

SECTION V
BUSINESS MANAGEMENT

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BUSINESS MANAGEMENT

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SECTION V – BUSINESS MANAGEMENT

5.0 DISTRICT RECORDS

5.0 – 1.0 PRODUCTION OF PUBLIC RECORDS POLICY

The Board of Education of the Ponca City School District adopts this Policy Statement in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The School District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this School District desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the School District, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the School District shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the School District hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.

5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the School District as directory information and (ii) parents have been notified of and have not exercised their non-release rights.
7. Instructor lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the School District.
11. The home telephone number of any person employed or formerly employed by the School District, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Custodian

The Board of Education hereby designates its Superintendent or if such person is not available during regular business hours, then its Assistant Superintendent as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

<i>Copies:</i>	
8 ½" x 11"	\$.25 per copy
8 ½" x 14"	\$.25 per copy
11" x 17"	\$.25 per copy

Certified Copies \$1.00 per page
Fax Transmission: \$2.00/first page
 \$1.00 every page after

When a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for commercial purpose the district will charge a reasonable fee in the amount of \$15.00 per hour to recover the direct cost of document search.

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the Superintendent of Schools or the District's Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The District shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school district business.

An individual requesting public records, pursuant to the Act, is requested to use the District's Request Form to expedite the processing of the request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Superintendent of Schools.

APPROVED: July 23, 1990

REVISED: October 21, 1993; September 14, 1998; September 19, 2005

5.0 - 2.0 DISPOSITION OF RECORDS

Financial records (complete records on all financial transactions involving either school district or activity funds) must be maintained for five (5) years after the end of the transaction. After five years, the Clerk of the Board of Education is authorized to destroy by either shredding and disposing of trash or by burning all claims, warrants, contracts, purchase orders, and any other financial records or documents including those relating to school activity funds, on file or stored in the offices of the Board of Education, except those financial records designated as permanent.

Permanent financial records shall consist of the following: Treasurer's Cash and Investment Ledgers; Fiscal Year Earnings Report; Warrant Registers for all funds; Detail Financial Report as of the end of the fiscal year for General and Building Funds; Audit Reports; Real Property Deeds; and Board of Education Minutes.

Student records of attendance and scholastic achievement are maintained as permanent records. Other student records, such as discipline, test scores, and information of a confidential or technical nature, should be shredded and disposed of as trash when the need therefore no longer exists (e.g. graduation or permanent withdrawal).

APPROVED: July 23, 1990

REVISED: December 10, 1990; October 21, 1993; September 19, 2005

5.1 BUDGET APPROVAL

5.1 - 1.0 BUDGET APPROVAL

The Board shall approve the school's budget each year before it is submitted to the State Department of Education. Such budget shall, by classes, show those items of current expenses, amount required for sinking fund purposes, and probable income, as required by law. The budget shall be published and filed with the County Excise Board as required by law. It shall be the goal of the district to fund the operating budget according to approved fiscal and budgetary procedures adhered to and required by the State of Oklahoma. The budget shall be the vehicle by which the educational goals and objectives of the district are to be met. The Board will establish priorities for the district on short-term, intermediate and long-range basis. In order for the district's budget preparation to proceed in an orderly fashion, deadlines and time schedules shall be established by the board. 68 O.S. §3002.

5.1 - 2.0 SITE-BASED BUDGETS

The district shall operate a system of site-based/program budget. Each site administrator or program director shall present a proposed site/program budget to the Superintendent.

5.2 EXPENDITURES

5.2 - 1.0 PURCHASING

The purchasing function provides supplies, equipment and materials authorized by designated purchasing officers. It is the responsibility of the central office administrators to aid and advise administrators in the proper selection of materials and to ensure compliance with all aspects of law in the purchasing process.

The purchase of materials will be made utilizing properly executed purchase orders, supported by purchase requisitions, bearing the signatures of appropriate approving officers. This procedure will apply throughout this school district except when petty cash funds are used to purchase materials.

Purchasing officers will be designated by the Superintendent of Schools.

The Superintendent shall have authority, without prior action of the Board of Education, to make emergency purchases totaling not more than \$10,000 during any emergency period. The following definitions apply for the purpose of this policy:

- A. A purchase is an “emergency purchase,” if (1) it is reasonably necessary for the protection of students, employees or property of the School District; (2) the purchase must be made before a special meeting of the Board of Education can be held; and (3) the need for the purchase could not have been reasonably anticipated in time to permit a special board meeting to be scheduled prior to the purchase.
- B. An “emergency period” is the time period between the date of the first emergency purchase under this policy and the date of the next special or regular meeting of the Board of Education.

State law and Board policy will be followed in the purchasing process.

APPROVED: July 23, 1990; October 21, 1993; September 14, 1998; September 19, 2005

5.2 - 2.0 ENCUMBRANCES AND CHANGE ORDERS

The encumbrance clerk is designated by the Board of Education as the individual authorized to encumber district appropriations by issuing purchase orders under current purchasing policies. The encumbrance clerk is authorized without additional approval by the Board of Education to make minor adjustments to the amounts of Board approved encumbrances to account for differences in shipping costs and related expenditures and minor adjustments to prices as shown by documentation of supplies and goods received. A “minor adjustment” shall not exceed 25% of the approved encumbrance. If a needed adjustment exceeds 25% of the approved encumbrance, the encumbrance clerk shall

prepare an "encumbrance change order," which will be presented to the Board for approval at its next special or regular meeting.

APPROVED: July 23, 1990

REVISED: October 21, 1993; September 14, 1998; September 19, 2005

5.2 - 3.0 DISBURSEMENT OF FUNDS FROM GENERAL FUND

Except for disbursements authorized for petty cash, all disbursements shall be by check or warrant. No checks will be issued for cash advance or bearer and no blank checks are to be issued.

The Administrator for the Division of Finance and the business office staff shall be responsible for preparing all documents to be presented to the Board for approval. All disbursements shall be made only on purchase orders approved by the Board of Education. The Board may approve blanket purchase orders as allowed by law for reoccurring purchases of goods or services. 62 O.S. §310.8.

Warrants shall bear the facsimile signature of the Board President, Clerk and Treasurer.

ADOPTED: October 21, 1993

REVISED: September 14, 1998

5.2 – 4.0 EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT POLICY

Statement of Policy

Expenses incurred by individuals for travel on behalf of the School District should be reimbursed by the School District. Reimbursement to individuals should be made upon approval by the Board of Education after proper presentation of supporting documentation, as defined below.

Definitions

Terms used in this policy are defined as follows:

1. "Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the School District. Travel may be within or without the School District. Travel does not mean transportation to and from the employee's residence or abode to the School District for employment.
2. "Employee" means any person employed by the School District or a member of the board acting in his capacity as a board member on behalf of the School District.

3. "Expenses" means any actual indebtedness incurred and paid by an individual employee on behalf of the School District, for the benefit of the School District or for the purpose of advancing the interests of the School District, with the intention of being reimbursed by the School District.

Expenses may include, but are not limited to, these items:

- a. air, bus, taxi or train fares and car rentals;
 - b. meals, unless payment is made on a per diem basis established by the board;
 - c. hotel or motel accommodations;
 - d. other travel related expenses when applicable, such as mileage; and
 - e. registration fees and meeting expenses.
4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by an employee. A receipt must contain the following information:
 - a. date indebtedness incurred;
 - b. date indebtedness paid;
 - c. amount paid;
 - d. amount of indebtedness;
 - e. who paid the indebtedness;
 - f. method of payment;
 - g. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
 - h. the name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

5. "Travel claim" is a document prepared by an employee who seeks reimbursement which contains the following information:
 - a. dates entering and ending travel status;
 - b. points of travel;

- c. mileage to and from destination(s) when personally owned vehicle is used;
 - d. amount per mile reimbursed;
 - e. air, bus or train fares when public transportation is used;
 - f. parking fees, taxi fares, car rentals and turnpike fees;
 - g. meals or per diem rate established by the board of education, if any;
 - h. purpose, time, location and those in attendance for meals;
 - i. hotel and motel expenses (claims should reflect whether room was shared);
 - j. registration fees and meeting expenses;
 - k. other school business expenses such as telephone calls, tips, etc., which properly occur during the time an employee is in travel status;
 - l. encumbrance to be charged for expense; and
 - m. by whom the travel activity was approved.
6. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.
7. "Vendor" means the individual or entity that provided the goods or services to the School District for which reimbursement is sought and a receipt for payment has been issued.
8. "Meals" means actual food expenses incurred while traveling outside the School District or within the School District if allowed by other board policies.
9. "Amount per mile reimbursed" will be based on the current IRS mileage reimbursement rate.

Approval for Travel

1. Requests for travel for school personnel must be approved by the appropriate administrator and site principal if applicable. Requests are to be submitted on the prescribed form at least one (1) month in advance of travel if possible.
2. Administrators will exercise good judgment in the selection of meetings which are approved for reimbursed travel and are authorized to assign personnel to specific meetings.
3. There will be no advanced payments for travel. Upon request, however, the business office will purchase coach class airline tickets for the trip and will pay for registration.
4. After a travel request is approved, a purchase request must be filled out estimating the travel expenses. Proper itemization of travel requests shall include the following items:
 - a. Dates entering and ending travel status;
 - b. Points of travel;
 - c. Mileage to and from destination(s) when personally owned vehicle is used
 - d. Air, bus or train fares when public transportation is used;
 - e. Parking fees, taxi fares, car rentals and turnpike fees;
 - f. Meals (unless per diem is used);
 - g. Motel and hotel accommodations;
 - h. Registration fees and meeting expenses; and
 - i. Other school business expenses such as telephone calls, etc. which properly occur during the time a claimant is in travel status.
5. Out-of-district travel within the state may be approved. Travel to states bordering Oklahoma may be approved by the Superintendent. Out-of-state travel beyond bordering states must have prior approval of the Board of Education.

Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must:

1. Prepare supporting documentation to the board of education with attached receipts and travel claims. Requests for reimbursement with insufficient or incomplete documentation will be denied.

2. Submit supporting documentation with attachments to the business office within one (1) week after return from the trip. The assistant superintendent or designee will review the memorandum and attachments for completeness and accuracy.
3. At the next available board meeting the board will consider the reimbursement request and authorize the board treasurer to issue a warrant to reimburse the employee for the amounts, if any, deemed appropriate by the board. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.
4. The board treasurer will issue the warrants for reimbursement authorized by the board as soon as is practicable following the board's action.

Other Issues

1. Notwithstanding the one-week time limitation stated above, all requests for reimbursement must be made prior to the end of the fiscal year in which the vendor's invoice was issued and services rendered, and it must be submitted in sufficient time to allow the board to take action at its last regular meeting of the fiscal year. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.
2. Reimbursements issued by the board are only for the actual amount of out of pocket expenses paid by the employee. No additional charges may be added by the employee and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future.
3. The District will reimburse travel meal expenses by per diem at the rates established by the Board of Education.
4. According to Internal Revenue Service regulations, meal reimbursements are to be reported as taxable income, unless the employee is required to work extensive hours requiring rest or incur overnight lodging, and there is a substantiated business connection. When meal reimbursements are determined to be taxable, the School District is required to withhold Federal income tax, social security (FICA) and Medicare tax and to pay matching employer contributions for FICA and Medicare tax. Non-overnight meal reimbursement will be treated as non-taxable provided a substantial business discussion occurs during the meal and the meal is furnished for a substantial noncompensatory business reason. When seeking reimbursement for business related meals, employees must document the purpose of the meeting, the time, location and who was in attendance. Reimbursement of any taxable non-overnight meals will be paid in the employee's next regularly scheduled paycheck. Overnight meals will be paid to the employee by the tenth (10th) of the following month.

5. Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.
6. Violation of any of the provisions of this policy may result in dismissal or nonrenewal.
7. Listed below are some items which will not be reimbursed:
 - a. Airline meals served in flight
 - b. Entertainment or alcoholic beverages
 - c. Any costs for spouse or person other than the employee claimant
 - d. Excessive costs of any of the items approved for reimbursement
8. An employee on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes, luxury services or accommodations, will not be considered prudent, nor will they be accepted.

APPROVED: July 23, 1990

REVISED: October 21, 1993; June 10, 1996; July 13, 1998; September 14, 1998; July 16, 2001, September 19, 2005, December 18, 2006

5.2 – 5.0 REIMBURSEMENT FOR COCURRICULAR ACTIVITY EXPENSES

Statement of Policy

Expenses for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored cocurricular activities should be reimbursed by the School District.

Definitions

Terms used in this policy are defined as follows:

1. "Student" means any student of the School District who is participating in an authorized school-sponsored cocurricular activity.
2. "Sponsor" means an employee of the School District or another person who has been authorized by the superintendent or the Board of Education to serve as a sponsor for an authorized school-sponsored cocurricular activity.

3. "Expenses" means any actual indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized school-sponsored cocurricular activity with the intention of being reimbursed by the School District.
4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. A receipt must contain the following information:
 - a. date indebtedness incurred;
 - b. date indebtedness paid;
 - c. amount paid;
 - d. amount of indebtedness;
 - e. who paid the indebtedness;
 - f. method of payment;
 - g. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
 - h. the name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

5. "Supporting documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.
6. "Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:
 - a. a description of the authorized school-sponsored cocurricular activity;
 - b. meals;
 - c. motel and hotel expenses; and
 - d. encumbrance to be charged for expense.
7. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be

attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.

8. "Vendor" means the individual or entity that provided the goods or services to the sponsor or student for which reimbursement is sought and a receipt for payment has been issued.
9. "Meals" means actual food expenses incurred while participating in the authorized school-sponsored cocurricular activity.
10. "Authorized school-sponsored cocurricular activity" means participation in an event approved in advance by the Board of Education for a particular group of School District students and their sponsor.

Procedure for Reimbursement

To obtain reimbursement for expenses the sponsor must:

1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for reimbursement with insufficient or incomplete documentation will be denied.
2. Submit supporting documentation with attachments to the designated District employee/official.
3. The board has absolute discretion to deny the request or approve it in whole or in part. The board's decision is final.
4. The District will issue payment for reimbursement authorized as soon as practicable following the approval.

Other Issues

1. A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.
2. Reimbursements will be issued only for the actual amount of expenses paid by the sponsor(s) and the students. No additional charges will be reimbursed. The District will not issue payment for funds a student or sponsor anticipates incurring in the future.
3. Reimbursement for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored cocurricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the Board of Education.

4. Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.
5. Violation of any of the provisions of this policy by a School District employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

APPROVED: September 19, 2005

5.2 - 6.0 PROHIBITION OF COLLUSION IN BUYING

Collusion in buying, kickbacks, or other agreements or arrangements with vendors to obtain price reductions in return for concessions or advantage to the seller or personal advantage to school personnel is strictly prohibited by law and Board regulations. This policy in no way restricts clearly stated price discounts to schools.

APPROVED: July 23, 1990; October 21, 1993; September 14, 1998

5.3 FINANCIAL ACCOUNTS

5.3 - 1.0 CASH RECEIPTS AND CHANGE FUNDS

All cash received by the district will be properly receipted by an authorized person. Those monies receipted will be deposited on a daily basis in the general fund unless they specifically relate to an activity fund account, in which case they shall be deposited in the appropriate sub-account.

No cash will be left in a building over night without being placed in a safe. Under no circumstances will an employee leave money in his or her office or classroom over night. If an activity is held outside of office hours that will result in the collection of money, the sponsor of the activity must make arrangements with the Principal or Superintendent to comply with this requirement.

Cash collected for lost equipment, breakage, or repair of equipment purchased with district funds will be deposited to the general fund.

Following are the change funds authorized and their purpose:

<u>Elementary Sites:</u>	\$30.00 for Child Nutrition Program
<u>East Middle School:</u>	\$300.00 for Child Nutrition Program
<u>West Middle School:</u>	\$300.00 for Child Nutrition Program
<u>Senior High:</u>	\$500.00 for Child Nutrition Program
<u>Senior High Bookstore:</u>	\$75.00 for Child Nutrition Program
<u>Athletics:</u>	\$2,500.00 for gate change
<u>Administration Business Office:</u>	\$50.00 for change

ADOPTED: October 21, 1993

REVISED: September 14, 1998; September 19, 2005

5.3 - 2.0 ACTIVITY FUNDS

The purpose of the school activity fund is to promote the general welfare, education and morale of all students and to finance extracurricular activities of the student body organizations.

The Board of Education is required to exercise complete control over all school activity funds. The Board of Education, at the beginning of each fiscal year and as needed during

each fiscal year, shall approve all school activity fund sub-accounts, all fund raising activities by sub-account and all purposes for which the monies collected in each sub-account can be expended. Ponca City Public Schools will not be responsible for claims resulting from agreements made with clubs or organizations involving district personnel and the payment of money for services when such clubs and organizations operate outside of the Board of Education's authority.

An audit must be made of all activity funds annually by a certified public accountant selected by the Board of Education.

The Superintendent of Schools shall prescribe written procedures governing activity funds.

The school activity fund clerk shall provide the Board of Education with a monthly financial report reflecting the status of each sub-account. The school activity fund custodians will be appointed by the Board of Education and a surety bond will be provided in an amount determined by the Board of Education, but not less than \$1,000.00. The following designated administrators are responsible for school activity funds within their school site or department and are hereby designated activity fund custodians of the Board of Education for the applicable sub-accounts.

<u>School Activity Fund Custodian</u>	<u>Type of Sub-account</u>
Elementary Principal	all sub-accounts
Secondary Principal	all sub-accounts except instrumental music and athletic sub-accounts
Instrumental Music Supervisor	instrumental music Sub-account
Athletic Director	all athletic sub-accounts
Chief Financial Officer	all administrative Sub-accounts
Director of Child Nutrition Program	banquet sub-account
Risk Management Director	maintenance sub-account

In the absence of any of the above-designated custodians, the Administrator for the Division of Finance may sign documents on his or her behalf. The Clerk of the Board of

Education or the District Financial Secretary may sign in the absence of the Administrator for the Division of Finance.

Fund Raising Activities

All school activity fund raising activities must be pre-approved by the Board of Education, and the proceeds from these fund raising activities must be deposited intact in the appropriate school activity fund sub-account.

Requests for fund raising activities must be submitted on the appropriate school district form by September 1. Fund raising activities must be conducted for a pre-determined, identified need. Activities which are excluded from the annual application process include collections from students and parents for field trips and optional or special classroom supplies, project costs or fees, membership dues, donations, transfers from one sub-account to another, athletic ticket sales, and athletic concession sales.

Projects for the raising of school activity money shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Results of fund raisers shall be reported on forms prescribed by the Superintendent. Money raised from the student body as a whole shall be expended so as to benefit the student body as a whole, and not for the benefit of a special group. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money.

Receipts and Deposits

All school activity fund monies shall be properly receipted and deposited intact by the end of the next business day. Deposits retained overnight shall be kept in a locked school safe or deposited in the school district's designated bank's night depository.

Expenditures

All expenditures from activity funds must be made by check. Cash expenditures for any purpose, including petty cash expenditures, are prohibited. Checks shall be signed by the school activity fund clerk and countersigned by the appropriate school activity fund custodian.

Expenditures may never exceed the balance in the school activity fund sub-account. All expenditures shall be supported by: (1) proper, approved purchase request; (2) purchase order; (3) receipt of goods or services verification; and (4) an original invoice or statement of services rendered. Supporting documentation for petty cash sub-accounts shall, however, be maintained with the general fund purchase orders used to reimburse the petty cash sub-accounts.

Transfers between sub-accounts are accounted for by journal entries as prescribed by the State Department of Education. Transfers between sub-accounts shall be approved by the Board of Education prior to the transfer being made.

Post-dated checks will not be accepted and checks may not be cashed for anyone. Board of Education employees or others may not make purchases through the school activity fund in order to take personal advantage of student body purchasing privileges.

Reference: 70 O.S. § 5-129

APPROVED: January 3, 1972

REVISED: July 17, 1989; June 8, 1992; June 14, 1993

READOPTED: October 21, 1993

REVISED: September 14, 1998; September 19, 2005

5.3 – 2.1 STUDENT SOLICITATION OF FUNDS

We recognize that there are many worthwhile fundraising organizations that are supported by this community and we recognize the importance of teaching citizenship and community responsibility. However, recruitment of students to solicit money for outside organizations is prohibited.

ADOPTED: April 21, 2003

5.3 - 3.0 GUIDELINES FOR THE SANCTIONING OF STUDENT ACHIEVEMENT PROGRAMS AND PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

The Board of Education of the Ponca City School District believes that student achievement programs (curricular, co-curricular and extracurricular) and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, 70 O.S. § 5-129.

Sanctioning Procedure For Student Achievement Programs And Parent-Teacher Associations And Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.

2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. A written statement by a student achievement program or by a parent-teacher association or organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial and performance audits, if any, which have been performed on such program, association, or organization by an independent accounting firm.
4. The written statement shall be submitted to the superintendent for preliminary review. After the program, association, or organization's written statement has been reviewed by the superintendent, the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and nonappealable.
5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association or organization, on an annual basis, that financial and performance audits be performed on the program, association, or organization by an independent accounting firm. If required by the superintendent of schools or the Board of Education, the audits shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, 70 O.S. § 5-129.

6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of records must be promptly provided upon the request of the Board or Superintendent.
7. The Board may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and nonappealable.
8. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School District under this policy.

ADOPTED: September 19, 2005

5.3 - 4.0 DISTRICT INVESTMENT POLICY

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Ponca City School District (the "District"). This policy sets forth the investment policy for the management of the public funds of the District as required by state law.

It is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and reasonable investment returns.

Statutory Authority

Except as otherwise provided by law, the District Treasurer, when authorized by the Board of Education by a written investment policy or resolution, shall invest monies in the custody of the Treasurer in:

1. Direct obligations of the United States Government, its agencies or instrumentalities in which the full faith and credit of the United States Government is pledged; provided the District Treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of the state of Oklahoma is pledged;
3. Certificates of deposits of banks with investment secured by acceptable collateral as in the deposit of other public monies;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan

Insurance Corporation or to the extent that such accounts or certificates are secured by acceptable collateral as in the deposit of other public monies;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies, and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality, or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;

8. Warrants, General Obligation Bonds, or Judgments of Ponca City Public Schools;

9. Qualified Pooled Investment Programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the Board of Education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities;

10. Any other investment that is authorized by state or federal law.

Organization

The organization of the investment functions of the district shall consist of the Treasurer and Assistant Treasurer. Both positions must have a surety bond for the executing of investment duties.

The school district Treasurer is authorized by the Board of Education to withdraw funds from the Investment Accounts as necessary to meet emergency requirements which cannot be covered by funds from the Operating Account, and to deposit cash received during this period in either the "Operating" or the "Investment Accounts" as deemed desirable after analysis of the cash requirements at the time such cash is received.

Investment Philosophy

This policy shall be based upon a “prudent investor” standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and therefore, the Treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District’s funds, the Treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. **Liquidity** - Idle cash will be invested to the fullest extent practicable in interest-bearing investments or accounts. However, the portfolio should remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
2. **Diversification** - The investment portfolio will be diversified to avoid incurring undue concentration in securities of one type, so that no one class of investments can have a disproportionate impact on the portfolio. This restriction does not apply to U.S. Treasury securities.
3. **Safety of Principal** - The primary investment objective is the preservation of principal and liquidity; income is a secondary objective.
4. **Yield** - The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is a secondary objective to the preservation of principal and liquidity.
5. **Maturity** - All investments may have maturities to eighteen months, provided sufficient liquidity is available to meet major outlays, except the general fund investments may not exceed twelve months.
6. **Quality of the Instrument and Capability of Investment Management** - The Chief Financial Officer is responsible to see the Treasurer and Assistant Treasurer are qualified and capable of managing the investment portfolio. The Treasurer and Assistant Treasurer will be required to complete an investment education program approved by the State Board of Education for treasurers and maintain any certification of the investment education program.

Safekeeping And Custody

The Treasurer will maintain a list of financial institutions and approved pooled investment programs authorized to provide investment services. In addition, a list will also be maintained of financial institutions with collateral pledged in Ponca City Public Schools’ name.

1. Securities purchased from any bank or dealer including appropriate collateral by state law for a particular investment shall be placed under an independent third party custodial safekeeping agreement. The Trust Department of a financial institution is independent from the financial institution.
2. All securities shall be in the form of book entry, and physical delivery of securities should be avoided.
3. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications. Written communication may be via facsimile if on letterhead and the safekeeping institution has a list of authorized signatures.
4. Written transactions and confirmations of transactions via modems shall be kept in the Treasurer's office.

Reporting And Review Of Investments

The Treasurer or Assistant Treasurer shall prepare an investment report. This report should be provided to the Superintendent, Chief Financial Officer, and the Board for review of the investment performance on a regular basis that is no less frequent than monthly. The report will include the following:

1. A listing of individual securities held at the end of the reporting period;
2. Purchase and maturity dates of said securities;
3. Name of applicable fund for said securities;
4. Yield rate for said securities;
5. Collateral held by custodial third party for applicable financial institution.

The Board of Education shall review the Treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing Of Interest

Unless otherwise directed by the Board through policy or by a special directive, by the Oklahoma Constitution or by the federal government, income earned from the investment of these funds, except those generated by the Gift & Endowment Fund, Bond Funds and Activity Fund, shall be deposited into the General Fund. Each year, the Treasurer shall review the interest earnings for each fund earned during the previous and/or current fiscal year.

Interest earned from the investments of: (1) Gift & Endowment Fund shall be deposited in the Gift & Endowment Fund; (2) Bond Funds shall be deposited in the appropriate Bond Fund as stated in the Treasurer's Resolution to Invest Funds; and (3) the Activity Fund shall be deposited in the Activity Fund.

APPROVED: July 8, 1991; October 21, 1993; September 14, 1998

REVISED: April 17, 2000; September 19, 2005

5.4 RAFFLES

5.4 – 1.0 SCHOOL RAFFLES

Oklahoma law permits schools and their affiliated student groups and parent-teacher groups to raise money by conducting raffles in exchange for voluntary contributions. However, the *sale* of raffle tickets is against the law and subjects such persons or groups selling the tickets to criminal liability. The district provides schools, student groups and parent-teacher groups with the option of conducting raffles. However, in order to comply with state law as well as prevent exploitation of students, parents and the community, the district requires that all such raffles be conducted within the limitations and guidelines provided below.

Groups Allowed to Conduct Raffles on School Property

Only a school in the district or a student or parent-teacher group affiliated with a school in the district may conduct a raffle or raffle-related activities on school property. The group conducting such a raffle is the “sponsoring organization” for purposes of this Policy.

Prior Approval of Raffles Required

Raffles and raffle-related activities are not permitted on school property unless prior approval has been given, in writing, by the school principal. In order to receive approval, the student group must prepare a *Request for Raffle* form and submit it to the school principal. The principal will not issue an approval unless the form is complete and unless the organization is in compliance with the School Raffles policy and policy concerning student fund raising activities. In addition, before providing the approval, the principal must obtain the approval of the Board. The principal may deny a request for a raffle at his or her discretion, taking the purpose of the fundraising into account as well as the number of raffles or other fund raising activities already approved for the calendar year. This decision may be appealed to the superintendent.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), approval for such a raffle must be granted by the board upon the request of the school’s principal or the superintendent.

General Requirements

Raffle tickets may be issued only in exchange for a voluntary contribution. Specifically, there may be no set price for a raffle ticket, and the issuance of a raffle ticket may not be contingent on a financial contribution to the sponsoring organization. However, the sponsoring organization may determine a suggested voluntary contribution amount and may print this amount on the ticket as the suggested voluntary contribution.

The sponsoring organization may not hire or contract with any person or business to

conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on its behalf.

No staff member or student shall be coerced or forced to participate in any raffle-related activity.

All tickets remain the responsibility of the sponsoring organization with accountability to the school's principal.

The fair market value of any one prize may not exceed \$5000.00.

Information Printed on Tickets

The following information must be printed on the raffle ticket:

1. The name of the organization sponsoring the raffle;
2. Date, time and place of drawing;
3. The District's name; and
4. Consecutive numbering.

Records of Raffle Activity

The sponsoring organization must report in writing to the school's principal the following information within five days of the raffle drawing:

1. Name of raffle winner(s) and respective prize(s), including the fair market value of the prize;
2. Total raffle tickets sold;
3. Total gross receipts;
4. Details of expenses related to the activity;
5. Net proceeds (gross proceeds minus expenses); and
6. Details of the expected use of the profits from the activity.
7. If the fair market value of the prize is \$600.00 or more, then the school must also obtain and keep for its records the social security number of the prize winner and his/her address.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), this information should be submitted to the superintendent.

Federal Taxation Issues

The fair market value of the prizes must be disclosed to the respective winners. If the fair market value of the prize is \$600.00 or more, then the sponsoring organization must issue an IRS Form 1099 to the IRS and the recipient. Copies of the Form 1099's must be sent to the district's business office.

ADOPTED: September 19, 2005

5.5 BIDS/CONTRACTS/AGREEMENTS

5.5 - 1.0 APPROVAL OF CONTRACTS/AGREEMENTS

It shall be the policy of the Ponca City Board of Education to approve all contracts, agreements, lease-purchase agreements, or other contractual binding documents which exceed ten thousand dollars (\$10,000) as a separate action item at the Board meeting. Those contracts, agreements, ratification, or continuation of agreements, lease-purchase, maintenance contracts or agreements, or other contractually binding documents under ten thousand dollars (\$10,000) will be presented first to the Finance Committee of the Board for review and then made a part of the consent agenda for the next Board meeting. Any such item on the consent agenda may be separated from the consent agenda for additional discussion or information.

APPROVED: May 27, 1998

REVISED: September 14, 1998; September 19, 2005

5.5 - 2.0 LOCAL VENDOR PREFERENCES FOR QUOTATIONS

The Ponca City Board of Education supports the concept of utilizing local businesses in the purchasing of supplies, materials and equipment for the school system. It shall be a policy of this Board that local businesses who submit quotations for various items shall receive first consideration whenever the items are of similar quality and the quotations are not substantially higher than an out-of-town firm who may submit a lower quotation. The Board recognizes the support of all the local taxpayers and reaffirms its practice of utilizing tax dollars in a business-like manner.

REVISED: July 20, 1987; October 21, 1993; September 14, 1998; October 16, 2000, September 19, 2005

5.5 - 3.0 CODE COMPLIANCE IN BUILDING SPECIFICATIONS AND CONTRACTS

Specifications

All specifications and contracts for new construction buildings, additions to buildings, and remodeling of buildings shall comply with all applicable city and state building codes.

ADOPTED: January 23, 1967; October 21, 1993; September 14, 1998

5.5 - 4.0 ADHERENCE TO STATUTE ON CONTRACTED EMPLOYEES ON SCHOOL PREMISES

It is the policy of the Ponca City Board of Education to inform and ensure that persons and/or businesses contracting with the school district will adhere to the state statute

requiring businesses or service contractors to provide a notarized statement that no employee may be on the school premises if convicted of a felony or if registered in any state under any type of sex offenders registration procedure. In addition, all bid notices will include the required notification and signed statement acknowledging adherence to the statute. This policy will be implemented under the statute's requirements as initiated and amended.

ADOPTED: September 14, 1998

5.5 - 5.0 **NO AUTHORITY OF EMPLOYEES TO CONTRACT**
(Please note this is also referred to in Section VI. - Personnel)

No employee, except the Superintendent, has the authority to sign any contract or agreement on behalf of the district. The superintendent has authority to sign contracts or agreements only as authorized by the Board of Education.

5.6 DISTRICT-OWNED VEHICLES, PROPERTY, AND SUPPLIES
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5.6 - 1.0 DISTRICT-OWNED VEHICLES

District-owned vehicles provided to employees for use in conducting school business may not be used for personal purposes other than commuting and other *de minimis* personal use (such as a stop for lunch on route between two business stops or a stop for a personal errand on route from a business stop to home).

The use of district-owned vehicles is considered a fringe benefit, valued at \$3.00 per day (home to work and work to home), under the commuting value method. Reference: I.R.S. Regulation Section 1.61-21(f)(3).

APPROVED: November 12, 1990; October 21, 1993; September 14, 1998

5.6 - 2.0 DISPOSITION OF OBSOLETE OR UNSERVICEABLE SUPPLIES AND EQUIPMENT

The Superintendent or designee may recommend that obsolete or unserviceable supplies and/or equipment are district surplus. Useable surplus items may be transferred to any other requesting department or school if the need for the items exists. Upon the Superintendent's recommendation, the Board of Education may authorize the sale of saleable surplus items on an as-needed basis. These items will be advertised and sold for the highest offer. In some cases, if a higher price can be obtained through private sale for surplus items no longer needed by the district, the Board of Education may authorize such sale.

Proceeds from the sale of surplus material shall be deposited into the district's General Fund.

APPROVED: November 12, 1990

REVISED: December 9, 1991; October 21, 1993; September 14, 1998, September 19, 2005

5.7 BUILDING OPERATIONS AND MAINTENANCE

5.7 - 1.0 MAINTENANCE AND OPERATIONS PROGRAM

The Ponca City Board of Education recognizes the positive impact of a quality Maintenance and Operations program on both facilities and occupants and; therefore, does establish the following items to be district policy.

Standards for Facilities

All students and staff shall occupy facilities which are structurally safe, well maintained, and contain adequate space to meet the instructional needs of the students. In addition, it shall be the policy of the Board to have programs developed for preventive and corrective maintenance to ensure that the sites and buildings will be clean, in good repair, and maintained with consideration for function and aesthetic values.

In-Service Training

The maintenance, custodial, and other support staff shall receive the required federal and state required in-service training and other in-service training as needed to ensure that the individuals will be effective and efficient in their job performance. The Board will ensure that programs will be developed in compliance with federal and state requirements for maintaining, handling or storing of hazardous materials and other applicable life, health, and/or safety matters.

Budget

As part of the normal budgeting process, the Board shall receive a proposed annual budget for the Maintenance and Operations program. It is the intent of the Board for this budget to have line item expenditures and to be so designed as to promote cost effective purchases of equipment, materials, and services. Long range planning of the budget, the tracking of expenditure patterns, and the scheduling of preventive maintenance expenditures will also be a part of this budget.

APPROVED: May 11, 1992; October 21, 1993

5.7 - 2.0 ENERGY MANAGEMENT CONSERVATION

It is the policy of the Board of Education to provide for the safety and comfort of all students and employees. The Board believes that it is their responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The superintendent will develop regulations to implement energy conservation in District facilities. District employees and students are expected to comply with those regulations.

APPROVED: November 11, 1996

REVISED: September 19, 2005

5.8 SITE-BASED SCHOOL IMPROVEMENT

5.8 - 1.0 GENERAL POLICY

The Board of Education supports the concept of site-based school improvement and hereby adopts the following definition.

Site-based participatory management is the restructuring of decision-making and authority in school and other worksites to ensure the active involvement and participation of administrators, teachers, support staff, parents and students in decisions that affect student learning in a school. It requires those participants to accept increased responsibility and accountability for working together to:

1. Develop and implement the school improvement process based on effective schools research;
2. Determine an annual school improvement plan based on effective schools research that is results-based and data-driven;
3. Participate in decisions that result in the allocation of resources; i.e., money, staffing and time.

Each of the school sites will name a school improvement team known as the Building Level Improvement Team (BLT). The team will be composed of teachers, parents, support staff, students and the site administrator. The team will operate within the parameters that are described in the succeeding sections of Board policy.

Nothing in the school improvement plans developed by the Building Level Teams shall limit or affect the power of the Board to govern and manage the district or limit the responsibilities of Board Members or of the Superintendent of Schools, nor shall the site-based decision making process create a new cause of action or require collective bargaining.

5.8 - 2.0 INTENT AND EXPECTATIONS

The intent of the Board of Education is to enhance the performance and operations of individual schools by enabling principals to better utilize all the human and fiscal resources available to them, thereby empowering school employees and making better use of abilities and talents of the district. The outcomes of the implementation of School-Based Improvement are expected to be:

- (1) Improved educational opportunities and outcomes for students in the district.
- (2) Shifting of specific decision-making authority to individual schools.

- (3) Enabling administrators to better utilize school faculties and other school employees in making building-level decisions.
- (4) Enhancing the quality of decision-making through consensus.
- (5) Increasing collegial planning and implementation of instructional program and delivery system.

5.8 - 3.0 SCHOOL DISTRICT COMMITMENT

The School Board is responsible for the policies and priorities of the district and by their designation, the Superintendent and staff shall:

- (1) Provide technical assistance and support to Building-Level Improvement Teams ("BLT") through consultants and central administrative staff.
- (2) Design appropriate agreements to facilitate activities designed as part of School-Based Improvement while maintaining and adhering to law, general policies and guidelines that govern the operation of schools, that are consistent with all current contracts, and that function within School Board regulations.
- (3) Provide timely access to information necessary for good school management in areas of personnel, budget, management information systems and purchasing and accounting.
- (4) Support the timely processing of requests for funding and other resources that are germane to the operation of School-Based Improvement schools.
- (5) Expressly share some decision making authority with the Building-Level Improvement Teams in the areas of:
 - a. Student Achievement
 - b. Curriculum
 - c. School Climate and Environment
 - d. Special Education
 - e. Staff Development
 - f. Personnel Interviewing
 - g. Student Management Plans

- h. Budgeting
- i. Books and Materials

These areas would be subject to the current conditions and restrictions contained in Board policy and regulations.

Should a Building-Level Improvement Team find that certain Board policies do not allow the flexibility to provide programs or activities in the best interest of the students at that school, requests for modification of Board policy, exemption or waivers must be submitted in writing to the Superintendent prior to initiation of the program or activity.

- (6) Provide release planning time for members of the Building-Level Improvement Teams.
- (7) Make available to the Building-Level Improvement Teams a trained facilitator (either the Superintendent of Schools or other district employees) to facilitate the work of the Teams, and to hold the Team's focus on issues that benefit students.
- (8) Allocate a portion of the budget to school-based improvement activities and resources.
- (9) Provide workshops, institutes, and other forms of education, training and support to individual Building-Level Improvement Teams throughout the school year according to the requests and needs of participating schools, within present system capabilities.
- (10) Document workshops on School-Based Improvement and make copies of the documents available to each Building-Level Improvement Team.
- (11) Distribute to each Building-Level Improvement Team research information pertinent to school improvement efforts.
- (12) Provide for summative and formative evaluation of school improvement efforts.

5.8 - 4.0 SITE COMMITMENT

Each school will do the following:

- (1) Establish and maintain a Building-Level Improvement Team whose composition shall be a fair representation of the school. The Building-Level Improvement Team will meet regularly throughout the year. Each BLT may select a parent to serve as a member of the team.

- (2) Adhere to rules, regulations and policies of the Board of Education, and laws of local, state and federal government, and demonstrate ethical practices in its operations.
- (3) Develop an Individual School Level Improvement Plan which will specify goals, objectives and tasks to be accomplished by the SBI process in that school, based upon information obtained from the following sources:
 - a. Community needs assessment
 - b. District goals
 - c. Effective school correlates
 - d. Staff needs assessment
 - e. School profile
 - f. Unique concerns as expressed by students, staff and community as they arise

Care should be taken to include educational objectives in the annual improvement plan.

- (4) Identify and organize resources to support efforts to accomplish the goals/objectives which are included in the School Improvement Plan.
- (5) Provide open and ongoing communication with staff, community and central office staff regarding Building-Level Improvement Team activities. Specifically, requests for information on the accomplishments of goals and activities will be fulfilled.
- (6) Prepare and submit to the Superintendent of Schools an annual evaluation of the School Improvement Plan efforts.
- (7) Develop a building level budget for the following school year that reflects district, and, as much as possible, school-wide goals identified by the Principal and the Building-Level Improvement Team.
- (8) Recommend curricular adoptions, modifications or supplements to enhance the educational service delivery to students. Such curricular recommendations may be implemented after approval in accordance with established procedures.

- (9) Work with the Building-Level Improvement Team and the central office staff to implement procedural changes that are deemed appropriate by both the staff and the school.
- (10) Develop a set of operational procedures for the Building-Level Improvement Teams that are disseminated to faculty, parents and the Superintendent of Schools.
- (11) Organize and participate in a yearly planning session to update the School Improvement Plan.

REVISED: September 14, 1998; September 19, 2005

5.8 - 5.0 ALLOCATION OF FUNDS TO SITES

Each year an allocation of school district funds is made to sites and departments for certain expenditures. Site allocations are based on enrollment. The Encumbrance Clerk charges all site purchase orders against these allowances and renders periodic reports of the status of the allocations.

Site allocations are made annually in the following areas:

Instructional supplies
Library materials
Gifted and Talented

All requisitions shall be made by April 1

An allocation of money for the purposes indicated above does not include authority to purchase without prior approval of a purchase order, following the correct encumbrance procedure processed through the Business Office.

APPROVED: July 23, 1990

REVISED: December 9, 1991; October 21, 1993; September 14, 1998, September 19, 2005

5.9 INCENTIVE AWARDS FOR EMPLOYEE PERFORMANCE AND PRODUCTIVITY

This policy is promulgated pursuant to 74 O.S. § 4111, which is commonly known as the Incentive Awards for State Employees Act.

1. Finding of Public Interest

The Board of Education believes and hereby finds that it is in the best interest of the District and of the public being served by the District to establish a recognition awards program to recognize employees who have exercised excellence in job performance and to encourage quality improvement efforts and employee productivity.

2. Compliance with State Law and Regulations

The administration is authorized to continue to expend available funds from School Activity funds for the purposes of providing recognition to school employees, students, and patrons. The purpose of this policy is to govern the selection and award of incentives out of general fund monies. Any expenditure of general funds of the district for employee job performance incentive awards or productivity awards must comply with the Incentive Awards for State Employees Act and any regulations promulgated thereunder by the Oklahoma Office of Personnel Management.

3. Procedure for Nominating and Selecting Awards

Any supervising employee that desires to nominate another employee or work unit for an award for job performance or for an employee productivity award may nominate such employee in writing together with the reasons for the nomination by submitting such in writing. The administration shall appoint a committee of district supervisory personnel, who shall receive and review such nominations and make periodic awards when deemed to be in the best interest of the District and the goals of this policy. The awards committee may develop or revise awards criteria consistent with this policy and shall recommend the final award recipients to the superintendent for approval. The committee may establish award categories consistent with this policy. No employee may nominate himself or herself and the employee nominated should be someone with whom the supervisor has direct personal knowledge with respect to their work duties. Members of the awards committee are not eligible for awards.

Recognition awards may consist of distinctive wearing apparel, service pins, plaques, writing pens, or other distinguished awards of a value not exceeding \$150 per recognized employee each fiscal year to recognize the achievement of he work unit or individual employee. Additionally, the District may establish an employee performance and conduct cash recognition program not to exceed \$250

per recognized employee each fiscal year for cash awards recognized outstanding performance in the work place by employees of the District.

In addition to recognition awards, the District may establish an employee benefit program not exceeding \$5,000.00 of general fund money each fiscal year for cash awards to recognize outstanding performance in the work place by employees. The administration shall also implement a procedure by which employees may make recommendations to improve employee productivity or reduce service costs. The committee appointed to review job performance awards shall review such suggestions and may from time to time award employees for productivity programs or quality improvement efforts by such employees, even if the employee does not have a Supervisor nomination. In such case, the recognition awards may include distinctive wearing apparel, service pins, or United States Savings Bonds, the value of which shall not exceed \$100 per employee per award.

In no event shall any awards be made out of general fund monies unless there are funds available for such awards.

4. Selection Criteria

In making its selection for awards for job performance, the committee shall seek out employees or work units with exceptional job performance records or that have made other significant contributions to the operation of the District. The committee may refine this by adopting additional selection criteria.

ADOPTED: March 21, 2005