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4/10/23

## **OSAGE NATION JOHNSON O'MALLEY PROGRAM**

The Osage Nation Education Department (ONED) Johnson O'Malley program (JOM) provides educational support to American Indian students in order to help them achieve academic success. Supplementary financial assistance is offered to assist students enrolled in one of the public schools, served by the Osage Nation, with unique and specialized education needs.

### **Eligibility & Application**

The JOM program operates within the confines of the Osage Reservation, the service area, which is contemporaneous with the boundaries of Osage County. Therefore, in order to qualify for JOM services, students must attend a public school within Osage Reservation boundaries.

- Osage Reservation JOM site schools include: Anderson, Avant, Barnsdall, Bowring, Hominy, McCord, Osage Hills, Pawhuska, Prue, Shidler, Skiatook, Woodland and Wynona

Indian students from three (3) years of age through twelfth grade, are eligible for benefits provided by a Johnson O'Malley contract if they are enrolled in a federally recognized tribe or are  $\frac{1}{4}$  or more degree Indian blood and a descendant of a member of a federally recognized tribe pursuant to CFR 273.112.

The Student's parent/guardian are responsible for submitting the required application and supporting documentation. Incomplete applications will be disposed of after thirty (30) calendar days. This documentation includes but is not limited to the following:

1. Complete Student information form application;
2. Copy of Student's tribal membership card/letter or Certificate of Degree of Indian Blood (CDIB); and
3. Proof of school enrollment.

If the Student's name does not match their CDIB or tribal membership card they must also submit legal documents proving a name change or legal adoption for verification of eligibility.

Once approved, the Student will receive services until the student graduates or they no longer attend an Osage Reservation JOM site school.

### **Parent Committee Member Qualifications**

Parent Committee Members must be a parent or legal guardian of an eligible JOM student and shall not hold one of the following positions at the particular school district site: school board member, school employee, or directly involved in the oversight of the Osage Nation JOM Program. These conditions ensure that there will be no conflict of interest.

### **Parent Committee Members**

Osage Nation JOM Parent Committee Members serves eligible JOM students and acts as a liaison between schools, families, and the Osage Nation Education Department. Parent committee members will implement a unique program specifically designed to meet the needs of their committee, students and school district.

### **Parent Committee Member Responsibilities**

- Conduct and attend committee meetings on a regular basis
- Conduct the annual committee election, preferably during the months of August and/or September
- Notify the committee, ONED, parents, schools, and students of meeting dates, times and locations at least one (1) month in advance, a full year is preferred
- Notify committee, ONED parents, schools and students of meeting changes at least five (5) business days in advance
- Prepare and distribute meeting notes and minutes for each committee meeting
- Organize and implement JOM events and activities
- Notify committee, ONED, parents, schools and students of JOM sponsored events and activities at least one (1) month prior to the event/activity, three (3) months preferred
- Conduct the annual needs assessment and compile the assessment results
- Complete the JOM contract with the Osage Nation Education Department
- Review committee by-laws annually
- Identify eligible JOM students
- Plan and develop the program
- Ensure equal benefits and treatment among students
- Evaluate and adjust the program and budget throughout the year to better fit the needs of the students
- Ensure that all program changes are established and decided upon with the parent committee's vote and ONED approval

### **Voting Eligibility**

A parent or legal guardian of a JOM student is eligible to vote in parent committee elections. However, student and proxy voting are prohibited. The parent or legal guardian voting must be present at the election.

### **Educational Allowances & Support**

Educational benefits are provided to eligible JOM students in order to establish, support or expand existing public school programs which includes but is not limited to the following:

1. Remedial instruction, career, academic, and college-readiness counseling, and cultural programs;
2. Selected courses related to the academic and professional disciplines;
3. Important needs, such as school supplies and items that enable recipients to participate in curricular and extra-curricular programs; and
  - a. Purchase equipment to facilitate training for professional trade skills and intensified college preparation programs (CFR 25 Section 273.113)

JOM funds cannot be used to replace or supplant funds which should already be provided for by existing public school programs. The guidelines for approval of educational support funds are as follows:

- Items are discussed and voted on by the parent committee
- Items are included in the parent committee's plan and budget
- Items are required for school participation

- Items are approved, paid by and accounted for by the ON JOM Coordinator
- Items are related to or representing the contracted school (Little league sports fees do not qualify)

### **Needs Assessment Procedure**

According to the Code of Federal Regulations (CFR) 25 Sections 273.118 (b), JOM parent committees must “make an annual assessment of the learning needs of the Indian children in the community affected.” The needs assessment process benefits the JOM program and performs multiple functions. The assessment gathers information about the needs of eligible Indian students, provides direction for development of the program, and offers an opportunity for the parents, not directly involved with the committee, to voice their opinion.

The survey questions will identify the specialized, unique, educational and culturally-related needs for students. Parents, students, teachers and administrators can take the survey. The guidelines for developing the survey are as follows:

- List needs ranked from high to low
- List simple yes or no questions
- Provide a space for written comments

Once the surveys are completed, it is the responsibility of the parent committee members to collect, organize and compile the answers in a cumulative form to determine the areas with highest responses. The survey results/data must be provided to the committee, parents and students within two (2) months of the survey distribution. The data should be organized as follows:

- Rank the needs on a priority basis
- Examine the total cost of each need
- Examine the amount of time it will take to meet each need
- Examine other programs such as local, state, tribal or federal in order to coordinate services for the program

### **Contract Goals and Objectives & Committee Bylaws**

The JOM contract is completed annually by the JOM Parent Committee members and must state the program goals and objectives for the school year. The goal and objective are separate ideas that should work together. A goal is a long-term and broad statement. An objective is a specific and measurable step taken to achieve the goal.

Once the contract is distributed by the JOM Coordinator, the Parent Committee members will need to complete and submit the contract to the ONED, by October 1 of the applicable academic year or as soon as possible. The Parent Committee should refer to their bylaws before completing the contract. The JOM bylaws provide structure for the committees and vary among other committees located on the Osage Reservation. After the ONED reviews the completed contract, the Parent Committee members will receive their award letter for the fiscal year.

### **Payment Procedure**

For a payment to be processed, the Parent Committee will need to submit a request for funds sheet with two signatures from committee members. There are many different types of payments made which may require a different procedure and/or information:

- Itemized invoices or receipts must include a purchase description
- An updated W-9 form must be attached for all individuals receiving a payment
- Food receipts must include event/activity sign-in sheets
- Door prizes or gift card expenses must include a signature sheet

Reimbursements are processed for the exact amount spent. Checks take approximately 1-2 weeks to process, once the above conditions are met and funding is available. Please plan events accordingly with enough time to get checks completed. CASH PAYMENTS ARE NOT ALLOWED. All payments made will be done by check or purchase order only.

Items purchased for Parent Committee or in-school use, such as computers, copiers or fax machines, will be documented as inventory, with a photograph and label, by the Osage Nation. These items should only be used by active members of the JOM program or current JOM students. Upon resignation or graduation, the equipment will revert back to the ON JOM Program.

### **JOM Advisory Committee**

The Osage Nation JOM Advisory Committee will be a resource to all JOM parent committees, students, and involved school personnel within the Osage Reservation. The JOM Advisory Committee will consist of one or two representatives from each JOM site, the ON Education Director, the ON JOM Coordinator and the ON Tribal Education Advocate. The advisory committee is developed to keep open communication and to improve efforts of the parent committees.

Quarterly meetings are held in order to provide an opportunity for parents to share ideas for plans and activities. This ensures that outstanding educational and cultural services are offered to the students. The meeting will be open to Osage Nation officials to allow them an opportunity to be involved and gain a better understanding of the JOM program.

### **Grievance Committee Procedures**

The grievance committee will be composed of three elected officers, and one alternate, who volunteer at the quarterly JOM advisory committee meetings for a one-year term. A president of the grievance committee will be elected by its members. The purpose of the grievance committee will be to accept and to process any complaints or grievances directed toward the JOM program. The grievances filed shall adhere to the proper procedures:

- Complaint presented in writing to the Grievance Committee
- Grievance hearing will be scheduled within two (2) weeks of receiving the written complaint
- Complainant gets the opportunity to present their complaint with supporting witnesses, documentary evidence or other relevant material

## Education Department Policy & Procedure Manual

- All parties involved must be present at the hearing
- Failure to appear will result in an adverse decision against the party not appearing
- Grievance Committee must document their decision in written format
- The decision is given to the complainant, the respondent, the parent committee and the ONED within fifteen (15) days of the hearing

In order to file an appeal, the complainant must submit it, in writing, to the JOM President within ten (10) days of the final grievance hearing. During the next regularly scheduled meeting the parent committee will review the decision of the grievance committee. A decision will be determined within two (2) weeks either to uphold the decision of the grievance committee or reverse the decision. All parties involved will be immediately notified in writing of the grievance committee's decision.