



**Noble Board of Education  
January Regular Meeting in the Board Room  
Administration Building, 111 S. 4th Street, Noble, OK, [Address], [City], Oklahoma [Zip]  
Monday, January 14, 2019 at 5:30 PM**

**Note: The Board may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.**

- I. Preliminary Business**
  - I.A. Call to Order**
  - I.B. Establishment of a Quorum**
  - I.C. Pledge of Allegiance**
- II. Reports**
  - II.A. Student Transfer Requests**
  - II.B. Student Membership**
  - II.C. Activity Fund Report**
  - II.D. District Financial Report**
  - II.E. Resignations/Retirements**
- III. Public Comment**
  - III.A. Public Comments**
- IV. Presentation**
  - IV.A. School Board Appreciation Month**  
**Speaker(s): Assistant Superintendent Tony Smith**
- V. Consent Agenda**
  - V.A. Minutes of Regular Board Meeting - December 10, 2018**
  - V.B. Minutes of Special Board Meeting - December 27, 2018**
  - V.C. Encumbrances and Change Orders**
  - V.D. Payroll Encumbrances**
  - V.E. Activity Fund Transfers and Amendment requests**
- VI. Action Topics - Vote will be taken**
  - VI.A. Discussion and possible vote on Consent Agenda Items A-E as presented.**
  - VI.B. Discussion and possible vote on a resolution stating a Board of Education Special Election shall be held on April 2, 2019, only if two or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education Special Election shall be held on April 2, 2019, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term. The polling places shall be open from 7:00 a.m. to 7:00 p.m.**
  - VI.C. Discussion and possible vote to appoint a board member as the Legislative Liaison for 2019 to receive legislative updates, video streams, and alerts from the Oklahoma School Board Association.**

- VI.D. Discussion and possible vote on Noble Schools to continue to be on a school "hours" calendar for the 2019-20 school year.**
- VI.E. Discussion and possible vote to revise Board policies CBBA (Grant Policies and Procedures), CBBB (Internal Controls), CLB (Equipment Accountability), COB (Food Procurement), COB-R (Food Procurement Regulation), DAAC (Title I ESEA Complaint Resolution), DBD (Conflicts of Interest), DDC (Employee Resignations), DE-R1 (Salary Schedules), EHBE (Limited English Proficiency Instruction), EHBH (Alternative Education), FD (Student Residency), FD-P (Student Residency Dispute Procedures), and GJBA (Student Recruitment Access to Students and Directory Information) as presented.**
- VI.F. Discussion and possible vote to adopt policy CBB (Policy Forbidding The Supplanting Of Federal Funds And Grant Monies For Local Revenue) as presented.**
- VII. Executive Session**
  - VII.A. Proposed Executive Session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act:**
    - VII.A.1. Employments**
  - VII.B. Vote to convene in executive session**
  - VII.C. Acknowledgment of Board to return to open session**
- VIII. Action Topics - Vote will be taken**
  - VIII.A. Statement of Executive Session Minutes**
  - VIII.B. Discussion and possible vote on employments for the 2019-20 school year.**
- IX. New Business**
- X. Superintendent's Reports**
- XI. Adjournment**

Agenda posted June 10, 2022, by  
4:30pm at the entrance of the Administrative  
Office, Noble Public Schools, located at  
111 South 4th Street, Noble, OK, 73068.

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Dorothy M. Terrill  
Minutes Clerk

**Student Transfers  
June 1, 2018-YTD  
January 14, 2019**

**TOTAL +/- FOR NPS**

**-26**

**Emergency Transfers (June 1-Dec 31)  
2018-19**

| <b>Into District:</b> | <b>Student Name</b> | <b>Grade</b> | <b>Sending District</b> | <b>Entry Date</b> |
|-----------------------|---------------------|--------------|-------------------------|-------------------|
| <b>43</b>             | 1                   | 12           | Lexington               | Current Student   |
|                       | 1                   | 12           | Little Axe              | 8/28/2018         |
|                       | 1                   | 12           | Moore                   | Current Student   |
|                       | 1                   | 12           | Moore                   | Current Student   |
|                       | 1                   | 12           | Moore                   | Current Student   |
|                       | 1                   | 12           | Little Axe              | 8/22/2018         |
|                       | 1                   | 12           | Norman                  | Current Student   |
|                       | 1                   | 12           | Norman                  | Current Student   |
|                       | 1                   | 12           | Norman                  | Current Student   |
|                       | 1                   | 12           | Norman                  | 8/28/2018         |
|                       | 1                   | 11           | Norman                  | Current Student   |
|                       | 1                   | 11           | Norman                  | Current Student   |
|                       | 1                   | 11           | Norman                  | Current Student   |
|                       | 1                   | 11           | Moore                   | Current Student   |
|                       | 1                   | 10           | Lexington               | Current Student   |
|                       | 1                   | 10           | Little Axe              | 8/28/2018         |
|                       | 1                   | 10           | Moore                   | Current Student   |
|                       | 1                   | 10           | Norman                  | 8/8/2018          |
|                       | 1                   | 10           | Norman                  | 12/20/2018        |
|                       | 1                   | 10           | Norman                  | Current Student   |
|                       | 1                   | 9            | Lexington               | 1/9/2019          |
|                       | 1                   | 9            | Norman                  | Current Student   |
|                       | 1                   | 9            | Norman                  | Current Student   |

|   |   |            |                 |
|---|---|------------|-----------------|
| 1 | 9 | Norman     | Current Student |
| 1 | 9 | Purcell    | 8/8/2018        |
| 1 | 9 | Norman     | 12/12/2018      |
| 1 | 8 | Norman     | 9/27/2018       |
| 1 | 8 | Norman     | 8/22/2018       |
| 1 | 7 | Norman     | Current Student |
| 1 | 7 | Norman     | Current Student |
| 1 | 7 | Norman     | 8/8/2018        |
| 1 | 7 | Norman     | Current Student |
| 1 | 7 | Little Axe | 8/8/2018        |
| 1 | 6 | Norman     | Current Student |
| 1 | 4 | Norman     | Current Student |
| 1 | 3 | Purcell    | 8/8/2018        |
| 1 | 3 | Norman     | Current Student |
| 1 | 2 | Norman     | Current Student |
| 1 | 2 | Moore      | Current Student |
| 1 | 2 | Norman     | Current Student |
| 1 | K | Norman     | Current Student |
| 1 | K | Moore      | Current Student |
| 1 | K | Lexington  | 8/8/2018        |

**Emergency Transfers (June 1-Dec 31)**

**2018-19**

| <b>Out of District:</b> | <b>Student Name</b> | <b>Grade</b> | <b>Receiving District</b> | <b>Exit Date</b> | <b>Last year Attended Noble</b> |
|-------------------------|---------------------|--------------|---------------------------|------------------|---------------------------------|
| <b>40</b>               |                     |              |                           |                  |                                 |
| 1                       | 1                   | 12           | Wayne                     | 8/22/2018        | 2017-18                         |
| 1                       | 1                   | 11           | Norman                    | 8/7/2018         | NA                              |
| 1                       | 1                   | 11           | Norman                    | 6/26/2018        | NA                              |
| 1                       | 1                   | 10           | Norman                    | 7/30/2018        | NA                              |
| 1                       | 1                   | 10           | Norman                    | 6/26/2018        | NA                              |
| 1                       | 1                   | 10           | Lexington                 | 8/6/2018         | NA                              |
| 1                       | 1                   | 10           | Lexington                 | 8/6/2018         | NA                              |

|   |   |    |            |            |         |
|---|---|----|------------|------------|---------|
| 1 | 1 | 9  | Norman     | 8/14/2018  | 2018-19 |
| 1 | 1 | 9  | Norman     | 7/23/2018  | NA      |
| 1 | 1 | 8  | Norman     | 8/6/2018   | 2017-18 |
| 1 | 1 | 6  | Norman     | 7/23/2018  | NA      |
| 1 | 1 | 5  | Lexington  | 8/6/2018   | NA      |
| 1 | 1 | 4  | Norman     | 7/1/2018   | NA      |
| 1 | 1 | 3  | Norman     | 7/1/2018   | NA      |
| 1 | 1 | 3  | Little Axe | 7/30/2018  | NA      |
| 1 | 1 | 3  | Lexington  | 8/6/2018   | NA      |
| 1 | 1 | 2  | Norman     | 10/11/2018 | 2018-19 |
| 1 | 1 | 2  | Norman     | 6/5/2018   | NA      |
| 1 | 1 | 2  | Norman     | 6/26/2018  | NA      |
| 1 | 1 | 1  | Little Axe | 7/23/2018  | NA      |
| 1 | 1 | 1  | Norman     | 9/15/2018  | NA      |
| 1 | 1 | 1  | Norman     | 7/23/2018  | NA      |
| 1 | 1 | 1  | Norman     | 10/11/2018 | 2018-19 |
| 1 | 1 | 1  | Little Axe | 7/30/2018  | NA      |
| 1 | 1 | K  | Norman     | 7/1/2018   | NA      |
| 1 | 1 | K  | Norman     | 10/11/2018 | 2018-19 |
| 1 | 1 | K  | Norman     | 6/28/2018  | NA      |
| 1 | 1 | K  | Little Axe | 8/30/2018  | NA      |
| 1 | 1 | K  | Norman     | 7/12/2018  | NA      |
| 1 | 1 | K  | Norman     | 7/12/2018  | NA      |
| 1 | 1 | K  | Norman     | 2/12/2018  | 2017-18 |
| 1 | 1 | K  | Norman     | 7/23/2018  | NA      |
| 1 | 1 | PK | Little Axe | 7/9/2018   | NA      |
| 1 | 1 | PK | Little Axe | 6/20/2018  | NA      |
| 1 | 1 | PK | Norman     | 7/1/2018   | NA      |
| 1 | 1 | PK | Robin Hill | 5/1/2018   | NA      |
| 1 | 1 | PK | Norman     | 7/23/2018  | NA      |
| 1 | 1 | PK | Little Axe | 8/13/2018  | NA      |
| 1 | 1 | PK | Little Axe | 7/30/2018  | NA      |
| 1 | 1 | PK | Little Axe | 8/8/2018   | NA      |

**New Open Student Transfers (April 1-May 31)  
2018-19**

| <b>Into District:</b> | <b>Student Name</b> | <b>Grade</b> | <b>Sending District</b> | <b>Entry Date</b> | <b>on Jun 28<br/>Agenda</b> |
|-----------------------|---------------------|--------------|-------------------------|-------------------|-----------------------------|
| 9                     | 1                   | 12           | Lexington               | Current Student   | yes                         |
|                       | 1                   | 11           | Norman                  | Current Student   | yes                         |
|                       | 1                   | 11           | Norman                  | Current Student   | yes                         |
|                       | 1                   | 10           | Norman                  | Current Student   | yes                         |
|                       | 1                   | 7            | Norman                  | 8/8/2018          | yes                         |
|                       | 1                   | 7            | Norman                  | 8/8/2018          | yes                         |
|                       | 1                   | 6            | Norman                  | 8/8/2018          | yes                         |
|                       | 1                   | PK           | Norman                  | 8/8/2018          | yes                         |
|                       | 1                   | PK           | Moore                   | 8/8/2018          | yes                         |

**1st Year Open Transfers 2018-19  
(ER for 2017-18)**

| <b>Into District:</b> | <b>Student Name</b> | <b>Grade</b> | <b>Sending District</b> | <b>Entry Date</b> | <b>on Jun 11<br/>Agenda</b> |
|-----------------------|---------------------|--------------|-------------------------|-------------------|-----------------------------|
| 9                     | 1                   | 12           | Purcell                 | Current Student   | yes                         |
|                       | 1                   | 10           | Norman                  | Current Student   | yes                         |
|                       | 1                   | 9            | Norman                  | Current Student   | yes                         |
|                       | 1                   | 8            | Norman                  | Current Student   | yes                         |
|                       | 1                   | 7            | Norman                  | Current Student   | yes                         |
|                       | 1                   | 7            | Norman                  | Current Student   | yes                         |
|                       | 1                   | 6            | Lexington               | Current Student   | yes                         |
|                       | 1                   | 5            | Norman                  | Current Student   | yes                         |
|                       | 1                   | 4            | Norman                  | Current Student   | yes                         |

**2+ Year Open Transfers**

**(currently 1st year Open for 2017-18)**

**Into District:**

14

**Student Name**

**Grade**

**Sending District**

**Entry Date**

**on Jun 11**

**Agenda**

|   |    |            |                 |     |
|---|----|------------|-----------------|-----|
| 1 | 11 | Lexington  | Current Student | yes |
| 1 | 11 | Norman     | Current Student | yes |
| 1 | 10 | Norman     | Current Student | yes |
| 1 | 10 | Norman     | Current Student | yes |
| 1 | 9  | Lexington  | Current Student | yes |
| 1 | 9  | Norman     | Current Student | yes |
| 1 | 7  | Norman     | Current Student | yes |
| 1 | 5  | Lexington  | Current Student | yes |
| 1 | 3  | Washington | Current Student | no  |
| 1 | 3  | Lexington  | Current Student | yes |
| 1 | 2  | Lexington  | Current Student | yes |
| 1 | 2  | Wanette    | Current Student | yes |
| 1 | 2  | Moore      | Current Student | yes |
| 1 | 1  | Little Axe | Current Student | yes |

**Open Transfers**

**2018-19**

**Out of District:**

61

**Student Name**

**Grade**

**Receiving District**

**Application Date**

**Last year**

**Attended Noble**

|   |    |            |           |         |
|---|----|------------|-----------|---------|
| 1 | 12 | Norman     | 5/14/2018 | NA      |
| 1 | 12 | Norman     | 5/8/2018  | 2017-18 |
| 1 | 11 | Norman     | 2/11/2018 | NA      |
| 1 | 10 | Little Axe | 5/23/2018 | NA      |
| 1 | 9  | Little Axe | 5/3/2018  | NA      |
| 1 | 9  | Norman     | 1/2/2018  | 2017-18 |
| 1 | 9  | Norman     | 3/30/2018 | NA      |
| 1 | 9  | Little Axe | 3/5/2018  | NA      |
| 1 | 8  | Little Axe | 5/17/2018 | NA      |
| 1 | 8  | Norman     | 2/16/2018 | NA      |

|   |   |            |           |         |
|---|---|------------|-----------|---------|
| 1 | 8 | Little Axe | 4/18/2018 | NA      |
| 1 | 7 | Norman     | 1/8/2018  | NA      |
| 1 | 7 | Norman     | 3/12/2018 | NA      |
| 1 | 7 | Norman     | 5/14/2018 | NA      |
| 1 | 7 | Norman     | 5/31/2018 | 2016-17 |
| 1 | 6 | Norman     | 2/16/2018 | NA      |
| 1 | 6 | Little Axe | 2/19/2018 | NA      |
| 1 | 6 | Norman     | 3/30/2018 | NA      |
| 1 | 6 | Norman     | 2/16/2018 | NA      |
| 1 | 6 | Norman     | 5/30/2018 | 2016-17 |
| 1 | 6 | Norman     | 4/26/2018 | NA      |
| 1 | 5 | Norman     | 4/26/2018 | NA      |
| 1 | 5 | Norman     | 5/23/2018 | NA      |
| 1 | 5 | Norman     | 5/14/2018 | NA      |
| 1 | 4 | Little Axe | 5/28/2018 | 2014-15 |
| 1 | 4 | Norman     | 3/12/2018 | NA      |
| 1 | 4 | Little Axe | 4/4/2018  | NA      |
| 1 | 3 | Little Axe | 4/17/2018 | NA      |
| 1 | 3 | Little Axe | 5/17/2018 | NA      |
| 1 | 2 | Norman     | 1/8/2018  | NA      |
| 1 | 2 | Norman     | 2/16/2018 | NA      |
| 1 | 2 | Little Axe | 5/17/2018 | NA      |
| 1 | 2 | Little Axe | 4/4/2018  | NA      |
| 1 | 2 | Norman     | 3/8/2018  | NA      |
| 1 | 2 | Norman     | 2/13/2018 | NA      |
| 1 | 2 | Norman     | 3/6/2018  | NA      |
| 1 | 1 | Lexington  | 4/23/2018 | NA      |
| 1 | 1 | Little Axe | 4/19/2018 | NA      |
| 1 | 1 | Norman     | 4/30/2018 | NA      |
| 1 | 1 | Wanette    | 5/9/2018  | NA      |
| 1 | K | Little Axe | 5/28/2018 | 2014-15 |
| 1 | K | Little Axe | 5/28/2018 | NA      |
| 1 | K | Norman     | 1/4/2018  | NA      |
| 1 | K | Norman     | 2/13/2018 | NA      |

|   |    |            |           |    |
|---|----|------------|-----------|----|
| 1 | K  | Little Axe | 4/3/2018  | NA |
| 1 | PK | Little Axe | 5/28/2018 | NA |
| 1 | PK | Little Axe | 6/20/2018 | NA |
| 1 | PK | Little Axe | 4/17/2018 | NA |
| 1 | PK | Little Axe | 4/4/2018  | NA |
| 1 | PK | Norman     | 5/14/2018 | NA |
| 1 | PK | Norman     | 8/28/2018 | NA |
| 1 | PK | Norman     | 5/29/2018 | NA |
| 1 | PK | Norman     | 3/14/2018 | NA |
| 1 | PK | Norman     | 3/8/2018  | NA |
| 1 | PK | Norman     | 3/8/2018  | NA |
| 1 | PK | Macomb     | 4/5/2018  | NA |
| 1 | PK | Purcell    | 6/7/2018  | NA |
| 1 | PK | Norman     | 4/2/2018  | NA |
| 1 | PK | Purcell    | 1/17/2018 | NA |
| 1 | PK | Little Axe | 4/17/2018 | NA |
| 1 | PK | Little Axe | 4/25/2018 | NA |

## Noble Public Schools

### Student Membership 2018-19

| <u>GRADE:</u>     | 5/25        | 8/31        | 9/30        | 10/31       | 11/30       | 12/31       | 1/31     | 2/28     | 3/31     | 4/30     | 5/31     |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|----------|----------|
| PRE-K             | 141         | 133         | 134         | 135         | 137         | 137         |          |          |          |          |          |
| KDG.              | 185         | 188         | 188         | 186         | 186         | 186         |          |          |          |          |          |
| 1ST GRADE         | 215         | 200         | 202         | 200         | 200         | 203         |          |          |          |          |          |
| 2ND GRADE         | 220         | 190         | 189         | 187         | 188         | 191         |          |          |          |          |          |
| 3RD GRADE         | 224         | 227         | 222         | 220         | 215         | 217         |          |          |          |          |          |
| 4TH GRADE         | 233         | 223         | 226         | 225         | 224         | 225         |          |          |          |          |          |
| 5TH GRADE         | 193         | 233         | 236         | 235         | 234         | 232         |          |          |          |          |          |
| 6TH GRADE         | 224         | 199         | 196         | 197         | 197         | 198         |          |          |          |          |          |
| 7TH GRADE         | 192         | 222         | 220         | 217         | 217         | 212         |          |          |          |          |          |
| 8TH GRADE         | 209         | 185         | 184         | 182         | 185         | 184         |          |          |          |          |          |
| 9TH GRADE         | 203         | 204         | 204         | 202         | 201         | 200         |          |          |          |          |          |
| 10TH GRADE        | 179         | 197         | 201         | 196         | 195         | 196         |          |          |          |          |          |
| 11TH GRADE        | 203         | 184         | 184         | 182         | 182         | 179         |          |          |          |          |          |
| <u>12TH GRADE</u> | 189         | 190         | 187         | 188         | 186         | 185         |          |          |          |          |          |
| <b>TOTAL</b>      | <b>2810</b> | <b>2775</b> | <b>2773</b> | <b>2752</b> | <b>2747</b> | <b>2745</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

#### SITE TOTALS

|            |     |     |     |     |     |     |   |   |   |   |   |
|------------|-----|-----|-----|-----|-----|-----|---|---|---|---|---|
| K.I. DAILY | 541 | 521 | 524 | 521 | 523 | 526 | 0 | 0 | 0 | 0 | 0 |
| HUBBARD    | 444 | 417 | 411 | 407 | 403 | 408 | 0 | 0 | 0 | 0 | 0 |
| PIONEER    | 426 | 456 | 462 | 460 | 458 | 457 | 0 | 0 | 0 | 0 | 0 |
| CIMS       | 625 | 606 | 600 | 596 | 599 | 594 | 0 | 0 | 0 | 0 | 0 |
| NHS        | 774 | 775 | 776 | 768 | 764 | 760 | 0 | 0 | 0 | 0 | 0 |

**For Bank Account:**  
 \* \* \* \* 426  
**This Report Is True And Correct  
 To The Best Of My Knowledge.**  
 Date: 1 / 7 / 2019 Pat Jenill

**Beginning balance:** 641510.30  
**Receipts:** 579287.21  
**Checks:** 545013.04  
**Adjustments:** -885.59  
**Ending balance:** \$674,898.88

| Acct. Name                       | Beg. Balance | Receipts | Checks   | Adjust.  | Ending   |
|----------------------------------|--------------|----------|----------|----------|----------|
| 0051 CENTRAL OFFICE              | 28974.90     | 7020.49  | 7618.84  | 125.96   | 28502.51 |
| 815 CENTRAL OFFICE ACTIVITY ACCT | 8798.28      | 2842.19  | 5191.80  | 125.96   | 6574.63  |
| 816 ACTIVITY FUND INTEREST       | 7629.29      | 1088.30  | 0.00     | 0.00     | 8717.59  |
| 817 NOBLE STUDENT ASSISTANCE     | 12547.33     | 3090.00  | 2427.04  | 0.00     | 13210.29 |
| 0105 KID ELEMENTARY              | 31460.28     | 48472.96 | 39730.21 | -258.00  | 39945.03 |
| 801 KID-GENERAL SUPPLY           | 15523.43     | 34096.13 | 28246.90 | -1258.00 | 20114.66 |
| 802 KID-CLEARING ACCOUNT         | 242.06       | 82.50    | 0.00     | 0.00     | 324.56   |
| 803 KID-SHOUT WEEK               | 0.00         | 0.00     | 0.00     | 0.00     | 0.00     |
| 804 KID-KINDERGARTEN             | 247.78       | 1343.50  | 262.44   | 0.00     | 1328.84  |
| 805 KID-COKE MACHINE ACCOUNT     | 35.43        | 0.00     | 0.00     | 0.00     | 35.43    |
| 806 KID- T-SHIRT ACCOUNT         | 1343.73      | 5868.00  | 4177.50  | 0.00     | 3034.23  |
| 807 KID-PICTURE ACCOUNT          | 951.46       | 2082.00  | 0.00     | 0.00     | 3033.46  |
| 808 KID-BOOK FAIR ACCOUNT        | 5886.86      | 0.00     | 417.80   | 0.00     | 5469.06  |
| 809 KID-MUSIC                    | 24.70        | 0.00     | 0.00     | 0.00     | 24.70    |
| 810 KID-FIELD TRIP ACCOUNT       | 2867.22      | 2667.83  | 4134.65  | 70.00    | 1470.40  |
| 811 KID YEARBOOK                 | 625.86       | 0.00     | 0.00     | 0.00     | 625.86   |
| 812 KID-COUNSELOR                | 1758.45      | 1327.00  | 959.56   | 0.00     | 2125.89  |
| 813 KID-COLTINS KIDS             | 845.26       | 0.00     | 751.36   | -70.00   | 23.90    |
| 814 KID PRE-K                    | 728.44       | 1006.00  | 780.00   | 1000.00  | 1954.44  |
| 818 KID-FIRST GRADE              | 9.60         | 0.00     | 0.00     | 0.00     | 9.60     |
| 819 KID-P.E.                     | 370.00       | 0.00     | 0.00     | 0.00     | 370.00   |
| 0110 PIONEER INTERMEDIATE        | 46110.97     | 20790.88 | 25189.31 | 0.00     | 41712.54 |
| 830 PI-GENERAL SUPPLY            | 25869.45     | 19912.88 | 21337.12 | 0.00     | 24445.21 |
| 831 PI-CLEARING ACCOUNT          | 0.00         | 0.00     | 0.00     | 0.00     | 0.00     |
| 832 PIONEER SHOUT WEEK           | 0.00         | 0.00     | 0.00     | 0.00     | 0.00     |
| 833 PI-4TH GRADE                 | 3616.72      | 0.00     | 2006.73  | 0.00     | 1609.99  |
| 834 PI-5TH GRADE                 | 3036.19      | 0.00     | 422.06   | 0.00     | 2614.13  |
| 835 PI-COUNSELOR                 | 481.45       | 0.00     | 0.00     | 0.00     | 481.45   |
| 836 PI-MUSIC ACCOUNT             | 652.87       | 878.00   | 1117.27  | 0.00     | 413.60   |
| 837 PI-P.E. ACCOUNT              | 965.42       | 0.00     | 0.00     | 0.00     | 965.42   |
| 838 PI-SPECIAL ED ACCOUNT        | 109.08       | 0.00     | 59.93    | 0.00     | 49.15    |
| 839 OPEN ACCOUNT                 | 0.00         | 0.00     | 0.00     | 0.00     | 0.00     |
| 840 PI-COMPUTER ACCOUNT          | 275.91       | 0.00     | 0.00     | 0.00     | 275.91   |
| 841 PI-READING                   | 71.56        | 0.00     | 0.00     | 0.00     | 71.56    |
| 842 PI-LIBRARY                   | 11032.32     | 0.00     | 246.20   | 0.00     | 10786.12 |

NOBLE PUBLIC SCHOOLS  
 111 SOUTH 4TH STREET  
 NOBLE, OK 73068

FY-2019  
 YTD Partial Summary

**Summary Of Accounts**

January 07, 2019

| Acct. Name                      | Beg.Balance | Receipts  | Checks    | Adjust.  | Ending    |
|---------------------------------|-------------|-----------|-----------|----------|-----------|
| 0115 JKH ELEMENTARY             | 65395.66    | 33761.44  | 27740.29  | -10.00   | 71406.81  |
| 820 JKH-GENERAL SUPPLY          | 31481.33    | 16519.26  | 14160.00  | 0.00     | 33840.59  |
| 821 JKH-CLEARING ACCOUNT        | 0.00        | 7.59      | 0.00      | 0.00     | 7.59      |
| 822 JKH- T-SHIRT/SHOUT/FESTIVAL | 6589.43     | 3848.00   | 2591.25   | 0.00     | 7846.18   |
| 823 JKH-LIBRARY ACCOUNT         | 13805.64    | 5434.59   | 3504.01   | 0.00     | 15736.22  |
| 824 JKH-2ND GRADE               | 844.99      | 1477.00   | 1080.00   | 0.00     | 1241.99   |
| 825 JKH-3RD GRADE               | 770.16      | 2747.00   | 2557.69   | 0.00     | 959.47    |
| 826 JKH-ADOPT A CHILD           | 6616.83     | 3308.00   | 2947.55   | 0.00     | 6977.28   |
| 827 JKH-1ST GRADE               | 740.60      | 420.00    | 506.07    | -10.00   | 644.53    |
| 828 JKH-MUSIC                   | 155.12      | 0.00      | 0.00      | 0.00     | 155.12    |
| 829 JKH-PHYSICAL EDUCATION      | 4391.56     | 0.00      | 393.72    | 0.00     | 3997.84   |
| 0510 CURTIS INGE MIDDLE SCHOOL  | 48985.22    | 23448.61  | 26864.37  | -215.63  | 45353.83  |
| 845 MS-GENERAL SUPPLY           | 9148.61     | 17632.35  | 19813.11  | -180.63  | 6787.22   |
| 846 MS-CLEARING ACCOUNT         | 0.00        | 80.00     | 0.00      | 0.00     | 80.00     |
| 847 MS-ENGLISH (COLE)           | 0.00        | 0.00      | 0.00      | 0.00     | 0.00      |
| 848 MS-LIBRARY ACCOUNT          | 838.41      | 0.00      | 0.00      | 0.00     | 838.41    |
| 849 MS-STUDENT COUNCIL          | 4834.18     | 2668.00   | 1046.25   | -35.00   | 6420.93   |
| 850 MS-HOME EC ACCOUNT          | 517.76      | 214.00    | 405.39    | 100.00   | 426.37    |
| 851 MS-LANGUAGE ARTS/WORLD LANG | 773.01      | 115.25    | 0.00      | 0.00     | 888.26    |
| 852 MS-ART ACCOUNT              | 2660.00     | 723.00    | 1109.78   | -100.00  | 2173.22   |
| 853 MS-MATH ACCOUNT             | 3010.49     | 540.00    | 914.76    | 0.00     | 2635.73   |
| 854 MS-YEAR BOOK ACCOUNT        | 6879.97     | 0.00      | 0.00      | 0.00     | 6879.97   |
| 855 MS-TECH ED ACCOUNT          | 1839.10     | 0.00      | 0.00      | 0.00     | 1839.10   |
| 856 MS-CHORUS ACCOUNT           | 2118.28     | 655.01    | 1425.18   | 0.00     | 1348.11   |
| 857 MS-HONOR SOCIETY            | 3595.72     | 481.00    | 877.01    | 0.00     | 3199.71   |
| 858 MS-6TH GRADE                | 168.19      | 0.00      | 0.00      | 0.00     | 168.19    |
| 859 MS-READING (BOND)           | 1159.82     | 0.00      | 0.00      | -1159.82 | 0.00      |
| 860 MS-SOCIAL STUDIES           | 1482.77     | 0.00      | 0.00      | 0.00     | 1482.77   |
| 861 MS-READING (FIELDS)         | 859.56      | 0.00      | 261.45    | 1548.13  | 2146.24   |
| 862 OPEN ACCOUNT                | 0.00        | 0.00      | 0.00      | 0.00     | 0.00      |
| 863 MS-FACULTY VENDING          | 608.73      | 0.00      | 277.38    | 0.00     | 331.35    |
| 864 MS-SCIENCE DEPT.            | 5023.47     | 170.00    | 250.00    | 0.00     | 4943.47   |
| 865 MS-GIFTED AND TALENTED      | 745.57      | 170.00    | 484.06    | 0.00     | 431.51    |
| 866 MS SHOUT WEEK               | 0.00        | 0.00      | 0.00      | 0.00     | 0.00      |
| 867 MS-READING (MARSEE)         | 9.51        | 0.00      | 0.00      | 0.00     | 9.51      |
| 868 MS-READING (VANDEWEGE)      | 388.31      | 0.00      | 0.00      | -388.31  | 0.00      |
| 869 MS-POETRY ANIMAL CLUB       | 2323.76     | 0.00      | 0.00      | 0.00     | 2323.76   |
| 0705 HIGH SCHOOL                | 225695.42   | 186832.70 | 163555.13 | 9457.40  | 258430.39 |
| 901 HS-STUDENT GENERAL SUPPLIES | 18945.52    | 22085.61  | 18687.52  | -5610.37 | 16733.24  |
| 902 HS-CLEARING ACCOUNT         | 158.05      | 224.05    | 0.00      | 0.00     | 382.10    |

| Acct. | Name                           | Beg.Balance | Receipts | Checks   | Adjust.  | Ending   |
|-------|--------------------------------|-------------|----------|----------|----------|----------|
| 903   | SHOUT WEEK GENERAL OPERATIONS  | 15611.49    | 0.00     | 0.00     | 0.00     | 15611.49 |
| 904   | HS-MATH CLUB                   | 86.84       | 0.00     | 0.00     | 0.00     | 86.84    |
| 905   | HS-CHORUS                      | 2446.78     | 3680.23  | 3704.91  | -60.00   | 2362.10  |
| 906   | HS-BPA                         | 2216.80     | 0.00     | 123.71   | 0.00     | 2093.09  |
| 907   | HS-DECA                        | 1393.40     | 2984.00  | 3367.82  | -60.00   | 949.58   |
| 908   | HS-ATAE                        | 2906.39     | 890.00   | 0.00     | 0.00     | 3796.39  |
| 909   | HS-FCCLA                       | 1828.26     | 3292.50  | 3496.67  | 169.54   | 1793.63  |
| 910   | HS-FFA                         | 17389.99    | 25226.00 | 28917.83 | 24.00    | 13722.16 |
| 911   | HS-FCA                         | 341.03      | 0.00     | 0.00     | 0.00     | 341.03   |
| 912   | CLASS OF 2019                  | 5740.99     | 3225.97  | 900.34   | 7364.37  | 15430.99 |
| 913   | CLASS OF 2022                  | 7424.37     | 650.00   | 0.00     | -7424.37 | 650.00   |
| 914   | HS-TEACHER GENERAL SUPPLIES    | 897.45      | 57.19    | 5805.58  | 5500.00  | 649.06   |
| 915   | CLASS OF 2016                  | 0.00        | 0.00     | 0.00     | 0.00     | 0.00     |
| 916   | HS-FOREIGN LANGUAGE            | 464.00      | 0.00     | 0.00     | 0.00     | 464.00   |
| 917   | HS-LIBRARY                     | 285.00      | 0.00     | 0.00     | 0.00     | 285.00   |
| 918   | HS-DAILY LIVING CENTER         | 1910.49     | 0.00     | 246.91   | -560.00  | 1103.58  |
| 919   | HS-ART CLUB                    | 498.94      | 1134.00  | 572.43   | 0.00     | 1060.51  |
| 920   | HS-BAND                        | 7043.46     | 10272.00 | 490.00   | -8914.00 | 7911.46  |
| 921   | HS-BAND BOOSTERS               | 50163.69    | 25495.80 | 33739.21 | 7720.23  | 49640.51 |
| 922   | HS-BAND TOURING                | 35157.35    | 30406.45 | 15945.00 | 8802.21  | 58421.01 |
| 923   | HS-JOURNALISM                  | 411.52      | 0.00     | 0.00     | 0.00     | 411.52   |
| 924   | HS-MU ALPHA THETA              | 212.03      | 0.00     | 0.00     | -60.00   | 152.03   |
| 925   | HS-NATIONAL HONOR SOCIETY      | 1454.45     | 634.00   | 50.00    | -60.00   | 1978.45  |
| 926   | HS-SCIENCE CLUB                | 1417.04     | 0.00     | 0.00     | -60.00   | 1357.04  |
| 927   | HS-THESPIANS                   | 1108.78     | 0.00     | 0.00     | 0.00     | 1108.78  |
| 928   | HS MUSICAL                     | 0.00        | 0.00     | 0.00     | 0.00     | 0.00     |
| 929   | HS-STUDENT COUNCIL             | 3749.62     | 12608.34 | 12030.69 | 1655.00  | 5982.27  |
| 930   | HS-YEARBOOK                    | 12270.40    | 4162.50  | 8538.61  | -30.00   | 7864.29  |
| 931   | HS-ART II                      | 1652.65     | 1228.00  | 634.15   | -60.00   | 2186.50  |
| 932   | HS-BAND UNIFORMS               | 1900.36     | 10050.00 | 1361.05  | 165.79   | 10755.10 |
| 933   | HS-PSAT/AP TEST                | 1113.13     | 432.00   | 0.00     | 0.00     | 1545.13  |
| 934   | HS-DRIVER'S ED. CLEARING ACCT  | 0.00        | 9250.00  | 750.00   | 0.00     | 8500.00  |
| 935   | HS-GERMAN CLUB                 | 420.46      | 420.00   | 256.50   | 0.00     | 583.96   |
| 936   | CLASS OF 2021                  | 177.50      | 400.00   | 315.00   | 0.00     | 262.50   |
| 937   | HS-SPECIAL OLYMPICS UNIFIED    | 0.00        | 0.00     | 0.00     | 0.00     | 0.00     |
| 938   | HS-TEACHER APPRECIATION & PROM | 1471.95     | 3271.25  | 1220.70  | 0.00     | 3522.50  |
| 939   | NOBLE SWAT                     | 0.00        | 2982.00  | 1188.48  | -85.00   | 1708.52  |
| 940   | HS-ROBOTICS                    | 2115.72     | 3403.79  | 3315.31  | 190.00   | 2394.20  |
| 941   | HS-CREATIVE WRITING CLUB       | 0.00        | 0.00     | 0.00     | 0.00     | 0.00     |
| 942   | 2016 SHOUT WEEK                | 0.00        | 0.00     | 0.00     | 0.00     | 0.00     |
| 943   | HS-URSIDAE                     | 234.38      | 530.00   | 282.92   | 440.00   | 921.46   |
| 944   | HS-SCHOLARSHIP ACCOUNT         | 17076.00    | 0.00     | 10300.00 | 0.00     | 6776.00  |

| Acct. | Name                           | Beg.Balance | Receipts  | Checks    | Adjust.  | Ending    |
|-------|--------------------------------|-------------|-----------|-----------|----------|-----------|
| 945   | HS ENVIRONMENTAL CLUB          | 20.00       | 0.00      | 0.00      | 0.00     | 20.00     |
| 946   | HS-FOOD PANTRY                 | 1525.75     | 760.00    | 1040.88   | 500.00   | 1744.87   |
| 947   | HS-ENGLISH DEPT                | 0.00        | 1300.00   | 1160.00   | 0.00     | 140.00    |
| 948   | PRISM                          | 105.00      | 270.00    | 268.50    | -30.00   | 76.50     |
| 949   | WAT - WORK ADJUSTMENT TRAINING | 1852.75     | 0.00      | 185.91    | 0.00     | 1666.84   |
| 950   | CLASS OF 2020                  | 1384.50     | 2930.00   | 2391.50   | -250.00  | 1673.00   |
| 951   | NOBLE ARCHERY                  | 777.94      | 2577.02   | 2267.00   | -60.00   | 1027.96   |
| 952   | ETHICS & INTEGRITY             | 0.00        | 0.00      | 0.00      | 250.00   | 250.00    |
| 953   | SCIENCE 2                      | 333.20      | 0.00      | 0.00      | 0.00     | 333.20    |
| 0706  | ATHLETICS                      | 194887.85   | 258960.13 | 254314.89 | -9985.32 | 189547.77 |
| 870   | ATHLETICS GENERAL SUPPLY       | 65972.02    | 93527.30  | 94626.27  | -793.25  | 64079.80  |
| 871   | HS GIRLS GOLF                  | 101.05      | 0.00      | 0.00      | 0.00     | 101.05    |
| 872   | BASEBALL                       | 3768.12     | 8260.00   | 3341.09   | -30.00   | 8657.03   |
| 873   | HS BOYS BASKETBALL             | 7979.61     | 5920.00   | 7305.56   | 270.00   | 6864.05   |
| 874   | POWER LIFTERS/FOOTBALL         | 23179.22    | 24360.35  | 32315.45  | -217.92  | 15006.20  |
| 875   | HS FASTPITCH                   | 3402.16     | 6163.59   | 3055.56   | -133.95  | 6376.24   |
| 876   | HS GIRLS BASKETBALL            | 8385.80     | 14980.55  | 13127.38  | -1430.00 | 8808.97   |
| 877   | CROSS COUNTRY                  | 278.55      | 2710.00   | 2414.02   | -30.00   | 544.53    |
| 878   | HS WRESTLING                   | 2689.54     | 4898.00   | 688.24    | 70.00    | 6969.30   |
| 879   | GIRLS SOCCER                   | 4443.76     | 2025.00   | 25.08     | -30.00   | 6413.68   |
| 880   | HS GIRLS TRACK                 | 100.00      | 0.00      | 0.00      | -60.00   | 40.00     |
| 881   | HS VOLLEYBALL                  | 4416.76     | 2211.65   | 2053.22   | -30.00   | 4545.19   |
| 882   | HS CHEERLEADERS                | 4129.78     | 21781.14  | 23018.58  | 511.00   | 3403.34   |
| 883   | 7TH/8TH CHEERLEADERS           | 10526.63    | 8879.14   | 18265.53  | -547.00  | 593.24    |
| 884   | NOBLE BEAR DOWN CLUB           | 17605.11    | 35537.72  | 30636.41  | -200.08  | 22306.34  |
| 885   | HS GOLF                        | 1459.36     | 631.00    | 17.94     | -60.00   | 2012.42   |
| 886   | NOBLE ATHLETIC TRAINING        | 465.00      | 0.00      | 527.77    | 345.00   | 282.23    |
| 887   | BULL PEN                       | 7485.23     | 0.00      | 500.00    | 0.00     | 6985.23   |
| 888   | MS GOLF TEAM                   | 0.00        | 0.00      | 0.00      | 0.00     | 0.00      |
| 889   | MS-SOCCER                      | 4731.70     | 3465.00   | 1200.00   | 0.00     | 6996.70   |
| 890   | MS GIRLS BASKETBALL            | 932.91      | 1515.00   | 1016.80   | 1100.00  | 2531.11   |
| 891   | BOYS SOCCER                    | 2602.89     | 0.00      | 538.16    | -30.00   | 2034.73   |
| 892   | HS/MS SERVE IT UP CLUB         | 0.00        | 0.00      | 0.00      | 0.00     | 0.00      |
| 893   | ATHLETIC SCHOLARSHIP FUND      | 500.56      | 0.00      | 500.00    | 0.00     | 0.56      |
| 894   | MS BASEBALL                    | 0.00        | 0.00      | 0.00      | 0.00     | 0.00      |
| 895   | MS FOOTBALL                    | 2602.90     | 5553.75   | 4195.35   | -160.00  | 3801.30   |
| 896   | MS TRACK                       | 294.37      | 0.00      | 0.00      | 0.00     | 294.37    |
| 897   | MS VOLLEYBALL                  | 6566.76     | 3322.94   | 2919.92   | 212.20   | 7181.98   |
| 898   | MS BOYS BASKETBALL             | 959.51      | 1279.00   | 1433.78   | 0.00     | 804.73    |
| 899   | HS POM SQUAD                   | 9308.55     | 11939.00  | 10592.78  | -8741.32 | 1913.45   |

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NOBLE PUBLIC SCHOOLS  
111 SOUTH 4TH STREET  
NOBLE, OK 73068

FY-2019  
YTD Partial Summary

**Summary Of Accounts**

January 07, 2019

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|                |           |           |           |         |              |
|----------------|-----------|-----------|-----------|---------|--------------|
| <b>TOTALS:</b> | 641510.30 | 579287.21 | 545013.04 | -885.59 | \$674,898.88 |
|----------------|-----------|-----------|-----------|---------|--------------|

**NOBLE PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

12/31/2018

| All Years Grouped By FUND        | GENERAL FUND | BUILDING FUND | Bond Fund  | SINKING FUND | TOTAL ALL FUNDS |
|----------------------------------|--------------|---------------|------------|--------------|-----------------|
| CASH ON HAND:                    |              |               |            |              |                 |
| BEGINNING MONTHLY BALANCE        | 799,619.38   | 258,464.86    | 660,024.05 | 29,736.00    | 1,747,844.29    |
| ADD: MONTHLY RECEIPTS            | 2,186,875.72 | 69,479.45     | 0.00       | 407,238.06   | 2,663,593.23    |
| MATURING INVESTMENTS             | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| TOTAL CASH:                      | 2,986,495.10 | 327,944.31    | 660,024.05 | 436,974.06   | 4,411,437.52    |
| LESS: CHECKS ISSUED              |              |               |            |              |                 |
|                                  | 1,766,255.53 | 41,197.79     | 119,981.45 | 0.00         | 1,927,434.77    |
| PURCHASE OF INVESTMENTS          | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| INTEREST ON NON-PAYABLE WARRANTS | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| BOND INDEBTEDNESS                | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| REPAY-MONEY MGMT.                | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| MISCELLANEOUS                    | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| INTEREST ON BONDS                | 0.00         | 0.00          | 0.00       | 13,700.00    | 13,700.00       |
| TRANSFERS                        | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| ADJUSTMENTS                      | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| ENDING MONTHLY BALANCE           | 1,220,239.57 | 286,746.52    | 540,042.60 | 423,274.06   | 2,470,302.75    |
| INVESTMENTS:                     |              |               |            |              |                 |
| BEGINNING MONTHLY BALANCE        | 2,000,000.00 | 400,000.00    | 0.00       | 99,589.53    | 2,499,589.53    |
| ADD: INVESTMENTS                 | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| TOTAL INVESTMENTS:               | 2,000,000.00 | 400,000.00    | 0.00       | 99,589.53    | 2,499,589.53    |
| LESS: MATURING INVESTMENTS       | 0.00         | 0.00          | 0.00       | 0.00         | 0.00            |
| ENDING MONTHLY BALANCE:          | 2,000,000.00 | 400,000.00    | 0.00       | 99,589.53    | 2,499,589.53    |

TOTALS:

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|                            |              |            |            |            |              |
|----------------------------|--------------|------------|------------|------------|--------------|
| END OF MONTH CASH BALANCE: | 1,220,239.57 | 286,746.52 | 540,042.60 | 423,274.06 | 2,470,302.75 |
| END OF MONTH INV. BALANCE: | 2,000,000.00 | 400,000.00 | 0.00       | 99,589.53  | 2,499,589.53 |
| TOTAL CASH:                | 3,220,239.57 | 686,746.52 | 540,042.60 | 522,863.59 | 4,969,892.28 |
| ADD: OUTSTANDING CHECKS    | 468,487.44   | 2,845.75   | 10,969.20  | 0.00       | 482,302.39   |
| TOTAL MONIES:              | 3,688,727.01 | 689,592.27 | 551,011.80 | 522,863.59 | 5,452,194.67 |

**Resignation-Retirement Board Meeting Report.xlsx**  
**January 2019**

| <b>Certified</b> | <b>Site</b> | <b>Position</b>   | <b>Term Date</b> |
|------------------|-------------|-------------------|------------------|
| Julie Gordon     | Pioneer     | 4th Grade Teacher | 12/31/2018       |

  

| <b>Support</b>   | <b>Site</b> | <b>Position</b> | <b>Term Date</b> |
|------------------|-------------|-----------------|------------------|
| Jeanette Pendley | CN          | Cook            | 12/31/2018       |

  

| <b>Certified Extra Duty Assignm</b> | <b>Site</b> | <b>Position</b> | <b>Term Date</b> |
|-------------------------------------|-------------|-----------------|------------------|
|-------------------------------------|-------------|-----------------|------------------|

  

| <b>Support Extra Duty Assignm</b> | <b>Site</b> | <b>Position</b> | <b>Term Date</b> |
|-----------------------------------|-------------|-----------------|------------------|
|-----------------------------------|-------------|-----------------|------------------|



## MINUTES December 2018 Regular Meeting

The Board of Education of Independent School District No. 40 of the Cleveland County, State of Oklahoma, met in the Board Room at the Administration Building, 111 S. 4th Street, Noble, OK, on December 10, 2018 at 5:31 PM.

Attendance Taken at 5:31PM.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Present  
Mr. Scott Milette: Present  
Mrs. Erika Wright: Present  
Present: 3, Absent: 2.

Comments: Also present were Superintendent Frank Solomon and Assistant Superintendent Tony Smith.

### **I. Preliminary Business**

#### **I.A. Call to Order**

#### **I.B. Establishment of a Quorum**

#### **I.C. Pledge of Allegiance**

### **II. Reports**

#### **II.A. Student Transfer Requests**

#### **II.B. Student Membership**

#### **II.C. Activity Fund Report**

#### **II.D. District Financial Report**

#### **II.E. Resignations/Retirements**

### **III. Public Comment**

#### **III.A. Public Comments**

Comments: None

### **IV. Presentation**

#### **IV.A. High School Drop Out Report**

#### **IV.B. Annual College Remediation Report**

Comments: Noble High School Principal Steve Barrett presented information using the projector.

#### **IV.C. Reading of declaration by Superintendent Frank Solomon proclaiming the month of January, 2019, as Noble Public Schools Board Recognition Month**

### **V. Consent Agenda**

#### **V.A. Minutes of Regular Board Meeting - November 12, 2018**

#### **V.B. Encumbrances and Change Orders**

#### **V.C. Payroll Encumbrances**

#### **V.D. Activity Fund Transfers and Amendment requests**

### **VI. Action Topics - Vote will be taken**

#### **VI.A. Discussion and possible vote on Consent Agenda items A-D (Minutes of November 12, 2018 Regular Board Meeting, Encumbrances and Change Orders as follows: GF/CN 18-19: #9498-9559**



## **MINUTES December 2018 Regular Meeting**

**\$40,410.67 BF 18-19 #19111-19116 \$39,950.00 Bond Fund 18-19 #23-24 \$28,250.00 Payroll Encumbrances, Activity Fund Transfers & Amendment Requests) as presented.**

Motion to approve Consent Agenda items A-D (Minutes of November 12, 2018 Regular Board Meeting, Encumbrances and Change Orders as follows: GF/CN 18-19: #9498-9559 \$40,410.67 BF 18-19 #19111-19116 \$39,950.00 Bond Fund 18-19 #23-24 \$28,250.00 Payroll Encumbrances, Activity Fund Transfers & Amendment Requests) as presented passed with a motion made by Mr. Scott Milette and a second by Mrs. Erika Wright.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 2

Comments: The Assemble Meeting program did not close after capturing the Board member's votes. The votes were verbally cast and recorded by the Minutes Clerk.

### **VII. Executive Session**

**VII.A. Proposed Executive Session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act:**

**VII.A.1. The reemployment of Superintendent Frank Solomon for the 2021-22 school year**

**VII.A.2. The reemployment of Assistant Superintendent Tony Smith for the 2019-20 school year**

**VII.A.3. The reemployment of Dr. Jon Myers, Executive Director of Curriculum Instruction and Child Nutrition for the 2019-20 school year**

**VII.B. Vote to convene in Executive Session**

Motion to convene in executive session at 6:12pm passed with a motion by Mrs. Erika Wright and a second by Mr. Scott Milette.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 2

Comments: The Assemble Meeting program did not close after capturing the Board member's votes. The votes were verbally cast and recorded by the Minutes Clerk.

### **VII.C. Acknowledgement of return of Board to Open Session**

Comments: Board Vice President Leroy Lukinbill announced the Board's return to open session at 7:09pm.

### **VIII. Action Topics - Vote will be taken**

#### **VIII.A. Statement of Executive Session Minutes**

The Board of Education convened in executive session in the board room located at 111 South 4th Street, Noble, OK, 73068, at 6:12 o'clock p.m., Monday, December 10, 2018, to discuss the reemployment of Frank Solomon, the reemployment of Tony Smith and the reemployment of



## **MINUTES December 2018 Regular Meeting**

Dr. Jon Myers, as authorized by 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act. Board Members present were Leroy Lukinbill, Scott Milette, and Erika Wright, as well as Superintendent Frank Solomon and Assistant Superintendent Tony Smith. During the executive session the Board discussed these items and no other items. No action was taken. The Board returned to open session at 7:09 o'clock p.m., Monday, December 10, 2018.

### **VIII.B. Discussion and possible vote on the reemployment of Superintendent Frank Solomon for the 2021-22 school year.**

Motion to approve the reemployment of Superintendent Frank Solomon for the 2021-22 school year passed with a motion by Mr. Scott Milette and a second by Mrs. Erika Wright.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 2

### **VIII.C. Discussion and possible vote on the reemployment of Assistant Superintendent Tony Smith for the 2019-20 school year.**

Motion to approve the reemployment of Assistant Superintendent Tony Smith for the 2019-20 school year passed with a motion by Mrs. Erika Wright and a second by Mr. Scott Milette.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 2

### **VIII.D. Discussion and possible vote on the reemployment of Dr. Jon Myers, Executive Director of Curriculum Instruction and Child Nutrition for the 2019-20 school year.**

Motion to approve the reemployment of Dr. Jon Myers, Executive Director of Curriculum Instruction and Child Nutrition for the 2019-20 school year passed with a motion by Mr. Scott Milette and a second by Mrs. Erika Wright.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 2

## **IX. New Business**

Comments: Superintendent Solomon informed the Board that payroll encumbrances were finalized today and that the auditor and school attorney approved the item to be listed as New Business.

A motion to approve the holiday stipend presented at the November 2018 meeting passed with a motion by Mr. Scott Milette and a second by Mrs. Erika Wright.

Mrs. Wendy Barnes: Absent



## MINUTES December 2018 Regular Meeting

Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 2

### X. Superintendent's Reports

Comments: Assistant Superintendent Tony Smith reported the Academic Team recently competed in the Heart of Oklahoma Conference Tournament. The varsity squad was led by Cassidy Holman and they finished 3<sup>rd</sup> with a win over Carl Albert. Other top performers from the Junior Varsity squad were Tristan Barken, finished 2<sup>nd</sup> in overall individual awards and Brandon Collings tied for 3<sup>rd</sup>. They will compete on January 12, 2019, and Noble will host the tournament.

The girls' basketball season is off to a 3-0 start and the boys record is 1-2. Both teams will play tomorrow night beginning at 6:30pm against El Reno.

The CIMS Wrestling team competed at Norman last Thursday night and won while the NHS team was defeated. They wrestled a dual tournament in Madill this past Friday and had a good showing, finishing 3<sup>rd</sup>. Their next match is this Thursday night at home against Harrah. The middle school will start at approximately 6:00pm.

Mr. Solomon gave the Board medical policies to review and a final track design handout. He also gave a construction update and reported the building donated from Sun Construction had been delivered to John K. Hubbard Elementary.

### XI. Adjournment

Motion to adjourn at 7:24pm passed with a motion by Mrs. Erika Wright and a second by Mr. Scott Milette.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Absent  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 2

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PRESIDENT- Rodney Barrett

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VICE-PRESIDENT-Leroy Lukinbill

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CLERK-Wendy Barnes

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DEPUTY CLERK-Scott Milette

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MEMBER-Erika Wright

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MINUTES CLERK- Dot Terrill



## **MINUTES December 27, 2018 Special Meeting**

**The Board of Education of Independent School District No. 40 of the Cleveland County, State of Oklahoma, met in the Board Room at the Administration Building, 111 S. 4th Street, Noble, OK, on December 27, 2018 at 12:00 PM.**

Attendance Taken at 12:00PM.

Mrs. Wendy Barnes: Present  
Mr. Rodney Barrett: Present  
Mr. Leroy Lukinbill: Present  
Mr. Scott Milette: Present  
Mrs. Erika Wright: Present  
Present: 5, Absent: 0.

Comments: Also present were Superintendent Frank Solomon and Executive Director of Curriculum and Child Nutrition Director, Dr. Jon Myers.

### **I. Preliminary Business**

#### **I.A. Call to Order**

#### **I.B. Establishment of a Quorum**

### **II. Action Topics - Vote will be taken**

#### **Discussion and possible vote on contract with Sun Construction for the Noble High School track project as presented.**

Motion to approve contract with Sun Construction for the Noble High School track project as presented passed with a motion by Mrs. Wendy Barnes and a second by Mr. Scott Milette.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 0

### **III. Adjournment**

Motion to adjourn at 12:18 pm passed with a motion by Mr. Leroy Lukinbill and a second by Mrs. Erika Wright.

Mrs. Wendy Barnes: Yes  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes



## MINUTES December 27, 2018 Special Meeting

Mr. Scott Milette: Yes  
Mrs. Erika Wright: Yes  
Yes: 3, No: 0, Absent: 0

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PRESIDENT- Rodney Barrett

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VICE-PRESIDENT-Leroy Lukinbill

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CLERK-Wendy Barnes

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DEPUTY CLERK-Scott Milette

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MEMBER-Erika Wright

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MINUTES CLERK- Dot Terrill

DRY

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**NOBLE PUBLIC SCHOOL**  
**From PO: 19117 to PO: 19121**

**Encumbrance For Board Approval**  
**BUILDING FUND**

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| PO #  | Vendor Name               | General Description                              | Amount          | Date       |
|-------|---------------------------|--|-----------------|------------|
| 19117 | STEEL CO. INC.            | DISTRICT - BUILDING MATERIALS                    | 100.00          | 12/12/2018 |
| 19118 | ****ETRAILER.COM          | ROLLER ASSEMBLY KIT / GORILLA LIFT UTIL. TRAILER | 24.94           | 12/17/2018 |
| 19119 | BATTERIES + BULBS         | DISTRICT - BATTERIES                             | 500.00          | 12/12/2018 |
| 19120 | ICEMAN MECHANICAL         | DISTRICT - NON-KITCHEN REPAIRS                   | 2,000.00        | 12/20/2018 |
| 19121 | CRIMSON ELECTRIC SERVICES | DISTRICT - ELECTRICAL REPAIR SVCS.               | 5,000.00        | 01/07/2019 |
|       |                           | <b>Current Encumbered</b>                        | <b>7,624.94</b> |            |

**NOBLE PUBLIC SCHOOL**  
**From PO: 9560 to PO: 9606**

**Encumbrance For Board Approval**  
**GEN FUND-FOR OPERAT**

| PO # | Vendor Name                 | General Description                              | Amount   | Date       |
|------|-----------------------------|--|----------|------------|
| 9560 | ****BARNES AND NOBLE        | HS - CLASSROOM BOOKS / TURNER                    | 256.69   | 12/10/2018 |
| 9561 | STUDIES WEEKLY              | JKH - STUDIES WEEKLY- 2019-2020 SUBSCRIPTION     | 191.25   | 12/10/2018 |
| 9562 | MUSIC IN MOTION             | PIO - CLASSROOM SUPPLIES                         | 68.70    | 12/10/2018 |
| 9563 | COPELIN'S OFFICE CENTER     | PIO - CLASSROOM SUPPLIES                         | 26.32    | 12/10/2018 |
| 9564 | ****GOOGLE                  | DISTRICT - GOOGLE MAP API ACCESS                 | 250.00   | 12/11/2018 |
| 9565 | PLAY THERAPY SUPPLY, LLC    | PIO - CLASSROOM SUPPLIES                         | 67.93    | 12/11/2018 |
| 9566 | ****ABEBOOKS.COM            | HS - PS BOOKS                                    | 448.95   | 12/11/2018 |
| 9567 | ****AMAZON.COM              | HS - EPOXY, INKS                                 | 250.00   | 12/11/2018 |
| 9568 | REALLY GOOD STUFF, LLC      | PIO - CLASSROOM ITEMS                            | 73.41    | 12/11/2018 |
| 9569 | PROVANTAGE LLC              | CIMS - PROJECTOR LAMP                            | 300.00   | 12/12/2018 |
| 9570 | PROVANTAGE LLC              | CIMS - PROJECTOR LAMP                            | 200.00   | 12/12/2018 |
| 9571 | WAL-MART COMMUNITY BRC      | PIO - CLASSROOM SUPPLIES                         | 61.55    | 12/12/2018 |
| 9572 | HOUGHTON MIFFLIN            | HUB - GT TESTING MATERIALS                       | 1,600.00 | 12/12/2018 |
| 9573 | WAL-MART COMMUNITY BRC      | PIO - CLASSROOM SUPPLIES                         | 77.82    | 12/12/2018 |
| 9574 | ****AMAZON.COM              | JKH - TECHNOLOGY & TEACHING SUPPLIES             | 1,500.00 | 12/13/2018 |
| 9575 | ****AMAZON.COM              | KID - BOOKS                                      | 275.00   | 12/17/2018 |
| 9576 | WAL-MART COMMUNITY BRC      | PIO - CLASSROOM ITEMS                            | 49.28    | 12/17/2018 |
| 9577 | COLLINS COMPUTER REPAIR     | PIO - OFFICE SUPPLIES                            | 236.00   | 12/17/2018 |
| 9578 | NORMAN STAMP AND SEAL       | ADMIN - NOTARY RENEWAL                           | 90.00    | 12/17/2018 |
| 9579 | IDENTIMETRICS               | CN - FINGERPRINT LICENSE & SUPPORT FOR ALL CAFES | 1,200.00 | 12/17/2018 |
| 9580 | HAGAR RESTAURANT SERVICE    | CN - CIMS - OVEN REPAIR                          | 1,173.82 | 12/17/2018 |
| 9581 | QUILL CORPORATION           | CN - CIMS - TONER                                | 300.00   | 12/17/2018 |
| 9582 | QUILL CORPORATION           | CN - HS - TONER                                  | 250.00   | 12/17/2018 |
| 9583 | NEWEGG BUSINESS             | HS - HDMI MONITER                                | 245.00   | 12/17/2018 |
| 9584 | PERMA BOUND                 | KID - LIBRARY BOOKS                              | 500.00   | 12/17/2018 |
| 9585 | ****AMAZON.COM              | HS - CANON FLASH AND BATTERY PACK                | 269.99   | 12/18/2018 |
| 9586 | LAKESHORE LEARNING          | KID - CLASSROOM SUPPLIES                         | 225.00   | 12/18/2018 |
| 9587 | PEARSON CLINICAL ASSESSMENT | KID - RECORD FORMS                               | 186.56   | 12/19/2018 |
| 9588 | ACT, INC.                   | HS - ACT WORKSHOP REGISTRATION                   | 490.00   | 12/19/2018 |

**NOBLE PUBLIC SCHOOL**  
**From PO: 9560 to PO: 9606**

**Encumbrance For Board Approval**  
**GEN FUND-FOR OPERAT**

| PO #                      | Vendor Name                         | General Description  | Amount           | Date       |
|---------------------------|-------------------------------------|--|------------------|------------|
| 9589                      | ****BATTERY SHARKS                  | TECH - BATTERIES   | 777.70           | 12/19/2018 |
| 9590                      | SHI INTERNATIONAL CORP.             | DISTRICT - MICROSOFT AGREEMENT ANNUAL RENEWAL                  | 4,402.00         | 12/20/2018 |
| 9591                      | ****AMAZON.COM                      | JKH - TEACHING SUPPLIES  | 1,000.00         | 12/20/2018 |
| 9592                      | COPELIN'S OFFICE CENTER             | PIO - CLASSROOM SUPPLIES                                       | 75.00            | 12/20/2018 |
| 9593                      | QUILL CORPORATION                   | CIMS - OFFICE SUPPLIES   | 900.00           | 01/07/2019 |
| 9594                      | THE MARKERBOARD PEOPLE              | CIMS - OFFICE SUPPLIES   | 200.00           | 01/07/2019 |
| 9595                      | KELLOGG & SOVEREIGN CONSULTING, LLC | IT - PROF E-RATE MGMT & OUSF COMPLIANCE SVCS. (ANNUAL RENEWAL) | 4,915.00         | 01/08/2019 |
| 9596                      | ****AMAZON.COM                      | IT - OFFICE SUPPLIES   | 175.00           | 01/08/2019 |
| 9597                      | LOWE'S                              | HS - SHOP SUPPLIES   | 2,200.00         | 01/08/2019 |
| 9598                      | CDI COMPUTER DEALERS, INC           | JKH - LICENSES FOR GOOGLE CHROME BITS                          | 75.00            | 01/09/2019 |
| 9599                      | EDMAR                               | CN - BRUSH HEADS FOR FLOOR CLEANER                             | 89.80            | 01/09/2019 |
| 9600                      | CDI COMPUTER DEALERS, INC           | PIO - TECH SUPPLIES / EDUGEAR SC33 MOBILE CART                 | 1,000.00         | 01/09/2019 |
| 9601                      | O'REILLY AUTOMOTIVE, INC.           | TRANS - AUTO PARTS & SUPPLIES                                  | 500.00           | 01/09/2019 |
| 9602                      | WAL-MART COMMUNITY BRC              | HS - CLASSROOM STORAGE ITEMS                                   | 200.00           | 01/10/2019 |
| 9603                      | ****AMAZON.COM                      | KID - CLASSROOM SUPPLIES                                       | 200.00           | 01/10/2019 |
| 9604                      | ****AMAZON.COM                      | KID - CLASSROOM SUPPLIES                                       | 200.00           | 01/10/2019 |
| 9605                      | JUNIOR LIBRARY GUILD                | JKH - LIBRARY BOOKS  | 1,722.80         | 01/10/2019 |
| 9606                      | NORMAN TRANSCRIPT                   | LEGAL NOTICE & PRESS RELEASE / SCHOOL BOARD ELECTION           | 20.00            | 01/10/2019 |
| <b>Current Encumbered</b> |                                     |  | <b>29,515.57</b> |            |

**NOBLE PUBLIC SCHOOL**

**Encumbrance For Board Approval  
CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT**

**From: 11 Dec 2018 to: 11 Jan 2019**

| PO #                              | Vendor Name                              | General Description                                      | Amount           | Date       |
|-----------------------------------|--|--|------------------|------------|
| 9051                              | SOLOMON, FRANK                           | MISCELLANEOUS SUPPLIES /<br>EQUIPMENT -<br>REIMBURSEMENT | 49.71            | 07/01/2018 |
| 9067                              | ICEMAN MECHANICAL                        | CN - REPAIR BLANKET                                      | 12.45            | 07/01/2018 |
| 9131                              | QUILL CORPORATION                        | TRANS - OFFICE SUPPLIES &<br>EQUIPMENT                   | 65.94            | 07/09/2018 |
| 9307                              | ****OKLAHOMA ISP.NET                     | TECH - STANDARD UCC & SSL                                | 9.94             | 08/13/2018 |
| 9400                              | LOWE'S                                   | HS - SHOP SUPPLIES                                       | -579.22          | 09/12/2018 |
| 9465                              | ****WAL MART                             | HS - APPLE TV, CHROMECAST                                | 16.10            | 10/17/2018 |
| 9495                              | PECK, GEORGE B                           | HS - GT - CONFERENCE<br>REGISTRATION REIMB               | -160.00          | 11/05/2018 |
| 9506                              | ACT, INC.                                | CIMS - GEAR UP FUTURE<br>GRANT - PRE-ACT TESTS           | -790.00          | 11/13/2018 |
| 9510                              | SAM'S CLUB DIRECT                        | JKH - INSTRUCTIONAL<br>SUPPLIES                          | -186.24          | 11/14/2018 |
| 9514                              | ****AMAZON.COM                           | CIMS - CLASSROOM SUPPLIES                                | -65.61           | 11/19/2018 |
| 9522                              | MHS ASSESSMENTS                          | ASSESSMENT MATERIALS                                     | 17.01            | 11/26/2018 |
| 9523                              | PEARSON CLINICAL ASSESSMENT              | ASSESSMENT MATERIALS                                     | 0.01             | 11/26/2018 |
| 9535                              | QUILL CORPORATION                        | PIO - GENERAL SUPPLIES                                   | 2.23             | 11/28/2018 |
| 9538                              | ****AMAZON.COM                           | STOOLS FOR FAB LAB                                       | -12.27           | 11/28/2018 |
| 9544                              | KISS INSTITUTE FOR PRACTICAL<br>ROBOTICS | HS - BOTBALL EQUIPMENT                                   | -10.55           | 12/04/2018 |
| 9545                              | ****AMAZON.COM                           | JKH - VINYLs, HEAT PRESS,<br>ROBOTICS SUPPLIES           | -0.09            | 12/04/2018 |
| 9550                              | LAKESHORE LEARNING                       | KID - CLASSROOM SUPPLIES                                 | 202.29           | 12/05/2018 |
| 9551                              | COPELIN'S OFFICE CENTER                  | JKH - TITLE 1 CLASSROOM<br>SUPPLIES                      | -75.00           | 12/05/2018 |
| 9552                              | COPELIN'S OFFICE CENTER                  | PIO - CLASSROOM SUPPLIES                                 | -11.30           | 12/05/2018 |
| 9554                              | SCHOLASTIC WAREHOUSE                     | JKH - BOOKS  | -1.10            | 12/05/2018 |
| 9556                              | WAL-MART COMMUNITY BRC                   | CIMS - CLASSROOM SUPPLIES                                | -50.00           | 12/06/2018 |
| 9557                              | WAL-MART COMMUNITY BRC                   | PIO - CLASSROOM SUPPLIES                                 | -2.45            | 12/06/2018 |
| <b>GEN FUND-FOR OPERAT TOTAL:</b> |  |  | <b>-1,568.15</b> |            |
| <b>REPORT TOTAL:</b>              |  |  | <b>-1,568.15</b> |            |

**NOBLE PUBLIC SCHOOL**

From PO: 71051 to PO: 99999

**Encumbrance For Board Approval****GEN FUND-FOR OPERAT**

| PO #  | Vendor Name         | General Description        | Amount        | Date       |
|-------|---------------------|----------------------------|---------------|------------|
| 71051 | MEARS, REBECCA      | 91128531201427000000958050 | 668.00        | 12/10/2018 |
| 71051 | MEARS, REBECCA      | 91128531202417000000958050 | 51.11         | 12/10/2018 |
| 71051 | MEARS, REBECCA      | 91128531202637000000958050 | 110.22        | 12/10/2018 |
|       |                     |                            | <b>829.33</b> |            |
| 71052 | BEAR, JOHNSON       | 91128531201207000000958705 | 78.40         | 12/10/2018 |
| 71052 | BEAR, JOHNSON       | 91128531202417000000958705 | 6.00          | 12/10/2018 |
|       |                     |                            | <b>84.40</b>  |            |
| 71053 | HERNDON, BRANDY     | 91128531201427000000958050 | 24.00         | 12/10/2018 |
| 71053 | HERNDON, BRANDY     | 91128531202417000000958050 | 1.84          | 12/10/2018 |
|       |                     |                            | <b>25.84</b>  |            |
| 71054 | BOWSHER, JESSIE     | 91100010001411000000214705 | 270.00        | 12/10/2018 |
| 71054 | BOWSHER, JESSIE     | 91100010002411000000214705 | 20.66         | 12/10/2018 |
|       |                     |                            | <b>290.66</b> |            |
| 71055 | BUTTS, KATHRYN      | 91100010001311000000214115 | 280.00        | 12/10/2018 |
| 71055 | BUTTS, KATHRYN      | 91100010002311000000214115 | 21.42         | 12/10/2018 |
|       |                     |                            | <b>301.42</b> |            |
| 71056 | CARTWRIGHT, CRYSTAL | 91100010001411000000214105 | 120.00        | 12/10/2018 |
| 71056 | CARTWRIGHT, CRYSTAL | 91100010002411000000214105 | 9.18          | 12/10/2018 |
| 71056 | CARTWRIGHT, CRYSTAL | 91100010002631000000214105 | 11.40         | 12/10/2018 |
|       |                     |                            | <b>140.58</b> |            |
| 71057 | HERRERA, CINDY      | 91100010001411000000214110 | 240.00        | 12/10/2018 |
| 71057 | HERRERA, CINDY      | 91100010002411000000214110 | 18.36         | 12/10/2018 |
|       |                     |                            | <b>258.36</b> |            |
| 71058 | MARTIN, ANGELIA     | 9110002340180000000615050  | 300.00        | 12/13/2018 |
| 71058 | MARTIN, ANGELIA     | 9110002340241000000615050  | 22.95         | 12/13/2018 |
|       |                     |                            | <b>322.95</b> |            |
| 71059 | WEBSTER, SHEA       | 91100010001701001050210115 | 500.00        | 12/17/2018 |
| 71059 | WEBSTER, SHEA       | 91100010002311001050210115 | 38.25         | 12/17/2018 |
|       |                     |                            | <b>538.25</b> |            |
| 71060 | THOMPSON, MEGAN     | 91100010001701001050210105 | 500.00        | 12/18/2018 |
| 71060 | THOMPSON, MEGAN     | 91100010002311001050210105 | 38.25         | 12/18/2018 |
|       |                     |                            | <b>538.25</b> |            |
| 71061 | BOUZIDEN, SARAH     | 91100010001411000000214510 | 240.00        | 12/26/2018 |
| 71061 | BOUZIDEN, SARAH     | 91100010002411000000214510 | 18.36         | 12/26/2018 |
|       |                     |                            | <b>258.36</b> |            |
| 71062 | IBRAHIM, NAGWA      | 91100010001411000000214705 | 240.00        | 12/26/2018 |
| 71062 | IBRAHIM, NAGWA      | 91100010002411000000214705 | 18.36         | 12/26/2018 |
|       |                     |                            | <b>258.36</b> |            |
| 71063 | VASS, KENNETH P     | 9110002720120000000801050  | 29.40         | 12/26/2018 |
| 71063 | VASS, KENNETH P     | 9110002720241000000801050  | 2.25          | 12/26/2018 |
|       |                     |                            | <b>31.65</b>  |            |
| 71064 | MOSER, VICKI        | 91100010001332391060210705 | 108.00        | 12/26/2018 |
| 71064 | MOSER, VICKI        | 91100010002312391060210705 | 8.27          | 12/26/2018 |
| 71064 | MOSER, VICKI        | 91100010002532391060210705 | 10.26         | 12/26/2018 |
|       |                     |                            | <b>126.53</b> |            |
| 71065 | DAY, TAMARA         | 91100010001201001050414105 | 276.00        | 12/26/2018 |
| 71065 | DAY, TAMARA         | 91100010002411001050414105 | 21.11         | 12/26/2018 |
| 71065 | DAY, TAMARA         | 91100010002631001050414105 | 26.22         | 12/26/2018 |
|       |                     |                            | <b>323.33</b> |            |
| 71066 | SAMAHA, ZACK        | 91100010001921004000210705 | 4,100.00      | 01/07/2019 |
| 71066 | SAMAHA, ZACK        | 91100010002311004000210705 | 313.65        | 01/07/2019 |
| 71066 | SAMAHA, ZACK        | 91100010002531004000210705 | 389.50        | 01/07/2019 |

**NOBLE PUBLIC SCHOOL**

From PO: 71051 to PO: 99999

**Encumbrance For Board Approval****GEN FUND-FOR OPERAT**

| PO #                      | Vendor Name       | General Description        | Amount           | Date       |
|---------------------------|-------------------|----------------------------|------------------|------------|
|                           |                   |                            | <b>4,803.15</b>  |            |
| 71067                     | SNIVELY, OPAL L   | 91100010001701001110210510 | 500.00           | 01/11/2019 |
| 71067                     | SNIVELY, OPAL L   | 91100010002311001110210510 | 38.25            | 01/11/2019 |
|                           |                   |                            | <b>538.25</b>    |            |
| 71068                     | MULKEY, CURTIS    | 91100027201200000000801050 | 8,780.85         | 01/11/2019 |
| 71068                     | MULKEY, CURTIS    | 91100027202240000000801050 | 27.00            | 01/11/2019 |
| 71068                     | MULKEY, CURTIS    | 91100027202410000000801050 | 671.70           | 01/11/2019 |
| 71068                     | MULKEY, CURTIS    | 91133527202230000000801050 | 4,461.75         | 01/11/2019 |
|                           |                   |                            | <b>13,941.30</b> |            |
| 71069                     | CONLEY, HILLARY   | 91100010001498003300307705 | 2,000.00         | 01/11/2019 |
| 71069                     | CONLEY, HILLARY   | 91100010002418003300307705 | 153.00           | 01/11/2019 |
|                           |                   |                            | <b>2,153.00</b>  |            |
| 71070                     | MARSEE, CHRISTINA | 91100010001928001360210510 | 1,000.00         | 01/11/2019 |
| 71070                     | MARSEE, CHRISTINA | 91100010002318001360210510 | 76.50            | 01/11/2019 |
| 71070                     | MARSEE, CHRISTINA | 91100010002538001360210510 | 95.00            | 01/11/2019 |
|                           |                   |                            | <b>1,171.50</b>  |            |
| 71071                     | WELLS, CHAD       | 91100010001928003300210705 | 1,250.00         | 01/11/2019 |
| 71071                     | WELLS, CHAD       | 91100010002318003300210705 | 95.70            | 01/11/2019 |
| 71071                     | WELLS, CHAD       | 91100010002538003300210705 | 118.75           | 01/11/2019 |
|                           |                   |                            | <b>1,464.45</b>  |            |
| 71072                     | JOHNSON, DUSTIN   | 91100010001498003300307705 | 3,000.00         | 01/11/2019 |
| 71072                     | JOHNSON, DUSTIN   | 91100010002418003300307705 | 229.50           | 01/11/2019 |
|                           |                   |                            | <b>3,229.50</b>  |            |
| 71073                     | SWOPES, JERRY     | 91100010001498003300307705 | 1,200.00         | 01/11/2019 |
| 71073                     | SWOPES, JERRY     | 91100010002418003300307705 | 91.80            | 01/11/2019 |
|                           |                   |                            | <b>1,291.80</b>  |            |
| 71074                     | FOX, SYDNEE       | 91105521991430000000346050 | 200.00           | 01/11/2019 |
| 71074                     | FOX, SYDNEE       | 91105521992410000000346050 | 15.30            | 01/11/2019 |
|                           |                   |                            | <b>215.30</b>    |            |
| 71075                     | DAY, TAMARA       | 91100010001201001013414105 | 7,078.50         | 01/11/2019 |
| 71075                     | DAY, TAMARA       | 91100010002411001013414105 | 541.50           | 01/11/2019 |
| 71075                     | DAY, TAMARA       | 91100010002631001013414105 | 672.46           | 01/11/2019 |
|                           |                   |                            | <b>8,292.46</b>  |            |
| 71076                     | CLARK, ASHLYN     | 91105521991430000000346050 | 200.00           | 01/11/2019 |
| 71076                     | CLARK, ASHLYN     | 91105521992410000000346050 | 15.30            | 01/11/2019 |
| <b>Current Encumbered</b> |                   |                            | <b>41,644.28</b> |            |

NOBLE PUBLIC SCHOOLS  
 111 SOUTH 4TH STREET  
 NOBLE, OK 73068

FY-2019  
 00001043 to 00001050

**Transfer Register**

January 10, 2019

**For Bank Account:**  
 \* \* \* \* 426

**Total register: \$2,103.00**

| <b>Number</b>              | <b>Issued</b> | <b>Source / Destination</b> | <b>Description/Remarks</b>   | <b>Amount</b> | <b>Amount</b> |
|----------------------------|---------------|-----------------------------|------------------------------|---------------|---------------|
| 01043                      | 12/05/2018    | 0510-852                    | ACTIVITY FUND TRANSFER       | -100.00       |               |
|                            |               | 0510-850                    | DONATION                     |               | 100.00        |
| 01044                      | 12/19/2018    | 0705-901                    | ACTIVITY FUND TRANSFER       | -500.00       |               |
|                            |               | 0705-914                    | VENDING MACHINE PROFIT SHARE |               | 500.00        |
| 01045                      | 01/07/2019    | 0105-812                    | ACTIVITY FUND TRANSFER       | -500.00       |               |
|                            |               | 0105-813                    |                              |               | 500.00        |
| 01046                      | 01/08/2019    | 0706-899                    | ACTIVITY FUND TRANSFER       | -503.00       |               |
|                            |               | 0705-922                    | TOUR ACCT FOR TRIP           |               | 503.00        |
| 01047                      | 01/08/2019    | 0705-920                    | ACTIVITY FUND TRANSFER       | -250.00       |               |
|                            |               | 0705-922                    | CAMP 18 AWARDS               |               | 250.00        |
| 01048                      | 01/10/2019    | 0705-921                    | ACTIVITY FUND TRANSFER       | -250.00       |               |
|                            |               | 0705-920                    | CAMP AWARDS(TRANFERED WRONG  |               | 250.00        |
| <b>Number Of Transfers</b> |               |                             |                              |               | <b>06</b>     |

received  
1.10.19

### AMENDMENT BUDGET FOR ACTIVITY SUBACCOUNT

School Name Noble Athletics Site Number 706

Account Name and Number CIMS CHEER 883

Assigned Project Reporting \_\_\_\_\_

For the period of July 1, 2018 through June 30, 2019

|                                 |                                    |                   |
|---------------------------------|------------------------------------|-------------------|
| I. Beginning Cash Balance       | _____                              | \$0.00            |
| II. Approved budgeted receipts: | _____                              |                   |
| III. Proposed amended receipts: | _____                              |                   |
|                                 | <u>Cheer Showcase ticket sales</u> | <u>\$1,000.00</u> |
|                                 | _____                              | _____             |
|                                 | _____                              | _____             |
|                                 | _____                              | _____             |
|                                 | _____                              | _____             |
|                                 | _____                              | _____             |
|                                 | _____                              | _____             |
|                                 | _____                              | _____             |

TOTAL RECEIPTS \$1,000.00

IV. Approved budgeted expenditure: \_\_\_\_\_

V. Proposed amended expenditures: \_\_\_\_\_

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

TOTAL EXPENSES \$0.00

V. Ending Cash Balance \_\_\_\_\_ \$1,000.00

Trinity Davis \_\_\_\_\_ Cheer Coach  
Signature of Teacher/Sponsor Position  
[Signature] \_\_\_\_\_  
Signature of Principal/School Activity Custodian

# SPECIAL ELECTION RESOLUTION

TO: Cleveland County Election Board

FROM: The Noble School District, Independent School  
District No. 40 of Cleveland County, Oklahoma

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

## Date of the Election:

An election shall be held on April 2, 2019 with the polling places open from 7:00 a.m. to 7:00 p.m.

## Issues to be Voted Upon:

The voters will be asked to fill the vacancy of Office No. 3 of the Noble Board of Education. The term of office shall commence at the board meeting immediately following the election and continuing through March, 2023.

## Special Filing Period

Effective November 1, 2015, it is required that a candidate filing period of three (3) days will begin not more than twenty (20) days following the date the resolution calling the election is required to be filed with the secretary of the county election board. To comply with this requirement, the filing period is hereby set for February 4, 2019 to February 6, 2019.

*OR: Alternate paragraph when special election is scheduled on same date as a regular or special federal or state election.*

**Please note that when a special election is called by the Board of Education on the same date as a regular or special federal or state election, the resolution calling the special election is required to be filed with the secretary of the county election board not less than seventy-five (75) days prior to the election.**

## Qualifications of Candidates for Office:

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

within the geographical boundaries of the election district for six months preceding the first day of the filing period.

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

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for school office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

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

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

#### Filing for Candidacy

A special filing period shall be conducted from February 4, 2019 to February 6, 2019.

Voters Eligible to Vote:

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

Approved by the Noble Board of Education this 14<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Clerk of the Board of Education



# Noble Public Schools

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*Frank Solomon, Superintendent*

P.O. Box 499 / 111 S. 4<sup>th</sup> St. Noble, OK 73068

Phone: 405-872-3452 / Fax: 405-872-3271

[www.nobleps.com](http://www.nobleps.com)

February 12, 2019

Oklahoma State Department of Education  
c/o Accreditation/Standards Division  
2500 North Lincoln Boulevard  
OKC, OK 73105

Dear Accreditation/Standards Division:

On Monday, January 14, 2019, the Noble Board of Education voted for Noble Public Schools to continue to have a school “hours” calendar for the purpose of specialized circumstances (i.e., inclement weather, etc.). This will be for the upcoming 2019-20 school year.

Regards,

Frank Solomon  
Superintendent  
Noble Public Schools

Rodney Barrett  
President  
Noble Public Schools

Enclosures: Noble Board of Education Approved Minutes, Dated February 11, 2019.

## GRANT POLICIES AND PROCEDURES

### GRANT SUBMISSIONS

A grant offer and acceptance constitutes a contractual agreement between the grantor (funding source) and the grantee (teacher, school, department, or district). This agreement should not be entered into without appropriate approval.

Applicants must obtain approval from the Superintendent or designee prior to submitting a grant proposal or application to any funding source. Proposals requiring approval or signature of the Noble Board of Education must be submitted a minimum of five business days prior to a board meeting.

### NOTICE OF GRANT AWARD OR REJECTION

Upon receipt of a notice of grant award or rejection from the funding agency, the applicant will send a copy to the Superintendent. Applicants are also encouraged to send a thank you letter to the funding source even if funding is not awarded during this grant cycle.

If the grant is awarded, the superintendent or designee will meet with the applicant to establish a grant budget. Grant funds cannot be expended until a budget has been established. Grant recipients will adhere to all fiscal and programmatic reporting requirements imposed by the funding source.

The superintendent or designee will establish and maintain the official files for all grant awards. Files must be kept for five years after the conclusion of the grant.

After the Board of Education accepts grant funding from governmental agencies, private companies, organizations, and foundations for various educational programs or projects, the funds will be budgeted for each program or project according to the amount and regulations of the grant awarded.

This district will have internal control systems to provide reasonable assurance that it is managing federal financial assistance programs in compliance with applicable laws and regulations as directed by the State Department of Education. Methods and procedures will be in place to minimize the time elapsed between the transfer of funds from the State and the disbursement of these funds by the district.

Whenever possible the superintendent will provide a formal request for quotes or accept bids for goods or services that will be purchased with the grant funds. Goods and services received in consideration for grant funds will be monitored and careful consideration will be provided as to the quality of the goods received and/or the performance of services rendered prior to the district entering into future contracts for goods and services.

The district will maintain financial records of all expenditures made from the grant funds and such records will be available for inspection and will be deemed to be public records. These records, whenever practicable, shall be collected, transmitted and stored electronically.

Legal Reference: 2 C.F.R. 200.302

## INTERNAL CONTROLS

The Noble Board of Education directs all school district personnel to maintain appropriate internal controls in accordance with this policy. Internal Controls are to be an integral part of the school district's financial and business policies and procedures. The objectives of internal controls are:

- Protecting resources against waste, fraud, and inefficiency;
- Ensuring accuracy and reliability in accounting and operating data;
- Securing compliance with the policies of the organization;
- Ensuring compliance with applicable laws and regulations;
- Evaluating the level of performance in all organizational units of the organization;
- Providing management with reasonable assurance that all leave and payroll transactions are authorized, valid, complete and accurate;
- Safeguarding leave and payroll documents from theft, loss and destruction; and
- Internal controls are simply good business practices.

Internal controls are the practices performed by employees to provide the board of education with reasonable assurance that assets are safeguarded and transactions are authorized, valid, complete and accurate.

Internal control systems operate at different levels of effectiveness. Determining whether a particular internal control system is effective is a judgment resulting from an assessment of whether the five components – Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring – are present and functioning. Effective controls provide reasonable assurance regarding the accomplishments of established objectives.

The Superintendent or designee shall evaluate and monitor compliance with statute, regulations, and the terms and conditions of federal awards. When instances of noncompliance are identified, the Superintendent or designee shall take prompt action. All school personnel shall take reasonable measures to safe guard personally identifiable information that is proctected by state or federal law.

### ***Control Environment***

The control environment, as established by the organization's administration, sets the tone of an institution and influences the control consciousness of its people. Leaders of each department, area or activity establish a local control environment.

### ***Risk Assessment***

Every entity faces a variety of risks from external and internal sources that must be assessed. A precondition to risk assessment is the establishment of objectives, linked at different levels and internally consistent. Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed. Because economic, regulatory and operating conditions will continue to change, mechanisms are needed to identify and deal with the special risks associated with change.

The process of identifying and analyzing risk is an ongoing process and is a critical component of an effective internal control system. Attention must be focused on risks at all levels and necessary actions must be taken to manage. Risks can pertain to internal and external factors. After risks have been identified, they must be evaluated.

Managing change requires a constant assessment of risk and the impact on internal controls. Economic, industry and regulatory environments change and entities' activities evolve. Mechanisms are needed to identify and react to changing conditions.

***Control Activities***

Control activities are the policies and procedures that help ensure management directives are carried out. They help ensure that necessary actions are taken to address risks to achievement of the entity's objectives. Control activities occur throughout the organization, at all levels, and in all functions. They include a range of activities as diverse as **INTERNAL CONTROLS (Cont.)**

approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

Control activities usually involve two elements: a policy establishing what should be done and procedures to effect the policy. All policies must be implemented thoughtfully, conscientiously and consistently.

***Information and Communication***

Pertinent information must be identified, captured and communicated in a form and time frame that enables people to carry out their responsibilities. Effective communication must occur in a broad sense, flowing down, across and up the organization. All personnel must receive a clear message from top management that control responsibilities must be taken seriously. They must understand their own role in the internal control system, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream.

***Monitoring***

Internal control systems need to be monitored – a process that assesses the quality of the system's performance over time. Ongoing monitoring occurs in the ordinary course of operations, and includes regular management and supervisory activities, and other actions personnel take in performing their duties that assess the quality of internal control system performance.

The scope and frequency of separate evaluations depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top administration and governing boards.

Internal control systems change over time. The way controls are applied may evolve. Once effective procedures can become less effective due to the arrival of new personnel, varying effectiveness of training and supervision, time and resources constraints, or additional pressures. Furthermore, circumstances for which the internal control system was originally designed also may change. Because of changing conditions, management needs to determine whether the internal control system continues to be relevant and able to address new risks.

***Responsibility***

It is the responsibility of the superintendent and board of education to work together to develop and implement a system of internal controls. However, everyone within the school district has some role in internal controls. The roles vary depending upon the level of responsibility and the nature of involvement by the individual. The Board of Education, Superintendent, and administrative staff establish the presence of integrity, ethics, competence and a positive control environment. The employees of the district have oversight responsibility for internal controls within their areas. Each employee is to be cognizant of proper internal control procedures associated with their specific job responsibilities and is responsible for complying with internal controls.

***Components of the Control Activity***

Internal controls rely on the principle of checks and balances in the workplace. The following components focus on the control activity:

**Personnel** need to be competent and trustworthy, with clearly established lines of authority and responsibility documented in written job descriptions and procedure manuals. Organizational charts provide a visual presentation of **INTERNAL CONTROLS (Cont.)**

lines of authority and periodic updates of job descriptions ensures that employees are aware of the duties they are expected to perform.

**Authorization Procedures** need to include a thorough review of supporting information to verify the propriety and validity of transactions. Approval authority is to be commensurate with the nature and significance of the transactions and in compliance with School District policy.

Transactions should be authorized and executed by persons acting within the range of their authority.

- Policies and procedures should clearly identify which individuals have authority to approve different types of transactions.
- Authority comes with accountability and responsibility.
- Individuals should understand what they are approving. Individuals should have firsthand knowledge of transactions being approved, or they should review supporting information to verify the propriety and validity of transactions.
- Authorization of adjustments should be timely.
- Authorization for leave, overtime and change of work schedule should be obtained in advance and in writing.
- Authorization should be from at least one level above.
- Employees should not authorize their own transactions.
- Adjustment documents should proceed directly for processing after approval by a supervisor and not return to the employee where it can be falsified. Many frauds occur after approval.
- Supervisors should not sign blank forms.
- The supervisor and employee should initial corrections or adjustments.
- Delegation of authority in writing is required for grants and recommended for other budgets.
- Leave and payroll documents should proceed directly for processing after approval by a supervisor and not returned to the employee where they can be falsified. Many frauds (i.e. unauthorized or excessive overtime hours charged) occur after approval.
- Supervisors should not sign blank timesheets or leave request forms.
- Corrections or adjustments should be initialed by the supervisor and employee.

**Segregation of Duties** reduce the likelihood of errors and irregularities. An individual is not to have responsibility for more than one of the three transaction components: authorization, custody, and record keeping. When the work of one employee is checked by another, and when the responsibility for custody for assets is separate from the responsibility for maintaining the records relating to those assets, there is appropriate segregation of duties. This helps detect errors in a timely manner and deter improper activities; and at the same time, it should be devised to prompt operational efficiency and allow for effective communications.

**Physical Restrictions** are the most important type of protective measures for safeguarding school district assets, processes and data.

**Documentation and Record Retention** is to provide reasonable assurance that all information and transactions of value are clearly, thoroughly, and accurately recorded and retained. Records are to be maintained and controlled in accordance with the established retention period and properly disposed of in accordance with established procedures.

### **INTERNAL CONTROLS (Cont.)**

**Monitoring Operations** is essential to verify that controls are operating properly. Reconciliations, confirmations, and exception reports can provide this type of information.

Reconciliation is the process of comparing the entries in the general ledger to supporting documentation and resolving any discrepancies or differences. Accounts Payable, Accounts Receivable, and Cash, Property depreciation, Interest Income and other.

An independent person should perform a reconciliation of the district financial records at least annually and when an employee transfers, requests extended leave without pay, or separates employment from the school district.

#### **Risk Assessment**

The process of assessing risk is an opportunity for management and directors to look at their operations, determine the areas of significant risk, and evaluate what actions can be taken to minimize the risk and enhance the effectiveness and efficiency of the operation, while following applicable laws and regulations. The risk assessment and internal control evaluation can be integrated into the strategic planning process and program review.

All levels of the organization should participate in an annual risk assessment. The process of assessing risk is an opportunity for review of operations, determination of the areas of significant risk, and evaluation of what actions can be taken to minimize the risk and enhance internal controls.

Determination of an effective means of managing the risks, determining the likelihood of occurrence, minimizing the risks, and providing compensating controls is management's responsibility.

#### **Managing an Audit**

These are suggestions when interacting with auditors, to expedite the audit process while minimizing disruptions to day-to-day departmental operations. It is important to both the auditors and the departments to have accurate and objective audit results.

- Designate an audit liaison person (Department manager).
- Clarify the audit object and scope (areas to be tested and period covered by the audit).
- Determine auditor needs (records, workspace, and resources).
- Consider giving the auditor a general tour of your facilities.

#### **Access to Records by Auditor**

Ensure original documents do not leave department premises without prior approval. If a request is ambiguous, ask the auditor for the purpose of reviewing the document. Be prepared to recommend alternate documents that would achieve the auditor's purpose. Unless absolutely necessary, do not allow full access to your file drawers, storerooms, etc. Auditors are expected to obtain permission and state their objective for accessing these areas. Have documents

available upon their arrival. Maintain a list of records provided to the auditor. Review records you are providing to anticipate questions. If records will hurt the School District's interest, notify department management of the issue.

#### Responding to Audit Findings

Keep informed of issues throughout the audit. Ensure an exit interview is held. Use it to verify facts and respond to the audit. Ask a representative from the Treasurer's Office to attend if there are questioned or disputed findings.

#### **INTERNAL CONTROLS (Cont.)**

Ask for time to review findings, and then re-verify calculations and source data. Concede valid findings, but do not speculate on whether they apply to other areas on campus. Discuss with the auditor the dispositions of audit issues, i.e., verbal comment, exit item, management summary or report item. If necessary, appeal the auditor's conclusion with their supervisors.

#### **“Must Do” Management Actions**

‘Hard’ Controls (Mandatory Internal Control and Checks and Balances)

1. Use only original signatures to approve documents.
2. Provide departmental reports
  - a. Review and document the reconciliations of the monthly department financial statements to the appropriate supporting documents to assure all items are authorized School District purchases/charges.
  - b. Budget the best annual estimate of the department's earnings and expenditures.
  - c. Compare actual results to the budget and follow up significant variances.
3. Issue Payroll
  - a. Reconcile labor distribution reports to timesheets/exception reports (including reconciling leave accrual amounts to leave slips).
  - b. Collect from Staff & Administration a signed Attendance Calendar for each pay period.
  - c. Collect from nonexempt and exempt staff a signed Attendance Calendar for each pay period.
  - d. Collect from hourly classified and student employees a signed positive timesheet for each pay period.
  - e. Have supervisors with direct knowledge of the actual time worked sign Attendance Calendars and positive timesheets.
  - f. Review the monthly departmental labor distribution report and reconciliation.
  - g. Budget the best annual estimate of the department's labor expenses.
4. Separate incompatible duties (e.g. pro-card holder/approval authority, cash receipts handling/accounts receivable posting, payroll preparation/verification, etc.) among different department staff members.
5. Identify active/inactive research accounts used by departmental faculty, and assure/implement a process through which the activity (including personnel requisitions, expenditures, and document retention) is approved by the Principle Investigator (PI) and periodically reviewed by the department chair and that this process is in accordance with School District and funding source (grant, department program, etc.) requirements (capital equipment approval, contract approval, etc.). Ensure that inactive project grants are closed according to School District procedures.
6. Count and balance your petty cash/change fund as determined necessary, and reconcile (by another person) as appropriate.
7. Issue Cash Receipts
  - a. Deposit daily or periodically with the site financial secretary any cash/checks received in your department as authorized in the policy and procedures manual.
  - b. Issue a pre-numbered receipt for all cash transactions.
  - c. Collect sales tax when taxable goods are sold.

- d. Use a cash receipts form for all checks and cash and submit them to the cashier's office in the site financial secretary for deposit.
- e. Safeguard cash and checks against theft or loss.

### INTERNAL CONTROLS (Cont.)

8. Review purchases
  - a. Review in detail the supporting documentation for any action that you authorize, approve, review, or sign.
  - b. Establish a mechanism for ensuring that all departmental purchases are appropriate.
  - c. All contracts and credit applications require Treasurer's Office approval.
  - d. **Always submit original receipts as proof of payment.**
9. List and account for each equipment asset and its location valued at less than \$25,000 (assets not included on the School District's inventory listing).
10. Reconcile external bank accounts and credit card transactions (if applicable) at least monthly.
  - a. Establish procedures to ensure that cardholders comply with the reimbursable business expense policy.

#### 'Soft' Controls (Internal Controls to Strengthen Oversight and Encourage Compliance)

1. Complete an Annual Risk Assessment and/or Internal Control Review at least annually.
2. Be familiar with the Policies and Procedures of the School District.
3. Avoid circumventing any established internal controls over department operations.
4. Review operational processes on a continuous basis for duplication of effort.
5. Identify strengths/weaknesses within your employee pool and re-organize duties accordingly to develop a stronger team. Encourage employees to participate in professional development activities.
6. Be alert to fraud risks and 'red flags' for fraud occurring in your unit's operations.
7. On a regular basis compare/analyze the actual revenue and expenditures to the amount of budgeted revenue/expenditures (i.e. financial analysis).
8. Provide relevant financial reports/status updates to appropriate site administrator on a regular basis.
9. Document all reconciliation's, verifications, approvals, etc. to assure a defined audit trail of all transactions exit.

**Legal Reference: 2 C.F.R. § 200.303**

## EQUIPMENT ACCOUNTABILITY

It is the policy of the Noble Board of Education that each teacher shall be charged with the responsibility of accounting for equipment or supplies used by the teacher.

Inventories will be made of all equipment, books, furniture, computing devices and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

Equipment purchased with federal funds shall be utilized in the program or project for which it was acquired as long as needed. When no longer needed for the original program or project, the equipment can be utilized in other programs or projects which are approved by the superintendent or designee. Prior to any sale of property, the board of education will need to vote to declare the property as surplus. When acquiring replacement property, the school district may utilize the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Any property that is purchased with federal funding is the property of the school district and should be identified on inventory lists with a description of the property, a serial number or other identification number, the source of funding for the property, the acquisition date, and the cost of the property, the location, use and condition of the property, any ultimate disposition information including the date of disposal and sale price of the property. Any sale of property that was purchased with federal funding must ensure the highest possible return for the school district and adhere to the district policy regarding sale of personal property.

**REFERENCE:** 70 O.S. §5-130

2 C.F.R. §§ 200.33, 200.94, 200.20, and 200.313

Department of Education, Administrator's Handbook

**CROSS-REFERENCE:** Policy CMA, Equipment Accountability, Lending  
Policy CMAA, Use of School Property by District Employees  
Policy GK, Use of School Property

**FOOD PROCUREMENT**

It is the policy of the Noble Board of Education to follow acceptable practices in the procurement of food, products, supplies, or equipment with state and federal funds for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for food procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

- The employee, officer, or agent;
- Any member of his/her immediate family;
- His/her partner;
- An organization which employs or is about to employ any of the above.

Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Prohibited favors include purchasing food items for personal use at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

The superintendent is directed to establish a regulation setting forth acceptable procurement procedures for this district.

**REFERENCE** Oklahoma Department of Education Directive, dated June 6, 1988  
74 O.S. §3401, et seq.  
7 CFR 3016  
2 CFR § 200.318

**FOOD PROCUREMENT  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the procurement of food products, equipment or supplies that are purchased with federal funds for this school district.

The method of procurement used will be determined by the aggregate amount of goods, equipment, and services purchased. "Aggregate" is defined as any purchase or group of purchases, e.g., milk and milk products, bread, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period. The procurement methods that will be used by this school district to purchase the goods, equipment, and services required by the program are as follows:

1. Small Purchase Procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than \$150,000, and fresh produce regardless of aggregate amount. Such procedures shall be utilized on an annual basis by the school district.

When small purchase procedures are used, the following conditions, stipulations, and terms must be met:

- A. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service;
  - B. Written or verbal "requests for quotations" for the goods, equipment, or services to be purchased may be made;
  - C. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term "adequate number" is determined by local market conditions;
  - D. Responses to "requests for quotations" can be in either written form or verbal with a written confirmation;
  - E. Cost plus a percentage of cost method of purchasing is prohibited;
  - F. Price quotation responses will be retained by this school district with other program documentation and records for a period of five years after the end of the fiscal year to which they pertain.
2. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment, and services where the aggregate cost is \$150,000 or more, and when the selection of a successful supplier can appropriately be made principally on the basis of price. NOTE: Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the district's normal purchasing practices, which results in the aggregate amount of purchases becoming less than \$150,000, must be documented for review and audit purposes.

When competitive sealed bids are used, the following conditions, stipulations, and terms must be met:

- A. The invitation to bid will be publicly advertised;
- B. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids;

**FOOD PROCUREMENT, REGULATION (Cont.)**

- C. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;
  - D. All bids will be opened publicly at the time and place stated in the invitations for bid;
  - E. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid;
  - F. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered in determining which bid is lowest;
  - G. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;
  - H. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;
  - I. Cost plus a percentage of cost method of contracting is prohibited;
  - J. All bids received must be documented and such documentation shall be maintained by this school district with other program records for five years after the end of the fiscal year to which they pertain.
3. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, infeasible, or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal.

When competitive negotiation is used, the following conditions, stipulations, and terms must be met:

- A. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;
- B. The request for proposal will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible;
- C. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance;
- D. This school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contacted for further written and verbal discussions; and (3) for selection of contract award;

**FOOD PROCUREMENT, REGULATION (Cont.)**

- E. The contract will be awarded to the responsible bidder whose proposal is most advantageous to the school district when price or other factors are considered;
  - F. Cost plus a percentage of cost method of contracting is prohibited;
  - G. All requests for proposals received must be documented and such documentation shall be retained by the school district with other program records for five years after the end of the fiscal year to which they pertain.
4. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited.

Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following:

- A. The merchandise or service is available only from a single source;
- B. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation;
- C. After solicitation from a number of sources, competition is found to be lacking.

**FOOD PROCUREMENT, REGULATION (Cont.)**

## Protest Procedures

- A. Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Noble Public Schools may formally protest to the Child Nutrition Director of Noble Public Schools. Such protests must be made in writing and received by the Child Nutrition Director of Noble Public Schools. The protesting party must mail or deliver copies of the protest to Noble Public Schools, the State Agency, and other interested parties.
- B. In the event of a timely protest, Noble Public Schools shall not proceed further with the solicitation or award of the contract.
- C. A formal protest must be sworn and contain:
  - 1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
  - 2. A specific description of each action by Noble Public Schools that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
  - 3. A precise statement of the relevant facts.
  - 4. A statement of any issues of law or fact that the protesting party contends must be resolved.
  - 5. A statement of the argument and authorities that the protesting party offers in support of the protest.
  - 6. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.
- D. Noble Public Schools may settle and resolve the dispute over the solicitation or award of contract at any time before the matter is submitted on appeal. Noble Public Schools may solicit written responses to the protest from other interested parties.
- E. If the protest is not resolved by mutual agreement, Noble Public Schools shall issue a written determination that resolves the protest.
  - 1. If Noble Public Schools determines that no violation of statutory or regulatory provisions has occurred, then Noble Public Schools shall inform the protesting party, the State Agency, and other interested parties by letter that sets forth the reasons for determination.
  - 2. If Noble Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then Noble Public Schools shall inform the protesting, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.
  - 3. If Noble Public Schools determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then Noble Public Schools shall inform the protesting party, the State Agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.
- F. Noble Public Schools shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of Noble Public Schools.

**TITLE I, ESEA**  
**FEDERAL PROGRAMS**  
**COMPLAINT RESOLUTION**

Any parent, individual, or organization with a complaint **that the district is violating a federal statute or regulation** with regard to **the Title I a federal** program at Noble Public Schools may make the complaint known to the superintendent of schools in written form by filling out part I of the form, "Investigation Report on the Administration of **ESEA Title I Federal** Program Activities." Within 30 days of receipt of the complaint, Noble Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence and question witnesses. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Noble Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Noble Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.

**Legal Reference: 34 C.F.R. § 299.10**

## CONFLICTS OF INTEREST

In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Neither members of the Noble Board of Education board nor school district personnel shall engage in any activity that would create a conflict of interest or the appearance of a conflict of interest.

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

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

### Contracts and Business Arrangements

#### 1. Contracts with Board Members

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

#### 2. Disclosure of Other Contracts and Business Arrangements

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

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

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

#### 3. Contracts or Employment Relationships Between Employees

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

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

4. Other Prohibited Activities

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

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

Legal Reference:     70 O.S. § 5-124  
                           2 C.F.R. § 200.112  
                           2 C.F.R. § 200.318

## **EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS**

It is the policy of the Noble 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 may be mailed, emailed or delivered by hand to the superintendent's office. Receipt of resignation by superintendent is official. 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. Teacher resignations submitted after that date will be considered on a case-by-case basis.

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 probably cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and
2. The information giving rise to probably 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

## SALARY SCHEDULES

### Teachers

The basic salaries of teachers are set forth in the district's negotiated agreement. Except where noted, the salary schedule shall remain in effect during the term of the negotiated agreement.

All teachers shall be given full credit on the salary schedule set forth in the district's negotiated agreement for full years of outside teaching experience in any school district accredited by the State of Oklahoma.

No teacher shall be granted credit for more than five (5) years of active duty in the military service or for out-of-state teaching experience as a certified teacher.

Retired teachers, after a three year period, will be able to negotiate with the superintendent for placement on the salary schedule.

Placement on the salary schedule shall be in accordance with the teacher's approved years of experience, highest degree held, and the number of credits earned beyond the degree as reflected in the salary schedule. Salary adjustments, due to increased experience or higher degree or additional credit hours, shall be made once a year. These adjustments will be made at the beginning of each school year and will be effective on the first pay period of that school year. Official transcripts showing the completed course work must be on file in the office of the superintendent no later than September 15. Failure to submit the required documents will result in the loss of the increment requested for that full school year. The responsibility for submission of the proper documents at the proper place and time is that of the teacher.

The salary schedule is based on the regular teacher contracted work year. Teachers who are on an extended year contract shall be paid a prorated daily rate for those days contracted above the regular contract year. Teachers who are on a reduced year contract shall have a pro rated daily rate deducted from their contract salary for each day reduced from the regular contract year.

Teachers involved in extra duty assignments shall be compensated in accordance with the provisions of the agreement, except for those persons paid according to a previous increment scale. Those persons' increments shall not be reduced as long as they continue to be assigned to the same extra duty. In the event a new extra duty position is created during the term of the agreement, consultation regarding the salary for that position shall occur and the salary made an addendum to the agreement.

### Administrators

All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon recommendation of the superintendent and approval by the board, newly hired administrators may be placed on a salary schedule based upon individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, and length of school year contract.

### Documentation

Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35-10 teaching days of employment establishing retroactive qualification for the position shall result in

a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

**SALARY SCHEDULES (Cont.)**

Advancement

School district employees shall advance on the salary schedule at the rate of one year for each year of creditable service after initial employment. For salary advancement purposes only, a year of creditable service must be at least 120 days.

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**OSSBA POLICY SERVICES LEGAL NOTES:**

**If the board has not adopted a separate administrators' salary schedule, administrators will be paid in accordance with their employment contracts.**

**Legal Reference: 2 C.F.R. § 430(a)(1)**

## **LIMITED ENGLISH PROFICIENCY INSTRUCTION**

The Noble Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant;  
  
or
2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency;  
  
or
3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant;  
  
and
4. Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

### Tutorial Programs

Students who are certified to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered 30-minute tutorial help during the school day in the areas of reading, math, and language arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

### No Child Left Behind Act of 2001

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.

**LIMITED ENGLISH PROFICIENCY INSTRUCTION (Cont.)**

2. Students will participate in regular assessments in a manner that will yield an accurate assessment. (See also policy EK.) Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives subgrants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
  - A. Their child's level of English proficiency and how such a level was assessed.
  - B. The status of their child's academic achievement.
  - C. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
  - D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
  - E. Exit requirements for the program.
  - F. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds.

For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

**REFERENCE: P. L. 107-110, No Child Left Behind Act of 2001**

**CROSS-REFERENCE: Policy EK, Testing Program**

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

**ALTERNATIVE EDUCATION**

This school district Noble Public Schools shall provide an alternative education program that conforms to the requirements of state law and rules applicable to alternative education. The alternative education program shall conform to federal law requirements if federal funding is utilized to provide services to meet the educational needs of neglected, delinquent, and at-risk children and youth. The program shall:

1. Allow class sizes and student/teacher ratios conducive to effective learning for at-risk students;
2. Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction;
3. Include an intake and screening process to determine eligibility of students;
4. Demonstrate that teaching faculty are appropriately licensed or certified teachers;
5. Demonstrate that teaching faculty have been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students;
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth;
7. Provide courses that meet the academic curricula standards adopted by the State Board of Education and additional remedial courses;
8. Offer individualized instruction;
9. State clear and measurable program goals and objectives;
10. Include counseling and social services components with the provision that providers of services are not required to be certified as school counselors;
11. Require a plan leading to graduation be developed for each student in the program which will allow the student to participate in graduation exercises for the school district after meeting all of the graduation requirements of the school district.
12. Offer life skills instruction;
13. Provide opportunity for arts education to students, including Artists in Residence programs coordinated with the Oklahoma Arts Council;
14. Provide a proposed annual budget;
15. Include an evaluation component including an annual written self-evaluation;
16. Be appropriately designed to serve middle school, junior high school, and secondary school students in grades six through twelve who are most at risk of not completing a high school education for a reason other than as identified in 70 O.S. §13-10, and;

**ALTERNATIVE EDUCATION (Cont.)**

17. Allow all students in the alternative education program, who otherwise meet all of the participation requirements, to participate in vocational programs and extracurricular activities, including but not limited to athletics, band, and clubs.

The alternative education program shall be operational and serving students by September 15, of each school year.

Any equipment or material purchased by the school district with revenue received for students participating in an alternative education program shall be used only in or directly for the alternative education program offered by the district during the hours the alternative education program is in operation. The equipment or materials may be used for other purposes during hours when the alternative education program is not in operation.

If a program will serve fewer than ten (10) students, the alternative education program shall be offered by the district through an interlocal cooperative in which the district participates, unless the program has been granted a waiver from this requirement by the State Department of Education.

**REFERENCE:** 70 O.S. §1210.568  
70 O.S. §1210.569  
20 U.S.C. § 6434

**NOTE:** ~~Referenced statute 70 O.S. §1210.568 requires the program be provided by all school districts beginning with the first semester of the 2000-2001 school year.~~

**STUDENT RESIDENCY**

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

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

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

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

**Homeless Students**

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

Children are deemed to be homeless under the following conditions:

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

**STUDENT RESIDENCY (Cont.)**

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

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

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

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.
3. Customary transportation policies and regulations shall be waived.
4. Official school records policies and regulations shall be waived.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.

## STUDENT RESIDENCY (Cont.)

7. Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information under state or federal law.

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

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

Residency Officer

The school district designates district superintendent or designee as residency officer. The residency officer may be contacted by calling the school district at 405-872-3452 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 111 South 4<sup>th</sup> Street, Noble, OK 73068.

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

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

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

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

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

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the

**STUDENT RESIDENCY (Cont.)**

student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

**DEFINITIONS**

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

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

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

1. Safety considerations;
2. Proximity of the resource family home to the child’s present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child’s performance, continuity of education and engagement in the school the child presently attends;
6. Child’s special education programming if the child is classified;
7. Point of time in the school year;
8. Child’s permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child’s parent(s) or education decision maker(s)
12. The child’s attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child’s sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child’s educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child’s developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

**REFERENCE: 70 O.S. §1-113, §1-114**  
**70 O.S. §18-111**  
**42 U.S.C. § 11432**

***A POLICY ON THIS TOPIC IS REQUIRED BY LAW.***

## STUDENT RESIDENCY DISPUTE PROCEDURES

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

If a dispute arises regarding a student's residency, **or residency status as "homeless" under the McKinney-Vento Homeless Assurance Act**, the parent or guardian may request a review of the ruling by the superintendent. Any question or dispute as to the residence of a student shall be determined by the superintendent pursuant to the following procedures:

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

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

**Legal Reference: 42 U.S.C. 11432**

## STUDENT RECRUITMENT ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The Noble Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters. (See policy FLD for listing of directory information items.)

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

~~The board shall also provide full access for the recruitment of students by regional career technology centers, regional vocational agricultural centers, inter district magnet schools, trade schools, charter schools, and inter district student attendance programs.~~

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

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

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

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

**REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)  
20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)**

**STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION (Cont.)**

**CROSS-REFERENCE:** Policy FLD, Student Directory Information  
Policy GJ, School Visitors  
Policy GK, Use of School Property

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

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

## **Policy Forbidding The Supplanting Of Federal Funds And Grant Monies For Local Revenue**

The Noble Board of Education assures the federal government that payments received from the federal government in the nature of grant programs shall be used solely for such programs and in accordance with the applicable grant regulations. The district will restrict fund uses to the purposes provided in the federal legislation creating the grant. Federal funds received will be used to supplement and, to the extent practical, increase the level of funds that would, in the absence of such federal funds, be made available from non-federal sources for the education of students participating in programs and projects assisted by the federal grants. In no case shall federal grant funds be used to supplant funds received by the district from non-federal sources. State and local funds will be used to provide services in federal grant projects and such services, taken as a whole, will be at least comparable to services provided in district projects that are not receiving federal grant program funds. Comparability applies to schools with more than one building for each grade span.

The school district shall receive federal funding for any fiscal year only if the Oklahoma State Department of Education finds that the local educational agency has maintained the school districts fiscal effort in accordance with maintenance of effort requirements as outlined in section 8521 of ESSA.

The board delegates to the central administration the authority to sign federal grant "assurance statements" that are required for the receipt of federal funds.

**Legal Reference: Sections 1118 and 8521 of ESSA**

