

JOHNSON-O'MALLEY HANDBOOK



Choctaw Nation

Education Services

TABLE OF CONTENTS

INTRODUCTION

Choctaw Nation Vision & Mission Statement.....	3
History of Johnson-O'Malley.....	4
Johnson-O'Malley Contact Info & Service Areas.....	5
Johnson-O'Malley Map.....	6

SCHOOL ADMINISTRATION

Applying for JOM Funds: Initial Information.....	7-8
JOM Communication.....	8
School Administrator Responsibilities.....	9
School Administration Time Table.....	10

LOCAL PARENT COMMITTEE

Parent Committee Membership Eligibility.....	11
Powers and Duties of Parent Committee.....	11-12
Programs Approved by Parent Committee.....	13
Election Guidelines.....	14
Local Committee List and Election Certificate.....	15
Example of Local JOM Parent Committee Bylaws.....	16-19
Conducting Meetings, Motions & Minutes.....	20-21

JOM STUDENT ENROLLMENT PROCESS

Eligible Student.....	22
Acceptable Documentation.....	22

PROPOSAL APPLICATION PROCESS

Needs Assessment.....	23
Needs Assessment Survey Examples.....	24
Proposal Application Information.....	25-26
Educational Support Funds.....	27
Budget Procedures.....	27
Educational Support Guidelines.....	27-28
Special Program Funds.....	29
Teacher & Home/School Aides.....	29
Summary of Proposals Form.....	30
Program Application Form.....	31
Cultural Enrichment Field Trips.....	32
Special Program Contract.....	33-34
Educational Support Breakdown.....	35

JOM CLAIM PROCEDURE

Claim Reimbursement Procedure.....	36
Claim Form.....	37

Please note: JOM stands for Johnson-O'Malley

..... **VISION**

LIVING OUT THE CHAHTA SPIRIT OF
FAITH, FAMILY, AND CULTURE

.....

The Great Seal of the Choctaw Nation was formalized in 1857. The pipe within the seal is traditionally understood as a representation for community alliances. Rising tobacco smoke from the pipe can symbolize prayer connections and the unstrung bow is a symbol of the Choctaw people's love of peace but willingness to go to war if attacked. The three arrows honor Choctaw Chiefs Pushmataha, Moshulatubbee, and Apukshunnubbee.

..... **MISSION**

TO THE CHOCTAW PROUD, OURS IS THE SOVEREIGN NATION
OFFERING OPPORTUNITIES FOR GROWTH AND PROSPERITY.

.....

THE HISTORY OF THE JOHNSON-O'MALLEY PROGRAM

The Johnson-O'Malley Act started its journey when W. Hiram Johnson and Thomas P. O'Malley sponsored a bill in the House and Senate, which when passed on April 16, 1934, became known as the Johnson-O'Malley Act. While the Johnson-O'Malley Act was identified primarily with education, the Act itself designated the use of the funding for such purposes as education, medical attention, agricultural assistance and social welfare, including relief of distress. The expenditure of some funds for the welfare and agricultural extension programs were justified under the Johnson-O'Malley authority of the Bureau of Indian Affairs, but the funding continued to be emphasized in the area of education.

Until August 12, 1958, the Johnson-O'Malley Program was a basic Federal Aid program specifically designed to assist public school districts to educate Native American children from reservations and Native American owned, tax-exempt land areas. In 1958, Public Law 81-874, administered through the Department of Health, Education, and Welfare, was amended to include assistance for education of Native American children. This broader based program met most of the basic financial needs of eligible school districts. Subsequently, the Johnson-O'Malley Program became a supplemental aid program geared to offset the financial deficit of extraordinary and exceptional Native American education needs.

The Johnson-O'Malley funds were made available to states based on separate plans negotiated between the Bureau of Indian Affairs and the respective states or tribal corporations for the purpose of supplemental federal assistance for education of Native American children in public schools. The states or tribal corporations administered these funds to local school districts.

In 1975, the passage of Public Law 93-638, The Indian Self-Determination and Education Assistance Act, made it easier for tribal entities to contract for the program. Any state, school district, tribal organization, or Indian Corporation were eligible to apply for a contract. However, the regulations governing Johnson-O'Malley programs were written to insure the maximum participation of Native American parents in the development of programs for eligible students.

The most significant change since 1975 has been the definition of an eligible student. Public Law 99-228 allowed a student to be eligible if they were an enrolled member of a federally recognized tribe, regardless of blood degree. Then, on December 31, 2018, President Trump signed into law Senate Bill 943, the Johnson-O'Malley Supplemental Indian Education Program Modernization Act. The Act, now referred to as Public Law 115-404, will seek to obtain a complete update of the student count for eligible Native American students while increasing participation around the country from schools and tribes. It initiates conversations with the Department of the Interior and BIE regarding the modernization of rules and regulations for Johnson-O'Malley Programs. As well as reinforce the recognition of tribal sovereignty and the respect of federal treaty rights.

The Choctaw Nation of Oklahoma has proudly served as the tribal contractor for the Johnson-O'Malley Program within the reservation boundaries since October 1, 1984.

CHOCTAW NATION JOHNSON-O'MALLEY PROGRAM

On October 1, 1984, the Choctaw Nation of Oklahoma under the jurisdiction of the Bureau of Indian Affairs, Muskogee Area Office, contracted the Johnson-O'Malley program.

As the prime contractor of the Johnson-O'Malley Program in the service area of the Choctaw Nation and serving approximately 70 schools, the Choctaw Nation of Oklahoma is responsible for administering JOM funds for the operation of supplemental programs for the education of eligible Indian students.

The primary goal of the Choctaw Nation Johnson O'Malley Program is to provide supplemental programs designed to meet the specialized and unique educational needs of eligible Indian students.

CONTACT INFO

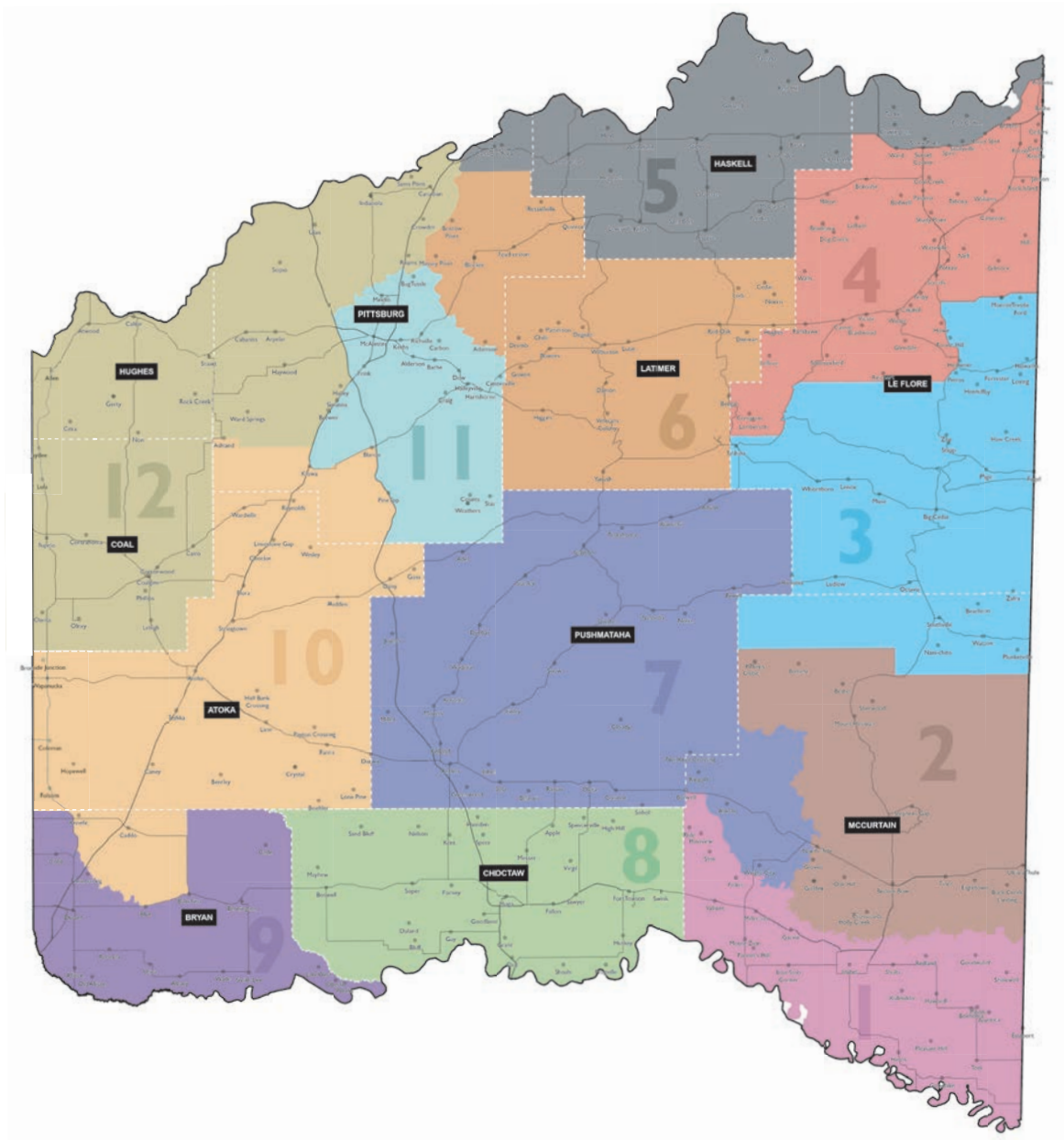
P.O. Box 1210
Durant, OK 74702-1210
(580) 924-8280
800-522-6170

CHOCTAW NATION SERVICE AREA:

ATOKA
LATIMER
BRYAN
LEFLORE
CHOCTAW
MCCURTAIN
COAL
PITTSBURG
HASKELL
PUSHMATAHA
HUGHES

THE CHOCTAW NATION OF OKLAHOMA

◆ DISTRICT MAP ◆



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 Choctaw Nation JOM Program if the following requirements are met:

- The public school is located within the Choctaw Nation service area
- Eligible Native American students are enrolled
- JOM funds are used to supplement and not supplant local and state funds
- Levy 35 mills to insure 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
- Has established a formal Parent Committee according to the Code of Federal Regulations, 25CFR 273.4 and 273.15

ELIGIBLE STUDENTS

Eligible American Indian and Alaska Native students are enrolled members of a federally recognized tribe or at least one-fourth or more degree of Indian blood descendant of a member of a federally recognized Indian tribal government eligible for services from the Bureau. In addition, eligibility requires these children be between age 3 through grades 12, with priority given to children residing on or near an Indian reservation.

PROCESS TO FOLLOW FOR JOM FUNDING

SURVEY OF STUDENTS:

- A. Submit JOM enrollment documentation for each student.
- B. Mail or email JOM enrollment documentation to the Choctaw Nation JOM Staff.

ELECTION OF LOCAL PARENT COMMITTEE:

- A. Prior to holding a community meeting, advertise and publicize the meeting at least five (5) working days prior to the election date.
- B. Hold a community committee election, on school property, to elect a five (5) member parent committee.
- C. Have Organized Committee to compose committee bylaws.
- D. Submit the Local Committee List and Election Certificate to Johnson-O'Malley 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 student need areas as possible.
- B. Analyze and review results of the Needs Assessment with the local Parent Committee.
- C. Develop an educational plan on how the need(s) are to be met.
- D. Submit a properly completed project application to the Johnson-O'Malley Office, Choctaw Nation of Oklahoma.

NOTE: The Needs Assessment is a continuing process – an initial assessment for first-time applications is necessary. Thereafter, assessment for applications should be done each year and will be reviewed onsite during annual monitoring visits.

JOM COMMUNICATION

The majority of our communication will take place either on the phone or electronically. It is very important we have the correct contact information at the beginning of the year. Please contact our office if electronic correspondence is not feasible for your school.

You are welcome to submit documentation to our office electronically, but you are not required to do so. Mailing is acceptable.

SCHOOL ADMINISTRATOR

Responsibilities for Participating in Johnson-O'Malley Program

- Work with local Parent Committees in developing projects to best meet the specific needs of all eligible Indian students. *(A JOM service must be available to every student counted and funded).*
- Assist in conducting an initial and annual needs assessment to determine the special educational and culturally related needs of eligible Indian students.
- Assist in prioritizing educational deficiencies by providing appropriate data.
- Give public notice to all parents, guardians, and/or persons acting in loco parentis of Indian students attending their school that an annual election is to be held on school property for the purpose of filling expired terms of the local Parent Committee members. Public notice is to be given at least five working days in advance.
- Submit to the Choctaw Nation Johnson-O'Malley office an official program application form, properly completed for approval, by April 30.
- Submit properly completed JOM student enrollment and eligibility documents on new students to the Choctaw Nation JOM Office.
- Make necessary changes and/or deletions on JOM student enrollment list when requested by the JOM office. In most instances, this request will be made at the beginning of each school year.
- Hire and supervise all personnel paid for by JOM funds according to preestablished 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 to the Choctaw Nation Johnson-O'Malley office for JOM expenditures.
- Provide access of all JOM project and financial records to the Parent Committee, Choctaw Nation JOM Program, the Bureau of Indian 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.

SCHOOL ADMINISTRATION TIME TABLE

Please note: JOM monitoring will be conducted throughout the school year to facilitate schedules.
JOM Enrollment documentation is due upon a new eligible student entering school.

September/ October	Annual parent committee elections are to be held within the last week of September or the first week of October.
First full week in October	Official child count week
October 30	Submit PC Election Certificate/Minutes of Election
October/ December 15	Proposal Revision Time (Optional)
September 1	School contact information due in the JOM office.
November 1	All student documentation due in the JOM office.
December 15	Corrected student lists due for official child count.
December 15	Proposal Revisions Final
April 30	Proposals due for upcoming school year.
June 6	FINAL Reimbursement claims due.
August 1	Approved proposal applications to school.

PARENT COMMITTEE

It is required that the local Parent Committee be composed of five (5) members, elected in an open meeting for a term of two years.

WHO IS ELIGIBLE FOR MEMBERSHIP IN A PARENT COMMITTEE?

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

This means that parents of children who are verified as a member of or are at least a one-fourth degree Indian blood descendant of a member of an Indian tribe are eligible to serve. Also, persons who act or are acting in loco parentis, (in place of parent), such as parents of adopted children or legal guardians. Decisions affecting clarity shall be decided by the JOM Director.

School officials, school employees, or spouses of aforementioned areas, 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 and the Bureau of Indian Affairs.

POWERS AND DUTIES OF PARENT COMMITTEE

Code of Federal regulations Sec. 273.16

- A. Consistent with the purpose of the Parent Committee, each such Committee shall be vested with the authority to:
 - I. 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:
 - a. Recommend curricula, including texts, materials, and teaching methods, to be used in the contracted program or programs.
 - b. Approve budget preparation and execution.
 - c. Recommend criteria for employment in the program.
 - d. Nominate a reasonable number of qualified prospective educational programmatic staff members from which the contractor would be required to select.
 - e. 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 Parent Committee.
 3. Secure a copy of the negotiated contracts which include the program(s) approved by the Parent Committee.
 4. Recommend to the Director of Education, Bureau of Indian Affairs, through the appropriate Bureau Contracting Officer, cancellation or suspension of a contract which contains the program(s) approved by the Parent 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 bylaws of the Parent Committee may include additional powers and duties.

**PROGRAMS APPROVED BY
PARENT 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 Parent Committee as set out in Sec. 273.14.
 - 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 Parent Committee to the end of the contract period without prior approval, in writing, of the Committee.
- C. Programs developed or approved by the Parent 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 session 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:	School Administration and the current local Parent Committee.
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 (2) year period.

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 area coordinator and/or election committee, a written protest must be submitted to the Johnson-O'Malley Program Director within five (5) working days of that election and must be postmarked by midnight of the fifth evening following the election. The Leadership's decision is final.

DATE: _____

SCHOOL: _____ COUNTY: _____

CHOCTAW NATION OF OKLAHOMA JOHNSON-O'MALLEY PROGRAM
Local Committee List and Election Certificate

CHAIRPERSON _____ Date Term Expires _____

Mailing Address _____ City _____ State _____ Zip _____ Telephone _____

VICE-CHAIRPERSON _____ Date Term Expires _____

Mailing Address _____ City _____ State _____ Zip _____ Telephone _____

SECRETARY _____ Date Term Expires _____

Mailing Address _____ City _____ State _____ Zip _____ Telephone _____

1st MEMBER _____ Date Term Expires _____

Mailing Address _____ City _____ State _____ Zip _____ Telephone _____

2nd MEMBER _____ Date Term Expires _____

Mailing Address _____ City _____ State _____ Zip _____ Telephone _____

We hereby certify that a local JOM Parent Committee election was held on the _____ day of _____, 20____ at _____. We further certify that the election was held in compliance with the Choctaw Nation Johnson-O'Malley eligibility requirements and guidelines. The following persons were elected: _____, _____ and _____

School Administrator _____ Date _____

JOM Committee Chairperson _____ Date _____

BEFORE OCTOBER 30, please complete and return this form to the Choctaw Nation Johnson-O'Malley Program.

NOTE: Committee Members are elected for two-year terms.

EXAMPLE OF BYLAWS OF THE LOCAL JOM PARENT COMMITTEE

ARTICLE I NAME OF THE COMMITTEE

The name of this committee shall be the _____
JOM Parent Committee.

ARTICLE II PURPOSE OF THE COMMITTEE

Establishment and the work of the Parent Committee is to comply with the rules and regulations as found in the Federal Register, Sec. 273.16, Powers and Duties of the Parent Committee and Sec. 273.17, Programs approved by the Parent Committee to complete the purposes.

ARTICLE III MEMBERSHIP

I. ESTABLISHMENT OF THE PARENT COMMITTEE

According to Sub-part A, Section 273.15 of the November 4, 1975 regulations, a Parent Committee is to be elected from among the parents (including persons acting loco parentis except school administrators or officials) of eligible Indian students enrolled in the school(s) affected by a contract under this part. The JOM Parent Committee shall be composed of five members.

2. SELECTION OF MEMBERS

New members are elected in an open meeting for a term of two years by a majority vote of parents of eligible Indian students. Two members are elected in odd-calendar years, and three members elected in even-calendar years. Membership in the Parent Committee cannot be transferred.

3. VOTING RIGHTS

Each member shall have one vote in any matter submitted to the Parent Committee for general vote. Proxy voting and absentee ballot shall not be permitted. A member may abstain from voting on any matter.

4. TERMINATION OF MEMBERSHIP

Any member may resign by giving a written resignation to the Parent Committee. A member shall be automatically removed from membership in the Parent Committee for the following reasons:

- a. The member does not attend any regular or special meetings of the Parent Committee for _____ consecutive meetings.
- b. The member no longer resides in the affected school district's transportation area.
- c. The member no longer represents the group or organization which was to be represented by that member.

After _____ unexcused absences, membership shall automatically determine, unless an exception is agreed upon by the Parent Committee.

5. VACANCIES

By affirmative vote of members of the parent committee, a vacancy can be filled. The new member will serve only for the term of the vacant member.

ARTICLE IV OFFICERS

The new officers of the JOM Parent Committee shall be a chairperson, vice chairperson, and secretary. Other officers may be appointed as the committee desires.

1. ELECTION AND TERM OF OFFICE

The officers of the JOM Parent Committee shall be elected by majority vote at the annual JOM Parent Committee election and shall serve for two years.

2. VACANCY

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

3. REMOVAL

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

4. CHAIRPERSON

The chairperson shall perform all duties incident to the office of the chairperson and such other duties as may be prescribed by the parent 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. The chairperson must sign off on the project application and amendments to applications (including revisions to the projects budget and project design).

5. VICE CHAIRPERSON

The vice chairperson will assume the role of the chairperson when the chairperson is absent. The vice chairperson shall have all the rights and privileges of the chairperson when acting in that capacity. Other duties of the vice chairperson are to see that membership on the JOM Parent Committee is consistent with federal guidelines, and arrange for speakers and special programs. The vice chairperson shall perform other such duties as may be prescribed by the Parent Committee from time to time.

6. SECRETARY

The secretary shall keep the minutes of the meetings, both regular and special, and shall provide copies to the school, the Parent Committee, and to such other persons the committee may indicate. The secretary shall see that all notices are given in accordance with the provisions of these bylaws, be custodian of the committee records, and keep a list of the addresses and telephone numbers of each member of the committee. The secretary shall perform such other duties as may be prescribed by the Parent Committee from time to time.

ARTICLE V

MEETINGS

The JOM Committee shall meet no less than _____ times a year, and on the call of the Chairperson. A majority of the members present at any meeting may adjourn the meeting.

- Must have the same number of meetings as stated in your bylaws to be in compliance with federal regulations.

I. REGULAR MEETINGS

The date and time of regular meetings will be decided by a majority vote at the first organizational meeting of each year. All regular meetings of the Parent Committee shall be open to the public. Notice of regular meetings shall be in writing and shall state the date, hour, and location of the meeting. Notices shall be mailed to each member no less than _____ days before the date of such a meeting. A copy of the agenda shall be enclosed with the notice.

2. QUORUM

The presence of _____ members of the committee shall be required in order to constitute a quorum for the transaction of the business of the JOM Parent Committee. No decision of the Parent Committee shall be valid unless there is a majority vote of the members constituting a quorum.

3. AGENDA

The agenda for each meeting shall be prepared by the Chairperson. Individual members of the JOM Parent Committee are encouraged to submit agenda items to the Chairperson or present their proposals normally under the agenda item of "New Business". An item may be placed on the agenda by contacting the Chairperson at least _____ days prior to the regular meeting date.

SPECIAL MEETINGS

Special meetings may be called by the Chairperson or by majority vote of the JOM Parent Committee. All members shall be notified by telephone if necessary.

ARTICLE VI

AMENDING THE BYLAWS

The bylaws may be amended at any time by an affirmative vote of the members of the Parent Committee in attendance, provided that the amendment is to carry out the purpose and objectives of the Parent Committee as expressed above. Any amendment must conform with the Rules and Regulations of the Federal Register, Vol. 40, Part 213, Tuesday, November 4, 1975. It must also have the written approval of the school administrator.

ARTICLE VII
RATIFICATION

These bylaws shall be declared adopted by the JOM Parent Committee when passed by _____ of the full membership of the Parent Committee, at a general meeting of the committee. These bylaws are approved by the _____ JOM Parent Committee at its meeting on _____

IN WITNESS THEREOF

Chairperson	Date

Vice Chairperson	Date

Secretary	Date

Member	Date

Member	Date

CONDUCTING MEETINGS

- **CALL TO ORDER:**
 - Roll Call
 - Determination if quorum is present
- **READING OF PREVIOUS MINUTES:**
 - Name of the group which met
 - Type of meeting (e.g. regular or special)
 - Place, time, and date of meeting
 - Presiding Officer
 - Approval of minutes of prior meeting
 - Motions made, by whom, and final action on them
 - Time of adjournment
- **REPORTS FROM OFFICERS AND REGULAR COMMITTEES:**
 - Statement of issue, problems, item of business, etc.
 - Method of dealing with it
 - Recommendation for action
 - Action by group
 - **REPORTS OF SPECIAL COMMITTEES:**
 - **ANNOUNCEMENTS:**
 - **NEW BUSINESS:**
 - **ADJOURNMENT:**

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)
 - Vote on motion
 - 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 of vote
 - Show of hands
 - Standing vote (counting members)
 - Secret Ballot

MINUTES

Minutes are an official record of meetings and preserved for easy referral. In most instances, the recording secretary is the minute taker. The presiding officer is responsible for conducting the meetings in an orderly manner to assist the secretary in accurately recording actions taken. The minutes may be read by the secretary or distributed among the members to read individually. Minutes should include the following:

- Type of meeting, date, time, and place
- Presiding Officer
- Persons present (list names of members and guests for small meetings)
- Number present for large meetings
- Approval of minutes of previous meeting or corrections and then approval
- Reports of sub-committees and approval or not
- Old business
- New business
- Motions and the name of the maker
- Seconds, but need not note the person
- Summary of discussion in order for motions to be clearly understood
- Whether the votes passed or failed
- Amendments on motions and the vote
- Motion for adjournment and time

ELIGIBLE STUDENT

Eligible American Indian and Alaska Native students are enrolled members of a federally recognized tribe or at least one-fourth or more degree of Indian blood descendant of a member of a federally recognized Indian tribal government eligible for services from the Bureau. In addition, eligibility requires these children be between age 3 through grades 12, with priority given to children residing on or near an Indian reservation.

Please submit enrollment documentation for any student in your district who falls under this eligibility requirement.

ACCEPTABLE DOCUMENTATION

- **CDIB - Certificate of Degree of Indian Blood**
Students with a CDIB or Tribal Membership card: Submit a copy of the CDIB or Membership card.

This office recommends that each student obtain a CDIB. We ask that JOM personnel, working with the JOM students, strongly encourage Indian students to obtain a Certificate of Degree of Indian Blood or Tribal Membership Card.

- **Parent's CDIB with Student's State Certified Birth Certificate OR Grandparent's CDIB with parent's and student's Birth Certificates.** A parent's CDIB or grandparent's CDIB with the appropriate State Certified Birth Certificates showing the direct relationship of student to parent and/or grandparent will be acceptable documentation to verify a student. (It is strongly recommended that students with this type of documentation apply for a CDIB card).

NEEDS ASSESSMENT:

A Common Starting Point

What is a “Need”?

- _____ A problem to be solved.
- _____ A situation or condition to change.
- _____ The difference between “What is” and “What should be”.
- _____ The difference between the “Existing condition” and the “Desired condition”.

What is a “Needs Assessment”?

- _____ A needs assessment is a process or procedure that identifies the NEEDS of eligible student.
- _____ It is the procedure used to determine the problems to be solved.
- _____ The needs assessment should focus on people: student, parents, staff.
- _____ The needs assessment should address those things that can be affected by the Indian Education Program.

Why do a Needs Assessment?

- _____ By first identifying the “needs”, a program can be developed to eliminate those needs.
- _____ A needs assessment ensures total involvement of community and school.
- _____ A needs assessment provides an objective base for decision making.
- _____ A needs assessment also identifies strengths and assets.

How are “Needs” Identified?

- _____ Research activities: community, parent, staff, and student surveys.
- _____ Pupil performance data: test and student records.
- _____ School records: attendance, ethnic percentage.
- _____ School organization data: service, equipment, staffing.

EXAMPLE OF JOM NEEDS ASSESSMENT SURVEY

I. What do you feel are the main needs of Indian students in your public school system?

(Please indicate by placing a check mark to the left of the letter.)

- _____ A. Tutoring: Elementary Secondary
- _____ B. Indian Cultural Programs
- _____ C. Counseling:
High School _____ Jr. High _____ Elementary _____
- _____ D. Drop Out Prevention Program
- _____ E. Math Improvement
- _____ F. School/Attendance Enhancement
- _____ G. Classroom Aides
- _____ H. Home/School Aides
- _____ I. Personal Development ogn (e.g. self-esteem)
- _____ J. Reading Improvement
- _____ K. Educational Support
- _____ L. Indian Studies Programs in the Schools
- _____ M. More Parent Participation in the Schools
- _____ N. Career or Job Orientation and Information
- _____ O. Other suggestions:

2. Rank the three most important needs in order or priority.

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

3. How do you think JOM funds could be used to meet the above needs:

4. Please check the category or categories that describe you.

- | | |
|------------------------|---------------------------|
| _____ Parent/Guardian | _____ Jr. High Student |
| _____ Committee Member | _____ JOM Staff |
| _____ Principal | _____ High School Student |
| _____ Teacher | _____ Elementary Student |
| _____ Other | |

CHOCTAW NATION JOHNSON-O'MALLEY PROGRAM

Proposal Application Information

The following information is submitted for use in preparation of Proposal Applications for next school year for JOM funding.

PROJECT DESIGN

Design: To conceive and plan out in the mind; to devise for a specific purpose, function or end; to create, fashion, execute or construct according to plan (Websters New World Dictionary, 1977.)

Project design is an instrumental function of project planning and should provide the direction of a project. Design is the total process of project implementation, and is inclusive of the needs assessment through the evaluation process. The purpose of the Johnson-O'Malley Act is to "...financially assist those efforts designed to meet the specialized and unique educational needs of eligible Indian students..."

I. STATEMENT OF NEED

- Clearly state the educational needs to be addressed;
- Indicate by number and/or percentage of Native American children with those needs;
- Indicate the severity of those needs by dropout rates, academic achievement levels, standardized test scores, or other appropriate measures and/or re-search efforts; and
- Describe any efforts to meet those needs by the school and an explanation of why those efforts are insufficient.

2. OBJECTIVES

Objectives should be stated in precise terms and should provide a specific and measurable outcome. A measurable objective should define:

- What is to be done and/or produced?
- Who will be doing it (and for or to whom)?
- How well or how much will it be done (and under what condition)?
- When and where is it to be done?

An objective must:

- Be specifically, clearly and precisely stated so all who are involved can understand what is to be done;
- Tell what to look for when evaluating the final outcome, product or situation and it should tell what to look for whenever appropriate;
- Focus on the person(s) involved in the project and on what they will do
- Be capable of being achieved within project period.

The following is a **SAMPLE** objective which is related to a need and goal.

- Need:** Indian students in grades 4-6 scored an average of two grade levels below the national norm and one and a half ($1\frac{1}{2}$) grade levels below the average achievement level for all 4-6 grade students in the school district.
- Goal:** To improve the average achievement level of Indian students in grades 4-6.
- Objective:** Forty-nine (49) Indian students in grades 4-6 will improve by an average of one and a half ($1\frac{1}{2}$) grade levels as measured by the California Test of Basic Skills after participating in the Math learning Center activities for one year.

3. ACTIVITIES

The activity plan should include a time line and activities that are clearly and realistically related to the objectives.

Example: The _____ JOM proposed activity, will consist of providing basic math enrichment utilizing instructional computer with basic math software.

4. PARENT COMMITTEE INVOLVEMENT

Please state how the Parent Committee was involved in the application process for JOM funding and how they (Parent Committee) will continue to be involved in the proposed activities.

5. PROJECT NARRATIVE

Write a brief narrative on the project and tell in detail what you plan to do.

6. BUDGET NARRATIVE

Give a brief explanation of the budget breakdown.

EDUCATIONAL SUPPORT FUNDS

(Supplemental)

Educational Support Funds are for purchasing necessary items or services for a student involved in an academic or school-related activity. Educational support funds cannot be used to supplant other services available through the Bureau of Indian Affairs or other federal programs. JOM funds must be used to enhance a student's educational attainment, or where a financial need exists, to enhance an eligible Indian student's participation in school-approved activities.

The local Parent Committees is responsible for determining the eligibility of a student and the item or service to be purchased. Student eligibility for educational support funds must be based on verification by the Choctaw Nation JOM Program office as being a member of or at least a one-fourth degree Indian blood descendant of a member of an Indian tribe.

BUDGET PROCEDURES

In determining the amount of funds to be budgeted for educational support, the following procedures should be used:

- Make a detailed study of the educational needs of the JOM students.
- Determine the items or services needed for support of educational programs.

EDUCATIONAL SUPPORT GUIDELINES

- Parental Cost Items, such as school supplies, which can be a line item; must be approved by the local Parent Committee, Education Agency, and Johnson-O'Malley Office. *No reimbursement will be made for items not included in an approved educational support budget.*
- All educational support funds will be paid and accounted for by the local Board of Education.
- An itemized voucher or purchase order must be used as evidence for purchases and retained for audit purposes.
- A movement of funds within the approved budget is permitted if the amount does not exceed 10% of the total educational support budget and must have the approval of the Parent Committee.
- No cash payment will be made to any student or parent except for educational group activities that have been approved in the project.
- On educational group activities (field trips, etc.), a check may be issued to one person who will disburse cash individually to each student. *A signature sheet will be required to designate the student receiving the money.*

- Any item that the school is required to purchase will not be an eligible item. Schools are required to furnish certain items for a student.
- On any educational support items (supplies, fees, dues, caps and gowns, etc.) purchased in quantity to be distributed to eligible students during the school year, a signature sheet will be required showing the date, item received, and student's signature, and be retained for audit purposes.
- All items purchased with educational support funds become the property of the student for whom it was purchased, except for equipment such as band instruments which remain the property of the school.

REVISION OF EDUCATIONAL SUPPORT BUDGET

- A revision must be with the consent, by signature, of the majority of the Parent Committee and the designated representative of the LEA. (273.17 (b)).
- Approval must then be made by the JOM Leadership.

SPECIAL PROGRAM FUNDS (SUPPLEMENTAL)

All personnel employed with the assistance of JOM funds shall be governed by the official policies of the school district in which they are employed. In selection of personnel for JOM funded programs, preference, to the greatest extent possible, should be given to qualified Indians as prescribed by Section 273.45 of the Federal Register.

TEACHER AIDES

Teacher aides are assigned to work directly under certified teachers performing all duties which are directly related to assisting teachers in their official responsibilities except those aides whose salaries are paid from JOM funds. Those aides shall be assigned to work only with JOM students. Work with JOM students will be proportionate to the percentage of salary paid with JOM funds.

QUALIFICATIONS: High school diploma, or the equivalent.

HOME/SCHOOL AIDES

DUTIES:

- Work with students, parents, and school administration in the overall improvement of the JOM program in public schools receiving JOM funds.
- Assist in the verification of JOM students.
- Work in the area of drop-out prevention.
- Serve as liaison between public school administration and the Indian community.
- Make necessary home visits in the community to improve the educational opportunity of eligible JOM students.
- Be familiar with educational and social services available to JOM students.
- Work closely with the JOM area representative assigned to their school.
- Attend JOM meetings and in-service training sessions concerning the role of the Home/School Aide.

QUALIFICATIONS: High school diploma or equivalent.

**CHOCTAW NATION OF
OKLAHOMA
JOHNSON-O'MALLEY
PROGRAM**
Program Application

LEADERSHIP'S ACTION

JOM Amount Approved \$ _____

Special Program Amount \$ _____

Educational Program Amount \$ _____

Signature

Date

School: _____

County: _____

Total School Enrollment _____

Indian Enrollment _____

Total JOM Students in Program _____

Statement of Need: _____

Objectives: _____

Activities: _____

Evaluation Procedures: _____

Duties of Employee: _____

Parent Committee Involvement: _____

Program Supervisor: _____

School Administrator

Chairperson

Vice-Chairperson

Secretary

Member

Member

CULTURAL ENRICHMENT FIELD TRIPS

Powwow: Although all JOM students were given the opportunity to participate, only twelve students and four parents participated. The only expense for this trip was for refreshments.

Refreshments: \$15.33

Indian Arts Festival Although all JOM students will be given the opportunity to participate, it is estimated that approximately 60 will actually participate.

Admission Fees
(American Indian Theatre Association)
\$2.00 per person \$120.00

Transportation
(Richmond School Transportation Dept.)
300 miles @ 20¢ per mile 2 buses \$120.00

Payment for bus drivers (Richmond School
Transportation Dept.) 2 drivers for a
12 hour trip \$130.00

Meal issuance for participants @ \$5.00 each \$300.00

Since the figures are based on a projection regarding participation, the Parent Committee would like to make provisions in the event that there is a surplus of funds in this category. If participation in the activity is low and not all the money is expended for the trip, the committee would like to plan other field trips to historically relevant sites such as Tvshka Homma, etc.

CHOCTAW NATION OF OKLAHOMA
JOHNSON-O'MALLEY PROGRAM
Special Program Contract

Date of Application: _____

School: _____

County: _____

Total School Enrollment _____

Total JOM Students in Program _____

Objectives: _____

Evaluation: _____

Job Description: _____

Form continues on next page.

Name of Employee: _____

Position of Employee: _____

JOM MONTHLY EXPENSE

Employee Salary without Benefits: \$ _____

Matching Social Security: \$ _____

Matching Teacher Retirement: \$ _____

Other Benefits: \$ _____

Total JOM Monthly Expense: \$ _____

Number of Months Paid with JOM Funds: \$ _____

Total JOM Contribution: \$ _____

School Contribution: \$ _____

Total Program Cost/Total Yearly Salary: \$ _____

Employee: _____

Teacher Supervisor: _____

**CHOCTAW NATION OF
OKLAHOMA
JOHNSON-O'MALLEY
PROGRAM**
Educational Support Breakdown

Date of Application: _____

School: _____

County: _____

BUDGET

ITEMS	NUMBER OF STUDENTS	AMOUNT PER STUDENT	COST

Total: \$ _____

Educational Support Funds Requested: \$ _____

CLAIM REIMBURSEMENT PROCEDURE

Due to the use of the Oklahoma Cost Accounting System (OCAS) being utilized by your public school, we are going to accommodate you with our claim procedure.

A **Detail Expenditure Report** and **Summary Expenditure Report** for a claim is all that will be necessary when filing a claim for these monies. However, a **Detail Expenditure Report** should be accompanied by copies of invoices and receipts which match the Education Support claim. Another key factor in filing a claim will be the signature of the school administrator.

A **Parent Committee Approval Form** must be submitted with each claim and signed by at least one parent committee member. If you have any questions concerning this matter, do not hesitate to call the Johnson-O'Malley office toll free at 800-522-6170.

Final Reimbursement Claims are due in our office by June 6.

PARENT COMMITTEE APPROVAL FORM

This Johnson-O'Malley Program Expenditure Report in the amount of \$_____ is approved for reimbursement and meets the guidelines as outlined in the Johnson-O'Malley Proposal Application as approved by our Johnson-O'Malley Parent Committee.

Chairperson Date

Vice Chairperson Date

Secretary Date

* Must be signed by one officer of the Johnson-O'Malley Parent Committee.

