



**THE
MUSCOGEE (CREEK) NATION**

Johnson-O'Malley/Department of Education & Training
P.O. Box 580 | OKMULGEE, OK 74447
T 918.732.7839 | F 918.732.7844

JAMES R. FLOYD
PRINCIPAL CHIEF

LOUIS A. HICKS
SECOND CHIEF

MEMORANDUM

Date: July 31, 2017

To: All MCN JOM Programs and Indian Education Committees

From: Regina Keith, MCN JOM Manager *RK*

Subject: Program/IEC Requirements and Grievance Procedures

New Program Requirements and Grievance Procedures have been developed by Muscogee (Creek) Nation Johnson-O'Malley Department. Please familiarize yourself with the new policies that have been established as your funding could be affected if these procedures are not adhered to.

The attached Procedures and Requirements will take effect immediately. If you have any questions regarding the attached, feel free to contact me at (918) 732-7839.

Thank You.

Muscogee (Creek) Nation Grievance Procedures For Johnson O'Malley Program

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

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

Manager, the complaint shall be submitted to the Muscogee (Creek) Nation Secretary of Education, Employment & Training.

b. Either the Program Manager or the Secretary of Education, Employment & Training shall, within 30 days from the receipt of the complaint, report the findings to the complainant.

c. The findings of the Muscogee (Creek) Nation Johnson O'Malley Program Manager shall be final.

5. Grievances against the Johnson O'Malley Program Manager shall be as follows:

a. The complainant shall submit the complaint in writing to the Muscogee (Creek) Nation Secretary of Education, Employment & Training for investigation, review and action.

b. The Muscogee (Creek) Nation Secretary of Education, Employment & Training shall, within 30 working days from the date of the receipt of the complaint, report the findings to the complainant.

c. The findings of the Muscogee (Creek) Nation Secretary of Education, Employment & Training shall be final.

6. Grievances against the Indian Education Committee shall be as follows:

a. The complainant shall submit the complaint in writing to the Muscogee (Creek) Nation Johnson O'Malley Manager for investigation, review and action.

b. The Muscogee (Creek) Nation Secretary of Education, Employment & Training shall, within 30 working days from the date of the receipt of the complaint, report the findings to the complainant.

c. If the situation appears as if it could impair the school's ability to meet the requirements of the program, Muscogee (Creek) Nation JOM Office reserves the right to intervene. If intervention and efforts made by the Tribe do not lead to a resolution, the Muscogee (Creek) Nation JOM Manager reserves the right to disband the current parent committee upon approval from the Secretary of Education, Employment & Training. A new Parent Committee will be formed to replace removed members at a Special Election meeting. The Muscogee (Creek) JOM Manager will approve all documentation from the school program pertaining to compliance until a new Parent Committee is put in place.

d. The findings of the Muscogee (Creek) Nation Secretary of Education, Employment & Training shall be final.



Greg Anderson
Muscogee (Creek) Nation
Secretary of Education, Employment & Training

Muscogee (Creek) Nation JOM Programs/IEC Requirements

The purpose of Johnson-O'Malley funds are to provide programs to meet the special education needs of eligible JOM children and to make available, program funding for allowable administrative and Indian Education Committee costs. Listed below are the guidelines for the School, IEC and JOM office for administration of JOM Funds.

The requirements are summarized below:

- 1. Submission of Needs Assessment and Minutes of Approval.**
- 2. Submission of Application and Minutes of Approval.**
 - a. Completed applications are due in the Johnson-O'Malley program office no later than the 1st Friday in May.
 - b. Failure to submit a completed application on or before the required due date will result in a 25% reduction in the schools allocation.
 - c. No applications will be accepted after the 1st of June. Schools that fail to turn in a completed application will not receive funds for the upcoming school year. Schools who fail to turn in a completed application will be allowed to re-apply the following year providing they are compliant in the current fiscal year.
 - d. Should schools or the IEC have issues with the application or budget revisions they must contact the JOM program manager to request assistance or an extension of the deadlines. All decisions concerning these items will be at the discretion of the JOM program manager.
- 3. Submission of Budget Revision and Minutes of Approval.**

Due 2nd Friday in March, Failure to submit on or before the required due date will result in a 25% reduction in the schools allocation
- 4. Submission of Annual Report and Minutes of Approval.**

Programs are to forward these items to the JOM program office no later than the Monday following Veterans Day.
- 5. Submission of By-Laws and Minutes of Approval.**
- 6. Submission of IEC Election Certificate.**
- 7. Submission of stamped copy of meetings filed with the County Clerk**
- 8. Submission of JOM Parent Committee Training form.**
- 9. Submission of advertisement of election meeting.**

Programs are to forward these items to the JOM program office no later than the 15th of December.

10. Submission of Expenditure Claims.

Expenditure claims are due quarterly for programs that receive more than \$5000.00, programs that receive \$5000.00 or less will submit their claims semi-annually. Claims received after the due date will not be processed and will be at the expense of the school. Any claims received from a program that is out of compliance will not be processed for reimbursement.



Greg Anderson
Muscogee (Creek) Nation
Secretary of Education, Employment & Training



Regina Keith
Muscogee (Creek) Nation
Johnson-O'Malley Program Manager