

The Chickasaw Nation welcomes you to its JOM Program!

It is in preparing our youth for the future that we are assured of the survival and proliferation of our vast and diverse tribal cultures and heritage. With the same spirit of determination which allowed our ancestors to survive, we will hold open the door for our children. In order for our cultures to survive the present, we must plan for the future by meeting the educational needs of those who come after us.

We salute the parents, teachers, administrators and all who are or will become involved in the Johnson-O'Malley Program. Your drive and determination to be directly involved in the JOM Program ensure the continued – and escalated – success of our youth. By working together, you have accomplished much for our children and given them a more secure future.

We look forward to your participation!

Sincerely,

Bill Anoatubby, Governor

The Chickasaw Nation

FOREWORD

This technical assistance booklet has been designed to provide detailed information on the operation of Johnson O'Malley Programs ranging from the completion of an application to Indian Education Committee responsibilities, program operations and evaluations.

We hope this booklet will provide needed information and guidance to public school contractors and Indian Education Committee to ensure a working understanding of the purpose of Johnson O'Malley Programs and to aid in the efficient administration of funds and operation of such programs for Indian students in the Chickasaw Nation.

We wish you continued success in the implementation of your Johnson O'Malley program and look forward to working with everyone throughout the year and in the future.

JOHNSON O'MALLEY ACT

The Johnson O'Malley Act, passed in 1934, has been amended various times, but its main objective has remained the same: To ensure that Indian children receive the educational opportunities that would not otherwise be provided.

Some years ago, JOM was funded to provide operational support. Schools were able to use these funds for General School operation and many schools built buildings, bought buses and school equipment using these funds.

JOM is no longer funded for operational support. The JOM program was redesigned to be a supplementary program instead of a basic support program. Its basic purpose has remained the same: To provide supplementary financial assistance to meet the unique and specialized educational needs of Indian children.

PURPOSE: Johnson O'Malley funds are supplementary funds and are not to take the place of federal, state or local funds.

CHICKASAW NATION

JOHNSON O'MALLEY PROGRAM

As the prime contractor of the Johnson O'Malley Program in the service area of the Chickasaw Nation and serving approximately 52 schools, the Chickasaw Nation is responsible for administering JOM funds for the operation of supplemental programs for the education of eligible Indian students in public schools.

The primary goal of the Chickasaw Nation Johnson O'Malley Program is to provide supplemental programs designed to meet the specialized and unique educational needs of eligible Indian students. To reach this goal, the following objectives will be met:

- (1) To foster the development of at least one special academic activity designed to enrich the educational experience of Indian students who are verified Johnson O'Malley students;
- (2) To provide at least one general training session by May of each year on rules and regulations governing the implementation and management of JOM (this training session will be for the Indian Education Committee members, JOM-SPONSORED personnel and local school administrators);
- (3) To visit schools annually for the purpose of coordinating and monitoring the JOM activities in each of the participating schools;
- (4) To attend parent committee meetings for the purpose of designing and developing projects to meet the needs of Indian students (these meetings will be attended by the school or parent committee members).

The Chickasaw Nation Johnson O'Malley Program strives to assist the public school systems in providing quality educational programs for eligible Indian children.

CHICKASAW NATION
JOHNSON O'MALLEY PROGRAM
Participating Schools
2009

- | | |
|-------------------------|-----------------------------|
| 1. Achille/Bryan | 28. Marlow/Stephens |
| 2. Ada/Pontotoc | 29. Maysville/Garvin |
| 3. Allen/Pontotoc | 30. Milburn/Johnston |
| 4. Ardmore/Carter | 31. Newcastle/McClain |
| 5. Blanchard/McClain | 32. Pauls Valley/Garvin |
| 6. Byars/McClain | 33. Pickett-Center/Pontotoc |
| 7. Byng/Pontotoc | 34. Plainview/Carter |
| 8. Calera/Bryan | 35. Purcell/McClain |
| 9. Chickasha/Grady | 36. Ravia/Johnston |
| 10. Coleman/Johnston | 37. Roff/Pontotoc |
| 11. Colbert/Bryan | 38. Silo/Bryan |
| 12. Comanche/Stephens | 39. Springer/Carter |
| 13. Davis/Murray | 40. Stonewall/Pontotoc |
| 14. Dibble/McClain | 41. Stratford/Garvin |
| 15. Dickson/Carter | 42. Sulphur/Murray |
| 16. Elmore City/Garvin | 43. Thackerville/Love |
| 17. Fox/Carter | 44. Tishomingo/Johnston |
| 18. Greenville/Love | 45. Turner/Love |
| 19. Healdton/Carter | 46. Tuttle/Grady |
| 20. Kingston/Marshall | 47. Vanoss/Pontotoc |
| 21. Latta/Pontotoc | 48. Velma Alma/Stephens |
| 22. Lexington/Cleveland | 49. Wapanucka/Johnston |
| 23. Lindsay/Garvin | 50. Wayne/McClain |
| 24. Lone Grove/Carter | 51. Whitebead/Garvin |
| 25. Madill/Marshall | 52. Wilson/Carter |
| 26. Mannsville/Johnston | 53. Wynnewood/Garvin |
| 27. Marietta/Love | |

II. SCHOOL ADMINISTRATION

- ◆ **Time Table**
- ◆ **School Administrator: Responsibilities**
- ◆ **Applying for JOM Funding**
- ◆ **Supplemental Programs**
- ◆ **Glossary of Terms**
- ◆ **Record and Report of Expenditures/School**
- ◆ **Tutoring Log**

SCHOOL ADMINISTRATOR TIME TABLE

OCTOBER	JOM student count conducted first full week
OCTOBER 31	JOM student count due to Chickasaw Nation
NOVEMBER	Information mailed to schools regarding the JOM poster contest for the Oklahoma JOM Conference
JANUARY	Information to be sent out regarding Oklahoma JOM Conference
MARCH	Annual Oklahoma JOM Conference JOM application for funding sent out to schools Needs assessments
MAY 1	JOM application/contract due to Chickasaw Nation
JUNE/JULY	Youth Activities/Summer Programs Approved application/contract returned to schools
AUGUST 1	All Records and Reports of District Expenditure claims are due to the Chickasaw Nation JOM office to close-out for the contract period
SEPTEMBER 1	Annual Program Evaluation should reflect how well you are meeting your program objectives

SCHOOL ADMINISTRATOR Responsibilities for Participating in The Johnson O'Malley Program

- Work with local Indian Education Committees (IEC) in developing projects to best meet the specific needs of all eligible Indian students (JOM service must be available to every student counted and funded).
- Assist in conducting an initial need assessment to determine the special educational and culturally related needs of eligible Indian students.
- Assist in prioritizing educational defenses by providing appropriate data.
- Give public notice to all parents, guardians and/or persons acting in loco parentis of Indian students attending their school, of an annual election to be held on school property for the purpose of filling expired terms of the local IEC members. Public notice is to be given at least five working days in advance.
- Submit to the Chickasaw Nation Johnson O'Malley office an official program application form, properly completed for approval, by May 1.
- Submit properly completed JOM student enrollment information and eligibility documents on new students to the Chickasaw Nation JOM office.
- Make necessary changes and/or deletions of JOM student enrollment computer spreadsheet when requested by the JOM office.
- Hire and supervise all personnel paid for by JOM funds according to pre-established policies with emphasis on Indian preference and consideration of recommendations of the parent committee in hiring JOM staff, Sec. 273.45 and Sec. 273.16 (A) (1) (IV) of the Code of Federal Regulations, Title 25.
- Maintain copies of all invoices and purchases on file in the local district.
- Submit properly executed reimbursement claims with supporting documentation attached, to the Chickasaw Nation Johnson O'Malley office.
- Provide access of all JOM project and financial records to the IEC, Chickasaw Nation JOM program, the Bureau of Indian Affairs education staff and/or federal auditors.
- Maintain minutes of all JOM committee meetings and have available for review upon the request of the JOM office.

INFORMATION FOR PUBLIC SCHOOLS APPLYING FOR JOM FUNDS FOR THE FIRST TIME

JOM funds may be requested for supplemental programs designed to meet the unique educational needs of eligible Indian students.

ELIGIBLE PUBLIC SCHOOLS

A local school district is eligible to receive JOM funds from the Chickasaw Nation JOM Program if the following requirements are met:

- ✓ The public school is located within the Chickasaw Nation service area.
- ✓ Eligible Indian students are enrolled with their own CDIB/tribal agency letter.
- ✓ JOM funds are used to supplement and not to supplant local and state funds.
- ✓ Levy 35 mills to ensure maximum local efforts.
- ✓ Eligible for and receive state aid.
- ✓ Justify the need for JOM funds after all sources of revenue, local, state and federal, are considered.
- ✓ A formal Indian Education Committee has been established according to the Code of Federal Regulations 25CFR 273.4 and 273.15.

ELIGIBLE STUDENTS

Eligible Indian students will include only those students who have been verified as members of or are at least a one-fourth degree Indian blood descendant of members of an Indian tribe eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians.

PROCESS TO FOLLOW FOR JOM FUNDING

SURVEY OF STUDENTS:

- A. Complete a JOM enrollment card for each student.
- B. E-mail JOM enrollment information, and e-mail or mail copy of CDIB/agency letter attached, to the Chickasaw Nation JOM Office.

ELECTION OF LOCAL INDIAN EDUCATION COMMITTEE (IEC):

- A. Prior to holding a meeting, advertise and publicize at least five days before the election date.
- B. Hold a community committee election on school property, to elect a five-member parent committee.
- C. Have organized committee to compose committee bylaws.
- D. Submit the local committee list and election certificate to the Chickasaw Nation JOM office.

NEEDS ASSESSMENT:

- A. Developed in cooperation with the parent committee and involving Indian parents, students and other people related with the education of the community in order to identify as many students need areas as possible.
- B. Analyze and review results of the Needs Assessment with the local IEC.
- C. Develop an educational plan on how the needs are to be met.
- D. Submit a completed form project application to the Johnson O'Malley office, Chickasaw Nation.

SUPPLEMENTAL PROGRAMS

Public School District: Responsible for the basic education of all students in compliance with the education code of the state. This includes the necessary teaching staff, classroom space and curricular materials and supplies for the basic education. The school board composed of elected community members is the primary policy and decision-making body. Funds are provided through local and state taxes.

TITLE VIII: The Impact Aid Act (PL 81-874) was enacted by Congress in 1950 to provide financial assistance to public school districts which included tax-exempt land such as Indian reservations, military bases, public housing projects or other federal property within their school district boundaries. Funds received from Impact Aid are in lieu of local property taxes that would be collected if the property were not owned by the federal government.

The funds are included in the general operating budgets of the school districts. There is no required specific use of these funds, except that they cannot supplant or replace funds that a school district is entitled to under any state's aid program.

Although some Indian children originally benefited from the Impact Aid program, there was concern about duplication between this program and the JOM program. In 1958, the Impact Aid program was amended to specifically include public schools educating children residing upon Indian lands. The JOM program was also redesigned to be a supplemental program, instead of a basic support program to provide for special services to meet the unique educational needs of Indians students.

The Impact Aid program does require that a participating school district develop written Indian policies and procedures which specify the process for Indian parent and community input into the school district's programs funded by the program. These policies and procedures allow for meaningful parent and community input into the development, implementation and evaluation of programs funded through Impact Aid.

TITLE I: Title I of the Elementary Secondary Education Act provides supplemental services to underachievers, with the intent of raising their achievement level. A School Advisory Committee, composed of a majority of parents of children in the program and school personnel, participates in program planning, implementation and evaluation. Federal funds are distributed to school districts by a formula based on welfare and several other factors.

TITLE VII: Sub-part III of the Indian Education Act provides funds for programs designed to meet the educational needs of Indian students. A Parent Advisory Committee, composed of Indian parents, school personnel and students, participates in program planning, implementation and evaluation. Federal funds are distributed to school districts by a formula based on the number of Indian students. The definition of an eligible Indian student for purposes of determining Title IX eligibility is considerably different than the definition of eligibility being used for Johnson-O'Malley. Title IX eligibility regulations do not require a specific blood degree as does Johnson-O'Malley.

JOM: Funds made available to the Johnson-O'Malley Act provide supplemental services to certified Indian students of one quarter or more Indian blood or who are members of federally recognized tribes. Programs are designed to meet the unique educational needs of this specific population. An Indian Education Committee composed solely of parents of qualified students participates in program development, implementation and evaluation. The BIA, on a contract basis with school districts, Indian organizations and tribal groups administers funds.

NOTE: It is both possible and likely for an Indian student to receive services from these six supplemental programs. It is also possible for a parent to serve on all six committees. Indian parents serving on these committees should consider the **GOALS** of the Indian community when designing programs for these supplemental funding services. In addition, the Indian community should encourage the local school board to consider Indian community goals for district programs.

GLOSSARY OF TERMS

Contract Application: The papers and documents submitted by the state, tribe, school district or Indian corporation to receive Johnson-O'Malley funds.

Contractor: The state, school district, Indian tribe or Indian corporation that contracts with the Bureau of Indian Affairs for Johnson-O'Malley funds.

Sub-Contractor: The state, school district, Indian tribe or Indian corporation which contracts with the Indian tribe (contractor).

Education Plan: The document which outlines the activities for providing supplemental programs for the eligible Indian students. The contractor or sub-contractor, along with the Indian Education Committee, develops the education plan. It identifies the needs of the Indian students, the goals and objectives and the methods for evaluating the program(s). It also includes budgetary information, grievance procedures and the assurance of maximum parent participation and control. The Education Plan is a part of the contract application.

Goal: The long-term purpose of the program organization. The objectives and activities should be working toward the attainment of the goal.

Grievance Procedures: Procedures for hearing and resolving complaints or concerns of Indian students, parents, community members and tribal representatives related to the Johnson-O'Malley supplemental programs. They are included in the Education Plan and the Indian Education Committee has the authority to hear the grievance.

Indian: An individual who "is a member of or is at least one-fourth degree Indian blood descendant of a member of an Indian tribe which is eligible for the special programs and services provided by the United States through the Bureau for Indian Affairs to Indians because of their status as Indians." This criteria determines the eligibility of Indian students to participate in Johnson-O'Malley funded programs (PL 99-228, 12/28/85).

Indian Corporation: An Indian controlled corporation chartered under state law, federal law or under tribal authority.

Indian Education Committee: A group that is selected by, and whose services are determined by, the Indian community. They are responsible for the approval of all supplemental programs and expenditure of funds for the programs. They may exercise other powers, such as hearing complaints of Indian students and parents and participating in the negotiation of all contracts as outlined in 25 CFR Part 273.16, Powers and Duties of the Indian Education Committee.

Johnson-O'Malley Act: The Act of April 16, 1934, as amended by the Act of June 4, 1936, provides financial assistance to meet the specialized and unique educational needs of eligible Indian students (part of the Snyder Act).

Needs Assessment: The process where data is gathered to identify the kind of education programs needed by a school or student.

Objective: The aim or purpose of an activity or group to be completed within a specified time period.

Organizational Papers and By-Laws: The procedures accepted by a group to define the way it will be organized and conduct its business. The Indian Education Committee is required to submit its organizational papers and by-laws to the area education program administrator and are included in the Education Plan.

Parent Participation and Control: It is a regulation of the Johnson-O'Malley Act that the Indian parents in the community receiving funds have maximum participation and control of the supplemental programs. The contractor must provide for this policy in the Education Plan. To assure maximum parent participation and control, the Indian Education Committee has veto power for all programs and budgets.

Supplemental Programs: Programs which are designed to meet the unique and specialized educational needs of Indian students that may result from the socio-economic conditions of the parents, culture and language differences or other factors. The funds for such programs are supplemental, over and above regular programs, and do not supplant funds received from state, federal or local sources.

**INSTRUCTIONS FOR EDUCATION SUPPORT
RECORD AND REPORT OF EXPENDITURES
(Reimbursement Claims)**

1. An expenditure must be in an approved application plan and budget or it will be denied for reimbursement.
2. Submit completed Chickasaw Nation Johnson O'Malley Funds Record and Report of Expenditure claim with invoices, receipts and/or supporting documents with school's detailed expenditure and summary report.
3. If an expenditure is over the amount of your allocation, only the amount of the balance will be paid.
4. Keep a record of all payments.
5. Keep a beginning and ending balance of each line item and the total amount.
6. Please mail all JOM correspondence and reimbursement claims to the Chickasaw Nation Office of Supportive Programs, JOM Program, 300 Rosedale Road, Ada, OK 74820.

III. INDIAN EDUCATION COMMITTEE

- ◆ **Roles/Responsibilities of Indian Education Committee Vs. Contractor/Sub-Contractor**
- ◆ **Indian Education Committee Membership Eligibility**
- ◆ **Powers and Duties of Indian Education Committee**
- ◆ **Programs Approved by Indian Education Committee**
- ◆ **Election Guidelines**
- ◆ **Community Base Expenditures/Process**
- ◆ **Local Committee List and Election Certificate**
- ◆ **Examples of Local JOM Parent Committee By-Laws**
- ◆ **Conducting Meetings/Minutes/Motions**
- ◆ **Grievance**

ROLES/RESPONSIBILITIES OF THE INDIAN EDUCATION COMMITTEE VS. CONTRACTOR/SUBCONTRACTOR

Indian Education Committee

273.16 Participate in planning and development of Johnson O'Malley program.

273.15 (d) Participation of the Indian community must be sought.

273.16 Approve all programs prior to submission. Approve budget preparation and execution.

273.17 Approve changes in program and budget by written approval.

273.16 Participate in program evaluation and implementation.

273.16 (iv) Screen and recommend prospective staff.

273.16(iii) Recommend criteria for employment.

273.16(v) Evaluate staff and recommend action to contractor.

273.16 Request a copy of the negotiated contract.

273.16 Develop new by-laws.

273.16(2) Perform an assessment on a yearly basis of the learning needs in Indian children.

273.16 (b)(7) Inform community parents and professional staff on regular basis.

Contractor/Sub-Contractor

Incorporate the committee's input into development of the program.

Contractor/sub-contractor must utilize community input in developing program.

Submit to the contractor which will then submit to the Chickasaw Nation. Provide fiscal management and reports to the education committee.

Implement change in program. Submit changes to contractor which will then submit to the Chickasaw Nation for contract modification.

Report regularly to Indian Education Committee on progress of program achievement of goals and objectives. Provide progress reports to Chickasaw Nation.

Hire staff.

Write in costs as part of education plan.

Implement recommendations to education committee.

Provide copy of completed contract to education committee.

Make the by-laws part of the request for a contract.

Utilize findings in program development. Provide needed access to needed data and documents to assist committee in needs assessment process.

Work closely with Indian Education Committee in carrying out communication responsibility.

Provide the Chickasaw Nation with eligible Indian enrollment by tribal affiliation, age and grade.

Provide a line item budget justification to include those costs under Section 273.18 (j).

Provide a list of government property needed, Section 273.18 (q)(3)(4).

Program must contain the how, who, when for evaluation purposes, including how staff effectiveness will be evaluated.

Contractor/sub-contractor has the responsibility to assure that requirements under section 273.18 are part of the request for a contract.

INDIAN EDUCATION COMMITTEE

It is required that the local Indian Education Committee (IEC) be composed of five members, elected in an open meeting, each for one term of two years.

WHO IS ELIGIBLE FOR MEMBERSHIP IN AN INDIAN EDUCATION COMMITTEE?

According to the federal regulations, Sec 273.15 (a) (1): Indian Education Committees are elected from among parents (including persons acting in loco parentis, except school administrators or officials) of eligible Indian students enrolled in the schools affected by a contract.

This means that the parents of children who are verified as members or who are at least one-fourth degree Indian blood descendant of member Indian tribes are eligible to serve. Persons who act or are acting in loco parentis (in place of parent), such as parents of adopted children or legal guardians are also eligible to serve. Decisions affecting clarity shall be decided by the Chickasaw Nation JOM director.

School officials, school employees or spouses or aforementioned employees or officials are not eligible to serve as a committee member. However, this policy may be waived under extreme circumstances, which involve areas such as minimal Indian parent participation, at the discretion of the JOM director.

POWERS AND DUTIES OF INDIAN EDUCATION COMMITTEE

Code of Federal Regulations Sec. 273.16

- A. Consistent with the purpose of the Indian Education Committee, each such committee shall be vested with the authority to:
 - 1. Participate fully in the planning, development, implementation and evaluation of all programs, including both supplemental and operational support, conducted under a contract or contracts pursuant to this Part. Such participation shall include further authority to: Recommend curricula, including texts, materials and teaching methods, to be used in the contracted program or programs.
 - a. Approve budget preparation and execution.
 - b. Recommend criteria for employment in the program.
 - c. Nominate a reasonable number of qualified prospective educational programmatic staff members from which the contractor would be required to select.
 - d. Evaluate staff performance and program results and recommend appropriate action to the contractor.

2. Approve or disapprove all programs to be contracted under this Part. All programs contracted pursuant to this part shall require the written approval of the appropriate Indian Education Committee.
 3. Secure a copy of the negotiated contracts which include the programs approved by the Indian Education Committee.
 4. Recommend to the director of the Johnson O'Malley program, cancellation or suspension of a contract which contains the programs approved by the Indian Education Committee if the contractor fails to permit such committee to exercise its powers and duties as specified by this section.
- B. The organizational papers and by-laws of the Indian Education Committee may include additional powers and duties which would permit the committee to:
1. Participate in negotiations concerning all contracts under this part.
 2. Make an annual assessment of the learning needs of Indian children affected in their community.
 3. Have access to all reports, evaluations, surveys and other program and budget related documents determined necessary by the committee to carry out its responsibilities, subject only to the provisions of Sec.273.49.
 4. Request periodic reports and evaluations regarding the JOM educational programs.
 5. Hear grievances of Indian students and parents on matters related to programs in the educational plan.
 6. Meet regularly with the professional staff serving the Indian children and with the local education agency.
 7. Hold committee meetings on a regular basis which are open to the public.
 8. Have such additional powers as are consistent with these regulations.

**PROGRAMS APPROVED
BY INDIAN EDUCATION COMMITTEE
Code of Federal Regulations
Sec. 273.17**

- A. All programs contracted under this part shall:
 - 1. Be developed and approved in full compliance with the powers and duties of the Indian Education Committee as set out in Sec. 273.16.
 - 2. Be included as a part of the educational plan provided for in Sec. 273.14.
- B. No program contract pursuant to this part shall be changed from the time of its original approval by the Indian Education Committee to the end of the contract period without prior approval, in writing, of the committee.
- C. Programs developed or approved by the Indian Education Committee pursuant to this Part may, at the option of such committee, include funds for the performance of committee duties, including the following:
 - 1. Members' attendance at regular and special meetings, workshops and training sessions as the committee deems appropriate.
 - 2. Such other reasonable expenses incurred by the committee in performing its primary duties, including the planning, development, implementation and evaluation of the program.

ELECTION OF COMMITTEE MEMBERS

ELECTION:

- Persons in charge: The current local IEC
- Number to be elected: Three (3) members in even-calendar years.
Two (2) members in odd-calendar years.
- Election dates: To be held within the last week of September or the first week of October.
- Place: On school property.
- Election Notices: School administration's responsibility.
- Term: Begins the night of the election and is for a two-year period. The five-day protest will not affect this.

ORGANIZATION AFTER ELECTION

A committee meeting shall be held immediately after the election of members (election night) to organize and elect committee officers.

CONTESTED ELECTION

In the event of a contested election that cannot be resolved by the local Indian education coordinator and/or election committee, a written protest must be submitted to the Chickasaw Nation Johnson O'Malley Program director of office of supportive programs within five (5) days of that election and must be postmarked by midnight of the fifth evening following the election. **The director's decision is final.**

JOM Community Base Program Request for Reimbursement, P.O. or Check

1. Request needs to be submitted at least two weeks prior to function or activity on Community Base form.
2. Specify if needed for payment, purchase order, check or reimbursement, date needed and what object code this is budgeted from, attach invoice, receipts or contract/agreement.
3. If book order, attach book order list, include shipping & handling charges.
4. Check with the vendors to see if they accept purchase orders before the request is made.
5. If payment for tutor, need name, address, Social Security number, tutor logs and amount to be paid.

All expenditures to be reimbursed or paid must be included in your approved application, before payment will be made.

Any purchase made without prior approval is considered an unauthorized purchase. This will be an unallowable cost.

Department Process

1. Upon receiving request, school's file is pulled to verify the cost and in your budget to purchase, or an allowable cost, then stamped for payment or transferred to Chickasaw Nation requisition along with documentation.
2. Sent to director for approval, copies made and filed in folder and deducted from your budget. If a check is needed, the paperwork goes to the finance department for payment. If a purchase order is needed, this is sent to procurement for processing. After completion, the purchase order is mailed to the vendor or if stated, mailed to the person to hand-carry purchase order to vendor. Do not exceed amount on your purchase order.
3. Purchase orders take about two to three days to complete.
4. Checks take approximately two to three weeks to process.

BY-LAWS OF THE LOCAL JOM INDIAN EDUCATION COMMITTEE

The Johnson-O'Malley regulations require every Indian Education Committee (IEC) to adopt by-laws. The by-laws are rules used by the IEC to govern the group in a consistent, fair manner as long as they comply with the federal regulations. The purpose of the IEC shall be to bring about the most effective Indian education program possible. To achieve this, the IEC shall participate fully in the planning, development, implementation and evaluation of the JOM program.

Before developing the application, the local IEC shall establish and publicize procedures for the election of and IEC. The method of the election should be stated in the by-laws under election of members.

BASIC BY-LAWS ARTICLES:

ARTICLE I	<u>Name</u>
ARTICLE II	<u>Purpose</u>
ARTICLE III	<u>Membership</u>
ARTICLE IV	<u>Officers</u>
ARTICLE V	<u>Meetings</u>
ARTICLE VI	<u>Parliamentary Authority</u>
ARTICLE VII	<u>Amendments</u>
ARTIVLE VIII	<u>Ratification</u>

Other articles may be added as needed by the IEC or school district.

EXAMPLE OF INDIAN EDUCATION COMMITTEE BY-LAWS

The following by-laws are an example of how the Indian Education Committee may establish by-laws. Other items may be added to meet the local needs and may be more specific.

ARTICLE I Name of the Committee

The name of this committee shall be the (school name) Indian Education Committee.

ARTICLE II Purpose of the Committee

The establishment and the work of the parent committee are to comply with the regulations as found in the CFR. of April 1, 1995 (Refer to 25 CFR-Indians, Part 273.16, Powers and Duties of the Indian Education Committee and Part 273.17, Programs approved by the Indian Education Committee to complete the purposes).

Section 1. To promote the welfare of Indian children and youth in home, school, community, and tribe.

Section 2. To raise the standards of school achievement of Indian children.

Section 3. To bring into close relationship the home and the school so that parents and teachers may cooperate intelligently in the education of Indian children and the youth.

ARTICLE III Membership

Section 1. Establishment of the Indian Education Committee

A. According to Sub-part A, Part 273.15 of the April 1, 1995 regulations, an Indian Education Committee is to be elected from among the parents (including persons acting "in loco parentis") except school officials of eligible Indian students enrolled in the schools affected by a sub-contract under this Part.

B. The Indian Education Committee shall be composed of # members.

Section 2. Election of Members

A. New members are elected in an open meeting for a term of # years by a majority vote of parents of eligible Indian students in attendance.

- B. Two members are elected in odd-calendar years and three members in even-calendar years.
- C. Membership in the Indian Education Committee cannot be transferred.

Section 3. Annual Elections

- A. Nominations for new members shall be taken from the floor by an eligible voter at a duly called meeting.
- B. Votes shall be cast by secret ballot and tallied visibly so that all in attendance will know the results.

Section 4. Voting Rights

- A. Each member shall have one vote in any matter submitted to the parent committee for a general vote.
- B. Proxy voting and absentee balloting shall not be permitted.
- C. A member may abstain from voting on any matter.

Section 5. Termination of Membership

- A. Any member may resign by giving a written resignation to the parent committee.
- B. A member shall be automatically removed from membership in the Indian Education Committee for the following reasons:
 - 1. The member does not attend any regular or special meetings of the committee for # consecutive months.
 - 2. The child of the member is no longer enrolled in the affected school district.
 - 3. The member no longer represents the group or organization that was supposed to be represented by that member.

Section 6. Vacancies

- A. By affirmative vote of members of the committee, a vacancy can be filled.
- B. The new member will only serve the remaining time of the vacancy.

Section 7. Powers and Duties

- D. Recommend curriculum, including Recommend texts, materials and teaching methods to be used in the contract program(s).
- E. Approve budget preparation for execution.
- F. Recommend criteria for employment in the program.
- G. Nominate a reasonable number of qualified prospective staff members from which school would be required to select. (By-laws should indicate the number of qualified applicants to be nominated.)
- H. Evaluate job positions and program results and make recommendations to the school.
- I. Secure (obtain) a copy of the sub-contract (application).
- J. Recommend cancellation or suspension of approved program if school fails to permit committee to exercise powers and duties.
- K. The organizational papers and by-laws of the Indian Education Committee may include additional powers and duties which would permit the Committee to:
 - 1. Participate in negotiations concerning all contracts under this part.
 - 2. Make annual assessment of the learning needs of Indian children in the community affected.
 - 3. Have access to all reports, evaluations, surveys and other programs and budget related documents determined necessary by the Committee to carry out its responsibilities, subject only to the provisions of 273.49.
 - 4. Request period reports and evaluations regarding the Indian education program.
 - 5. Hear grievances related to programs in the education plan.
 - 6. Meet regularly with the professional staff serving Indian children and with the local education agency.
 - 7. Hold committee meetings on a regular basis, which are open to the public.
 - 8. Have such additional powers as are consistent with these regulations.

ARTICLE IV Officers

The officers of the Indian Education Committee shall be a chairman, vice-chairman and secretary. Other officers may be appointed as the committee elects.

Section 1. Election and Term of Office

The officers of the Indian Education Committee shall be elected by a majority vote at the annual committee election. The committee members shall serve for one year.

Section 2. Vacancy

A vacancy in the Indian Education Committee may be filled by a majority vote of the members present at a general meeting. The newly elected officer shall serve only for the unexpired portion of the term of the vacant office.

Section 3. Removal

Any officer may be removed by a two-thirds vote of all members present whenever it is in the best interest of the committee.

Section 4. Duties of the Officer

A. Chairman

The chairman shall perform all duties incidental to the office of the chairman and such other duties as may be prescribed by the Indian Education Committee from time to time. Specific duties are to preside over all general committee meetings and sign all letters, reports and other committee papers as required.

B. Vice-Chairman

The vice-chairman will assume the role of the chairman in his/her absence. Other duties of the vice-chairman are: ensure that membership on the Indian Education Committee is consistent with federal guidelines and arrange for speakers and special programs. He or she shall perform such other duties as may be prescribed by the committee from time to time.

C. Secretary

The secretary shall keep the minutes of the meetings, regular, special and emergency and shall provide minutes to the committee, school administrator and to such other persons the committee may indicate. He or

she shall see that all notices are given in accordance with the provisions of these by-laws, be custodian of the committee's records and keep a list of the addresses and telephone numbers of each committee member. The secretary shall perform other such duties as prescribed by the Indian Education Committee from time to time.

ARTICLE V Meetings

The Indian Education Committee shall meet not less than four times a year and on the call of the chairman. A majority of the members present at any meeting may adjourn the meeting.

Section 1. Regular Meetings

- A. The date and time of regular meetings will be decided by a majority vote at the first organizational meeting of the year.
- B. Notice of regular meetings shall be in writing and shall state the date, hour and location of the meeting.
- C. Notices shall be mailed to each member not less than five days before the date of each meeting.
- D. A copy of the agenda shall be enclosed with the notice.
- E. All regular meetings shall be open to the public in compliance with the Open Meeting Act.

Section 2. Quorum

The presence of a simple majority of the committee shall be required to constitute a quorum necessary for the transaction of the business of the Indian Education Committee. No decision of the committee shall be valid unless there is a majority vote of the members constituting a quorum.

Section 3. Agenda

- A. The agenda for each meeting shall be prepared by the Chairman. Individual members of the Indian Education Committee are encouraged to submit agenda items for the chairman or present their proposals formally under the agenda item of "New Business."
- B. An item may be placed on the agenda by contacting the chairman at least five days prior to the regular meeting date.
- C. In accordance with the Open Meeting Act, an agenda must be posted at the place of the regular meeting at least 24 hours in advance of the meeting.

Section 4. Special Meetings

- A. Special meetings may be called by the chairman or by a majority vote of the committee. All members shall be notified by telephone, if necessary.

ARTICLE VI Parliamentary Authority

- A. The (name of school) Indian Education Committee will be ruled by Robert's Rules of Order, Newly Revised.

ARTICLE VII Amending the By-Laws

- A. The by-laws may be amended at any regular meeting by a majority vote of the members of the parent committee in attendance, provided that the amendment is to carry out the purpose of objectives of the parent committee as expressed above. Any amendment must conform to 25 Code of Federal Regulations, Part 273.

ARTICLE VIII Ratification

- A. These by-laws shall be declared adopted by the Indian Education Committee when passed by majority of the full membership of the committee, at a general meeting of the committee.
- B. These by-laws are approved by the (name of school) Indian Education
- C. Committee at a regular meeting held on _____, 200__.

IN WITNESS THEREOF,

Chairman

Vice-Chairman

Secretary

Member

Member

SAMPLE AGENDA
JOHNSON O'MALLEY
(NAME OF SCHOOL) PARENT COMMITTEE MEETING

Tuesday, August 8, 2000
6:00 p.m. Chickasaw School Library

- I. Call to order
- II. Roll call
- III. Reading of minutes of July 9, 2000 meeting
- IV. Treasurer's report
- V. Old business
 - A. Report on first semester tutoring program
 - B. Report on incentive program
- VI. New business
 - A. Discussion of cultural trips
 - B. Any other new business

A. Parliamentary Procedure

If a quorum is present the chairman calls the meeting to order. The vice-chairman presides in the chairman's absence and the secretary if neither the chairman or the vice-chairman can be present. If a quorum exists and no officers are present, but business must be conducted, the membership present may elect a temporary chairman or chairman pro tem who serves for that meeting only.

- 1. The chairman requests the secretary to read the minutes of the last meeting. If there are no corrections (or after corrections have been made) the chairman announces the minutes will stand as read, or may ask for a motion to approve minutes.
- 2. The chairman then asks for reports from officers (e.g. financial report by the treasurer) and reports from standing or special committees. Unless a report requires action by the members, no motion is necessary for it to be received nor must it be approved if it's simply for the members' information.
- 3. The chairman asks if there is any unfinished business. Action is completed on any business not settled when the last meeting was adjourned.
- 4. The chairman asks if there is any new business. Each new motion is discussed and settled before another main motion can be proposed. Action is completed or deferred on all new business.
- 5. The chairman asks if there are any announcements
- 6. The chairman asks if there is any further business. If there is no business presented, the meeting is adjourned.
 - a. If the committee wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by a motion.

B. Minutes: When recording minutes

- 1. Record what is done, not what is said.
- 2. Keep notes together in a special notebook.

3. Organize the notes into clear, concise statements and record in permanent minute books to be read at the next meeting.

Record each motion in a separate paragraph.

4. Minutes should be read and approved by the committee at the next regular or adjourned meeting. If the organization is not scheduled to meet for several months, the minutes should be read before adjourning the meeting, or a committee may be appointed to approve them when they are in permanent form.

The final form of minutes:

Should be typewritten or legibly written in permanent ink.

1. Should be recorded with wide margins to provide space for corrections. If typewritten, double-space between lines.
2. Should not be defaced. Corrections should be made by bracketing errors and writing corrections in the wide margin.
3. Should be kept in book form. If in longhand, a bound book should be used. If typewritten, a loose-leaf notebook may be used. When a loose-leaf notebook is used, each page should be signed or initialed by the secretary and one other officer to guard against substitution of pages.

The minutes should include the following information:

1. Name of the committee;
2. Place and date of the meeting;
3. Kind of meeting (regular, special, emergency);
4. Who presided (chair, vice chair, secretary, chairman pro tem, etc.);
5. Members present (a sign in sheet can be used to simplify this task);
6. Whether the minutes of the previous meeting were read and/or approved, or whether the reading of the minutes was dispensed with;
7. Reports that were read and/or approved;
8. Motions made and whether they carried or failed;
9. Resolutions adopted (record in full);
10. Record of voting (ballots cast "for" and "against");
11. Committee appointed or disbanded;
12. Business not concluded when the meeting adjourned;
13. Each IEC may have its own format and additional information it requires to be recorded; Upon reading the minutes at each meeting and their being approved, the secretary should sign the minutes and send a copy to the JOM office

SAMPLE MINUTES

The Ideal JOM Indian Education Committee had a regularly scheduled meeting on Friday, February 11, 2000. Chairman Smith called the meeting to order at 1:30 p.m. Smith, White, Black, Adams, Green and Brown were present for quorum. The minutes of the January 14, 2000, meeting were read and there being no additions or corrections were approved as read.

The treasurer reported that the program spent \$3,500 this year, with \$8,500 remaining for the balance of the program year. The treasurer reminded the committee that heavy expenses would occur in August/September with the beginning of school.

Old Business:

Adams reported that the Title IX Program would provide tutoring for elementary Indian students and moved that the JOM program not provide tutoring to avoid duplication of effort. White seconded the motion, which carried unanimously.

New Business:

Brown moved, and Adams seconded, that some of the funds previously allocated for elementary level tutoring be used for an end of school awards assembly to honor Indian students achievements. The motion carried unanimously. Chairman Smith requested that Brown check with the school about using the auditorium for the assembly and with the local trophy shop for cost of awards.

Announcements:

Black announced the Ideal Powwow for the weekend of April 30, 2000. Bring your own dishes and chairs. There being no further business, the meeting was adjourned at 3:30 p.m.

Respectfully Submitted,

Secretary (or Recorder)*
Ideal JOM Indian Education Committee

***the individual recording the minutes should sign.**

◆ **Motions – How to Make a Motion**

Member addresses the chair

Chair recognizes member

Member makes motion

Another member seconds the motion

Chair restates the motion

The group discusses the motion; if a move is made to amend the motion, the move to amend must be seconded, discussed and voted upon

Announce the result

◆ **Types of Amendments:**

To strike a word, phrase, etc.

To insert a word, phrase, etc.

To divide the original motion into two motions

To substitute one item for another

◆ **Ways for Voting on Motions:**

General Consent

Voice vote

Show of hands

Standing vote (counting members)

Secret Ballot

GRIEVANCE PROCEDURES FOR JOHNSON O'MALLEY INDIAN EDUCATION COMMITTEE

Grievance procedures for complaints from Indian students, parents, community members and tribal representatives relating to program(s) sub-contracted under Johnson O'Malley in the Chickasaw Nation shall be as follows:

1. The complainant shall submit his/her grievance in writing to the local Indian Education Committee (committee is defined in application) for investigative review for action.
 - A. Upon receipt of a written complain, the Indian Education Committee shall, within 10 working days, make an investigation, document and submit its findings to the complainant. If the complaint cannot be resolved within the specified time, then the Indian Education Committee may request additional time from the complainant.
 - B. If the complaint cannot be resolved by the Indian Education Committee to the satisfaction of the complainant, the committee shall forward the complaint with all investigative documents, findings and/or recommendations to the school's federal programs director or program coordinator.
2. The federal programs director or program coordinator shall proceed as follows:
 - A. Schedule a meeting with the local Indian Education Committee chairman and a school official (school official is optional for a community base program) to be held within 10 working days after a complaint has been received.
 - 1) A grievance committee consisting of a Chickasaw Nation Johnson O'Malley staff member, parent committee member and a school administrator will review the complaint, investigative document(s), findings and/or recommendations.
 - 2) Every effort will be made by this committee to resolve the complaint.
 - B. Within 10 working days of this meeting, the grievance committee will provide the complainant with a written notice of the committee's decision.
 - C. If the complainant is not satisfied, the grievance committee will forward the complaint to the manager of the Chickasaw Nation Johnson O'Malley program for review and action.
3. The findings of the Chickasaw Nation Johnson O'Malley coordinator shall be final.
4. Grievance procedures on complaints from the local Indian Education Committee relating to the Chickasaw Nation Johnson O'Malley program shall be as follows:
 - A. The chairman of the Indian Education Committee shall submit the complaint, in writing, to the Chickasaw Nation Johnson O'Malley program manager for

investigation, review and action. In the event the complaint concerns a direct action of the manager, the complaint shall be submitted to the Chickasaw Nation director of Office of Supportive Programs.

- B. Either the program coordinator or the director of Office of Supportive Programs shall, within 30 days from the receipt of the complaint, report the findings to the complainant.
 - C. The findings of the Chickasaw Nation Johnson O'Malley manager shall be final.
5. Grievances against the Johnson O'Malley manager shall be as follows:
- A. The complainant shall submit the complaint in writing to the director of the Chickasaw Nation Office of Supportive Programs for investigation, review and action.
 - B. The Chickasaw Nation director of office of supportive services shall, within 30 working days from the date of the receipt of the complaint, report the findings to the complainant.
 - C. The findings of the Chickasaw Nation director of the office of supportive services shall be final.

IV. PROPOSAL APPLICATION PROCESS

- ◆ **Needs Assessment/Survey Example**
- ◆ **Type of Programs Can Be Used**
- ◆ **Evaluating Program Effectiveness**
- ◆ **Description of Educational Support**
- ◆ **Eligible Incentive Awards**
- ◆ **Application General/Budget Information**
- ◆ **Program Application Form/Example**
- ◆ **Budget Modification Form**

ASSESSMENT OF EDUCATIONAL NEEDS

Needs Assessments – A process designed to gather information about the specialized and unique educational and culturally related needs of eligible Indian students. It provides direction for the development of programs to meet specific needs.

A needs assessment is a determination of what the actual needs are of an organization, a group or an individual. A need is defined as a “condition or discrepancy” from the norm. It can be based on either subjective or objective information. Clear objective, quantifiable data is preferable in determining need.

When conducting a needs assessment, sufficient time and effort should be devoted to it to ensure accurate results. It does not have to be a complicated process. Needs are developed from a study of current existing data or from collected information which is specific to determining whether a particular “condition or discrepancy” truly does exist within the district. From this information a clear, concise, credible list of district needs can be objectively determined.

The following steps are guidelines for developing a survey instrument:

A. Determine what questions you will ask.

Involve parents, students, teachers and administrators in order to identify as many student need areas as possible. Each community may have different student needs.

B. Decide how the survey will be designed.

1. Needs will be ranked from high to low.
2. Yes or no type questions.
3. Written recommendations.

C. Determine how the survey will be distributed.

1. Mail.
2. Telephone.
3. Door-to-door.
4. Face-to-face.
5. Newspaper questionnaires.
6. Delivered through students.
7. Group meetings.

D. Collect the answers.

Organize the answers in a cumulative form in order to determine the areas with the highest responses.

E. **Obtain objective information to document the existence of the identified needs.**

1. Dropout rates.
2. Academic achievement levels.
3. Standardized test scores.
4. Attendance records.
5. Number of students participating in school activities (e.g., band, athletics).
6. School grades.

F. **Rank the needs on a priority basis.**

1. Look at the total cost, the amount of time it will take and how much space is available to meet these needs.
2. Examine other programs in order to coordinate services under the JOM program with local, state or federal programs. JOM funds should be used to supplement existing programs to meet the unique needs of Indian children. **Supplanting is illegal.**

Each Indian Education Committee should design a survey that will provide information about the unique and cultural needs of the students in their community.

EXAMPLE OF JOM NEEDS ASSESSMENT SURVEY

A. What do you feel are the most important needs of the Indian students in your public school system?
(Please indicate by placing a check mark to the left of the letter).

- 1. Tutoring: Elementary: _____ Secondary: _____
- 2. Indian Cultural Programs
- 3. Counseling: High School: _____ Jr. High: _____ Elementary: _____
- 4. Math Improvement
- 5. Classroom Aides
- 6. Home/School Aides
- 7. Reading Improvement
- 8. Educational Support (List): _____
- 9. Indian Studies Program in the Schools
- 10. More Parental Participation in the Schools
- 11. Career or Job Orientation and Information
- 12. Other Suggestions: _____

B. Rank the three most important needs (in order of priority):

- 1. _____
- 2. _____
- 3. _____

C. How do you think JOM funds could be used to meet the needs listed above?

D. Please check the category/categories that describe/s you:

- | | |
|---|--|
| <input type="checkbox"/> Parent Guardian | <input type="checkbox"/> High School Student |
| <input type="checkbox"/> Principal | <input type="checkbox"/> Jr. High Student |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Elementary Student |
| <input type="checkbox"/> JOM Staff | <input type="checkbox"/> Other |
| <input type="checkbox"/> Committee Member | |

HOW CAN JOM BE USED? TYPES OF PROGRAMS

There are a number of different types of programs which school districts and tribal contractors can operate. These programs should be developed according to the needs of the eligible Indian students as determined through a needs assessment conducted by the parent committee and/or contractor. The amount of Johnson O'Malley funds available to the contractor will also determine which programs can be reasonably and successfully implemented and operated.

Another factor to be taken into consideration when planning activities is to ensure that Johnson O'Malley funds are used to support existing programs (supplemental) and not replacing programs that are being provided by another funding resource (supplanting).

- A. Supplemental Programs – Programs that support and are in addition to existing programs in the public schools. Johnson O'Malley funds cannot be used to replace existing programs but may be used to support or enhance the regular school programs.
- B. Supplanting Programs – Supplanting means establishing or building programs using Johnson O'Malley funds which the school should already be providing from their regular budget. **Johnson O'Malley funds cannot be used to replace funds which should be provided for existing programs. Supplanting is not legal in Johnson O'Malley programs.**

Examples of some types of programs currently being conducted through JOM:

Tutorial/Aides – Under this program, tutors or aides are provided to assist the classroom instructors. Tutors provide one-on-one assistance to students needing special attention. Aides provide general assistance to a group of students, but may also provide one-on-one assistance if the situation calls for it.

Teacher Aide – Assist teachers with skills reinforcement.

Tutors – Provide tutoring on a scheduled basis.

Head Start/Kindergarten Enrichment – Funds identified for this service may be utilized in a variety of ways, such as staff, supplies and equipment.

Alternative Program – Funds utilized for this component provide for staff, supplies and equipment in an alternative setting and use different methods and techniques than the students experience in a more traditional program.

Indian Education Committee Activities – Funds budgeted for this activity enable members of the Indian Education Committee to participate in training and attend educational workshops and provide opportunities to share information with other Johnson O'Malley programs.

Cultural Activities – Cultural activities in the form of art, music, literature, history enrichment projects, field trips and speakers are an important part of Native American heritage. Local community resource people are asked to provide enrichment activities to schools.

Substance Abuse Counseling – Unique counseling programs for those student with poor scholastic and attendance records who may have undetected alcohol or drug abuse problems.

Career Development Counseling – Activities designed to inform students of career opportunities, job skills or higher education programs available.

Education Support – In order to ensure that program funds for this purpose are expended in a manner to meet the greatest need of the IEC, with input from the contractor, should develop eligibility guidelines and specific areas where assistance may be provided. **Eligibility guidelines should clearly identify financial need on the part of the parents. In cases where students incur educational expenses that the family cannot financially provide, JOM funds may be used.** The type of aid that is provided should enable the student to fully participate in the educational programs available through the school.

Education Incentive Award – Incentive awards for students who have **excelled** and meet one or more of the following criteria. The awards should be based on citizenship, good/perfect attendance, academic achievement (grades), active school participation, active leadership or potential artistic ability (fine arts, music, drama, dance Native American cultural/crafts), sports achievement and improved attitude/behavior.

Pro-Rata – Tribal contractors and state and local school officials should be cautioned about non-eligible students participating in its program and activities funded solely through JOM funds. Whenever such participation is of significant percentage and impact, provisions should be made to prorate the cost with other funding sources.

25 CFR, Part 273.32, pro rata requirement, states “All monies provided by a contract pursuant to this part, shall be expended only for the benefit of eligible Indian students. Where students other than eligible Indian students participate in programs contracted under this part, money expended under such contract shall be prorated to cover the participation of only the eligible Indian students, except where the participation of non-eligible students is so incidental as to be de minimus. Such de minimus participation must be approved by the Indian Education Committee.

EVALUATING PROGRAM EFFECTIVENESS WHAT IS EVALUATION?

Evaluation is an integral part of program planning, needs assessment, program objectives and program implementation. Evaluation information can be used as needs assessment data. Evaluation, if properly conducted, allows the contractor to determine if the objectives of the program were met. Evaluation should be completed on a calendar or fiscal year basis.

Evaluation is a starting point in the planning process. For first year programs, evaluation of "existing conditions" results in the identification of "NEEDS." For on-going programs, evaluation contributes to the improvement of those programs.

The Education Plan documents the NEEDS of the Indian students and sets forth a plan for meeting those needs. The plan is based on GOALS, OBJECTIVES and ACTIVITIES developed by the Indian Education Committee.

Evaluation information from one year should be used for planning the following year. To assess a plan and its achievement of educational goals, the evaluation process will indicate that programs have been carried out as planned. Program planning may consist of development of GOALS, identification of NEEDS, setting of OBJECTIVES, designing of ACTIVITIES and allocation of RESOURCES.

Decisions to adopt, maintain, modify, expand or cancel objectives may be done at all stages of a program after an evaluation is conducted. Evaluation provides factual information as a basis for any changes to the program.

PURPOSE OF EVALUATION

The primary purpose of evaluation is to provide the Indian Education Committee with information as a basis for continuing, modifying or expanding the Johnson-O'Malley program.

The Indian Education Committee depends on evaluation information to enhance the total process of decision-making. The evaluation of the Johnson-O'Malley program is a joint effort between the contractor and the Indian Education Committee. This cooperative effort includes the following:

1. Development of the evaluation design.
2. Participation in the evaluation activities and procedures.
3. Evaluation of staff performance.
4. Evaluation of program effectiveness.
5. Review of evaluation findings and reports.
6. Participation decisions related to evaluation activities and findings.

Some contractors have established policies on program and personnel evaluation. When the contractor is a school district or Indian organization representing more than one tribal group the policies of the organization should be followed. To prevent problems and enhance the evaluation effort, the following steps may be taken:

1. All evaluation provisions should be spelled out in the Education Plan.
2. The Indian Education Committee should include policies and procedures in the by-laws of the committee.
3. The Indian Education Committee may review the established personnel policies with the contractor, as needed.
4. The contractor and Indian Education Committee should review and agree upon all evaluation provisions of the application.

DESCRIPTION OF EDUCATIONAL SUPPORT

Educational support funds are for purchasing necessary items for a student involved in an academic or school-related activity. Educational support funds cannot be used to supplant other services available through federal programs and state monies.

The Indian Education Committee is responsible for determining the eligibility of students and items to be purchased. A student's eligibility for educational support funds must be based on:

1. Public Law 99-228.
2. Financial need of the student and/or other criteria as established by the IEC.

EDUCATIONAL SUPPORT GUIDELINES

1. Only items approved by the IECs, LEA and JOM office may be purchased. **No reimbursement will be made for items not included in an approved educational support budget.**
2. Eligible items are those required for school participation. A narrative description of items requested must be included with the application.
3. All educational support funds will be paid and accounted for by the JOM contractor.
4. An itemized voucher or invoice, purchase order or copies of actual receipts must be used as documentation of purchase.
5. **No cash payment will be made to any parent or student.**
6. Schools are required to furnish certain items for students. Any item that the school furnishes to other students as part of their school policy will not be an eligible item for JOM funds.
7. All items purchased with educational support funds become the property of the student for whom it was purchased, except for lease-purchase items such as band instruments.
8. When educational support items are purchased in quantity, such as school supplies, to be distributed to JOM students, a signature sheet will be required showing the date, item received and the signature of the student or parent. This sheet needs to be retained for monitoring purposes and will be reviewed by the monitoring agent.
9. A JOM contractor may choose to enter into an agreement with a local merchant to purchase school supplies, etc., through a voucher system. This voucher must be made available for monitoring purposes. A copy of this voucher or invoice from the merchant must clearly show the student's name and item(s) purchased.

EDUCATIONAL SUPPORT ITEMS

Educational support is items which are required for students to participate in school. Such items include, but are not limited to:

- A. School supplies (tablets, paper, pencils, markers, etc.).
- B. Shop supplies (wood).
- C. Instrumental rental (band or music).
- D. Home economic (sewing materials, etc.).
- E. Fees (science, math).
- F. Test fees (ACT, etc.).
- G. Graduation gowns.
- H. Cultural/art supplies/materials (arts/crafts).
- I. Extra-curricular (Native American club, drama, speech, honor society).
- J. Science/environmental projects (materials).
- K. Other (correspondence course in order to graduate, etc.).

Unallowable costs are items that are not required for school participation.

- A. Graduation announcements.
- B. Class rings.
- C. Letter jackets.
- D. Personal clothing.
- E. Class pictures.
- F. Class yearbooks (annuals).
- G. Athletic equipment/athletic shoes.

ELIGIBLE INCENTIVE AWARDS

JOM Programs may provide incentive awards for students who have **excelled** and meet one or more of the following criteria. The awards should be based on citizenship, perfect/good attendance, academic achievement (grades), active school participation, active leadership or potential artistic ability (fine arts, music, drama, dance, American Indian cultural & crafts), sports achievement and improved behavior/attitude. Items for the incentive program should be a one-time presentation to the student and are usually not required for school participation. Items may include, but are not limited to:

1. T-shirts (imprinted with emblem).
2. Plaques, trophies, certificates, medals.
3. Sport bags/back packs.
4. Gift certificates (monetary).
5. Field trips (museums, theaters).
6. Door prizes.
7. Award banquet.
8. Books.
9. Picnic, traditional meal.
10. Activities day, fun days.
11. Cultural awards/honors powwow.

Ineligible Incentive Award Item:

1. Student monetary awards (no cash).

INDIAN EDUCATION COMMITTEE EXPENSES

1. Training (JOM in-service, conference, workshops).
2. Stipends for attendance at JOM meetings/training sessions.
3. Mileage to and from JOM meetings/training sessions.
4. Refreshments/meals for JOM meetings.

TRIBAL/COMMUNITY PROJECTS

The JOM contractor may choose to provide as part of the project, activities for parents, youth and JOM staff designed to improve educational opportunities. Activities may be carried out directly by the contractor or coordinated through the local JOM programs. Activities may include:

1. Youth educational projects
 - A. Summer youth educational camps
 - B. Youth training sessions
2. Parent/student projects
 - A. Activity days
 - B. Craft sharing
3. Parent/JOM staff training sessions
 - A. Networking with federal, state, local, and tribal resources



CHICKASAW NATION JOHNSON-O'MALLEY

Federal Contract Date: October 1, 2009 - September 30, 2010

Tribal Contract Date: July 1, 2009 - June 30, 2010

**Department of Education Services
300 Rosedale Road/Ada, Oklahoma 74820**

Check One: School Based Program Community Based Program

Name of School: _____ Superintendent: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____	Contact Person: _____ Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____
---	--

1. Total School Enrollment	_____
2. K-6 JOM Enrollment	_____
7-12 JOM Enrollment	_____
Total JOM Enrollment	_____
3. Proposed Budget	\$ _____

Contractor: Certification
The data in this application is true and correct, the governing body of the applicant has duly authorized the document and the application will comply with the attached assurances if assistance is approved.

_____ or _____
Signature - School Administrator **Signature - JOM Chairperson** **Date**
(School Based Program Only) (Community Based Program Only)

- CHECK AND INCLUDE THESE ATTACHMENTS WITH THE APPLICATION**
- | | |
|---|--|
| _____ 1. Application (signed/dated) | _____ 4. Budget Summary (signed/dated) |
| _____ 2. Assurances (signed/dated) | _____ 5. Budget Justification |
| _____ 3. Student Improvement Education Plan (3 pages) | _____ 6. Certificate of Participation (signed/dated) |

FOR INTERNAL USE ONLY (To be completed by the appropriate education representatives)

CERTIFICATION: I certify the application has been reviewed in accordance with standards set forth in 25 CFR, Johnson-O'Malley Regulations, and is hereby recommended for approval.

Date Reviewed: _____ **Amount Approved:** _____

Representative, Office of Supportive Programs **Director, Office of Supportive Programs**

RETURN SIGNED APPLICATION AND REQUIRED DOCUMENTATION BY MAY 1, 2009

JOHNSON O'MALLEY APPLICATION GENERAL INFORMATION

- A. The application period for the fiscal year is from July 1st to June 30th. The application is due to the Chickasaw Nation by May 1st.
- B. If there are significant changes in your JOM program, a program/budget modification and justification must be submitted and approved before being utilized.
- C. Final annual reports are due by September 1st (or the next business day should this fall on a holiday). This report should reflect how program objectives are being accomplished.
- D. Final student certifications, with rosters attached, are due by October 31st. Student count should be conducted the first week in October.
- E. The purchase of equipment is discouraged. If the LEA or parent committee believes equipment is essential for the function of the program, or students are not receiving the needed education due to a lack of equipment, a written justification request signed by the superintendent and the JOM chairperson must be submitted to the Chickasaw Nation. After review of your justification, an approval or disapproval will be forwarded to the LEA/parent committee.
- F. Property and equipment purchased with JOM funds become the property of the Chickasaw Nation. The Chickasaw Nation Property and Supply Department or the department of education services must tag all property and equipment. The contractor must keep an inventory of property and equipment which reflects the description, purchase price and serial number. The contractor must forward an updated inventory list to the Chickasaw Nation when additional equipment is purchased. The Chickasaw Nation Department of Education Services must be contacted prior to the disposal of any excess property.
- G. JOM education funds are for the purpose of funding specialized and unique educational needs of eligible Indian students (CFR 1). Expenditures for field trips, student meals and personal items for selected children must have prior approval of the Chickasaw Nation Department of Education Services (25 CFR 273.1 [a]).
- H. These documents are acceptable for eligibility:
 - 1. A Certificate of Degree of Indian Blood (CDIB). All students must have their own CDIB card or have their own tribal documentation showing eligibility.
 - 2. The CDIB can be accepted as sufficient membership, regardless of blood quantum, if the tribal membership is not dependent upon a blood quantum requirement.
 - 3. Official tribal certification, regardless of blood quantum, that the student is a tribal member, as this meets the member of Indian tribe criteria.

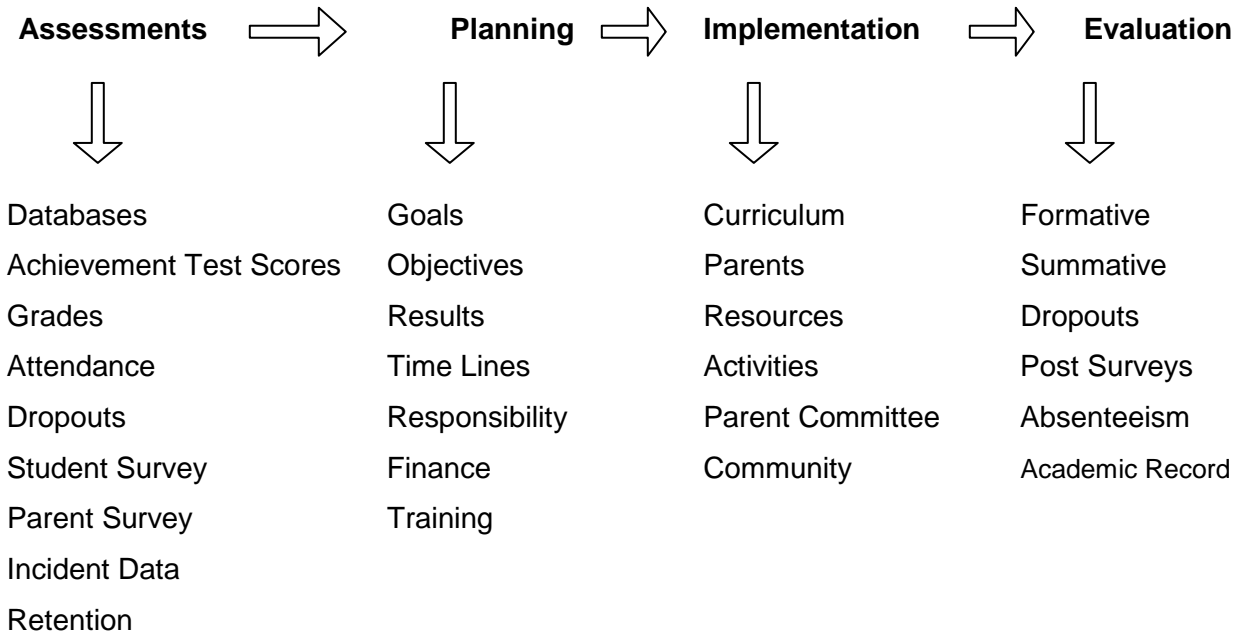
JOHNSON O'MALLEY APPLICATION BUDGET INFORMATION

- A. Budget revisions require a letter of justification signed by the superintendent and the JOM chairperson.
- B. Expenditure reports must match either the original budget or a budget revision. A ten percent (10%) variance is allowable for such expenditure entries. The 10% variance should not be over the total amount of the allocation.
- C. The Chickasaw Nation contract year is October 1st to September 30th. Final expenditure claims are due August 1st. No expenditures will be reimbursed for purchases during the previous year contract period.
- D. Purchase order/invoice receipts must accompany and match expenditure reports. Expenditures will not be paid without the purchase order/invoice receipts. Double check for overlapping reporting periods in each expenditure claim submitted.
- E. Negative ending balances are not acceptable for payment. The ending approved balance must be \$0.
- F. **There will be no carry-over of funds**, so you are strongly encouraged to spend your program allocation in the current year, thus avoiding any funds being lost and returned to the tribal budget.
- G. All programs are required to include a minimum of 5% of the allocation amount for school supplies for eligible children, unless justification is provided. Omission of this item may be justified if supplies are offered through other sources.
- H. All parent committee expenses for national, state and local conferences must be included in the application budget.
- I. Salary for program administrator/coordinator shall not exceed twenty-five (25%) of total allocations.

JOHNSON O'MALLEY APPLICATION PLANNING YOUR JOM PROGRAM

The foundation for a successful Indian education program is a committed Indian education committee dedicated to a well-planned program. If your Indian education program is to be effective, it must be planned as thoroughly as any other academic program. Serious consideration must be given to assessments, planning, implementation and evaluation. A comprehensive plan addresses, in detail, each one of the four components.

EDUCATION PROGRAM DESIGN MODEL



This is not a comprehensive list. It should serve as a start-up reference for your Indian education program development.

IV. **Comprehensive Education Plan:** Describe in detail your comprehensive plan. Please include all activities which will be used to assist in realizing your objectives.

V. **Quantitative Program Evaluation:** Provide how you plan to achieve a quantitative evaluation of the effectiveness of the program in meeting your stated measurable objectives (see number three). Evaluation measures how well the program has contributed to the attainment of the goals and objectives. Your evaluation should provide objective (not subjective) concrete information about how well your measurable objectives were accomplished.

JOHNSON O'MALLEY APPLICATION BUDGET SUMMARY

FY: _____ **PROJECT CODE:** _____ **DATE:** _____
 (If needed for school use)

COUNTY: _____ **DISTRICT:** _____ **ALLOCATION:** _____

	OBJECT	A. Instruction 1000	B. Guidance Services 2120	C. Other Support Services for Students 2190	D. Improvement of Instructional Services 2210	E. Vehicle Operating Services 2720	F. Other Support Services 2100
1	100/200 Salaries Permanent and Temporary Employees Fixed Charges/Benefits						
2	300 Professional Services Contract Fees						
3	400 Property Services Rentals/lease/maintenance						
4	500 Other Purchases or Services other than Professional or Technical-Eligible Incentive Awards/Banquets						
5	510 Student Trans/Travel Transporting Students to/from Activities						
6	580 Staff Travel Staff, IEC and JOM Coordinator						
7	600 Supplies Paper, Pencils/ACT Fees/Caps and Gowns						
8	640 Materials Books, Periodicals, Magazines, Workbooks, etc.						
9	650 Specialized Materials Videos, Testing Materials, Software, Instructional Materials						
10	659 Parent Committee and Student Activity Expenses						
11	800 Other Registration/Tuition (staff only)						
12	TOTAL						

TOTAL BUDGET _____

Signature – School Superintendent (school based only)

Date

Signature – JOM Chairperson

Date

JOHNSON O'MALLEY APPLICATION BUDGET JUSTIFICATION

From your proposed budget, justify your program cost using the following categories.

1. Staffing: Describe in detail how the staff paid by JOM funds will be utilized. Funds to be used for tutoring programs should list an itemized explanation of hourly wages, benefits provided, number of hours budgeted and designate if a certified or non-certified instructor is to be used. (Object 100 and 200)

2. Professional Services: (Object 300)

3. Property Services: (Object 400)

4. Other Purchases or Services: (Object 500)

5. Student Trans./Travel: (Object 510)

6. Staff Travel: (Object 580)

7. Supplies: (Object 600)

8. Materials: (Object 640)

9. Specialized Materials: (Object 650)

10. Parent Committee and Student Activity Expenses: (Object 659)

11. Other: (Object 800)

JOHNSON O'MALLEY APPLICATION APPLICATION FOR CONTRACT – PART II

Required Assurances

Contract Administration

The contractor assures that it will comply with the statutes, regulations and policies of the program under the Johnson O'Malley Act (Code of Federal Regulations (CFR) 25 Indians Part 273 and 276.11)

1. All reasonable steps were taken to obtain maximum Indian participation in the development and approval of this application and will be taken in the implementation of the programs herein proposed. (273.4)
2. All students counted for services are eligible. See Application – General Information Part H.
3. The IEC for this application has participated fully in the planning and development of this application and are vested with all powers and duties as outlined by regulation. (273.16)
4. The application as approved by the IEC will not be changed or revised without the written approval of the IEC. (273.18)
5. The educational facilities where the programs are to be conducted shall be open to visits and consultations. (273.18)
6. The contract funds shall supplement and not supplant other funds, and use of these funds will not result in a decrease of other funds. (273.34)
7. Other funds shall be used to provide comparable services to non-Indian students prior to the use of the Johnson O'Malley funds, for the provision of supplementary program services to Indian children. (273.34, 273.41)
8. Indian preference will be exercised in all hiring, training and subcontracting programs under this application. (273.45)
9. The required public liability insurance coverage will be in effect covering programs contracted: said insurance will be applied for with this application. (273.46)
10. The required record keeping system covering all required topics will be maintained for programs applied for with this application. (273.47)
11. Access to all non-confidential records and documents will be allowed to authorized representatives of the Chickasaw Nation.
12. Access to all non-confidential records will be allowed to the Indian people which the contract affects and other interested parties. (273.49)
13. A detailed annual report will be submitted to the Chickasaw Nation by September 1 (or the following business day should this fall on a holiday), covering the previous year's progress. (273.50)
14. All student records and confidential records/reports will be maintained following the requirements of the Privacy Act. (273.54)

- 15. Records of property purchased with contract funds will be maintained. Chickasaw Nation property will include description, manufacturer's serial number, acquisition date and cost. (273.47)
- 16. An annually conducted inventory of Chickasaw Nation property assigned to the contract is on file for review.
- 17. Procedures are established for hearing and responding to grievances from Indian students, parents, community members and tribal representatives.
- 18. Contract funds will not be used for capital outlay or debt retirement. (273.35)
- 19. Copies attached of any subcontracts to be used in carrying out this contract.
- 20. Each IEC member will receive a copy of the completed application.

Signature of Superintendent (school based only)

Date

Signature of JOM Chairperson

Date

**JOHNSON O'MALLEY APPLICATION
Indian Education Parent Committee
Certificate of Participation**

The Indian Education Committee has participated fully in the planning and development of this contract application and by signing attests to this fact.

<hr/> Signature of Chairperson	<hr/> Mailing Address	<hr/> Month/year term expires
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<hr/> Typed Name of Chairperson	<hr/> City, State, Zip	<hr/> Telephone
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<hr/> Signature of Committeeperson	<hr/> Mailing Address	<hr/> Month/year term expires
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<hr/> Typed Name of Committeeperson	<hr/> City, State, Zip	<hr/> Telephone
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V. JOM STUDENT ENROLLMENT PROCESS

- ◆ **Specific Instructions**
- ◆ **Computer Spreadsheet Instructions**
- ◆ **Certification JOM Student Count Form**

JOHNSON O'MALLEY BUDGET MODIFICATION

School or Community Base Program

Effective Date: _____ FY: _____

<u>Object</u>	<u>Contract Budget Line Item</u>	<u>Present Budget Amount</u>	<u>Adjustment Amount (+ or -)</u>	<u>Revised Budget Amount</u>
	TOTALS	\$		

Secretary / Treasurer, JOM Parent Committee

School Administrator or Chairman

Date

Approved: _____
Chickasaw Nation Representative

*** All budget modifications must be accompanied by parent committee meeting minutes and revised budget justification.**

JOM ENROLLMENT

ELIGIBLE STUDENT

An eligible student is any student, grade pre-kindergarten through grade 12, who is a member of or is at least one-fourth degree Indian blood descendent of a member of an Indian tribe which is eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians.

ACCEPTABLE DOCUMENTATION

- ◆ CDIB – Certificate of Degree of Indian Blood (must be the student's card).
- ◆ Tribal membership letter/tribal roll card

JOM COMPUTER SPREADSHEET STUDENT ENROLLMENT

- Date Due:** Updated computer spreadsheet due in the JOM office by October 31st. A computer spreadsheet will be mailed to each school by September.
- Corrections:** Please check computer spreadsheet to be sure all information is accurate.
- Deletions:** Students who have graduated, transferred or moved, etc., are to be deleted from the spreadsheet.
- Students Omitted:** Please submit a new enrollment card for any student eligible to be counted but whose name has been omitted from the spreadsheet.
- Computer Spreadsheet:** Submit computer spreadsheet with deletions and new students attached to the Certification of Johnson O'Malley Student Count Form

