



**Noble Board of Education
August Regular Meeting in the Board Room
Administration Building, 111 S. 4th Street, Noble, OK, 73068, [Address], [City], Oklahoma
[Zip]
Monday, August 11, 2025 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. Class Size Limits**
 - II.B. District Financial Report**
 - II.C. Resignations/Retirements**
- III. Public Comment**
- IV. Consent Agenda**
 - IV.A. Minutes of Regular Board Meeting - July 14, 2025**
 - IV.B. Encumbrances GF #: 368-443 \$178,062.62 BF #: 82-92 \$45,358.70
(Change Orders GF #41-354 BF#: 1-80)**
 - IV.C. Activity Fund Manual for 2025-26**
 - IV.D. Oklahoma Department of Career and Technology Education
Contract for Secondary Career and Technology Education Programs(s)
for school year 2025-26**
 - IV.E. Resolution to Transcript Math, Science, and Technology classes
taught at Mid-America Technology Center for 2025-26**
 - IV.F. Policy revisions**
- V. Action Topics**
 - V.A. Discussion and possible vote on Consent Agenda Items A-F as
presented.**
 - V.B. Discussion and possible vote to approve the Supplemental 307 for
Building Fund in the amount of \$2,624,366.05 for FY25 as presented.**
 - V.C. Discussion and possible vote on a \$280 stipend for Curtis Inge
Middle School and Noble High School teachers who participate in a
SREB and GEARUP partnership professional development training on
August 4-5, 2025 as presented.**
- VI. Executive Session**
 - VI.A. Proposed executive session to discuss the following business
pursuant to 25 O.S. Section 307 (B)(1), (B)(2), (B)(3), and (B)(7) of the
Oklahoma Open Meeting Act:**
 - VI.A.1. Employments**
 - VI.A.2. Certified Agreement for 2025-26**
 - VI.A.3. Support Agreement for 2025-26**

- VI.A.4. Real Estate
- 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
 - VII.B. Discussion and possible vote on employments for the 2025-26 school year as presented.
 - VII.C. Discussion and possible vote on adjunct teachers for the 2025-26 school year as presented.
 - VII.D. Discussion and possible vote on Certified Agreement for 2025-26 as presented.
 - VII.E. Discussion and possible vote on Support Agreement for 2025-26 as presented.
- VIII. New Business
- IX. Superintendent's Reports
- X. Adjournment

Agenda posted September 5, 2025, by
3:30pm at <https://www.nobleps.com>
and at the entrance of the Administrative
Office, Noble Public Schools, located at
111 South 4th Street, Noble, OK, 73068.

Dorothy M. Terrill
Minutes Clerk

**NOBLE PUBLIC SCHOOLS CLASS LIMITS
SEMESTER 1 2025-2026**

Enrollment Summary as of 7/31/2025					
Grade	# of	Max	Total	# of	Transfers
Level	Teachers	Capacity	Enrolled	Transfers	available
Pre-K	8	140	139	18	1
K	10	200	184	15	16
K-T1	2	32	30	0	2
1st	10	200	171	10	29
2nd	10	220	200	15	20
3rd	10	220	197	18	23
4th	10	220	200	16	20
5th	10	207	208	17	-1
6th	NA	220	237	16	-17
7th	NA	220	219	17	1
8th	NA	220	220	23	0
9th	NA	250	232	14	18
10th	NA	250	232	17	18
11th	NA	250	223	22	27
12th	NA	250	224	20	26
Total		3099	2916	238	183

Enrollment Summary as of 8/31/2025					
Grade	# of	Max	Total	# of	Transfers
Level	Teachers	Capacity	Enrolled	Transfers	available
Pre-K	8	140			
K	10	200			
K-T1	2	32			
1st	10	200			
2nd	10	220			
3rd	10	220			
4th	10	220			
5th	10	207			
6th	NA	220			
7th	NA	220			
8th	NA	220			
9th	NA	250			
10th	NA	250			
11th	NA	250			
12th	NA	250			
Total		3099	0	0	0

Enrollment Summary as of 9/30/2024					
Grade	# of	Max	Total	# of	Transfers
Level	Teachers	Capacity	Enrolled	Transfers	available
Pre-K	8	140			
K	10	200			
K-T1	2	32			
1st	10	200			
2nd	10	220			
3rd	10	220			
4th	10	220			
5th	10	207			
6th	NA	220			
7th	NA	220			
8th	NA	220			
9th	NA	250			
10th	NA	250			
11th	NA	250			
12th	NA	250			
Total		3099	0	0	0

Enrollment Summary as of 10/31/2024					
Grade	# of	Max	Total	# of	Transfers
Level	Teachers	Capacity	Enrolled	Transfers	available
Pre-K	8	140			
K	10	200			
K-T1	2	32			
1st	10	200			
2nd	10	220			
3rd	10	220			
4th	10	220			
5th	10	207			
6th	NA	220			
7th	NA	220			
8th	NA	220			
9th	NA	250			
10th	NA	250			
11th	NA	250			
12th	NA	250			
Total		3099	0	0	0

Enrollment Summary as of 11/30/2024					
Grade	# of	Max	Total	# of	Transfers
Level	Teachers	Capacity	Enrolled	Transfers	available
Pre-K	8	140			
K	10	200			
K-T1	2	32			
1st	10	200			
2nd	10	220			
3rd	10	220			
4th	10	220			
5th	10	207			
6th	NA	220			
7th	NA	220			
8th	NA	220			
9th	NA	250			
10th	NA	250			
11th	NA	250			
12th	NA	250			
Total		3099	0	0	0

Enrollment Summary as of 12-31/2024					
Grade	# of	Max	Total	# of	Transfers
Level	Teachers	Capacity	Enrolled	Transfers	available
Pre-K	8	140			
K	10	200			
K-T1	2	32			
1st	10	200			
2nd	10	220			
3rd	10	220			
4th	10	220			
5th	10	207			
6th	NA	220			
7th	NA	220			
8th	NA	220			
9th	NA	250			
10th	NA	250			
11th	NA	250			
12th	NA	250			
Total		3099	0	0	0

(-) Enrollment Maxed
() Transfers Available

Balance Sheet

Options: As Of Date: 8/8/2025

Assets				
Cash				
11	2024	GENERAL FUND		\$0.00
11	2025	GENERAL FUND		\$0.00
11	2026	GENERAL FUND		\$1,267,017.18
21	2026	BUILDING FUND		(\$3,931,259.66)
36	2026	BOND FUND		(\$10,521,130.00)
41	2025	SINKING FUND		\$2,289,975.53
41	2026	SINKING FUND		(\$4,578,854.00)
60	2025	SCHOOL ACTIVITY FUND		(\$63,520.85)
60	2026	SCHOOL ACTIVITY FUND		\$107,353.00
			Cash Total	(\$15,430,418.80)
Investments				
11	2025	GENERAL FUND		\$0.00
11	2026	GENERAL FUND		\$4,600,000.00
21	2026	BUILDING FUND		\$3,700,000.00
36	2026	BOND FUND		\$5,260,565.00
41	2026	SINKING FUND		\$2,303,541.04
60	2026	SCHOOL ACTIVITY FUND		\$752,368.27
			Investments Total	\$16,616,474.31
Revenue Receivable				
11	2025	GENERAL FUND		\$0.00
11	2026	GENERAL FUND		(\$1,174,214.98)
21	2026	BUILDING FUND		(\$1,197.43)
41	2026	SINKING FUND		\$2,275,312.96
			Revenue Receivable Total	\$1,099,900.55
			Assets Total	\$2,285,956.06
Liabilities, Reserves and Fund Balance				
Outstanding Warrants				
11	2025	GENERAL FUND		\$2,271,743.13
21	2025	BUILDING FUND		\$712,585.99
36	2025	BOND FUND		\$1,500.00
			Outstanding Warrants Total	\$2,985,829.12
Fund Balance				
11	2024	GENERAL FUND		\$0.00
11	2025	GENERAL FUND		(\$2,271,743.13)
11	2026	GENERAL FUND		(\$567,762.80)
21	2025	BUILDING FUND		(\$712,585.99)
21	2026	BUILDING FUND		(\$232,457.09)
36	2025	BOND FUND		(\$1,500.00)
41	2025	SINKING FUND		\$2,289,975.53
60	2025	SCHOOL ACTIVITY FUND		(\$63,520.85)
60	2026	SCHOOL ACTIVITY FUND		\$859,721.27
			Fund Balance Total	(\$699,873.06)
			Liabilities, Reserves and Fund Balance Total	\$2,285,956.06



MINUTES July 14, 2025, Regular Meeting

The Board of Education of Independent School District No. 40 of the Cleveland County, State of Oklahoma, met in a Regular Meeting in the Board Room at the Noble Administration Building, 111 S. 4th Street, Noble, Oklahoma, in said school district, Monday, July 14, 2025, at 5:30pm.

Attendance taken at 5:30 PM.

Mrs. Wendy Barnes: Present
Mr. William Broom Present
Mr. Leroy Lukinbill: Present
Mr. James Reed: Present
Mr. Randy Sheppard: Present

Also present were Superintendent Frank Solomon, Assistant Superintendent Nathan Gray, and Executive Director Stacy Storey.

I. Preliminary Business

I.A. Call to Order

I.B. Establishment of a Quorum

I.C. Pledge of Allegiance

II. Reports

II.A. Activity Fund Report

II.B. District Financial Report

II.C. Resignations/Retirements

III. Public Comment

Comments: None

IV. Consent Agenda

IV.A. Minutes of Regular Board Meeting - June 23, 2025

IV.B. Encumbrances and Change Orders as follows:

GF: #346-367 \$129,047.86 BF: #66-81 \$2,104,045.00

IV.C. Activity Fund Transfers

IV.D. 2025-26 Student Handbooks

IV.E. 2025-26 Campus Police Jurisdictional Agreement

IV.F. OKSDE Science of Reading Workshops stipend for 2025-26

IV.G. Policy revision

V. Action Topic

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

Motion to approve Consent Agenda Items A-G (Minutes of June 23, 2025 Regular Board Meeting, Encumbrances and Change Orders as follows: GF/CN 25-26: #346-367 \$129,047.86 BF 25-26: #66-81 \$2,104,045.00 Activity Fund Transfers, 2025-26 Student Handbooks, 2025-26 Campus Police Jurisdictional Agreement, OKSDE Science of Reading Workshops stipend for 2025-26, and policy revision) as presented passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. James Reed.

Mrs. Wendy Barnes: Yes
Mr. William Broom Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. Randy Sheppard: Yes
Yes: 5 No: 0, Absent: 0

VI. Executive Session



MINUTES July 14, 2025, Regular Meeting

VI.A. Proposed executive session to discuss the following business pursuant to 25 O.S. Section 307 (B)(1), (B)(2) and (B)(3) of the Oklahoma Open Meeting Act:

VI.A.1. Employments

VI.A.2. Discuss Certified Negotiations for 2025-26

VI.A.3. Discuss Support Negotiations for 2025-26

VI.A.4. District Employee Stipend

VI.A.5. Real Estate

VI.B. Vote to convene in executive session

Motion to convene in executive session at 5:49pm passed with a motion made by Mr. James Reed and seconded by Mr. William Broom.

Mrs. Wendy Barnes: Yes

Mr. William Broom: Yes

Mr. Leroy Lukinbill: Yes

Mr. James Reed: Yes

Mr. Randy Sheppard: Yes

Yes: 5 No: 0, Absent: 0

VI.C. Acknowledgement of Board to return to open session

Comments: Board President Mr. Leroy Lukinbill announced the Board's return to open session at 6:04pm.

VII. Action Topics

VII.A. Statement of executive session minutes

The Board of Education convened in executive session in the board room located at 111 South 4th Street, Noble, OK, 73068, at 5:49, Monday, July 14, 2025, to discuss employments, certified negotiated agreement for 2025-26, support negotiated agreement for 2025-26, and real estate as authorized by 25 O.S. Section 307 (B)(1), (B)(2), and (B)(3) of the Oklahoma Open Meeting Act. Board Members present were Leroy Lukinbill, Wendy Barnes, James Reed, Randy Sheppard, and William Broom, as well as Superintendent Frank Solomon, Assistant Superintendent Nathan Gray, and Executive Director Stacy Storey. During the executive session the Board discussed these items and no other items. No action was taken. The Board returned to open session at 6:04pm, Monday, July 14, 2025.

VII.B. Discussion and possible vote on employments for the 2025-26 school year as presented.

Motion to approve Administration's recommendation for employments for the 2025-26 school year as presented passed with a motion made by Mr. William Broom and seconded by Mr. Randy Sheppard.

Mrs. Wendy Barnes: Yes

Mr. William Broom: Yes

Mr. Leroy Lukinbill: Yes

Mr. James Reed: Yes

Mr. Randy Sheppard: Yes

Yes: 5 No: 0, Absent: 0

VII.C. Discussion and possible vote on teacher to be considered as adjunct teacher for the 2025-26 school year as presented.



MINUTES July 14, 2025, Regular Meeting

Motion to approve Administration's recommendation for Avery Crawford as adjunct teacher for High School Art for the 2025-26 school year as presented passed with a motion made by Mr. James Reed and seconded by Mrs. Wendy Barnes.

Mrs. Wendy Barnes: Yes
Mr. William Broom Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. Randy Sheppard: Yes
Yes: 5 No: 0, Absent: 0

VII.D. Discussion and possible vote on a one-time stipend for all returning district employees for the FY26 school year in the amount of \$1,000, with the exception of the Superintendent. Stipend will be paid on Friday, August 8, 2025. Any employee hired after August 8, 2025, will not be eligible for the stipend. Any employee that does not complete the FY26 school year will have the remaining stipend amount removed from their final paycheck. The amount deducted will be pro-rated based upon leave date. All part-time Certified employees will receive a pro-rated stipend.

Motion to approve a one-time stipend for all returning district employees for the FY26 school year in the amount of \$1,000, with the exception of the Superintendent. Stipend will be paid on Friday, August 8, 2025. Any employee hired after August 8, 2025, will not be eligible for the stipend. Any employee that does not complete the FY26 school year will have the remaining stipend amount removed from their final paycheck. The amount deducted will be pro-rated based upon leave date. All part-time Certified employees will receive a pro-rated stipend passed with a motion passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Randy Sheppard.

Mrs. Wendy Barnes: Yes
Mr. William Broom Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. Randy Sheppard: Yes
Yes: 5 No: 0, Absent: 0

VII.E. Discussion and possible vote on a one-time stipend for all new district employees for the FY26 school year in the amount of \$500. Stipend will be paid on Friday, August 8, 2025. Any employee hired after August 8, 2025, will not be eligible for the stipend. Any employee that does not complete the FY26 school year will have the remaining stipend amount removed from their final paycheck. The amount deducted will be pro-rated based upon leave date. All part-time Support employees will receive a pro-rated stipend.

Motion to approve a one-time stipend for all new district employees for the FY26 school year in the amount of \$500. Stipend will be paid on Friday, August 8, 2025. Any employee hired after August 8, 2025, will not be eligible for the stipend. Any employee that does not complete the FY26 school year will have the remaining stipend amount removed from their final paycheck. The amount deducted will be pro-rated based upon leave date. All part-time Support employees will receive a pro-rated stipend passed with a motion made by Mr. James Reed and seconded by Mr. William Broom.

Mrs. Wendy Barnes: Yes
Mr. William Broom Yes
Mr. Leroy Lukinbill: Yes



MINUTES July 14, 2025, Regular Meeting

Mr. James Reed: Yes
Mr. Randy Sheppard: Yes
Yes: 5 No: 0, Absent: 0

VIII. New Business

Comments: Superintendent Solomon informed the Board of a travel request received from Twelve Corners Baptist Church after the agenda was posted and asked the Board to approve it.

Motion to approve Twelve Corners Baptist Church the use of Noble Schools' buses and drivers at their own expense for summer camps, 2025 passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. Randy Sheppard.

Mrs. Wendy Barnes: Yes
Mr. William Broom Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. Randy Sheppard: Yes
Yes: 5 No: 0, Absent: 0

IX. Superintendent's Reports

Comments: Assistant Superintendent Nathan Gray told the Board about current school sports, Welcome Back Day, New Teacher Orientation, and welcomed Stacy Storey. Superintendent Frank Solomon informed the Board the Community Coffee will be held in conjunction with Welcome Back Day, school begins August 13, 2025, and gave them a facilities update.

X. Adjournment

Motion to adjourn at 6:22pm passed with a motion made by Mrs. Wendy Barnes and seconded by Mr. William Broom.

Mrs. Wendy Barnes: Yes
Mr. William Broom Yes
Mr. Leroy Lukinbill: Yes
Mr. James Reed: Yes
Mr. Randy Sheppard: Yes
Yes: 5 No: 0, Absent: 0

PRESIDENT- Leroy Lukinbill

VICE-PRESIDENT-Wendy Barnes

CLERK-James Reed

DEPUTY CLERK-Randy Sheppard

MEMBER-William Broom

MINUTES CLERK- Dot Terrill

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/14/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2025	62	ARVEST BANK	AMAZON/ DISTRICT - BUILDING MATERIALS, EQUIP, SUPP	10,469.98
21	2	07/01/2025	62	ARVEST BANK	AMAZON / DISTRICT - HVAC FILTERS	0.00
21	9	07/01/2025	62	ARVEST BANK	AMAZON / BUILDING AND CUSTODIAL SUPPLIES	10,000.00
21	16	07/01/2025	200	CRIMSON ELECTRIC SERVICES	DISTRICT-ELECTRICAL SVCS., REPAIRS. PARTS & LABOR	0.00
21	22	07/01/2025	315	HARNES ROOFING, INC.	DISTRICT - ROOFING REPAIRS	-75,000.00
21	23	07/01/2025	316	HARRISON ENERGY PARTNERS	DISTRICT - HVAC REPAIRS, PARTS & LABOR - RTW UNITS	-40,000.00
21	24	07/01/2025	323	HILL'S CARPET SERVICE	DISTRICT - FLOORING & INSTALLATION	-15,000.00
21	25	07/01/2025	327	HOME DEPOT CREDIT SERVICES	DISTRICT - BUILDING MATERIALS & SUPPLIES	-5,000.00
21	28	07/01/2025	372	KRAN CO ROOFING	DISTRICT - ROOFING SERVICES	-90,000.00
21	29	07/01/2025	387	LOCKE SUPPLY	DISTRICT - PLUMBING SUPPLIES	-15,000.00
21	48	07/01/2025	944	VOSS LIGHTING	DISTRICT - LIGHTING SUPPLIES	-1,000.00
21	51	07/01/2025	10015	GYMCO	CIMS & HS - GYM FLOOR RESURFACING	-29,998.00
21	58	07/01/2025	10037	SOVEREIGN BANK	DISTRICT - HVAC CONTROLS & UPGRADES CONSERV ENERGY	-50,000.00
21	59	07/01/2025	107	BOWLES & BOWLES CONSTRUCTION	KID - AWNING & GUTTERING	-9,000.00
21	60	07/01/2025	10038	CAROLYN LITTLE REALTY	DISTRICT - LAND PURCHASE	-749,999.00
21	67	07/01/2025	10042	WOODRIVER ENERGY LLC	DISTRICT - 3RD PARTY GAS SERVICE	-42,000.00
21	68	07/02/2025	315	HARNES ROOFING, INC.	PIO ROOF REPLACEMENT / PER OSIG INS. CLAIM	-299,999.00
21	71	07/07/2025	200	CRIMSON ELECTRIC SERVICES	DISTRICT ELECTRICAL SVCS., REPAIRS, PARTS & LABOR	0.00
21	72	07/07/2025	37	ALL RIGHT HEAT & AIR	DISTRICT - REPAIRS, PARTS & LABOR	-50,000.00
21	75	07/07/2025	10045	BEST BUILT BARN	CIMS - LOCKER ROOM / WRESTLING ROOM	-99,999.00
21	76	07/07/2025	387	LOCKE SUPPLY	IT - TOOLS / EQUIPMENT / SUPPLIES	0.00
21	79	07/07/2025	10047	405 EQUIPMENT SALES & RENTAL	DISTRICT MOWER	-10,000.00
21	80	07/09/2025	10047	405 EQUIPMENT SALES & RENTAL	DISTRICT - MOWER / SKID STEER / EQUIP REPAIRS	0.00
21	82	07/16/2025	899	TUFF FIRE & SAFETY, INC.	DIST - FIRE EXTINGUISHERS VEHICLES, OUTBUILDS, ETC	5.00
21	83	07/16/2025	10050	U-LINE	HUB - SMOOTH BOLLARD SLEEVE	1,253.70
21	84	07/21/2025	62	ARVEST BANK	DISTRICT - METRO TURF - REPAIRS, PARTS & LABOR	10,000.00
21	85	07/21/2025	62	ARVEST BANK	DISTRICT - BUILDING MAINTENANCE PARTS & SUPPLIES	10,000.00
21	86	07/21/2025	215	DAVE'S SMALL ENGINE	DISTRICT - LAWNMOWER REPAIRS, PARTS & LABOR	1,500.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/14/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	87	07/22/2025	237	DON EVANS WINDOW TINTING	DISTRICT - WINDOW TINT / HS OFFICES, LOBBY, ETC.	4,000.00
21	88	07/23/2025	630	P & L FIRE PROTECTION	DISTRICT - SPRINKLER REPAIRS	5,000.00
21	89	07/24/2025	62	ARVEST BANK	Office Furniture	3,600.00
21	90	07/30/2025	824	SUPERIOR HVAC AND REFRIGERATION	DISTRICT - ICE MACHINE / FRIDGE REPAIRS & SERVICE	5,000.00
21	91	07/31/2025	388	LOWE'S	DISTRICT - BLDG SUPPLIES, MATERIALS & EQUIP	2,000.00
21	92	08/07/2025	954	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	3,000.00

Non-Payroll Total:	(\$1,516,166.32)
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Payroll Total:	\$0.00
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Balance Forward:	\$3,875,140.00
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Report Total:	\$2,358,973.68
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Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/14/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	41	07/01/2025	62	ARVEST BANK	MOBILE LINK / DIST - IT - MOBILE LINK GENERATOR	-195.39
11	59	07/01/2025	729	SCHOLASTIC INC.	KID - CLASSROOM MAGAZINES - LET'S FIND OUT	0.00
11	75	07/01/2025	719	ROSS TRANSPORTATION, INC.	TRANS - REPAIR SVCS, PARTS & LABOR	0.00
11	77	07/01/2025	836	T & W TIRE	TIRES / BUS FLEET	2,000.00
11	84	07/01/2025	808	STUDENT TRANSPORT TRAINING PARTNERS	TRANS - DRIVER TRAINING PROGRAM	-100.00
11	85	07/01/2025	648	PERRY WEATHER	WEATHER SOFTWARE	-268.18
11	100	07/01/2025	822	SUPER TEACHER WORKSHEETS	HUB - MEMBERSHIP SITE LICENSE (1 YR)	0.00
11	101	07/01/2025	62	ARVEST BANK	MULT VENDORS - SUPPLIES	0.00
11	102	07/01/2025	62	ARVEST BANK	MULT VENDORS - INK & PAPER	0.00
11	103	07/01/2025	62	ARVEST BANK	BLICK / ART SUPPLIES	0.00
11	104	07/01/2025	62	ARVEST BANK	HOBBY LOBBY - ART SUPPLIES	0.00
11	105	07/01/2025	62	ARVEST BANK	CRAZY CROW TRADING POST - ART SUPPLIES	0.00
11	116	07/01/2025	62	ARVEST BANK	MULT VENDORS - FCCLA SUPPLIES	0.00
11	125	07/01/2025	62	ARVEST BANK	AMAZON / KID - CLASSROOM SUPPLIES	0.00
11	126	07/01/2025	960	WESTCO LAMINATOR SERVICE	KID - SUPPLIES & MAINTENANCE CONTRACT	0.00
11	145	07/01/2025	62	ARVEST BANK	STAPLES / KID - GENERAL SUPPLIES	-100.00
11	147	07/01/2025	62	ARVEST BANK	AMAZON / KID - TECHNOLOGY SUPPLIES	0.00
11	148	07/01/2025	62	ARVEST BANK	AMAZON / KID - OFFICE SUPPLIES	0.00
11	156	07/01/2025	505	NORMAN STAMP AND SEAL	NAME TAGS	0.00
11	157	07/01/2025	796	STARFALL EDUCATION	KID - MEMBERSHIP	0.00
11	158	07/01/2025	729	SCHOLASTIC INC.	KID - CLASSROOM MAGAZINE SUBSCRIPTION	-2,100.00
11	169	07/01/2025	647	PERMA-BOUND	HUB - LIBRARY BOOKS	0.00
11	220	07/01/2025	62	ARVEST BANK	TRANS - LANDERS / SRO VEHICLE REPAIRS	2,000.00
11	257	07/01/2025	320	HEARTLAND PAYMENT SYSTEMS, LLC	CN - PAYMENT SERVICES RENEWAL	-1,380.00
11	328	07/01/2025	80594	WHITNEY SHULTZ	PER DIEM - COOKING FOR KIDS - JUL 9-10, 2015	-86.00
11	329	07/01/2025	80269	FELICIA PEREZ	PER DIEM - COOKING FOR KIDS - JUL 9-10, 2015	-86.00
11	330	07/01/2025	80544	DENISE MCMILLIAN	PER DIEM - COOKING FOR KIDS - JUL 9-10, 2015	-86.00
11	339	07/01/2025	62	ARVEST BANK	CN - HOTEL "COOKING FOR KIDS" WORKSHOP - JUL 9-10	-1,218.00
11	348	07/02/2025	62	ARVEST BANK	HS-MULTI VEND-HOTEL-GCER CONF 7- 8-12/R CLEMENT	-131.21

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/14/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	354	07/07/2025	344	INSTRUCTURE	DIST - CANVAS LMS CLOUD SUBSCR / TRAINING PORTAL	-0.01
11	368	07/17/2025	940	VIRCO	CLASSROOM CHAIRS / HUBBARD & PIONEER	4,212.00
11	369	07/17/2025	286	FOWLER FINANCIAL	ADMIN - ADPC & SYLOGIST SUPPORT FY'26	3,000.00
11	370	07/17/2025	62	ARVEST BANK	WELCOME BACK DAY SUPPLIES	1,000.00
11	371	07/21/2025	62	ARVEST BANK	DISTRICT - EQUIPMENT / SPECIAL EDUCATION	1,256.77
11	372	07/21/2025	62	ARVEST BANK	DISTRICT - AED BATTERIES, PADS (ADULT & PEDIATRIC)	4,605.00
11	373	07/21/2025	302	GREEN ENERGY SOLUTIONS LLC	DISTRICT - CNG TRANSFER USAGE FEES	2,000.00
11	374	07/22/2025	363	JOHNSON'S AUTOMOTIVE	DISTRICT - MAINTENANCE VEHICLE REPAIR	5,000.00
11	375	07/22/2025	945	VOYAGER SOPRIS LEARNING	PIONEER - ACADIENCE LICENSES FOR TITLE 1	2,100.00
11	377	07/24/2025	62	ARVEST BANK	PIO - AMAZON / OFFICE SUPPLIES	500.00
11	378	07/24/2025	62	ARVEST BANK	IT - Calendly Subscription	100.00
11	379	07/24/2025	344	INSTRUCTURE	Sif Agent (IT Renewal)	4,727.50
11	380	07/24/2025	62	ARVEST BANK	CIMS - AMAZON - SUPPLIES	6,000.00
11	381	07/24/2025	62	ARVEST BANK	DesignPLUS (IT Renwal)	2,838.00
11	382	07/28/2025	62	ARVEST BANK	CIMS - AMAZON - INK/TONER	3,000.00
11	383	07/28/2025	62	ARVEST BANK	CIMS - AMAZON - PRINTER	730.00
11	384	07/28/2025	62	ARVEST BANK	CIMS - SCHOOL SAFE ID - BADGE SUPPLIES	1,500.00
11	385	07/28/2025	62	ARVEST BANK	CIMS- SCHOOL FIX - NEW INDOOR SIGNS	1,120.14
11	386	07/28/2025	62	ARVEST BANK	CIMS - SCHOLASTIC - PRINT & DIGITAL	549.45
11	387	07/28/2025	62	ARVEST BANK	CIMS - AMAZON - SUPPLIES	3,000.00
11	388	07/28/2025	505	NORMAN STAMP AND SEAL	HUB - NAME PLATES/ MESSAGE BOARD MAGNETS	500.00
11	389	07/28/2025	729	SCHOLASTIC INC.	SCIENCE AND SOCIAL STUDIES	2,100.00
11	390	07/29/2025	62	ARVEST BANK	CIMS- MULTIPLE VENDORS FCS	3,000.00
11	391	07/29/2025	62	ARVEST BANK	CIMS-OKACTE OK SUMMIT 2025- 2026 SCHOOL YEAR	330.00
11	392	07/29/2025	300	GRASSROOTS FEED SEED AND FARM ST.	311 GRASSROOTS- MISC LIVESTOCK FEED AND SUPPLIES	1,200.00
11	393	07/29/2025	780	SOUTHWESTERN WELDING SUPPLY	311 SOUTHWESTERN- SHOP SUPPLIES AND MATERIALS	3,000.00
11	394	07/29/2025	624	OUTBACK LABS	311 OUTBACK LABS- MISC LIVESTOCK SHOW SUPPLIES	3,000.00
11	395	07/29/2025	336	ICEV MULTIMEDIA, LLC	311 ICEV- AG LICENSE RENEWAL	2,000.00
11	396	07/29/2025	10012	OKLAHOMA FFA ASSOCIATION	311 OK FFA ASSOC- MEMBERSHIP, CONV REG, AET FEES	2,000.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/14/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	397	07/29/2025	62	ARVEST BANK	HS - MULT VEND - TRAVEL EXP / OK SUMMIT	550.00
11	398	07/29/2025	62	ARVEST BANK	HS - HOTEL ACC - OK SUMMIT	300.00
11	399	07/29/2025	80353	SUSAN SWOPES	PER DIEM	602.00
11	400	07/29/2025	897	TRUCK-N-TRAILER, INC.	CN - TRUCK REPAIRS	2,700.00
11	401	07/29/2025	62	ARVEST BANK	CO-CLASSROOM SUPPLIES	5,000.00
11	402	07/29/2025	9026	CCOSA	CCOSA NEW PRICIPAL TRAINING REGISTRATION	850.00
11	403	07/29/2025	62	ARVEST BANK	AMAZON GENERAL SUPPLIES	3,480.00
11	404	07/29/2025	62	ARVEST BANK	SSOLUTIONS- TEACHER DESKS	2,250.00
11	405	07/29/2025	3	3P LEARNING, INC.	KID - READING EGGS SOFTWARE	525.00
11	406	07/29/2025	796	STARFALL EDUCATION	KID - SUBSCRIPTION	425.00
11	407	07/30/2025	62	ARVEST BANK	PIO / AMAZON / COMMUNICATION DEVICES	1,000.00
11	408	07/30/2025	80102	BROOK L FARRIS	CDL Reimbursement	130.00
11	409	07/30/2025	10011	ROSE STATE COLLEGE	CIMS - STD MEALS - 7TH & 8TH- GEAR-UP/ROSE ST COL	6,338.00
11	410	07/30/2025	62	ARVEST BANK	CIMS - VALOR FITNESS - CLASSROOM SUPPLIES	2,042.01
11	411	07/30/2025	62	ARVEST BANK	CIMS - MAKE MUSIC CLOUD - BAND	2,949.76
11	412	07/30/2025	937	VILLAGE TRAVEL	CIMS - CHARTERED BUS - GEAR UP FT/ROSE STATE COLL	12,350.00
11	413	07/30/2025	9026	CCOSA	HS - UPLIFTING CLASSROOMS - GEAR UP	5,400.00
11	414	07/30/2025	62	ARVEST BANK	CIMS & HS - SUMMER TRAINING MEALS - GEAR UP REIMB	500.00
11	415	07/30/2025	62	ARVEST BANK	HS - FRESHMEN BACK TO SCHOOL SUPP - GEAR UP REIMB	500.00
11	416	07/31/2025	10069	LANDERS CHEVROLET OF NORMAN	TRANS - VEHICLE PARTS & SUPPLIES	800.00
11	417	07/31/2025	62	ARVEST BANK	421 CP/MUL VEND/YOU SCIENCE/ROLAND WARR/SOLIDWORKS	10,749.00
11	419	07/31/2025	21	ACT INC	CIMS & HS - PRE-ACT TEST & ACT PREP & TEST	19,192.00
11	420	07/31/2025	10072	SOUTHERN REGIONAL EDUCATION BOARD	DISTRICT - PROF DEV MATERIALS - GEAR UP REIMB	8,800.00
11	421	08/01/2025	62	ARVEST BANK	SAM'S CLUB - Teaching Supplies	1,000.00
11	422	08/06/2025	62	ARVEST BANK	HS WALMART- CLASSROOM SUPPLIES / DRESSLER	725.00
11	423	08/06/2025	908	UNITED SYSTEMS, LLC	IT - Erate Proj 2 - Extreme Lic. & APs (IT Ren)	6,021.43
11	424	08/06/2025	80188	KEATON KILPATRICK	TRANS - CDL Reimbursement	130.00
11	425	08/06/2025	908	UNITED SYSTEMS, LLC	IT - Proj 7 - Eaton/Tripp Lite UPS & Racks (Ren)	2,342.27
11	426	08/06/2025	908	UNITED SYSTEMS, LLC	IT - Erate Project 1 - Cabling Hardware (IT Ren)	575.08

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/14/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	428	08/06/2025	62	ARVEST BANK	KID - MPLC - MOTION PICTURE LICENSING	450.00
11	429	08/06/2025	62	ARVEST BANK	CIMS - MULTI VENDORS - STEM 412	4,000.00
11	430	08/06/2025	62	ARVEST BANK	CPI Trainer Registration, Digital Recorders	4,544.00
11	432	08/07/2025	80229	TAMRA MCELHANEY	PER DIEM - COOKING FOR KIDS - JUL 10, 2015	86.00
11	433	08/08/2025	10079	HAYDEN SCHROCK	BAND CAMP STAFF	250.00
11	434	08/08/2025	10082	RYLAN GOSS	BAND CAMP STAFF	350.00
11	435	08/08/2025	10077	DALTON HALEY	BAND CAMP STAFF	250.00
11	436	08/08/2025	10080	LIBBY REVEL	BAND CAMP STAFF	250.00
11	437	08/08/2025	10083	SERGIO VAZQUEZ	BAND CAMP STAFF	250.00
11	438	08/08/2025	10078	DAMIAN HERNANDEZ	BAND CAMP STAFF	500.00
11	439	08/08/2025	10081	PROMISE FRIED	BAND CAMP STAFF	250.00
11	440	08/08/2025	10084	CHRISTIAN TOOMBS	BAND CAMP STAFF	250.00
11	441	08/08/2025	796	STARFALL EDUCATION	KID - CLASSROOM SUPPLIES STARFALL JOURNALS	288.00
11	443	08/08/2025	260	ESGI, LLC	KID READING & MATH SOFTWARE	5,500.00

Non-Payroll Total:	\$178,062.62
Payroll Total:	\$23,657,411.93
Balance Forward:	\$3,165,941.07
Report Total:	\$27,001,415.62

NOBLE PUBLIC SCHOOLS



Activity Fund

Policies and Procedures Manual

Fiscal Year 2025-2026



**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. All sponsors must notify the site financial secretary no less than 10 days prior to the start date of the proposed fundraising event. **(NPS POLICY FJ)**
3. Gift cards purchased with Activity Funds must have signature of recipient(s) using the district approved acknowledgment form.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Make sure that no sub-account (project number) operates in an unapproved deficit balance.
10. Sponsors must complete a Fundraiser Profit/Loss Statement for each fundraiser during the school year and turn it into the site finance secretary upon the completion of each fundraiser.
11. ~~MySchoolBucks (MSB)~~ **InTouch Receipting** accounts are to be acquired from ~~your site financial secretary~~ **the District Office Administration or designee**. Any revenue received using **MSB InTouch Receipting** must have already been school board approved on the Fundraiser & Expenditure Report for this fiscal year.

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. **(70 O.S. Section 5-129 AND NPS Policies CFB, CFB-R1)**
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 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 **requisition** 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 **within 5 business days or** during the month the purchase is made, **whichever is first.**
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 administrative procedures for the use of district credit cards and P-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 **requisition** has been filled out **in Sylogist** 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~~ **Complete Sylogist approval process**
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.
6. **Please use stamp provided, complete with necessary information.**

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 **from InTouch Receipting** shall be issued **via email, print, or QR code**, 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 **complete the End of Period Transfer process by the end of each day funds are collected, print the EOP Report, and turn it in 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%).

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 Fundraiser and Expenditure Request for Activity Sub Account form must be completed and approved by the site principal.
- File the New Account Request and 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 1st 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

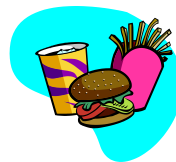
- Profit and Loss Statements must be completed and turned into the Activity Fund Site Secretary for each fundraiser.
- The law requires all collected funds have a receipt issued to individuals who have collected funds on behalf of the activity fund organization.
- Collections less than **\$5.00**: the 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

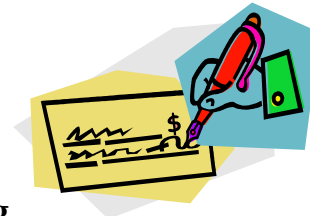
Noble Public Schools uses the web based program **Hometown HUDL** Tickets for event ticket purchases. The patron may choose to “scan-to-buy” or visit <https://www.nobleps.com/o/noble-athletics/page/tickets> to make their purchase. The patron shows their device to an assigned gate worker who will verify the information to allow entry to the event. An Ending Balance Reconciliation Report with event details such as name, date, price of ticket, and amount of tickets is emailed to the site finance secretary. Funds from STRIPE, the payment processing company for **Hometown HUDL** Tickets, are scheduled to be deposited into Noble Schools’ bank account on the next business day 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. A receipt from InTouch Receipting shall be issued via email, print, or QR code, for all daily collections. Concession Sponsors will complete the End of Period Transfer process by the end of each day funds are collected, print the EOP Report, and turn it in along with all his/her collections, to the school finance secretary.

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.



7. Procedure to Withdraw Cash for a Change Fund

- (1) Code: \$ **6** 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: \$ **6** 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 last 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.

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, 2024 to June 30, 2025, or until such time as changes are made by the District Office.

(Date)

(Sponsor's Signature)

(Account Name and Project No.)

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2025-2026**

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The **Salary and Teaching Schedule due September 30** is one of these reports and is considered a part of this contract in addition to **CESI Enrollment due October 31** and the **Follow-Up Reports due November 30**. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to secondarycontracts@careertech.ok.gov no later than **September 30**.

Approved:

President, Board of Education

Date

Superintendent of Schools

Date

Noble School System

District Name (please print)

Brent Haken, State Director

Date

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 26

SUPERINTENDENT
 NOBLE SCHOOL SYSTEM
 PO BOX 499
 NOBLE, OK, 730680499

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
1.00 AG EDUCATION			\$13,000.00
1.00 BUS & INFO TECH ED			\$13,000.00
2.00 FAM AND CONSUMER SCIENCES			\$16,000.00
1.00 MARKETING EDUCATION			\$8,000.00
4.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$38,000.00
Summer Salary	411	3811	
1.00 AG EDUCATION			\$7,920.00
State Teacher Supplement	411	3811	
1.00 AG EDUCATION			\$2,600.00
1.00 BUS & INFO TECH ED			\$2,200.00
2.00 FAM AND CONSUMER SCIENCES			\$4,400.00
1.00 MARKETING EDUCATION			\$2,200.00
4.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$8,800.00
Total:			\$116,120.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

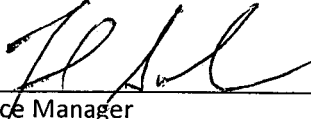
Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Danielle Kipp,

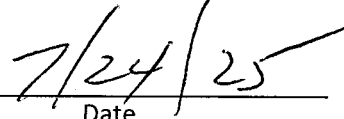
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OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 26



Finance Manager

Oklahoma Department of Career and Technology Education



Date

**Resolution to Transcript
Math, Science and Technology Classes
Taught at Mid-America Technology Center
2025-2026**

Noble Public Schools and Mid-America Technology Center enter into an agreement, pursuant to rules set forth by the Legislature and the Oklahoma State Department of Education, which relates to high school graduation requirements. Under these rules, mathematics and science courses may be taught at the Technology Center, by a certified instructor, and count toward the math and science competencies required for high school graduation. The attached list contains the Academic and Technology classes available at Mid-America Technology Center approved by the Noble Board of Education.

Passed at a regular Board Meeting on August 11, 2025

Signed: Board President _____

Superintendent _____

Noble High School

Academic Classes

- Algebra II
- Anatomy & Physiology
- Biology II
- Trigonometry

Primary Career Majors – *in accordance with HB3278, may count as math and/or science credit with MATC and local board approval*

- Advanced Nursing Services
- Automotive Service Technician
- Broadband Technician
- Business Office Assistant
- CADD
- Career Tech Explorer
- CNC Machinist
- Combination Collision Repair Technician
- Cosmetologist
- Criminal Justice Officer
- Cyber Security
- Electrical Apprentice
- Emergency Medical Technician
- Equine Production
- Graphic Design
- Health Careers Explorer
- Horticulture Technician
- Industrial Automation
- Maintenance Technician
- Medical Office Assistant
- Medium-Heavy Diesel Service Technician
- Multimedia Specialist
- Plumbing Apprentice
- Residential Carpentry
- Residential HVAC Technician
- Retail & Dining Assistant
- Therapeutic Health Services
- Veterinary Assistant
- Welding

RECORDS INVESTIGATION

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

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

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

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

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

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

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

stating that the teacher left in good standing, and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

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

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

REFERENCE: 70 O.S. §5-142

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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

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

PRINCIPLE I COMMITMENT TO THE STUDENTS

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program,
 - B. Deny benefits to any students,
 - C. Grant any advantage to any student.

This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.

7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

PRINCIPLE II COMMITMENT TO THE PROFESSION

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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

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

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

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

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - A. Willful neglect of duty.
 - B. Repeated negligence in performance of duty.
 - C. Mental or physical abuse to a child.
 - D. Knowing and willful failure to report suspected child abuse or neglect;**
 - E. Incompetency.
 - ~~F.~~ Instructional ineffectiveness.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

G.F. Unsatisfactory teaching performance.

H.G. Commission of an act of moral turpitude.

I.H. Abandonment of contract,

J.I. Conviction of a felony,

K.J. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or

L.K. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).
7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: 70 O.S. §6-101.21, et seq.

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

THIS POLICY REQUIRED BY LAW.

MATERNITY LEAVE (REGULATIONS)

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

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

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

REFERENCE: 70 O.S. §6-104.8

TERMINATION OF EMPLOYMENT TEACHERS

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

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

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. **Knowing and willful failure to report suspected child abuse or neglect.**
5. Incompetency,
- ~~6.5.~~ Instructional ineffectiveness,
- ~~7.6.~~ Unsatisfactory teaching performance,
- ~~8.7.~~ Commission of an act of moral turpitude,
- ~~9.8.~~ Abandonment of contract,
- ~~10.9.~~ Conviction of a felony,
- ~~11.10.~~ After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
- ~~12.11.~~ Failure to earn required staff development points.

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

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

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

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

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

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123
Accreditation Standard 210:20-29-5

TEACHER TERMINATION PROCEDURES

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

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

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

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

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

Hearing procedures for teachers shall be as follows:

- The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
 - The right to be represented.
 - The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses and exhibits shall be furnished to the other party at least five (5) days before the hearing.
 - The right to cross-examine witnesses.
 - The right to testify in his/her own behalf and present evidence and argument on all issues involved.
 - The right to have an orderly hearing.
 - The right to have an impartial decision based upon the evidence presented.

TEACHER TERMINATION PROCEDURES (Cont.)

2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.
4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
6. The local board of education shall maintain a record of the hearing (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
8. The order of the procedures shall be:
 - A. Opening statement by the superintendent.
 - B. Opening statement by the teacher.
 - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
 - D. Questions by the board members.
 - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
 - F. Questions by the board members.
 - G. Presentation of rebuttal and surrebuttal evidence as necessary.
 - H. Closing argument by the superintendent.
 - I. Closing argument by the teacher.
 - J. Deliberation by the board members.
 - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:
 - A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

TEACHER TERMINATION PROCEDURES (Cont.)

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

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

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office. The superintendent or designee shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for either criminal sexual activity as defined in 21 O.S. § 886 (sodomy) or sexual misconduct as defined at 70 O.S. § 5-144.

SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

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

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

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

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

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.

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

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

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

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

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

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

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

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

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

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

The school district shall not take disciplinary action against support employees for:

1. Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma Constitution or state or federal law; or
3. Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.

REFERENCE: 70 O.S. §6-101.40, et seq.
Accreditation Standard 210:35-3-86

THIS POLICY REQUIRED BY LAW.

FLAGS

It is the policy of the Noble Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

Any American flag flown on school premises shall be flown in accordance with 4 U.S.C. §§ 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action.

The school day will begin with a flag salute which shall include the recitation of the Pledge of Allegiance. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

REFERENCE: 25 O.S. §91.2
25 O.S. §153
70 O.S. §24-106
Accreditation Standard 210:35-3-5

STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

The school district shall allow the transfer of students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military server on active duty orders and for whom Oklahoma is the home of record. Transfers will be approved if:

- a. At least one parent of the student has a Department of Defense-issued identification card;
- b. ~~At least one parent can provide evidence that he or she will be on active duty status or orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and~~
- c. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

A student shall not be precluded from enrollment prior to residency for any of the following:

- a. Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
- b. Receiving or qualifying for special education courses or services; or
- c. Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in placed prior to the student's first day of school in the state.

REFERENCE: 70 O.S. §8-103.1

POLICY REQUIRED BY LAW EFFECTIVE November 1, 2013

MEDICATION: ADMINISTERING TO STUDENTS

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

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

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

- A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
2. A new or refilled schedule II prescription medication must be:
 - A. Counted upon receipt and documented in the recipient's medication log.
 - B. Counted monthly and documented in the recipient's medication log.
 - C. Any discrepancy found in the medication count must be reported immediately to the program coordinator and then followed up with a medication incident report.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

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

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

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

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

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

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

The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer Epinephrine. The training school be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.

The administrator, or administrator's designee, will:

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

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

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

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

Noble Public Schools Medication Request and Release Requirements

If it is necessary that a medication be given during school hours, the following requirements must be met:

- Medication will not be administered in school or during school-sponsored activities without a current school year Medication Request and Release Form filled out properly and signed by a legal parent or guardian and on file with the school.
- Prescription medication must be ordered by a licensed physician/dentist, and permission is granted for exchange of written communication between the school staff and the prescribing physician/dentist regarding this medication.
- Prescription medication must be brought to school in the current original container with pharmacy label intact. The label must have the student's name, name of medication, dosage, and time to be given. If the medication is not properly labeled or does not match the Medication Request and Release Form, it will not be given.
- Parents/guardians may ask the pharmacist for a separate container labeled just for the school time dose.
- Over-the-counter medications must be in an original container. Student's name must be written on the box/bottle, the dosage and frequency to be given must be consistent with label instructions. Medication cannot and will not be accepted in baggies or envelopes.
- For student's safety; it is recommended that the parent/guardian bring the medication to the school and give directly to health services staff.
- No expired medications will be accepted.
- The school cannot send medications home with students.
- At the end of the school year, any medication remaining must be picked up by the legal parent/guardian, on or before the last day of school or, the medication will be destroyed.
- By signing the Medication Request and Release Form, the parent/guardian with legal custody understands that under state law; NPS Board of Education, Noble Public School District No. 40, or employees of the District shall not be liable to the student or the student's parents or guardian for civil damages for any personal injuries to the student which result from acts of omissions and/or adverse effects of this medication.
- The parent/guardian agrees to provide medication and any particulars connected with administering medication at their own expense.
- The parent/guardian will promptly notify the school of any change in the administration of this medication and will provide the school with new prescription bottle and new Medication Request and Release, signed by the parent/guardian. Written or verbal changes to medications from a parent/guardian cannot be accepted.

I have instructed _____ in the proper use of his/her Medication and it is my professional opinion that this student is capable of self-administration of the medication and should be allowed to carry and use that medication by himself/herself.

_____/_____/_____
Physician's Signature Date

TO BE COMPLETED BY THE PARENT/GUARDIAN

I have read the Request and Release Requirements for medication administration and I hereby request and authorize Noble Public Schools personnel to administer this medication as directed. I agree to release, indemnify, and hold harmless Noble Public Schools and any of their officers, staff members, or agents from lawsuit, claim, demand, or action against them for administering medication to this student. I understand that *permission is granted* for exchange of verbal and/or written communication between the school staff and the prescribing physician/dentist regarding this medication. **I also understand that any remaining medication must be picked up by the legal parent/guardian on or before the last day of school or the medication will be destroyed.**

_____/_____/_____
Signature of Legal Parent/Guardian Date Contact Phone Number

Retention: Student Health File – Permanently

Medication Pill Count Required for Controlled Drugs

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

REPORTING SUSPECTED CHILD ABUSE (Cont.)

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.
16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a private or public school system.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. § 593.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §1210.162 **and 1210.163**
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS
BUILDING FUND

S.A.&I. 307 (2006)

NOBLE

SCHOOL DISTRICT NO. 1-40

FY 2024-25

DATE: 6/30/25 INITIALS: JS

To the County Clerk of

Cleveland

County, State of Oklahoma:

We, the undersigned duly qualified and acting officers of the Governing Board of the aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal funds has been received and is currently on file in the school's business office.

1. <u>Insurance Reimbursement</u>	\$	2,624,366.05
2. _____		_____
3. _____		_____
4. _____		_____
5. _____		_____
6. _____		_____
7. _____		_____
8. _____		_____
9. _____		_____
10. _____		_____
11. _____		_____
12. _____		_____
13. _____		_____
Total	\$	2,624,366.05

We further certify that these funds are in addition to and in excess of the State and/or Federal funds previously appropriated for the school district. We, therefore, request that the school's appropriations be increased by the following amounts:

PURPOSE OR ITEM OF APPROPRIATION	Prior Approved Appropriations	Requested Application Of Funds	Current Approved Appropriations	Added by County Clerk
1. Current Expense	3,006,492.91	2,624,366.05	5,630,858.96	2,624,366.05
2. Interest Reserve				
3. Grand Total	3,006,492.91	2,624,366.05	5,630,858.96	2,624,366.05

Submitted, by order of the Board, this 30th day of June 2025.

President of the Board

Clerk

CERTIFICATE

CERTIFICATE OF COUNTY CLERK

STATE OF OKLAHOMA, COUNTY OF _____, ss:

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at _____ Oklahoma, this _____ day of _____ 20_____.

County Clerk

(SEAL)

By _____ Deputy



Noble Public Schools

Frank Solomon, Superintendent

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

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

www.nobleps.com

To Whom It May Concern:

Curtis Inge Middle School and Noble High School will participate in a professional development training on August 4–5, 2025. This training, conducted in partnership with SREB, will focus on strategies to improve mathematics achievement.

Teachers who attend will receive a stipend of \$280, provided by GEAR UP.

If you have any questions, please feel free to contact me.

Sincerely,
Nathan Gray
Assistant Superintendent
Noble Public Schools

Frank Solomon
7/31/25

Position	Employee Name/# of Positions	Site	Position	Start Date
Support	1	Hub	SE Para	8/12/2025
Support	1	Transp	Driver	8/12/2025
Certified	1	DW	Virtual Director	8/12/2025