026	21	570		\$5,629.64	
	2026	21	569		\$69.98	
	2026	21	578		\$9,784.52	
	2026	21	532		\$504.90	
	2026	21	580		\$699.68	
			2026 21 Total		\$64,256.81	
	2026	81	43		\$1,137.66	
			2026 81 Total		\$1,137.66	
175		3/16/2026	101	AC	\$27,151.85	Posted

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	6179		\$750.00	
	2026	11	6164		\$7,886.24	
	2026	11	6141		\$939.54	
	2026	11	5535		\$4,617.00	
	2026	11	6173		\$6,634.16	
	2026	11	6165		\$834.00	
	2026	11	6128		\$1,160.00	
	2026	11	6182		\$131.28	
	2026	11	6171		\$33.39	
	2026	11	6176		\$271.25	
			2026 11 Total		\$23,256.86	
	2026	21	543		\$1,375.00	
	2026	21	579		\$19.99	
			2026 21 Total		\$1,394.99	
	2026	81	44		\$2,500.00	
			2026 81 Total		\$2,500.00	
176		3/17/2026	101	AC		\$67,144.35 Posted
	2026	11	6189		\$1,337.50	
	2026	11	6167		\$55.00	
	2026	11	6162		\$4,543.95	
	2026	11	6154		\$493.73	
	2026	11	6143		\$240.00	
	2026	11	6136		\$350.00	
	2026	11	6133		\$38.42	
	2026	11	6183		\$449.28	
	2026	11	6145		\$450.00	
	2026	11	6144		\$53,225.00	
			2026 11 Total		\$61,182.88	
	2026	21	571		\$4,052.47	
	2026	21	565		\$30.00	
	2026	21	560		\$590.00	
	2026	21	566		\$1,289.00	
			2026 21 Total		\$5,961.47	
177		3/18/2026	101	AC		\$5,101.97 Posted
	2026	11	6185		\$636.00	
	2026	11	6180		\$145.00	
	2026	11	6178		\$294.67	
	2026	11	6177		\$245.29	
	2026	11	5550		\$225.00	
			2026 11 Total		\$1,545.96	
	2026	21	575		\$281.67	
	2026	21	574		\$801.99	
	2026	21	541		\$2,472.35	
			2026 21 Total		\$3,556.01	
178		3/19/2026	101	AC		\$24,549.04 Posted
	2026	11	6186		\$299.51	
	2026	11	6174		\$18,887.52	

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	11	6172		\$1,863.02	
	2026	11	6130		\$100.00	
			2026 11 Total		\$21,150.05	
	2026	21	577		\$2,675.00	
	2026	21	572		\$723.99	
			2026 21 Total		\$3,398.99	
179		3/20/2026	101	AC	\$6,283.84	Posted
	2026	11	6187		\$1,956.69	
	2026	11	3957		\$230.87	
	2026	11	203		\$230.87	
			2026 11 Total		\$2,418.43	
	2026	21	581		\$80.76	
	2026	21	573		\$353.40	
	2026	21	576		\$1,500.00	
			2026 21 Total		\$1,934.16	
	2026	33	31		\$1,931.25	
			2026 33 Total		\$1,931.25	
180		3/23/2026	101	AC	\$4,028.97	Posted
	2026	11	6184		\$47.75	
	2026	11	6175		\$3,400.00	
	2026	11	6159		\$74.85	
	2026	11	5676		\$275.50	
	2026	11	3546		\$230.87	
			2026 11 Total		\$4,028.97	
181		3/24/2026	101	AC	\$15,871.56	Posted
	2026	21	582		\$15,871.56	
			2026 21 Total		\$15,871.56	
182		3/25/2026	101	AC	\$434,490.56	Posted
	2026	11	6170		\$18,885.29	
	2026	11	5573		\$220.00	
	2026	11	4860		\$139.92	
	2026	11	6155		\$301,916.44	
	2026	11	6129		\$5,194.14	
	2026	11	6126		\$11,851.33	
			2026 11 Total		\$338,207.12	
	2026	21	567		\$4,733.36	
			2026 21 Total		\$4,733.36	
	2026	81	45		\$91,550.08	
			2026 81 Total		\$91,550.08	
183		3/26/2026	101	AC	\$7,807.17	Posted
	2026	11	6181		\$450.00	
	2026	11	6157		\$187.00	
	2026	11	6124		\$39.00	
	2026	11	5575		\$60.00	
	2026	11	5572		\$160.00	
	2026	11	6156		\$6,770.92	
			2026 11 Total		\$7,666.92	

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Clearing No	Date		Account No	Account Type	Amount	Status
	Year	Fund	Payment No	Amount		
	2026	21	568		\$140.25	
			2026 21 Total		\$140.25	
184		3/27/2026	101	AC		\$38,495.80 Posted
	2026	11	6188		\$700.00	
	2026	11	6166		\$419.00	
	2026	11	6150		\$50.00	
	2026	11	6147		\$225.00	
	2026	11	6146		\$588.34	
	2026	11	6140		\$50.00	
	2026	11	6139		\$115.60	
	2026	11	6125		\$252.90	
	2026	11	4152		\$22.65	
	2026	11	6222		\$61.20	
	2026	11	6127		\$35,112.27	
	2026	11	6218		\$150.00	
			2026 11 Total		\$37,746.96	
	2026	21	559		\$748.84	
			2026 21 Total		\$748.84	
185		3/30/2026	101	AC		\$27,267.61 Posted
	2026	11	6198		\$405.00	
	2026	11	6193		\$438.00	
	2026	11	6149		\$650.00	
	2026	11	6132		\$600.00	
	2026	11	6194		\$5,718.15	
	2026	11	6192		\$2,812.09	
	2026	11	6216		\$1,967.38	
	2026	11	6215		\$1,500.00	
	2026	11	6196		\$1,126.79	
	2026	11	6206		\$370.00	
			2026 11 Total		\$15,587.41	
	2026	21	587		\$8,333.78	
	2026	21	585		\$71.96	
	2026	21	584		\$624.40	
	2026	21	583		\$371.80	
	2026	21	590		\$2,011.80	
			2026 21 Total		\$11,413.74	
	2026	34	15		\$81.09	
			2026 34 Total		\$81.09	
	2026	81	47		\$75.38	
	2026	81	46		\$109.99	
			2026 81 Total		\$185.37	
186		3/31/2026	101	AC		\$805,865.64 Posted
	2026	11	6221		\$374.15	
	2026	11	6217		\$3,131.41	
	2026	11	6201		\$1,760.00	
	2026	11	6200		\$26.64	
	2026	11	6161		\$700.00	

# Shawnee Public Schools

## Payment Clearing Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
Year	Fund	Payment No	Amount		
2026	11	6137		\$313,464.30	
2026	11	4763		\$121,603.50	
2026	11	4764		\$288,215.96	
		2026 11 Total		\$729,275.96	
2026	21	593		\$9,800.00	
2026	21	586		\$3,540.71	
2026	21	563		\$9,875.96	
2026	21	442		\$4,253.99	
2026	21	443		\$8,921.80	
2026	21	589		\$40,197.22	
		2026 21 Total		\$76,589.68	

**Year and Fund Totals:**

2026	11	\$3,997,426.75
2026	21	\$297,666.15
2026	33	\$2,326.25
2026	34	\$81.09
2026	81	\$95,936.32
2026	86	\$9,578.85

<b>Total Payment Clearing Posted =</b>	\$4,403,015.41
<b>Total Payment Clearing Not Posted =</b>	\$0.00

## Payment Register

**Options:** Year: 2025-2026, Fund Account: 2024 LR Bond, Date Range: 7/1/2025 - 6/30/2026, Payment Range: 51 - 49999,  
Print Payroll Payments: True, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
51	03/10/2026	10661	SCHOOL SPECIALTY LLC				\$16,910.08
52	03/10/2026	10661	SCHOOL SPECIALTY LLC				\$5,392.22
53	03/16/2026	50852	WYNN CONSTRUCTION CO, INC				\$280,634.00
54	03/16/2026	50852	WYNN CONSTRUCTION CO, INC				\$139,106.34
55	03/23/2026	13206	SOWDER IRRIGATION LLC				\$7,745.00
56	03/25/2026	51070	Kyle Gorforth				\$6,000.00
57	03/25/2026	51138	VITAL SIGNS OF OKLAHOMA				\$5,100.00
58	03/25/2026	34031	LUCKY DAY				\$14,000.00
59	03/25/2026	38855	JOHNSON FENCE CO INC				\$4,375.00
60	03/30/2026	13214	MILL CREEK CARPET & TILE				\$216,221.96
61	03/30/2026	51126	L&E Paving & Construction				\$41,215.00
<b>Non-Payroll Total:</b>							<b>\$736,699.60</b>
<b>Payroll Total:</b>							<b>\$0.00</b>
<b>Balance Forward:</b>							<b>\$4,003,940.10</b>
<b>Total:</b>							<b>\$4,740,639.70</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 991 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	991	03/06/2026	38843	MUSEUM OF OSTEOLOGY	SPRING READING NIGHT 2026	425.00
11	992	03/06/2026	3290	BSN SPORTS, LLC	JEFF SHAFER/HS BASEBALL-HATS	315.00
11	993	03/06/2026	3290	BSN SPORTS, LLC	JEFF SHAFER/HS BASEBALL-BAG	516.00
11	994	03/06/2026	4788	AMAZON	KFarris-SMS	1,799.40
11	995	03/06/2026	39214	ARVEST BANK	Office/Teacher Supplies	500.00
11	996	03/11/2026	1112	OKLA SEC SCHOOL ACT ASSOC	GRAVES/HS CHOIR	500.00
11	997	03/11/2026	51213	TEAM HOOT LLC	LICKLIDER/BOYS TRACK	60.00
11	998	03/11/2026	55	LAKESHORE LEARNING MATERIALS	NonPublic - Prosper	4,000.00
11	999	03/11/2026	39214	ARVEST BANK	NonPublic - Prosper	3,000.00
11	1000	03/11/2026	2874	FLINN SCIENTIFIC INC	AGAN CLASSROOM SUPPLIES	215.00
11	1001	03/11/2026	39214	ARVEST BANK	Ron Clark House Points App WR-145	1,800.00
11	1003	03/17/2026	51224	HARRY WARREN	TEPEE & POLES	4,100.00
11	1004	03/18/2026	39046	RUDIS	ANDREW MCCUNE/ WRESTLING	373.78
11	1005	03/18/2026	3290	BSN SPORTS, LLC	PRICE/SWIM BACKPACKS	592.00
11	1006	03/18/2026	4788	AMAZON	FORD- CAREER TECH CLASSROOM SUPPLIES	2,800.00
11	1007	03/18/2026	39214	ARVEST BANK	FORD-FCS CLASSROOM SUPPLIES	1,050.00
11	1008	03/23/2026	35972	FIRST UNITED BANK	FOUNDATION LEADERSHIP COURSE	995.00
11	1009	03/24/2026	31	CCOSA	Summer Leadership Conference	17,250.00
11	1010	03/25/2026	50063	6-L MECHANICAL	REFRIGERATION REPAIR AND PARTS	2,000.00
11	1011	03/25/2026	4788	AMAZON	SMS GENERAL-Open PO for supplies	1,500.00
11	1012	03/25/2026	3290	BSN SPORTS, LLC	BARAHONA/BOYS SOCCER	397.00
11	1013	03/25/2026	3290	BSN SPORTS, LLC	LICKLIDER/STAPLETON-BOYS & GIRLS TRACK	1,670.40
11	1014	03/25/2026	3290	BSN SPORTS, LLC	JOHNSON/BOYS BASKETBALL	1,243.00
11	1015	03/25/2026	4788	AMAZON	NOTEBOOK,STICKY NOTES, PENS BRINDERS ETC	1,000.00
11	1016	03/25/2026	38885	SCHOOL SAFE ID LLC	PRINTER PAPER	250.00
11	1017	03/25/2026	4788	AMAZON	FAMILY READING NIGHT	890.00
11	1018	03/25/2026	35375	KENNETH WILSON	End of Year awards	1,300.00
11	1019	03/25/2026	4788	AMAZON	iPad Cases	600.00
11	1020	03/26/2026	39214	ARVEST BANK	JTA building funds purchase order	672.60
11	1021	03/26/2026	39214	ARVEST BANK	GT ZOO TRIP-HANNAH JETT	175.00
11	1022	03/26/2026	3311	Jacklyn J Noble	TRAVEL	110.00
11	1023	03/26/2026	1090	OKLA STATE DEPT OF HEALTH	CLIA	180.00
11	1024	03/27/2026	125	DEPT. OF TREASURY	PAYMENT CORRECTION	61.20
11	1025	03/30/2026	50920	WALSH GALLEGOS	IN SERVICE	3,100.00
11	1026	03/30/2026	1231	GREAT PLAINS GRAPHICS	HARRISON- TENNIS UNIFORMS- EMBROIDERY & PRINT	482.50
11	1027	03/30/2026	4953	OKLA TSA	OK TSA Advisor	60.00
11	1028	03/30/2026	32536	DELL MARKETING L.P.	Computer Hardware	2,338.82
11	1029	03/30/2026	36133	APPLE INC	iPads	2,589.75

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 991 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1030	03/30/2026	3290	BSN SPORTS, LLC	MADONNA/FOOTBALL	2,026.93
11	1031	03/30/2026	3290	BSN SPORTS, LLC	HUNTER BURNETT/VOLLEYBALL	304.33
11	1032	03/30/2026	1231	GREAT PLAINS GRAPHICS	K. CHAMBLIN/GIRLS GOLF	684.00
11	1033	03/30/2026	40904	SUN MOUNTAIN SPORTS, INC	CHAMBLIN-WELLS/GIRLS AND BOYS GOLF	1,200.00
11	1034	03/30/2026	38885	SCHOOL SAFE ID LLC	School Safe ID stickers for badges/name tags	200.00
11	1035	03/31/2026	4788	AMAZON	Paper for Assesments	50.00
11	1036	04/02/2026	4788	AMAZON	SUPPLIES	150.00
11	1037	04/02/2026	4788	AMAZON	SMS Fund 11 General Acct-Open PO for supplies	2,800.00
11	1038	04/02/2026	39214	ARVEST BANK	THE CERAMIC SHOP KILN PARTS	140.00
11	1039	04/02/2026	4788	AMAZON	OFFICE SUPPLIES	400.00
11	1040	04/02/2026	2874	FLINN SCIENTIFIC INC	HAWORTH CLASSROOM SUPPLIES	365.00
11	1041	04/02/2026	39214	ARVEST BANK	JONES-NAVISPIRE STEM KITS	932.40
11	1042	04/02/2026	2544	GRAINGER	COOK-HANDHELD RADIOS	7,350.19
11	1043	04/02/2026	39898	NATIONAL TECHNOLOGY STUDENT ASSOC	TSA BANNER AND UNIFORMS-JONES	891.19
11	1044	04/02/2026	4788	AMAZON	CHAMBLIN/GIRLS GOLF	450.00
11	1045	04/02/2026	4788	AMAZON	BLITCH/ GIRLS SOCCER	925.00
11	1046	04/02/2026	4788	AMAZON	MCKENZIE GRAVES/ CHOIR	1,522.00
11	1047	04/02/2026	1231	GREAT PLAINS GRAPHICS	DOUG WELLS/BOYS GOLF	543.50
11	1048	04/02/2026	4788	AMAZON	LYDIA JOHNSON/HS POM	140.00
11	1049	04/02/2026	39214	ARVEST BANK	LYDIA JOHNSON/HS POM	2,955.00
11	1050	04/02/2026	4910	UNIVERSITY OF OKLAHOMA	MIRANDA MALTOS/HS CHEER	2,540.00
11	1051	04/02/2026	4788	AMAZON	Hand Writing, BALLS FOR OUTSIDE	2,100.00
11	1052	04/02/2026	38672	CASEY WHITE	BOARD MEMBER TRAVEL REIMBURSEMENT	440.04
11	1053	04/06/2026	36419	Allyson Cleveland	TRAVEL	916.70
11	1054	04/06/2026	51220	Jessica Hand	SPEECH THERAPY	8,000.00
11	1055	04/06/2026	4788	AMAZON	TENNIS SUPPLIES-JORDAN	1,710.00
11	1056	04/06/2026	39214	ARVEST BANK	FAST TRACK SYSTEM-TENNIS/JORDAN	800.00
11	1057	04/06/2026	3290	BSN SPORTS, LLC	JEFF SHAFER/BASEBALL	2,829.05
11	1058	04/06/2026	51219	SOFTCHOICE CORPORATION	MICROSOFT OFFICE/SERVER LICENSING RENEWAL	18,196.44
11	1059	04/07/2026	4788	AMAZON	Labels for Sequoyah	50.00
11	1060	04/07/2026	4206	ACT INC	Professional Developement	13,860.00
11	1061	04/07/2026	36756	PALEN MUSIC CENTER, INC	CRAVEN/BAND	700.00
11	1062	04/07/2026	32432	CDW GOVERNMENT	JTA Chromebooks	21,723.20
11	1063	04/07/2026	2886	LOWE'S INC	HOLLAND-TRACK EQUIPMENT	500.00
11	1064	04/07/2026	3290	BSN SPORTS, LLC	HOLLAND- ATHLETIC GEAR	2,300.00
11	1065	04/07/2026	4788	AMAZON	ALLOCATED FUNDS LIBRARY	303.38
11	1066	04/08/2026	39214	ARVEST BANK	Classroom supplies and materials	1,500.00
11	1067	04/08/2026	39214	ARVEST BANK	Purchase books PD	449.10

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 991 - 49999, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1068	04/08/2026	4788	AMAZON	purchase items for classroom, office and teachers	1,000.00
11	1069	04/08/2026	4788	AMAZON	SUPPLIES	410.00
11	1070	04/08/2026	4788	AMAZON	EOY BLDG NEEDS / SUPPLIES	1,000.00
11	1071	04/08/2026	39214	ARVEST BANK	classroom supplies	189.35
11	1072	04/08/2026	51225	TRIBAL PROJECT DEVELOPERS	TIPI POLLS-PRIMEAUX	1,800.00
<b>Non-Payroll Total:</b>						<b>\$168,258.25</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$168,258.25</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 17 - 49999, Fund(s): 12 CO-OP FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
12	17	03/24/2026	40121	Jennifer D Edwards	TESOL Conference - Hotel	1,000.00
12	18	03/24/2026	38717	Amanda Newsom	TESOL Conference - Hotel	1,000.00
<b>Non-Payroll Total:</b>						<b>\$2,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$2,000.00</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 190 - 49999, Fund(s): BUILDING

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	190	03/05/2026	39214	ARVEST BANK	UNIFORMS-OPERATIONS	1,800.00
21	191	03/06/2026	51212	Facilities Management Express, LLC	FMX Software	11,000.00
21	192	03/11/2026	39214	ARVEST BANK	BUS BARN PURCHASE	15,871.56
21	193	03/17/2026	2549	LOCKE SUPPLY	JEFFERSON HVAC UPGRADE	1,200.00
21	194	03/23/2026	13166	S&S STRIPING SEALING CO LLC	PARKING LOT STRIPING SEQ & MIDDLE SCHOOL	5,250.00
21	195	03/23/2026	35691	CHICKASAW PERSONAL COMMUNICATIONS	BASE STATION & ANTENNA-HIGH SCHOOL	2,126.25
21	196	03/24/2026	39214	ARVEST BANK	OPERATIONS SUPPLIES	10,000.00
21	197	03/25/2026	51216	AIR PRODUCTS SUPPLY CORPPRATION	DISTRICT HVAC PARTS & SUPPLIES	1,000.00
21	198	03/25/2026	39214	ARVEST BANK	MOVE CONTAINER	275.00
21	199	03/31/2026	89	SHERWIN-WILLIAMS	MAINTENANCE PAINT & SUPPLIES	1,800.00
21	200	03/31/2026	39214	ARVEST BANK	MAINTENANCE SUPPLIES & PARTS - HOME DEPOT ONLINE	800.00
21	201	04/02/2026	39214	ARVEST BANK	CHEMICALS FOR LAWN WEED CONTROL	2,500.00
21	202	04/07/2026	51223	REBECCA LINKER	LAND PURCHASE-412 N DRAPER	4,000.00
<b>Non-Payroll Total:</b>						<b>\$57,622.81</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$57,622.81</b>

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 39 - 49999, Fund(s): 33 2023 BUILDING BOND FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	39	03/26/2026	39214	ARVEST BANK	TENNIS BUILDING FURNITURE/SUPPLIES	5,000.00
33	40	03/27/2026	39214	ARVEST BANK	TENNIS FACILITY FRIDGE	1,200.00
<b>Non-Payroll Total:</b>						<b>\$6,200.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$6,200.00</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 64 - 49999, Fund(s): 81 GIFT FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
81	64	03/11/2026	3290	BSN SPORTS, LLC	LIMMIE JONES/MS SOCCER	1,707.52
81	65	03/16/2026	3290	BSN SPORTS, LLC	LIMMIE JONES/MS GIRLS SOCCER	297.00
81	66	03/26/2026	39214	ARVEST BANK	JTA gift funds purchase order	265.70
81	67	04/02/2026	39214	ARVEST BANK	FIELD TRIP/LUNCH	125.00
81	68	04/07/2026	39214	ARVEST BANK	FIELD TRIP	131.94
81	69	04/08/2026	39214	ARVEST BANK	JTA gift funds from Bancfirst grant	350.00
<b>Non-Payroll Total:</b>						<b>\$2,877.16</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$2,877.16</b>

**MEMO**

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk *AM*  
**Date:** April 13, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$206.00 from various School Activity Funds to the Refunds & Reimbursement account #942.

The transfer is to reimburse the bus driver's salary, FICA, and mileage for various trips taken during February 2026.

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

## FEBRUARY ACTIVITY TRIP REPORT 2026

Account Name	Trip ID	Trip Description	Trip Date	Driver	Driving Time	Driver Rate	OT	OT RATE	Total Time	Distance	Total	District Paid Trip?	Within 30 Miles?	Adjusted Mileage	Adjusted Charges
<b>Account Name: 833 - SHS Gifted and Talented</b>															
833 - SHS	AT-02048	HS GT - Mabee-Gerrer Museum	2/24/2026	BLOOM, MEGAN	0.00	\$0.00	0.00	\$0.00	0.00	14	\$14.00	N	Y	0	\$0.00
															\$0.00
<b>Account Name: 834 - SHS Speech/Debate</b>															
834 - SHS	AT-02106	HS S&D - Deer Creek	2/21/2026	BUTLER, KENDRA	0.00	\$0.00	0.00	\$0.00	0.00	128	\$128.00	N	N	98	\$49.00
															\$49.00
<b>Account Name: 837 - SHS FCCLA</b>															
837 - SHS	AT-01995	HS FCCLA - REGS - McAlester	2/4/2026	STANTON, Gayle	0.00	\$0.00	0.00	\$0.00	0.00	185	\$185.00	Y	N	155	\$0.00
															\$0.00
<b>Account Name: 853 - High School Choral</b>															
853 - High	AT-02099	HS CHOIR - Moore	2/21/2026	GRAVES, McKENZIE	0.00	\$0.00	0.00	\$0.00	0.00	81	\$81.00	Y	N	51	\$0.00
853 - High	AT-02225	HS CHOIR - Mustang	2/28/2026	LEWIS, GARY	6.00	\$19.64	0.00	\$0.00	6.00	111	\$228.84	Y	N	81	\$0.00
															\$0.00
<b>Account Name: 882 - Academic Team</b>															
882 -	AT-02001	HS ACAD BOWL - SMS	2/6/2026	BROWN, LUKE	0.00	\$0.00	0.00	\$0.00	0.00	3	\$3.00	N	Y	0	\$0.00
882 -	AT-02002	MS ACAD BOWL - MWC	2/28/2026	GIBSON, SHERRY	2.50	\$20.83	4.25	\$31.25	6.75	66	\$250.89	N	N	36	\$54.00
															\$54.00
<b>Account Name: 888 - SMS E Sports</b>															
888 - SMS E	AT-02039	MS Esports - OKC	2/2/2026	SATAWAKE, DEVIN	0.00	\$0.00	0.00	\$0.00	0.00	86	\$86.00	N	N	56	\$28.00
															\$28.00
<b>Account Name: 915 HM ELEMENTARY ACTIVITY</b>															
915 HM	AT-01983	HM CHOIR - PAAC	2/5/2026	HATHCOCK, CARRIE	0.00	\$0.00	0.00	\$0.00	0.00	9	\$9.00	N	Y	0	\$0.00
															\$0.00
<b>Account Name: 922 JTA</b>															
922 JTA	AT-02028	JTA - OKC Capitol	2/11/2026	POWER, JAMIELYN	5.00	\$13.39	0.00	\$0.00	5.00	80	\$146.95	N	N	50	\$75.00
															\$75.00
														TOTAL	\$206.00

**MEMO**

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk <sup>AM</sup>  
**Date:** April 13, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$1,380.00 from the School Activity account #818 (Playoffs) to the School Activity account #819 (AD Contingency).

This transfer is to reimburse AD Contingency for their share of ticket sales for the OSSAA 6A Area Basketball Tournament.

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



# SHAWNEE ATHLETICS

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

Director of Athletics: Dax Leone

Assistant Director: Julia Holland

Athletic Secretary: Letty Martinez

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## 2026 OSSAA Class 6A Area Basketball

### Financial Report

### Shawnee High School

March 5th - March 7th, 2026

Please transfer **\$720.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #942 (Refunds and Reimbursement). This transfer is to reimburse the District for salaries paid to school employees for working the OSSAA Class 6A Area Basketball Games. **Please cut a check** in the amount of **\$260.00** made payable to OSSAA from Student Activity Fund sub-account #818, PO 60-3533. Please notify me when the check is ready.  
Please transfer **\$1,380.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #819.

Administrator Signature: \_\_\_\_\_

*Julia Holland*

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

*3/9/2026*

**MEMO**

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk *AM*  
**Date:** April 13, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$720.00 from the School Activity account #818 (Playoffs) to the School Activity account #942 (Refunds and Reimbursements).

This transfer is to reimburse the District for salaries paid to school employees for working the OSSAA Class 6A Area Basketball Tournament.

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



# SHAWNEE ATHLETICS

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

Director of Athletics: Dax Leone

Assistant Director: Julia Holland

Athletic Secretary: Letty Martinez

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**2026 OSSAA Class 6A Area Basketball  
Financial Report  
Shawnee High School  
March 5th - March 7th, 2026**

Please transfer **\$720.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #942 (Refunds and Reimbursement). This transfer is to reimburse the District for salaries paid to school employees for working the OSSAA Class 6A Area Basketball Games. **Please cut a check** in the amount of **\$260.00** made payable to OSSAA from Student Activity Fund sub-account #818, PO 60-3533. Please notify me when the check is ready. Please transfer \$1,380.00 from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #819.

Administrator Signature: \_\_\_\_\_

*Julia Holland*

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

*3/9/2026*

**MEMO**

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk *AM*  
**Date:** April 13, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer a total of \$400.00 from the School Activity account #818 (Playoffs) to the School Activity account #802 (Boys Basketball)-\$200.00 and #803 (Girls Basketball)- \$200.00.

This transfer is to reimburse Boys/Girls Basketball for cleaning the gym during for the OSSAA 6A Area Basketball Tournament hosted by Shawnee Athletics.

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



# SHAWNEE ATHLETICS

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

Director of Athletics: Dax Leone

Assistant Director: Julia Holland

Athletic Secretary: Letty Martinez

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## 2026 OSSAA Class 6A Area Basketball

### Financial Report

### Shawnee High School

March 5th - March 7th, 2026

Please transfer **\$720.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #942 (Refunds and Reimbursement). This transfer is to reimburse the District for salaries paid to school employees for working the OSSAA Class 6A Area Basketball Games. Please transfer **\$200.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #802 (Boys Basketball). Please transfer **\$200.00** from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #802 (Girls Basketball).

**Please cut a check** in the amount of **\$260.00** made payable to OSSAA from Student Activity Fund sub-account #818, PO 60-3533. Please notify me when the check is ready.

Please transfer \$1,380.00 from Student Activity Fund sub-account #818 (playoffs) to Student Activity Fund sub-account #819.

Administrator Signature: \_\_\_\_\_

*Julia Holland*

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

*3/27/2026*

**MEMO**

**To:** The Board of Education  
**From:** Anita Miller, School Activity Fund Clerk  
**Date:** April 13, 2026  
**Subject:** School Activity Fund Transfers

I am requesting the transfer of \$250.00 from the School Activity account #895 (MS Speech/Drama) to the School Activity account #942 (Refunds and Reimbursements).

This transfer is to reimburse the District for payment made to Kelli Curtis for Choreography of SMS production of Dear Edwina.

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

# Thank You

ISSUED TO

SMS Drama  
c/o Kathrine Tucker  
4300 N Union  
Shawnee, Ok 74804

PAY TO

Kelli Curtis  
1901 W MacArthur  
Apt. 605  
Shawnee, Ok 74804

DESCRIPTION	QTY	TOTAL
Choreography: SMS production of Dear Edwina	1	\$250
TOTAL		\$250

TOTAL AMOUNT	\$250
TAX	0
AMOUNT DUE	\$250

**BOARD RESOLUTION**  
Board of Education Approval Request

**TO:** Shawnee Public Schools Board of Education  
**FROM:** Business Office  
**DATE:** April 7, 2026  
**RE:** Approval of FY 2026-2027 Lease Purchase Transfers to Pottawatomie County and One-Time Fence Repair Purchase

This memorandum is submitted to request formal approval from the Shawnee Public Schools Board of Education for two items: (1) the transfer of the district’s existing lease purchases to Pottawatomie County for the upcoming fiscal year 2026-2027, and (2) a one-time purchase authorization for fence repair at the former transportation facility.

**SECTION 1: LEASE PURCHASE TRANSFER TO POTTAWATOMIE COUNTY — FY 2026-2027**

The administration respectfully requests Board approval to transfer the following lease purchases to Pottawatomie County for fiscal year 2026-2027. This action is consistent with the district’s financial planning objectives and applicable statutory provisions governing cooperative lease purchase arrangements.

#	Item / Description	Vendor	Payment Number	Beginning balance	Annual Amount	Remaining Balance
1	MS/SECC Roof Replacement	Vision Bank	2 of 7	\$2,876,072.40	\$510,561.04	\$2,530,757.77
2	2022 Roof Replacements	Central Trust Bank	5 of 10	\$3,012,150.51	\$343,631.28	\$1,613,809.88
3	Bus Barn	Sovereign Bank	2 of 7	\$851,328.42	\$150,298.22	\$749,682.16
4	Pott County Assessors Fee	Pottawatomie County	Yearly		\$120,000.00	
5	Yearly Insurance	OSIG	Yearly		\$900,000.00	
6	Total				\$2,024,490.54	

*The Board is asked to authorize the transfer of the above-listed lease purchases to Pottawatomie County effective the start of fiscal year 2026-2027. Supporting documentation for each lease item is available upon request.*

**SECTION 2: ONE-TIME PURCHASE — FENCE REPAIR AT FORMER TRANSPORTATION FACILITY**

The administration requests Board approval for a one-time purchase from Johnson Fence Co. for the repair of fencing at the district's former transportation facility. This repair is necessary to maintain the security and integrity of the property.

<b>Vendor</b>	A-1 Fence Company
<b>Purpose</b>	Fence repair at the former transportation facility
<b>Purchase Type</b>	One-time, non-recurring
<b>Estimated Amount</b>	\$12,533.00

*The Board is asked to authorize this one-time expenditure with A-1 Fence Company to complete the necessary repairs at the former transportation facility.*

**RECOMMENDED BOARD ACTION**

The Board of Education is requested to approve the following:

1. The transfer of the listed lease purchases to Pottawatomie County for fiscal year 2026-2027 as presented.
2. A one-time purchase authorization for fence repair at the former transportation facility through Johnson Fence Co.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date

**BOARD RESOLUTION**  
Board of Education Approval Request

**TO:** Shawnee Public Schools Board of Education  
**FROM:** Business Office  
**DATE:** April 7, 2026  
**RE:** Re-occurring Lease Purchases

This memorandum is submitted to request formal approval from the Shawnee Public Schools Board of Education for yearly approval of active Lease Purchases.

**SECTION 1: LEASE PURCHASE TRANSFER TO POTTAWATOMIE COUNTY — FY 2026-2027**

The administration respectfully requests Board approval to transfer the following lease purchases to Pottawatomie County for fiscal year 2026-2027. This action is consistent with the district’s financial planning objectives and applicable statutory provisions governing cooperative lease purchase arrangements.

#	Item / Description	Vendor	Payment Number	Beginning balance	Annual Amount	Remaining Balance
1	MS/SECC Roofs	Vision Bank	2 of 7	\$2,876,072.40	\$510,561.04	\$2,530,757.77
2	2022 Roof Replacements	Central Trust Bank	5 of 10	\$3,012,150.51	\$343,631.28	\$1,613,809.88
3	Bus Barn	Sovereign Bank	2 of 7	\$851,328.42	\$150,298.22	\$749,682.16
4	Jim Thorpe Scoreboard	First United Bank	3 of 5	\$465,000.00	\$106,047.48	\$285,399.70
5	Football Turf Lease Purchase	First United Bank	3 of 5	\$1,297,000.00	\$302,515.57	\$807,533.80
6	Baseball Infield Turf	Arvest Bank	2 of 5	\$399,200.00	\$91,941.38	\$326,742.21

*The Board is asked to authorize the transfer of the above-listed lease purchases to Pottawatomie County effective the start of fiscal year 2026-2027. Supporting documentation for each lease item is available upon request.*

\_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date



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

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

March 25, 2026

Shawnee Public Schools  
Attn: Mr. Tristan Wyatt  
326 N. Union Ave.  
Shawnee, OK 74801

Dear Mr. Wyatt:

Attached is your 2026-2027 *Application for Temporary Appropriations*. You will need to have two copies signed at a board meeting. After approval at a board meeting, forward both copies to the county clerk, who will present them to the County Excise Board for approval at their next meeting.

These temporary appropriations are based on the 2025-26 fiscal year actual appropriations and should be sufficient to get you through until the actual appropriations are received and approved later in the summer. If you need these appropriations to include a Coop Fund adjustment, please let us know and we will provide you with a new form. If you have any questions, please do not hesitate to contact us.

Sincerely,

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

**APPLICATION FOR TEMPORARY APPROPRIATIONS**

WHEREAS: The needs of the Board of Education of Shawnee Public Schools, No. I-093 of Pottawatomie County, require the immediate approval of temporary appropriations for the fiscal year 2026-27:

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Pottawatomie County be requested to approve temporary appropriations to the extent of and not to exceed one hundred percent (100%) of the total estimated funds available to said Board as follows:

REQUESTED APPROPRIATIONS

General Fund	
Current Expense	<u>\$ 36,582,513.00</u>
Building Fund	
Current Expense	<u>\$ 4,684,344.00</u>

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

THE BOARD OF EDUCATION  
Shawnee Public Schools I-093  
(Name of School District) (District No.)

ATTEST: POTTAWATOMIE COUNTY, OKLAHOMA

\_\_\_\_\_  
Clerk President

APPROVED by the Pottawatomie County Excise Board this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

THE COUNTY EXCISE BOARD  
POTTAWATOMIE COUNTY, OKLAHOMA

ATTEST:

\_\_\_\_\_  
County Clerk Chairman

\_\_\_\_\_  
Member Member

Jessica Hand, MS CCC-SLP  
Certified Speech Language Pathologist  
DBA- Hand and CO. Therapy Services  
4200 Shoreline Circle  
Norman, OK 73026

Agreement for Services

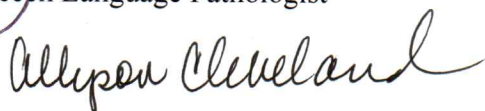
Agreement between **Shawnee Public Schools (hereinafter referred to as "School")** and **Jessica Hand, Certified Speech Language Pathologist, DBA – Hand and CO. Therapy Services** herein for good and valuable consideration it is agreed that the speech language pathologist being duly certified by the state of Oklahoma agrees to provide speech services according to the following stipulated provisions.

1. The speech language pathologist is stipulated to be an independent contractor and is not an agent of the school, nor entitled to benefits provided by the school district.
2. The school shall take all necessary steps to assure provision of and complete access by the speech language pathologist to all school records within the school, necessary for the performance of services described herein.
3. The speech language pathologist agrees to retain as confidential all information relating to policies, procedures, and records of the school provided; however, the speech language pathologist reserves the right to act as a consultant or perform duties as a speech language pathologist to any other school or related institution during the term of this agreement or subsequent thereto.
4. In consideration of the services to be performed, the school agrees to pay the speech language pathologist **\$75.00 per hour** for speech services by the SLP and/or SLPA including: speech assessments, IEP meetings/phone conferences, direct instruction with student, beginning of the year prep, year-end completion, development of IEP/MEEGS paperwork and progress notes/reports, SOAP notes, therapy preparation, in-services, consultation with parents, teachers, and paraprofessionals, etc., creation and implementation of instruction in home/classroom programs, all SLPA Supervision and tasked related to supervision including CE, and all distance learning including therapy, evals, preparation, and paperwork, etc., Medicaid billing and documentation. Billing will be submitted monthly per district request. In the event of a long-term school closure (closure greater than 1 week), SLP will be permitted to complete therapy, etc. through a virtual platform, and meetings can be held through a virtual platform or by phone conference. Paperwork, such as IEP's, etc. completed during the closure will also be billable at said rate. In the event of school closures for more than 2 consecutive days, due to but not limited to, various weather conditions such as snow, ice, flood, or tornado, teacher/staff/admin walk-outs, mandated school closures, fire, building disturbances, and/or manmade or natural disasters, the SLP will be paid the stated regularly billable pay rate for the full 8 hour day on each day the school was scheduled to be open, hold class, or have professional development, starting on the 3<sup>rd</sup> day of the school closure. Drive time is not billable. This does not include any regularly scheduled breaks in the adopted school calendar. All case management completed off campus, will be considered documentation time and paid at the current rate.
5. The speech language pathologist will provide a copy of professional certification to the school district.
6. This agreement will be in effect for the 2025-2026 school year. This agreement may be modified or terminated by either party provided that 30 days written notice is given to the other party.
7. This contract denotes the job is the kind of occupation where work is usually performed by a specialist without supervision, and not under the direction of the contractor, as a result, Shawnee Public Schools will not provide accident or health insurance, Worker's Compensation nor any other fringe benefits to the speech language pathologist. The speech-language pathologist will provide their own professional liability or malpractice insurance in such amounts as are satisfactory.

Approved this day \_\_\_\_\_ of \_\_\_\_\_, 2026

  
\_\_\_\_\_  
Speech Language Pathologist

\_\_\_\_\_  
Superintendent



## FACILITY USE AGREEMENT BETWEEN SHAWNEE PUBLIC SCHOOLS AND SHAWNEE FAMILY YMCA

This agreement is made on the 16<sup>th</sup> day of January, 2026 by and between the **Shawnee Family YMCA**, hereafter referred to as "**YMCA**" and the **Shawnee Independent School District I-93**, hereafter referred to as "**Shawnee Schools**".

1. The **YMCA** agrees to provide space in the swimming pool and locker rooms for use by the Shawnee High School Swim Team and the Shawnee Middle School swim team members. The purpose of the facility use will be for swim team practice.
2. Team practice will be approximately two (2) hours per day each Monday through Friday during the official season October 1 through the end of February and One (1) hour per day during the off season. The swim team members will be responsible for signing in each day the swim team is present at the **YMCA**.
3. The **YMCA** agrees to provide gym usage space when needed for Basketball or volleyball as needs arise and can be accommodated.
4. **Shawnee Schools** is responsible for ensuring that adequate liability insurance is purchased and maintained for the operation of their sports teams. Furthermore, Shawnee Schools shall include the **YMCA** as additional Insured. **Shawnee Schools** shall fully indemnify the **YMCA**, and its staff from all claims, damages, losses, actions, cost and judgements arising out of the use of **YMCA** facilities.
5. It is the responsibility of **Shawnee Schools** to provide personnel to properly supervise its sports teams. Said personnel shall be responsible for ensuring that all sports team members follow all policies and procedures set forth by the **YMCA**. The **YMCA** will also provide certified lifeguards during swim team practice times.
6. Equipment owned and operated by Shawnee Schools swim team may be stored in the proper storage area located in the **YMCA** pool area.
7. **Shawnee Schools** agrees to provide facility space for use by the **YMCA** to conduct little league activities including, but not limited to basketball, soccer and flag football.
8. **YMCA** practices and games will be scheduled through **Shawnee Schools** Athletic Director or Assistant Director.
9. The **YMCA** is responsible for ensuring that adequate liability insurance is purchased and Maintained for the operation of youth league practices and games. The **YMCA** shall fully indemnify **Shawnee Schools**, its staff and volunteers from all claims, damages, losses, actions, cost and judgements arising out of use of **Shawnee Schools** facilities.
10. It is the responsibility of the **YMCA** to provide personnel to properly supervise the youth league practices and games. Said personnel shall be responsible for ensuring that all players and coaches follow all policies and procedures set forth by **Shawnee Schools**.

  
Shawnee Independent School District I-93

  
YMCA CEO/



# Taylor'd THERAPY SERVICES, P.L.L.C.

## CONTRACT SERVICES AGREEMENT

This agreement is made and entered into as of the 1st of April 2026 between Shawnee School and Taylor'd Educational Therapy Services, LLC. WHEREAS, Shawnee School and Taylor'd Educational Therapy Services, LLC desire to enter into written agreement setting forth the terms and contract relationship between them; NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows for the 2026-2027 school year:

1. Duties of Taylor'd Educational Therapy Services, LLC shall perform educational model Physical therapy duties for Shawnee School. The therapy team of Oklahoma medical board licensed PTAs and PTs shall devote such time, skill, and experience towards the performance of these duties as may be required.
2. Contract Relationship Between Parties: Shawnee School and Taylor'd Educational Therapy Services, LLC agree and understand this is a contractual agreement and is not an employer/employee relationship. Shawnee School acknowledges that it has no right to control the means and methods, by which Taylor'd Educational Therapy Services, LLC performs Physical Therapy duties, so long as those means and methods constitute sound, prudent, and professional practices. Therapist will provide reports when requested via WebPT electronic medical record system. Taylor'd Educational Therapy Services, LLC understands that it is self-employed and has to report any income Taylor'd Educational Therapy Services, LLC receives pursuant to the Agreement for local, state, and federal income tax purposes and for all other tax purposes, and to report any withholding, Social Security, or any other taxes which may be payable arising out of the relationship with Shawnee School.
3. Compensation: As compensation for Taylor'd Educational Therapy Services, LLC's services hereunder, Shawnee School shall pay Taylor'd Educational Therapy Services, LLC the sum of \$90.00 per hour. This rate will be paid to Taylor'd Educational Therapy Services, LLC per contracted therapist per hour servicing the school for Physical Therapy, to include on site or virtual treatment, documentation, consultations, planning and meetings. Taylor'd Educational Therapy Services, LLC will provide both on site and virtual educational model treatment sessions. Travel time will be reimbursed as a predetermined 1 hour per therapist on site for service. A minimum of 1 hour of compensation will be charged per date of service a therapist is required on site, virtually or by phone for consultation or treatment. Taylor'd Educational Therapy Services, LLC will invoice the school district once a month at the end of the month of service via emailed itemized invoice.
4. Terms: The term of this Agreement shall be for the school year 2026-2027, but may be terminated by thirty (30) days advance written notice by either party to the other. Said written notice must be forwarded by certified mail. Employment of PT/PTA. Shawnee Public Schools agrees that it will not hire or contract directly with any PT/PTA provided by Taylor'd Educational Therapy Services, LLC under this Agreement during the term of this Agreement for a period of two years following the expiration or termination of this Agreement.
5. Insurance: During the term of the Agreement, Shawnee School shall not provide accident insurance, health insurance, or any other fringe benefits to Taylor'd Educational Therapy Services, LLC will provide its own professional liability and malpractice insurance in such amounts as are satisfactory.

\_\_\_\_\_  
Shawnee ISD Administration

*Allyson Cleveland*

*Stacey Taylor, PT*

1st of April 2026  
Stacey Taylor, PT  
Owner/Lead Physical Therapist  
Taylor'd Educational Therapy  
Services, LLC

## Exhibit A

### April 13, 2026 - PERSONNEL BOARD ACTION

NAME	JOB & SITE	EFFECTIVE DATE
<b>RESIGNATION CERTIFIED</b>		
Arnold, Lacy	Kindergarten Teacher / Jefferson	5/22/2026
Crowder, Victoria	Kindergarten Teacher / SECC	5/22/2026
Curry, Emma	ELA Teacher / SHS	5/22/2026
Curtis, Kelli	ELA Teacher / SMS	5/22/2026
Dickens, Pamela	Reading Specialist / Jefferson	5/22/2026
Gibbons, Jennifer	Kindergarten Teacher / Jefferson	5/22/2026
Higgins, Daniel	5th Grade Teacher / Jefferson	5/22/2026
Kidd, Emma	5th Grade Teacher / Will Rogers	5/22/2026
McCabe, Charme	Kindergarten Teacher / SECC	5/22/2026
Owens, Michelle	2nd Grade Teacher / Jefferson	5/22/2026
Rose, Sarah	1st Grade Teacher / Horace Mann	5/22/2026
Sumwalt, Brianna	3rd Grade Teacher / Sequoyah	5/22/2026
Thomasson, Jacqueline	Art Teacher / SMS	5/22/2026
<b>RETIREMENTS CERTIFIED</b>		
Cappo, Leslie	2nd Grade Teacher / Horace Mann	5/22/2026
<b>RESIGNATION SUPPORT</b>		
Andrews, Terry	Custodian / Jefferson	4/3/2026
Cash, Logan	SPED Paraprofessional / Will Rogers	5/22/2026
Flocks, Isabella	SPED Paraprofessional / Will Rogers	5/22/2026
Horstman, Jessah	SPED Paraprofessional / Will Rogers	5/22/2026
James, Lawanda	Paraprofessional / SECC	5/22/2026
Kidney, Bralieggh	Paraprofessional / SECC	3/9/2026
Schoneck, Tina	Paraprofessional / SECC	5/22/2026
Sheehan, Scott	Custodian / Jefferson	4/24/2026
<b>RETIREMENTS SUPPORT</b>		
Raney, John David	Custodian / Sequoyah	5/29/2026
Salazar, Tony	Maintenance Painter / Central Office	06/30/2026
<b>CERTIFIED CONTINUING CONTRACT FROM TEMPORARY CONTRACT 7/1/2026</b>		
Ahhaitty, Misty	Lyle, Stephanie	
Burnett, Hunter	Maltos, Miranda	
Chism, Natalie	Mehlhaff, Hannah	

Hall, Christopher N  
Hilton, William  
Johnson, Shelly  
Jonker, Alisha  
Kime, Jamie  
Loveless, Dustin

Murray, Stephanie  
Ryan, Sarah  
Shields, Troy  
Stanton, Lynda  
States, Amy  
Swadley, Thresa  
Washburn, Tina Coker  
Wilburn, Kaylee

**EMERGENCY CERTIFIED TEMPORARY CONTRACT 7/1/2026**

Marshall, Paul

**CERTIFIED 4TH SEMESTER ON TEMPORARY CONTRACT 7/1/2026**

McGuire, Kilby  
Morris, Larra  
Wahpepah, Candice

**CERTIFIED 3RD SEMESTER ON TEMPORARY CONTRACT 7/1/2026**

Alley, Katy	Kuehn, Erin
Battige, Stacy	McCoy, Katy
Boren, Samantha	Nichols, Anthony
Brown, Cheri	Ogden, Mackenzie
Bullock, Brandi	Paolini-Long, Jennifer
Bullock, Richard	Price, Nolan
Craven, Joseph	Rose, Sarah
Farris, Cierra	Rowton, Erica
Ford, Stephen	Sartin, Kristyn
Goodnight, Abbigail	Smith, Stephen
Grove, Hailee	Steiner, Krista
Haworth, Robin	Wellman, Derek
Johnson, Chadwick	Whiteman, Desiree
Jones, Ashleigh	Wiley, Jaden
Kennedy, Savanna	Willis, Leah
Knutson, Jordan	

**CERTIFIED 2ND SEMESTER ON TEMPORARY CONTRACT 7/1/2026**

Burnett, Hayden

**ADJUNCT CONTRACT 7/1/2026**

Budka, Alyssa  
Tramble, Makyra