



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION¹

PREPARED BY: Dr. Trent J. Swanson, Chief Human Resources Officer

APPROVED BY: Mr. Uwe Gordon, Superintendent

DATE: June 11, 2024

AGENDA ITEM: 4-L

Human Resources Contracts for FY 24-25

- 1) Powerschool (HR Software Service Agreement)
- 2) OK Thrive (New Teacher Mentoring Agreement)
- 3) OSSBA (Unemployment Insurance)
- 4) Frontline (Time & Attendance Renewal)
- 5) iObservation (Marzano Teacher and Leader Effectiveness Tool)

BOARD ACTION REQUESTED:

Motion to Approve Contracts for 2024-2025

BACKGROUND INFORMATION:

Oklahoma statutes require public schools to annually approve all new contracts and renew any ongoing and long-term contracts. The attached list represents new and existing agreements which require this annual renewal. Copies of these contracts are attached and will be maintained on file in the finance office.

- 1) Powerschool - Employee records management software that includes onboarding documents and regular HR and talent management tasks.
- 2) OK Thrive - Stillwater Public Schools and Oklahoma State University OK-Thrive plan to partner for the OK-Thrive Program. OK-Thrive is a university-based coaching program that provides induction support for novice teachers and Cooperative Extension educators across Oklahoma. OK-Thrive will serve to empower educators by supporting their transition from training to practice. OK-Thrive aims to root educators within our state by providing responsive support, goals-based coaching, and leadership development in an effort to positively impact teacher retention across Oklahoma.
- 3) OSSBA - Management of our unemployment claims matters, including, but not limited to, docketing, requesting and organizing claims information.
- 4) Frontline Education - Maintains all absence and time solutions internally. This encompasses all employee absences and substitute placement for employees who require substitutes. This is a renewal. FY 2025 cost \$41867.91
- 5) iObservation - The Marzano framework is an evaluation model for teachers. It has four domains broken down into 60 elements designed to define educational goals and target professional development offerings.


Exhibit A Frontline Customer Order Form

Q-117245

MSA-001f400000S97X6

11/08/2022

1400 Atwater Drive Malvern, PA 19355

Customer:

Stillwater Public Schools
 314 S. Lewis
 Stillwater, Oklahoma, 74074
 United States

Contact: Janet Vinson

Title: Director of HR

Phone:
Email: jvinson@stillwaterschools.com

Order Form Details:
Pricing Expiration: 11/01/2022

Quote Currency: USD

Account Manager: Jaclyn Harvey

Startup Cost Billing Terms: One-Time, Invoiced after signing

Subscription Billing Frequency: Annual

Sale Type: New

Initial Term: 12/08/2022 – 6/30/2026

Pricing Overview
Amount
One-Time Fees
\$14,800.00
Annual Recurring Fees
\$38,992.50
(Initial Term Prorated Fees)
\$21,899.90
One-Time Fees Itemized Description
Quantity
Amount (each)
Amount

Frontline Implementation

1

\$13,800.00

\$13,800.00

Frontline Single-Sign-On (SSO) Setup

1

\$1,000.00

\$1,000.00

Annual Recurring Fees Itemized Description
Start Date
End Date
Amount

(Absence & Time Solution Prorated Term)

12/08/2022

6/30/2023

\$21,899.90

Absence & Time Solution

7/01/2023

6/30/2024

\$38,992.50

Absence & Time Solution

7/01/2024

6/30/2025

\$41,867.91

Absence & Time Solution

7/01/2025

6/30/2026

\$44,979.67



1400 Atwater Drive Malvern, PA 19355

Additional Order Form Information

Annual price increases will be the greater of (i) the uplift shown above or (ii) the annual increase in the Consumer Price Index ("CPI-U"). The term CPI-U shall mean the national consumer price index for all urban customers, U.S. City Average, for all items, not seasonally adjusted, with the 1982-84=100 reference base, as published in September for the 12 months ended August 31st of the year preceding the renewal term.

Tax Information

Tax Exemption: We currently have a tax exemption certificate on file for you.

PO Information

PO Status:

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment

Professional Services Information

Customer has one year from date of Customer's signature of this Order to utilize any Professional Services described in this Order. The Professional Services expire thereafter with no credit or refund due to Customer.



1400 Atwater Drive Malvern, PA 19355

Exhibit A Frontline Customer Order Form

Q-117245

MSA-001f400000S97X6

11/08/2022

Invoicing Schedule	Due Date	Amount
Invoice: One Time	Upon Signing	\$14,800.00 + applicable sales tax
Frontline Implementation		\$13,800.00
Frontline Single-Sign-On (SSO) Setup		\$1,000.00
Invoice: Prorated	1/07/2023	\$21,899.90 + applicable sales tax
Absence & Time Solution		\$21,899.90
Invoice: Annual		\$38,992.50 + applicable sales tax
Absence & Time Solution		\$38,992.50
Absence & Time Solution		\$41,867.91
Absence & Time Solution		\$44,979.67

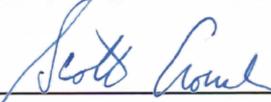
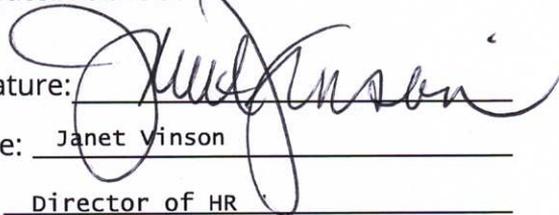


1400 Atwater Drive Malvern, PA 19355

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

Frontline Technologies Group LLC dba Frontline Education Signature: <u></u> Name: <u>Scott Crouch</u> Title: <u>VP Financial Operations</u> Address: <u>1400 Atwater Drive</u> <u>Malvern, PA 19355</u> Email: <u>billing@frontlineed.com</u> Effective Date: <u>November 14, 2022</u>	Stillwater Public Schools Signature: <u></u> Name: <u>Janet Vinson</u> Title: <u>Director of HR</u> Address: <u>314 S. Lewis</u> <u>Stillwater, Oklahoma 74074</u> Email: <u>jvinson@stillwaterschools.com</u>
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STATEMENT OF WORK



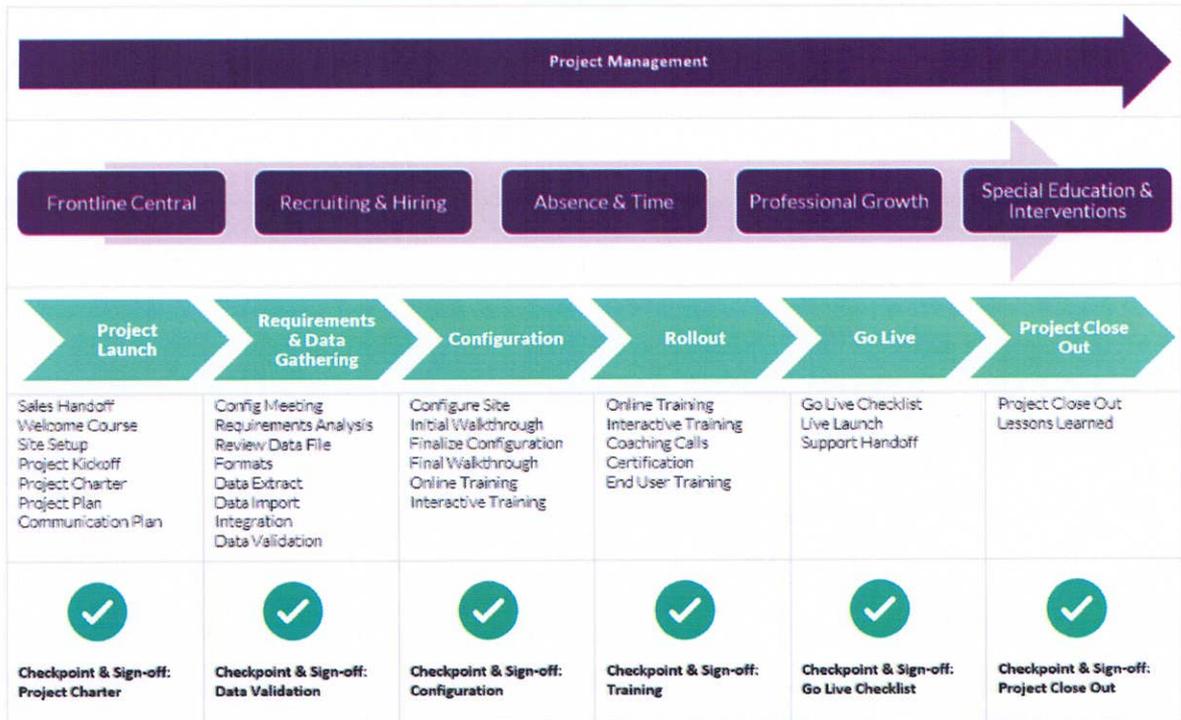
Absence & Time Solution

Standard Implementation Services



Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal procedures utilized for Client's workforce management, both time and attendance and substitute placement processes.
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Role-based Learning Center: ongoing, anytime access to knowledge base articles available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.





Configuration - Absence & Substitute Management

Setups	Pre-configured with Absence and Substitute Management	Frontline Education Configuration Services
Skills	4	Based on organization and state requirements
Employee Types	6	Based on organization requirements
Schools (Generic)	5	Based on organization requirements
Absence Reasons	6	Based on organization requirements
Permission Profiles	2	Consultation on additional permission profiles based on organization requirements

Configuration - Time & Attendance

Setups	Time and Attendance Preconfigured Setups	Frontline Education Configuration Services
Job Type	1	Implementation consultant will assist client on importing up to 1,000 job types.
Position	1	Implementation consultant will assist client on importing up to 1,000 positions.
Staff Group	1	Implementation consultant will assist client on configuring up to 5 employee contract types.
Accrual Profile	N/A	Implementation consultant will assist client on configuring up to 4 unique leave accrual policies.
Pay Period	1	Up to 4
Account Allocation	N/A	Based on State or Payroll Requirements
Permissions	Set-up Default Permissions	N/A

Note: Employee Pay Rates are out of scope for time & attendance.

Data Imports

During implementation, we will assist with the import of the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

Data Imports – Absence & Substitute Management

- School Locations and Settings
- Employee Types
- Absence Reasons
- Employee Data
- Substitute Data
- Organization/Campus User Data

Data Imports – Time & Attendance

- Job Types
- Account Codes & Account Allocations
- Positions
- User Enrollment
- User Assignments
- Work Schedules





Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include —

Systems Integration - Absence & Substitute Management

- Standard integration with Frontline Education Solutions' Recruiting and Hiring and Professional Growth
- sFTP integration to Professional Growth
- One established interface with a Substitute Pay & Employee Leave external integration
- An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources
- For a complete list of our vendor partners, please refer to: https://www.frontlineeducation.com/Partners/Find_a_Partner

Systems Integration - Time & Attendance

- Standard integration with Frontline Education Solution Absence and Substitute Management.
- One established interface with HRIS/payroll system.
- One established interface with biometric identification system.
 - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources
 - For a complete list of our vendor partners, please refer to: https://www.frontlineeducation.com/Partners/Find_a_Partner

Reporting

Reporting - Absence & Substitute Management

- 25+ standard reports
- Client may create additional ad-hoc reports with "Report Writer" utility once trained

Reporting - Time & Attendance

- 15 standard reports included in pre-configuration services
- Client may create additional ad-hoc reporting with "Report Writer" Utility

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out





Schedule

On average, a typical Absence & Substitute Management implementation project runs 6 - 8 weeks and a Time & Attendance implementation project runs 10 - 14 weeks. Below is an example of a project schedule for implementation for the Absence & Time bundle. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019						
				Jan	Feb	Mar	Apr	May	Jun	Jul
Sample Solution Rollout	1/2/19	7/19/19	143	[Gantt bar spanning Jan to Jul]						
Project Kickoff	1/2/19	1/8/19	5	●						
Insights Platform Migration (clients with existing Frontline solutions)	1/9/19	1/22/19	10	■						
Absence & Time: Absence Management	2/11/19	4/18/19	49		■					
Absence & Time: Time & Attendance	5/1/19	7/19/19	58					■		

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System Administrator: e.g. HR Director, Substitute Coordinator, Payroll Clerk, etc.
- When implementing Frontline Absence & Time, we encourage districts to have at least two system administrators.
- The “main” contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Create/edit/delete: Employee Types, Schools, Absence Reasons, user accounts and permissions, approval workflows, etc.
 - Configure system preferences
 - Provide system support to end users

IT Department

- Will work with Frontline Education Support teams to:
 - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions
 - Potentially support in-solution integrations
 - Assist by making sure all necessary equipment is available for System Administrators to successfully utilize Frontline’s web-based tools





Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.





Quotation

Company Address Instructional Empowerment, Inc.
dba Marzano Evaluation Center
175 Cornell Rd., Suite 18
Blairsville, PA 15717
US

Quote Number Q-31404
Expiration Date

Vendor Account No. 52589

Payment Terms Net 30

Program Partner Claire Erwin
Phone 805-470-9234

Make checks payable to: Instructional Empowerment, Inc.
Fax Signed Quote to: (724) 240-6475

Bill To Name Stillwater Ind School District
Bill To Attn: Accounts Payable
314 S. Lewis St.
Stillwater, OK 74074-3500
US

Contact Name Bo Gamble
Phone (405) 533-6300
Email bgamble@stillwaterschools.com

NOTE: On-site Professional Development sessions require a minimum of a **30-day** advance notice. Purchase Orders must be received prior to any date or faculty requests can be honored. Any Professional Development requested with less than 30-day's notice is subject to faculty availability and a \$500 expediting fee.

QTY	PRODUCT	CODE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
10.00	IE Observation Annual License, Marzano (Building) - Renewal	TEC-iO-R1y-Bdg-102-Marz	IE Observation Annual License, Marzano (Building) - Renewal. 1-year license including up to 102 user licenses. <ul style="list-style-type: none"> • Stillwater Public Schools IE Observation renewal 24-25 • Renewal term: 8.1.24 - 7.31.25 	USD 1,934.00	USD 19,340.00
TOTAL:					USD 19,340.00

Notes:

Instructional Empowerment, Inc. Terms & Conditions

Customer Acknowledgment

Customer acknowledges agreement with these Terms & Conditions of Sale by placement of an order to purchase products or services from Instructional Empowerment, Inc. or associated DBAs.

Prices

Prices quoted are good for 30 days from the date of proposal or quote, unless otherwise stated in writing. All prices stated in USD unless otherwise noted.

Payment

Purchase order or payment is required prior to order fulfillment. Make checks payable in USD to "Instructional Empowerment, Inc." or "Marzano Evaluation Center," and submit to 175 Cornell Road, Suite 18, Blairsville, PA 15717.

Purchase Orders

Please reference quote number (shown above) on all purchase orders. Purchase orders should be sent to Instructional Empowerment, Inc. or associated DBAs, 175 Cornell Road, Suite 18, Blairsville, PA 15717 or faxed to (724) 240-6475 or emailed to: orders@instructionalempowerment.com

Terms

Standard payment terms are net 30 from date of invoice. Seller reserves the right to charge interest at the rate of 0.5% per month on past due balances. Seller also reserves the right to submit invoices greater than 90 days past due to a third party agency for collection.

Scheduling

On-site training and professional development sessions requires 30 days advance notice. Purchase order or payment must be received before training dates can be reserved. Trainings scheduled at the Customer's request with less than 30 days advance notice are subject to availability and a \$500 expediting fee.

All training sessions must be scheduled no later than 12 months following receipt of purchase order.

Cancellation/Rescheduling

Virtual Sessions may be cancelled or rescheduled 7 or more calendar days before the scheduled date of the event without penalty. Customers who cancel/reschedule the virtual session within 1-6 calendar days prior to the event, will be charged 50% of the event price. If a customer does not show up for the event, or cancels on the day of the event, the customer is responsible for 100% of the event price.

On-Site Trainings may be cancelled or rescheduled 14 or more calendar days before the scheduled training date without penalty. Customers who cancel/reschedule the on-site training up to 3 calendar days prior to the training date will be charged 50% of the training price. For cancellations 0-3 calendar days before the scheduled training date, including no-shows or same-day cancellations, will be charged 100% of the training price.

All cancellation or rescheduling requests must be made with the Scheduling Team either by email to scheduling@instructionalempowerment.com or by phone by calling toll free 1-866-731-1999.

FORCE MAJEURE. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion.

Shipping and Handling

Shipping and Handling for print materials shown at standard ground rates. Please allow 7-10 business days for order processing and delivery. Expedited or overnight shipping available for some items. Additional fees may apply.

Instructional Empowerment, Inc. will fulfill your order based on the quantity of materials shown on your purchase order. Should you request additional copies of materials, you will be invoiced for the materials plus shipping and handling. Expedited or overnight shipping may apply.

Sales, Use, Value Add and other Taxes

Customers exempt from sales taxes must provide a copy of their current exemption certificate, if applicable. Instructional Empowerment, Inc. reserves the right to charge sales, use, and/or value added tax in addition to quoted product prices as required by taxing authorities, if applicable. Actual sales tax billed will be based on Seller's sales tax collection requirements and Customer's current jurisdiction rates in effect on the date of invoice.

Materials Reprint Licenses

Professional development sessions and related materials are revised periodically to reflect most current research and provide the best possible experience for the learners. Updates to materials covered under reprint licenses will be provided free of charge upon request during the terms of the license. Customers are advised to print only sufficient quantities to cover their immediate training needs.

Recording of Presentations

All audio and video recording is prohibited without written consent from Instructional Empowerment, Inc.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and return with Purchase Order.

THANK YOU FOR YOUR BUSINESS!

OK-Thrive Memorandum of Understanding

This memorandum of understanding (“MOU”) is between the Oklahoma State University (OSU) College of Education and Human Sciences (“OSU”) and Independent School District No. 16 Payne County, Oklahoma (commonly known as “Stillwater Public Schools” (“District”) regarding the OK-Thrive Induction Program. OK-Thrive is a program designed to be a bridge between the university and the classroom. The purpose of OK-Thrive is to provide support in clinical application of pedagogical theory to the novice teacher with the purpose of positively impacting teacher efficacy and retention. OK-Thrive will operate by partnering with a recent OSU graduate’s district and school to provide an additional layer of induction support for the first three years of the teacher’s career. This agreement will be in effect from August 2024 until May 2025. The following points outline the understandings between and the responsibilities of OSU personnel and the participating District as they relate to OK-Thrive.

Collaboration

- OK-Thrive will schedule collaboration meetings to be held regularly throughout the year with each participating district.
- Representatives from a participating district and a participating school will be invited to join the OK-Thrive District Collaboration Board.
- The District will be involved in conversations about program expansion, specifically expansion to include additional participating schools in the district.
 - This decision will be based on the number of first-year OSU graduates hired in each school as shown on the new hire spreadsheet provided by the district.
 - Participating schools for the upcoming school year will be decided mid-June and will be based on the new-hire information available at that time.

Support

- As an induction support program for OSU graduates, OK-Thrive is intended to supplement, rather than supplant, existing district and school induction efforts. District training and support take precedence over OK-Thrive activities and support. The District is aware of this additional support and approves OK-Thrive on-site access to participating teachers. OSU assures that all OK-Thrive staff will have appropriate background checks on file as required by and in full compliance with Oklahoma law in advance of commencing work under this MOU.
- OSU will provide incentives for teachers who choose to participate in OK-Thrive in various forms. Incentives may include stipends and graduate course credit.
- OK-Thrive will provide support to participating OSU graduates throughout their first three years of teaching in a participating district and school. Support may include OK-Thrive group sessions and workshops (Thrive Sessions), personalized mentoring, and in-class Coaching.
- Once in the program, OK-Thrive teachers will receive 3 years of induction support as long as they remain employed at one of the participating schools in a participating district.

Information Sharing

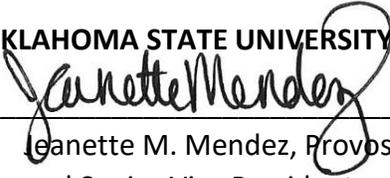
- The District will provide OK-Thrive leadership the names of first-year OSU graduates hired to teach in the district’s schools. OSU will provide a District Hiring Spreadsheet to a designated person in human resources in the spring of each year to collect the names.
- The District will provide the following data to a designated member of the OK-Thrive leadership team in order to evaluate the effectiveness of the OK-Thrive program.
 - Human resources data, which is defined as, teacher retention data (whether a teacher remains employed from year to year). Data sets provided will include teacher certificate number as the identifier for teachers who participate in OK-Thrive, OSU prepared non-OK-Thrive teachers, and other induction teachers and will also include overall non-confidential (open/public) School and District data for the purposes of comparison. No other teacher identifiers will be collected.
- OK-Thrive will provide the District with an electronic copy of an OK-Thrive report, which may include:
 - Self-efficacy, job stress, and job satisfaction survey results
 - Summary of program activities for the year
 - Update on program development
 - Program outcomes, including comparisons of retention rates among OK-Thrive teachers to those of induction teachers in the district and state
- The OK-Thrive leadership team will de-identify all data received from the district for the purposes of reporting. When necessary, data will be reported in aggregate to protect the anonymity of OK-Thrive participants, schools, districts, and students.
- It is not the intention of the parties to form a joint venture or partnership.
- This MOU may not be assigned by either party without prior written consent of the other party.
- This is not a third-party beneficiary contract. No person or entity other than the parties signing this MOU shall have any rights hereunder.
- All notices given hereunder shall be in writing by certified mail, return receipt requested, by personal delivery, or by confirmed fax or email.

DISTRICT

By: _____

Date: _____

OKLAHOMA STATE UNIVERSITY

By:  _____
Jeanette M. Mendez, Provost
and Senior Vice President

Date: 5/22/2024

COMPREHENSIVE EMPLOYMENT SERVICE AGREEMENT

This Service Agreement is made this ___ day of _____, 2024, 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 2024-2025 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 946 school employees, for a total annual administrative fee of \$6,622.00.

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 2024-2025 fiscal year which ends on June 30, 2025. 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

04/25/2024

Date

School Board President or Designee
Stillwater Public Schools 477

Date



Remit Email: rakshitha.a@powerschool.com
 Quote Date: 29-APR-2024
 Quote #: Q-931667-1

Sales Quote - This is Not An Invoice

Prepared By: Rakshitha A
 Customer Name: Stillwater Independent School District
 16
 Contract Term: 12 Months
 Start Date: 1-JUL-2024
 End Date: 30-JUN-2025
 Billing Frequency: Annually

Customer Contact: Michael Arnold
 Title: Chief Financial Officer
 Address: 314 S Lewis St
 City: Stillwater
 State/Province: Oklahoma
 Zip Code: 74074
 Phone #: (405)533-6300

Product Description	Quantity	Unit	Extended Price
Initial Term 1-JUL-2024 - 30-JUN-2025			
License and Subscription Fees			
Perform Classified	6,000.00	Students	USD 6,300.00
TalentEd Records - Professional	1.00	Students	USD 21,025.45
Applicant Tracking	1.00	Students	USD 7,008.49
License and Subscription Totals:			USD 34,333.94

Quote Total

Initial Term	1-JUL-2024 - 30-JUN-2025
Amount To Be Invoiced	USD 34,333.94

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Mar2024/, as may be amended.

By either (i) executing this quote or (ii) accessing the services described herein, Customer agrees that the subscription for such services will continue for succeeding subscription periods on the same terms and conditions as set forth herein (subject to a standard annual price uplift) unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the current subscription period.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Stillwater Independent School District 16

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Job Title:

Date: 22-APR-2024

Date:

PO Number: _____