



April 15, 2025

Stillwater Public Schools  
ATTN: Superintendent  
314 S. Lewis Street  
Stillwater, OK 74074-3515

Dear Superintendent,

OSSBA appreciates the opportunity over the last year to assist your district in unemployment matters through membership in OSSBA Employment Services. It is time for your Board of Education to renew its membership in the Service.

Please find attached your Service Agreement for the 2025-2026 school year. We would like to point out the provision in the Services Agreement that your district grant OSSBA Employment Services Third Party Administrator (TPA) access to the school's EZ Tax Express account so that we can appropriately administer the school's unemployment claims and assist with financial accounting and quarterly contribution reporting. OSSBA Employment Services has always asked our member schools to grant TPA access. We wanted to take this opportunity to remind you about the requirement and emphasize its importance.

Please complete the Service Agreement and return it to our office at your earliest convenience. Please let us know if you have questions. You can reach Kim Bishop at [kimb@ossba.org](mailto:kimb@ossba.org), Brandon Carey at [brandonc@ossba.org](mailto:brandonc@ossba.org) or Deisy Escalera at [deisye@ossba.org](mailto:deisye@ossba.org). Or you may reach any of us by phone at 405.528.3571.

Sincerely,

Kim Bishop  
OSSBA Employment Services Team

Deisy Escalera

Brandon Carey

## **COMPREHENSIVE EMPLOYMENT SERVICE AGREEMENT**

This Service Agreement is made this \_\_\_ day of \_\_\_\_\_, 2025, by and between Stillwater Public Schools (hereafter, "School") and Oklahoma State School Boards Association Employment Services Program (hereafter, "OSSBA").

The Board of Education of the School has voted to join the OSSBA Employment Services Program for the 2025-2026 school year and agrees to pay OSSBA an administrative fee in the amount equal to \$7.00 per employee.

**Payment:** During the term of this Service Agreement, not more than once each month, *an amount will be deducted from the School's OSSBA Employment Services Program Account* until the total annual administrative fee is paid in full. OSSBA records indicate 1075 school employees, for a total annual administrative fee of \$7,525.00.

The administrative fee will be paid in exchange for employment related services provided by OSSBA, including but not limited to:

- 1) Providing complete legal representation by an Oklahoma licensed attorney in all aspects of the unemployment claims process before the Oklahoma Employment Security Commission (hereafter "OESC");
- 2) Auditing the payment of all unemployment claims to ensure the minimum is paid and any overpayments are recovered;
- 3) Providing quarterly reports of unemployment claims and amounts paid by the OESC to Claimants on the School's behalf;
- 4) Providing prudent management of School funds deposited in the School's OSSBA Employment Services Program Account;
- 5) Providing up-to-date Legislative and Administrative Law Updates to keep the School informed of changes that affect unemployment claims and costs; and
- 6) Providing opportunities for employment training and information.

**Information Access:** The School will grant to OSSBA Third Party Administrator (TPA) access rights to the School's EZ Tax Express Account administered by the Oklahoma Employment Security Commission (OESC) in order for OSSBA to appropriately administer School's unemployment claims and assist with financial accounting and quarterly contribution reporting. Further, the School agrees to provide OSSBA with access to other information systems administered by the OESC if access is deemed necessary to process unemployment claims on School's behalf.

**Additional Deposits:** In the event that a payment or deduction from the School's OSSBA Employment Services Program Account would deplete the Account to an amount less than zero (0), the School will be required to make an additional deposit to replenish the Account prior to OSSBA making any payment to the OESC.

**Withdrawal of Funds from OSSBA Employment Services Program Account:** Upon signing an initial Service Agreement, the School will make an initial deposit in order to establish an OSSBA Employment Services Program Account through which the OSSBA will pay any necessary unemployment claim payments and any other necessary payments to the OESC on the School's behalf. The funds in the Account shall at all times remain School funds. Because the funds in the School's OSSBA Employment Services Program Account remain School funds, the School may withdraw any or all funds from the Account upon providing written notice to the OSSBA.

**Term of Agreement:** This Service Agreement will be effective for the 2025-2026 fiscal year which ends on June 30, 2026. This Service Agreement may be renewed for a subsequent fiscal year by the Board of Education of the School taking such necessary action.

**Revision or termination of Agreement:** Either party may revise this Service Agreement with 60 days' written notice to the other party. If either party does not fulfill what it has agreed upon in the above terms, then termination may be made within 30 days' written notice to the other party.

Signed:



Shawn Hime  
OSSBA Executive Director

\_\_\_\_\_  
School Board President or Designee  
Stillwater Public Schools 477

04/17/2025

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date