

October 22, 2026

Board of Juvenile Affairs Meeting



**Proposed
minutes from the
September 17, 2026
meeting**





State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School

Meeting Minutes
September 17, 2026

Board Members Present

Gail Blaylock
Bart Bouse
David Crall
Amy Emerson
Carol Miller
Les Thomas Sr.
Jenna Worthen
Karen Youngblood

Board Members Absent

Josh Trimble

Call to Order

Chair Youngblood called the September 17, 2026 Board of Juvenile Affairs and Oklahoma Youth Academy Charter School Board meeting to order at 10:07 a.m. and requested roll call.

Public Comments

There were no requests to make public comments.

Discussion and/or possible action on the proposed minutes for the August 20, 2026 board meeting

Mr. Bouse moved to approve with a second by Judge Blaylock

Aye: Blaylock, Bouse, Crall, Miller, Thomas, and Youngblood

Nay:

Abstain: Emerson and Worthen

Absent: Trimble

Proposed minutes for the August 20, 2026 board meeting approved.

Presentation and possible discussion on Office of Juvenile Affairs data and dashboards

Chief Data Officer (CDO) Len Morris explained how he created today's presentation and explained this was not live data. He started the presentation explaining the data and dashboards presented.

Chair Youngblood: That was a voluminous amount of data, and we appreciate it.

Mr. Bouse: Len, this is all within the JOLTS system, correct?

CDO Morris: Within JOLTS, the internal Case Management System, the offense data

Mr. Bouse: On the dashboards set up for separate agencies, is anyone able to access that information?

CDO Morris: All dashboards are secure and accessible only by approved user ids.

Chair Youngblood: How much AI is used in creating this data?

CDO Morris: Currently, we do not use AI. We recently collaborated on a project with the Office of Management and Enterprise Services (OMES) in looking at incorporating technology, it was interesting. OMES created their own internal AI system, so that data stays internal and protected. We looked at incident data through COJC, the AI component was interesting, and we will be looking at it with being able to use an internal system.

Chair Youngblood: It is an interesting world that comes with a lot of risk. I am glad to hear these dashboards are built on secure systems. I am a firm believer in data. Data is power. This is a much more user-friendly way to interact with the data, and I am excited to hear how people change the way they do work as they grow and learn.

CDO Morris: I am excited as well. This gives us a way to converse about the data whether it is good or bad and expanding or correcting identified concerns.

Ms. Worthen: Have we started conversations about tracking involvement within both the DHS and OJA systems? Talks about total interfaces?

CDO: We have a direct interface with DHS. We have a process that links the systems every day. Now, if you open a JOLTS profile, through the interface, it will flag if a youth is involved in DHS custody.

Ms. Worthen: Do you get a flag, or do you have to go looking for it?

CDO Morris: We have to go looking for it. We are looking at fine tuning the custody coding due to the layers of a child's involvement with the DHS system.

Chair Youngblood: We encourage you to continue to geek out on the data. This is fantastic. These are great steps we are walking and can build upon.

Director's Report, a report to the board of agency activities regarding advocates/programs, public relations, community-based services, residential placement support, legislative agenda, and other meetings

I want to take a moment over the next couple of months to shine a spotlight on the incredible people at OJA. Behind every policy, procedure, program, and milestone are dedicated staff who work tirelessly to advance our mission. My hope is to share a bit more about the vital work they are doing across the state. Last night, I was thinking about all the programs Len, and his team are working on. I am going to attempt to highlight a few of their current projects form automation of forms and removing redundances, electronic grievance process, a new data tracking system at COJC, confidential platform for a staff survey on efficiencies and operations plus a dashboard that communicates the implementation or response to the survey, creation of a behavioral health system database when the youth was assessed and additional information, and a live placement list for the agency. These are a few of the projects that came to mind. But outside of the dashboards, and these projects, Len is consistently moving us towards efficiencies and data-driven outcomes. As a human, he brings humor, is a listening ear for others, and always has a smile on his face even when systems are crashing.

Chair Youngblood: I love that. I love our updates on our kiddos and staff. We have never been a Board that does the work at the desk. We look forward to the highlights. We also appreciate the incredible reports, and I want to give you all kudos.

Discussion and/or possible vote to amend and/or approve the proposed FY2027 year-to-date OJA Finance Report

Mr. Konrad Baltes gave updates and explanations on the attached year-to-date finance report.

Mr. Crall moved to approve with a second by Vice Chair Thomas

Aye: Blaylock, Bouse, Crall, Emerson, Miller, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Trimble

Proposed FY2027 year-to-date OJA Finance Report approved.

Discussion, possible approval, amendments to, and/or action on the proposed 2026-27 year-to-date, FY2027, Oklahoma Youth Academy Charter School Finance Report

Mr. Baltes updated the Board on the attached OYACS finance report and the proposed modifications to the encumbrances.

Mr. Bouse moved to approve with a second by Ms. Worthen

Aye: Blaylock, Bouse, Crall, Emerson, Miller, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Trimble

The proposed 2026-27 year-to-date, FY2027, Oklahoma Youth Academy Charter School Finance Report approved.

Discussion and/or possible vote to amend and/or approve the proposed modifications to the 2026-27, FY2027, encumbrances for the Oklahoma Youth Academy Charter School

No proposed modifications for Board consideration.

Oklahoma Youth Academy Charter (OYACS) School Administration Report

Chief of Education (COE) Melissa Snipes let the Board know that site visits will begin next week in group home and detention centers. I want to give a quick shoutout to Kheri, Jennifer, and Ms. Cope we have started art program at COJC. On the first Wednesday of each month, they facilitate an art project that meets the standards to ensure we meet state requirements. Students that attend sessions regularly and actively participate will get credit for the class. Since the last meeting, we have had 3 more juveniles obtain their GED/HiSet and 1 youth graduate.

Discussion and/or possible vote to amend and/or approve the Oklahoma Youth Academy Charter School Annual Dropout and Student College Remediation Report

Principal Leticia Sanchez presented the attached report with the Board.

Chair Youngblood: Leticia, on the math and reading levels, is that when they first come in? If not, when is that?

Principal Sanchez: For each youth, I went in and reviewed their tests, and I entered the highest level they scored.

Presentation continued.

Ms. Miller: Ms. Sanchez, for the GED/HiSet and graduation outcomes, do you break down by how many of those who participated or did not participate in your wonderful tutoring program?

Principal Sanchez: I have not, but that is a great thought.

Chair Youngblood: I really like the employability program. Kudos for it not just being one to go out and make the connections for those programs, but also for meeting the kids where they are. Good job.

COE White: Air conditioner update, it sounds like it will be the end of the month. We are looking forward to being back in our classrooms.

Judge Blaylock moved to approve with a second by Ms. Worthen

Aye: Blaylock, Bouse, Crall, Emerson, Miller, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Trimble

The OYACS Annual Dropout and Student College Remediation Report approved.

Executive Session

The Board did not enter executive session.

New Business

N/A

Announcement and Comments

Adjournment

Chair Youngblood adjourned the meeting at 10:53 a.m.

Minutes approved in regular session on the 22nd day of October, 2026.

Prepared by:

Signed by:

Audrey Rockwell, Secretary

Karen Youngblood, Chair

**Proposed
minutes from the
September 30, 2026
special meeting**





State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School

Special Meeting Minutes

September 30, 2026

Board Members Present

Bart Bouse (virtual)

David Crall

Amy Emerson

Carol Miller

Les Thomas Sr.

Josh Trimble (virtual)

Jenna Worthen (virtual)

Karen Youngblood

Board Members Absent

Gail Blaylock

Call to Order

Chair Youngblood called the September 30, 2026 Board of Juvenile Affairs and Oklahoma Youth Academy Charter School Board special meeting to order at 1:3 p.m. and requested roll call.

Discussion and/or possible vote to amend and/or approve the proposed 2026-27, FY2027, Estimate of Needs and 2025-26 Financial Statement for the Oklahoma Youth Academy Charter School

Mr. Kevin Haddock, Chief Financial Officer, explained the attached presentation and documents.

Reverend Trimble moved to approve with a second by Mr. Bouse

Aye: Bouse, Crall, Emerson, Miller, Thomas, Trimble, Worthen, and Youngblood

Nay:

Abstain:

Absent: Blaylock

The proposed 2026-27, FY2027, Estimate of Needs and 2025-26 Financial Statement for the Oklahoma Youth Academy Charter School approved.

Announcement and Comments

There were no announcements or comments.

Adjournment

Chair Youngblood adjourned the meeting at 1: p.m.

Minutes approved in regular session on the 22nd day of October, 2026.

Prepared by:

Signed by:

Audrey Rockwell, Secretary

Karen Youngblood, Chair

Proposed 2027 regular meeting schedule



Board of Juvenile Affairs & Oklahoma Youth Academy Charter School 2026 Meeting Schedule

Regular schedule must be posted in compliance with the Open Meetings Act by December 15th.
Our December meeting is scheduled for December 17th.

3rd Thursday

January 21

February 18

March 18 (4th is 25th, Spring
Break)

April 15

May 20

June 17

July 15

August 19 (4th is 26, School)

September 16

October 21 (4th is 28, Fall
Break)

November 18

December 16

3rd Wednesday

January 20

February 17

March 17 (4th is 24th, Spring
Break)

April 21

May 19

June 16

July 21

August 18 (4th is 25, School)

September 15

October 20 (4th is 27, Fall
Break)

November 17

December 15

3rd Tuesday

January 19

February 16

March 16 (4th is 23rd, Spring
Break)

April 20

May 18

June 15

July 20

August 17 (4th is 24, School)

September 21

October 19 (4th is 26, Fall
Break)

November 16

December 21 (2nd 14 or 4th
28, Christmas)

Board of Juvenile Affairs & Oklahoma Youth Academy Charter School 2026 Meeting Schedule

Regular schedule must be posted in compliance with the Open Meetings Act by December 15th.
Our December meeting is scheduled for December 17th.

2nd Thursday

January 14

February 11

March 11 (4th is 25th, Spring
Break)

April 8

May 13

June 10

July 8

August 12 (4th is 26, School)

September 9

October 14 (4th is 28, Fall
Break)

November 11

December 9

.

2nd Wednesday

January 13

February 10

March 10 (4th is 24th, Spring
Break)

April 14

May 12

June 9

July 14

August 11 (4th is 25, School)

September 8

October 13 (4th is 27, Fall
Break)

November 10

December 8

2nd Tuesday

January 12

February 9

March 9 (4th is 23rd, Spring
Break)

April 13

May 11

June 8

July 13

August 10 (4th is 24, School)

September 14

October 12 (4th is 26, Fall
Break)

November 9

December 14 (2nd 14 or 4th
28, Christmas)



OKLAHOMA

OJA Reentry

From Vision to Sustainability

Building a Coordinated, Youth-Centered System for Lasting Success

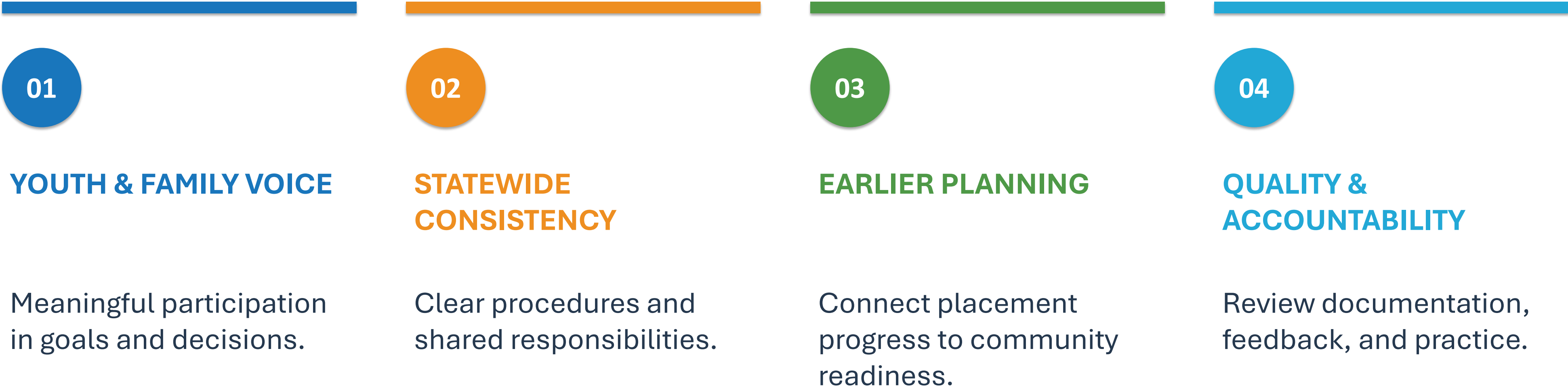
October 22, 2026 • Director of Reentry

Our Journey: From Vision to Sustainability

Building on work already underway—not starting over



Strengthening the Way We Do Reentry

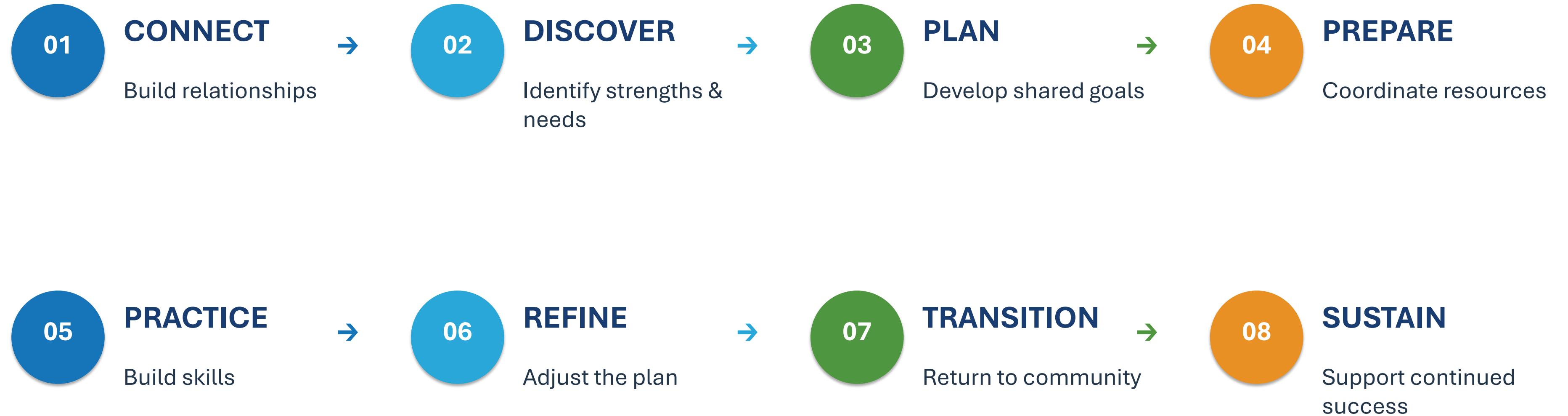


Four priorities. One stronger statewide approach to reentry.



One Coordinated Journey: Placement to Community

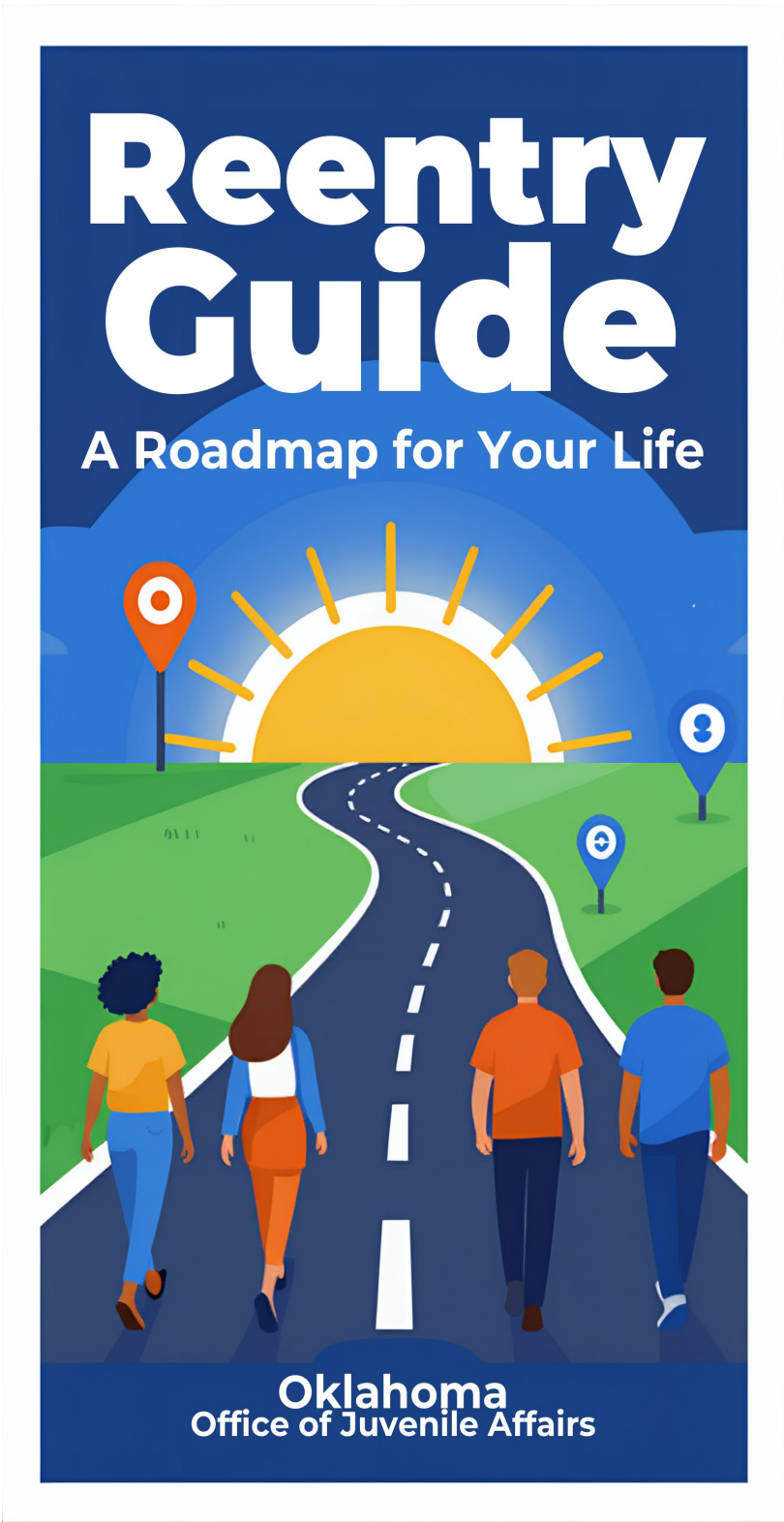
Reentry is a process, not a discharge event



YOUTH & FAMILY VOICE THROUGHOUT EVERY PHASE

From Participation to Partnership

Youth voice becomes part of the team’s working plan



ROADMAP

INDIVIDUAL REENTRY PLAN

Working draft - designed as a living plan across Reentry Meetings.

1. YOUTH & MEETING INFORMATION

Youth Name:

JOLTS #:

Current Placement:

Current Level (if applicable):

Reentry Meeting Type:

☐ Initial Reentry Planning Meeting

☐ 90-Day Reentry Meeting

☐ Additional Reentry Meeting

☐ Exit Reentry Meeting

Meeting Date:

Reentry Specialist:

JSU Worker:

2. WHAT MATTERS TO ME - YOUTH VOICE

YOUTH VOICE:

"Me" and "I" refer to the youth, not the person preparing the form.
Responses should reflect what the youth identifies as important and, whenever possible, be documented in the youth's own words.

What is most important to me as I prepare for reentry?
What do I want the team to know about what I want or need?

What are some of my strengths?
What am I good at? What do I like about myself? What have other people told me I do well?

If reentry went exactly the way I wanted it to, what would it look like?
Where would I live? What would I be doing? Who would be around me? What would school, work, family, friends, and everyday life look like?

What are some things I want to work toward?
Examples: school, work, family, living arrangements, transportation, relationships, activities, or personal goals.

What do I think could make reentry harder for me?
What am I worried about or think I may need help with?

People I Can Count On

Individual Reentry Plan | Page 1 of 10

WHAT MATTERS TO ME

Youth prepare
for meetings and identify their goals.

The team listens
and documents what matters to each
young person.

Together, they act.



One Team. One Plan.

Clear roles • shared responsibility • coordinated success

● **REENTRY SPECIALIST**

Facilitates meetings and reentry-focused family engagement.

● **JSU WORKER**

Case manager and final decision-maker.



● **PLACEMENT TEAM**

Contributes progress, treatment, education, and readiness.

● **COMMUNITY PARTNERS**

Connect youth and families to community supports.

Individualized Planning. Meaningful Action.

De-identified example from a Reentry Specialist’s transition plan

- ✓

HOUSING & FAMILY

Return to live with adult sister; DHS-approved home.
- ✓

EDUCATION

Attend high school in the community.
- ✓

HEALTH

Physician appointment planned for discharge day.
- ✓

COMMUNITY SUPPORT

AA/NA meetings following return to community.
- ✓

TRANSITION READINESS

Additional home walk-through planned.
- ✓

FAMILY CONNECTION

Transition passes planned with sister.

A transition plan should paint a picture of life after placement.



One Model. Statewide Commitment.

Statewide preparation, continued coaching, and refinement

77

of 77 counties

reached through statewide
training

OCTOBER 1

Updated model launched statewide.

STANDARDIZED TOOLS

IRP, Roadmap, Facilitator Guide, procedures, templates.

ONGOING SUPPORT

Coaching, quality assurance, practical refinements.

THE REENTRY SPECIALISTS BEHIND THE WORK

Melissa Cupp • Chris Walker • Clay Cody



What Our Reentry Specialists Are Seeing

Early implementation observations • Adapted from staff feedback

“

Melissa Cupp

Youth are setting realistic goals, tracking progress, and initiating conversations about their plans outside scheduled meetings.

”

“

Chris Walker

Youth are identifying their own challenges and proposing supports to help them succeed after discharge.

”

“

Clay Cody

Youth are eager to participate, and families are becoming more comfortable sharing their perspectives during reentry meetings.

”



Building a Model That Lasts

The next chapter is sustainability

01 QUALITY & CONSISTENCY

Review plans and meeting practices.

02 STAFF DEVELOPMENT

Coaching and facilitator training.

03 MEASURING OUTCOMES

Readiness, connections, youth outcomes.

04 CONTINUOUS IMPROVEMENT

Use youth, family, and staff feedback.



OKLAHOMA

Questions & Discussion

Thank you for your commitment to Oklahoma's youth.

Director's Report



State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School

Meeting Minutes
September 17, 2026

Board Members Present

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Bart Bouse
David Crall
Amy Emerson
Carol Miller
Les Thomas Sr.
Jenna Worthen
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Josh Trimble

Call to Order

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Public Comments

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Discussion and/or possible action on the proposed minutes for the August 20, 2026 board meeting

Mr. Bouse moved to approve with a second by Judge Blaylock

Aye: Blaylock, Bouse, Crall, Miller, Thomas, and Youngblood

Nay:

Abstain: Emerson and Worthen

Absent: Trimble

Proposed minutes for the August 20, 2026 board meeting approved.

Presentation and possible discussion on Office of Juvenile Affairs data and dashboards

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Chair Youngblood: That was a voluminous amount of data, and we appreciate it.

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Mr. Crall moved to approve with a second by Vice Chair Thomas

Aye: Blaylock, Bouse, Crall, Emerson, Miller, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Trimble

Proposed FY2027 year-to-date OJA Finance Report approved.

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Mr. Bouse moved to approve with a second by Ms. Worthen

Aye: Blaylock, Bouse, Crall, Emerson, Miller, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Trimble

The proposed 2026-27 year-to-date, FY2027, Oklahoma Youth Academy Charter School Finance Report approved.

Discussion and/or possible vote to amend and/or approve the proposed modifications to the 2026-27, FY2027, encumbrances for the Oklahoma Youth Academy Charter School

No proposed modifications for Board consideration.

Oklahoma Youth Academy Charter (OYACS) School Administration Report

Chief of Education (COE) Melissa Snipes let the Board know that site visits will begin next week in group home and detention centers. I want to give a quick shoutout to Kheri, Jennifer, and Ms. Cope we have started art program at COJC. On the first Wednesday of each month, they facilitate an art project that meets the standards to ensure we meet state requirements. Students that attend sessions regularly and actively participate will get credit for the class. Since the last meeting, we have had 3 more juveniles obtain their GED/HiSet and 1 youth graduate.

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Ms. Miller: Ms. Sanchez, for the GED/HiSet and graduation outcomes, do you break down by how many of those who participated or did not participate in your wonderful tutoring program?

Principal Sanchez: I have not, but that is a great thought.

Chair Youngblood: I really like the employability program. Kudos for it not just being one to go out and make the connections for those programs, but also for meeting the kids where they are. Good job.

COE White: Air conditioner update, it sounds like it will be the end of the month. We are looking forward to being back in our classrooms.

Judge Blaylock moved to approve with a second by Ms. Worthen

Aye: Blaylock, Bouse, Crall, Emerson, Miller, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Trimble

The OYACS Annual Dropout and Student College Remediation Report approved.

Executive Session

The Board did not enter executive session.

New Business

N/A

Announcement and Comments

Adjournment

Chair Youngblood adjourned the meeting at 10:53 a.m.

Minutes approved in regular session on the 22nd day of October, 2026.

Prepared by:

Signed by:

Audrey Rockwell, Secretary

Karen Youngblood, Chair

OJA

Finance Report



FY2027 - Budget Status

	Total	Federal	ARPA	Revolving	Appropriations
Budget	\$ 132,517,221	\$ 17,979,077	\$ 2,010,000	\$ 6,016,540	\$ 106,511,604
Year to date Expenditures	\$ 20,145,676	\$ 509,646	\$ 387,885	\$ 633,440	\$ 18,614,705
Estimated Obligations	\$ 92,403,659	\$ 6,210,626	\$ 1,356,130	\$ 4,556,750	\$ 80,280,153
Less: Projected Expenditure	\$ 112,549,335	\$ 6,720,272	\$ 1,744,015	\$ 5,190,189	\$ 98,894,858
Available Budget	\$ 19,967,886	\$ 11,258,805	\$ 265,985	\$ 826,351	\$ 7,616,746
Budget Spend %	85%	37%	87%	86%	93%

FY2027 Budget to Actual Projection by Division

		TOTAL				FEDERAL		STATE	
Account	Description	Total Budget	Expense YTD	Estimated Obligations	Projected Budget Balance	Federal Budget	YTD Expenditure	State Budget	YTD Expenditure
01	JJDP	\$ 1,734,842	\$ 122,197	\$ 508,309	\$ 1,104,335	\$ 1,452,849	\$ 91,343	\$ 68,282	\$ 19,208
02	Administration	\$ 6,542,142	\$ 940,778	\$ 4,692,360	\$ 909,003	\$ 204,252	\$ 13,921	\$ 5,564,070	\$ 913,502
03	Residential	\$ 20,180,776	\$ 4,198,039	\$ 15,930,336	\$ 52,400	\$ -	\$ -	\$ 18,701,087	\$ 4,119,172
04	JSU	\$ 57,072,129	\$ 9,226,818	\$ 40,349,892	\$ 7,495,420	\$ 8,594,575	\$ 401,534	\$ 46,413,262	\$ 8,550,551
05	CBYS	\$ 30,510,161	\$ 4,376,496	\$ 24,819,603	\$ 1,314,062	\$ -	\$ -	\$ 29,299,475	\$ 4,122,981
10	Santa Claus	\$ 10,000	\$ -	\$ 3,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -
88	IT	\$ 4,287,650	\$ 253,003	\$ 2,705,664	\$ 1,328,983	\$ 227,401	\$ 524	\$ 3,795,907	\$ 251,158
90	Capital	\$ 10,179,521	\$ 640,459	\$ 2,038,564	\$ 7,500,498	\$ 7,500,000	\$ 2,325	\$ 2,669,521	\$ 638,133
97	ARPA	\$ 2,000,000	\$ 387,885	\$ 1,355,930	\$ 256,185	\$ -	\$ -	\$ -	\$ -
		\$ 132,517,221	\$20,145,676	\$ 92,403,659	\$ 19,967,886	\$ 17,979,077	\$ 509,646	\$106,511,604	\$18,614,705

Overtime Summary (12 months)

State Fiscal	Accounting Month	# of Payrolls	Administration		Residential Services		JSU/Community Services		Grand Total	
			Overtime Paid	Overtime Hours	Overtime Paid	Overtime Hours	Overtime Paid	Overtime Hours	Overtime Paid	Overtime Hours
2026	Oct-25	2	\$ -	-	\$ 58,633	1,886	\$ 55	3	\$ 58,689	1,888
2026	Nov-25	2	\$ -	-	\$ 62,585	1,977	\$ -	-	\$ 62,585	1,977
2026	Dec-25	2	\$ -	-	\$ 58,077	1,159	\$ 24	1	\$ 58,100	1,160
2026	Jan-26	3	\$ -	-	\$ 81,931	2,764	\$ 9	0	\$ 81,940	2,765
2026	Feb-26	2	\$ -	-	\$ 44,177	1,343	\$ 39	2	\$ 44,216	1,345
2026	Mar-26	2	\$ -	-	\$ 35,571	1,069	\$ 513	19	\$ 36,084	1,088
2026	Apr-26	2	\$ -	-	\$ 61,179	1,816	\$ 1,079	40	\$ 62,258	1,856
2026	May-26	2	\$ -	-	\$ 72,423	2,099	\$ 666	23	\$ 73,089	2,122
2026	Jun-26	2	\$ -	-	\$ 70,619	1,807	\$ 1,557	15	\$ 98,745	1,822
2027	Jul-26	2	\$ -	-	\$ 96,612	1,975	\$ 2,133	29	\$ 98,745	2,004
2027	Aug-26	2	\$ -	-	\$ 76,082	2,301	\$ 905	25	\$ 76,988	2,325
2027	Sep-26	2	\$ -	-	\$ 76,869	2,154	\$ 899	38	\$ 77,769	2,192
Grant Total		25	-	-	794,760	22,350	7,880	193	751,440	22,543
Full Time Equivalent (FTE)				-		10.7		0.09		10.8

FY-2027 200 Revolving Funds

Fund	Name	Budget	Beginning Cash Balance	Revenue YTD	Expenditures YTD	Ending Cash Balance
200	Revolving Fund - The revolving fund consist of all monies received, pursuant to statutory authority, but not including appropriated funds. The revolving funds shall be continuing funds, not subject to fiscal year limitations and shall be under the control and management of the administrative authorities of the board. Majority of revenue is reimbursement for state funded grant projects.	\$ 5,349,562.00	\$ 8,029,204.19	\$ 1,420,027.40	\$ 1,942,951.64	\$ 7,506,279.95
205	Parental Responsibility - OJA shall enforce the legal duty of parents to provide for their child even though that child has been adjudged a ward of the court pursuant to the Juvenile Code. Title 10A O.S., § 2-2-703 authorizes the Office of Juvenile Affairs to obtain from a juvenile's parent reimbursement for costs and expenses for care and maintenance incurred by OJA in providing services for the juvenile. Information regarding parental financial accountability must be provided by the JSU worker to the court.	\$ 225,000.00	\$ 818,677.83	\$ 23,296.61	\$ 4,302.84	\$ 837,671.60
210	Santa Claus Commission - The Santa Claus Commission shall have authority to provide or purchase a Christmas present for every child who is in the custody of the state residing in a child care institution of the Department of Human Services or the Office of Juvenile Affairs, a licensed child care institution or a group home or foster home, supported in whole or in part by the state, as defined by the Department of Human Services or the Office of Juvenile Affairs, who would not otherwise receive a present.	\$ 6,000.00	\$ 5,902.11	\$ 1,388.31	\$ -	\$ 7,290.42
250	Oklahoma Youth Academy Charter School Fund - The revolving fund consists of all monies received from the Department of Education.	\$ 435,978.00	\$ 274,465.26	\$ 105,152.06	\$ 13,416.21	\$ 366,201.11
297	ARPA Interest - Fund consists of ARPA interest and is allocated to build a new shelter.	\$ 2,000,000.00	\$ 2,000,000.00	\$ -	\$ 387,885.06	\$ 1,612,114.94

FY-2027 400 Revolving Funds

Fund	Name	Budget	Beginning Cash Balance	Revenue YTD	Expenditures YTD	Ending Cash Balance
400	Delinquency Prevention (Primary) - OJA is the primary recipient of all monies received through reimbursement for delinquency prevention from the Department of Justice. This fund is a continuing fund, not subject to fiscal year limitations and shall be under the control and management of the administrative authorities of the board.	\$ 1,452,849.00	\$ 87,420.24	\$ 302,025.49	\$ 349,335.97	\$ 40,109.76
405	Federal Grant (Passthrough) - OJA is a subrecipient of federal funds for the Residential Substance Abuse Treatment Program (RSAT). These funds are received from the District Attorneys Council as reimbursements for substance abuse treatment programs within state and local detention facilities.	\$ 170,935.00	\$ 470,497.46	\$ -	\$ 53,498.78	\$ 416,998.68
410	Federal Grant (Provider) - OJA provides Targeted Case Management (TCM) and Residential Behavioral Management Services (RBMS) for the Oklahoma Health Care Authority. This fund is comprised of payments for those services.	\$ 16,355,293.00	\$ 18,571,116.51	\$ 1,633,405.14	\$ 928,402.43	\$ 19,276,119.22

Trust Funds 700 (Agency Special Account)

Fund	Name	Budget	Beginning Cash Balance	Revenue YTD	Expenditures YTD	Ending Cash Balance
701	Trust Fund - Established to account for all the funds a juvenile received or expended while in OJA Custody	175,000	14,777	21,906	12,893	23,790
702	Canteen Fund - Established to account for all the funds at canteens located at COJC. Proceeds from the canteen are used for the benefit of the juvenile.	30,000	12,265	5,139	4,523	12,881
703	Donations - Established to account for all Donated funds received/expended. These funds are used for the benefit of the juvenile	1,325	1,325	-	-	1,325
704	Restitution - Established to account for all funds received from OJA's Victim Restitution Program	15,000	23,838	-	1,678	22,160

FY-2027 Revolving Funds Revenue Projection

As of 9/30/2026

Receivable Source	FY-27 Budget	YTD Budget	Receipts	In-Transit	Over (Under) Budget
Federal Grants/Reimbursements	\$ 7,200,000.00	\$ 1,800,000.00	\$ 1,608,330.80		\$ (191,669.20)
Charter School State Aid Grants	\$ 267,408.00	\$ 66,852.00	\$ 87,934.13		\$ 21,082.13
School Breakfast/Lunch/Snack Progra	\$ 168,570.00	\$ 42,142.50	\$ 14,906.43		\$ (27,236.07)
Income from Rent	\$ 113,332.80	\$ 28,333.20	\$ 18,888.84	\$ 9,444.42	\$ 0.06
Child Support	\$ 90,000.00	\$ 22,500.00	\$ 23,305.61		\$ 805.61
SSI and SSA / DRS	\$ 60,000.00	\$ 15,000.00	\$ 6,722.00		\$ (8,278.00)
Sales	\$ 20,000.00	\$ 5,000.00	\$ 5,209.05		\$ 209.05
Refunds/other	\$ 5,000.00	\$ 1,250.00	\$ 17,044.94		\$ 15,794.94
Totals	\$ 7,924,310.80	\$ 1,981,077.70	\$ 1,782,341.80	\$ 9,444.42	\$ (189,291.48)

Emergency Purchases

As of 09/30/2026

EMR#	Date	Vendor	Description	Location	Amount
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None to Report

Sole Source Purchases

As of 09/30/2026

SS#	Date	Vendor	Description	Amount
None to report				

Oklahoma Youth Academy Charter School (OYACS)

School Board Meeting

October 22, 2026

Finance Report



FY26-27 OYACS Budget Status

Oklahoma Youth Academy Charter Shool (OYACS) School Year 2026-2027 September 30th, 2026				
		Budget	YTD Budget	Expenses
Payroll		\$ 1,721,317	\$ 430,329	\$ 326,770
Professional Services		\$ 16,500	\$ 4,125	\$ -
Travel		\$ 15,000	\$ 3,750	\$ 672
Administrative		\$ 268,925	\$ 67,231	\$ 40,755
Equipment & Furniture ETC		\$ 27,715	\$ 6,929	\$ -
		\$ 2,049,457	\$ 512,364	\$ 368,198
Federal Funding		\$ 448,194	\$ 112,049	\$ -
Appropriations		\$ 1,601,263	\$ 400,316	\$ 368,198
Total Revenue		\$ 2,049,457	\$ 512,364	\$ 368,197.69
Over (Under)				\$ 144,167
Revolving Balance				\$ 366,201

Proposed 2026-27, FY27, Encumbrances



Proposed Modifications to OYACS Encumbrances

Encumbrance #	Description	Vendor	Amount
No new requests			

Proposed OYACS Policies



Proposed OYACS Policies

Policy Number	Policy Title
10-8000	Employee Compensation
10-8001	Fair Labor Standards Act and Employment Security Act
10-8002	Employee Personnel File
10-8010	Background and Reference Checks
10-8020	Annual Criminal Record Questionnaire
10-8030	Drug-Free Workplace
10-8040	Failure to Comply with State Income Tax Laws
10-8050	Evaluation
10-8060	Professional Conduct
10-8061	Conflict of Interest
10-8062	Nepotism, Employment of Relatives, and Personal Relationships
10-8063	Violence in the Workplace
10-8064	Confidentiality
10-8065	Secondary Employment
10-8066	OYACS Employee Discipline Policy
10-8070	Conference and Visitations

Proposed OYACS Policies continued

Policy Number	Policy Title
10-8080	CPR and Heimlich
10-8081	HIV and AIDS
10-8082	Blood-borne Pathogens and Exposure Control Plan
10-8083	Epinephrine
10-8084	Diabetes
10-8090	Employee Dress Code
10-8100	Faculty Meetings
10-8110	Supervision
10-8120	Equal Employment Opportunity and ADA
10-8130	Sick Leave
10-8140	Paid Personal Days
10-8150	Family and Medical Leave
10-8151	Personal Leave of Absence
10-8152	Jury Duty
10-8153	Voting Leave
10-8155	OYACS Maternity Leave

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8000	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Employee Compensation and Time Reporting

Oklahoma Youth Academy Charter School will fairly compensate its employees in compliance with 70 O.S. § 18-114.15 and OJA policy P-03-05-300, Compensation Definitions and Purpose.

Salaries are specified in each employee's contract and payable in bi-weekly installments. Direct deposit is required. Employees will submit their time records weekly. Each employee is to maintain an accurate daily record of his or her hours worked and accurately record all absences.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8000	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8001	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Fair Labor Standards Act and Oklahoma Employment Security Act

The Oklahoma Youth Academy Charter School (OYACS) and OJA will comply fully with the Fair Labor Standards Act of 1938 (FLSA), as amended, 29 U.S.C. § 201 *et seq.* Additional information regarding FLSA may be found in OJA policies P-03-05-303, Fair Labor Standards Act Procedures Statement of Policy and Procedures, P-03-05-304, Fair Labor Standards Act Procedures for Overtime Compensation.

OJA and OYACS comply with the Oklahoma Employment Security Act. See 40 O.S. § 1-101, *et seq.* OJA and OYACS. Additionally, OJA and OYACS comply with the regulations and standards set forth by the Oklahoma Employment Security Commission.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8001	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

~~8001~~ Fair Labor Standards Act ~~and of 1938 and Oklahoma Employment~~
~~Security Act~~ ~~Employment Security Act~~

The Oklahoma Youth Academy Charter School (OYACS) and OJA will comply fully with the Fair Labor Standards Act of 1938 (FLSA), as amended, 29 U.S.C. § 201 *et seq.* Additional information regarding FLSA may be found in OJA's policies P-03-05-303, Fair Labor Standards Act Procedures Statement of Policy and Procedures, ~~and~~ P-03-05-304, Fair Labor Standards Act Procedures for Overtime Compensation.

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8002	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Employee Personnel Files

OYACS employees shall have a personnel file maintained by Human Resource staff as required by OJA policy P-03-05-200, Definitions and Records of Employee Actions.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8002	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Employee Personnel Files

OYACS employees shall have a personnel file maintained by OJA Human Resource staff as ~~stated~~ required in by OJA policy P-03-05-200, Definitions and Records of Employee Actions.

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8010	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Background and Reference Checks

All offers of employment are conditioned on receipt of a background check report that is acceptable to OJA. Additional information regarding this section may be found in Oklahoma Administrative Code 377:3-13-147.1 and OJA policy P-03-05-106, Selection Procedures.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8010	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Background and Reference Checks

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8020	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Annual Criminal Record Questionnaire

Student and staff safety is of paramount concern to the Board of Juvenile Affairs. The fingerprint submission process utilized by OJA for criminal history records searches includes a Rap Back standard which provides information to OJA regarding subsequent criminal offenses for OYACS' staff. Additional information regarding state employees charged with crimes may be found in OJA policy P-03-05-106, Selection Procedures.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8020	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Annual Criminal Record Questionnaire

Student and staff safety is of paramount concern to the ~~OJA~~ Board of Juvenile Affairs. The fingerprint submission process utilized by OJA for criminal history records searches includes a “Rap Back” ~~feature-standard~~ which provides information to OJA regarding subsequent criminal offenses for OYACS’ staff. Additional information regarding ~~State-state~~ employees charged with crimes may be found in OJA’s policy P-03-05-106, Selection Procedures.

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8030	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Drug, Alcohol, and Tobacco-Free Workplace

OYACS and OJA are committed to a drug free work environment. It is the intent of OJA to provide a workplace environment that is free from alcohol, tobacco, and illegal drug use. Additional information regarding alcohol and illegal drug use may be found in the Oklahoma Administrative Code 377:3-11-11 and 377:3-11-12 and OJA policy P-03-05-710, Drug-Free Work Program. Additional information regarding no tobacco use may be found at 10A O.S. § 2-7-611, 63 O.S. § 1-1523, and OJA policy P-03-05-709, No Tobacco Use.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8030	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8040	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Failure to Comply with State Income Tax Laws

An OJA employee will be subject to disciplinary action if the Oklahoma Tax Commission (OTC) determines that the employee is not in compliance with state income tax laws. See 68 O.S. § 238.2. Upon receiving a notice of non-compliance from OTC, an employee has 90 days to be deemed compliant by OTC. See OAC 710:95-11-5. After being deemed compliant, an employee may be subject to a written admonishment on their first offense. An employee, who has been subjected to OTC compliance requirements 2 or more times in the previous 3 calendar years, will be subject to discharge.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8040	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8050	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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Evaluation

Performance evaluations are conducted at a minimum annually. Additional information may be found in OJA policy P-03-05-400, Performance Management Process (PMP).

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8050	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Evaluation

Performance ~~appraisals-evaluations~~ are conducted ~~at a minimum at least~~ annually ~~and more often if needed~~. Additional information ~~regarding the Performance Management Process~~ may be found in OJA's ~~olicies-policy~~ P-03-05-400 ~~and P-03-05-401~~, Performance Management Process (PMP).

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8060	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Professional Conduct

The Oklahoma Youth Academy Charter School's faculty shall adhere to recognized standards of professional conduct. Additional information regarding conduct by staff may be found in OJA's policies P-03-05-701, Professional and Ethical Conduct, P-03-05-705, Prohibited Relationships, P-03-05-801, Progressive Discipline, and P-35-01-04, Sexual Activity.

OYACS employees are expected to maintain high standards of performance, honesty, integrity, and impartiality in the conduct of the agency's business.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8060	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

At-Will Employee and Professional Conduct

The Oklahoma Youth Academy Charter School’s faculty shall ~~at all times~~ adhere to recognized standards of professional conduct. Additional information regarding conduct by staff may be found in OJA’s policies P-03-05-701, Professional and Ethical Conduct, P-03-05-705, Prohibited Relationships, P-03-05-801, Progressive Discipline, and P-35-01-04, Sexual Activity.

OYACS ~~faculty and staff are at-will/unclassified employees. Unclassified~~ employees are expected to maintain high standards of performance, honesty, integrity, and impartiality in the conduct of the agency's business. ~~While OYACS and OJA support the use of the progressive discipline process up to and including suspension and termination in order to foster employee development and improve performance, OYACS faculty and staff have no right to this formal process:~~

~~OYACS and OJA staff agree to provide 14 days’ advance notice, in writing of the intention to terminate employment. OJA policy P-03-05-808 “Corrective Discipline (Unclassified).” P-03-05-808~~

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8061	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Conflict of Interest

Oklahoma Youth Academy Charter School complies with Conflict of Interest standards through OJA policy P-03-05-700, Employees Rights and Responsibilities, P-03-05-701, Professional and Ethical Conduct, P-03-05-703, Secondary Employment, and P-03-19-03, OJA Procurement Procedures.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8061	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Conflict of Interest

Oklahoma Youth Academy Charter School complies with Conflict of Interest standards through OJA policy P-03-05-700, Employees Rights and Responsibilities, P-03-05-701, Professional and Ethical Conduct, P-03-05-703, Secondary Employment, and P-03-19-03, OJA Procurement Procedures.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8062	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Nepotism, Employment of Relatives, and Personal Relationships

OYACS and OJA want to ensure employment practices do not create situations, such as conflict of interest or favoritism. OYACS complies with OJA policy P-03-05-705, Prohibited Relationships.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8062	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Nepotism, Employment of Relatives and Personal Relationships

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8001	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Violence in the Workplace

OJA is committed to establishing a safe working environment. Employees who make threats of violence or commit violence in the workplace will be subject to discipline, including, but not limited to, discharge. See OJA policy P-03-05-708, Violence in the Workplace.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8001	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8064	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Confidentiality

All employee and student information will be treated as strictly confidential and will only be shared in accordance with federal and state laws and OJA policies P-03-01-47, Media and Community Relations – Media Access to OJA, P-03-05-200, Definitions and Records of Employee Actions, P-10-01-07, Records Management, P-10-01-08, Agency Records, and P-10-01-09, Information Sharing.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8064	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Confidentiality

All ~~employee and~~ student information will be treated as strictly confidential and will only be shared in accordance with federal and state laws and ~~reOJA policy and applicable laws as referenced in OJA's confidentiality~~ policies P-03-01-~~46-47~~, Media and Community Relations – Media Access to OJA, through P-03-01-~~48~~ and P-03-05-200, Definitions and Records of Employee Actions, P-10-01-07, Records Management, P-10-01-08, Agency Records, and P-10-01-09, Information Sharing.

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8065	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Secondary Employment

An employee may accept other employment outside OYACS's regular work hours if the other employment does not interfere with or is not in conflict with the employee's OYACS contract. However, if an employee engages in other employment, the employee must disclose relevant information as required by OJA policy P-03-05-703, Secondary Employment.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8065	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8166	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

OYACS Discipline Policy

Oklahoma Youth Academy Charter School supervisors and employees shall follow the disciplinary procedures and standards required in Office of Juvenile Affairs policy P-03-05-800, Progressive Discipline.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8166	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

OYACS Discipline Policy

Oklahoma Youth Academy Charter School supervisors and employees shall follow the disciplinary procedures and standards required in Office of Juvenile Affairs policy P-03-05-800, Progressive Discipline.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8070	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Conferences and Visitations

Teachers should use every opportunity to confer with a student's legal caregiver and/or both their facility and juvenile service unit assigned juvenile justice specialist (JJS) regarding the achievement of their students. When conferences are not possible, teachers are urged to make special reports of each student's achievement in their classes. The teacher must be mindful that this report is an OYACS' document and should have appearance of having been written by a professional educator.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8070	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Conferences and Visitations

Teachers should use every opportunity to confer with a student's legal caregiver~~parents/guardians~~ and/or both their facility and juvenile service unit assigned juvenile justice specialist (JJS)~~Worker(s)~~ regarding the achievement of their students. When conferences are not possible, teachers are urged to make special reports of ~~the each~~ student's achievement in their classes. ~~A teacher may write a special report in any form he or she desires, but the~~The teacher must be mindful that ~~such this~~ report is an OYACS' document and ~~that the document presents the~~should have appearance of having been written by a professional educator. ~~The principal shall be informed, however, and the principal shall sign the report along with the teacher.~~

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8001	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Cardiopulmonary Resuscitation (CPR) and Heimlich Maneuver Training

The Office of Juvenile Affairs requires all new staff be trained within the first year, and all staff are required to recertify annually, in cardiopulmonary resuscitation and the Heimlich maneuver. See P-35-01-10, Staffing and Staff Training. This policy allows each OYACS site to be in compliance with 70 O.S. § 1210.199, which requires a minimum of one (1) certified teacher and one (1) noncertified faculty member, at each OYACS' site, receives training in cardiopulmonary resuscitation and the Heimlich maneuver each year.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8001	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Cardiopulmonary Resuscitation (CPR) and Heimlich Maneuver Training

The Office of Juvenile Affairs requires all new staff be trained within the first year, and all staff are required to recertify annually, in cardiopulmonary resuscitation and the Heimlich maneuver. See P-35-01-10, Staffing and Staff Training. This policy allows each OYACS site to be in compliance with 70 O.S. § 1210.199, which requires a minimum of one (1) certified teacher and one (1) noncertified faculty member, at each OYACS' site, receives training in cardiopulmonary resuscitation and the Heimlich maneuver each year.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8081	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS)

Employees of OYACS shall receive HIV/AIDS education through written and oral communication, in-service training and staff development courses. See OJA policy P-35-07-10, Communicable and Infectious Disease Management.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8081	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS)

Employees of OYACS shall receive HIV/AIDS education through written and oral communication, in-service training and staff development courses. See OJA policy P-35-07-10, Communicable and Infectious Disease Management.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8082	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Blood-Borne Pathogens and Exposure Control Plan

Information regarding this section may be found in OJA policy P-35-07-10, Communicable and Infectious Disease Management.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8082	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Blood-Borne Pathogens and Exposure Control Plan

Information regarding this section may be found in OJA policy P-35-07-10, Communicable and Infectious Disease Management.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8083	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Epinephrine

Oklahoma Youth Academy Charter School (OYACS) employees shall receive Epinephrine training through staff development courses.

OYACS is in compliance with 70 O.S. §1-116.3 through OJA policies. See OJA policies P 35-07-01, Medical and Healthcare and P-35-07-07, Emergency Medical Services.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8083	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Epinephrine

Oklahoma Youth Academy Charter School (OYACS) employees shall receive Epinephrine training through staff development courses.

OYACS is in compliance with 70 O.S. §1-116.3 through OJA policies. See OJA policies P 35-07-01, Medical and Healthcare and P-35-07-07, Emergency Medical Services.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8084	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Diabetes

Oklahoma Youth Academy Charter School will designate staff to complete the required Diabetes Management Training. The Office of Juvenile Affairs Central Oklahoma Juvenile Center's medical team creates a healthcare treatment plan as required for each resident based on doctor's orders. See OJA policy P-35-07-01, Medical and Health Care.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8084	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Diabetes

Oklahoma Youth Academy Charter School will designate staff to complete the required Diabetes Management Training. The Office of Juvenile Affairs Central Oklahoma Juvenile Center's medical team creates a healthcare treatment plan as required for each resident based on doctor's orders. See OJA policy P-35-07-01, Medical and Health Care.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8090	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Employee Dress Code

It is important for all employees to project a professional image while at work by being appropriately attired and groomed. Oklahoma Youth Academy Charter School's employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and appropriate to the type of work being performed. Additional information may be found in OJA's policy P-35-01-08, Facility Employee Dress Code.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8090	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Employee Dress Code

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8100	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Faculty Meetings

It shall be the duty of the teacher to attend all meetings called by the principal, School Superintendent, and/or the Office of Juvenile Affairs Executive Director. No excuse, other than one that would be an authorized absence, shall be acceptable for missing a faculty meeting. Teachers shall exercise the same attitude toward promptness and participation in faculty meetings that they expect from their students.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8100	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Faculty Meetings

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It shall be the duty of the teacher to attend all meetings called by the principal, ~~Education Director~~/School Superintendent, ~~and/or the Office of Juvenile Affairs~~ Executive Director. No excuse, other than one that would ~~be an authorized justify~~ absence ~~from OYACS~~, shall be acceptable for ~~absence from~~missing a faculty meetings. Teachers shall exercise the same attitude toward promptness and participation in faculty meetings that they expect from their students.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8110	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Supervision

A teacher's duty does not end at the classroom door. Supervision, with the assistance of facility staff, in halls between classes at noon, and before and after school is required to maintain order. Many times, just the presence of a teacher in the hall can prevent trouble from starting. Teachers shall be assigned duties in accordance with their Office of Juvenile Affairs employment agreements. Oklahoma Youth Academy Charter School's principal(s) is expected to remain at school as long as necessary to complete their duties and for the safety of students and personnel.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8110	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Supervision

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8120	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Equal Employment Opportunity and Americans with Disabilities Act

Employees of Oklahoma Youth Academy Charter School (OYACS) are employees of the Office of Juvenile Affairs. OJA is an equal opportunity employer. It is the policy of OJA to prohibit unlawful discrimination and harassment of any type and to provide equal employment opportunities to employees and applicants, without regard to political or religious opinion or affiliation, race, color, sex, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information, veteran status, or any other reason prohibited by law including but not limited to antisemitism.

It is the policy of OJA to provide equal opportunity in employment, advancement, and other conditions of employment to all qualified applicants and employees. It is the intent of OJA to fully comply with all applicable state and federal equal opportunity and “non-discrimination” laws and regulations.

The principles of equal employment opportunity and anti-discrimination apply to all aspects of the employment practices and personnel actions throughout OJA, including but not limited to, recruiting, hiring, promotions, demotions, separations, reductions-in-force (RIF), recalls, compensation, benefits, application of policies, training, working conditions and all other terms and conditions of employment.

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on OJA premises who are employed by temporary agencies, and any other persons or firms doing business for or with OJA.

OYACS and OJA are committed to a work environment where all individuals are treated with respect and dignity. Additional information may be found in OJA policies P-03-03-01, Equal Employment Opportunity Statements, P-03-03-02, Prohibiting Sexual Harassment, P-03-03-03, Discrimination and Sexual Harassment Complaint Investigation Procedures, and P-03-03-04, Americans with Disabilities Act (ADA) and Reasonable Accommodation.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8120	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Equal Employment Opportunity and Americans with Disabilities Act

Employees of Oklahoma Youth Academy Charter School (~~OYACS~~) are employees of ~~the Office of Juvenile Affairs~~. ~~The Office of Juvenile Affairs~~OJA is an equal opportunity employer. It is the policy of OJA to prohibit unlawful discrimination and harassment of any type and to provide equal employment opportunities to employees and applicants, without regard to political or religious opinion or affiliation, race, color, sex, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information, veteran status, or any other reason prohibited by law ~~including but not limited to antisemitism~~.

It is the policy of OJA to provide equal opportunity in employment, advancement, and other conditions of employment to all qualified applicants and employees. It is the intent of OJA to fully comply with all applicable state and federal equal opportunity and “non-discrimination” laws and regulations.

The principles of equal employment opportunity and anti-discrimination apply to all aspects of the employment practices and personnel actions throughout OJA, including but not limited to: ~~—~~, recruiting, hiring, promotions, demotions, separations, reductions-in-force (RIF), recalls, compensation, benefits, application of policies, training, working conditions and all other terms and conditions of employment.

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on OJA premises who are employed by temporary agencies, and any other persons or firms doing business for or with OJA.

~~The Oklahoma Youth Academy Charter School~~OYACS and OJA are committed to a work environment where all individuals are treated with respect and dignity. Additional information may be found in OJA’s policies P-03-03-01, Equal Employment Opportunity Statements, P-03-03-02, Prohibiting Sexual Harassment, P-03-03-03, Discrimination and Sexual Harassment Complaint Investigation Procedures, and P-03-03-04, Americans with Disabilities Act (ADA) and Reasonable Accommodation.

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8130	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Sick Leave

At the beginning of the contract term, faculty and staff will be given 10 paid sick days. Sick leave will be pro-rated at a rate of 1 day for every 22 school calendar days left in the academic year for faculty that are employed after the school year has started. Sick leave may not be used before it is accrued. See 70 O.S. § 6-104.

Sick leave may be used for an employee's personal illness, well-care, and appointments for medical and dental care. Sick leave may also be used for illness and well-care in an employee's immediate family. Accrued sick leave can be carried over from year to year.

An employee who has a sick leave absence in excess of 3 consecutive working days must present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment.

OJA will accept a transfer of accrued sick leave earned at another school district up to a maximum of ten 10 days.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8130	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Sick Leave

At the beginning of the contract term, faculty and staff will be given 10 paid sick days. Sick leave will be pro-rated at a rate of 1 day for every 22 school calendar days left in the academic year for faculty that are employed after the school year has started. Sick leave may not be used before it is accrued. See 70 O.S. § 6-104.

Sick leave may be used for an employee's personal illness, well-care, and appointments for medical and dental care. Sick leave may also be used for illness and well-care in an employee's immediate family. Accrued sick leave can be carried over from year to year.

An employee who has a sick leave absence in excess of 3 consecutive working days must present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment.

OJA will accept a transfer of accrued sick leave earned at another school district up to a maximum of ten 10 days.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8140	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Paid Personal Days

At the beginning of the contract term, faculty and staff will be given 5 paid personal days. The use of personal days requires prior approval of the principal. Personal days will be pro-rated at a rate of 1 day for every 45 school calendar days left in the academic year for faculty that are employed after the school year has started. Paid personal days cannot be carried over from contract year to contract year.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8140	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Paid Personal Days

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At the beginning of the contract term, faculty and staff will be given ~~five~~ (5) paid personal days. The use of personal days requires prior approval of the principal. Personal days will be pro-rated at a rate of ~~one~~ (1) day for every 45 ~~catendar~~ school ~~calendar~~ days left in the academic year for faculty that are employed after the school year has started. Paid personal days cannot be carried over from contract year to contract year.

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8150	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Family and Medical Leave

Family and medical leave is provided to eligible employees as described in Office of Juvenile Affairs policy P-03-05-505, Family and Medical Leave.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8150	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Family and Medical Leave

Family and medical leave is provided to eligible employees as described in Office of Juvenile Affairs policy P-03-05-505, Family and Medical Leave.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8151	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Personal Leave of Absence

Employees who require time off in addition to their paid personal days and eligible sick leave may request a leave of absence without pay as referenced in OJA policy P-03-05-510, Leave without Pay – Approved and Unapproved.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8151	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Personal Leave of Absence

Employees who require time off in addition to their paid personal days and eligible sick leave may request a leave of absence without pay as referenced in OJA policy P-03-05-510, Leave without Pay – Approved and Unapproved.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8152	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Jury Duty

Upon receipt of a jury summons from a local, state, or federal court, employees must notify and provide their supervisor with a copy of the summons. See Office of Juvenile Affairs policy P-03-05-508, Jury or Court Duty.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8152	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Jury Duty

Upon receipt of a jury summons from a local, state, or federal court, employees must notify and provide their supervisor with a copy of the summons. See Office of Juvenile Affairs policy P-03-05-508, Jury or Court Duty.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8153	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
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DATE APPROVED: _____	

Voting Leave

Oklahoma Youth Academy Charter School employees are allowed voting leave as required by Oklahoma statutes, and in compliance with OJA policy P-03-05-516, Voting Leave.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8153	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Voting Leave

Oklahoma Youth Academy Charter School employees are allowed voting leave as required by Oklahoma statutes, and in compliance with OJA policy P-03-05-516, Voting Leave.

~~OJA will allow voting leave as specified in relevant Oklahoma laws and regulations as stated in OJA policy P-03-05-516.~~

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-8155	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 1	
DATE APPROVED: _____	

Maternity Leave

In accordance with 70 O.S. § 6-104.8, the Office of Juvenile Affairs (OJA) provides eligible Oklahoma Youth Academy Charter School (OYACS) employees with paid maternity leave. To be eligible an employee must be a full-time OYACS employee, completed 1 year of employment, and worked at least 1,250 hours in the preceding 12 months. Eligible employees may receive up to 6 weeks of paid leave either immediately following the birth of an employee's child or immediately following the qualifying adoption of a child under 4 years of age. The 6 weeks must be taken consecutively and cannot be used intermittently.

Coordination With Other Leave

This benefit is provided in addition to accrued sick leave. An employee may use up to 6x weeks of accrued sick leave to extend the leave period, subject to applicable law and available leave balances. When the absence also qualifies under the Family and Medical Leave Act (FMLA), approved FMLA leave will run concurrently.

Request Process

Employees should notify Human Resources as soon as reasonably possible and provide any documentation necessary to confirm eligibility and administer the leave.

OJA will administer this benefit in accordance with 70 O.S. § 6-104.8, applicable Oklahoma State Department of Education guidance, and OJA leave procedures.

OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-81548155	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 1 of 2	
DATE APPROVED: _____	

Maternity Leave

In accordance with 70 O.S. § 6-104.8, the Office of Juvenile Affairs (OJA) provides eligible Oklahoma Youth Academy Charter School (OYACS) employees with paid maternity leave. ~~Att employees of the school that meet the criteria below are eligible. To be eligible an employee must be a full-time OYACS employee, completed 1 year of employment, and worked at least 1,250 hours in the preceding 12 months. Eligible employees may receive up to 6 weeks of paid leave either immediately following the birth of an employee's child or immediately following the qualifying adoption of a child under 4 years of age. The 6 weeks must be taken consecutively and cannot be used intermittently.~~

Eligibility

An employee must:

- ~~Be employed full-time by OYAC;~~
- ~~Have completed at least one year of employment; and~~
- ~~Have worked at least 1,250 hours during the preceding 12 months.~~

Leave Benefit

~~Eligible employees may receive up to six weeks of paid leave:~~

- ~~Immediately following the birth of the employee's child; or~~
- ~~Immediately following the qualifying adoption of a child under four years of age.~~

~~The six weeks must be taken consecutively and may not be used intermittently.~~

Coordination With Other Leave

This benefit is provided in addition to accrued sick leave. An employee may use up to ~~six~~ 6 weeks of accrued sick leave to extend the leave period, subject to applicable law and available leave balances. When the absence also qualifies under the Family and Medical Leave Act (FMLA), approved FMLA leave will run concurrently.

Request Process

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OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL (OYACS) OFFICE OF JUVENILE AFFAIRS (OJA)	
POLICY: 10-81548155	APPROVED: _____ KAREN YOUNGBLOOD BOARD CHAIR
PAGE 2 of 2	
DATE APPROVED: _____	

Employees should notify Human Resources as soon as reasonably possible and provide any documentation necessary to confirm eligibility and administer the leave.

OJA will administer this benefit in accordance with 70 O.S. § 6-104.8, applicable Oklahoma State Department of Education guidance, and OJA leave procedures.

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QUESTIONS