



**Noble Board of Education**  
**December Regular Meeting in the Board Room**  
**Administration Building, 111 S. 4th Street, Noble, OK, 73068, [Address], [City], Oklahoma**  
**[Zip]**  
**Monday, December 14, 2020 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**
- IV. Presentation**
  - IV.A. High School Drop Out Report**
  - IV.B. Annual College Remediation Report**
  - IV.C. Oklahoma School Report Card**
  - IV.D. Reading of declaration by Superintendent Solomon proclaiming the month of January, 2021, as Noble Public Schools Board Recognition Month**
- V. Consent Agenda**
  - V.A. Minutes of Regular Board Meeting - November 9, 2020**
  - V.B. Encumbrances and Change Orders**
  - V.C. Payroll Encumbrances**
  - V.D. Activity Fund Transfers and Amendments**
- VI. Action Topics**
  - VI.A. Discussion and possible vote on Consent Agenda Items A-D as presented.**
  - VI.B. Vote to approve, disapprove or take other action for the Noble Board of Education to adopt On-Site COVID-19 Testing in a PUSH Partner agreement with the Oklahoma State Department of Health and the Cleveland County Health Department. This agreement will allow for the district to provide on-site testing of staff and students as needed, as well as assisting the CCHD should there be an outbreak situation, per the Governor's Executive Order.**
  - VI.C. Discussion and possible vote on revisions to the 2020-2021 Activity Fund Manual 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.A.2. The reemployment of Superintendent Frank Solomon**
  - VII.A.3. The reemployment of Assistant Superintendent Dr. Jon Myers**
  - VII.A.4. The reemployment of Executive Director Nathan Gray**
- VII.B. Vote to convene in executive session**
- VII.C. Acknowledgement of Board to return to open session**
- VIII. Action Topics**
  - VIII.A. Statement of executive session minutes**
  - VIII.B. Discussion and possible vote on employments for the 2020-21 school year as presented.**
  - VIII.C. Discussion and possible vote on the reemployment of Superintendent Frank Solomon for the 2023-2024 school year as presented.**
  - VIII.D. Discussion and possible vote on the reemployment of Assistant Superintendent Dr. Jon Myers for the 2021-2022 school year as presented.**
  - VIII.E. Discussion and possible vote on the reemployment of Executive Director Nathan Gray for the 2021-2022 school year as presented.**
- 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, 2020-YTD  
December 14, 2020**

**TOTAL + / - FOR NPS**

**33**

**New Open Student Transfers (April 1-May 31)  
2020-21**

<b>Into District:</b>	<b>Student Name</b>	<b>Grade</b>	<b>Sending District</b>	<b>Entry Date</b>	<b>on Jun 25 Agenda</b>
<b>46</b>	1	12	Asher	Current Student	yes
	1	K	Lexington	Current Student	yes
	1	11	Norman	Current Student	yes
	1	10	Norman	Current Student	yes
	1	PK	Norman	8/24/2020	
	1	9	Norman	Current Student	yes
	1	K	Norman	Current Student	yes
	1	7	Norman	8/24/2020	yes
	1	6	Norman	Current Student	yes
	1	9	Norman	Current Student	yes
	1	9	Washington	Current Student	yes
	1	10	Norman	Current Student	yes
	1	PK	Norman	8/24/2020	yes
	1	11	Norman	Current Student	yes
	1	PK	Norman	8/24/2020	yes
	1	1	Lexington	Current Student	yes
	1	PK	Lexington	8/24/2020	yes
	1	10	Norman	Current Student	yes
	1	2	Norman	Current Student	yes
	1	11	Lexington	Current Student	yes
	1	9	Lexington	Current Student	yes
	1	6	Lexington	Current Student	yes
	1	2	Lexington	Current Student	yes

1	2	Norman	8/24/2020	yes
1	8	Lexington	Current Student	yes
1	5	Norman	Current Student	
1	1	Norman	Current Student	
1	PK	Norman	8/24/2020	yes
1	K	Norman	Current Student	yes
1	9	Norman	Current Student	yes
1	11	Norman	Current Student	yes
1	9	Norman	Current Student	yes
1	7	Norman	Current Student	yes
1	3	Tecumseh	Current Student	yes
1	11	Norman	Current Student	yes
1	12	Norman	Current Student	yes
1	8	Norman	Current Student	yes
1	5	Norman	Current Student	yes
1	9	Norman	Current Student	yes
1	7	Norman	Current Student	yes
1	5	Norman	Current Student	yes
1	1	Lexington	Current Student	yes
1	9	Norman	Current Student	yes
1	12	Norman	Current Student	yes
1	11	Norman	Current Student	yes
1	2	Lexington	Current Student	yes

**Emergency Transfers in 2020-21**

58

**on Jun 27**

Student Name	Grade	Sending District	Entry Date	Agenda
1	PK	Norman	8/24/2020	
1	8	Norman	8/24/2020	
1	K	Midwesst City	8/24/2020	
1	6	Norman	8/24/2020	
1	3	Norman	8/24/2020	
1	5	Norman	Current Student	
1	3	Norman	8/24/2020	

1	11	Norman	8/24/2020
1	3	Norman	8/24/2020
1	8	Norman	8/24/2020
1	1	Norman	8/24/2020
1	K	Norman	8/24/2020
1	2	Norman	8/24/2020
1	2	Norman	8/24/2020
1	4	Norman	8/24/2020
1	4	Norman	8/24/2020
1	8	Nomran	9/15/2020
1	11	Norman	9/15/2020
1	K	Norman	8/24/2020
1	4	Norman	8/24/2020
1	7	Norman	8/24/2020
1	6	Norman	Current Student
1	2	Newcastle	8/24/2020
1	10	Norman	8/24/2020
1	9	Norman	8/24/2020
1	3	Lexington	8/24/2020
1	6	Little Axe	8/24/2020
1	5	Norman	Current Student
1	3	Norman	Current Student
1	9	Norman	8/24/2020
1	10	Norman	8/24/2020
1	3	McLoud	8/24/2020
1	12	Norman	8/24/2020
1	11	Norman	Current Student
1	6	Norman	Current Student
1	1	Norman	Current Student
1	K	Norman	Current Student
1	2	Norman	9/24/2020
1	K	Norman	9/24/2020
1	3	Moore	Current Student
1	1	Moore	Current Student

1	K	Norman	8/24/2020	
1	PK	Norman	8/25/2020	
1	5	Norman	Current Student	
1	1	Norman	Current Student	
1	K	Midwesst City	10/26/2020	
1	1	Norman	8/25/2020	
1	2	Lexington	8/24/2020	
1	PK	Lexington	8/24/2020	
1	11	Norman	Current Student	
1	6	Norman	Current Student	
1	10	Norman	Current Student	
1	K	Norman	8/24/2020	
1	7	Norman	8/24/2020	
1	3	Norman	8/25/2020	
1	9	Norman	9/14/2020	
1	PK	Norman	8/24/2020	yes
1	K	Norman	Current Student	

**Student Transfers  
2020-21**

<b>Out of District:</b>	<b>Student Name</b>	<b>Grade</b>	<b>Receiving District</b>	<b>Application Date</b>	<b>Last year Attended Noble</b>
71					
	1	PK	Little Axe	2/28/2020	NA
	1	PK	Little Axe	4/2/2020	NA
	1	PK	Little Axe	4/29/2020	NA
	1	PK	Norman	6/2/2020	NA
	1	8	OKC	2/3/2020	18-19
	1	PK	Purcell	1/22/2020	NA
	1	2	Washington	5/18/2020	NA
	1	5	Norman	8/10/2020	NA
	1	PK	Lexington	4/27/2020	NA
	1	6	Norman	2/18/2020	2019-20
	1	1	Chickasha	4/2/2020	NA
	1	9	Norman	2/27/2020	NA

1	4	Lexington	5/12/2020	NA
1	9	Lexington	5/12/2020	NA
1	6	Lexington	5/12/2020	NA
1	9	Midwest City	5/5/2020	2019-20
1	12	Norman	2/13/2020	NA
1	10	Norman	3/4/2020	NA
1	2	Norman	9/14/2020	2019-20
1	3	Crooked Oak	9/1/2020	NA
1	9	Norman	5/19/2020	2019-20
1	9	Norman	5/30/2020	NA
1	9	Norman	5/18/2020	2018-19
1	5	Lexington	5/28/2020	2019-20
1	6	Lexington	5/28/2020	2019-20
1	1	Norman	2/12/2020	NA
1	12	Lexington	5/29/2020	NA
1	8	Norman	5/16/2020	NA
1	6	Norman	5/16/2020	NA
1	2	Norman	8/10/2020	NA
1	PK	Norman	8/10/2020	NA
1	12	Norman	5/30/2020	NA
1	7	Lexington	5/12/2020	NA
1	10	Lexington	5/12/2020	NA
1	9	Norman	3/23/2020	2019-20
1	1	Norman	2/3/2020	NA
1	1	Norman	2/3/2020	NA
1	5	Norman	2/12/2020	2018-19
1	5	Norman	8/5/2020	NA
1	6	Norman	8/5/2020	NA
1	1	Norman	7/4/2020	NA
1	12	Lexington	6/30/2020	NA
1	12	Norman	5/30/2020	NA
1	11	Norman	4/29/2020	NA
1	12	Norman	2/10/2020	NA
1	PK	Norman	2/21/2020	NA

1	6	Lexington	7/13/2020	2019-20
1	9	Newcastle	5/20/2020	NA
1	9	Norman	8/4/2020	2018-19
1	PK	Little Axe	7/22/2020	NA
1	1	Lexington	8/4/2020	NA
1	K	Norman	8/6/2020	NA
1	10	Norman	8/6/2020	NA
1	12	Norman	8/6/2020	NA
1	5	Norman	8/6/2020	NA
1	8	Lexington	8/4/2020	NA
1	K	Lexington	8/4/2020	NA
1	5	Lexington	8/7/2020	NA
1	K	Robin Hill	8/11/2020	NA
1	10	Lexington	8/7/2020	NA
1	6	Lexington	8/7/2020	NA
1	11	Norman	7/27/2020	NA
1	3	Norman	7/29/2020	NA
1	4	Norman	7/29/2020	NA
1	3	Norman	3/3/2020	NA
1	2	Norman	7/7/2020	NA
1	1	Norman	7/27/2020	NA
1	3	Norman	8/2/2020	NA
1	12	Norman	8/5/2020	NA
1	3	Norman	8/4/2020	NA
1	K	Norman	8/4/2020	NA

# Noble Public Schools

## Student Membership 2020-2021

<u>GRADE:</u>	5/21	8/31	9/30	10/31	11/30	12/31	1/31	2/28	3/31	4/30	5/21
PRE-K	159	140	147	147	150						
KDG.	219	196	204	204	203						
1ST GRADE	195	204	206	203	203						
2ND GRADE	189	197	191	186	190						
3RD GRADE	202	187	184	182	185						
4TH GRADE	223	206	205	206	203						
5TH GRADE	232	214	214	212	209						
6TH GRADE	245	219	220	218	214						
7TH GRADE	208	247	244	244	243						
8TH GRADE	220	203	205	203	202						
9TH GRADE	193	219	213	212	207						
10TH GRADE	196	197	191	193	190						
11TH GRADE	183	193	186	188	185						
<u>12TH GRADE</u>	146	176	170	170	160						
<b>TOTAL</b>	<b>2810</b>	<b>2798</b>	<b>2780</b>	<b>2768</b>	<b>2744</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### SITE TOTALS

K.I. DAILY	378	336	351	351	353	0	0	0	0	0	0
HUBBARD	586	588	581	571	578	0	0	0	0	0	0
PIONEER	455	420	419	418	412	0	0	0	0	0	0
CIMS	673	669	669	665	659	0	0	0	0	0	0
NHS	718	785	760	763	742	0	0	0	0	0	0

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

FY-2021  
 YTD Partial Summary

**Summary Of Accounts**

December 01, 2020

<b>For Bank Account:</b> * * * * 426	<b>This Report Is True And Correct To The Best Of My Knowledge.</b>	<b>Beginning balance:</b>	<b>611842.96</b>
		<b>Receipts:</b>	<b>323145.15</b>
		<b>Checks:</b>	<b>247983.85</b>
		<b>Adjustments:</b>	<b>1615.01</b>
<b>Date:</b> <u>12 / 1 / 2020</u>	<u>Dot Jenell</u>	<b>Ending balance:</b>	<b>\$688,619.27</b>

Acct. Name	Beg.Balance	Receipts	Checks	Adjust.	Ending
0051 CENTRAL OFFICE	52778.57	17218.81	7873.69	0.00	62123.69
815 CENTRAL OFFICE ACTIVITY ACCT	631.53	5691.54	131.47	2000.00	8191.60
816 ACTIVITY FUND INTEREST	12938.93	213.80	0.00	-2000.00	11152.73
817 NOBLE STUDENT ASSISTANCE	39208.11	11313.47	7742.22	0.00	42779.36
0105 KID ELEMENTARY	36223.32	3556.64	6982.28	0.00	32797.68
801 KID-GENERAL SUPPLY	14438.09	1761.64	4487.27	0.00	11712.46
802 KID-CLEARING ACCOUNT	0.00	0.00	0.00	0.00	0.00
803 KID-SHOUT WEEK	0.00	0.00	0.00	0.00	0.00
804 KID-KINDERGARTEN	1593.18	0.00	0.00	0.00	1593.18
805 KID-COKE MACHINE ACCOUNT	35.43	0.00	0.00	0.00	35.43
806 KID- T-SHIRT ACCOUNT	3079.23	1795.00	2078.00	0.00	2796.23
807 KID-PICTURE ACCOUNT	3086.11	0.00	0.00	0.00	3086.11
808 KID-BOOK FAIR ACCOUNT	3865.93	0.00	136.67	0.00	3729.26
809 KID-MUSIC	24.70	0.00	0.00	0.00	24.70
810 KID-FIELD TRIP ACCOUNT	1858.95	0.00	0.00	0.00	1858.95
811 KID YEARBOOK	625.86	0.00	0.00	0.00	625.86
812 KID-COUNSELOR	4045.66	0.00	280.34	0.00	3765.32
813 KID-COLTINS KIDS	301.80	0.00	0.00	0.00	301.80
814 KID PRE-K	2888.78	0.00	0.00	0.00	2888.78
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	30044.50	4649.50	5558.14	140.42	29276.28
830 PI-GENERAL SUPPLY	12690.79	4435.50	5490.98	140.42	11775.73
831 PI-CLEARING ACCOUNT	0.00	214.00	0.00	0.00	214.00
832 PIONEER SHOUT WEEK	0.00	0.00	0.00	0.00	0.00
833 PI-4TH GRADE	2394.07	0.00	0.00	0.00	2394.07
834 PI-5TH GRADE	2511.02	0.00	0.00	0.00	2511.02
835 PI-COUNSELOR	481.45	0.00	0.00	0.00	481.45
836 PI-MUSIC ACCOUNT	414.40	0.00	67.16	0.00	347.24
837 PI-P.E. ACCOUNT	965.42	0.00	0.00	0.00	965.42
838 PI-SPECIAL ED ACCOUNT	49.15	0.00	0.00	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	10190.73	0.00	0.00	0.00	10190.73

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

FY-2021  
 YTD Partial Summary

**Summary Of Accounts**

December 01, 2020

Acct.	Name	Beg.Balance	Receipts	Checks	Adjust.	Ending
0115	JKH ELEMENTARY	54918.17	14113.09	21743.90	240.14	47527.50
820	JKH-GENERAL SUPPLY	18150.10	11992.09	8278.23	240.14	22104.10
821	JKH-CLEARING ACCOUNT	0.00	0.00	0.00	0.00	0.00
822	JKH- T-SHIRT/SHOUT/FESTIVAL	11181.86	2111.00	7814.28	327.75	5806.33
823	JKH-LIBRARY ACCOUNT	12283.34	0.00	2152.88	0.00	10130.46
824	JKH-2ND GRADE	991.04	0.00	450.16	0.00	540.88
825	JKH-3RD GRADE	238.06	0.00	114.63	0.00	123.43
826	JKH-ADOPT A CHILD	4884.65	10.00	789.38	-327.75	3777.52
827	JKH-1ST GRADE	1726.78	0.00	0.00	0.00	1726.78
828	JKH-MUSIC	87.91	0.00	64.98	0.00	22.93
829	JKH-PHYSICAL EDUCATION	5374.43	0.00	2079.36	0.00	3295.07
0510	CURTIS INGE MIDDLE SCHOOL	44565.24	12565.75	11650.78	79.00	45559.21
845	MS-GENERAL SUPPLY	6489.97	11693.75	10399.83	79.00	7862.89
846	MS-CLEARING ACCOUNT	0.00	372.00	234.00	0.00	138.00
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	6493.99	400.00	1016.95	0.00	5877.04
850	MS-HOME EC ACCOUNT	230.65	0.00	0.00	0.00	230.65
851	MS-LANGUAGE ARTS/WORLD LANG	501.23	0.00	0.00	0.00	501.23
852	MS-ART ACCOUNT	2251.35	0.00	0.00	0.00	2251.35
853	MS-MATH ACCOUNT	2434.41	0.00	0.00	0.00	2434.41
854	MS-YEAR BOOK ACCOUNT	6632.63	100.00	0.00	0.00	6732.63
855	MS-TECH ED ACCOUNT	1822.09	0.00	0.00	0.00	1822.09
856	MS-CHORUS ACCOUNT	6036.11	0.00	0.00	0.00	6036.11
857	MS-HONOR SOCIETY	1484.27	0.00	0.00	0.00	1484.27
858	MS-6TH GRADE	168.19	0.00	0.00	0.00	168.19
859	MS-READING (BOND)	0.00	0.00	0.00	0.00	0.00
860	MS-SOCIAL STUDIES	1482.77	0.00	0.00	0.00	1482.77
861	MS-READING (FIELDS)	1524.66	0.00	0.00	0.00	1524.66
862	OPEN ACCOUNT	0.00	0.00	0.00	0.00	0.00
863	MS-FACULTY VENDING	139.61	0.00	0.00	0.00	139.61
864	MS-SCIENCE DEPT.	3679.17	0.00	0.00	0.00	3679.17
865	MS-GIFTED AND TALENTED	22.46	0.00	0.00	0.00	22.46
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)	0.00	0.00	0.00	0.00	0.00
869	MS-POETRY ANIMAL CLUB	2323.76	0.00	0.00	0.00	2323.76
0705	HIGH SCHOOL	189246.86	113405.60	85738.12	826.30	217740.64
901	HS-STUDENT GENERAL SUPPLIES	10500.95	7890.15	10529.52	315.63	8177.21
902	HS-CLEARING ACCOUNT	396.10	0.00	0.00	0.00	396.10

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

FY-2021  
 YTD Partial Summary

**Summary Of Accounts**

December 01, 2020

Acct.	Name	Beg.Balance	Receipts	Checks	Adjust.	Ending
903	SHOUT WEEK GENERAL OPERATIONS	15611.49	0.00	0.00	-40.00	15571.49
904	HS-MATH CLUB	86.84	0.00	0.00	0.00	86.84
905	HS-CHORUS	318.39	16152.20	15011.42	-564.89	894.28
906	HS-BPA	1368.09	0.00	0.00	0.00	1368.09
907	HS-DECA	1870.93	1225.00	1044.00	-60.00	1991.93
908	HS-ATAE	3386.39	0.00	0.00	0.00	3386.39
909	HS-FCCLA	1400.28	768.00	356.57	-30.00	1781.71
910	HS-FFA	16587.82	38032.00	34363.37	-60.00	20196.45
911	HS-FCA	341.03	510.00	78.08	-60.00	712.95
912	CLASS OF 2023	525.00	0.00	0.00	0.00	525.00
913	CLASS OF 2022	1895.50	0.00	0.00	0.00	1895.50
914	HS-TEACHER GENERAL SUPPLIES	107.73	0.00	0.00	0.00	107.73
915	STEM INITIATIVE	3950.86	0.00	115.07	0.00	3835.79
916	HS-FOREIGN LANGUAGE	464.00	0.00	0.00	0.00	464.00
917	HS-LIBRARY	285.00	0.00	125.00	0.00	160.00
918	HS-DAILY LIVING CENTER	1061.62	0.00	0.00	0.00	1061.62
919	HS-ART CLUB	649.03	0.00	250.48	0.00	398.55
920	HS-BAND	10095.90	387.50	814.92	-66.50	9601.98
921	HS-BAND BOOSTERS	14180.90	16700.00	4925.57	-2284.81	23670.52
922	HS-BAND TOURING	24898.10	16160.00	5785.00	2653.89	37926.99
923	HS-JOURNALISM	411.52	0.00	0.00	0.00	411.52
924	HS-MU ALPHA THETA	152.03	0.00	0.00	0.00	152.03
925	HS-NATIONAL HONOR SOCIETY	1837.36	310.00	385.00	-60.00	1702.36
926	HS-SCIENCE CLUB	1345.96	0.00	0.00	0.00	1345.96
927	HS-THESPIANS	3847.82	0.00	250.00	0.00	3597.82
928	HS MUSICAL	0.00	0.00	0.00	0.00	0.00
929	HS-STUDENT COUNCIL	4251.98	5296.75	6157.80	1006.18	4397.11
930	HS-YEARBOOK	11900.04	185.00	0.00	0.00	12085.04
931	HS-ART II	2162.89	0.00	0.00	0.00	2162.89
932	HS-BAND UNIFORMS	681.15	380.00	359.35	226.80	928.60
933	HS-PSAT/AP TEST	4791.13	94.00	3170.00	0.00	1715.13
934	HS-DRIVER'S ED. CLEARING ACCT	3600.00	7650.00	0.00	0.00	11250.00
935	HS-GERMAN CLUB	651.96	0.00	0.00	0.00	651.96
936	CLASS OF 2021	873.58	0.00	90.00	0.00	783.58
937	HS-SPECIAL OLYMPICS UNIFIED	0.00	0.00	0.00	0.00	0.00
938	HS-TEACHER APPRECIATION & PROM	3886.35	1320.00	1380.22	0.00	3826.13
939	NOBLE SWAT	2344.15	0.00	0.00	-30.00	2314.15
940	HS-ROBOTICS	1243.07	0.00	0.00	0.00	1243.07
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	290.66	0.00	0.00	-60.00	230.66
944	HS-SCHOLARSHIP ACCOUNT	14996.00	0.00	0.00	0.00	14996.00

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	1192.54	345.00	546.75	0.00	990.79
947	HS-ENGLISH DEPT	140.00	0.00	0.00	0.00	140.00
948	PRISM	15.50	0.00	0.00	0.00	15.50
949	WAT - WORK ADJUSTMENT TRAINING	1153.34	0.00	0.00	0.00	1153.34
950	CLASS OF 2020	15582.53	0.00	0.00	0.00	15582.53
951	NOBLE ARCHERY	505.15	0.00	0.00	-60.00	445.15
952	ETHICS & INTEGRITY	125.00	0.00	0.00	0.00	125.00
953	SCIENCE 2	1263.20	0.00	0.00	0.00	1263.20
0706	ATHLETICS	204066.30	157635.76	108436.94	329.15	253594.27
870	ATHLETICS GENERAL SUPPLY	74185.96	50971.38	43034.87	1492.50	83614.97
871	HS GIRLS GOLF	101.05	0.00	0.00	0.00	101.05
872	BASEBALL	10645.19	480.00	699.33	-30.00	10395.86
873	HS BOYS BASKETBALL	8912.75	8290.20	963.01	-30.00	16209.94
874	POWER LIFTERS/FOOTBALL	7380.22	23255.75	20226.06	-287.50	10122.41
875	HS FASTPITCH	4570.62	6165.64	4195.28	173.50	6714.48
876	HS GIRLS BASKETBALL	10534.53	9402.50	2713.31	-778.50	16445.22
877	CROSS COUNTRY	1376.75	0.00	351.00	-120.00	905.75
878	HS WRESTLING	12685.48	0.00	179.02	-30.00	12476.46
879	GIRLS SOCCER	2269.09	660.00	884.34	-12.83	2031.92
880	HS GIRLS TRACK	10.00	0.00	0.00	0.00	10.00
881	HS VOLLEYBALL	4615.90	1367.00	1635.64	-140.00	4207.26
882	HS CHEERLEADERS	1777.05	15091.00	10082.96	13.00	6798.09
883	7TH/8TH CHEERLEADERS	170.17	5773.72	4191.94	239.00	1990.95
884	NOBLE BEAR DOWN CLUB	18600.12	20407.36	6020.47	-1202.00	31785.01
885	HS GOLF	6961.34	0.00	0.00	-60.00	6901.34
886	NOBLE ATHLETIC TRAINING	172.23	0.00	0.00	0.00	172.23
887	BULL PEN	1200.46	0.00	0.00	0.00	1200.46
888	MS GOLF TEAM	0.00	0.00	0.00	0.00	0.00
889	MS-SOCCER	6017.20	0.00	199.99	0.00	5817.21
890	MS GIRLS BASKETBALL	3175.88	2221.00	1567.00	1000.00	4829.88
891	BOYS SOCCER	1711.37	542.21	398.99	-30.00	1824.59
892	MS BOYS SOCCER	3712.20	0.00	0.00	0.00	3712.20
893	ATHLETIC SCHOLARSHIP FUND	0.56	0.00	0.00	0.00	0.56
894	MS BASEBALL	0.00	0.00	0.00	0.00	0.00
895	MS FOOTBALL	2441.96	850.00	1746.13	0.00	1545.83
896	MS TRACK	1704.68	0.00	0.00	0.00	1704.68
897	MS VOLLEYBALL	7070.62	2493.00	2382.63	-219.53	6961.46
898	MS BOYS BASKETBALL	693.47	1104.00	0.00	0.00	1797.47
899	HS POM SQUAD	11369.45	8561.00	6964.97	351.51	13316.99

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

FY-2021  
YTD Partial Summary

**Summary Of Accounts**

December 01, 2020

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<b>TOTALS:</b>	611842.96	323145.15	247983.85	1615.01	\$688,619.27
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**NOBLE PUBLIC SCHOOLS  
SUMMARY OF FINANCIAL ACTIVITIES**

11/30/2020

All Years Grouped By FUND	GENERAL FUND	BUILDING FUND	Bond Fund	SINKING FUND	TOTAL ALL FUNDS
CASH ON HAND:					
BEGINNING MONTHLY BALANCE	397,623.14	669,937.06	25,042.71	33,805.08	1,126,407.99
ADD: MONTHLY RECEIPTS	1,924,363.67	671.44	0.00	3,548.03	1,928,583.14
MATURING INVESTMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CASH:	2,321,986.81	670,608.50	25,042.71	37,353.11	3,054,991.13
LESS: CHECKS ISSUED					
	1,675,596.55	17,617.79	0.00	0.00	1,693,214.34
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	27,000.00	27,000.00
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	646,390.26	652,990.71	25,042.71	10,353.11	1,334,776.79
INVESTMENTS:					
BEGINNING MONTHLY BALANCE	2,501,000.00	0.00	0.00	99,000.00	2,600,000.00
ADD: INVESTMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENTS:	2,501,000.00	0.00	0.00	99,000.00	2,600,000.00
LESS: MATURING INVESTMENTS	0.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE:	2,501,000.00	0.00	0.00	99,000.00	2,600,000.00

## TOTALS:

END OF MONTH CASH BALANCE:

646,390.26	652,990.71	25,042.71	10,353.11	1,334,776.79
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END OF MONTH INV. BALANCE:

2,501,000.00	0.00	0.00	99,000.00	2,600,000.00
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TOTAL CASH:

3,147,390.26	652,990.71	25,042.71	109,353.11	3,934,776.79
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ADD: OUTSTANDING CHECKS

398,621.55	9,791.38	0.00	0.00	408,412.93
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TOTAL MONIES:

3,546,011.81	662,782.09	25,042.71	109,353.11	4,343,189.72
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12/1/2020

Report to limited date: 12/01/2020

Page 1

Resignation-Retirement Board Meeting Report 2020  
December

Certified	Site	Position	Term Date
Fred Queen	HS	Band Director	5/19/2021

Support	Site	Position	Term Date
Sandra Clowers	Pioneer	TA	11/6/2020
Mary Hawkins	HS	Library Assistant	12/31/2020

Certified Extra Duty A Site	Position	Term Date
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## *Declaration*

**WHEREAS**, school boards create a vision for what students should know and be able to do;

**WHEREAS**, school boards establish clear standards for student performance;

**WHEREAS**, school boards ensure that student assessments are tied to established standards;

**WHEREAS**, school boards are accountable to the community for operating schools that support student achievement;

**WHEREAS**, school boards align school district resources to ensure that students meet standards;

**WHEREAS**, school boards create a climate that supports the philosophy that all children can learn at high levels;

**WHEREAS**, school boards build collaborative relationships based on trust, teamwork and shared accountability; and

**WHEREAS**, school boards are committed to continuous education and training on issues related to student achievement;

**NOW, THEREFORE**, We, Frank Solomon and Dr. Jon Myers, do hereby declare our appreciation to the members of the Noble Board of Education and proclaim the month of January, 2021, to be **School Board Recognition Month**. We urge all citizens to join us in recognizing the dedication and hard work of local school board members in preparing today's students for tomorrow's world.

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Superintendent Frank Solomon  
Noble Public Schools

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Assistant Superintendent Dr. Jon Myers  
Noble Public Schools



## MINUTES November 9, 2020 Regular Meeting

The Board of Education of Independent School District No. 40 of the Cleveland County, State of Oklahoma, met in a Regular Meeting at the Noble Administration Building, 111 S. 4<sup>th</sup> St., Noble, Oklahoma, in said school district, Monday, November 9, 2020, at 5:30 PM.

### Attendance taken at 5:30 PM.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Present  
Mr. Leroy Lukinbill: Present  
Mr. Scott Milette: Present  
Mr. James Reed: Present

Also present were Superintendent Frank Solomon, Assistant Superintendent Dr. Jon Myers, and Executive Director Nathan Gray.

### 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

Comments: None

### IV. Consent Agenda

#### IV.A. Minutes of Regular Board Meeting - October 12, 2020

#### IV.B. Encumbrances and Change Orders

#### IV.C. Payroll Encumbrances

#### IV.D. Activity Fund Transfers & Amendments

#### IV.E. Local Advisory Committee for Gifted/Talented meeting date for calendar year 2021: September 22, 2021

### V. Action Topics

#### V.A. Discussion and possible vote on Consent Agenda Items A-E as presented.

Motion to approve Consent Agenda Items A-E (Minutes of October 12, 2020, Regular Board Meeting, Encumbrances and Change Orders as follows: GF/CN 20-21: #1373-1405 \$72,753.25 BF 20-21: #21086-21093 \$11,874.95 Payroll Encumbrances, Activity Fund Transfers & Amendments, and Local Advisory Committee for Gifted/Talented meeting date for calendar year 2021: September 22, 2021) as presented passed with a motion made by Mr. Scott Milette and seconded by Mr. James Reed.



## MINUTES November 9, 2020 Regular Meeting

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 4, No: 0, Absent: 1

### **VI.B. Discussion and possible vote on revisions to Noble Board policies DHAC (Social Network Policy District Communication and Staff Student Interaction) and EFBCA (Internet and Other Computer Networks Acceptable Use and Internet Safety Policy) as presented.**

Motion to approve revisions to Noble Board policies DHAC (Social Network Policy District Communication and Staff Student Interaction) and FDC (Student Attendance) as presented passed with a motion made by Mr. James Reed and seconded by Mr. Leroy Lukinbill.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 4, No: 0, Absent: 1

### **VI. Executive Session**

#### **VI.A. Proposed executive session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act:**

##### **VI.A.1. Employments**

##### **VI.B. Vote to convene in executive session**

##### **VI.C. Acknowledgment of Board to return to open session**

### **VII. Action Topics**

#### **VII.A. Statement of executive session minutes**

Comments: President Mr. Rodney Barrett asked the Board if they saw a need to convene in executive session. They all agreed there was no need so no action was taken on Items VI through VII.A.

#### **VII.B. Discussion and possible vote on employments for the 2020-21 school year as presented.**

Motion to approve Administration's recommendation for employments for the 2020-21 school year as presented passed with a motion made by Mr. Leroy Lukinbill and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 4, No: 0, Absent: 1



## MINUTES November 9, 2020 Regular Meeting

### VIII. New Business

Comments: None

### IX. Superintendent's Reports

Dr. Myers updated the Board about FFA, students who placed in CODA, meals for students in the virtual setting, Cross Country, flu shots, teachers who have received their Masters and Doctorate degrees. Mr. Solomon updated the Board on NHS Choir, Cross Country, football playoffs, and winter sport activities.

### X. Adjournment

Motion to adjourn at 5:48pm passed with a motion made by Mr. James Reed and seconded by Mr. Scott Milette.

Mrs. Wendy Barnes: Absent  
Mr. Rodney Barrett: Yes  
Mr. Leroy Lukinbill: Yes  
Mr. Scott Milette: Yes  
Mr. James Reed: Yes  
Yes: 4, No: 0, Absent: 1

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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-James Reed

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MINUTES CLERK- Dot Terrill

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**NOBLE PUBLIC SCHOOL**  
From PO: 21094 to PO: 21100**Encumbrance For Board Approval**  
**BUILDING FUND**

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PO #	Vendor Name	General Description	Amount	Date
21094	AMAZON CAPITAL SERVICES, INC	IT - TECHNOLOGY FURNITURE, TOOLS & EQUIPMENT	1,000.00	11/11/2020
21095	PIONEER EQUIPMENT, INC.	DISTRICT - PALLET FORKS	1,000.00	11/11/2020
21096	GARYS CONCRETE SAWING	HS - DRILLING SVCS	300.00	11/24/2020
21097	****SUPPLYHOUSE.COM	DISTRICT - HVAC PARTS & SUPPLIES	500.00	12/02/2020
21098	HOME DEPOT CREDIT SERVICES	IT - TOOLS & EQUIPMENT	500.00	12/02/2020
21099	STREETS, LLC	DISTRICT - PLUMBING & HVAC PARTS, SUPPLIES & LABOR	5,000.00	12/02/2020
21100	LIBERTY FLAGS, INC	HS - CAMPUS FLAGS	1,000.00	12/09/2020
		<b>Current Encumbered</b>	<b>9,300.00</b>	

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**NOBLE PUBLIC SCHOOL****Encumbrance For Board Approval  
CHANGE ORDER REPORT  
BUILDING FUND****From: 10 Nov 2020 to: 10 Dec 2020**

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PO #	Vendor Name	General Description	Amount	Date
21046	LIBERTY FLAGS, INC	HS - CAMPUS FLAGS	4.78	07/01/2020
21074	ICEMAN MECHANICAL	DISTRICT - REPAIRS - NON-KITCHEN	-58.59	09/14/2020
21087	****STEINER TRACTOR.COM	DISTRICT - LAWNMOWER PARTS	-2.55	10/02/2020
21092	LOWE'S	IT - TOOLS & SUPPLIES	-74.97	10/26/2020
	<b>BUILDING FUND TOTAL:</b>		<b>-131.33</b>	
	<b>REPORT TOTAL:</b>		<b>-131.33</b>	

**NOBLE PUBLIC SCHOOL**  
**From PO: 1406 to PO: 1491**

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

PO #	Vendor Name	General Description	Amount	Date
1406	****AMAZON.COM (ATHLETICS)	HS - AMAZON / TECHNOLOGY SUPPLIES	166.05	11/09/2020
1407	AMERICAN DRONES	HS - DRONE PARTS	179.79	11/09/2020
1408	PERMA BOUND	HS - BOOKS	7,360.00	11/09/2020
1409	QUILL CORPORATION	HS - CLASSROOM SUPPLIES	500.00	11/09/2020
1410	JUNIOR LIBRARY GUILD	HUB - JLG SUBSCRIPTION RENEWAL & DIGITAL SETUP	2,820.69	11/09/2020
1411	AMAZON CAPITAL SERVICES, INC	CIMS - CLASSROOM SUPPLIES	234.40	11/10/2020
1412	AMAZON CAPITAL SERVICES, INC	CIMS - SEWING SUPPLIES	698.87	11/10/2020
1413	AMAZON CAPITAL SERVICES, INC	CIMS - CLASSROOM SUPPLIES	886.50	11/10/2020
1414	AMAZON CAPITAL SERVICES, INC	CIMS - APPLE TV'S	2,583.36	11/10/2020
1415	AMAZON CAPITAL SERVICES, INC	IT - TECHNOLOGY SUPPLIES & EQUIPMENT	1,000.00	11/11/2020
1416	AMAZON CAPITAL SERVICES, INC	PIO - CLASSROOM SUPPLIES	1,695.43	11/11/2020
1417	NASP	PIO - CLASSROOM SUPPLIES	500.00	11/11/2020
1418	AMAZON CAPITAL SERVICES, INC	HS - CLASSROOM SUPPLIES	550.00	11/16/2020
1419	SCHOOL SPECIALTY, INC.	HS - ART SUPPLIES	500.00	11/16/2020
1420	IXL LEARNING	PIO - ONLINE LEARNING MATH CURRICULUM	899.00	11/16/2020
1421	STEEL CO. INC.	HS - SHEETS OF PLATE STEEL	1,000.00	11/16/2020
1422	STEVE OWENS INSURANCE GROUP	ADMIN - ASST SUPERINTENDENT'S BOND	350.00	07/01/2020
1423	PARTSTOWN	CN - STEAM TABLE PARTS	250.00	11/17/2020
1424	DELL MARKETING L.P.	HS - LAPTOP	1,500.00	11/17/2020
1425	****AMAZON.COM	DISTRICT - PPE / DISPOSABLE FACE MASKS	6,000.00	11/17/2020
1426	GRIMCO, INC.	DISTRICT - COVID SIGNAGE SUPPLIES	5,000.00	11/18/2020
1427	POWERSCHOOL GROUP, LLC	DISTRICT - STAFF TRAINING	5,000.00	11/18/2020
1428	COPELIN'S OFFICE CENTER	ADMIN - BUSINESS FORMS	50.00	11/18/2020
1429	VARSITY GROUP	DISTRICT - UVC DISINFECTING MACHINES	16,640.00	11/19/2020
1430	****AMAZON.COM (ATHLETICS)	HS - GAITERS / PPE	500.00	11/19/2020
1431	APPLE, INC	HS - TECHNOLOGY SUPPLIES / VIRTUAL LEARNING	1,336.00	11/23/2020
1432	OAAC	HS - GT - FROSHMORE TEAM REGISTRATION	290.00	07/01/2020

**NOBLE PUBLIC SCHOOL**  
**From PO: 1406 to PO: 1491**

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

PO #	Vendor Name	General Description	Amount	Date
1433	PERMA BOUND	KID - LIBRARY BOOKS	3,628.43	11/24/2020
1434	BEN E. KEITH CO.	CN - SUMMER BLANKET	14,100.00	11/24/2020
1435	BEN E. KEITH CO.	CN - SUMMER BLANKET	19,500.00	11/24/2020
1436	BEN E. KEITH CO.	CN - SUMMER BLANKET	23,050.00	11/24/2020
1437	HILAND	KID - SUMMER MILK BLANKET	10,000.00	11/24/2020
1438	HILAND	HUB - SUMMER MILK BLANKET	13,000.00	11/24/2020
1439	HILAND	CIMS - SUMMER MILK BLANKET	8,000.00	11/24/2020
1440	BIMBO BAKERIES USA	KID - SUMMER BREAD BLANKET	1,200.00	11/24/2020
1441	BIMBO BAKERIES USA	HUB - SUMMER BREAD BLANKET	1,000.00	11/24/2020
1442	BIMBO BAKERIES USA	PIO - SUMMER BREAD BLANKET	1,000.00	11/24/2020
1443	BIMBO BAKERIES USA	CIMS - SUMMER BREAD BLANKET	500.00	11/24/2020
1444	BIMBO BAKERIES USA	HS - SUMMER BREAD BLANKET	1,000.00	11/24/2020
1445	HILAND	PIO - MILK BLANKET	15,000.00	11/24/2020
1446	HILAND	HS - MILK BLANKET	8,000.00	11/24/2020
1447	BEN E. KEITH CO.	PIO - SUMMER BLANKET	22,500.00	11/24/2020
1448	BEN E. KEITH CO.	HS - SUMMER BLANKET	19,500.00	11/24/2020
1449	VINYARD FRUIT & VEGETABLE CO.	KID - SUMMER PRODUCE BLANKET	4,500.00	11/24/2020
1450	VINYARD FRUIT & VEGETABLE CO.	HUB - SUMMER PRODUCE BLANKET	4,000.00	11/24/2020
1451	VINYARD FRUIT & VEGETABLE CO.	PIO - SUMMER PRODUCE BLANKET	4,000.00	11/24/2020
1452	VINYARD FRUIT & VEGETABLE CO.	CIMS - SUMMER PRODUCE BLANKET	4,000.00	11/24/2020
1453	VINYARD FRUIT & VEGETABLE CO.	HS - SUMMER PRODUCE BLANKET	4,500.00	11/24/2020
1454	BERGEN ENTERPRISES	KID - SUMMER PIZZA BLANKET	4,500.00	11/24/2020
1455	BERGEN ENTERPRISES	HUB - SUMMER PIZZA BLANKET	4,200.00	11/24/2020
1456	BERGEN ENTERPRISES	PIO - SUMMER PIZZA BLANKET	4,200.00	11/24/2020
1457	BERGEN ENTERPRISES	CIMS - SUMMER PIZZA BLANKET	4,100.00	11/24/2020
1458	BERGEN ENTERPRISES	HS - SUMMER PIZZA BLANKET	4,500.00	11/24/2020
1459	SUPER C MART	KID - SUMMER BLANKET	150.00	11/24/2020

**NOBLE PUBLIC SCHOOL**  
**From PO: 1406 to PO: 1491**

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

PO #	Vendor Name	General Description	Amount	Date
1460	SUPER C MART	HUB - SUMMER BLANKET	150.00	11/24/2020
1461	SUPER C MART	PIO - SUMMER BLANKET	150.00	11/24/2020
1462	SUPER C MART	CIMS - SUMMER BLANKET	150.00	11/24/2020
1463	SUPER C MART	HS - SUMMER BLANKET	150.00	11/24/2020
1464	OK DEPT OF HUMAN SERVICES	CN - SUMMER BLANKET FOR COMMODITY STORAGE	3,250.00	11/24/2020
1465	IDENTIMETRICS	CN - SUMMER BLANKET FOR BIOMETRICS SYSTEM	1,200.00	11/24/2020
1466	ROD'S PEST CONTROL	CN - EXTERMINATION BLANKET	1,200.00	11/24/2020
1467	RELIABLE REFRIGERATION	CN - SUMMER MAINTENANCE BLANKET	6,500.00	11/24/2020
1468	HAGAR RESTAURANT SERVICE	CN - SUMMER MAINTENANCE BLANKET	5,000.00	11/24/2020
1469	QUILL CORPORATION	CN - SUMMER COPY SUPPLY BLANKET	2,000.00	11/24/2020
1472	KIMBERLY HAGGARD	CN - REFUND - CAFE ACCOUNT	44.25	11/30/2020
1473	FCCLA INC	CIMS - NAT'L & OKLA CHAPTER ADVISOR DUES	24.00	11/30/2020
1474	OKLAHOMA BPA	HS - BPA FALL LEADERSHIP CONFERENCE	210.00	12/01/2020
1475	FOLLETT LIBRARY RESOURCES	CIMS - LIBRARY BOOKS	6,500.00	12/01/2020
1476	QUILL CORPORATION	HS - OFFICE SUPPLIES	300.00	12/03/2020
1477	HOBBY LOBBY STORES, INC.	CIMS - CLASSROOM SUPPLIES/BECKNEL	440.00	12/03/2020
1478	TEACHER RETIREMENT SYSTEM	HS - TEACHERS RETIREMENT / LATE FEE	12,353.79	12/03/2020
1479	VALLEY PROTEINS, INC.	CN - SUMMER PROPERTY SVCS BLANKET	1,320.00	12/08/2020
1480	DAN THOMAS	CN - REFUND CAFE ACCOUNT	22.15	12/08/2020
1481	WAL-MART COMMUNITY BRC	HS - CLASSROOM / CLEANING SUPPLIES	250.00	12/08/2020
1482	AMAZON CAPITAL SERVICES, INC	CIMS - CLASSROOM SUPPLIES	500.00	12/08/2020
1483	LOWE'S	HS - SHOP SUPPLIES	3,000.00	12/08/2020
1484	HOOPER PRINTING	HS - ENVELOPES	89.00	12/08/2020
1485	ROSS TRANSPORTATION, INC.	TRANS - REPAIRS, PARTS & LABOR	12,000.00	12/08/2020
1486	AMAZON CAPITAL SERVICES, INC	DISTRICT - PPE & SUPPLIES	3,000.00	07/20/2020
1487	SHI INTERNATIONAL CORP.	IT - MICROSOFT LICENSING AGREEMENT (ANNUAL)	5,846.00	07/20/2020

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**NOBLE PUBLIC SCHOOL**

From PO: 1406 to PO: 1491

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

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PO #	Vendor Name	General Description	Amount	Date
1488	SOUTHWESTERN WELDING SUPPLY	HS - CYLINDER LEASE RENEWAL (1 YR)	684.00	12/09/2020
1489	LANDERS CHEVROLET	TRANS - PARTS & SUPPLIES	500.00	12/09/2020
1490	A T & T - MOBILITY	DISTRICT - HOT SPOTS	1,000.00	12/10/2020
1491	AMAZON CAPITAL SERVICES, INC	CIMS - KIDS HEADPHONES	60.00	12/10/2020
		<b>Current Encumbered</b>	<b>330,011.71</b>	

**NOBLE PUBLIC SCHOOL**

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

**From: 10 Nov 2020 to: 10 Dec 2020**

PO #	Vendor Name	General Description	Amount	Date
1003	A T & T- INTERNET	DISTRICT - INTERNET SVCS.	17.65	07/01/2020
1019	CPI	CRISIS PREVENTION INTERVENTION RE- CERTIFICATION (1 YR)	-150.00	07/01/2020
1056	HAGAR RESTAURANT SERVICE	CN - REPAIRS	-4,780.12	07/01/2020
1061	IDENTIMETRICS	CN - NUTRIKIDS BIOMETRIC ID SYSTEM	-1,200.00	07/01/2020
1064	ROD'S PEST CONTROL	CN - PEST CONTROL BLANKET	-1,188.00	07/01/2020
1081	LANDERS CHEVROLET	TRANS - PARTS & REPAIR SVCS.	2.31	07/01/2020
1122	FRUHAUF UNIFORMS, INC.	HS - BAND UNIFORMS	-3,986.10	07/01/2020
1128	SHI INTERNATIONAL CORP.	IT - MICROSOFT CAMPUS AGREEMENT (ANNUAL)	-4,407.00	07/01/2020
1195	QUILL CORPORATION	CN - COPY SUPPLIES	-1,525.55	07/27/2020
1198	BEN E. KEITH CO.	CN - KID - FOOD & SUPPLIES BLANKET	-15,832.26	07/27/2020
1199	BEN E. KEITH CO.	CN - HUB - FOOD & SUPPLIES BLANKET	-21,288.10	07/27/2020
1200	BEN E. KEITH CO.	CN - PIO - FOOD & SUPPLIES BLANKET	-25,962.42	07/27/2020
1201	BEN E. KEITH CO.	CN - CIMS - FOOD & SUPPLIES BLANKET	-28,196.00	07/27/2020
1202	BEN E. KEITH CO.	CN - HS - FOOD & SUPPLIES BLANKET	-29,167.08	07/27/2020
1203	HILAND	CN - MILK BLANKET	-68,463.34	07/27/2020
1204	BIMBO BAKERIES USA	CN - BREAD BLANKET	-4,942.20	07/27/2020
1205	VINYARD FRUIT & VEGETABLE CO.	CN - PRODUCE BLANKET	-20,377.73	07/27/2020
1206	VALLEY PROTEINS, INC.	CN - BUILDING SERVICES	-880.00	07/27/2020
1207	SUPER C MART	CN - FOOD AND SUPPLY BLANKET	-750.00	07/27/2020
1208	ICEMAN MECHANICAL	CN - MAINTENANCE BLANKET	-1,102.64	07/27/2020
1209	SW PLUS	CN - PAPER & SUPPLIES BLANKET	-1,034.00	07/27/2020
1213	TANKERSLEY FOOD SERVICE	CN - FOOD BLANKET	-5,000.00	07/27/2020
1216	BERGEN ENTERPRISES	CN - PIZZA BLANKET	-21,392.00	07/27/2020
1217	OK DEPT OF HUMAN SERVICES	CN - STORAGE FEE FOR COMMODITIES	-3,250.00	07/27/2020
1230	TECHNOLOGY STUDENT ASSOCIATION	CIMS - BLUE CAP ACCESS	10.00	08/03/2020

**NOBLE PUBLIC SCHOOL**

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

**From: 10 Nov 2020 to: 10 Dec 2020**

PO #	Vendor Name	General Description	Amount	Date
1264	****AMAZON.COM	DISTRICT - THERMOMETERS	-4,000.00	08/20/2020
1265	WAL-MART COMMUNITY BRC	HS - CLASSROOM ART SUPPLIES	197.19	08/20/2020
1313	****RED CROSS	DISTRICT - CPR RE-CERTIFICATION	-240.00	09/14/2020
1314	OKLAHOMA WORKERS COMP COMM	ADMIN - REGISTRATION	-175.00	09/14/2020
1319	HOME DEPOT CREDIT SERVICES	CIMS - CLASSROOM ART SUPPLIES	-4.76	08/20/2020
1327	WAL-MART COMMUNITY BRC	HS - GREENHOUSE EQUIPMENT	-10.33	09/21/2020
1352	HOOPER PRINTING	PIO - PRINTING SVCS	14.00	09/28/2020
1360	****RAZOR SPARROW LLC	DISTRICT - GRADE BOOK TRANSFER LICENSE	-234.36	10/01/2020
1361	KAMI	CIMS - SITE LICENSE	-3,000.00	10/01/2020
1366	BEST BUY BUSINESS ADVANTAGE	HS - LAPTOPS	-245.07	10/02/2020
1369	****PESI	CIMS - REGISTRATION	-0.01	10/07/2020
1374	RIVERSIDE INSIGHTS	HUB - CO-GAT TESTING MATERIALS	-148.78	10/12/2020
1386	OSWALT RESTAURANT SUPPLY	CN - CIMS - DISH MACHINE WATER HEATER BOOSTER	-15.70	10/21/2020
1388	AMAZON CAPITAL SERVICES, INC	HS - TECHNOLOGY SUPPLIES	-85.21	10/22/2020
1389	BSN SPORTS LLC	DISTRICT - FLOOR MATS	540.00	07/01/2020
1392	AMAZON CAPITAL SERVICES, INC	DISTRICT - PE EQUIPMENT	-58.02	10/29/2020
1398	AMAZON CAPITAL SERVICES, INC	CIMS - PRINTER SUPP AND VINYL TRANSFERS	-16.25	11/02/2020
1403	PEARSON CLINICAL ASSESSMENT	ADMIN - VINELAND - TESTING MATERIALS	-17.87	08/20/2020
1404	AMAZON CAPITAL SERVICES, INC	DISTRICT - FULL FACE RESPIRATOR MASKS	-1,860.30	11/06/2020
1405	WAL-MART COMMUNITY BRC	CIMS - CLASSROOM SUPPLIES	1.00	11/06/2020
<b>GEN FUND-FOR OPERAT TOTAL:</b>			<b>-274,204.05</b>	
<b>REPORT TOTAL:</b>			<b>-274,204.05</b>	

**NOBLE PUBLIC SCHOOL**  
From PO: 70622 to PO: 99999**Encumbrance For Board Approval**  
**GEN FUND-FOR OPERAT**

PO #	Vendor Name	General Description	Amount	Date
70622	DAVIS, TRINITY	PAYROLL ENCUMBRANCE	627.92	11/09/2020
70623	WALKUP, DONNITA	PAYROLL ENCUMBRANCE	99.03	11/09/2020
70624	HAYES, DAYLA	PAYROLL ENCUMBRANCE	523.60	11/09/2020
70625	HERRON, CAROL	PAYROLL ENCUMBRANCE	613.60	11/09/2020
70626	JONES, KIMBERLY	PAYROLL ENCUMBRANCE	855.19	11/09/2020
70627	SANCHEZ, CHRIS	PAYROLL ENCUMBRANCE	376.78	11/09/2020
70628	JONAS, JANNA	PAYROLL ENCUMBRANCE	281.16	11/09/2020
70630	VANDERBURG, LINDSEY	PAYROLL ENCUMBRANCE	1,171.50	11/09/2020
70631	BROWN, DANNEY	PAYROLL ENCUMBRANCE	82.01	11/23/2020
70632	LYNN, JACQUELINE B	PAYROLL ENCUMBRANCE	32.30	11/23/2020
70633	PORTER, JACKELIN	PAYROLL ENCUMBRANCE	129.18	11/23/2020
70634	STARKEY, STEVIE	PAYROLL ENCUMBRANCE	32.30	11/23/2020
70635	TURNER, MARK	PAYROLL ENCUMBRANCE	193.77	11/23/2020
70636	STARKEY, STEVIE	PAYROLL ENCUMBRANCE	55.97	11/23/2020
70637	BRADLEY, DEWAYNE	PAYROLL ENCUMBRANCE	58.58	11/23/2020
70638	MOORE, AMANDA	PAYROLL ENCUMBRANCE	74.98	11/23/2020
70639	OFSTHUN, MICHELLE	PAYROLL ENCUMBRANCE	348.79	11/23/2020
70640	KINNAMON, SARAH	PAYROLL ENCUMBRANCE	12,387.78	11/23/2020
70642	LOVELESS, TAMA	PAYROLL ENCUMBRANCE	15,632.14	11/23/2020
70643	PRITCHETT, ABIGAIL	PAYROLL ENCUMBRANCE	10,610.46	11/23/2020
70644	JACOBSEN, WILLIAM	PAYROLL ENCUMBRANCE	2,691.24	11/23/2020
70645	DILLNER, WAYNE	PAYROLL ENCUMBRANCE	292.93	12/02/2020
70646	FRITH, EDWARD W	PAYROLL ENCUMBRANCE	645.92	12/02/2020
70647	DAVIS, DONELLE	PAYROLL ENCUMBRANCE	58.53	12/02/2020
70648	RAMSEY, KENNY	PAYROLL ENCUMBRANCE	356.11	12/02/2020
70649	SHORT, SUZANNA	PAYROLL ENCUMBRANCE	19,493.84	12/02/2020
70650	MURPHY, HAROLD	PAYROLL ENCUMBRANCE	4,306.00	12/03/2020
70651	KEELING, BRAUNITA S	PAYROLL ENCUMBRANCE	752.10	12/03/2020
70652	RICHARDSON, MARGIE	PAYROLL ENCUMBRANCE	290.54	12/03/2020
70653	BRADY, VICKIE L	PAYROLL ENCUMBRANCE	234.30	12/03/2020
70655	JENNINGS, APRIL	PAYROLL ENCUMBRANCE	99.03	12/03/2020
70656	MORGAN, TONY	PAYROLL ENCUMBRANCE	169.87	12/03/2020

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**NOBLE PUBLIC SCHOOL**  
From PO: 70622 to PO: 99999**Encumbrance For Board Approval**  
**GEN FUND-FOR OPERAT**

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PO #	Vendor Name	General Description	Amount	Date
70657	RADTKE, AMELIA	PAYROLL ENCUMBRANCE	515.46	12/03/2020
70658	KRIEGER, AUSTIN M	PAYROLL ENCUMBRANCE	433.45	12/03/2020
70659	WARD, MICHAEL A	PAYROLL ENCUMBRANCE	328.02	12/03/2020
70660	SANCHEZ, CHRIS	PAYROLL ENCUMBRANCE	279.89	12/03/2020
70661	CLARY, HAL	PAYROLL ENCUMBRANCE	263.59	12/03/2020
70662	KNOKE, JEFF	PAYROLL ENCUMBRANCE	64.59	12/07/2020
70663	KRUEGER, JONATHAN	PAYROLL ENCUMBRANCE	129.18	12/07/2020
70664	WILLIAMS, MACY	PAYROLL ENCUMBRANCE	367.08	12/07/2020
70665	EPPS, CHELSEA	PAYROLL ENCUMBRANCE	1,757.25	12/07/2020
70667	SITES, ANDREW	PAYROLL ENCUMBRANCE	278.28	12/07/2020
70668	MILLER, MATTHEW	PAYROLL ENCUMBRANCE	86.12	12/08/2020
		<b>Current Encumbered</b>	<b>78,080.36</b>	

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

**Total register: \$2,196.00**

Number	Issued	Source / Destination	Description/Remarks	Amount	Amount
01175	11/12/2020	0706-876	ACTIVITY FUND TRANSFER	-1000.00	
		0706-890	MS PORTION OF ONLINE FUNDRAISER		1000.00
01176	11/19/2020	0706-870	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / TRAINER		30.00
01177	11/19/2020	0706-872	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01178	11/19/2020	0706-873	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / 1 STUDENT		30.00
01179	11/19/2020	0706-874	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01180	11/19/2020	0706-875	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01181	11/19/2020	0706-876	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01182	11/19/2020	0706-877	ACTIVITY FUND TRANSFER	-120.00	
		0705-929	HOCO CANIDATE / TWO TRACK / TWO XC		120.00
01183	11/19/2020	0706-878	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01184	11/19/2020	0706-881	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01185	11/19/2020	0706-882	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01186	11/19/2020	0706-899	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01187	11/19/2020	0706-891	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01188	11/19/2020	0705-907	ACTIVITY FUND TRANSFER	-60.00	
		0705-929	HOCO CANIDATE / TWO STUDENT		60.00
01189	11/19/2020	0705-909	ACTIVITY FUND TRANSFER	-30.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		30.00
01190	11/19/2020	0705-910	ACTIVITY FUND TRANSFER	-60.00	
		0705-929	HOCO CANIDATE / ONE STUDENT		60.00

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

<b>Number</b>	<b>Issued</b>	<b>Source</b>	<b>Destination</b>	<b>Description/Remarks</b>	<b>Amount</b>
01191	11/19/2020	0705-911		ACTIVITY FUND TRANSFER	-60.00
			0705-929	HOCO CANIDATE / ONE STUDENT	60.00
01192	11/19/2020	0705-920		ACTIVITY FUND TRANSFER	-60.00
			0705-929	HOCO CANIDATE / TWO STUDENT	60.00
01193	11/19/2020	0705-925		ACTIVITY FUND TRANSFER	-60.00
			0705-929	HOCO CANIDATE / TWO STUDENT	60.00
01194	11/19/2020	0705-939		ACTIVITY FUND TRANSFER	-30.00
			0705-929	HOCO CANIDATE / ONE STUDENT	30.00
01195	11/19/2020	0705-943		ACTIVITY FUND TRANSFER	-60.00
			0705-929	HOCO CANIDATE / TWO STUDENT	60.00
01196	11/19/2020	0705-951		ACTIVITY FUND TRANSFER	-60.00
			0705-929	HOCO CANIDATE / TWO STUDENT	60.00
01197	11/19/2020	0706-885		ACTIVITY FUND TRANSFER	-60.00
			0705-929	HOCO CANIDATE / TWO STUDENTS	60.00
01198	12/03/2020	0705-921		ACTIVITY FUND TRANSFER	-206.00
			0705-920	TRANSFER FROM REPT 70521065 /ENTERED	206.00
<b>Number Of Transfers</b>					<b>24</b>





# COVID-19 Testing Expansion with BinaxNOW for Oklahoma

Updated November 4, 2020

Testing plays a key role in mitigating the spread of this novel virus and will help to minimize disruptions to school communities across Oklahoma. The Oklahoma State Department of Health (OSDH) is offering optional COVID-19 testing opportunities for teachers and staff at Oklahoma K-12 public schools offering in person instruction.

The BinaxNOW Ag Rapid Card Antigen test will be made available to all Oklahoma K-12 schools at no cost for as long as they remain available. The [BinaxNOW COVID-19 Ag Card](#) is a rapid antigen test designed to detect active infections of COVID-19. This test detects viral proteins (antigens) and is different from the regular molecular or PCR test that detects viral RNA or genome. It has received Emergency Use Authorization from the FDA as a “waived” test, meaning that it is very simple in its design and can be performed by individuals receiving minimum training who follow the manufacturer’s instructions for use.

The 3-step process described below will allow you to begin using the BinaxNOW Ag Card test to test teachers and staff for COVID-19.

## Oklahoma’s 3 Step Process for K-12 Teachers and Staff

1. CLIA Waiver Application or Revision to Current Certificate



2. Order BinaxNOW Ag Card Kits and Other Supplies



3. Specimen Collection and Reporting Test Results

<b>1.</b>	<b>Apply for a CLIA Waiver Certificate or Revise Current Certificate</b>
A.	<p>First, all testing sites need to either seek their own CLIA Waiver Certificate OR work with a covered entity to administer the tests to students. A CLIA number associated with the certificate is needed to order the BinaxNOW Ag Card test kits.</p> <p>To apply for a new CLIA Waiver Certificate or to revise a current CLIA certificate (i.e., add the BinaxNOW Ag Card test), visit: <a href="https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms116.pdf">https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms116.pdf</a></p> <p>For help regarding your CLIA application, contact OSDH Medical Facilities at:            Email: <a href="mailto:medicalfacilities@health.ok.gov">medicalfacilities@health.ok.gov</a>            Phone: (405)271-6576</p>
B.	<p>Next, the primary person who will be performing or providing oversight of BinaxNOW Ag Card testing should review all training materials available on the <b>BinaxNOW Self-guided Training Website</b> at: <a href="http://globalpointofcare.abbott/navica-binax-training">globalpointofcare.abbott/navica-binax-training</a></p>

## 2. Order BinaxNOW Collection Kits



# COVID-19 Testing Expansion with BinaxNOW for Oklahoma

Updated November 4, 2020

A.	<p>To order BinaxNOW Ag Card kits and supplies you will need to set up a user account for the OSDH Emergency PPE Supply Program by completing the Contact Us Form on <a href="#">this page</a>. Once your account is established, you will place orders for at: <a href="https://okppe.mybigcommerce.com/">https://okppe.mybigcommerce.com/</a></p> <p>The BinaxNOW kits are sent in boxes of 40 test kits. You will be able to order BinaxNOW Ag Card test kits at the Big Commerce website at any time as supplies remain available.</p>
B.	<p>Additional information you will need to place your order:</p> <ul style="list-style-type: none"> <li>• <b>Point of Contact Name, School Name, Shipping Address, Collection Site</b> (i.e., the location where specimen will be collected).</li> <li>• <b>CLIA NUMBER</b> - approved for the BinaxNOW antigen testing</li> <li>• Enter the words '<b>SCHOOL TESTING</b>' in the box requesting the "three vendors unable to provide".</li> </ul>

<b>3. Specimen Collection and Data Submission Requirements</b>	
A.	<p>Sites may begin testing using the BinaxNOW Ag Card as soon as they have an approved CLIA number and staff are trained to collect specimens and report results. All sites using the BinaxNOW antigen test kits will be required to report results.</p> <p>Review instructions for <a href="#">reporting COVID-19 testing to the OSDH Acute Disease Services</a>.</p> <p>Additionally, the Governor’s Fourth Amended Executive Order 2020-20, requires all facilities performing COVID-19 testing to report their data daily by 10:00 am using the OSDH <b>COVID-19 Testing Questionnaire</b> at: <a href="https://osdhphs.co1.qualtrics.com/jfe/form/SV_0eLFfFyfLEEbsW1">https://osdhphs.co1.qualtrics.com/jfe/form/SV_0eLFfFyfLEEbsW1</a></p>
	<p>If you have questions that are not covered by the <a href="#">BinaxNOW FAQ</a>, please contact:</p> <p>Natalie Marek  Email: <a href="mailto:Natalie.Marek@health.ok.gov">Natalie.Marek@health.ok.gov</a>  Phone: (405) 271-4200 x52546</p>
B.	<p><b>Designated Point of Contact (POC)</b> will need to assist in the sample collection to assure test workflow is followed. Training videos are available at: <a href="https://www.globalpointofcare.abbott/en/support/product-installation-training/navica-brand/navica-binaxnow-ag-training.html">https://www.globalpointofcare.abbott/en/support/product-installation-training/navica-brand/navica-binaxnow-ag-training.html</a></p> <p>Reporting of all COVID-19 results is required.</p> <p>The person collecting the specimen should don proper PPE (gloves, facial mask or full-faced mask, and a gown or lab coat. Sites should use bleach or alcohol for disinfection (e.g., should a swab be dropped on furniture or a bench, or for cleaning any full-face masks). Supply bags are suitable for waste disposal.</p>
<b>4. Follow-up Confirmatory Testing – if needed</b>	



# COVID-19 Testing Expansion with BinaxNOW for Oklahoma

Updated November 4, 2020

	<p><b>In certain circumstances, you may need to take a secondary sample for PCR follow-up testing. These instances include:</b></p> <ul style="list-style-type: none"><li>• If you receive a positive result from the BinaxNOW antigen test it is recommended to undergo a PCR test within 24 hours to confirm positive result.</li><li>• OSDH is providing saliva test kits and instruction below to send a saliva sample for processing within 24 hours for those that have a positive result.</li><li>• While you are awaiting the confirmation, people that test positive should follow isolation protocols.</li></ul>
	<p>Instructions for saliva testing and sample processing are as follows:</p> <p><b>1. Prior to specimen collection:</b></p> <ul style="list-style-type: none"><li>▪ Email the following to <a href="mailto:covid19testing@okstate.edu">covid19testing@okstate.edu</a><ul style="list-style-type: none"><li>• Facility (Account) Name</li><li>• Address</li><li>• Phone</li><li>• Fax</li><li>• Email of the administrator of the tests that is authorized to receive results, not the person being tested.</li></ul></li><li>▪ Watch the portal training video <a href="#">here</a></li></ul>
	<p><b>2. What to expect next:</b></p> <ul style="list-style-type: none"><li>▪ Once the information is received, you will have an account set up within our lab and will receive an invitation via email to the ordering portal.<ul style="list-style-type: none"><li>• The invitation will come from <a href="mailto:no-reply@covidtestorder.com">no-reply@covidtestorder.com</a> with the subject line <i>"Invitation Instructions."</i></li><li>• You will need to print requisitions on the paper provided with the saliva kits.</li><li>• <a href="#">SPECIMEN COLLECTION VIDEO</a></li><li>• Mail all specimens via UPS or FedEx – <a href="#">Category B</a> Shipping to:<ul style="list-style-type: none"><li>○ OSU Diagnostic Laboratory 1110 S. Innovation Way Suite 236 Stillwater, OK 74074</li></ul></li></ul></li><li>▪ Results will be sent via encrypted email to the email address provided during account set up.</li><li>▪ It will be <b><u>up to each facility to develop their own deployment plan for providing results to the individuals being tested.</u></b> Confirmed positives will have a follow up case investigation.</li></ul>

MEMORANDUM OF AGREEMENT BETWEEN  
THE OKLAHOMA STATE DEPARTMENT OF HEALTH  
AND  
NOBLE PUBLIC SCHOOLS

**I. PURPOSE: EMERGENCY DISPENSING AND/OR ADMINISTRATION OF MEDICAL COUNTERMEASURES.**

The Oklahoma State Department of Health (“OSDH”), by and through its authority vested in 63 O.S. § 1-106, on behalf of Cleveland County Health Department (hereafter referred to as Cleveland County HD) and Noble Public Schools (hereafter referred to as the Provider), hereby enter into this Memorandum of Agreement (hereafter referred to as MOA) for the purpose of effectively responding to acts of biological and chemical terrorism and other public health emergencies. The Centers for Disease Control and Prevention (hereafter referred to as CDC) has stockpiled sustainable repositories of lifesaving medical countermeasures (hereafter referred to as MCM), including those with Emergency Use Authorization (hereafter referred to as EUAs), needed to respond to an act of Terrorism, Pandemic, Natural Disaster or Public Health Emergency in the Strategic National Stockpile Program (hereafter referred to as SNS) at CDC. The Cleveland County HD has developed plans for the Receipt, Distribution, and Dispensing/Administering of MCM. Those plans are combined in what shall be referred to as the Cleveland County Mass Immunization Prophylaxis Strategy (hereafter referred to as Cleveland County MIPS) Annex. This Agreement will augment those plans, for rapid deployment of those MCM assets.

**II. SCOPE OF SERVICES:**

**A. Responsibilities of Provider:** Under the terms of this Agreement, the Provider, Noble Public Schools, agrees to:

1. Designate a 24 hour Point of Contact (hereafter referred to as POC) and Alternate Point of Contact (hereafter referred to as APOC) for the emergency utilization of MCM assets provide contact information to the Cleveland County HD Local Emergency Response Coordinator (hereafter referred to as LERC) for the SNS Program, at the time of agreement on this MOA and notify the Cleveland County HD of any changes in POC/APOC personnel within 48 hours of the assignment of a new POC/APOC.
2. To request MCM assets according to the number of employees (or affected/essential population, i.e. first responders, employees) and identified household family members (if applicable).

3. To assume responsibility for providing necessary MCM to those individuals identified above by the Provider's trained staff, at a site chosen by the Provider and with no liability assumed by the Cleveland County HD or OSDH.
  4. To utilize pharmaceuticals and all MCM in accordance with the policies and procedures, as determined by the OSDH policies and procedures, and the Provider's own Push Partner Plan (on file with the Cleveland County HD).
  5. To dispense MCM per established medical protocols/algorithms (provided by OSDH at time of the event) under the supervision of licensed medical personnel.
  6. To provide any changes/updates of the Provider's Push Partner Plan to the Cleveland County HD within 30 days of these changes/updates.
  7. To provide training and education to all Providers' staff that will be utilized in MCM Dispensing Operations referenced in the Push Partner Plan.
  8. To not charge individuals for medications or administration of medications that have been provided through this agreement.
  9. To participate in Cleveland County HD sponsored MCM training/education opportunities identified in the Push Partner Plan.
  10. To maintain accurate records (inventory) of MCM dispensed and then provide those to Cleveland County HD in a timely manner after the event as directed by Incident Command.
  11. To secure any unused MCM until a time Cleveland County HD can make arrangements for retrieval.
  12. To compile and forward critical activities during the event for development of an after-action report with the Cleveland County HD, identifying shortfalls and accomplishments of the operation.
  13. Will take responsibility for all roles and responsibilities identified in the Oklahoma Push Partner Plan.
- B. Responsibilities of OSDH:** Under the terms of this Agreement, the OSDH, acting through the Cleveland County HD, agrees to:
1. To provide MCM specific training/education opportunities to identified staff of the Provider.



2. To provide pre-event planning and technical assistance, including but not limited to supply lists, Point Of Dispensing (hereafter referred to as POD) layouts, fact sheets, dispensing algorithms, etc.
3. To, conditionally, ensure delivery/availability of the appropriate amount of MCM in a reasonable, timely manner.
4. To provide coordination as outlined in the Cleveland County HD MIPS Annex to the Provider to the best of their ability.
5. To provide the Provider with proper Physician Approved Protocols and handouts regarding Dispensing/Vaccination activities including but not limited to, dosing, follow-up procedures and releasable information regarding the public health emergency situation.
6. To provide the Provider with consultation and assistance as needed and available for the given public health emergency.
7. To make arrangements to collect any unused MCM as well as copies of all medical documentation as directed by Incident Command.
8. To provide after-action consultation to the Provider.

**C. It Is Mutually Agreed That:**

1. The confidentiality of patients and patient information will be maintained as written and enforced by the Health Insurance Portability and Accountability Act (HIPAA).
2. This MOA will go into effect at the time the MOA is signed by all parties. The duties of each party will not be required to be fulfilled until requested by the OSDH.
3. The Provider would be considered a Push Partner in that it would not dispense medications or MCM to the “general public” but to identified staff, family members, patients, contacts, and specific groups outlined in the Provider’s Push Partner Plan and the Cleveland County HD MIPS Annex.
4. The Provider will follow the dispensing directives of the OSDH and Cleveland County HD during MCM Operations.
5. It is understood that the Provider’s participation is completely voluntary and may not be available/utilized at the time of the event. If so, the Provider would not be

considered a Push Partner and their staff and/or specific groups would be required to attend a Public/OPEN POD operated by Cleveland County HD and not receive any preferential treatment.

## **II. Definitions**

1. Cleveland County Health Department - the State's public health agency and Emergency Support Function (ESF) # 8 lead agency at the local level.
2. Cleveland County MIPS Annex - a plan developed by the Cleveland County Health Department to Receive, Distribute, and Dispense/Administer the Strategic National Stockpile (SNS) assets, as managed by the Centers for Disease Control and Prevention (CDC). This plan is updated annually with the assistance from partners identified as having a role in the Cleveland County MIPS Annex.
3. Point of Dispensing (POD) - a location where pharmaceuticals and other medications are distributed to end users; these facilities may range from small clinics to large operations with multiple staging and operation areas; these facilities may also support a range of methods of distributing drugs and medications to the patients.
4. Closed POD - a POD that is limited in scope, in that it would not dispense medications to the "general public" but to identified staff, family members, patients, contacts, and specific groups outlined in the Provider's Push Partner Plan and the Cleveland County MIPS Annex.
5. Medical Countermeasure (MCM) - includes those drugs, biological products, and devices that can be used to diagnose, prevent, protect from, or treat conditions associated with chemical, biological, radiological, or nuclear threats, emerging infectious diseases, or a natural disaster.
6. Emergency Use Authorization (EUA) – authorization from the FDA for an unapproved drug, biological product, or device, or for an unapproved use of a drug, biological product, or device following a Declaration by the Secretary of Health and Human Services under justifiable circumstances.
7. Provider - the Business/Organization willing to become a Push Partner.
8. Strategic National Stockpile (SNS) - CDC's Strategic National Stockpile (SNS) has large quantities of medicine and medical supplies to protect the American public if there is a public health emergency (terrorist attack, flu outbreak, and natural disaster) severe enough to cause local supplies to run out. Once Federal and local authorities agree that the SNS is needed, medicines will be delivered to any state in the U.S. within 12 hours. Each state has plans to receive and distribute SNS medicine and



medical supplies to local communities as quickly as possible.

<http://www.cdc.gov/phpr/stockpile/stockpile.htm>

### **III. Points of Contact**

For purposes of this MOA, the points of contact are:

**1. For the OSDH:**

Keith Reed  
Deputy Commissioner, Community  
Health Services  
Oklahoma State Department of Health  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117  
405-600-7851  
CommunityHealth@health.ok.gov

**2. For the Provider:**

Primary Point of Contact

Frank Solomon  
Superintendent  
Noble Public Schools  
111 S. 4<sup>th</sup> Street  
Noble, OK 73068  
405-872-3452  
fsolomon@nobleps.com

Alternate Point of Contact

Ashley Bebout  
Registered Nurse  
Noble Public Schools  
111 S. 4<sup>th</sup> Street  
Noble, OK 73068  
405-872-3452  
abebout@nobleps.com

### **IV. Terms and Conditions**

1. Effective Dates - This MOA shall be effective when all parties have signed, and unless otherwise terminated, shall continue for two years. This Agreement may be renewed for additional periods by mutual consent of the Parties, expressed in writing and signed by the Parties.
2. Termination - Subject to the provisions contained below, this MOA may be terminated by the Provider by providing sixty (60) days advance written notice of termination to OSDH. OSDH may terminate this agreement immediately upon written notification to the Provider if (1) continuation has or is likely to violate any law, rule or regulations or is not in the best interest of the State of Oklahoma; or (2) if funds sufficient to pay its obligations under the contract are not appropriated by the applicable state legislature, federal government or other appropriate government entity or received from an intended third party funding source.



3. Amendment - Any changes to this MOA, which are mutually agreed upon between OSDH and the Provider shall be incorporated in a written amendment to this MOA and will not become effective until the amendment is signed by both parties.
4. Nondisclosure - To the extent permitted by law, the parties agree that neither will disclose the location of SNS materiel or the nature of this effort except as is necessary to fulfill its mission, and statutory and regulatory responsibilities.
5. Liability – The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. Neither party shall be liable for any claims, demands, expenses, liabilities and losses (including reasonable attorney’s fees) which may arise out of any acts or failures to act by the other party, its employee or agents, in connection with the performance of services pursuant to this MOA.
6. Non-Discrimination - No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to any activities carried out under this MOA on the grounds of race, disability, color, sex, religion, age, health status or national origin.
7. Evaluation of MOA - Appropriate staff of the Provider and OSDH will review this MOA annually to evaluate this MOA based on the responsibilities for each party listed under Section II. Scope of Services, of this Agreement.
8. Governing Law - This MOA shall be construed and enforced in accordance with appropriate federal laws and the laws of the State of Oklahoma.
9. Licenses - The parties agree that during the term of this MOA, each party shall maintain its respective federal and state licenses, certifications, and accreditations required for the provision of services herein.
10. Expenses - Each party shall bear and be responsible solely for its own costs and expenses necessary to comply with this MOA.
11. Severability - Should a court of competent jurisdiction rule any portion of this Agreement invalid, null, or void, that fact shall not affect or invalidate any other portion or section of the Agreement and all remaining portions and sections will remain in full force and effect.

*[Signatures on Following Page]*



**OKLAHOMA**  
State Department  
of Health

**V. Signatures**

**Oklahoma State Department of Health**

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Keith Reed  
Deputy Commissioner, Community Health  
Services  
Oklahoma State Department of Health  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117

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

**Noble Public Schools**

---

Signing Authority for Provider  
  
Superintendent  
Noble Public Schools  
111 S. 4<sup>th</sup> Street  
Noble, OK 73068

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



**Wear a face covering in public:** Cover your mouth and nose with a face covering when around others and out in public, and whenever practical during sports activity. **Why?** You could spread COVID-19 to others even if you do not feel sick. The cloth face cover is meant to protect other people in case you are infected. Various styles of face coverings are available from cloth to surgical-style masks. The mask should fit comfortably and be worn properly over the nose and mouth.

**Practice strict hand hygiene:** Why? The virus can survive on certain surfaces for several hours. Wash your hands often. You can use regular soap and water as long as you scrub for at least 20 seconds. You can also use hand sanitizer containing at least 60% alcohol.

**Avoid touching eyes, nose and mouth:** Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. Cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze.

**Clean and disinfect “high-touch” surfaces:** Clean AND disinfect frequently touched surfaces at least daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, first clean with detergent or soap and water, and then disinfect. Most common EPA registered household disinfectants, diluted household bleach solutions, and alcohol solutions with at least 60% alcohol will work.

### **What do I do if I think I was exposed to an individual with COVID-19?**

Watch for symptoms: People with COVID-19 have reported a wide range of symptoms — ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus.

- Contact your personal health care provider or use the CDC’s self-checker (CDC.gov) to help make decisions and seek appropriate medical care regarding COVID19.
- Talk to your healthcare provider about any other symptoms that are severe or concerning to you.
- If you are concerned about your status, get tested for COVID-19 right away. Even if you don’t have symptoms, you may be able to be tested after an exposure.
- Furthermore, follow your school procedures for notification.

### **What do I do if I’m sick?:**

**Do not go to school or sports practice if you are sick.** After speaking with your personal healthcare provider, notify your school. Treatment is typically over the counter medications to help your symptoms. If you are sick with a fever (100.4°F/38°C or higher) or cough, have trouble breathing, or suspect you have COVID-19, here’s how to help prevent the disease from spreading to people in your home and community:

➤ **SELF-ISOLATE AT HOME**

➤ **GET A COVID-19 TEST**

➤ **STAY AWAY FROM OTHERS**

Resources: Center for Disease Control, [www.CDC.gov](http://www.CDC.gov)

Oklahoma State Department of Health, [www.coronavirus.health.ok.gov](http://www.coronavirus.health.ok.gov)

# NOBLE PUBLIC SCHOOLS



## Activity Fund

### Policies and Procedures Manual

Fiscal Year 2020-2021



Noble Schools  
Administration Building  
PO Box 499  
Noble, OK 73068  
Phone: 405.872.3452  
Fax Number: 405.872.3271

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## General Information

The following handbook was written to assist Principals, School Activity Fund sponsors, teachers, secretaries, and students in the proper procedures for handling School Activity Funds.

It is imperative for every person who handles School Activity Funds to read this handbook. Failure to do so may halt or slow down the process of getting requisitions approved, purchases made, bill paid, money receipted, etc.

Portions of this handbook are taken from the Oklahoma School Law book and the Noble Board of Education Policy Manual and will be updated periodically. The Board of Education shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. (**Title 70 Section 5-129 of the Oklahoma Statutes**)

It is important to have a clear understanding of the function and purpose of each account to avoid misapplication of funds. The purpose of most accounts is generally understood by the account titles, written descriptions such as charters, etc., and by customary usage of the account.

The organization must comply with all state and federal laws as well as Board policies. Outside organizations **may not** use the District's federal tax ID number to transact business.

## Responsibilities of the Principal

Principals are responsible for their school's overall program, are accountable for knowing, and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To inform the sponsor of the nature and extent of authority regarding the School Activity Fund.
2. To inform the sponsor of the practices and procedures which are acceptable and within the rules and regulations governing student body activities as a whole.
3. To select appropriate sponsors to represent all authorized student groups. The sponsor will conduct all fundraising activities. Because the Principal is the approving officer, he/she may not act as group sponsor.
4. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
5. To periodically evaluate the performance of each sponsor involved to determine that all functional duties are being substantially carried out.
6. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
7. To report to the Superintendent or Activity Fund Custodian/Clerk cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.

## Responsibilities of Sponsors

Sponsors for any group, club, or student organization are responsible for the following duties depending on the nature of the organization:

1. Work closely with the group and give supervision and guidance to student officers exerting leadership and counsel where required.
2. Gift cards purchased with Activity Funds must have signature of recipient(s) using the district approved acknowledgment form.
3. Organize and conduct student projects and ascertain that all receipts are properly accounted for and deposited with the school finance secretary. A Sponsor Receipt form must be filled out **completely**, signed and dated by the sponsor, and given to the school finance secretary.
4. Plan in advance. Determine purchasing needs and present requisitions to principal in time to obtain approval prior to the actual purchase. Many emergency requisitions and violations of proper purchasing procedures can be avoided by this process. Furthermore, sponsors should bear in mind that when they make purchases prior to proper approval and issuance of a purchase order, it is agreed the sponsor shall bear personal financial responsibility.
5. Inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. The sponsor's signature on the invoice along with the PO number, and whether or not the invoice is partial or full signifies that the claim is approved for payment.
6. Submit all fundraiser requests for the new school year to the principal for approval using the **Fundraiser and Expenditure Request for Activity Sub Account form**. The site finance secretary will need to turn them in to the Board Minutes Clerk no later than 12pm on Tuesday the week before the regularly scheduled Board of Education Meeting. Absolutely no ordering or spending money for the fundraiser before it is board approved.
7. Sponsors are responsible for shipping/handling costs. Ensure that funds are available to cover them. Estimate charges at 20% of your total purchase, if actual charges are unknown. Note on the requisition if shipping/handling is free.
8. ~~You are responsible for transportation costs associated with usage of school vehicles for field trips. Make sure enough money is in the account to cover the costs.~~ Make sure that no sub-account (project number) operates in an unapproved deficit balance.
9. **Be sure to complete a Fundraiser Profit/Loss Statement for each fundraiser during the school year and turn it in to the site finance secretary upon the completion of each fundraiser.**

## Responsibilities of School Finance Secretary

1. Verify all cash/checks presented to you for deposit at the time you receive them. Sign a copy of the Sponsor Receipt form and give it to the sponsor.
2. Make daily deposits to the bank and submit documentation to the District Activity Fund

Custodian/Clerk each day.

3. Be prepared for an impromptu audit.
4. Notify the Activity Fund Custodian of discrepancies, noncompliance, and/or minimal record keeping. The Custodian will report the non-compliance to the Principal for corrective action.
5. Sponsors should have daily deposits and all required documentation turned in no later than 2pm or the deposit must be taken to the First State Bank depository in a locked bag.
6. Collects non-sufficient funds.
7. Generates and sends a monthly financial statement for each sub-account by the 15th of each month.
8. Students can receive a refund ONLY if there is a receipt to show money collected.
9. Issue receipts, maintain a cash journal, prepare and make daily deposits to bank, issue pre-numbered receipt books to sponsors for each sub-account, reconcile records monthly with the District Office.
10. Money collected at the end of the day is more than \$100.00 and not deposited should use the night deposit drop.
11. Make adjustment to the activity fund if a check is returned NSF. There will be reasonable attempts to collect on the check before it's turned over the District Attorney, (within 30 days).
12. If a check needs to be voided, please notify the Encumbrance Clerk to request that transaction.
13. Collect Fundraiser Profit/Loss Statements from each sponsor and maintain for audit.

### **Responsibilities of the District Activity Fund Custodian/Clerk**

1. The District Activity Fund Custodian/Clerk is responsible for maintaining an accurate account of each sub-account (project number) within the district.
2. Posts all deposits to proper sub-accounts.
3. Ensures that sub-accounts do not have an unapproved deficit balance; notifies the sponsor when funds are not sufficient; has proper documentation attached; insures two signatures are attained on the check.
4. Reconciles bank statements each month.
5. Issues a monthly financial report to the Board of Education.
6. Prepares all activity fund records/reports and presents them to the school district auditor.

7. Available to assist school secretaries and sponsors at all times.



## Procedures for Fundraisers

Unless the school board grants authorization (employee must complete a fundraiser form) , no employee may solicit donations for any purpose connected with the school. This prohibition includes, but is not limited to: raffles, any type of sale (bake sales, rummage sales, etc.), requests for donations, and/or the use of crowdfunding websites (GoFundMe.com, etc.). The following guidelines for fundraisers shall be followed; any alterations may cause your fundraiser to become invalid. To submit a fundraiser request, secure the proper document from the school secretary and follow the guidelines below. Using the proper procedures in filling out the request form will expedite the approval of the request.

1. Incomplete or incorrect request forms will be returned to the sponsor to be properly filled out.
2. The source of revenue for the fundraiser shall be stated, along with expenditures associated with the fundraiser, e.g., Source of Revenue is candy sales and Expenditures is field trip expenses, supplies, materials, equipment, etc.
3. The fundraiser shall be held on the date or dates requested on the form. If the fundraiser cannot be on the dates requested, please notify the Activity Fund Custodian / Clerk in writing within five (5) days prior to the dates on the original request. Finally, if the fundraiser goes beyond the dates submitted, the Activity Fund Custodian / Clerk must be notified in writing when the last day the fundraiser will occur.
4. A requisition shall be submitted and approved by the Principal and a Purchase Order issued before you order the items for the fundraiser.
5. All revenue received from the fundraiser must be identified on the receipt. All revenue must be received by the school finance secretary within two weeks after the last date of the fundraiser. If this is not possible, the school finance secretary must be notified immediately after the fundraiser, and given a date when all revenue will be collected.
6. If two (2) or more fundraisers are in progress for the same organization at one time, they must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.
7. If the revenue from the fundraiser is not going to be used for its purpose in the fiscal year it was raised, the school finance secretary must be notified in writing to determine if this will be permissible. The school finance secretary will approve or disapprove the transaction and you will be notified in writing within five (5) days.

Fundraising activities **MUST** have prior approval of the Board of Education. These activities must be noted on your **Activity Fund Budgets Fundraiser and Expenditure Request for Activity Sub Account form**. Revisions must have the Principal's and the Board of Education's approval.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received until the remaining product is either sold or returned for credit. An accounting for every product, by name of student or sponsor, from the point it is received to the point it's turned in as sales or unsold product.

Students or volunteer will be responsible for using a "Student/Volunteer Cash or Check Roster" to collect funds. This form requires funds "collected by" signature and amount collected. The sponsor must use the Noble Activity Receipt Book to receipt each student or volunteer as they turn in their "Student/Volunteer Cash or Check Roster" and funds collected.

Examples are as follows:

Direct Sales: candy, spirit ribbons etc. There **MUST** be enough funds available for payment of product before purchasing.

Taking Orders: A chosen fund-raising company will supply the students or parent groups with appropriate "catalog" or "brochure" with the necessary order forms. The students or parent groups will sell items by taking orders. The order is placed with the company and purchases will be shipped to the sponsor. When the shipment arrives, the sponsor will verify the accuracy and distribute the items to the students. An invoice will accompany the items when shipped and "*full payment*" is made. Money must be collected on each individual order as it is delivered. There **MUST** be enough funds available for payment of product before purchasing.

Donations: Car wash, Sonic tip night, bowl-a-thon, etc. Safeguards and caution must be used when collecting and spending these funds.

## **Procedures for Purchasing**

1. Before making any purchase, a purchase order must be properly completed. This includes quantity, item name, item number, description, and cost. When requests are submitted for entry fees, the dates and proper information must be submitted. If the request form is not properly filled out, it will be returned to the sponsor.
2. All purchases made from School Activity Funds must be for the benefit of the students, e.g., entry fees for contest, field trips, etc. However, certain items not directly benefiting the students can be purchased if a fundraiser was held for that specific purpose.
3. The invoiced costs of the purchase order cannot exceed the estimated costs by more than ten percent (10%).
4. Each request is to be used only for the purpose intended. Any additional purchases will require approval by the Principal.
5. Upon approval by the District Office, the requisition will have a purchase order number assigned and be sent to the sponsor or authorized person for placing the order with the vendor. Please provide the purchase order number to the vendor when placing the order.
6. All signed invoices and supporting documents must be sent to the Encumbrance Clerk for documentation for payment. All invoices must be original, include the name of the business, be itemized, dated, and signed by the employee.

Statements do not constitute adequate support. Please inspect all items purchased for proper quantities and quality.

7. Do not hold invoices. Vendors must be paid in a timely manner. This also eliminates the possibility of invoices being lost and late fees. Vendors statements containing all of the current charges are sent out on the last day of the month. It's imperative to turn in invoices/receipts during the month the purchase is made.
8. Properly signed invoices and paperwork relating to the PO received by the Encumbrance Clerk will be processed for payment.
9. The purchase order will be closed upon receipt of an invoice for product(s). Other purchases will not be permitted on the purchase order, unless partial payment is requested.
10. The procedure for the use of district credit cards must be followed. Cards should never be passed from person to person as the person who originally checked the card out is responsible for it. **(NPS Policy CHD-R)**
11. Under no circumstances should any expenditure be made from collections or cash on hand! This is in direct violation of state law (**70 O.S. Section 5-129**) and is expressly forbidden. **IMPORTANT-IF AN ORDER IS PLACED PRIOR TO APPROVAL, IT IS AGREED THE SPONSOR SHALL BEAR PERSONAL FINANCIAL RESPONSIBILITY**

No purchases will be made until a Purchase Order has been filled out and assigned a Purchase Order number.

Purchase order form should be filled out with the following information:

1. Complete vendor information
2. Sub account number
3. OCAS code completed
4. Signature of sponsor and signature of site principal
5. Description of merchandise/services being requested with total amount being requested.

The following is needed on all invoices before payment will be made:

1. Signature of sponsor making purchase stating merchandise received and "Okay to Pay"
2. Purchase Order number on all invoices.
3. Invoices marked "Order complete/partial payment".
4. Payments will be made from itemized invoices not statements.
5. Payments will not be made until all merchandise has been received.

Personal reimbursements:

1. All personal reimbursements must have been assigned a Purchase Order number before any payments will be made.
2. All receipts must be attached to the Payment/Reimbursement Claim Form.
3. Payment/Reimbursement form must be completed with proper information, purchase order number, must be signed by person making request for payment and site administrator.

4. All receipts must be itemized. (NPS Policies CHD & CHD-R)

### **Sponsor Procedures for Receipting Money**

1. A receipt shall be issued for all daily collections. Receipt books will be issued in triplicate, with one (1) copy distributed to the individual, one (1) copy shall remain in receipt book and the final copy will be turned into the school finance secretary with supporting collections.
2. Sponsors will fill out required documents, along with all his/her receipts and collections, to the school finance secretary.
3. A current phone number and address must be on all checks. Write the sub-account (project number) on the front side of the check.
4. Sponsors collecting money after school hours should date the receipts for the next day.
5. Sponsors CANNOT receipt themselves for money collected! Each student/person turning in money must be written a receipt; a copy of that receipt must accompany the deposit.
6. Students can receive a refund ONLY if there is a receipt to show money collected.
7. Sponsors should keep all transmittal copies returned from their school finance secretary. This shows how much money has been deposited into your account.
8. Your account should be treated as a checkbook. You will be responsible to reconcile each fundraiser balance at the end of the fundraiser.

### **School Finance Secretary Procedures for Receipting Money**

1. The school finance secretary will count all revenue received from each sub-account (project number) sponsor, make sure the sub-account receipts balance with the collections, and give a signed receipt to the sponsor.
2. All receipts sent to the District Activity Fund Custodian/Clerk must show the sub account number, revenue source (Fundraiser: t-shirt, candy bar sales).
3. All deposit slips and receipts must clearly define the revenue source (fundraiser: t-shirts, candy bar sales). If an organization has more than one fundraiser at a time, the revenue must be receipted separately or listed separately on the receipt with the amount received for each fundraiser.
4. A current phone number and address must be on all checks. Write the sub-account number on the front of the check.
5. The school finance secretary will deposit funds into the bank. The bank deposit slip and all Supporting documentation will be sent to the District Activity Fund Custodian/Clerk for receipting on the school district's software program.

## **Important Points to Remember for Sponsors**

Funds are to be spent for the purpose that the account was established. The Noble Board of Education exercises control over all funds, regardless if they are School Activity or General Fund.

Deposit all funds on a daily basis. **(NPS Policies CFB, CFB-R1)**

Document all transactions in all accounts on a daily basis. Provide an accurate and complete audit trail.

Do not make payments of any type from available cash. Payments for goods or services are to be made by check only.

Do not make purchases without a purchase order.

Estimate shipping/handling charge at 20% of your total purchase, if actual charges are unknown. Note on the requisition if shipping/handling is free.

After services and goods have been received and are in good order, sign and send all packing slips/invoices to the Encumbrance Office for payment. Do not use statements in place of invoices. Original invoices are required before payment can be made.

Do not make purchases in excess of the approved amounts without approval from the Activity Fund Custodian. The invoiced costs of the purchase order cannot exceed the estimated costs by more than ten percent (10%).

~~You are responsible for transportation costs associated with usage of school vehicles for field trips. Make sure enough money is in the account to cover the costs.~~

If money is not collected on returned checks, the amount will be deducted from the activity account.

If deposits are brought to secretary after the 2pm deadline, the sponsor is responsible for getting an overnight bag from the school finance secretary and putting the money in the overnight depository at First State Bank.

No taxes will be reimbursed to the employee, if the school has a charge account established with that vendor (i.e. Walmart, Sam's Club, Lowes...) Be sure and check with the Encumbrance Clerk if you have any questions BEFORE purchasing.

If purchasing meals with your activity fund account, you must attach a name of all those who ate on the ITEMIZED receipt. Only students, sponsors and chaperones can be reimbursed for meals.

For overnight trips, a list of room assignments (students and chaperones names i.e. Rm 412-Kelly, Mel and Stacie) for the hotel must be attached to the paperwork upon your return.

PRIOR TO ALL OUT OF STATE TRAVEL, SPONSOR MUST COMPLETE THE ACTIVITY TRIP TICKET AND TRAVEL MUST BE SCHOOL BOARD APPROVED BEFORE SCHEDULING THE ACTIVITY OR ATHLETIC TRIP.

Overnight Travel Needs Prior Approval by:  
Principal/Athletic Director  
Superintendent  
Transportation Director

Out of State Travel Needs Prior Approval by:  
Approved by: Principal/ Athletic Director  
Superintendent  
Board of Education

All costs for fieldtrips must be paid by the activity group/booster club with proper accounting through the school activity fund prior to travel. (All other costs will be paid for by the booster club i.e. food, rooms etc...)

Any services provided by a Noble School Employee, per I.R.S. must go through payroll. (i.e. Jane Doe caters a Chorus Banquet for \$400.00, this will go through payroll and all appropriate taxes will be taken out of the check).

### **Important Points to Remember for School Finance Secretary**

Deposit all funds on a daily basis. Submit deposit slip along with supporting documentation to the District Activity Fund Custodian/Clerk on a daily basis.

If deposits are brought to you after money has been deposited, the sponsor is responsible for putting the money in the overnight depository at First State Bank.



### **How to Open a New Account**

To open a NEW account within the Activity Fund:

- The “Student Activity New Account Request Form” and the **“Budget Form” Fundraiser and Expenditure Request for Activity Sub Account form** must be completed and approved by the site principal.
- File the New Account Request and **Budget form Fundraiser and Expenditure Request for Activity Sub Account** form with the Activity Fund Custodian located in the District Administration building by 12pm on the Tuesday before the next regularly scheduled Board of Education meeting for placement on the board agenda.

## Filing a Yearly Budget



- Each activity account is required to submit an estimated budget for the beginning of each new fiscal year prior for the regularly scheduled June Board Meeting.
- These budgets must be submitted to the Board of Education for approval. Activity Accounts that do not have an approved budget on file by July 1<sup>st</sup> will NOT be authorized to raise funds or make any expenditures. Deposits can be made as required.
- If an account has a change in source of revenue or expenses, an amendment to the school activity sub-account budget MUST be submitted to the Minutes Clerk/District Activity Fund Custodian for approval by the Board.

## Collections



### Individual Sales

- Profit and Loss Statements must be completed and turned into the Activity Fund Site Secretary for each fundraiser.
- The law requires all collected funds have a receipt issued to individuals who have collected funds on behalf of the activity fund organization.
- Collections less than **\$5.00**: the sponsor shall maintain a list of these collections that include the name, date, amount and source of funds. At the end of the day, the sponsor shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Activity Fund collection sheets and funds will be filled out by the sponsor and remitted daily to the Activity Fund Site Secretary.
- Checks must be listed individually and made out to the activity account name to which the check is to be deposited. The Activity Fund Site Secretary shall count the funds received, verify the receipt sequence and total amount and issue a receipt to the sponsor for the funds received.
- The receipt issued by the Activity Fund Site Secretary should reflect the following information: date money received; person from whom the money was received; amount received which should reflect the total checks and cash; the account number and source of revenue to which the fund should be credited.
- The Activity Fund Site Secretary or site Administrator will deposit the funds received. All money shall be deposited on a daily basis.

- Documents turned into the District Office after the deposit is made should include the following: deposit slips; activity fund receipts, collections sheets and checks listed individually. The site finance secretary will keep a copy for reference.  
(Include voided receipts so all receipts will be consecutively numbered)



## Admissions to Athletic and Other Events

Pre-numbered tickets should be purchased from the sub-account sponsoring the event. A purchase order made out to the sponsor should be submitted for beginning cash and should be re-deposited as such.

Issue a pre-numbered ticket to each individual attending the event with alternate tickets issued for each admission fee (the tickets should be a different color for adult, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the activity fund site secretary.

The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.

At the end of the event, the collections should be reconciled to the tickets issued minus beginning cash and signed by the individual involved.

The collections should be given to the administrator in charge or designated individual to be placed in the bank's night depository. Reconciliation sheets must be signed, completed and included with dropped deposit.

On the following business day, the activity fund secretary shall obtain the money from the bank. The collections should be reconciled, a receipt issued to gate personnel and deposited into the activity fund and the proper sub-account.

Noble Public Schools uses the web based program GoFan for event ticket purchases. The patron may choose to "scan-to-buy" or visit [www.gofan.co](http://www.gofan.co) to make their purchase. The patron shows their device to an assigned gate worker who will verify the information to allow entry to the event. A Preliminary Event Sales Report with event details such as name, date, price of ticket, and amount of tickets is emailed to the site finance secretary. Funds from GoFan are scheduled to be deposited into Noble Schools' bank account on Wednesdays so that reconciliation may be conducted.

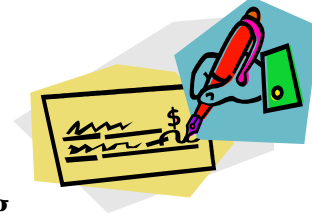


## Concession Sales

There should be at least one non-student adult present in the concessions area at each event a concession is hosted. Two (2) of the individuals involved should count the

money received and reconcile it to the roster or money box. The reconciliation sheet provided must also be signed by the two individuals.

After the collections are counted and reconciled, the sponsor should issue a pre-numbered receipt. If the concession sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic and special event gate sales noted previously or given to the administrator on duty of the event.



## Accounts Payable/Check Processing

Checks are processed weekly on Thursdays. Invoices should be in the Administration Office no later than 12:00 p.m. on Wednesday prior to Thursday. **“PLEASE PLAN AHEAD”**.



## Field Trip Process

1. Approved purchase order must be to the Administration Office at least one week before the scheduled field trip with complete information (date, head count, etc). Some vendors require pre-payment. Be sure to have all paperwork completed prior to the trip.
2. A Payment/Reimbursement form must be filled out with information of field trip signed by sponsor/teacher and site principal if applicable.
3. Turn into the Encumbrance Clerk to be processed for payment.
4. Check will be issued and returned to the sponsor/teacher prior to the field trip.
5. Sponsor/teacher will be responsible for any refund if head count differs from original count.
6. Refund will be returned to the site activity custodian to be deposited back into the field trip sub account.



## Procedure to Withdraw Cash for a Change Fund

- (1) Code: 3 60 ( \_ \_ \_ ) 5200 950 900 0000 000 ( \_ \_ \_ )  
Project Site
- (2) Check should be payable to the person responsible for cashing the check and setting up the change fund.
- (3) Requisition must be submitted to the activity office **one week prior** to date of event.
- (4) The check will be available in the Activity Office. Lock bags and night-drop deposit keys are available to be checked out in the activity office.

## Procedure to Redeposit Change Fund

The change/cash withdrawn from your account should always be re-deposited on a separate transmittal from the actual receipts of the activity event.

**Source code 5120 should be used for re-depositing change bag monies.**

**Code: 3 60 ( \_ \_ \_ ) 5120 950 900 ( \_ \_ \_ )**

**Project**

**Site**

For after school hour events, use the night-drop to deposit all funds. **Never take money home overnight.** If the deposit has been reconciled by the activity sponsor, the sponsor should notify the activity secretary that it is ready to be verified. If the deposit has not been reconciled, the sponsor should go and pick the deposit up from the school finance secretary. The reconciliation form should be placed in the bag before taking to the bank making sure the form has the name of event and date on it.

All deposits are required to be counted, verified and signed with two signatures before being submitted to the Activity Secretary for verification. Do not sign the transmittal if you have not counted and verified the deposit.

## Closing the Year



Reconcile your activity sub-account with the print-out from the activity fund custodian each month. If you do this, closing the year will be easy.

Each sponsor should reconcile at the end of the year by making an appointment with the Activity Fund Custodian during the last few weeks of school.

Verify that your ending balance in your ledger agrees with the balance on the district's records.

Record your balance on a ledger sheet for starting the new year.

Collect all records for the year, label them prominently with the school year, and store them where they could be easily retrieved if requested by the auditor. Records must be kept for at least five (5) years.

If you have any questions please talk with your school finance secretary, Principal, or feel free to call the Activity Account Custodian.

## SUMMARY

The goal of this manual is to provide each user of the Noble Public Schools activity fund a "how-to/hands-on" guide for collecting, depositing and expending funds gathered for special purposes.

The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsors of the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, turned into the school activity fund custodian each day and a receipt obtained from the custodian for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibitive and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the activity fund. If the sponsor is unsure, they must contact the school activity fund custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the activity fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.
6. Transacting business in any sub-account of the activity fund will not be allowed until a budget has been submitted for Board of Education approval at the beginning of each fiscal year and the Activity Fund Policy and Procedure Affidavit found on the first page of this manual must be signed.

The school auditor will scrutinize activity funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time, follow the law and this procedure manual and fund-raising will be less stressful.

**Student Activity- New Account Request Form**

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

From: \_\_\_\_\_

Name of Account:

\_\_\_\_\_

Purpose of Account:

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

Person Responsible for Account:

\_\_\_\_\_  
(name) (address/site) (phone number/ext.)

\_\_\_\_\_  
(signature) (title)

Principal/Administrator for Account:

\_\_\_\_\_  
(name) (site) (extension)

\_\_\_\_\_  
(signature) (title)

**Activity Office Use Only - Do not write below**

Date approved by Board \_\_\_\_\_

Name of Account \_\_\_\_\_

Project Number \_\_\_\_\_

# AMENDMENT TO SCHOOL ACTIVITY SUBACCOUNT BUDGET

School Name \_\_\_\_\_ Site Number \_\_\_\_\_

Account Name and Number \_\_\_\_\_

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

For the period of \_\_\_\_\_ Through \_\_\_\_\_

I. Beginning Cash Balance \_\_\_\_\_

II. Approved budgeted receipts: \_\_\_\_\_

III. Proposed amended receipts: \_\_\_\_\_

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

TOTAL RECEIPTS \_\_\_\_\_

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

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

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

TOTAL EXPENSES \_\_\_\_\_

V. Ending Cash Balance \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher/Sponsor \_\_\_\_\_ Position \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/School Activity Custodian \_\_\_\_\_

**FUNDRAISER & EXPENDITURE REQUEST FOR ACTIVITY SUB ACCOUNT**

School Name \_\_\_\_\_ Site Number \_\_\_\_\_

Account Name and Number \_\_\_\_\_

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

For the period of \_\_\_\_\_ through \_\_\_\_\_

I. Fundraisers and Estimated Revenue

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL RECEIPTS \$ \_\_\_\_\_

II. Expenditures and Estimated Amounts

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher/Sponsor

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of Principal/School Activity Custodian

Please sign and date the AFFIDAVIT at the bottom of this page and return it to the District Office.

The receipt of the affidavit at the bottom of this page by the District Office acknowledges that the sponsor for said account has read and understands the policies and procedures of the Activity Fund.

*No funds will be available for expenditures until the District Office receives a signed and dated Affidavit.*

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AFFIDAVIT

FOR

ACTIVITY FUND

POLICY AND PROCEDURES MANUAL

I, \_\_\_\_\_, hereby certify that a printed copy of the Activity Fund Policies and Procedures Manual has been presented to me or made available online and I understand that these policies and procedures are an integral part of my sponsorship with the Noble Public Schools Activity Fund Sub Account for the fiscal year July 1, 2020 to June 30, 2021, or until such time as changes are made by the District Office.

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Sponsor's Signature)

\_\_\_\_\_

(Account Name and Project No.)

2020-21 New Hire Board Meeting Report  
December

<b>Position Type</b>	<b># of Positions</b>	<b>Site</b>	<b>Position</b>	<b>Start Date</b>
Support	1	Pioneer	TA	11/16/2020
Lay Coach	1	High School	As Wrestling Coa	11/16/2020
Support	1	Hubbard	TA	11/17/2020
Support	1	CIMS	Custodian	12/2/2020