



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Tawni Hooten, Admin Assistant to the Superintendent
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 13, 2026

AGENDA ITEM(S):

Discussion and possible action to approve Tawni Hooten, Administrative Assistant to the Superintendent as the Superintendent's Official Designee for Oklahoma State Department of Education (OSDE) Single Sign-On (SSO) systems and applications for the 2026-2027 school year, pursuant to OSDE Superintendent Designee Guidelines

BOARD ACTION REQUESTED:

Move to approve Tawni Hooten as the Superintendent's Official Designee for OSDE-SSO for FY 2026-2027.

BACKGROUND INFORMATION:

70 O.S. § 5-119 (Board Officers, Minute/Board Clerk, Encumbrance Clerk)

- What it governs: The appointment and statutory bonding requirement for the Board Clerk / Minute Clerk and Encumbrance Clerk.
- Key Provision: Requires that before entering upon the discharge of their duties, the board clerk, minute clerk, or deputy clerk shall execute a surety bond "in a sum of not less than One Thousand Dollars (\$1,000.00)" payable to the school district, conditioned upon the faithful performance of their duties.

70 O.S. § 5-116a (Superintendent and District Officers - General Surety Bonds)

- What it governs: General employment and surety bonding requirements for school district superintendents, officers, and administrative personnel who hold financial or official authority.
- Key Provision: Requires that each surety bond shall be payable to the school district, issued by a surety company authorized to do business in Oklahoma, and conditioned on the faithful performance of the duties of the individual holding administrative or official signatory authority.

OSDE Superintendent Designee Guidelines (State Department Policy)

- What it governs: The specific authorization granted by OSDE to allow non-superintendents to certify and submit state records.
- Key Provision: OSDE administrative guidelines mandate that any non-superintendent serving as a Superintendent Designee must present proof of active public official bonding (which her existing \$25,000 Board Clerk Bond satisfies) alongside board approval and a signed attestation form.