



STILLWATER BOARD OF EDUCATION
Tuesday, August 12, 2025

5:00 PM Special Meeting
Stillwater Public Schools Administration Building
314 South Lewis Street
Stillwater, OK 74074

1. Board of Education Call to Order and Roll Call
2. Proposed Executive Session to Discuss the Following:
 - A. Proposed executive session to discuss the employment of those employees listed on attached Exhibit A. 25 O.S. Section 307(B)(1)
 - B. Evaluation of the Superintendent (a routine evaluation session that the Board may conduct monthly) Pursuant to Executive Session Authority – OKLA. STAT. tit. 25 sect 307(B)(1) and (7).
3. Vote to Convene in Executive Session (**Action**)
4. President's Acknowledgment of the Return of the Board to Open Session
5. Statement of Executive Session Minutes
6. Consider and Vote to Approve or Not Approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda.
7. Consider and Vote to Approve Stillwater Public Schools Administrator's and Principal's Salary Schedules (HR)
8. Consider and Vote to Approve or Not Approve the Stillwater Public Schools Support Salary Schedules Exempt from the Stillwater Education Support Professionals Association (SESPA) Agreement (HR)
 1. Admin Assistant Salary Schedule
 2. Maintenance Salary Schedule
 3. Technology Salary Schedule
9. Consider and Vote to Approve Stillwater Public Schools Miscellaneous Pay Scale (HR)
10. Consider and Vote to Approve or Not Approve the Negotiated Agreement for FY 25-26 with Stillwater Education Support Professionals Association (SESPA) (HR)
 4. Non-Certified Employee Negotiated Agreement (Stillwater Education Support Professionals Association (SESPA)
 5. Support Position Levels by Category
 6. Support Salary Schedule
 7. Instructional Support Salary Schedule
11. Consider and Vote to Approve or Not Approve the Memorandum of Understanding between Stillwater Education Association (SEA) and Stillwater Public Schools
12. Consider and Vote to Approve or Not Approve the Master Contract for 2025-2026 with Stillwater Education Association (SEA) (HR)
13. Vote to adjourn (**Action**)

This agenda was posted on the inside of the front door (visible from outside the building) of the Administration Building (314 S. Lewis), and on the School District's website located at www.stillwaterschools.com on August 11, 2025, at 4:45 p.m. Notice of this special meeting was given to the Payne County Clerk on August 4, 2025, at 8:14 a.m.

STILLWATER BOARD OF EDUCATION

Jawmi Hecker

Tawni Hooten, Clerk

**EXHIBIT A
PERSONNEL RECOMMENDATIONS
STILLWATER PUBLIC SCHOOLS
August 12, 2025**

A. CERTIFIED PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Extra-Duty Stipend for the 2024-2025 School Year Subject to the Execution of an Extra-Duty Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
Bunch, Dustin	SHS Prom Photo Booth Source of Funding: Activity Fund	SHS	\$800.00

Extra-Duty Stipend for the 2025-2026 School Year Subject to the Execution of an Extra-Duty Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
Weaver, Susan	Trainer for K Simmons Grant Purposeful Play Source of Funding: Activity Fund; Not to exceed 50 hours	HP	\$25.00/hour
Braggs, Angela	Trainer for K Simmons Grant Purposeful Play Source of Funding: Activity Fund; Not to exceed 50 hours	SK	25.00/hour
Beverage, Christina	Student Council Sponsor Source of Funding: Highland Park Elementary PTA	HP	350.00
Hoover, Luz	Inspired to Teach Source of Funding: OSDE	SHS	3715.75
Jeffrey, Abby	Inspired to Teach Source of Funding: OSDE	SR	3715.75
Kilby, Cayla	Inspired to Teach Source of Funding: OSDE	SMS	3715.75
Covington, McKenna	Inspired to Teach Source of Funding: OSDE	HP	3715.75
Shreffler, Addison	Inspired to Teach Source of Funding: OSDE	WW	3715.75
Kinnaird, Claire	Inspired to Teach Source of Funding: OSDE	SR	3715.75
Fluty, Sage	Inspired to Teach Source of Funding: OSDE	HP	3715.75
Pope, Abigial	Inspired to Teach Source of Funding: OSDE	WW	3715.75
Richardson, Traci	Advanced Placement Coordinator Source of Funding: Activity Fund	SHS	1500.00

Appointment for 2025-2026 School Year

*TBA
Education: Bachelors, University of Arkansas Fayetteville
Assignment: 0.52 FTE, Music Teacher, Richmond Elementary School
Beginning Date: TBD

*TBA

Education: Bachelors, Northwestern Oklahoma State University
Assignment: 1.000 FTE, Kindergarten, Sangre Ridge Elementary School
Beginning Date: TBD

*TBA

Education: Bachelors, Oklahoma State University
Assignment: 1.000 FTE, Health and Physical Education, Stillwater High School
Beginning Date: TBD

*TBA

Education: Masters, Oklahoma State University
Assignment: 1.000 FTE, Special Education, Sangre Ridge Elementary School
Beginning Date: TBD

*TBA

Education: Masters, University Illinois Chicago
Assignment: 1.000 FTE, Social Studies, Stillwater Middle School
Beginning Date: TBD

Appointment for 2025-2026 School Year Pending Certification

*TBA

Education: Bachelors, Oklahoma State University
Assignment: 1.000 FTE, Special Education, Skyline Elementary School
Beginning Date: TBD

Appointment Pursuant to Change in Contract for School Year 2025-2026

Scott, Jordon

Assignment: 1.000 FTE, Special Services Teacher, Highland Park Elementary
Beginning Date: TBD
Contract Days: 180

Was Special Services Teacher at Stillwater Middle School 2024-2025

Greenwich, Susan

Assignment: 1.000 FTE, Instructional Coach, Will Rogers Elementary School
Beginning Date: TBD
Contract Days: 185

Was Elementary Enrichment Teacher at Will Rogers/Richmond Elementary Schools 2024-2025

RESIGNATION - 25 O.S. §307(B)(1)

Resignation/Retirement

Jordan, Quincy

Assignment: 1.000 FTE, Math Interventionist, Skyline Elementary School
Beginning Date: August 12, 2024
Ending Date: May 21, 2025
Reason: Resignation

Lees, Kristy

Assignment: 1.000 FTE, 3rd Grade Teacher, Will Rogers Elementary School

Beginning Date: August 11, 2023
 Ending Date: May 21, 2025
 Reason: Resignation

Bobo, Jennifer
 Assignment: 1.000 FTE, Virtual Teacher, Stillwater Pioneer Virtual Academy
 Beginning Date: August 8, 2022
 Ending Date: May 21, 2025
 Reason: Resignation

Weaver, Susan
 Assignment: 1.000 FTE, Instructional Coach, Highland Park Elementary School
 Beginning Date: August 14, 2019
 Ending Date: August 29, 2025
 Reason: Retirement

Wilkinson, Carissa
 Assignment: 1.000 FTE, Instructional Coach, Stillwater Junior High School
 Beginning Date: August 9, 2021
 Ending Date: May 21, 2025
 Reason: Resignation

B. SUPPORT PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Appointment for the 2025-2026 School Year

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
*TBA	PALS Teacher Assistant	PALS	\$12.00/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	PALS Teacher Assistant Substitute	PALS	12.00/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	PALS Site Facilitator	PALS	14.25/hour
*TBA	Noon Monitor	SK	11.21/hour
*TBA	Noon Monitor	HP	11.21/hour
*TBA	Noon Monitor	SR	11.21/hour
*TBA	Technology Administrative Support Assistant	IT	18.21/hour
*TBA	Bus Driver	TR	16.57/hour
*TBA	Activity Driver	TR	16.57/hour
*TBA	Indian Ed Teacher Assistant	INDIAN ED	20.01/hour
*TBA	Indian Ed Teacher Assistant	INDIAN ED	19.53/hour
*TBA	School Nutrition Warehouse Assistant II	SNS	16.41/hour
*TBA	Kitchen Assistant I	SNS	13.37/hour
*TBA	Kitchen Assistant I	SNS	13.37/hour
*TBA	Kitchen Assistant I	SNS	13.37/hour
*TBA	Kitchen Assistant I	SNS	13.37/hour

*TBA	Kitchen Assistant Interim	SNS	13.37/hour
*TBA	Teacher Assistant - PreK	SR	13.83/hour
*TBA	Teacher Assistant - PreK	HP	13.83/hour
*TBA	Teacher Assistant	HP	13.83/hour
*TBA	Teacher Asst-Academic & Behavioral Support	JH	14.20/hour
*TBA	Paraprofessional I	SR	17.34/hour

Appointment Pursuant to Change in Contract for School Year 2025-2026

<u>Name</u>	<u>Job Title</u>	<u>Hours</u>	<u>Site</u>	<u>Amount</u>
Raffety, Billy	Cook Sub		SNS	13.37/hour
To	Kitchen Assistant Interim	7.00	SNS	13.37/hour
Alhaj Mustafa, Lara	Cook Sub		SNS	13.37/hour
To	Kitchen Assistant	7.00	SNS	13.37/hour
Papalii, Tapalega	Principal Secretary	6.00	SPVA	16.57/hour
To	Office Assistant	7.50	WR	15.28/hour
Carlton, Hannah	PALS Teacher Assistant	3.00	PALS	12.00/hour
To	PALS Site Facilitator	4.00	PALS	14.25/hour
Hughey, Kallie	PALS Teacher Assistant	3.00	PALS	12.00/hour
To	PALS Site Facilitator	4.00	PALS	14.25/hour

RESIGNATION - 25 O.S. §307(B)(1)

Resignation/Retirement

<u>Name</u>	<u>Job Title</u>	<u>Hours</u>	<u>Site</u>	<u>Effective</u>
O'Shea, Anthony	Teacher Asst-Academic & Behavioral Support	7.50	JH	5/21/2025
Brown, Hugo	Custodian I	8.00	FAC	7/3/2025
Wilkerson, Sarah	Health Room/Office Assistant	7.50	SK	5/22/2025
Rudder, Michelle	Kitchen Assistant	6.00	SNS	5/22/2025
Bryant, Lezlea	Paraprofessional	7.00	SMS	5/21/2025
Ishoy, Heather	Library Media Assistant	8.00	WW	8/6/2025
Harmon, Kimberly	Kitchen Assistant	6.00	SNS	5/22/2025
DeVincentis, Michelle	Paraprofessional	7.00	WW	5/21/2025
Jones, Sara	Paraprofessional	7.00	RI	5/21/2025
Looper, Christopher	Paraprofessional	7.00	SMS	5/21/2025
Attaie, Lashta	Language Interpreter	7.00	ADM-FED	5/21/2025
Kermani, Aziza	Language Interpreter	4.00	ADM-FED	5/21/2025
Hansen, Tyler	Paraprofessional II	7.00	SMS	5/21/2025
Mouton, Johnathon	Custodian I	8.00	FAC	7/29/2025

C. ADMINISTRATIVE PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Extra-Duty Stipend for the 2025-2026 School Year Subject to the Execution of an Extra-Duty Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
Cawood, Joy	LETRS Trainer	RI	\$25.00/hour
	Source of Funding: SRA; Not to exceed 48 hours		

RESIGNATION - 25 O.S. §307(B)(1)

Resignation/Retirement

*TBA	*TBA	*TBA

E. EXTRA DUTY STIPENDS

APPOINTMENT - 25 O.S. §307(B)(1)

Extra-Duty Stipend for the 2025-2026 School Year Subject to the Execution of an Extra-Duty Contract

<u>NAME</u>	<u>ACTIVITY/POSITION</u>	<u>SITE</u>	<u>AMOUNT</u>
Bovenschen, Tricia	Band Assistant	DIST	\$5,500.00
Gartner, Sean	Band Assistant	DIST	5,500.00
Genevro, Kathryn	Band Assistant	DIST	5,500.00
Perkins, Megan	Band Assistant	DIST	5,500.00
Zamborsky, Kevin	Band Director	DIST	9,750.00
Hooten, Tawni	Clerk Head	DIST	6,000.00
Shannon Flores	Encumbrance Clerk Clerk	DIST	1,066.00
Brown, Natalie	Homeless Liaison Coordinator	DIST	5,000.00
Jackson, Scott	Orchestra Director	DIST	6,000.00
Andrew Towne	Noon Monitor Head	HP	2,000.00
Abby Varnum	PLC Leadership Team Member	HP	500.00
Brandy Gibson	PLC Leadership Team Member	HP	500.00
Tammy Moffat	PLC Leadership Team Member	HP	500.00
Tara Elliott	PLC Leadership Team Member	HP	500.00
Nance, James	Academic Coach Co-Sponsor	HS	2,300.00
Davis, Michael	African American Student Assoc Co-Sponsor	HS	250.00
Stepp, Kathleen	African American Student Assoc Co-Sponsor	HS	250.00
Parker, Joey	Art Sponsor	HS	500.00
Zamborsky, Kevin	Art Performance Head	HS	1,300.00
Linsenmeyer, Kari	Best Buddies Sponsor	HS	500.00
Brown, Andrue	Beta Club Co-Sponsor	HS	500.00
Morton, Krissi	Beta Club Co-Sponsor	HS	500.00
Anderson, Trinity	Color Guard - Fall Assistant	HS	1,000.00
Brewer, Veronica	Color Guard - Fall Assistant	HS	500.00
Hensley, Lillie	Color Guard - Fall Assistant	HS	500.00
Webb, Addison	Color Guard - Fall Assistant	HS	250.00
Williams, Darin	Color Guard - Fall Choreographer	HS	2,000.00
Williams, Darin	Color Guard - Fall Instructor	HS	4,000.00
Anderson, Trinity	Color Guard - Winter Assistant	HS	500.00
Brewer, Veronica	Color Guard - Winter Assistant	HS	500.00
Hensley, Lillie	Color Guard - Winter Assistant	HS	1,000.00
Webb, Addison	Color Guard - Winter Assistant	HS	500.00
Williams, Darin	Color Guard - Winter Choreographer	HS	2,000.00
Williams, Darin	Color Guard - Winter Instructor	HS	4,000.00
TBD	Disc Golf Sponsor	HS	500.00
Ziegler, Elizabeth	Drama Sponsor	HS	5,500.00
Rogers, Mitchell	Drill Writer Director	HS	4,000.00
Paul, Justyn	Drum Line Co-Instructor	HS	1,200.00
Whiting, Stephen	Drum Line Co-Instructor	HS	500.00
Webber, Jody	Electives Department Head	HS	1,300.00

Shepard, Hope	English Head	HS	1,300.00
Erskine, Keaton	eSports Coach Sponsor	HS	1,950.00
Parker, Joey	Fine Arts Head	HS	1,300.00
Bergbower, Alyssa	Foreign Language Head	HS	1,300.00
Bergbower, Alyssa	French Club Sponsor	HS	500.00
Zamborsky, Lindy	Guidance Head	HS	750.00
Barney, Kyle	Indigenous Peoples Organization Sponsor	HS	500.00
TBD	Instrumental Music Arranger	HS	2,000.00
Janloo, Kristin	Junior Class Co-Sponsor	HS	1,500.00
Morton, Krissi	Junior Class Co-Sponsor	HS	1,500.00
TBD	Key Club Sponsor	HS	250.00
TBD	Key Club Sponsor	HS	250.00
Hesler, Larry	Math Head	HS	1,300.00
Porter, Michael	Math Club Sponsor	HS	500.00
Parker, Connie	Mock Trial Team Sponsor	HS	500.00
Raines, Aprill	Musical Production Choral Director	HS	1,000.00
Zamborsky, Kevin	Musical Production Pit Orchestra Conductor	HS	1,000.00
Raines, Aprill	Musical Production Rehearsal Accompanist	HS	1,000.00
Shanks, Steve	Musical Production Technical Director	HS	1,000.00
Klopfenstein, Tricia	National Honor Society Sponsor	HS	1,000.00
Davis, Michael	Noon Monitor Head	HS	2,000.00
Linsenmeyer, Karie	Noon Monitor Head	HS	2,000.00
TBD	Noon Monitor Head	HS	2,000.00
TBD	Noon Monitor Head	HS	2,000.00
Steve Shanks	PAC Manager Head	HS	6,000.00
Bruce, Adam	Percussion Arranger Head	HS	1,900.00
Whiting, Stephen	Pit Percussion Instructor	HS	500.00
Taylor, Jeff	Pit Percussion Instructor	HS	1,200.00
Sarah Eck	Science Head	HS	1,300.00
TBD	Science Club Sponsor	HS	500.00
Shepard, Hope	Senior Class Sponsor	HS	2,000.00
Mitchell, Heather	SMAC Co-Sponsor	HS	3,000.00
Stepp, Kathleen	SMAC Co-Sponsor	HS	3,000.00
Parker, Connie	Social Studies Head	HS	1,300.00
Peters, Shannon	Sophomore Class Sponsor	HS	650.00
Billman, Abbey	Spanish Club Sponsor	HS	500.00
Frost, Lora	Special Education Head	HS	1,300.00
Swanson, Riann	Student Council Co-Sponsor	HS	2,450.00
Crow, Searcy	Student Council Co-Sponsor	HS	2,450.00
Erskine, Keaton	Tech And Gaming Club Sponsor	HS	500.00
Rivera, Tanner	Tech Student Association Sponsor	HS	500.00
Raines, Aprill	Vocal Music Director	HS	6,000.00
Janloo, Kristin	Year Book Sponsor	HS	2,375.00
Haar, Joshua	Youth & Government Sponsor	HS	500.00
Boydston, Zach	Baseball Assistant	HSA	3,000.00
Jones, William	Baseball Assistant	HSA	3,000.00
*TBA	Baseball Head	HSA	7,000.00
Easley, Jack	Basketball Skill Development	HSA	9,000.00
Anderson, Derrick	Basketball - Boys Assistant	HSA	4,500.00
Davis, Michael	Basketball - Boys Assistant	HSA	6,000.00
Morgan, Sean	Basketball - Boys Head	HSA	10,000.00
Ronspiez, Gage	Basketball - Girls Assistant	HSA	4,500.00
Murray, Nataly	Basketball - Girls Assistant/JH Asst	HSA	6,000.00
Justus, Talby	Basketball - Girls Head	HSA	10,000.00
TBD	Cheerleader Assistant	HSA	1,500.00
Duhon, Lauren	Cheerleader Head	HSA	5,000.00

Grant, James	Cross Country Assistant	HSA	2,000.00
Klepper, Doug	Cross Country Head	HSA	3,500.00
Anderson, Derrick	Football Assistant	HSA	4,500.00
Gray, Jacob	Football Assistant	HSA	4,500.00
Jones, Leonard	Football Assistant	HSA	4,500.00
*TBA	Football Assistant	HSA	4,500.00
Nickels, Danny	Football Coordinator - DC	HSA	6,500.00
Johnson, Charlie	Football Coordinator - OC & WR	HSA	7,500.00
Hughes, Jeremy	Football Coordinator - STC	HSA	6,500.00
Cawood, Chad	Football Head	HSA	15,500.00
Patzkowski, Randy	Golf - Boys Head	HSA	3,500.00
Knott, Angela	Golf-Girls Head	HSA	3,500.00
TBD	Pom Squad Assistant	HSA	1,500.00
Wilson, Rachel	Pom Squad Head	HSA	5,000.00
Abercrombie, Caleb	Soccer - Boys Assistant	HSA	2,500.00
Hicks, Ethan	Soccer - Boys Assistant	HSA	2,500.00
Condley, Seth	Soccer - Boys Head	HSA	5,000.00
Gutierrez, Linda	Soccer - Girls Assistant	HSA	2,500.00
*TBA	Soccer - Girls Assistant	HSA	2,500.00
Rivera, Tanner	Soccer - Girls Head	HSA	5,000.00
Devrie, Tonga	Softball Assistant	HSA	3,000.00
Knott, Angela	Softball Assistant	HSA	3,000.00
Linsenmeyer, Kari	Softball Head	HSA	7,000.00
Duhon, Lauren	Stunt Head	HSA	1,500.00
Morris, William	Swimming Assistant	HSA	2,500.00
Knott, Angela	Swimming Head	HSA	7,500.00
TBD	Tennis Assistant	HSA	2,000.00
Sistrunk, Chance	Tennis-Boys Head	HSA	3,250.00
Sistrunk, Chance	Tennis-Girls Head	HSA	3,250.00
Anderson, Derrick	Track Assistant	HSA	3,000.00
Diaz, Thomas	Track Assistant	HSA	3,000.00
Klepper, Doug	Track Assistant	HSA	3,000.00
Trask, Bryson	Track Assistant	HSA	3,000.00
Grant, James	Track Head	HSA	6,000.00
Rattay, Allison	Volleyball-Girls Assistant	HSA	2,500.00
Brown, Andrue	Volleyball-Girls Head	HSA	5,000.00
Clements, Emma	Volleyball-JV Girls Head	HSA	2,500.00
Stites, Cody	Wrestling Assistant	HSA	4,500.00
Wilson, Jodie	Wrestling Assistant	HSA	3,500.00
Kyle, Ethan	Wrestling Head	HSA	10,000.00
Diaz, Thomas	Wrestling - Girls Assistant	HSA	3,500.00
Tidwell, Elizabeth	Wrestling - Girls Assistant	HSA	3,500.00
Massar, Margaret	Academic Coach Lead 8th Sponsor	JH	900.00
Herring, Sean	Academic Coach Lead 9th Sponsor	JH	900.00
Rogers, Emalee	Beta Club Co-Sponsor	JH	250.00
Rudloff, Kristina	Beta Club Co-Sponsor	JH	250.00
Burns, Jonas	Board Game Club Sponsor	JH	500.00
Rudloff, Kristina	Book Club Sponsor	JH	500.00
Cormell, Janita	Drama Coordinator	JH	1,750.00
Brandon Bowman	Electives Head	JH	950.00
Humphries, Lindsey	English Head	JH	950.00
Rogers, William	Journalism Sponsor	JH	1,500.00
Sean Herring	Math Head	JH	950.00
TBD	NASA Sponsor	JH	500.00
Moukkadem, Maya	Noon Monitor Head	JH	2,000.00
Hammack, Nichole	Noon Monitor Head	JH	2,000.00

Allen, Samantha	Noon Monitor Head	JH	2,000.00
Tonga, Devrie	Noon Monitor Head	JH	2,000.00
Burns, Jonas	Noon Monitor Head	JH	2,000.00
Pratt, Jeffrey	Noon Monitor Head	JH	2,000.00
Primeaux, Chris	Noon Monitor Head	JH	2,000.00
Nash, Marsha	Noon Monitor Head	JH	2,000.00
Palmatary, Rebecca	Robotics Club Sponsor	JH	2,000.00
Allen, Samantha	Science Head	JH	950.00
Pratt, Jeffrey	Social Studies Head	JH	950.00
Nash, Marsha	Special Education Head	JH	950.00
Bermea, Kaylee	Student Council Co-Sponsor	JH	600.00
Sutton, Melissa	Student Council Co-Sponsor	JH	600.00
Welsh, Adam	Technology Student Organization Sponsor	JH	500.00
Bowman, Brandon	Vocal Music Director	JH	2,500.00
Massar, Margaret	World Cultures Club Sponsor	JH	250.00
TBD	World Cultures Club Sponsor	JH	250.00
Pratt, Jeffrey	Baseball-9th Assistant	JHA	2,000.00
Warlick, Jared	Baseball-9th Head	JHA	3,000.00
TBD	Basketball - Boys 8 Head	JHA	5,000.00
Ziegler, Matthew	Basketball - Boys 9 Head/HS Asst	JHA	5,500.00
Sisco, Amy	Basketball - Girls 8 Head	JHA	5,000.00
TBD	Basketball - Girls 9 Head	JHA	5,500.00
*TBA	Cheerleader Assistant	JHA	1,500.00
Palmatary, Rebecca	Cheerleader Head	JHA	4,000.00
Bowman, Brandon	Cross Country B/G Assistant	JHA	2,000.00
Cathey, Morgan	Cross Country B/G Head	JHA	2,500.00
*TBA	Football - 8 Assistant	JHA	3,000.00
*TBA	Football - 8 Assistant	JHA	3,000.00
TBD	Football - 8 Assistant	JHA	3,000.00
Pratt, Jeff	Football - 8 Head	JHA	4,500.00
*TBA	Football - 9 Assistant	JHA	3,000.00
Kendrick, Casey	Football - 9 Assistant	JHA	3,000.00
Tuck, Kenneth	Football - 9 Assistant	JHA	3,000.00
Hansen, James "JD"	Football - 9 Head	JHA	4,500.00
Ehrlich, Jake	Golf - Boys Head	JHA	1,250.00
Cox, Hope	Golf - Girls Head	JHA	1,250.00
TBD	Pom Squad Head	JHA	4,000.00
Rex, Glenn	Softball - 9 Assistant	JHA	2,000.00
Cox, Hope	Softball - 9 Head	JHA	3,000.00
Hochstatter, Amber	Tennis Assistant	JHA	1,500.00
TBD	Tennis Head	JHA	2,500.00
Cathey, Morgan	Track B/G Assistant	JHA	2,000.00
Stokes, John	Track B/G Assistant	JHA	2,000.00
Mills, Justin	Track B/G Head	JHA	3,500.00
Price, Sophia	Volleyball-Girls-7th Head	JHA	2,000.00
*TBA	Volleyball-Girls-8th Head	JHA	2,000.00
*TBA	Volleyball-Girls-9th Head	JHA	2,500.00
Hosick, Taylor	Wrestling Assistant	JHA	2,500.00
Teegarden, Benny	Wrestling Head	JHA	4,000.00
Bunch, Dustin	Native American Club Sponsor	LA	500.00
Frisby, Aaron	Noon Monitor Head	LA	2,000.00
Fowler, Kris	Senior Class Co-Sponsor	LA	500.00
TBD	Academic Coach Sponsor	MS	1,000.00
Baldwin, Matthew	Chess Club Sponsor	MS	500.00
Baldwin, Matthew	Creative Writing Co-Sponsor	MS	250.00
Kyle Fredrick	Creative Writing Co-Sponsor	MS	250.00

Brister, Caterinia	Cross Country Coach	MS	750.00
Leah Dollar	Girls Engineering Club Co-Sponsor	MS	1,000.00
Jake Ehrlich	Japanese Club Sponsor	MS	500.00
Smith, Olivia	Musical Production	MS	1,500.00
Weiser, Sydney	Musical Production	MS	2,000.00
Reece, Rebekah	Native American Club Sponsor	MS	500.00
Baldwin, Matthew	Noon Monitor Head	MS	2,000.00
Cathey, Morgan	Noon Monitor Head	MS	2,000.00
Glasgow, Shana	Noon Monitor Head	MS	2,000.00
Scott, Jordyn	Noon Monitor Head	MS	2,000.00
Sexton, Kierstin	Noon Monitor Head	MS	2,000.00
TBD	Noon Monitor Head	MS	2,000.00
Teegarden, Benny	Noon Monitor Head	MS	2,000.00
Zimmerman, Joshua	Noon Monitor Head	MS	2,000.00
Weatherwax, Taylor	Orchestra Head	MS	2,500.00
Sinor, Connie	PLC Team Lead - ELA 6th Co-Head	MS	250.00
Hartung, Kaley	PLC Team Lead - ELA 7th Co-Head	MS	250.00
Bell, Tracy	PLC Team Lead - Math 6th Co-Head	MS	250.00
Tewell, Katie	PLC Team Lead - Math 7th Co-Head	MS	250.00
Frohling, Nicole	PLC Team Lead - Science 6th Co-Head	MS	250.00
Fontanier, Lauren	PLC Team Lead - Science 7th Co-Head	MS	250.00
Robison, Mandi	PLC Team Lead - Special Ed Co-Head	MS	250.00
Robison, Mandi	PLC Team Lead - Special Ed Co-Head	MS	250.00
Jones, Dorian	PLC Team Lead - World Studies 6th Co-Head	MS	250.00
TBD	PLC Team Lead - World Studies 7th Co-Head	MS	250.00
Dollar, Leah	Robotics Co-Sponsor	MS	1,000.00
Baldwin, Matthew	Sequoyah Book Club Sponsor	MS	500.00
Baldwin, Matthew	Student Council Co-Sponsor	MS	600.00
Zimmerman, Joshua	Student Council Co-Sponsor	MS	600.00
Frohling, Nicole	Team Leader - Alpha Sponsor	MS	500.00
Brister, Caterinia	Team Leader - Arete Sponsor	MS	500.00
Reece, Rebekah	Team Leader - Artisan Sponsor	MS	500.00
Dollar, Leah	Team Leader - Elective Sponsor	MS	500.00
Tallman, Courtney	Team Leader - Omega Sponsor	MS	500.00
TBD	Team Leader - Spartan Sponsor	MS	500.00
Bell, Tracy	Team Leader - Synergy Sponsor	MS	500.00
Hagen, Kristina	Team Leader - Titan Sponsor	MS	500.00
Smith, Olivia	Vocal Music Director	MS	2,250.00
Daffern, Jennifer	Year Book Co-Sponsor	MS	1,500.00
TBD	Basketball Boys - 7th Head	MSA	5,000.00
Sisneros, Sydnee	Basketball Girls - 7th Head	MSA	5,000.00
Cuellar, Jacob	Football - 7th Assistant	MSA	3,000.00
Preston, Sean	Football - 7th Assistant	MSA	3,000.00
*TBA	Football - 7th Assistant	MSA	3,000.00
Ronspiez, Gage	Football - 7th Head	MSA	4,500.00
Ashley Smith	PLC Leadership Team Member	RI	500.00
Grace Anne Fath	PLC Leadership Team Member	RI	500.00
Karen Diaz	PLC Leadership Team Member	RI	500.00
Lauren Martin	PLC Leadership Team Member	RI	500.00
Whitney Warner	PLC Leadership Team Member	RI	500.00
Allison Goodpaster	PLC Leadership Team Member	SK	500.00
Amanda Morrison	PLC Leadership Team Member	SK	500.00
Jasmine Ghavami	PLC Leadership Team Member	SK	500.00
Julie Farrington	PLC Leadership Team Member	SK	500.00
Madison Rosson	PLC Leadership Team Member	SK	500.00
Brooke Scoville	PLC Leadership Team Member	SR	500.00

Elyse Lanning	PLC Leadership Team Member	SR	500.00
Jessica Thacker	PLC Leadership Team Member	SR	500.00
Rachel Embree	PLC Leadership Team Member	SR	500.00
Sarah Sinclair	PLC Leadership Team Member	SR	500.00
TBD	Noon Monitor Head	WR	2,000.00
Bales, Amber	PLC Leadership Team Member	WR	500.00
Kniep, Lacey	PLC Leadership Team Member	WR	500.00
Spencer, Karyn	PLC Leadership Team Member	WR	500.00
Stevens, Myla	PLC Leadership Team Member	WR	500.00
Williams, Renee	PLC Leadership Team Member	WR	500.00
Newman, Heather	Lunch Room Monitor - Golden Oaks Teacher	WW	2,000.00
Edwards, Angela	PLC Leadership Team Member	WW	250.00
Gunkel, Madison	PLC Leadership Team Member	WW	250.00
Hladik, Shelbi	PLC Leadership Team Member	WW	250.00
Kachner, Jacinda	PLC Leadership Team Member	WW	250.00
Lucas, Mika	PLC Leadership Team Member	WW	250.00
Maehs, Gabbie	PLC Leadership Team Member	WW	250.00
Morris, Summer	PLC Leadership Team Member	WW	250.00
Ogle, Seana	PLC Leadership Team Member	WW	250.00
Robbins, Angela	PLC Leadership Team Member	WW	250.00
Tackett, Suzanne	PLC Leadership Team Member	WW	250.00

Stillwater Public Schools
2024-2025 2025-2026 Principal Salary Schedule

	High School Principal	Junior High Principal	Middle School Principal	Elementary Principal	HS Asst Principal / Lincoln Principal /-Virtual Asst-Principal	Junior High Asst. Principal	Middle School Asst. Principal	Elementary Asst. Principal	Years of Experience in Education	Additional Base Pay
Step	260	210 + 5 Flex	203 + 5 Flex	203 + 5 Flex	203 + 5 Flex	200 + 5 Flex	200 + 5 Flex	200 + 5 Flex		
0	\$89,723	\$79,473	\$75,223	\$72,223	\$68,973	\$65,223	\$63,223	\$62,754	0	\$3,000
1	\$90,969	\$80,610	\$76,296	\$73,251	\$69,952	\$66,146	\$64,116	\$63,638	1	\$3,000
2	\$92,232	\$81,763	\$77,384	\$74,293	\$70,945	\$67,082	\$65,021	\$64,535	2	\$3,000
3	\$93,513	\$82,932	\$78,487	\$75,350	\$71,952	\$68,031	\$65,939	\$65,444	3	\$3,000
4	\$94,811	\$84,116	\$79,605	\$76,421	\$72,972	\$68,992	\$66,869	\$66,365	4	\$3,000
5	\$96,149	\$85,338	\$80,760	\$77,528	\$74,027	\$69,987	\$67,833	\$67,320	5	\$4,000
6	\$97,485	\$86,558	\$81,911	\$78,630	\$75,077	\$70,976	\$68,789	\$68,267	6	\$4,000
7	\$98,841	\$87,794	\$83,078	\$79,748	\$76,141	\$71,979	\$69,759	\$69,229	7	\$4,000
8	\$100,216	\$89,049	\$84,261	\$80,882	\$77,220	\$72,996	\$70,743	\$70,202	8	\$4,000
9	\$101,610	\$90,321	\$85,461	\$82,031	\$78,315	\$74,027	\$71,740	\$71,190	9	\$4,000
10	\$103,045	\$91,632	\$86,699	\$83,218	\$79,446	\$75,094	\$72,773	\$72,213	10	\$5,000
11	\$104,480	\$92,940	\$87,934	\$84,400	\$80,571	\$76,154	\$73,798	\$73,228	11	\$5,000
12	\$105,935	\$94,267	\$89,185	\$85,599	\$81,713	\$77,229	\$74,838	\$74,258	12	\$5,000
13	\$107,412	\$95,614	\$90,456	\$86,815	\$82,871	\$78,320	\$75,893	\$75,303	13	\$5,000
14	\$108,909	\$96,979	\$91,744	\$88,048	\$84,045	\$79,426	\$76,963	\$76,361	14	\$5,000
15	\$111,394	\$99,330	\$94,017	\$90,266	\$86,203	\$81,514	\$79,014	\$78,426	15	\$6,000
16	\$111,894	\$99,830	\$94,517	\$90,766	\$86,703	\$82,014	\$79,514	\$78,938	16	\$6,000
17	\$112,394	\$100,330	\$95,017	\$91,266	\$87,203	\$82,514	\$80,014	\$79,451	17	\$6,000
18	\$112,894	\$100,830	\$95,517	\$91,766	\$87,703	\$83,014	\$80,514	\$79,963	18	\$6,000
19	\$113,394	\$101,330	\$96,017	\$92,266	\$88,203	\$83,514	\$81,014	\$80,476	19	\$6,000
20	\$113,894	\$101,830	\$96,517	\$92,766	\$88,703	\$84,014	\$81,514	\$80,988	20	\$6,000
									21	\$6,000
									22	\$6,000
									23	\$6,000
									24	\$6,000
									25	\$6,000
									26	\$6,000
									27	\$6,000
									28	\$6,000
									29	\$6,000
									30	\$6,000

Note: Add \$3,500 for doctorate.

Note: Add \$2,500 for masters+50 hours or 2 masters (this includes employees when a masters is required for position).

All principals and assistant principals will receive a \$960 phone allowance.

All site administrators approved for a one-time stipend equal to 0.5% of salary if over step 20.

Stillwater Public Schools
2024-2025 2025-2026 District Administrator Salary Schedule

Step	Admin	Athletic					Years of		
	Support	Director	Executive-	Director I	Director II	Coordinator	Coordinator	Experience in	Additional
	Team	Director	Director			260 day	220 day	Education	Base Pay
0	\$106,223	\$78,534	\$68,964	\$63,707	\$56,430	\$54,223	0	\$3,000	
1	\$107,761	\$79,852	\$70,342	\$64,815	\$57,243	\$54,981	1	\$3,000	
2	\$109,321	\$81,150	\$71,720	\$65,923	\$58,068	\$55,749	2	\$3,000	
3	\$110,903	\$82,448	\$74,000	\$67,931	\$58,906	\$56,528	3	\$3,000	
4	\$112,508	\$83,746	\$75,378	\$69,039	\$59,756	\$57,317	4	\$3,000	
5	\$114,156	\$85,044	\$76,756	\$70,147	\$60,619	\$58,137	5	\$4,000	
6	\$115,807	\$86,342	\$78,134	\$71,255	\$61,495	\$58,948	6	\$4,000	
7	\$117,483	\$87,640	\$79,512	\$72,363	\$62,384	\$59,771	7	\$4,000	
8	\$119,182	\$88,938	\$80,890	\$73,471	\$63,286	\$60,605	8	\$4,000	
9	\$120,906	\$90,236	\$82,268	\$74,579	\$64,202	\$61,450	9	\$4,000	
10	\$122,676	\$91,534	\$83,646	\$75,687	\$65,131	\$62,328	10	\$5,000	
11	\$124,450	\$92,832	\$85,025	\$76,795	\$66,075	\$63,197	11	\$5,000	
12	\$126,250	\$94,130	\$86,402	\$77,903	\$67,033	\$64,077	12	\$5,000	
13	\$128,076	\$95,428	\$87,780	\$79,011	\$68,005	\$64,971	13	\$5,000	
14	\$129,928	\$96,726	\$89,158	\$80,119	\$68,991	\$65,877	14	\$5,000	
15	\$132,774	\$98,024	\$90,537	\$81,227	\$69,993	\$67,762	15	\$6,000	
16	\$133,274	\$99,322	\$91,915	\$82,335	\$70,693	\$68,262	16	\$6,000	
17	\$133,774	\$100,620	\$93,293	\$83,443	\$71,400	\$68,762	17	\$6,000	
18	\$134,274	\$101,918	\$94,671	\$84,551	\$72,114	\$69,262	18	\$6,000	
19	\$134,774	\$103,216	\$96,049	\$85,674	\$72,835	\$69,762	19	\$6,000	
20	\$135,274	\$104,514	\$97,427	\$86,782	\$73,563	\$70,262	20	\$6,000	
							21	\$6,000	
							22	\$6,000	
							23	\$6,000	
							24	\$6,000	
							25	\$6,000	
							26	\$6,000	
							27	\$6,000	
							28	\$6,000	
							29	\$6,000	
							30	\$6,000	

Note: Add \$3,500 for doctorate.

Note: Add \$2,500+50 hours or 2 masters (this includes employees when a masters is required for position).

Note: Add \$2,000 for masters in positions where masters degree is not required of the position

All districtwide administrators approved for phone allowance will receive \$960.

All districtwide administrators approved for a one-time stipend equal to 0.5% of salary if over step 20

For the 2025-26 school year, the Director of Technology will receive an extra \$100.

Admin Support Team - Asst. Supt. of Ed. Services; Asst. Supt. of Operations; CFO; CHRO

Athletic Director - Athletic Director; Director of Tech; Executive Director of Special Services

Director I - Dir of Facilities; Dir of Transp; Dir of Fed Prog; Dir of Elem Ed; Dir of Second Ed; Director of Child Nutrition; Director of Special Services; **Director of Technology**

Director II - Asst Dir of Facilities; Asst Dir of Transp; Asst Dir of Child Nutrition; Asst Dir of Tech; Asst Dir of Athletics

Coordinator (260) - PR Coord; Tech Integration Coord; Tech Client Services Coord.

Coordinator (220) - Indian Ed Coord; ELL Coordinator; Wellness, Trauma & Emergency Response Coord.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Trent J. Swanson, Chief Human Resources Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 12, 2025

AGENDA ITEM(S):

1. HR 2025-2026 Stillwater Public Schools Administrative Assistant Salary Schedule
2. HR 2025-2026 Stillwater Public Schools Technology Salary Schedule
3. HR 2025-2026 Stillwater Public Schools Maintenance Salary Schedule

BOARD ACTION REQUESTED:

Motion to Approve 2025-2026 Stillwater Public Schools Administrative Assistant, Technology, and Maintenance Salary Schedules.

BACKGROUND INFORMATION:

Stillwater Public Schools annually approves the Administrative Assistant, Technology, and Maintenance Salary Schedules. These Support Salary Schedules are Exempt from the Stillwater Education Support Professionals Association (SESPA) Agreement. The 2025-2026 Administrative Assistant, Technology, and Maintenance Salary Schedules are attached.

Stillwater Public Schools
2024-2025 2025-2026 Administrative Assistant Salary Schedule

Step	Admin Support I	Admin Support II	Admin Asst	Supt Asst
0	\$37,883	40,917	\$47,396	\$49,530
1	\$38,512	\$41,600	\$48,262	\$50,440
2	\$39,427	\$42,595	\$49,530	\$51,774
3	\$40,199	\$43,434	\$50,652	\$52,894
4	\$40,972	\$44,274	\$51,774	\$54,016
5	\$42,762	\$46,132	\$52,923	\$55,164
6	\$43,570	\$47,011	\$54,100	\$56,339
7	\$44,397	\$47,910	\$55,306	\$57,541
8	\$45,243	\$48,830	\$56,799	\$58,773
9	\$46,109	\$49,771	\$58,337	\$60,033
10	\$47,684	\$51,395	\$59,142	\$60,864
11	\$48,267	\$52,029	\$59,958	\$61,706
12	\$48,858	\$52,672	\$60,788	\$62,562
13	\$49,459	\$53,325	\$61,629	\$63,430
14	\$50,097	\$54,019	\$62,527	\$64,354
15	\$51,758	\$55,737	\$63,456	\$65,311
16	\$52,211	\$56,229	\$64,090	\$65,964
17	\$52,668	\$56,726	\$64,731	\$66,624
18	\$53,130	\$57,229	\$65,379	\$67,290
19	\$53,597	\$57,736	\$66,032	\$67,963
20	\$54,068	\$58,248	\$66,693	\$68,642

Employees over step 20 will receive a one-time step increase of \$400

Stillwater Public Schools
2024-2025 2025-2026 Maintenance Salary Schedule

<u>Step</u>	<u>Apprentice License</u>	<u>Journeyman License</u>	<u>Contractor License</u>
0	\$18.77	\$22.91	\$24.94
1	\$19.02	\$23.21	\$25.29
2	\$19.26	\$23.53	\$25.63
3	\$19.53	\$23.84	\$25.98
4	\$19.79	\$24.16	\$26.34
5	\$20.06	\$24.51	\$26.71
6	\$20.32	\$24.84	\$27.07
7	\$20.60	\$25.17	\$27.44
8	\$20.86	\$25.51	\$27.81
9	\$21.15	\$25.86	\$28.20
10	\$21.42	\$26.22	\$28.59
11	\$21.71	\$26.58	\$28.99
12	\$22.01	\$26.94	\$29.38
13	\$22.31	\$27.32	\$29.80
14	\$22.60	\$27.69	\$30.21
15	\$22.90	\$28.07	\$30.64
16	\$23.18	\$28.42	\$31.06
17	\$23.47	\$28.70	\$31.35
18	\$23.76	\$28.99	\$31.64
19	\$24.05	\$29.28	\$31.92
20	\$24.33	\$29.57	\$32.21

Those eligible employees on step 20 in ~~2023-2024~~ **2024-2025** shall be awarded a one time \$400 stipend.

Stillwater Public Schools
2024-2025 2025-2026 Technology Salary Schedule

Step	Data Entry Tech IT Assistant	Computer Specialist I	Computer Specialist II	Computer Specialist III	System Admin I	System Admin II / Tech. Project & Resource Specialist	Data, Network, Server Administrator
0	\$13.37	\$17.23	\$20.04	\$21.99	\$49,077	\$56,077	\$67,166
1	\$13.50	\$17.45	\$20.31	\$22.29	\$49,707	\$56,812	\$68,067
2	\$13.86	\$17.68	\$20.59	\$22.59	\$50,346	\$57,558	\$68,982
3	\$13.98	\$17.91	\$20.86	\$22.89	\$50,995	\$58,315	\$69,910
4	\$14.13	\$18.14	\$21.41	\$23.51	\$52,313	\$59,852	\$71,795
5	\$14.28	\$18.38	\$21.70	\$23.83	\$53,991	\$61,644	\$73,766
6	\$14.43	\$18.62	\$21.99	\$24.15	\$54,680	\$62,448	\$74,752
7	\$14.61	\$18.87	\$22.59	\$24.81	\$56,078	\$64,079	\$76,752
8	\$14.75	\$19.14	\$22.89	\$25.15	\$56,798	\$64,919	\$77,782
9			\$23.20	\$25.50	\$57,529	\$65,771	\$78,828
10			\$23.52	\$26.19	\$60,013	\$68,502	\$81,950
11				\$26.54	\$60,777	\$69,393	\$83,043
12				\$26.91	\$61,552	\$70,298	\$84,153
13				\$27.65	\$63,126	\$72,135	\$86,405
14				\$28.04	\$63,937	\$73,081	\$87,565
15				\$28.43	\$65,762	\$75,034	\$89,721
16				\$28.71	\$66,360	\$75,724	\$90,558
17				\$29.00	\$66,963	\$76,422	\$91,403
18				\$29.29	\$67,573	\$77,126	\$92,258
19				\$29.58	\$68,189	\$77,837	\$93,120
20				\$29.88	\$68,811	\$78,555	\$93,991

Employees over step 20 will receive a one-time step increase of \$400.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Trent J. Swanson, Chief Human Resources Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 12, 2025

AGENDA ITEM(S):

HR 2025-2026 Stillwater Public Schools Miscellaneous Pay Schedule

BOARD ACTION REQUESTED:

Motion to Approve 2025-2026 Stillwater Public Schools Miscellaneous Pay Schedule

BACKGROUND INFORMATION:

Stillwater Public Schools annually approves the Miscellaneous Pay Schedule. The 2025-2026 Miscellaneous Pay Schedule is attached.

Stillwater Public Schools

2024-2025 ~~2025-2026~~ Miscellaneous Pay Schedule

<u>POSITION</u>	<u>HOURLY RATE OF PAY</u>	<u>SET RATE</u>
After School Programs Certified	\$12.50/hour	
After School Programs Support	Current Hourly Rate	
Audio Visual Technician	\$20/hr	
Certified Teacher (After School, Credit Recovery, Evening Alt. School, Homebound/Homebase, (Reading Sufficiency Act Tutor)	\$25/hr	
Certified Training-all day		\$50
Certified Training-half day		\$25
School Nutrition Substitutes	Cook I Level; Step 0	
Evening Alternative School - Support	\$15/hr	
Event Staff	\$15/hr	
Indian Education Presenter	\$25/hr	
Long-Term Substitute - Support	Position Level, Step 0	
PALS Academic Coach	\$25/hr	
PALS District Facilitator	\$19.22/hr	
PALS Certified Site Facilitator	\$17.75/hr	
PALS Support Site Facilitator	\$14.25/hr	
PALS Teacher Assistant	\$12.00/hr	
Physical Therapist - Extended School Year	\$35/hr	
Professional Development Planning and	\$25/hr	
Professional Development Presentation	\$25/hr	
Support Staff Training - Non-Contract	Current Hourly Rate	
Science Warehouse Assistant	\$15/hr	
Speech Pathologist - Extended School Year	\$25/hr	
Substitute Bus Driver	Bus Driver Schedule w/ applicable years of service	
Summer Driver	Current Hourly Rate	
Summer Book Bus Driver	Current Hourly Rate or Bus Driver,	
Book Bus Media Asst	\$25.00/hour	
Summer Feeding	Current Hourly Rate or Kitchen Asst I,	
Summer IT Assistant	\$10.60-14.23/hour	
Summer School Site Administrator	\$45/hr	
Summer School Clerical Support	Current clerical rate or	
Summer School Teacher	\$30/hr	
Summer Support Staff	Current Hourly Rate or Position Level Step 0	
Summer School Teacher Assistant	Current TA rate or \$10.00/hour	
Utility Clerical Sub	Level 4 Step 3	



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Trent J. Swanson, Chief Human Resources Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 12, 2025

AGENDA ITEM(S):

1. HR 2025-2026 Non-Certified Employee Negotiated Agreement for 2025-2026 with Stillwater Education Professionals Association (SESPA)
2. HR 2025-2026 Support Position Levels by Category
3. HR 2025-2026 Support Salary Schedule
4. HR 2025-2026 Instructional Support Salary Schedule

BOARD ACTION REQUESTED:

Motion to Approve 2025-2026 Non-Certified Employee Negotiated Agreement, Support Position Levels by Category, Support Salary Schedule, and Instructional Support Salary Schedule

BACKGROUND INFORMATION:

The Non-Certified Employee Negotiated Agreement, Support Position Levels by Category, Support Salary Schedule, and Instructional Support Salary Schedules have been reviewed and updated through the negotiation process by both designated representatives of the Stillwater Education Support Personnel Association (SESPA) and representatives of the Stillwater Public Schools (SPS) Board of Education. The 2025-2026 Non-Certified Employee Agreement, Support Position Levels by Category, Support Salary Schedule, and Instructional Support Salary Schedules are being presented for approval by the SPS Board of Education.



**STILLWATER
PUBLIC SCHOOLS**

**NON-CERTIFIED
EMPLOYEE
NEGOTIATED
AGREEMENT**

~~2024-2025~~

2025-2026

TABLE OF CONTENTS

SECTION 1 – DURATION AND SAVINGS CLAUSE	4
Article (A) - Duration	4
Article (B) - Savings Clause	4
SECTION 2 - TERMS OF EMPLOYMENT	4
Article (A) - Notification of Continued Employment	4
Article (B) - Probationary Period	4
Article (C) – Transfers	4
Article (D) – Posting Vacancies	5
Article (E) – Inclement Weather	6
Article (F) – Representation in Disciplinary Conferences	6
Article (G) – Procedures in Cases of Arrests or Criminal Charges of Employees or Persons Providing Services to the School District	6
SECTION 3 – COMPENSATION	6
Article (A) – Step Increases	6
Article (B) – Insurance Benefits	7
Article (C) – Employee Retirement	7
Article (D) - Retirement Contributions	8
Article (E) – Certifications	8
Article (F) – Off Contract Work	8
Article (G) - Additional Assignments	9
Article (H) – Mileage	9
Article (I) – Compensatory Time	9
Article (J) – Leave Eligibility	10
Article (K) – Break in Service	10
Article (L) – Early Release Fridays – Child Care Provision	10
Article (M) – Activity Pass	11
Article (N) – Loyalty Oath Recognition	11
SECTION 4 - EMPLOYEE LEAVE	11
Article (A) - Sick Leave	11
Article (B) – Sick Leave Bank	12
Article (C) – Sick Leave Sharing	12
Article (D) - Family and Medical Leave Act	13
Article (E) – Maternity/Adoption Absence	14
Article (F) – Personal Business Leave	14
Article (G) – Bereavement Leave	14
Article (H) – Jury/Witness Leave	15
Article (I) – Vacation Leave	15

Article (J) – Leaves of Absence	16
Article (K) – Birthday Leave	18
Article (L) – Fifteen Minute Increments.....	18
Article (M) – Association Leave	18
Article (N) – Epidemic Leave.....	18
EXHIBIT A	19
PROCEDURAL AGREEMENT FOR NEGOTIATIONS.....	20
ARTICLE (A) – RECOGNITION	20
ARTICLE (B) – SCOPE OF BARGAINING	20
ARTICLE (C) – STATUTES AND POLICIES	20
ARTICLE (D) –NEGOTIATING TEAMS	20
ARTICLE (E) –NEGOTIATIONS PROCEDURES	21
ARTICLE (F) -IMPASSE PROCEDURE	22
ARTICLE (G) - DURATION	24
ARTICLE (H) - SAVINGS CLAUSE	25
ARTICLE (I) - NON-DISCRIMINATION	25
APPROVED.....	26

SECTION 1 – DURATION AND SAVINGS CLAUSE

Article (A) - Duration

1. This agreement represents the full and complete agreement between the Stillwater Board of Education hereinafter termed the Board and the Stillwater Education Support Professionals Association hereinafter termed the Association and shall remain in place for the current contract year extending from ~~July 1, 2023, through June 30, 2024~~ **July 1, 2025 through June 30, 2026**, or until replaced by a subsequent agreement negotiated in accordance with the provisions of the procedural agreement.

Article (B) - Savings Clause

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or the Association negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within fourteen (14) days solely for the purpose of negotiating only the affected provision(s).

SECTION 2 - TERMS OF EMPLOYMENT

Article (A) - Notification of Continued Employment

1. Each employee shall receive a written notice of employment or lack thereof for the succeeding year not later than ten (10) days after the effective date of the education appropriation bill or June 1, whichever is later.

Article (B) - Probationary Period

1. Support employees shall be employed for a one (1) calendar year probationary period. After successful completion of the probationary period, the employee shall be granted all rights of regular employment as provided by statute if the contract is renewed.
2. No support employee who has been employed in the School District for one (1) year or more may be suspended, demoted, or terminated except for causes set out by Title 70 of the Oklahoma Statutes, Sections 24-132 through 24-136.

Article (C) – Transfers

1. At times the need for support staff transfers exists for purposes of filling vacancies, meeting needs of the District or school site, and/or meeting desires of employees for opportunity of service elsewhere in the school system. When an employee is transferred to a position that is twelve (12) months, either by initiation of the administrator or request of the employee, all years of service with Stillwater Public Schools shall count towards benefits.

2. Provision of this contract provides that support staff may request transfers, and the administration may make transfer assignments. The following procedure will be followed for transfer situations:

- 2.1. Administrator Initiated

- 2.1.1. A building principal or supervisor may transfer a support staff member to an appropriate alternate assignment or schedule within the building after first notifying said staff member in writing of the reasons for the change at the earliest possible time. These reassignments must be to positions for which the person is qualified. Transfer will not result in pay reduction.
- 2.1.2. A support staff member may be transferred to an alternate building assignment or schedule by administrative action for such reasons as student enrollment, personnel staffing vacancies, and the needs of the District or site. Said staff member will be notified in writing at the earliest possible time.
- 2.1.3. The supervisor requesting a transfer of a support employee to an alternate site should put the request in writing to the Director of Human Resources who will engage appropriate supervisors in the decision regarding the transfer.
- 2.1.4. Support staff members will be notified in writing of any transfer at the earliest possible time.
- 2.1.5. New staff members shall not be assigned to a position until all transfer considerations have been made.

- 2.2. Staff Initiated

- 2.2.1. All support staff that wish to transfer must complete an online application in the applicant tracking system in order to be eligible for transfer. This will allow each supervisor to electronically review the application in order to consider them for the position.
 - 2.2.1.1. If the transfer request to a new site with a different position is approved for consideration, the staff member will be guaranteed an interview where the vacancy exists as part of the normal site selection process. If the staff member is not selected to fill the vacancy, the staff member will remain in the existing position. The applicant who has been interviewed will be notified when the position has been filled.

Article (D) – Posting Vacancies

1. All existing vacancies and newly created positions in the Stillwater Public School system will be posted on the SPS website. These shall be posted for a minimum period of five (5) working days prior to being filled.

2. For the period beginning July 15th through the start of school, the requirement for posting Teaching Assistant positions will be advertised seventy-two (72) hours. This exception to the five (5) working days is to expedite the selection and hiring process to fill late vacancies.

Article (E) – Inclement Weather

1. On Inclement Weather Days support employees who are required to work may be directed by the Superintendent or designee to work from home.

Article (F) – Representation in Disciplinary Conferences

1. Members of the bargaining unit shall have the right, if so desired, to be accompanied by a representative of the bargaining unit at any disciplinary conference with administrators and/or supervisors. If documentation of a disciplinary conference is to be made, the administrator and/or supervisor shall:
 - 1.1. Give reasonable notice, except in emergency situations, of said scheduled conference.
 - 1.2. Inform the member of the bargaining unit of the subject to be discussed.
2. A disciplinary conference is defined as any meeting with an administrator, supervisor and/or any person higher in the chain of command where the result of the communications engaged in at the disciplinary conference may result in admonishment, reprimand, and/or another assigned disciplinary action.
3. A disciplinary conference does not include a meeting or conference between the member of the bargaining unit and the administrator and/or supervisor that is intended to solely improve the performance of said member of the bargaining unit or to discuss evaluation.

Article (G) – Procedures in Cases of Arrests or Criminal Charges of Employees or Persons Providing Services to the School District

1. Any Employee who has been arrested or criminally charged with a felony must immediately notify the employee's immediate supervisor and the superintendent in writing and provide a copy of the criminal indictment, information, complaint, or any other criminal charge. In addition, the disposition of such charges must be reported within seven (7) days of the sentencing, adjudication or final disposition.

SECTION 3 – COMPENSATION

Article (A) – Step Increases

1. ~~SESPA~~ ~~The Association~~ and the Board of Education agree to award a Step increase to all eligible employees based on the ~~2024-2025 Support Salary Scale~~ that no step will be awarded in the 2025-2026 school year.

2. In addition, those eligible employees on step 40 in ~~2023-2024~~ **2024-2025** shall be awarded a \$400 one-time stipend. It is the intent of this contract that all support staff contracted for ~~2024-2025~~ **2025-2026** shall be compensated according to classifications as indicated by the attached schedule, except as follows:
 - 2.1. Full-time employees who do not work at least 120 days in the fiscal year will not accrue a step increase for the next contracted year.
3. When placing a new employee on the salary schedule, the District will give credit for all verified experience in a comparable position as measured by Human Resources.

Article (B) – Insurance Benefits

1. Support employees who are contracted to work a minimum of six (6) hours a day, 172 days a year for the ~~2023-2024~~ **2025-2026** school year are eligible for the Flexible Benefit Allowance (FBA) to be applied toward the purchase of health insurance and other insurance options.
2. The Flexible Benefit Allowance (FBA) is based on the cost of the premium for the Health Choice High Option plan.
3. This FBA can be used to purchase any of the available health insurance options. If a purchased option costs more than the FBA, that difference will be deducted from the employee's paycheck each month. If a purchased option costs less than the FBA, that difference will be paid to the employee as compensation and included in the regular paycheck.
4. Employees who choose NOT to participate in one of the available health insurance options, will be paid a cash amount in lieu of the FBA, which is currently \$189.69/month, included in the regular paycheck.
5. For Support employees who are contracted to work fewer than 6 hours per day, but at least four (4) hours per day or 20 hours per week, and who choose to purchase the health insurance, the district will cover 50% of the individual premium for the Health Choice High Option.
6. Support employees participating in the approved District Health Insurance Program will have the premiums deducted from monthly compensation. Support employees not participating in the approved District Health Insurance Program will receive the benefit in regular monthly compensation until such time as they elect to or are mandated to participate in the District or State Health Insurance Program.

Article (C) – Employee Retirement

1. Support employees who retire during the current school year shall receive Twenty-Five Dollars (\$25) for each unused sick day up to 75 days accumulated during their employment in Stillwater.

- 1.1. To obtain this benefit, a support employee who is a member of Oklahoma Teacher Retirement System (OTRS) must meet eligibility for retirement benefits through the OTRS.
- 1.2. A support employee who is not a member of OTRS must meet eligibility for retirement by:
 - 1.2.1. Having at least five (5) full years of employment with Stillwater Public Schools, and;
 - 1.2.2. Reaching age 62 before resigning, or;
 - 1.2.3. Reaching age 55 and having at least 30 years of employment with Stillwater Public Schools.

Article (D) - Retirement Contributions

1. Support employees who choose to be members of the Teachers' Retirement System may have their gross salary reduced by the current retirement rate to make their contribution a nontaxable benefit.

Article (E) – Certifications

1. Support employees who are required to complete the State Department of Education initial Paraprofessional training must be completed by April 1st. The returning Paraprofessionals that are certified by the State Department of Education are required 6 hours yearly to maintain their certification.
2. Certified Teaching Assistants are eligible to receive a \$250 stipend at the end of the contracted school year. The following rules apply:
 - 2.1. Must fulfill contract and must have been employed for the entire school year.
 - 2.2. Certificate must be valid for entire school year
 - 2.3. Certificate must be on file with Human Resources.
3. Bus drivers who obtain a commercial driver license (CDL) as required will be reimbursed by the School District for the total cost of the CDL.

Article (F) – Off Contract Work

1. When an employee is requested by a supervisor or designee to come to work outside of regular hours due to a site issue, the employee shall receive a minimum of two (2) hours regular salary.

Article (G) - Additional Assignments

1. Unique and unusual/Additional assignments requiring significant additional responsibilities may be compensated with a supplement determined by Human Resources.
 - 1.1. Upon approval by the Superintendent, a salary supplement is awarded for no more than one year at a time and shall not be added to the base pay of the employee for either future years or calculation of percentage increases.
 - 1.2. When Temporary assignments to job duties at a different salary level are occasionally required, supplemental salary will be considered only when the assignment endures beyond a period of three consecutive weeks.
 - 1.3. On this occasion, the supplemental salary will be calculated according to the appropriate formula below to be effective beginning the first workday after week three and continuing through the duration of the temporary assignment, no longer than the end of the fiscal year. At the end of this temporary assignment, the employee will return to the former assignment and Human Resources will determine the appropriate staffing solution for the next fiscal year.

Article (H) – Mileage

1. The Stillwater School District will pay the federal rate to traveling support employees for job required travel. All travel must be authorized by the appropriate supervisor and required paperwork submitted.

Article (I) – Compensatory Time

1. An employee is not to work more than their contracted hours without prior approval from their supervisor. If an hourly employee has worked additional time beyond their contracted amount they are entitled to payment for their work.
2. If compensation for overtime worked has been accrued in comp time prior to the 2023-2024 school year, such comp time will be given according to the following:
 - 2.1. Employee submits request for absence from work with the reason “Comp Time”.
 - 2.2. This request must reach the employee’s supervisor five working days prior to the planned absence
 - 2.3. No more than two days’ Comp Time absence will be approved in any one calendar month.
3. When an employee has used all accrued paid leave exceptions to this process may be pursued with a written request addressed to the Director of Human Resources.

Article (J) – Leave Eligibility

1. Every employee in an assignment on a work calendar of 173 or more days per school year is eligible for leave accrual at the rate relative to the number of work hours per day normally required for the assignment.
 - 1.1. Exception: Except for the District Facilitator, PALS employment does not qualify for leave eligibility.
2. Employees who are eligible for leave accrual and who are employed after the beginning of a contract year will accrue leave on a pro-rated basis.
3. Personal Leave time is not available to employees working under a contract for fewer than six (6) hours per day.
4. An employee who has two assignments is eligible for leave accrual at the rate of the combined total number of work hours per day normally required for the two assignments, unless one of the assignments is PALS employment.
5. PALS employment does not qualify for leave eligibility.

Article (K) – Break in Service

1. If an employee terminates and is rehired in the same job within the same fiscal year or within nine months of separation date, he/she shall be reinstated at the former grade and salary.
2. Breaks in service which extend to another fiscal year and are longer than nine months shall require salary placement consistent with new hire provisions.
3. If an employee transfers to another position in a different Job Category, (categories are: Clerical, Custodial, Maintenance, Child Nutrition, Transportation, Teacher Assistant) salary placement will be consistent with new hire provisions in place at that time.
4. If an employee is promoted (accepts a position in the same Job Category) a lateral move to the new salary lane will determine salary placement without change of step placement.

Article (L) Early Release Fridays – Child Care Provision

1. The district will establish designated Early Release Fridays (ERF) for students to allow teachers opportunities for collaboration and professional development. Employees affected by ERF may benefit from the availability of affordable, convenient childcare. In an effort to reduce childcare concerns of employees, the district will provide and reimburse up to one hour of childcare for one or more of employee's' children for care attributable to ERF. Whether to use care available through Pioneer After- School Learning Services (PALS) is completely within the employee's' discretion. Only PALS-provided childcare is eligible for district reimbursement.
2. Employees who choose to use PALS for their children's childcare of ERF will pay the

customary rate for childcare in accordance with PALS' published rates.

3. At the end of each semester the PALS Director will submit to payroll a ledger of attendance and payments made by eligible employees for each child receiving care pursuant to ERF. Payroll will process a reimbursement to each employee according to childcare services provided to the employee's child or children, attributable to ERF, for the preceding semester with payment to be made the next available pay cycle and included in the employee's district paycheck.
4. The reimbursement is treated as compensation subject to the normal governmental withholding amounts (e.g., IRS, OTRS, and Social Security). Employees choosing to use this care option are individually responsible for ensuring the accuracy of records related to childcare and appropriate reimbursement. Any dispute regarding hours of care received or the amount of reimbursement must be brought to the district's attention within 30 days of the end of the semester for which reimbursement is claimed; otherwise, reimbursement will be forfeited.

Article (M) – Activity Pass

1. Each employee (and one guest) will be entitled to free admission to all home athletic events, excluding state sanctioned play-off events, by using their district issued ID badge.

Article (N) – Loyalty Oath Recognition

1. To retain support staff, a ~~stipend~~ **one time, longevity bonus will be paid on an escalating scale** for employees who have ~~been here~~ **provided continuous years of service with SPS for over beginning with 5 years of service** to be paid at the end of the school year **as outlined below**.
 - a. 5th years - \$100
 - b. 10th years - \$200
 - c. 15th years - \$300
 - d. 20th years - \$400
 - e. 25th + **at every 5th year interval** years - \$500

SECTION 4 - EMPLOYEE LEAVE

Article (A) - Sick Leave

Support personnel employed as full-time on a 173 day through 210-day work calendar are granted ten (10) days sick leave for each school year without loss of salary; full-time support personnel employed a 215- or 220-day work calendar shall receive eleven (11) days sick leave; and said personnel employed on a 235- or 260-day work calendar shall receive twelve (12) days sick leave for each school year without loss of salary.

Support employees that start during the contracted year will receive sick leave at a prorated amount.

A

doctor's certificate verifying illness and /or a medical release may be required of any employee after three (3) consecutive days of absence or if a pattern of absenteeism is noted. If an employee leaves the District for any reason before the end of the contract year, the remaining sick leave days will not

be transferable, and the number of sick leave days used beyond the number of months worked will be reclaimed by the District.

Contract	Sick Leave Days
173 – 210-day work calendar	10 days
173 – 210-day work calendar	10 days
215- or 220-day work calendar	11 days
235- or 260-day work calendar	12 days

1. Sick leave is defined as an employee's absence from assigned duty due to personal illness, accidental injury, pregnancy, or accidental injury or illness in the immediate family. Immediate family shall be defined as (a) spouse, (b) children, (c) parents, (d) brothers, (e) sisters, (f) grandparents, (g) grandchildren, and (h) spouse's parents and grandparents. If the employee is serving as the primary caregiver to a person not listed as said immediate family, consideration of absence will be given. Unused sick leave shall be cumulative to a total of seventy-five (75) days for all employees. After one (1) year of employment, should said sick leave provisions as defined above become exhausted, the full-time employee shall continue to receive full salary, less fifty percent (50%), for a period not to exceed twenty (20) days for personal accidental injury, illness or pregnancy. Extended leave requires a doctor's statement and may not be used for short-term occurrences or one day at a time.

Article (B) – Sick Leave Bank

1. Stillwater Public Schools shall maintain a sick leave bank for the benefit of all employees as outlined in Stillwater Public Schools Board Policy DEFA.
2. SESPA shall have a representative on the governing Committee of the sick leave bank.

Article (C) – Sick Leave Sharing

1. If an employee has exhausted or will exhaust sick leave, personal, and vacation and is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee, pregnant or recovering from childbirth, or a relative, documented by a physician, and the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment, the employee may request the use of leave days to be donated by another employee.
2. Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent.
 - 2.1. An employee requesting donated days must first provide the Human Resources Department with a Request for Donated Leave Form, statement of need indicating why donated leave is needed, a HIPAA (Health Insurance Portability and Accountability Act) release of information form and a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

In the event that all available leave, including sick, sick bank, personal, vacation, compensation time, excessive/extended leave and donated leave, have been exhausted, the employee will be placed on an automatic sick leave of absence

without pay for the remainder of the school year. At that time, he/she will no longer be eligible for leave sharing.

An employee may obtain up to sixty(60) days of shared leave per school year. The Superintendent or their designee may grant an extension beyond the sixty (60) day limit in extenuating circumstances.

Employees desiring to donate days shall complete a written authorization transferring days to the employee.

Employees may donate any amount of leave which does not cause the donating employee's accumulated leave balance to fall below the yearly amount afforded to them per the negotiated agreement or support handbook.

Shared leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

- 2.2. The employee receiving donated days is to receive his or her normal rate of pay.
- 2.3. Shared leave usage records shall be maintained separately from regular or sick bank leave records.
- 2.4. Any donated leave which is not used shall be returned to the donating employee(s) on a prorated basis.
- 2.5. Sick Bank days may not be donated.
- 2.6. All donations are anonymous; the recipient cannot be told who gives them sick days.
- 2.7. Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.
- 2.8. The board of Education delegates initial decision-making authority pursuant to 70 Okla. State Section 6-104 (C) (1) to the Superintendent or their designee as the determining body as to whether the employee meets the criteria above and has previously abided by District leave policy. The Superintendent, acting as Board designee, will make the decision which may be appealed to the Board.
- 2.9. Employees will not be required to use deduct in order to access sick leave bank.

Article (D) - Family and Medical Leave Act

1. Stillwater Public Schools will comply with the terms and conditions of the Federal Family and Medical Leave Act. Military caregiver leave shall be provided as required by law. (see policy DECA)

Article (E) – Maternity/Adoption Absence

1. The employee will notify the Human Resources Department and their supervisor/principal of the approximate arrival date of the child. The notice should include a statement as to the approximate date the employee expects to initiate the maternity/adoption absence and the approximate date it will end.
2. All accrued sick leave days will be applied to the maternity/adoption absence. Maternity/adoption absences can only be applied to contractual days as outlined in the Family Medical Leave Act (Policy DECA)
3. Full time employees who have been with the district for at least one year will be granted maternity leave as defined by Oklahoma Statute 70, § 6-104.1

Article (F) – Personal Business Leave

1. Support personnel, as full-time employees, are granted five (5) days of leave each school year. Personal business leave will be pro-rated for employees who begin or leave mid-year. They are defined and distributed as follows:
 - 1.1. Personal Days – Employees with five (5) years or less of Stillwater Public School experience receive two (2) days of personal leave with no salary deduction and three (3) days personal business leave with a salary deduction of thirty-five (35) percent. Employees with six (6) through nine (9) years of experience receive three (3) personal days with no salary deduction and two days personal leave with a salary deduction of thirty-five (35) percent. Employees with ten (10) or more years of experience receive five (5) days of personal leave with no deduction.

Years	Days (no deduct)	Days (35% deduct)
5 years or less	2	3
6-9 years	3	2
10 or more years	5	0

2. Personal business leave days should, whenever possible, be applied for at least three (3) days prior to the requested leave. The supervisor shall be notified of personal business leave requests no later than the morning of the leave, prior to the beginning of the workday.
3. Personal business leave days cannot be used the first two (2) days of school, the last two (2) days of school, on those days identified for training or professional development, or preceding or following a scheduled holiday except in the event of extraordinary circumstances as determined by the Building Administrator/Department Director.
4. Unused personal business leave at the end of the fiscal year will be converted to sick leave.

Article (G) – Bereavement Leave

1. Subject to the provisions set out below, full-time support personnel, all support employees who consistently work six (6) hours or more per day, five (5) days a week, totaling thirty (30) hours or more per week in their primary job, are granted yearly five (5) days, with no deduction in salary, for each occurrence of death of spouse,

children, parents, brothers, sisters, grandparents, grandchildren, and spouse's parents and grandparents. An employee as an expectant parent, spouse, and/or domestic partner who suffers a pregnancy loss (including, but not limited to, chemical pregnancy, ectopic, pregnancy, molar pregnancy, miscarriage. Terminated for Medical Reasons (TFMR), stillbirth, neonatal loss) shall be eligible for bereavement leave. In addition to the above, full-time support personnel may also be permitted to take three (3) days of bereavement leave for each occurrence of death of a member of the "extended family". Extended family shall mean brothers-in-law and sisters-in-law, nieces and nephews, aunts and uncles, first cousins and spouses of members of said immediate family.

2. Support personnel may use personal business leave days to attend a funeral of a person not included in the immediate or "extended family" as previously defined. All bereavement leave benefits shall be non-cumulative. "Bereavement Leave" days do not have to be taken consecutively in the instance of spouse, children, and parents but must be used within 30 days or longer due to extenuating circumstances with supervisor approval of the family member's death. Requests beyond 30 days must be submitted to the immediate supervisor for review and approval.
3. Provided, an individual's bereavement leave shall not exceed a total of ten (10) days during any school year unless approved by the Superintendent.
4. Bereavement leave is time off granted to an employee in the event that a family member passes away. The intention is to allow employees to grieve and attend funeral services or a memorial but is not intended to deal with financial and legal matters that may come up after death.

Article (H) – Jury/Witness Leave

1. All full-time support personnel shall be granted leave for jury service or when subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees must notify the Human Resource Department and site supervisor of summons or subpoena. Employees shall receive full pay during the period of time said employee is serving as a juror or witness, as related to the course of employment with Stillwater Public Schools. Any payment for jury duty service shall be submitted to the Finance Department.

Article (I) – Vacation Leave

1. Support personnel employed on a twelve (12) month basis shall receive credit for ten (10) days of paid vacation per year, accrued at a rate of one (1) day per month after the first two (2) months of employment. During the second year of employment, twelve (12) month employees shall receive credit for ten (10) days paid vacation, accrued at the rate of one (1) day per month up to ten (10) days. During the third year of employment and succeeding years, twelve (12) month employees shall receive credit for fifteen (15) days of paid vacation leave July 1st of each school year.
2. Each twelve-month employee shall receive one paid day vacation during the week of Spring Break. Each employee shall choose which day to take leave. The choice of day for this vacation is to be identified in writing by the employee and submitted to their supervisor on or before February 15 of the current contract year. If a choice of day for

this vacation is not identified by this procedure on or before February 15, this day of vacation will be identified by the supervisor. Supervisors will respond to a request or identify a day as early in each contract year as possible, but no later than February 28 of the current contract year.

3. Vacation leave may accumulate from year to year to a maximum amount of 20 days. Any days accumulated above the maximum will be forfeited at the end of the fiscal year.
4. If an employee leaves prior to the end of the contract year, vacation used in excess of the employee's monthly accrual rate shall be reimbursed to the District out of the final paycheck.
Vacation leave accrued, but unused, during any year shall, at the time of termination, be paid to said employee at their regular rate of pay then in effect.
5. Vacation time for said employee defined above shall be approved in advance by the immediate supervisor based on the work needs of the site or department.
6. In the event a support employee is unable to use vacation time prior to the end of the fiscal year, the support employee will be paid at the regular rate of pay in effect at the time, provided that the employee has scheduled vacation leave and was unable to take said vacation leave due to District business or circumstances, OR a timely request for vacation leave has been denied and no alternative vacation dates have been proposed by the employee's supervisor.
7. All vacation leave shall be scheduled as follows:

Days Taken	Notice Required	Approval
1-3 Days	48-hour notice	Immediate verbal approval
4 or more consecutive days	2-week notice	3 days written approval

8. Should more than one employee request vacation at the same time and the immediate supervisor cannot release all employees making the request, the employee with the most seniority at the site shall be granted leave first, the second most senior employee second, etc. In case of inclement weather, any available leave can be taken with no advance notice upon approval of the employee's supervisor. The employee shall notify the supervisor verbally when taking any available leave for inclement weather and formal notice will be completed when the employee returns to work. Employees may change previously scheduled vacation with the approval of the supervisor.

Article (J) – Leaves of Absence

1. Short-Term – Support staff may apply to the Superintendent of Schools for short-term leave of absence, without pay, not exceeding five (5) working days per year. Short-term leave must be requested prior to absence through the building principal or supervisor and submitted to the Superintendent of Schools for action. Requests for absence during times which place undue burden on others or which work against the purposes and objectives of the school will be denied.

2. Nothing stated above shall prevent the Board of Education from authorizing or extending a leave of absence for any other purpose not expressly identified above.
3. Long-Term – Full time support staff employees who have successfully completed three (3) consecutive years of service may apply for long-term leave of absence, without pay, not exceeding one (1) year, for the following reasons:
 - 3.1. Graduate or undergraduate study
 - 3.2. Maternity or adoption
 - 3.3. Illness
 - 3.4. Military service
 - 3.5. Convalescence of employees or member of the immediate family (a physician's statement may be required concerning convalescence)
4. Support employee's requests for long-term leave without pay must be made in writing directly to the Superintendent and sent by certified mail. The Superintendent may recommend approval of the leave to the Board at the next regular meeting following receipt of the request when it is deemed in the best interest of the School District to do so. A letter stating the Board's decision and conditions of the leave will be given to the employee.
5. If a long-term leave of absence is granted in one (1) school year, the employee will not be eligible for another long-term leave of absence for at least one (1) complete school year after returning to work at the end of the previous long-term leave of absence.
6. On granting a long-term leave, the Board signifies its intent to reemploy said employee in the job classification the employee vacated provided there is a vacancy in that classification.
7. All support employees granted a leave of absence for any of the above purposes shall retain all accumulated benefits following completion of the leave. No support employee may accrue additional benefits while on any leave of absence.
8. To be eligible for reemployment following the leave period, the employee shall notify the School District by certified mail postmarked thirty (30) days prior to the conclusion of the long-term leave.
9. Employees granted leaves of absence for graduate or undergraduate study twelve (12) hours per semester at an accredited school shall, upon request, furnish satisfactory evidence of completion of the program for which leave was requested. Failure to present such evidence shall result in the termination of the employee except under extraordinary circumstances as determined by the Superintendent.
10. Any employee on leave of absence is entitled to continued participation in available health insurance programs provided payment of premiums is made in advance, and the employee makes prior arrangements with the District's business office
11. Acceptance of other employment during the time the employee is on leave of

absence from Stillwater Public Schools nullifies the conditions of leave and the employee shall be considered terminated.

Article (K) – Birthday Leave

1. All support personnel who have completed five (5) years of employment as of the beginning of the fiscal year with Stillwater Public Schools pursuant to a written contract are eligible for “birthday leave”, as provided by the following guidelines:
 - 1.1. This leave is subject to prior approval by the supervisor.
 - 1.2. Birthday leave may be requested at any time during the employee’s work year.
 - 1.3. Day is defined as the period of time the employee is normally scheduled to work.
 - 1.4. Birthday leave is non-cumulative.

Article (L) – Fifteen Minute Increments

1. The purpose of this Article is to allow all leave to be taken in fifteen (15) minute increments.

Article (M) – Association Leave

1. The president of the Association shall be granted release time for association business. This time will be granted at no loss of pay. The Association will pay the cost of the substitute employee if one is hired.
2. The limitation of association leave shall be twelve (12) days per year with the possibility of the Superintendent or designee to approve 4 additional days. Excluding the Oklahoma Education Association Delegate Assembly, only one person per job category per building per day may take association leave with the exception of the president and/or at-large representative. These days shall be granted at no loss of pay.

Article (N) – Epidemic Leave

1. Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

EXHIBIT A

Employees holding the following position shall not be part of the bargaining unit:

- 1) Administrative Assistant for Student Services
- 2) Administrative Assistant for Federal Programs
- 3) Administrative Assistant for Human Resources
- 4) Administrative Assistant for Chief Financial Officer
- 5) Administrative Assistant for Superintendent
- 6) Administrative Assistant for Payroll
- 7) Administrative Assistant for Education Services
- 8) Administrative Assistant for Operations
- 9) Administrative Assistant for Special Services
- 10) Administrative Assistant for Technology
- 11) Accounts Payable/Activity Fund Clerk
- 12) Accountant/Encumbrance Clerk
- 13) Human Resource Specialist
- 14) Human Resource Benefits Specialist
- 15) Human Resource Assistant/Administration Building Receptionist
- 16) Computer Technology Employees
- 17) Licensed electricians and heat and air technicians and plumbing

PROCEDURAL AGREEMENT FOR NEGOTIATIONS

ARTICLE (A) – RECOGNITION

1. The Board hereby recognizes the Association as the exclusive bargaining representative for employees who are not required by the position in which they are employed to be certified as a teacher, principal, superintendent, or other administrator and who do not hold supervisory authority with respect to other teachers in the district.

ARTICLE (B) – SCOPE OF BARGAINING

1. The Board and the representatives of the Association must negotiate in good faith on wages, hours, fringe benefits, and other terms and conditions of employment. To negotiate in good faith shall mean both parties must be willing to consider proposals in an effort to find a mutually satisfactory basis for agreement and must be willing to discuss their respective contract proposals. If either party objects to the others' agreement proposals, the objecting party must support its objections with rationale. Neither the Board nor the Association will purposefully use the above statements of "Scope of Bargaining" to expand on or circumvent negotiations on mandatory bargaining issues.
2. There shall be no negotiations on inherent managerial policy. The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by state and federal law, including the right to make policy, rules and regulations that are not inconsistent with any law or negotiated agreement.

ARTICLE (C) – STATUTES AND POLICIES

1. The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. No agreement shall abrogate the legal rights, obligations, and power of the Board, including its power to make policy.

ARTICLE (D) – NEGOTIATING TEAMS

1. No more than five (5) designated representatives of the Board will meet with no more than five (5) designated representatives of the Association for the purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Only those members who comprise the negotiation teams will be present in the room during negotiations except for the OEA advocate and clerical assistance. Each party will designate a lead negotiator at the outset of the negotiation meetings. The individual designated as the lead negotiator of each party shall have the authority to make proposals and counter proposals, to compromise and to make agreements subject to ratification by the parties. However, when the lead negotiator of either team elects to release information, he/she may do so, provided he/she gives to

the lead negotiator of the other team a written/digital copy of the information to be released.

ARTICLE (E) – NEGOTIATIONS PROCEDURES

1. Initiating Negotiations
 - 1.1. Upon written request for a negotiation's session by either party, an initial meeting date and place acceptable to both parties will be selected. A negotiation session is defined as that time from presentation of proposals through ratification of a negotiation's agreement. The request for a negotiation session must be made on or before June 1 of each year a negotiation session is to be held
2. Negotiations Meetings
 - 2.1. All Board proposals and all Association proposals will be presented at the first negotiations meeting. Negotiation meetings will be held at times and places mutually acceptable to both parties. During meetings, each party is free to caucus at any time. The lead negotiator for each team will be the chief spokesperson for each meeting. Other meetings ground rules shall be set by agreement of the team members.
3. Exchange of information
 - 3.1. Upon reasonable request, the parties shall provide each other with available information regarding negotiations.
4. Information Releases
 - 4.1. During negotiations, releases to news media shall be by mutual agreement only.
5. The Agreement
 - 5.1. All proposals and counter proposals will be presented in writing. Tentative agreements reached between representatives of the parties shall be reduced to writing and signed and dated by the lead negotiators. Such tentative agreements shall then be set aside pending final approval or ratification as a package first by the Association and subsequently by the Board. Items that have received tentative agreement cannot be reconsidered, unless mutually agreed upon by both teams or unless the Board and the Association fail to ratify the agreement. Tentative agreements become final agreements and thus a part of the contract upon ratification by the Board and the Association. Upon approval and after necessary action by the Board, terms of the agreement shall be implemented. No further negotiations will take place without mutual agreement until a formal request is made in accordance with the

guidelines for initiating negotiations (Article E, Subsection I).

ARTICLE (F) - IMPASSE PROCEDURE

1. If negotiations representatives of the Board and the Association are unable to reach agreement on any or all negotiations items, the procedure for resolving an impasse as developed by the Board and representatives of the Association shall be in effect. If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school. Within two (2) days of such declaration, the parties shall jointly request the services of the Federal Mediation and Conciliation Service (FMCS), unless the parties mutually agree to forego the mediation process.
2. If the mediation process has been utilized and fails to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to a fact finding committee as follows:
 - 2.1. One member selected by the representatives of the Association within the (5) days after the reaching of impasse;
 - 2.2. One member who shall be selected by the Board within five (5) days after the reaching of impasse; and
 - 2.3. One member who shall serve as chairperson of the committee and shall be selected as follows:
 - 2.3.1.1. The State Board of Education shall appoint not less than twenty or more than thirty persons to be placed on the State Superintendent's list of fact finders. The appointees must reside in Oklahoma, must be neutral and unbiased and must be knowledgeable in the fields of school operations, school finance, personnel management, dispute resolution, and hearing procedures. The appointees shall not currently be elected public officers or employees of a board of education or officers or employees of an organization of education employees. No person who is related within the second degree by consanguinity or affinity to an elected public officer, to an employee of the local board of education that is involved in the impasse, or to an employee of an organization of education employees shall be eligible to serve as a fact finder.
 - 2.3.1.2. An appointee shall serve until such appointee resigns or is removed by the State Board of Education from the State Superintendent's list of fact finders. An appointee must be removed immediately if he or she

- 2.3.1.3. becomes an elected public officer or employee of a board of education or an officer or employee of an organization of education employees.
 - 2.3.1.4. Within ten (10) days of being notified that a fact finder is needed, the State Superintendent of Public Instruction or designee shall provide the names of five potential fact finders selected at random from the list of appointees who are available to serve as a member and the chairperson of the committee. The parties shall select the fact finder from the five names within fifteen (15) days after receiving the list of fact finders.
 - 2.3.1.5. It shall be the responsibility of the State Board of Education to establish rules, regulations, training, hearing procedures, and payment schedules to implement the provisions of this paragraph.
-
- 2.3.2. Within five (5) days after the selection of the chairman, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished by each party to the chairman and other members of the committee.
 - 2.3.3. The chairman shall convene the committee for fact finding. This committee shall meet with the representatives of both parties. Within twenty (20) days after the chairman is selected, the committee shall present written recommendations to the local Board and to the Association.
 - 2.3.4. If either party decides it must reject one or more of the committee's
 - 2.3.4.1. recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the board and for the organization. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the representatives shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written

statements, either party may discontinue such effort.

2.3.5. The local board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiation's impasse process within thirty (30) days of the effective date of implementation.

2.3.6. The Association and the Board will each be responsible for the fees and costs of its member on the fact-finding committee and shall share equally in the fees and costs of the third member.

2.4. The procedure provided for herein for resolving impasses shall be the exclusive recourse of the Association. It shall be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Association engaging in a strike shall be denied the full amount of his wages during the period of such violation. If the Association or its members engage in a strike, then the Association shall cease to be recognized as representative of the unit and the school district shall be relieved of the duty to negotiate with such Association or its representatives.

ARTICLE (G) - DURATION

1. After ratification by the Board and by the Association, this agreement shall become effective upon the signing by the Board President, the Association President, and the Association Chief Negotiator. This agreement shall be effective for the successive fiscal year periods unless a successor agreement is mutually agreed upon by representatives of the Association.
and the Board and shall be renewed automatically without modification, unless either party shall request an amendment.
2. This Agreement remains in effect during the time the Association continues as the exclusive negotiation representative and shall continue in effect for successive fiscal year periods. If either party desires to amend the Agreement, written notice shall be given prior to June 1st. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice. When completed, the revised Procedural Agreement will become effective.

ARTICLE (H) - SAVINGS CLAUSE

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or SESPA negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within fourteen (14) days solely for the purpose of negotiating only the affected provision(s).

ARTICLE (I) - NON-DISCRIMINATION

There shall be no discrimination against any employee covered by this contract in a manner which would violate any applicable laws on the basis of race, color, creed, national origin, age, sex, or marital status in the evaluation, employment, transfer, or promotion of personnel.

APPROVED

~~Pamela Jelliff~~ **Joycelynn Byrd**, Chief Negotiator
Stillwater Education Support Professionals Association

Date

Dr. Trent J. Swanson, Chief Negotiator
Stillwater Public Schools Board of Education

Date

~~Dr. Marshall Baker~~ **Roberta Douglas**, President
Stillwater Public Schools Board of Education

Date

STILLWATER PUBLIC SCHOOLS
2024-2025-2025-2026 Position Levels

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Assistants	Noon Monitor	Parking Lot Security	Health Room Assistant Office Assistant Security/Hall Monitor Attendance Monitor	HealthCare & Functional Skills Assistant Secondary Nurse's Office Assistant Accompanist Vision & Hearing Screener				
Clerical			Data Entry Tech IT Assistant Sec. Receptionist	Sec. Attendance Secretary Guidance Secretary Meal Compliance Clerk Xerox Operator	Financial Secretary	HS Financial Secretary Principal Secretary Technology Secretary Facilities Secretary SNS Secretary Athletic Secretary		
Facilities	Summer Maintenance		Custodian I General Maintenance	Custodian II Grounds Maintenance I	ELEM/MS/JH/LA/ EVENING Head Custodian Grounds/ Maintenance II Carpenter/Painter Assistant Warehouse Asst II	Carpenter/Painter I Senior Warehouse Technician HS Head Custodian Warehouse Asst, III Parts House Mgr.	Locksmith/Carpenter/ Painter II Mechanical Maintenance II SNS Maintenance	Mechanical Maintenance III Building & Grounds Supervisor Custodial Supervisor Carpenter/Painter
School Nutrition			Kitchen Assistant SNS Warehouse Assistant	Kitchen Assistant II	Assistant Cafeteria Manager SNS Warehouse Assistant II	Cafeteria Manager	SNS Warehouse Supervisor	
Transportation			Bus Aide		Mechanic Assistant	Bus Driver Lead Driver Dispatcher Mechanic I	Mechanic II Transportation Compliance Clerk	Mechanic III

Stillwater Public Schools
2024-2025 2025-2026 Support Salary Schedule

Step	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
0	\$11.21	\$12.58	\$13.37	\$14.24	\$15.42	\$16.57	\$17.71	\$18.76
1	\$11.24	\$12.71	\$13.50	\$14.35	\$15.54	\$16.69	\$17.84	\$18.87
2	\$11.59	\$13.05	\$13.86	\$14.71	\$15.89	\$17.04	\$18.19	\$19.23
3	\$11.70	\$13.18	\$13.98	\$14.85	\$16.07	\$17.23	\$18.39	\$19.46
4	\$11.79	\$13.32	\$14.13	\$15.01	\$16.23	\$17.43	\$18.61	\$19.69
5	\$11.91	\$13.47	\$14.28	\$15.16	\$16.41	\$17.62	\$18.80	\$19.90
6	\$12.06	\$13.62	\$14.43	\$15.32	\$16.55	\$17.77	\$18.96	\$20.06
7	\$12.22	\$13.77	\$14.61	\$15.47	\$16.73	\$17.92	\$19.10	\$20.21
8	\$12.39	\$13.90	\$14.75	\$15.64	\$16.88	\$18.10	\$19.29	\$20.37
9	\$12.55	\$14.11	\$14.94	\$15.81	\$17.03	\$18.25	\$19.45	\$20.55
10	\$12.72	\$14.26	\$15.09	\$15.99	\$17.20	\$18.41	\$19.60	\$20.71
11	\$12.91	\$14.43	\$15.28	\$16.13	\$17.37	\$18.60	\$19.77	\$20.88
12	\$13.11	\$14.63	\$15.44	\$16.30	\$17.56	\$18.75	\$19.92	\$21.07
13	\$13.32	\$14.82	\$15.62	\$16.49	\$17.73	\$18.95	\$20.13	\$21.22
14	\$13.54	\$15.02	\$15.81	\$16.68	\$17.94	\$19.11	\$20.30	\$21.33
15	\$13.70	\$15.18	\$15.99	\$16.84	\$18.09	\$19.29	\$20.50	\$21.60
16	\$13.86	\$15.40	\$16.16	\$17.02	\$18.27	\$19.46	\$20.65	\$21.72
17	\$13.98	\$15.55	\$16.32	\$17.24	\$18.45	\$19.63	\$20.82	\$21.91
18	\$14.12	\$15.76	\$16.51	\$17.43	\$18.61	\$19.81	\$20.96	\$22.09
19	\$14.27	\$15.95	\$16.71	\$17.64	\$18.80	\$20.01	\$21.17	\$22.31
20	\$14.41	\$16.15	\$16.88	\$17.85	\$19.02	\$20.19	\$21.36	\$22.49
21	\$14.57	\$16.31	\$17.11	\$18.03	\$19.23	\$20.40	\$21.57	\$22.72
22	\$14.71	\$16.55	\$17.30	\$18.26	\$19.38	\$20.62	\$21.77	\$22.90
23	\$14.86	\$16.76	\$17.48	\$18.46	\$19.60	\$20.86	\$22.00	\$23.15
24	\$15.02	\$16.97	\$17.70	\$18.69	\$19.81	\$21.07	\$22.23	\$23.35
25	\$15.17	\$17.18	\$17.91	\$18.87	\$20.04	\$21.23	\$22.41	\$23.55
26	\$15.33	\$17.39	\$18.11	\$19.09	\$20.27	\$21.45	\$22.61	\$23.72
27	\$15.49	\$17.58	\$18.34	\$19.31	\$20.50	\$21.64	\$22.83	\$24.00
28	\$15.65	\$17.77	\$18.55	\$19.49	\$20.68	\$21.88	\$23.06	\$24.17
29	\$15.81	\$18.01	\$18.75	\$19.72	\$20.90	\$22.09	\$23.28	\$24.39
30	\$15.99	\$18.20	\$18.96	\$19.93	\$21.13	\$22.30	\$23.48	\$24.63
31	\$16.15	\$18.40	\$19.19	\$20.16	\$21.32	\$22.49	\$23.68	\$24.82
32	\$16.31	\$18.60	\$19.40	\$20.40	\$21.55	\$22.74	\$23.93	\$25.02
33	\$16.49	\$18.79	\$19.62	\$20.62	\$21.79	\$22.97	\$24.13	\$25.25
34	\$16.65	\$19.00	\$19.83	\$20.85	\$22.02	\$23.20	\$24.28	\$25.48
35	\$16.84	\$19.19	\$20.04	\$21.08	\$22.28	\$23.46	\$24.52	\$25.71
36	\$17.01	\$19.41	\$20.26	\$21.30	\$22.52	\$23.72	\$24.79	\$26.00
37	\$17.19	\$19.63	\$20.48	\$21.54	\$22.76	\$23.99	\$25.07	\$26.30
38	\$17.38	\$19.83	\$20.71	\$21.77	\$23.01	\$24.24	\$25.35	\$26.60
39	\$17.56	\$20.06	\$20.93	\$22.01	\$23.28	\$24.52	\$25.63	\$26.90
40	\$17.74	\$20.26	\$21.16	\$22.26	\$23.53	\$24.79	\$25.92	\$27.20

Special Education Bus Drivers: hourly rate + 4% - This additional 4% is discontinued as of July 1, 2018 for New Hires to this position. Current Employees receiving this additional 4% in FY 18 will not be affected.

Employees on Step 40 for the 2023-2024 2024-2025 school year will receive a one-time increase of \$400.

Stillwater Public Schools
2024-2025-2025-2026 Instructional Support Salary Schedule

Step	Teacher Assistants/Media Assistants		Special Education Assistants		Special Education Assistant II	Special Education Assistant III, Sign Language TA, and Language Interpreter
	Test or 48 hours college credit	Bachelor Degree	Test or 48 hours college credit	Bachelor Degree	Test or 48 hours college credit	Test or 48 hours college credit
0	13.83	14.08	13.95	14.17	16.89	19.84
1	13.96	14.20	14.06	14.29	17.01	19.95
2	14.32	14.56	14.43	14.65	17.38	20.32
3	14.48	14.71	14.57	14.80	17.51	20.46
4	14.62	14.86	14.72	14.96	17.66	20.62
5	14.77	15.02	14.88	15.12	17.83	20.77
6	14.94	15.18	15.04	15.28	17.99	20.93
7	15.10	15.35	15.20	15.47	18.16	21.10
8	15.26	15.51	15.38	15.62	18.32	21.26
9	15.44	15.70	15.56	15.84	18.50	21.46
10	15.61	15.89	15.72	16.00	18.68	21.62
11	15.84	16.09	15.94	16.20	18.88	21.83
12	16.00	16.27	16.11	16.39	19.06	22.01
13	16.16	16.45	16.28	16.55	19.23	22.17
14	16.38	16.65	16.49	16.78	19.44	22.38
15	16.55	16.84	16.66	16.96	19.62	22.56
16	16.74	17.02	16.86	17.15	19.80	22.75
17	16.92	17.22	17.03	17.34	19.98	22.93
18	17.11	17.42	17.25	17.55	20.19	23.14
19	17.31	17.62	17.45	17.76	20.39	23.35
20	17.50	17.81	17.63	17.95	20.59	23.53
21	17.74	18.04	17.87	18.19	20.82	23.76
22	17.94	18.26	18.07	18.39	21.02	23.97
23	18.12	18.45	18.27	18.58	21.22	24.16
24	18.37	18.70	18.50	18.84	21.46	24.40
25	18.60	18.94	18.75	19.08	21.69	24.63
26	18.83	19.18	18.98	19.32	21.93	24.87
27	19.07	19.40	19.22	19.55	22.16	25.10
28	19.30	19.64	19.45	19.79	22.40	25.35
29	19.53	19.88	19.69	20.02	22.63	25.58
30	19.77	20.13	19.92	20.27	22.87	25.82
31	20.01	20.37	20.17	20.54	23.12	26.06
32	20.26	20.64	20.41	20.79	23.37	26.31
33	20.52	20.88	20.68	21.06	23.62	26.57
34	20.77	21.15	20.93	21.31	23.89	26.83
35	21.03	21.40	21.19	21.57	24.14	27.08
36	21.29	21.68	21.46	21.84	24.40	27.35
37	21.55	21.94	21.72	22.13	24.67	27.62
38	21.82	22.23	21.99	22.40	24.93	27.88
39	22.09	22.51	22.28	22.68	25.23	28.18
40	22.37	22.78	22.55	22.97	25.50	28.44

Step	Occupational/ Physical Therapist	Occupational/ Physical Therapist Asst	Educational Interpreter	Social Worker	PAC Manager	High Needs Counselor	LPN
0	\$50.37	\$35.80	\$33.52	\$29.28	\$29.54	\$40.80	\$21.28
1	\$50.88	\$36.16	\$33.86	\$29.58	\$29.83	\$41.20	\$21.48
2	\$51.89	\$36.88	\$34.53	\$30.16	\$30.44	\$42.03	\$21.91
3	\$52.41	\$37.25	\$34.88	\$30.48	\$30.73	\$42.45	\$22.12
4	\$52.93	\$37.63	\$35.24	\$30.76	\$31.05	\$42.87	\$22.34
5	\$53.45	\$38.01	\$35.58	\$31.08	\$31.36	\$43.31	\$22.56
6	\$54.00	\$38.38	\$35.94	\$31.40	\$31.67	\$43.73	\$22.78
7	\$54.54	\$38.76	\$36.29	\$31.71	\$31.98	\$44.17	\$23.01
8	\$55.09	\$39.15	\$36.66	\$32.02	\$32.32	\$44.62	\$23.24
9	\$55.64	\$39.54	\$37.03	\$32.35	\$32.63	\$45.07	\$23.47
10	\$56.19	\$39.94	\$37.40	\$32.66	\$32.96	\$45.52	\$23.70
11	\$56.74	\$40.34	\$37.77	\$32.99	\$33.29	\$45.98	\$23.94
12	\$57.33	\$40.73	\$38.15	\$33.33	\$33.61	\$46.43	\$24.17
13	\$57.89	\$41.15	\$38.54	\$33.65	\$33.95	\$46.89	\$24.41
14	\$58.47	\$41.56	\$38.92	\$33.99	\$34.29	\$47.36	\$24.65
15	\$59.05	\$41.98	\$39.30	\$34.33	\$34.63	\$47.83	\$24.90

BOARD OF EDUCATION

AUG 12 2025

MINUTES



**STILLWATER
PUBLIC SCHOOLS**

**CERTIFIED EMPLOYEE
NEGOTIATED AGREEMENT**

2025-2026

TABLE OF CONTENTS

Table of Contents

<u>SECTION 1 - DURATION AND SAVINGS CLAUSE</u>	3
Article (A) - Duration	3
Article (B) - Savings Clause	3
<u>SECTION 2 – TERMS OF EMPLOYMENT</u>	3
Article (A) – Staff Relations	3
Article (B) – Working Conditions	3
Article (C) - Procedure for Handling Personnel Files.....	6
Article (D) – Posting of Vacancies.....	6
Article (E) - Transfers.....	7
Article (F) – Temporary Contract Teachers	8
Article (G) – Reduction in Force.....	8
Article (H) – Employee Drug Testing Policy.....	11
Article (I) – Employee Grievance Procedure	11
Article (J) – Teacher Negotiation Organization Grievance Policy	133
Article (K) – Formal Evaluation.....	13
<u>SECTION 3 - COMPENSATION</u>	14
Article (A) – Salary Schedule	14
Article (B) – Payment Schedule.....	16
Article (C) – Accumulated Attendance Incentive (Retirement)	166
Article (D) - Inductee Year Mentors.....	17
Article (E) – Early Release Fridays – Child Care Provision	17
Article (F) – Activity Pass.....	17
<u>SECTION 4 - EMPLOYEE LEAVE</u>	17
Article (A) – Personal Business Leave	18
Article (B) – Sick Leave	19
Article (C) - Sick Leave Bank.....	19
Article (E) – Family Medical Leave Act.....	200
Article (F) - Maternity/Adoption Absence.....	21
Article (G) – Jury Witness Leave	21
Article (H) – Leaves of Absence.....	21
Article (I) – Bereavement Leave	23
Article (J) – Administrative Assignments.....	233
Article (K) – Association Leave.....	24
<u>SECTION 5 - COMMUNICATIONS</u>	24

Article (A) - Internal Communications Committee.....	24
Article (B) - School Calendar.....	24
SECTION 6 - ATTACHMENTS	25
PROCEDURAL AGREEMENT FOR NEGOTIATIONS.....	26
Article (A) - RECOGNITION	26
Article (B) - SCOPE OF BARGAINING.....	26
Article (C) - STATUTES AND POLICIES.....	26
Article (D) - NEGOTIATING TEAMS	26
Article (E) - NEGOTIATIONS PROCEDURES	26
Article (F) - IMPASSE PROCEDURE.....	27
Article (G) - DURATION	29
Article (H) - SAVINGS CLAUSE.....	29
Article (I) - NON-DISCRIMINATION	30
<u>Marzano Focused Teacher Evaluation Model</u>	32
<u>Who Will Be Evaluated?</u>	33
<u>How Will Teachers Be Evaluated?</u>	34
<u>(Inherent component in iObservation)</u>	36
<u>Proficiency Scale for all teachers, Probationary [Category I (CI)] and Career, [Category II (CII)]</u>	36
<u>Overall Status and Final Score in Oklahoma's 5-Tier Rating system.</u>	36
<u>Example 2: Suppose a teacher earned the following scores in each domain</u>	37
<u>APPROVED</u>	48
<u>Salary Schedule</u>	49
<u>Stipend List</u>	50

SECTION 1 - DURATION AND SAVINGS CLAUSE

Article (A) - Duration

1. This agreement represents the full and complete agreement between the Stillwater Board of Education hereinafter termed the Board and the Stillwater Education Association hereinafter termed the Association and shall remain in place for the current contract year extending from July 1, 2024, through June 30, 2025, or until replaced by a subsequent agreement negotiated in accordance with the provisions of the procedural agreement.

Article (B) - Savings Clause

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or the Association negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within thirty (30) days solely for the purpose of negotiating only the affected provision(s).

SECTION 2 – TERMS OF EMPLOYMENT

Article (A) – Staff Relations

1. The Board expects that the worth, dignity and rights of the individual shall be paramount in all administrator/teacher relationships.

Article (B) – Working Conditions

1. The Board will follow the state law and the interpretation of the State Department of Education regarding classroom student load. Teachers who feel the need for extraassistance should communicate that need to the principal either verbally or in writing.
2. Teacher arrival time to departure time shall consist of seven (7) hours and forty-five (45) minutes, with teacher arrival time being thirty (30) minutes before classes are scheduled to begin.
3. Stillwater Public Schools will provide all teachers with a minimum of forty(40) minutes duty-free lunch each day, except on inclement weather days when students are unable to go outside.
4. In the event that inclement weather persists more than two consecutive days, commencing on the third consecutive inclement weather day and all consecutive inclement weather days thereafter, teachers will be compensated twenty-five dollars (\$25) for each day duty-free lunch is lost. Compensation will only be paid if the proper compensation form is submitted by the teacher with five (5) working days of the inclement weather event.
5. Certified Plan Time
 - a) Elementary principals will provide an opportunity for certified employees to assist in developing a teacher work schedule that maximizes the amount of and length of

planning time.

Final decisions on planning time schedules will be made by the building principal.

- b) Planning time for certified Pre-K through 5th grade general classroom elementary employees will be a protected block of no less than forty (40) uninterrupted minutes each day without physical or educational responsibility for students, totaling no less than two hundred (200) minutes each week. This planning time will occur within the 8:00-2:50 student day unless other arrangements are requested in writing by the certified elementary employee to the building administrator.
 - c) Planning time for specialized certified elementary employees, including, but not limited to, music teachers, media specialists, art teachers, physical education teachers, guidance counselors, foreign language teachers and/or teachers providing special services to children will be a protected block of no less than forty (40) uninterrupted minutes during the contracted 7:30-3:15 teacher workday, totaling no less than two hundred (200) minutes each week. All plan time for specialized teachers is to be scheduled around regularly-scheduled faculty meetings and/or other activities.
 - d) Planning time for certified secondary employees will be a protected block of time no less than the length of one (1) scheduled instructional period during each student day, totaling no less than two hundred (200) minutes each week.
 - e) Early release time is not included as part of the 200 minutes of plan time.
6. Teachers shall dress professionally and appropriately for their subject area and grade level.
7. Teachers are expected to be punctual and to attend all faculty meetings, except in the event of extenuating circumstances. Meetings shall be held for a maximum of one hundred twenty (120) minutes per calendar month. Additionally, teachers shall be expected to attend two (2) open house events or other similarly-designated functions during the school year.
8. All faculty meetings shall be scheduled by the building administrator before the first day of school. The administrator must send the faculty schedule to all faculty by the first day of school. If a meeting needs to be rescheduled, the faculty will be notified of the rescheduled date and time.
9. Conferences: Elementary certified classroom teachers will work towards completing 100% of conferences within the scheduled week of Parent/Teacher conferences.
- a) Parent Teacher Conferences will be two (2) times a year (once in the fall and once in the spring) scheduled on the school calendar.
 - b) Two (2) teacher work days will be included in the calendar to offset the Parent Teacher Conference scheduled times.
 - c) IEP meetings held within a week before or after the conference time will count as a Parent Teacher conference.
 - d) Teachers who need to have alternate conference schedules due to extenuating circumstances, must have their schedule approved by their administrator at least two (2) weeks before conferences.

- e) The teacher will not be required to provide additional off contract hours to complete conferences or make home visits.
10. Teachers required to attend workshops, seminars or planning meetings that are held beyond the hours of the contract shall be compensated at the rate of no less than \$25.00 per hour for time involving attendance at the functions. In instances where the workshops, seminars or planning meetings are underwritten by federal or state programs or grants which contain stipulations regarding the amount to be paid to the teacher, the teacher shall receive the compensation provided for in the grant.
 11. Members of the Association shall have the right, if so desired, to be accompanied by a representative of the Association at any disciplinary conference with administrators and/or supervisors. If documentation of a disciplinary conference is to be made, the administrator and/or supervisor shall:
 - a) Give reasonable notice, except in emergency situations, of said scheduled conference.
 - b) Inform the member of the Association of the subject to be discussed.
 12. A disciplinary conference is defined as any meeting with an administrator, supervisor and/or any person higher in the chain of command where the result of the communications engaged in at the disciplinary conference may result in admonishment, reprimand, and/or another assigned disciplinary action.
 13. A disciplinary conference does not include a meeting or conference between the member of the bargaining unit and the administrator and/or supervisor that is intended to solely improve the performance of said member of the bargaining unit or to discuss evaluation.
 14. Any Certified Employee who has been arrested or criminally charged with a felony must immediately notify the employee's immediate supervisor and the superintendent in writing and provide a copy of the criminal indictment, information, complaint, or any other criminal charge. In addition, the disposition of such charges must be reported with seven (7) days of the sentencing, adjudication or final disposition.
 15. Teacher Protection Language: The Stillwater Public Schools will abide by the School Laws of Oklahoma 2001, Section 730. "Injuries Sustained by School Personnel in Performance of Duties - Continued Payment of Contract Salary," and Section 1011.1. "Assault on Employees and Students."
 - a) The Board and Administration shall be vigilant to protect teachers from stalking, harassment, and assault including threats of physical harm for reasons connected with their assignment. If the administration becomes aware that a teacher has been threatened with harm, they will notify that teacher. Administration will take measures as deemed appropriate to protect the teacher and, if necessary, invoke the provisions of law.
 - b) A teacher shall report to their immediate supervisor or administrator all cases of stalking, harassment, and assault and/or battery suffered by them in connection with their employment.

- c) After a teacher has been threatened with assault or battered, administration will have a debriefing with the teacher within two (2) school days and the teacher will be notified if and when the person who committed the assault returns to the building. A student who has been suspended for an assault and/or battery offense which is directed towards a classroom teacher will not be allowed to return to that teacher's classroom without prior consultation. *reentry meeting as determined by SPS threat assessment with that teacher. As set forth in Oklahoma State Statute (21 O.S. §, 641 (2024)) assault shall be defined as "any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another". Additionally, battery shall be defined as "any willful and unlawful use of force or violence upon the person of another" according to Oklahoma State Statute (21 O.S. §, 642 (2024)).
- d) When a teacher is absent because of injuries sustained in the performance of duty from an assault, it shall be addressed through the workers compensation process. The teacher shall be paid in full for such time lost in accordance with workers compensation procedures. Such absences shall not be charged to sick leave, sick bank, or personal days and will count as active days for experience purposes. Absences will also not affect attendance incentives. The teacher will be reinstated during the current school year or when medically able to return. * reentry meeting as determined by SPS threat assessment - SPS language.

Article (C) - Procedure for Handling Personnel Files

- 1. Official files shall be maintained in the office of the superintendent. Working files may be maintained in the office of each principal.
- 2. Material that adversely affects the teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) days, to affix a written response to said material.
- 3. A teacher may review the contents of the teacher's official file during normal business hours, but not during the duty time of the teacher. The teacher is entitled to receive a copy of any documents contained therein, with the teacher paying the cost of reproduction.
- 4. Access to a teacher's official file will be limited to: the teacher, district employees who have a need to review the file in order to complete a job responsibility, members of the Board of Education, public agencies upon official request, and as otherwise required by law.
- 5. Any allegation or anonymous charge which is unproven through a thorough, documented investigation shall not be placed in a teacher's official files.

Article (D) – Posting of Vacancies

- 1. All existing vacancies and newly created positions in Stillwater Public Schools will be posted by the principals in an easily accessible location within individual buildings during the school term. These vacancies will also be posted on the Stillwater Public Schools website. All certified vacancies will be advertised for five (5) working days prior to the beginning of the selection process.
- 2. Vacancies created by the conclusion of a Temporary Teacher Contract do not require posting if

the supervising Principal intends to recommend the same Temporary Teacher to fill the same position for the ensuing school year.

3. For the period beginning July 15th through the start of school, the requirement for posting positions will be advertised seventy-two (72) hours. This exception to the five (5) working days is to expedite the selection and hiring process to fill late vacancies.

Article (E) - Transfers

1. At times, the need for teacher transfers exists for purposes of filling vacancies, affecting improvement in the curriculum and instructional needs, and/or meeting desires of employees for opportunity of service elsewhere in the school system.
2. Provision of this policy provides that teachers and/or the administration may request transfers. The following may be considered in arriving at a decision on any such request: (a) instructional and curriculum needs; (b) teacher qualification; and (c) pupil-teacher ratios.
3. Grade Level Transfers
 - 3.1. Teacher initiated
 - 3.1.1. Any teacher wishing to transfer within a building will make a written, dated request to that building principal.
 - 3.1.2. The principal shall provide the teacher a written acknowledgment of any such request.
 - 3.1.3. If the transfer is denied, the principal shall state the reasons for denial in writing.
 - 3.2. Administrator initiated
 - 3.2.1. A building principal may transfer a teacher to an alternate assignment within the building after first notifying said teacher in writing of the reasons for the building transfer at the earliest possible time.
4. Building Transfers
 - 4.1. Teacher initiated
 - 4.1.1. Any teacher currently teaching in Stillwater Public Schools and wishing to transfer to a different building will submit and complete an online application in the applicant tracking system in order to be eligible for transfer. This will allow each principal to electronically review the teacher's application in order to consider them for the position.
 - 4.1.2. If the transfer request is approved for the next level of consideration, the teacher will be guaranteed an interview with the selection committee at the school where the vacancy occurs as part of the normal site selection process. The teacher will be notified of the placement decision once it is made.
 - 4.1.3. If the teacher is not selected to fill the vacancy, the request for transfer will remain active until the first day of the coming school year, unless the teacher notifies the Director of Human Resources and the two (2) building principals involved that the

transfer request should be removed.

4.2. Administrator initiated

4.2.1. A teacher may be transferred to an alternate building by administrative action for such reasons as decline in student enrollment, personnel staffing vacancies, and curricular and instructional needs. Said teacher will be notified in writing at the earliest possible time.

4.2.2. New teachers shall not be assigned to a position until all transfer requests related to that position have been reviewed.

Article (F) – Temporary Contract Teachers

1. Teachers employed on temporary contracts shall be notified of the opportunity to interview for rehire at the end of the school year.
2. Teachers employed on temporary contracts may be rehired for the ensuing school year without participating in the interview process.

Article (G) – Reduction in Force

1. General Matters

1.1. Reasons for a Reduction in Force. A teacher may be dismissed or non-reemployed when the board decides that due to (i) a financial exigency or (ii) a program change for institutional reasons or (iii) a decline in enrollment or (iv) other business necessity as determined by the board, a reduction in teaching staff for the following fiscal year is necessary.

1.2. Definitions. For the purpose of this policy, the following terms have the stated meanings:

1.2.1. "Financial exigency" means a reduction in the School District's financial resources resulting from declining enrollment or any other action or event that in the sole judgment of the board of education will result in a reduction in the School District's current or future operating budget.

1.2.2. "Program change" means any elimination, curtailment or reorganization of a curriculum offering, program or school operation or a reorganization or closing of a school or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.

1.2.3. "Declining enrollment" means a decrease in the School District's total enrollment or enrollment in a particular program or curriculum offering which in the sole judgment of the board of education may adversely affect the School District's current or future allocation of funds and/or the necessity of maintaining certain current or future ~~class~~ sections or curriculum offerings.

1.3. Criteria for Eliminating Positions. The primary criterion in effectuating any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the School District. In evaluating its program, the superintendent and the board will consider the elimination of teaching positions, not the teachers occupying those positions. In deciding which positions to eliminate, the

superintendent and the board will consider the curriculum, the needs of students and those extra duty assignments that require special skill or expertise.

- 1.4. Priority. In determining which teacher(s) will be dismissed or non-reemployed when one or more of a number of identical positions is eliminated, the following criteria, in this order, shall govern:
 - 1.4.1. The School District will dismiss or non-reemploy the teacher(s) who has the lowest composite rating under the School District's Teacher and Leader Effectiveness System (TLE) in the position being eliminated. Ratings will be calculated by averaging the past three (3) years' ratings (or fewer if 3 years are not available) and will be measured to the nearest hundredth of a decimal point.
 - 1.4.2. If the teachers are equal under the above criteria, then the teacher(s) who has the most seniority in the School District will be retained.
 - 1.4.3. If the teachers are equal under the above criteria, the School District will retain the teacher with the most advanced academic degree status.
 - 1.4.4. If degree status is equal, the School District will retain the teacher having the most versatile certificate in order to enable the School District to have flexibility in planning future curriculum.
 - 1.4.5. If the versatility of certificates is equal, the School District will retain the teacher chosen by lot through a process determined by the Superintendent or the Superintendent's designee.

2. Procedures

- 2.1. Action by Superintendent. The superintendent, upon receipt of the Board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own volition, shall submit to the board the superintendent's written recommendations for terminating particular teaching positions. In making recommendations, the superintendent:
 - 2.1.1. Shall not be limited to considering only positions in the areas or programs designated by the board
 - 2.1.2. Shall consult with each principal or other administrator in whose school or unit a position elimination/termination is proposed
 - 2.1.3. Shall take into consideration the criteria set out herein
- 2.2. Action by the Board. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the Board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.
- 2.3. Notice and Hearing Procedures. Prior to taking any action to non-reemploy or dismiss a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own volition, the Board shall provide notice and an opportunity for hearing to the affected teacher; provided, however, because the law does not provide

nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding dismissal and non-reemployment of teachers for cause. Notice of a recommendation of non-reemployment shall be given to the teacher prior to the 1st Monday in June.

2.4. Hearing. At the hearing, evidence may be presented by the administration and the teacher, as to

2.4.1. whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the School District, and

2.4.2. whether the recommendation to not renew (or dismiss) the specific teacher is being made in good faith and pursuant to the process set out herein.

2.5. Effect of the Board Decision. The decision of the Board based on the evidence presented at the hearing shall be final and unappealable.

3. Reemployment or Other Employment After Reduction in Force

3.1. Recall. The recall provisions in this process will only apply and be available to a teacher who had a composite TLE score of at least 3.00 at the time of his/her non-reemployment (or dismissal). For two school years after the effective date of non-reemployment (or dismissal) due to a reduction in force, the board of education shall not fill the specific position previously held by a teacher who was non-reemployed (or dismissed) due to a reduction in force without first offering such position to the non-reemployed (or dismissed) teacher. If more than one non-reemployed (or dismissed) teacher is both certified and qualified for a position which the teachers previously held with the School District and which becomes available, the Board, after receiving the superintendent's advice, shall select the teacher it believes will best fill the position.

Nothing in the policy shall give to any non-reemployed (or dismissed) teacher priority rights to fill a vacancy which becomes available and for which they are certified and qualified unless such position is identical to the position which they previously held with the School District.

3.2. Recall Procedures. The offer of reemployment shall be made personally or by certified mail, return receipt requested, and the teacher shall be notified that if he/she wishes to accept, he/she must do so in writing within five (5) calendar days of receipt of notice or within ten (10) calendar days of the postmark on the envelope in which the offer is mailed, whichever is shorter. Failure to receive timely acceptance of the offer of reemployment eliminates all reemployment rights of the teacher.

3.3. Status After Recall. A career teacher who has been non-reemployed (or dismissed) and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed (or dismissed) but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

4. Interpretation and Application

- 4.1. The interpretation and application of any provision of this policy shall be the exclusive province of the Board.

Article (H) – Employee Drug Testing Policy

1. Certified employees of Stillwater Public Schools will adhere to the policies outlined in policy DCC-R.

Article (I) – Employee Grievance Procedure

1. Purpose

- 1.1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to issues that may arise with respect to an employee's terms and conditions of employment. It is agreed that those proceedings should be kept as confidential as may be appropriate at any level of the procedure.

2. General Information

- 2.1. Time Limits. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the grievance process. Time limits specified, however, may be extended by mutual agreement or by mitigating circumstances, the nature of which shall be set forth in writing by the parties affected by the same circumstances.

If a grievant does not appeal a decision within the specified time limits, the grievance, shall be deemed settled at the highest level to which it was appropriately appealed. Failure of the immediate supervisor and/or superintendent to respond to a grievance within the specified time limits shall permit the grievant to proceed to the next level in the grievance process.

In the event a grievance is filed at a time that it cannot be processed through all procedural steps by the end of the school year, the time limits set forth herein shall be reduced by mutual agreement made in writing by both parties, and the grievance shall be resolved as soon thereafter as possible.

- 2.2. Group Grievances. No provision for group grievance is provided in this grievance procedural policy. The Board of Education and bargaining committee may consider adding such provision when experience indicates it is appropriate.
- 2.3. Right of Employee to Representation. During Levels I and II of the grievance procedure, the grievant and administrator may only be represented by a District employee or a representative of a professional organization of his/her choosing or may represent him/herself at these levels of the grievance process.
- 2.4. Reprisals. No reprisals of any kind shall be taken by any party against any other party in the grievance procedure by reason of such participation.
- 2.5. Grievance File. All documents, communications and records dealing with the grievance process shall be maintained in a file separate from the employee's personnel file.
- 2.6. Resolutions. Resolution of all grievances will be consistent with the negotiated agreement, Board policies, state statutes and administrative rules and regulations with respect to the grievant.

2.7. Process Observer. The lead negotiator for the Association, or a designee from the Association assigned by the lead negotiator, may represent the negotiating body at any and/or all levels of the grievance process. The role of process observer is to ensure proper representation and application of the grievance procedures outlined in the negotiated contract. The Grievance/Statement of Concern form(s) and documentation of resolution(s) shall be forwarded by Stillwater Public Schools to the lead negotiator.

3. Definitions

3.1. Grievance. The grievant is the employee filing a grievance.

3.2. Days. The term "days" used within this grievance procedure shall, except where otherwise provided, indicate contract working days of the grievant.

3.3. Grievance/Statement of Concern Form. The Grievance/Statement of Concern Form is the official form that must be submitted by grievant at the Level I, II and III grievance. Said form may be found in the Stillwater Public Schools policy DGBA-E1, the Grievance/Statement of Concern Form. Said form has been developed by and can only be modified through negotiated agreement and will be available to the grievant in the main office of each school site.

4. Grievance Procedure

4.1. Informal Resolution – Immediate Supervisor. Any certified employee who feels he/she has a legitimate grievance shall first request an Informal Resolution Meeting to discuss the concern(s) with the grievant's immediate supervisor within twenty (20) days of becoming aware of the most recent alleged violation. The grievant will cite specific contractual clauses, state statutes, or policies alleged to have been violated. The Informal Resolution Meeting must be held within five (5) days of grievant's initial request for said meeting, unless both parties have agreed to extend this time. A memo will be generated by the supervisor at this Informal Resolution meeting, stating briefly the topic, time, date and location of the meeting and signed by both employees, solely for the purpose of creating a record of said meeting.

The grievant will receive a copy of the signed memo prior to the conclusion of the meeting. The objective of said meeting shall be to resolve the matter informally.

4.2. Level I Formal Resolution – Immediate Supervisor. If the grievant is not satisfied with the discussion and/or the resolution of the grievance issue(s) at the Informal Resolution Meeting or if the immediate supervisor fails to schedule the Informal Resolution Meeting within five (5) days, the grievant or representative(s) of the grievant may file a Level I Grievance with the immediate supervisor in writing, using the Stillwater Public Schools Grievance/Statement of Concern Form.

The immediate supervisor will, in five (5) days from receipt of the Level I Grievance, respond in writing to the grievant, stating a decision regarding the grievant's concerns and including reason(s) for said decision(s).

4.3. Level II Formal Resolution – Superintendent of Schools. If the grievant is not satisfied with the grievance disposition at Level I or if no decision is rendered within the five (5) days set out in the Level I procedure, the grievant or representative (s) of the grievant may file a Level II Grievance in writing, using the Stillwater Public Schools Grievance/Statement of Concern

Form. The Level II Grievance must be filed with the Superintendent of Schools within five (5) days of receipt of the Level I Grievance decision from the immediate supervisor or ten (10) days from initial filing of the Level I grievance if a decision was not rendered by the immediate supervisor within the time allowed.

The Superintendent of Schools, within fifteen (15) days of receipt of the Level II Grievance, shall hold a meeting with the grievant and/or representative(s) of the grievant, for the purpose of hearing the grievance/concerns of the grievant.

Written notice of the time, date and location of the meeting shall be provided to the grievant and representative(s) of the employee at least five (5) days prior to the date of the meeting. Within ten (10) days after the Level II Grievance meeting, the Superintendent shall provide the grievant a written decision that will include supporting reason(s) for said decision.

- 4.4. Level III Formal Resolution – Board of Education. Within five (5) days of the receipt of the decision of the Superintendent, said decision may be appealed by the grievant and/or representative(s) of the grievant, to the Board of Education using the Stillwater Public Schools Grievance/Statement of Concern Form. The Level III Grievance must be received by the President of the Board of Education no less than ten (10) days prior to the next regularly scheduled monthly meeting.

Within forty-five (45) days of the filing of the Level III Grievance, the Board of Education will hear the appeal of the grievant, either at a regularly scheduled monthly Board meeting or at a special meeting, scheduled specifically for that purpose. The grievant and representative(s) of the grievant shall be informed of the hearing date no less than ten (10) days prior to the hearing.

All proceedings before the Board of Education under the Level III Grievance procedure shall be open to the public, except then it is mutually agreed by the grievant and the Board of Education that the nature of the grievance and its disposition should not be subject to public information. The Oklahoma Open Meeting Act will govern all meetings.

The Board may consider, during the Level III Grievance, additional matters related to the application of the grievance policy to the specific grievance that is before the Board.

Within ten (10) days after the appeal hearing by the Board of Education, the Board shall provide the grievant and representative(s) of the grievant its written decision, which shall include supporting reasons therefore.

During Level I, II, and III of the grievance procedure, the grievant and the administrator may be represented by a designee of his/her choosing or may represent him/herself at this level of the grievance procedure. If the grievant chooses to be represented by legal counsel, the administrator reserves the right to be represented by legal counsel.

Article (J) – Teacher Negotiation Organization Grievance Policy

1. The Board recognizes the right of the Association, as established by state statute, to file grievances on those items that deal solely with the statutory rights and activities of the Association to conduct professional negotiations. All Association grievances will be filed through the negotiation team. No grievance will be filed without a prior meeting between the negotiation team and the Superintendent of Schools.

Organization grievances shall be filed at Level II of the Employee Grievance Procedure. Individual employee grievances cannot be filed under this policy. They must be filed in accordance with the provisions of the Employee Grievance Procedure.

Article (K) – Formal Evaluation

- A. The district agrees to start the three year cycle for the 2024-25 school year. The baseline for Career Teachers with Highly Effective or Superior will be collected from the 2023-24 school year evaluation data. All teachers will be expected to submit an annual Growth Plan in iObservation by September 15th. If a plan is not submitted, the teacher will be formally evaluated regardless of rotation cycle for that school year.
- B. Non evaluative classroom observations may be conducted at any time for both probational and career teachers.
- C. Highly Effective or Superior rated teachers not being formally evaluated for the school year will be willing to serve as Mentor Teachers in their building.
- D. After the first year that a teacher is exempt from evaluation, the site administrator will consult with that teacher to establish a three year cycle for observations.

SECTION 3 - COMPENSATION

Article (A) – Salary Schedule

- 1. Due to the district's current budget constraints, the Association and the Board agree that no step will be given for the 2025-2026 school year.
- 2. It is the intent of this contract that all full-time certified staff, contracted for the current school year, shall be compensated according to degree and experience as indicated by the attached schedule, except as follows:
 - 2.1. Effective January 1, 1990, only graduate level credit earned following the date of the initial teaching degree that is approved for certification in the field of education may be applied to Levels II, IV, and V of the Stillwater Public Schools Teacher Salary Schedule. Graduate hours earned before initial certification is achieved will be approved for the salary schedule if a conversion endorsement certificate or initial teaching certificate is granted. The Superintendent of Schools may grant exceptions to this policy prior to enrollment.
 - 2.2. Effective July 1, 2017, all teachers will be placed on the Teacher Salary Schedule commensurate with all verified years of teaching experience whether earned in Oklahoma or another state. This salary placement will not include a retroactive payment.
 - 2.3. No returning certified employee will qualify for an increment on the attached compensation scale who has not met the local staff development requirements for the previous year.
- 3. Teachers who begin their employment prior to providing a valid teaching certificate required of their position shall be compensated at Step 0 / Bachelor's Degree of the 2025-2026 State Minimum Teacher Salary Schedule, until valid certification is provided.
- 4. A valid teaching certificate establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the valid date of the teaching certificate.

5. Less than full-time certified teaching staff shall be compensated for a portion of a planning period in an amount equal to the ratio of their teaching assignment to full-time equivalency if the position to which they are assigned has a set, regularly scheduled planning period. If two (2) or more teachers split or job-share a full-time assignment, the sum of their fractional parts cannot exceed a 1.0 full-time equivalency (1.0 FTE).
6. Certified Elementary or Secondary employees who lose planning time due to:
 - 6.1. The lack of available substitute,
 - 6.2. Being directed by the building administrator to use his/her planning time to supervise instructional classes; and/or,
 - 6.3. Failure to receive planning time through no fault of the certified employee, with the exception of special programs or assemblies, shall be compensated \$25.00 per planning period lost at the elementary, middle school or junior high school levels, or \$30.00 per eighty-five (85) minute high school block. This compensation shall be made on a semester basis, provided the employee has submitted to the building administrator, within five (5) teacher contract days, the proper compensation form available in each site's main office and attached at the end of this contract.
7. On those occasions in Elementary schools when all three of the following conditions are met:
 - 7.1. A substitute teacher is requested through Frontline (substitute tracking system) due to a Grade Level teacher absence; and
 - 7.2. The requested substitute teacher position is not filled; and
 - 7.3. Another Grade Level teacher is required by the building administrator to teach some or all of the students from the absent teacher's class in addition to his/her own regularly scheduled students;
8. It is agreed that the teacher required by the building administrator to teach some or all of the students from the absent teacher's class shall be paid \$5.00 per student added to the class per day.
9. On those occasions in Secondary schools when all three of the following conditions are met:
 - 9.1. A substitute teacher is requested through Frontline (substitute tracking system) due to a Grade Level teacher absence; and
 - 9.2. The requested substitute teacher position is not filled; and
 - 9.3. Another teacher is required by the building administrator to teach some or all of the students from the absent teacher's class in addition to his/her own regularly scheduled students;
10. It is agreed that the teacher required by the building administrator to teach some or all of

the students from the absent teacher's class shall be paid \$15.00 per class period for Middle School and Junior High and \$20 per class period for High School.

11. This compensation shall be made on a semester basis, provided the employee has submitted to the building administrator, within five (5) teacher contract days, the proper compensation form available in each site's main office.
12. Effective with the 1997-1998 school year, new hires in the areas of counseling, reading or gifted and talented will no longer receive five percent (5%) extra salary for their positions. Teachers in those positions prior to 1997-1998 will continue to receive the five percent (5%) extra salary as long as they remain in the same positions.
13. Any teacher who receives a master degree, Ed.D, Ed.S, or Ph.D. from an accredited American university after July 1, 2012 shall be paid a one-time stipend of \$3,000. Any teacher hired after July 1, 2012 will receive the stipend only if the degree is awarded after hire date and contingent upon continued employment with SPS for at least one year. An official transcript will need to be submitted to Human Resources and OSDE. Payment will be received within 90 days of receipt of the official transcript.
14. A teacher who receives college hours that would allow them to move to the next level on the certified pay scale will be approved for salary level increase as soon as their official transcript shows completion of courses and is submitted to Human Resources.

The effective date of the pay increase will be:

- 14.1. for hours added to transcript: the first day of the month following HR's receipt of the official transcript;
15. Upon completion of CALT certification, teachers will receive a one time stipend for 5 years following the chart below starting with the 2023-2024 school year. Teachers hired into the district with CALT certification will begin receiving the stipend based on the scale below at the conclusion of year one.

Year 1 - \$500 (paid upon completion)
Year 2 - \$750
Year 3 - \$1000
Year 4 - \$1250
Year 5 - \$1500
16. Each employee (and one guest) will be entitled to free admission to all athletic events, excluding state sanctioned play-off events, by using their district issued ID badge.

Article (B) – Payment Schedule

1. Teachers will be paid on a twelve (12) month basis. Entry-level teachers have the option of receiving a partial check on the last working day of August.

Article (C) – Accumulated Attendance Incentive (Retirement)

1. Certified employees who retire during the current school year shall receive Twenty-Five Dollars (\$25.00) for each unused sick day accumulated during their employment in Stillwater. To obtain this benefit, an employee must be eligible for full retirement benefits as defined by the Oklahoma Teachers' Retirement System.

Article (D) - Inductee Year Mentors

1. Stillwater Public Schools will provide funding for mentor teachers to support the Teacher Induction Program. Mentors will be funded according to established District guidelines. A stipend of Five Hundred Dollars (\$500.00) will be paid to mentors upon completion of the residency induction year requirements.

Article (E) – Early Release Fridays – Child Care Provision

1. The district will establish designated Early Release Fridays (ERF) for students to allow teachers opportunities for collaboration and professional development. Teachers affected by ERF may benefit from the availability of affordable, convenient child care. In an effort to reduce child care concerns of teachers, the district will provide and reimburse up to one hour of child care for one or more of teachers' children for care attributable to ERF. Whether to use care available through Pioneer After-School Learning Services (PALS) is completely within the teacher's discretion. Only PALS-provided child care is eligible for district reimbursement.
2. Teachers who choose to use PALS for their children's child care of ERF will pay the customary rate for child care in accordance with PALS' published rates.
3. At the end of each semester the PALS Director will submit to payroll a ledger of attendance and payments made by eligible teachers for each child receiving care pursuant to ERF. Payroll will process a reimbursement to each teacher according to child care services provided to the teacher's child or children, attributable to ERF, for the preceding semester with payment to be made the next available pay cycle and included in the teacher's district paycheck.
4. The reimbursement is treated as compensation subject to the normal governmental withholding amounts (e.g., IRS, OTRS, and Social Security). Teachers choosing to use this care option are individually responsible for ensuring the accuracy of records related to child care and appropriate reimbursement.
5. Any dispute regarding hours of care received or the amount of reimbursement must be brought to the district's attention within 30 days of the end of the semester for which reimbursement is claimed; otherwise, reimbursement will be forfeited.

Article (F) – Activity Pass

1. Each employee (and one guest) will be entitled to free admission to all athletic events, excluding state sanctioned play-off events, by using their district issued ID badge.

SECTION 4 - EMPLOYEE LEAVE

Article (A) – Personal Business Leave

1. Certified personnel, as full-time employees, are granted a minimum of five (5) days of personal business leave each school year. They are defined and distributed as follows:

SPS Year of Experience	Personal Leave	Personal Leave with Deduct	Emergency Leave
10 or more years	4	0	2
4-9 years	3	0	2
0-3 years	2	1	2

- 1.1. Personal Business Days – For personal use, which does not require a reason for approval. Employees with four (4) or more years of experience with Stillwater Public Schools receive all three (3) personal days with no salary deduction. Employees zero (0) through three (3) years of experience with Stillwater Public Schools receive the first two (2) days of personal business leave with no salary deduction and the third personal business day with a salary deduction equal to the rate paid to a non-certified substitute.
- 1.2. Emergency Leave Days – Absence due to circumstances over which the employee has no control and no option except to be absent, granted with a salary deduction at the rate paid to a non-certified substitute teacher. Two emergency leave days are granted each year.
2. Personal business leave days cannot be used the first two (2) days of school, the last two (2) days of school, on those days identified in the calendar as Teacher Professional Days, or preceding or following a scheduled holiday except in the event of extraordinary circumstances, as determined by the principal.
3. Personal business leave days should, whenever possible, be applied for at least three (3) days prior to the requested leave.
4. Under special circumstances, preceding or following a scheduled holiday, personal business leave can be applied for and approved, if all the following criteria are met:
 - 4.1. Application must be received and approved by the building principal at least two (2) weeks prior to the requested leave. To be approved, the building principal must agree that classroom instruction at the building level will not be affected adversely due to this leave request.
 - 4.2. The principal must obtain a qualified substitute to cover the absence.
 - 4.3. No more than five percent (5%) of teachers in a school will be approved by the principal for leave adjacent to a holiday at any one time. Buildings with less than thirty (30) teachers may have two (2) leaves for the same holiday if the five percent (5%) District rule has not been altered. The principal must verify the application of the rule prior to approval of a request.
 - 4.4. Leave must not be taken until written approval is received from the Principal.
 - 4.5. Leave taken without prior approval will result in a full day's salary deduction.
5. Unused non-deducted personal business leave days shall be rolled over into sick leave at the conclusion of the school year. Emergency days are not included.

Article (B) – Sick Leave

1. Certified personnel employed as full-time on a nine (9) or ten (10) month basis are granted ten (10) days sick leave during the school year without loss of salary; full-time certified personnel employed on an eleven (11) month basis shall receive eleven (11) days sick leave; and said personnel employed on a twelve (12) month basis shall receive twelve (12) days sick leave during each school year without loss of salary. Part-time employees are eligible for sick leave at a prorated amount. A doctor’s certificate verifying illness and/or medical release may be required of any employee after five (5) consecutive days of absence or if abuse of leave is suspected.

Contract	Sick Leave Days
9	10 days
10	10 days
11	11 days
12	12 days

2. Sick leave is defined as an employee’s absence from assigned duty due to personal illness, accidental injury, pregnancy, or accident injury or illness in the immediate family. Immediate family shall be defined as: (a) spouse, (b) child, (c) parent, (d) brother, (e) sister, (f) grandparent, and (g) grandchild. If the employee is serving as the primary caregiver to a person not listed as said immediate family, consideration of absence will be given.
3. Unused sick leave shall be cumulative to a total of seventy-five (75) days for each employee.
4. Employees who have transferred leave into the District will have those days applied to any used leave prior to the use of days accumulated with the District
5. Should said sick leave provisions as defined above become exhausted, the full-time employee shall continue to receive full salary, less the amount paid to a non-certified substitute for said employee’s position, for a period of an additional twenty (20) days.
6. Upon approval of an employee’s worker compensation claim, Stillwater Public Schools will reimburse the employee based on Workers’ Compensation rate.

Article (C) - Sick Leave Bank

1. Stillwater Public Schools shall maintain a sick leave bank for the benefit of all employees as outlined in Stillwater Public Schools Board Policy DEFA.
2. The Association shall have a representative on the governing committee of the sick leave bank.
3. Employees will not be required to use deduct in order to access sick leave bank.

Article (D) – Sick Leave Sharing

1. If an employee has exhausted or will exhaust sick and personal leave and is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee, pregnant or recovering from childbirth, or a relative, documented by a physician, and the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment, the employee may request the use of leave days to be donated by another employee.

2. Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent.

2.1. An employee requesting donated days must first provide the Human Resources Department with a Request for Donated Leave Form, statement of need indicating why donated leave is needed, a HIPAA (Health Insurance Portability and Accountability Act) release of information form and a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

In the event that all available leave, including sick, sick bank, personal, vacation, compensation time, excessive/extended leave and donated leave, have been exhausted, the employee will be placed on an automatic sick leave of absence without pay for the remainder of the school year. At that time, he/she will no longer be eligible for leave sharing.

An employee may obtain up to sixty (60) days of shared leave per school year. The Superintendent or their designee may grant an extension beyond the sixty (60) day limit in extenuating circumstances.

Employees desiring to donate days shall complete a written authorization transferring days to the employee.

Employees may donate any amount of leave which does not cause the donating employee's accumulated leave balance to fall below the yearly amount afforded to them per the negotiated agreement or support handbook.

Shared leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

2.2. The employee receiving donated days is to receive his or her normal rate of pay.

2.3. Shared leave usage records shall be maintained separately from regular or sick bank leave records.

2.4. Any donated leave which is not used shall be returned to the donating employee(s) on a prorated basis.

2.5. Sick Bank days may not be donated.

2.6. All donations are anonymous; the recipient cannot be told who gives them sick days.

2.7. Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

2.8. The board of Education delegates initial decision-making authority pursuant to 70 Okla. State Section 6-104 (C) (1) to the Superintendent or their designee as the determining body as to whether the employee meets the criteria above and has previously abided by District leave policy. The Superintendent, acting as Board designee, will make the decision which may be appealed to the Board.

Article (E) – Family Medical Leave Act

1. Stillwater Public Schools will comply with the terms and conditions of the Federal Family and Medical Leave Act. Military caregiver leave shall be provided as required by law. (See policy DECA)

Article (F) - Maternity/Adoption Absence

1. The employee will notify the Human Resources Department and supervisor/principal, via email, of the approximate arrival date of the child.
2. The notice should include a statement as to the approximate date the employee expects to initiate the maternity/adoption absence and the approximate date it will end.
3. All accrued sick leave days will be applied to the maternity/adoption absence. Maternity/adoption absences can only be applied to contractual days as outlined in the Family Medical Leave Act (Policy DECA).

Article (G) – Jury Witness Leave

1. Certified Personnel shall be granted leave for jury service or when subpoenaed as a witness in a criminal, civil or juvenile proceeding. The employee must notify the Human Resources Department via email and site supervisor of summons or subpoena. Employees shall receive full pay, during the time said employee is serving as a juror or witness, as related to the course of employment with Stillwater Public Schools. ***Any payment for jury duty service shall be submitted to the Finance Department.***

Article (H) – Leaves of Absence

1. Short-Term Leave of Absence – Certified staff may apply to the principal or supervisor for short-term leave of absence, without pay, not exceeding five (5) working days per year. Short-term leave must be requested prior to absence through the building principal or supervisor. Requests for absence during times which place undue burden on others or which work against the purposes and objectives of the school will be denied.
2. Nothing stated in the above shall ~~per~~ the Board from authorizing or extending a leave of absence for a purpose not expressly identified above.
3. Long-Term Leave of Absence – Certified full-time staff may apply for long-term leave of absence, without pay, not exceeding one (1) year for the following reasons:
 - 3.1. Graduate study*
 - 3.2. Work experience required for certification*
 - 3.3. To hold elected office in state or national professional education organizations
 - 3.4. Maternity or adoption
 - 3.5. Illness
 - 3.6. Military**
 - 3.7. Convalescence of employees or members of the immediate family (a physician's

statement may be required concerning the convalescence)

4. Full-time certified employees' requests for long-term leave without pay must be made in writing directly to the Superintendent and sent by certified mail postmarked on or before April 25th. The Superintendent may recommend approval of the leave to the Board at the next regular board meeting following receipt of the request when it is deemed in the best interest of the District to do so. A letter stating the decision of the Board and condition of the leave will be given to the employee.
5. If a long term leave of absence is granted in one (1) school year, the employee will not be eligible for another long term leave of absence for at least two (2) complete school years after returning to work at the end of the previous long term leave of absence. Exceptions may exist, such as service in the state/national teacher association(s), election to public office, or illness of the employee or a family member of the employee as defined in Section I, Article (B) of this contract. These exceptions will be considered by the Superintendent and the Board for long term leave in consecutive years. This in no way diminishes the employee's right under the Family and Medical Leave Act of 1993.
6. On granting long-term leave, the Board will, during the period from the date of application (no later than April 25th through June 1st) attempt to identify an acceptable replacement employee who will accept a temporary, one-year only contract. If an acceptable replacement is secured who is willing to accept a temporary, one-year only contract, the leave employee will be allowed to return to the same position after completing the leave of absence. If an acceptable replacement employee who is willing to accept a temporary, one-year only contract is not identified by June 1st, the leave employee will not be guaranteed the opportunity to return to the same position after completing the leave of absence.
7. If a long-term leave of absence is granted, without a guarantee to return to the same position, the Board signifies its intent to reemploy said leave employee in another classroom teaching position for which the teacher holds a standard certificate, provided there is a vacant classroom teaching position for which the leave employee holds a standard certificate. If the vacant position is other than the original position and the replacement teacher holds a standard certificate for that position, the returning leave teacher may choose either position. If no position is open for which the leave teacher is qualified, the leave of absence will be extended.
8. If, following the leave of absence period, the leave teacher rejects an offer of employment for which he/she is certified, the District shall have fulfilled its obligation to the leave ~~employee~~
9. All certified employees granted a leave of absence for any of the above purposes shall retain all accumulated benefits following completion of the leave. No certified employee may accrue additional benefits while on any leave of absence.
10. To be eligible for reemployment following the period of leave, the employee shall notify the District by certified mail postmarked on or before April 25th of the school year in which the leave was granted.
11. Employees granted leaves of absence for graduate study [twelve (12) hours per semester at an accredited school]; work experience required for certification; work experience required for certification; and professional education organization officership shall, upon request, furnish satisfactory evidence of completion of the program or term of office for which leave was requested. Failure to do so shall result in termination of the employee except under extraordinary

circumstances as determined by the Superintendent.

12. Any employee on a leave of absence is entitled to continued participation in the available health insurance program, provided payment of premiums is made in advance and the employee makes prior arrangements with the Human Resources department.
13. Employees returning from a long-term leave of absence are not exempt from involuntary reduction-in-force policy or internal employee transfer policy.
14. Nothing stated above shall prevent the Board from authorizing or extending a leave of absence for any other purpose not expressly identified above.
15. With the exception of work experience required for certification, acceptance of other employment during the time the employee is on a leave of absence from Stillwater Public Schools nullifies the conditions of leave and the employee shall be deemed to have resigned as the leave commencement date.

**This is only available to career teachers.*

*****The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned cops of the Public Health Service, when Employment and Reemployment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave. Leave will be granted in accordance with federal law.***

Article (I) – Bereavement Leave

1. Certified personnel, as full-time employees, are granted yearly five (5) days, at no deduction in salary, for each occurrence of death of members of the immediate family. These days do not need to be taken consecutively. Immediate family shall be defined as: (a) spouse, (b) child, (c) parent, (d) brother, (e) sister, (f) grandparent, (g) grandchild, (h) spouse's parent and grandparent, (i) brother-in-law and sister-in-law, (j) niece and nephew, (k) aunt and uncle, (l) cousin, and (m) spouse of member of said immediate family. A teacher, as an expectant parent, spouse, and/or domestic partner who suffers a pregnancy loss (including, but not limited to, chemical pregnancy, ectopic pregnancy, molar pregnancy, miscarriage, Terminated for Medical Reasons (TFMR), stillbirth, neonatal loss) shall be eligible for bereavement leave. In addition to the above, full-time teachers may also be permitted to take one (1) day of death leave for each occurrence of death of a member of the "extended family". All death leave benefits shall be non-cumulative.

Article (J) – Administrative Assignments

1. Administrative assignments may be granted to teachers without loss of salary. They may include such professional activities as the following: (a) professional and curriculum committee meetings or workshops, (b) workshop presentations, (c) school visitations, (d) legislative sessions concerning education, and (e) other school-related activities assigned by the principal. These requests may be initiated either by the teacher or by the principal.
2. Any teacher seeking National Board Certification will be entitled to two (2) administrative leave

days for national board portfolio development or related professional development. A substitute shall be provided by the School District at no cost to the teacher.

Article (K) – Association Leave

1. The President of the Association shall be granted five (5) days per year release time for Association business. The Association will pay the cost of the substitute teacher.
2. In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives will be excused without loss of salary, provided the Association reimburses the District for the cost of the substitutes. The limitation of Association leave shall be twelve (12) days per year. Excluding the Oklahoma Education Association Delegate Assembly, only one (1) person per building per day may take Association leave, with the exception of the President and/or at-large representative. The number of Association leave days shall be increased from seventeen (17) days to twenty-two (22) days during a year when an Association member is serving on the Oklahoma Education Association Board of Directors.

SECTION 5 - COMMUNICATIONS

Article (A) – Internal Communications Committee

1. An Internal Communications Committee, composed of one (1) teacher from each building and two (2) SESPAs, will be formed yearly. This committee, chaired by the SEA Correspondence Secretary/Editor, will meet quarterly with the Superintendent who may also invite representatives of the administration.
2. If an employee has an issue that affects the general population, he/she first attempts to resolve it with the site administrator. If an employee has a district-level issue, he/she first attempts to resolve it with the site administrator and appropriate district administrator. An employee has the option to be represented by their internal communications committee member. If the issue is not solved at the site level, the employee must put the issue in writing and furnish the chair with a copy prior to his/her meeting with the Superintendent. The Internal communications Committee will meet each quarter on a date and time mutually agreed upon by the chair of the committee and the Superintendent. On the Friday prior to the quarterly meeting, the Superintendent and the chair of the committee will meet. It is during this Friday meeting that the chair presents agenda items to the Superintendent and, in turn, the Superintendent adds items of his/her own. The final agenda, created jointly, is used with the committee.
3. If necessary, the Internal Communications Committee can call additional meetings.

Article (B) – School Calendar

1. The school calendar will be the result of positive and effective input by both teachers and the administration. A Calendar Committee will work with the administration of the school calendar. Final decisions will be made by the administration.

SECTION 6 - ATTACHMENTS

1. Procedural Agreement
2. Certified Salary Schedule for 2024-2025.
3. Stipend List

THE FOLLOWING ARE FOR INFORMATIONAL PURPOSES ONLY

4. Stillwater Public Schools Teacher Evaluation Handbook (TLE Toolkit)
5. Planning Period Form
6. Elementary Combined Class Form
7. Secondary Combined Class Form

PROCEDURAL AGREEMENT FOR NEGOTIATIONS

Article (A) – RECOGNITION

1. The Board hereby recognizes the Association as the exclusive bargaining representative for employees who are required by the position in which they are employed to be certified as teachers and who do not hold supervisory authority with respect to other teachers in the district.
2. All certified and/or licensed teachers under contract with Stillwater Public School District, except administrative personnel, shall have the right to join, participate in, and assist the Association or have the right to refrain from such activities. The Board and/or the Association shall not discriminate against any person, regardless of membership or non-membership in the Association or for participation or non-participation in any phase of the bargaining process.

Article (B) – SCOPE OF BARGAINING

1. The Board and the representatives of the Association must negotiate in good faith on wages, hours, fringe benefits, and other terms and conditions of employment. To negotiate in good faith shall mean both parties must be willing to consider proposals in an effort to find a mutually satisfactory basis for agreement and must be willing to discuss their respective contract proposals. If either party objects to the others' agreement proposals, the objecting party must support its objections with rationale. Neither the Board nor the Association will purposefully use the above statements of "Scope of Bargaining" to expand on or circumvent negotiations on mandatory bargaining issues.
2. There shall be no negotiations on inherent managerial policy. The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by state and federal law, including the right to make policy, rules and regulations that are not inconsistent with any law or negotiated agreement.

Article (C) – STATUTES AND POLICIES

1. The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. No agreement shall abrogate the legal rights, obligations, and power of the Board, including its power to make policy.

Article (D) – NEGOTIATING TEAMS

1. No more than six (6) designated representatives of the Board will meet with no more than six (6) designated representatives of the Association for the purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Only those members who comprise the negotiation teams will be present in the room during negotiations except for the OEA advocate and clerical assistance. Each party will designate a lead negotiator at the outset of the negotiation meetings. The individual designated as the lead negotiator of each party shall have the authority to make proposals and counter proposals, to compromise and to make agreements subject to ratification by the parties. However, when the lead negotiator of either team elects to release information, he/she may do so, provided he/she gives to the lead negotiator of the other team a written/digital copy of the information to be released.

Article (E) – NEGOTIATIONS PROCEDURES

1. Initiating Negotiations

- 1.1. Upon written request for a negotiation's session by either party, an initial meeting date and place acceptable to both parties will be selected. A negotiation session is defined as that time from presentation of proposals through ratification of a negotiation's agreement. The request for a negotiation session must be made on or before June 1 of each year a negotiation session is to be held
2. Negotiations Meetings
 - 2.1. All Board proposals and all Association proposals will be presented at the first negotiations meeting. Negotiation meetings will be held at times and places mutually acceptable to both parties. During meetings, each party is free to caucus at any time. The lead negotiator for each team will be the chief spokesperson for each meeting. Other meetings ground rules shall be set by agreement of the team members.
3. Exchange of information
 - 3.1. Upon reasonable request, the parties shall provide each other with available information regarding negotiations.
4. Information Releases
 - 4.1. During negotiations, releases to news media shall be by mutual agreement only.
5. The Agreement
 - 5.1. All proposals and counter proposals will be presented in writing. Tentative agreements reached between representatives of the parties shall be reduced to writing and signed and dated by the lead negotiators. Such tentative agreements shall then be set aside pending final approval or ratification as a package first by the Association and subsequently by the Board. Items that have received tentative agreement cannot be reconsidered, unless mutually agreed upon by both teams or unless the Board and the Association fail to ratify the agreement. Tentative agreements become final agreements and thus a part of the contract upon ratification by the Board and the Association. Upon approval and after necessary action by the Board, terms of the agreement shall be implemented. No further negotiations will take place without mutual agreement until a formal request is made in accordance with the guidelines for initiating negotiations (Article E, Subsection I).

Article (F) - IMPASSE PROCEDURE

1. If negotiations representatives of the Board and the Association are unable to reach agreement on any or all negotiations items, the procedure for resolving an impasse as developed by the Board and representatives of the Association shall be in effect. If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school. Within two (2) days of such declaration, the parties shall jointly request the services of the Federal Mediation and Conciliation Service (FMCS), unless the parties mutually agree to forego the mediation process.
2. If the mediation process has been utilized and fails to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to a fact finding committee as follows:

- 5.1.1. One member selected by the representatives of the Association within five (5) days after the reaching of impasse;
- 5.1.2. One member who shall be selected by the Board within five (5) days after the reaching of impasse; and
- 5.1.3. One member who shall serve as chairperson of the committee and shall be selected as follows:
 - 5.1.3.1. The State Board of Education shall appoint not less than twenty or more than thirty persons to be placed on the State Superintendent's list of fact finders. The appointees must reside in Oklahoma, must be neutral and unbiased and must be knowledgeable in the fields of school operations, school finance, personnel management, dispute resolution, and hearing procedures. The appointees shall not currently be elected public officers or employees of a board of education or officers or employees of an organization of education employees. No person who is related within the second degree by consanguinity or affinity to an elected public officer, to an employee of the local board of education that is involved in the impasse, or to an employee of an organization of education employees shall be eligible to serve as a fact finder.
 - 5.1.3.2. An appointee shall serve until such appointee resigns or is removed by the State Board of Education from the State Superintendent's list of fact finders. An appointee must be removed immediately if he or she becomes an elected public officer or employee of a board of education or an officer or employee of an organization of education employees.
 - 5.1.3.3. Within ten (10) days of being notified that a fact finder is needed, the State Superintendent of Public Instruction or designee shall provide the names of five potential fact finders selected at random from the list of appointees who are available to serve as a member and the chairperson of the committee. The parties shall select the fact finder from the five names within fifteen (15) days after receiving the list of fact finders.
 - 5.1.3.4. It shall be the responsibility of the State Board of Education to establish rules, regulations, training, hearing procedures, and payment schedules to implement the provisions of this paragraph.
- 5.1.4. Within five (5) days after the selection of the chairman, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished by each party to the chairman and other members of the committee.
- 5.1.5. The chairman shall convene the committee for fact finding. This committee shall meet with the representatives of both parties. Within twenty (20) days after the chairman is selected, the committee shall present written recommendations to the local Board and to the Association.
- 5.1.6. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the board and for the organization. The parties shall meet within seven (7) days of the

request, unless both parties deem it unnecessary. At such a meeting, the representatives shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written statements, either party may discontinue such effort.

5.1.7. The local board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiation's impasse process within thirty (30) days of the effective date of implementation.

5.1.8. The Association and the Board will each be responsible for the fees and costs of its member on the fact-finding committee and shall share equally in the fees and costs of the third member.

2.2. The procedure provided herein for resolving impasses shall be the exclusive recourse of the Association. It shall be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Association engaging in a strike shall be denied the full amount of his wages during the period of such violation. If the Association or its members engage in a strike, then the Association shall cease to be recognized as representative of the unit and the school district shall be relieved of the duty to negotiate with such Association or its representatives.

Article (G) - DURATION

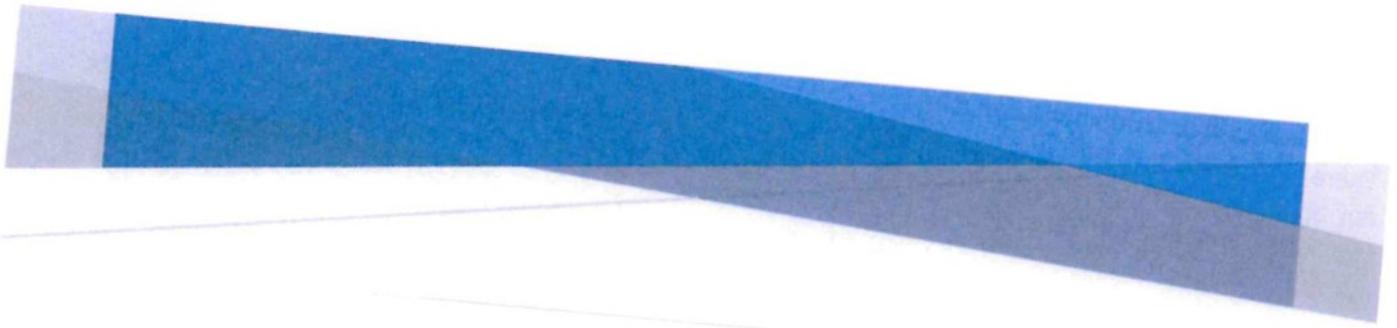
1. After ratification by the Board and by the Association, this agreement shall become effective upon the signing by the Board President, the Association President, and the Association Chief Negotiator. This agreement shall be effective for the successive fiscal year periods unless a successor agreement is mutually agreed upon by representatives of the Association and the Board and shall be renewed automatically without modification, unless either party shall request an amendment.
2. This Agreement remains in effect during the time the Association continues as the exclusive negotiation representative and shall continue in effect for successive fiscal year periods. If either party desires to amend the Agreement, written notice shall be given prior to June 1st. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice. When completed, the revised Procedural Agreement will become effective.

Article (H) - SAVINGS CLAUSE

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or SEA negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within fourteen (14) days solely for the purpose of negotiating only the affected provision(s).

Article (I) - NON-DISCRIMINATION

There shall be no discrimination against any employee covered by this contract in a manner which would violate any applicable laws on the basis of race, color, creed, national origin, age, sex, or marital status in the evaluation, employment, transfer, or promotion of personnel.



STILLWATER PUBLICSCHOOLS
Teacher Evaluation Toolkit

August 2025

Marzano Focused Teacher Evaluation Model

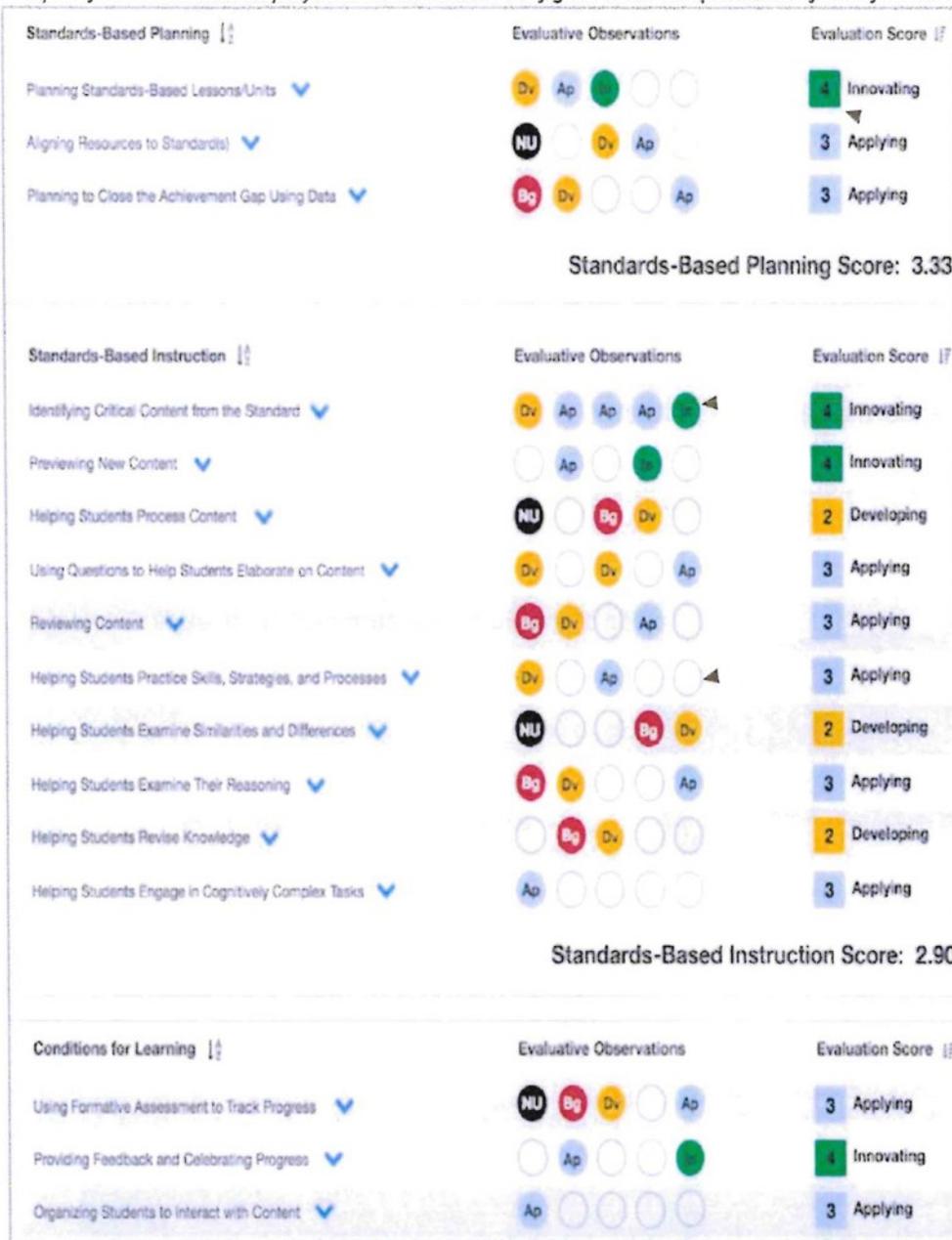
We are using the Marzano Focused Teacher Evaluation Model as our evaluation tool for 2025-2026.

The Focused Model

- integrates the prior 60 behaviors into 23 scoreable elements for standards-based classrooms
- concentrates measurable teacher actions and capabilities into 23 essential behaviors
- measures teacher effectiveness within four areas of expertise
 - 1. Standards-Based Planning
 - 2. Standards-Based Instruction
 - 3. Conditions for Learning
 - 4. Professional Responsibilities



Sample of real-time data displayed in iObservation. The figure is not comprehensive for all four domains.



Each element receives a score

Element score history is shown

Each score links to the observation for details

Who Will Be Evaluated?

All **classroom teachers** will be evaluated using the Marzano Focused Teacher Evaluation Model.

All **certified non-classroom teachers** such as, nurses, counselors, librarians, speech pathologists, school psychologists and academic coaches, will be evaluated using the Marzano Focused Instructional Support Personnel Evaluation Model.

How Will Teachers Be Evaluated?

Probationary and Career Teachers

State statute requires teachers to be categorized as either “Probationary” or “Career” teachers.

In order for an educator to attain career status, regulations set in HB2957 (2016) must be met. In accordance with HB2957 (2016), a career teacher who was employed for the first time in one school district under a written continuing or temporary teaching contract beginning in 2017-2018 or thereafter:

- a.) has completed three consecutive complete school years in one district and has achieved a district evaluation score of *superior* for two of the three school years,
- b.) has completed four consecutive complete school years in one district and achieved at least an *effective* district evaluation score on the TLE for the last two years of the four year period, or
- c.) has completed four or more consecutive complete school years in one district and has not met the requirements above, **only** if the principal of the school of which the teacher is employed submits a petition to the district superintendent requesting that the teacher be granted career status, the superintendent agrees with the petition and the local board of education approves the petition. The petition shall specify the facts supporting the granting of career status to the educator. These documents should be retained as part of the educator's personnel file.

We will consider two (2) teacher categories when calculating evaluation scores in iObservation;

- o all **probationary** teachers will be **Category 1 (C1)** teachers, and
- o all **career** teachers will be **Category 2 (C2)** teachers.

DISTRICT STANDARDS FOR TEACHER EVALUATION

1. EVERY DOMAIN IS OBSERVED (not every element)
 - A. PROFESSIONAL RESPONSIBILITIES DOMAIN will be observed and scored for each teacher
 - B. STANDARDS-BASED PLANNING is observed and scored for each teacher
2. GROWTH PLANS are required and are included in conference dialogue
3. STUDENT ACHIEVEMENT DATA is included when considering an evaluation score (when available)
4. NO FEWER THAN 60 DOCUMENTED MINUTES/semester for Probationary Teachers and 30 minutes/semester for Career Teachers
5. INFORMAL OBSERVATIONS

*Informal - unannounced, pre- & post-conference as needed

Observation/Evaluation Table

	Probationary Teacher	Career Teacher
	Requirements have changed and can be found in the Teacher and Leadership Effectiveness document .	Requirements have changed and can be found in the Teacher and Leadership Effectiveness document .
First Semester Prior to Dec 31, 2025	30 Minutes Minimum 2 Observations Minimum ----- Mid Term Summative Evaluation	30 Minutes Minimum 1 Observation Minimum
Second Semester Prior to April 1, 2026	30 Minutes Minimum 2 Observations Minimum ----- Final Evaluation on or before April 1, 2026	30 Minutes Minimum 1 Observation Minimum ----- Final Evaluation on or before April 1, 2026

0 – 4 Rating Scale
(Inherent component in iObservation)

LEVELS OF PERFORMANCE

Innovating (Level 4)	Applying (Level 3)	Developing (Level 2)	Beginning (Level 1)	Not Using (Level 0)
-------------------------	-----------------------	-------------------------	------------------------	------------------------

Proficiency Scale for all teachers. Probationary [Category I (CI)] and Career. [Category II (CII)]

All Teachers	Superior (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Ineffective (1)
Calculation Formula	At least 70% at Level 4 and 0% in Level 0-1	At least 70% at Level 3 or higher and 0% in Level 0-1	At least 40% at Level 2 or higher	60% or more at Level 1 or lower and more than 0% at Level 3 or higher	60% or more at Level 1 or lower and 0% at Level 3 or higher

The Evaluation Score will then be converted to a Final Score that will reflect the 5-Tier Rating System as required by legislation.

Overall Status and Final Score in Oklahoma's 5-Tier Rating system.

Superior	Highly Effective	Effective	Needs Improvement	Ineffective
4.8-5.0	3.8 – 4.79	2.8– 3.79	1.8 – 2.79	Less Than or Equal to 1.79

Note:

1. Observations and Evaluations are required to be acknowledged electronically in iObservation.
2. All calculations will be computed via iObservation. Administrators do not calculate ratings.

TLE Scoring Explanation

The Marzano Focused Teacher Evaluation Model contains 23 scorable elements divided among four domains: Standards-Based Planning, Standards-Based Instruction, Conditions for Learning, and Professional Responsibilities. The four domains are weighted as follows:

DOMAIN 1 Standards- Based Planning 13%	DOMAIN 2 Standards- Based Instruction 44%	DOMAIN 3 Conditions for Learning 30%	DOMAIN 4 Professional Responsibilities 13%
--	---	--	--

In each element, the highest score marked is the score used in the calculation. In Example 1 below, a teacher was marked in the first domain - Standards-Based Planning. The highest mark is the mark that is used in the calculation of each element in that domain.

Example 1

Standards-Based Planning

Score: 3.0 - Effective Weight: 14.04% (adj. from 13.0%)

Look-for	Last Observations	Evaluation Score
Planning Standards-Based Lessons/Units ▾		Applying 3
Aligning Resources to Standard(s) ▾		Innovating 4
Planning to Close the Achievement Gap Using Data ▾		Developing 2

Standards-Based Planning Score: 3.0

In each domain, the score is calculated as a simple average of all the highest marks in that domain. In the above example this calculation is $(3 + 4 + 2) / 3 = 3.0$

A teacher's score is calculated by converting each domain score to match the 5-point scale used in Oklahoma, and then using the weights for each domain to calculate the weighted average that appears within the iObservation system. The following example illustrates what is automatically calculated by iObservation.

Example 2: Suppose a teacher earned the following scores in each domain

DOMAIN 1 Standards- Based Planning 13% 3.0	DOMAIN 2 Standards- Based Instruction 44% 3.0	DOMAIN 3 Conditions for Learning 30% 3.5	DOMAIN 4 Professional Responsibilities 13% 3.33
--	---	--	---

Since Oklahoma is on a 1-5 scale, we have to convert the Marzano 0-4 scale to the Oklahoma 1-5 scale. The next table shows the scale conversion that is used to accomplish this.

Scale:

Label	Superior	Highly Effective	Effective	Needs Improvement	Ineffective
Details	3.5 - 4.0	3.3 - 3.49	2.3 - 3.29	1.3 - 2.29	0.0 - 1.29
Value	5.0	4.0	3.0	2.0	1.0

After conversion to the Oklahoma 5-point scale, this teacher's scores are as follows:

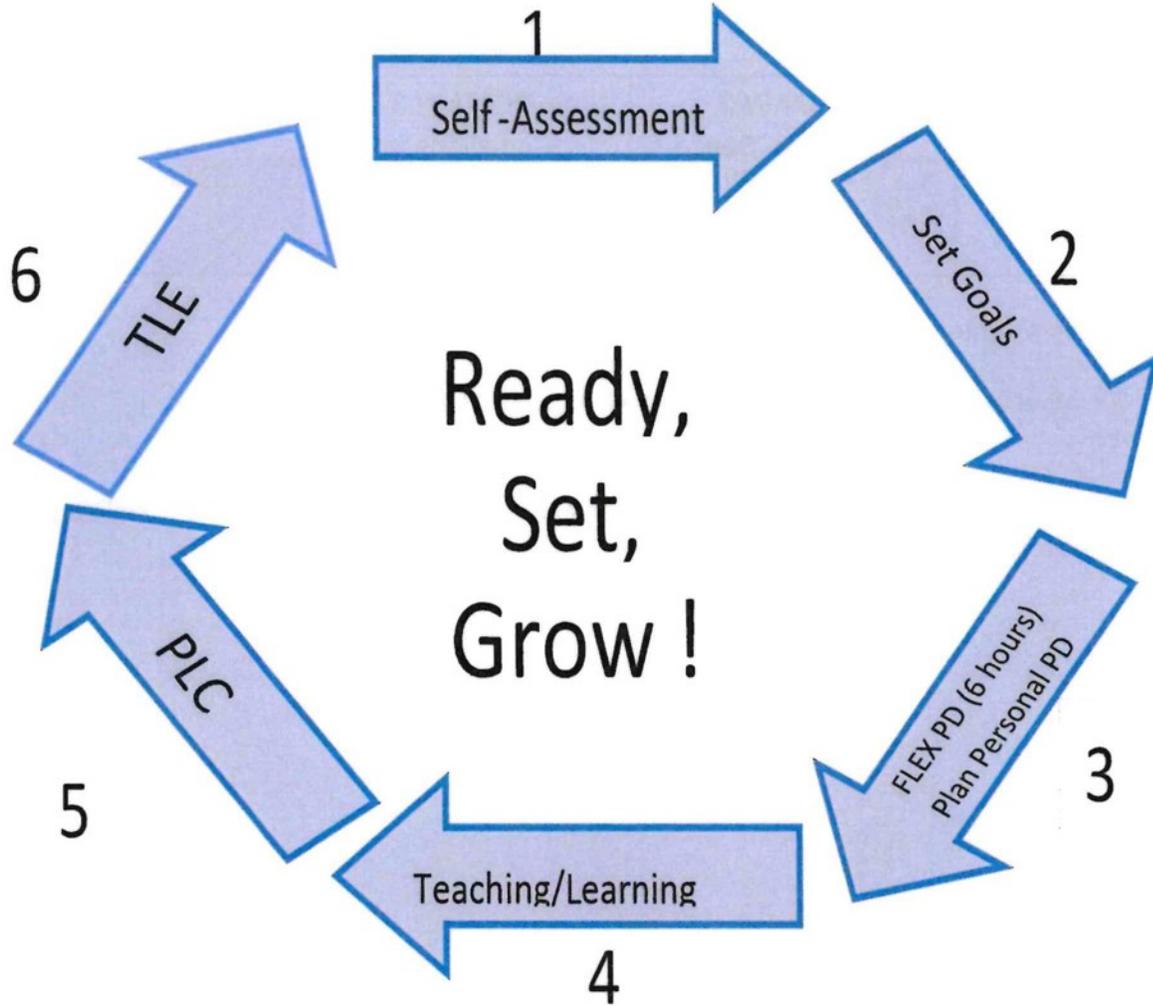
DOMAIN 1 Standards- Based Planning 13% 3.0	DOMAIN 2 Standards- Based Instruction 44% 3.0	DOMAIN 3 Conditions for Learning 30% 4	DOMAIN 4 Professional Responsibilities 13% 4
--	---	--	--

How to calculate the weighted average: $3.0 (.13) + 3.0 (.44) + 4 (.30) + 4 (.13) = 3.43$

iObservation will round to the nearest tenth and report a final score of **3.4 Effective** on the 5-point Oklahoma scale.

All certified staff will complete a Growth Plan in the iObservation tool. This plan must include a minimum of two goals to meet the Professional Learning Focus expectation.

Professional Learning Focus (PL Focus)



Name _____

Date _____

Track your learning. **Identify 2 focus areas for growth**, and document the PD that you have participated in to assist in these areas. Other PD can be identified on this worksheet as well. Submit this along with your PD Log to your principal.

		Standards-Based Planning	Fall '21	PD	Spring '22	PD
*		Planning Standards-Based Lessons/Units				
*		Aligning Resources to Standard(s)				
*		Planning to Close the Achievement Gap Using Data				
		Standards-Based Instruction				
*		Identifying Critical Content from the Standards				
*		Previewing New Content				
*		Helping Students Process New Content				
*		Using Questions to Help Students Elaborate on Content				
*		Reviewing Content				
*		Helping Students Practice Skills, Strategies, and Processes				
*		Helping Students Examine Similarities and Differences				
*		Helping Students Examine Their Reasoning				
*		Helping Students Revise Knowledge				
*		Helping Students Engage in Cognitively Complex Tasks				
		Conditions for Learning				
*		Using Formative Assessment to Track Progress				
*		Providing Feedback and Celebrating Progress				
*		Organizing Students to Interact with Content				
*		Establishing and Acknowledging Adherence to Rules and Procedures				
*		Using Engagement Strategies				
*		Establishing and Maintaining Effective Relationships in a Student-Centered Classroom				
*		Communicating High Expectations for Each Student to Close the Achievement Gap				
		Professional Responsibilities				
*		Adhering to School and District Policies and Procedures				
*		Maintaining Expertise in Content and Pedagogy				
*		Promoting Teacher Leadership and Collaboration				

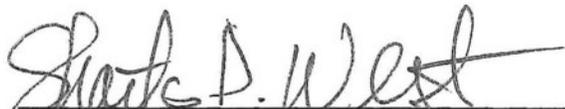
Term	Description
Applying (generic)	Strategy is used and monitored to see if it has the desired effect with the majority of students.
Beginning (generic)	Strategy is used but pieces or components are missing.
Category I Teacher	Probationary Teachers
Category II Teacher	Career Teachers
Focused Teacher Evaluation Model	<p>The Focused Teacher Evaluation Model is not a new model; instead, it is a revised version of the research-validated Marzano Teacher Evaluation Model. The Focused Model directly supports standards-based instruction and simplifies the evaluation process for teachers and school leaders. The research-based practices and effective strategies, and the common language embedded in earlier versions of the model are still embedded in the Focused Model.</p>
Common Language	<p>A transparent way to talk about instruction that is shared by everyone. It is a well-articulated knowledge base that describes the complexity of teaching and describes key strategies revealed by the research to have a high probability of impacting student learning. It should also describe the instructional context for appropriate use of instructional strategies to have the highest probability for raising student learning. The common language represents what a school or district defines as effective instruction. A common language enables teachers to engage in decision making, professional conversations and deliberate practice aimed at improving student achievement.</p> <p>For administrators, a common language provides the means to offer focused formative and summative feedback. It supports administrators in making decisions regarding hiring and selection of teachers, the induction of new teachers, professional development, coaching and support for struggling teachers as well as opportunities to develop career ladders for teachers. A common language is a key improvement strategy that provides the context for aligning all instructional programs.</p>

<p>Consecutive Complete School Years</p>	<p>A teacher fulfills the requirement of a complete school year if they begin employment with the district by the 1st day of instruction. The school year becomes consecutive when there is an uninterrupted succession of subsequent years.</p>
<p>Contemporary Research</p>	<p>Recent research conducted within the last five to seven years.</p>
<p>Deliberate Practice</p>	<p>A mindset that requires teachers to precisely attend to what they are doing in the classroom on a daily basis to identify what is working and what isn't and to determine why students are learning or not. In deliberate practice teachers identify up to three thin slices of teaching to focus their efforts to improve. Deliberate practice requires establishing a baseline for performance in a focus area (thin slice) and engaging in focused practice, feedback and monitoring of progress within a time-bound goal for improvement.</p>
<p>Design Questions</p>	<p>10 questions that teachers ask themselves when planning a lesson or unit of instruction.</p>
<p>Developing (generic)</p>	<p>Strategy is used correctly but the majority of students are not monitored for the desired effect of the strategy.</p>
<p>Domain</p>	<p>A body of knowledge defined by research representing a particular aspect of teaching.</p>
<p>Focused Feedback</p>	<p>Feedback that is focused on specific classroom strategies and behaviors during a set time interval. The feedback is informative, constructive, objective and actionable. Feedback is generally provided by administrators, coaches, and peers.</p>
<p>Focused Practice</p>	<p>Practice that is focused on a limited number of strategies where corrections, modifications, and adaptations are made to improve student learning at an appropriate level of difficulty so that the teacher can experience success.</p>

<p>High Probability Strategies</p>	<p>Research can never identify the instructional strategies that work with every student in every class. The best research can tell us is which strategies have a good chance of working well. Teacher must determine which strategies to use with the right students at the right time. Research-based strategies have a higher probability of raising student learning when they are used at the appropriate level of implementation and within the appropriate instructional context.</p>
<p>Innovating (generic)</p>	<p>New strategies are created to meet needs of specific students or class as a whole in order for the desired effect to be evident in all students.</p>
<p>Lesson Segment</p>	<p>Parts of a lesson that have unique goals and purposes for teachers and for students. Teachers engage in intentional and specific actions during these times. The Marzano Evaluation Framework consists of three major lesson segments: Lesson Segment Addressing Routine Events, Lesson Segment Addressing Content, and Lesson Segment Enacted on the Spot.</p>
<p>Not Using (generic)</p>	<p>Strategy is called for, but not used. A teacher may be unaware of the strategy or is aware of the strategy but has not tried it in their classroom.</p>
<p>Observation</p>	<p>Observation is one method for collecting evidence that will be used as a source of data for the summative evaluation and provides a rich source of feedback to teachers regarding their instructional practice and professional growth. While planning and reflection conferences are not required, observers should provide timely and actionable feedback to teachers regarding these observations.</p>

<p>Performance Scales</p>	<p>Scales describe novice to expert performance (level of skills) for each of the 60 strategies included in the four domains of the Marzano Evaluation Framework. The scales provide a means for teachers to gauge their use of particular instructional strategies and for administrators to provide feedback to teachers regarding their use of specific classroom strategies. These are embedded within the observation protocol using the labels: Not Using, Beginning, Developing, Applying, and Innovating.</p>
<p>Plan for Improvement</p>	<p>A collaborative action plan created by the evaluator with assistance from the teacher rated as ineffective.</p>
<p>Reflection (Post)Conference</p>	<p>The reflection or post-conference provides an opportunity for the teacher and the administrator to reflect about the lesson, clarify expectations and plan forward using the reflection (post)conference form as a guide for reflection and feedback.</p>
<p>Student Evidence</p>	<p>Specific observable behaviors that students engage in response to the teacher's use of particular instructional strategies.</p>
<p>Targeted Element</p>	<p>An element that was consistently rated low in the teacher's observations and significantly contributed to the Ineffective rating for a particular Domain.</p>
<p>Teacher Evidence</p>	<p>Specific observable behaviors that teachers engage in when using a particular instructional strategy.</p>

APPROVED



Shaila West, Chief Negotiator
Stillwater Education Support Professionals Association

8-13-2025
Date



Dr. Trent J. Swanson, Chief Negotiator
Stillwater Public Schools Board of Education

8/13/2025
Date



Roberta Douglas, President
Stillwater Public Schools Board of Education

8-12-25
Date

**Stillwater Public Schools
2025-2026 Certified Salary Schedule**

STEP	Level I Bachelor Degree	Level II Bachelor plus 16 hrs	Level III Master Degree	Level IV Master plus 16 hrs	Level V Doctorate or Master +50 hrs
0	\$43,625	\$43,625	\$45,125	\$45,375	\$47,125
1	\$44,072	\$44,133	\$45,652	\$45,905	\$47,677
2	\$44,524	\$44,647	\$46,185	\$46,763	\$48,235
3	\$44,980	\$45,168	\$46,725	\$47,310	\$48,800
4	\$45,442	\$45,695	\$47,271	\$47,864	\$49,373
5	\$46,909	\$47,228	\$49,156	\$49,985	\$51,532
6	\$47,381	\$47,769	\$49,721	\$50,560	\$52,126
7	\$47,858	\$48,316	\$50,292	\$51,142	\$52,728
8	\$48,341	\$48,870	\$50,871	\$51,731	\$53,337
9	\$48,828	\$49,431	\$51,457	\$52,328	\$53,954
10	\$50,501	\$51,339	\$53,050	\$54,295	\$56,203
11	\$51,001	\$51,918	\$53,651	\$54,911	\$56,843
12	\$51,507	\$52,505	\$54,259	\$55,535	\$57,491
13	\$52,019	\$53,099	\$54,875	\$56,166	\$58,147
14	\$52,536	\$53,700	\$55,498	\$56,806	\$58,811
15	\$54,059	\$55,309	\$57,129	\$58,453	\$60,484
16	\$54,588	\$55,925	\$57,768	\$59,109	\$61,165
17	\$55,122	\$56,549	\$58,416	\$59,773	\$61,854
18	\$55,663	\$57,181	\$59,071	\$60,445	\$62,553
19	\$56,209	\$57,821	\$59,734	\$61,126	\$63,260
20	\$56,962	\$58,857	\$60,406	\$61,815	\$63,975
21	\$57,523	\$59,518	\$61,086	\$62,512	\$64,700
22	\$58,089	\$60,187	\$61,775	\$63,219	\$65,434
23	\$58,662	\$60,864	\$62,472	\$63,934	\$66,177
24	\$59,242	\$61,550	\$63,178	\$64,658	\$66,929
25	\$60,306	\$62,244	\$64,035	\$65,831	\$68,452
26	\$60,904	\$62,947	\$64,761	\$66,579	\$69,233
27	\$61,508	\$63,659	\$65,495	\$67,337	\$70,023
28	\$62,118	\$64,380	\$66,239	\$68,103	\$70,823
29	\$62,736	\$65,110	\$66,992	\$68,880	\$71,634
30	\$63,360	\$65,849	\$67,754	\$69,666	\$72,454
31	\$63,646	\$66,148	\$68,063	\$69,984	\$72,786
32	\$63,935	\$66,449	\$68,373	\$70,304	\$73,120
33	\$64,224	\$66,751	\$68,685	\$70,625	\$73,456
34	\$64,516	\$67,055	\$68,999	\$70,949	\$73,793
35	\$64,808	\$67,360	\$69,314	\$71,273	\$74,132
36	\$65,102	\$67,667	\$69,630	\$71,600	\$74,473
37	\$65,398	\$67,975	\$69,948	\$71,928	\$74,815
38	\$65,695	\$68,285	\$70,268	\$72,257	\$75,159
39	\$65,993	\$68,596	\$70,589	\$72,589	\$75,505
40	\$66,293	\$68,909	\$70,912	\$72,921	\$75,853

District Paid Retirement: The district pays 4% of the teachers' required 7% contribution to the Oklahoma Teachers Retirement System (OTRS).

National Board Certification Payment: Teachers who applied for and/or received National Board Certification after June 30, 2013 are eligible to receive an additional \$1,000 per year from SPS. Teachers eligible to receive the National Board Certification Bonus from the state shall not be eligible to receive the additional salary increment set forth in this salary schedule.

Step 40+ Payment: In addition, those eligible teachers on step 40 in 2024-2025 shall be awarded a \$600 one time stipend.

State Flexible Benefit Allowance (FBA): Employees that elect to participate in the District's health insurance plan will receive the Flexible Benefit Allowance (FBA) as provided by Oklahoma Statutes.

Cash in Lieu of Flexible Benefit Allowance: Employees not enrolled in the District's health insurance plan shall receive from the state taxable compensation of \$836.52 per year in lieu of health insurance.

Board Approved 8/12/2025

APPROVED STIPEND LIST

SITE	ACTIVITY	POSITION	2025-2026 STIPEND
DIST	Band	Assistant	\$5,500.00
DIST	Band	Assistant	\$5,500.00
DIST	Band	Assistant	\$5,500.00
DIST	Band	Assistant	\$5,500.00
DIST	Band	Director	\$9,750.00
DIST	Clerk	Head	\$6,000.00
DIST	Encumbrance Clerk	Clerk	\$1,066.00
DIST	Homeless Liaison	Coordinator	\$5,000.00
DIST	Orchestra	Director	\$6,000.00
HP	Noon Monitor	Head	\$2,000.00
HP	PLC Leadership Team	Member	\$500.00
HP	PLC Leadership Team	Member	\$500.00
HP	PLC Leadership Team	Member	\$500.00
HP	PLC Leadership Team	Member	\$500.00
HS	Academic Coach	Co-Sponsor	\$2,300.00
HS	African American Student Assoc	Co-Sponsor	\$250.00
HS	African American Student Assoc	Co-Sponsor	\$250.00
HS	Art	Sponsor	\$500.00
HS	Art Performance	Head	\$1,300.00
HS	Best Buddies	Sponsor	\$500.00
HS	Beta Club	Co-Sponsor	\$500.00
HS	Beta Club	Co-Sponsor	\$500.00
HS	Color Guard - Fall	Assistant	\$1,000.00
HS	Color Guard - Fall	Assistant	\$500.00
HS	Color Guard - Fall	Assistant	\$500.00
HS	Color Guard - Fall	Assistant	\$250.00
HS	Color Guard - Fall	Instructor	\$4,000.00
HS	Color Guard - Fall	Choreographer	\$2,000.00
HS	Color Guard - Winter	Assistant	\$500.00
HS	Color Guard - Winter	Assistant	\$500.00
HS	Color Guard - Winter	Assistant	\$1,000.00
HS	Color Guard - Winter	Assistant	\$500.00

HS	Color Guard - Winter	Instructor	\$4,000.00
HS	Color Guard - Winter	Choreographer	\$2,000.00
HS	Disc Golf	Sponsor	\$500.00
HS	Drama	Sponsor	\$5,500.00
HS	Drill Writer	Director	\$4,000.00
HS	Drum Line	Co-Instructor	\$1,200.00
HS	Drum Line	Co-Instructor	\$500.00
HS	Electives Department	Head	\$1,300.00
HS	English	Head	\$1,300.00
HS	eSports Coach	Sponsor	\$1,950.00
HS	Fine Arts	Head	\$1,300.00
HS	Foreign Language	Head	\$1,300.00
HS	French Club	Sponsor	\$500.00
HS	Guidance	Head	\$750.00
HS	Indigenous Peoples Organization	Sponsor	\$500.00
HS	Instrumental Music	Arranger	\$2,000.00
HS	Junior Class	Co-Sponsor	\$1,500.00
HS	Junior Class	Co-Sponsor	\$1,500.00
HS	Key Club	Sponsor	\$250.00
HS	Key Club	Sponsor	\$250.00
HS	Math	Head	\$1,300.00
HS	Math Club	Sponsor	\$500.00
HS	Mock Trial Team	Sponsor	\$500.00
HS	Musical Production	Rehearsal Accompanist	\$1,000.00
HS	Musical Production	Choral Director	\$1,000.00
HS	Musical Production	Technical Director	\$1,000.00
HS	Musical Production	Pit Orchestra Conductor	\$1,000.00
HS	National Honor Society	Sponsor	\$1,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	PAC Manager	Head	\$6,000.00
HS	Percussion Arranger	Head	\$1,900.00
HS	Pit Percussion	Co-Instructor	\$500.00
HS	Pit Percussion	Instructor	\$1,200.00

HS	Science	Head	\$1,300.00
HS	Science Club	Sponsor	\$500.00
HS	Senior Class	Sponsor	\$2,000.00
HS	SMAC	Co-Sponsor	\$3,000.00
HS	SMAC	Co-Sponsor	\$3,000.00
HS	Social Studies	Head	\$1,300.00
HS	Sophomore Class	Sponsor	\$650.00
HS	Spanish Club	Sponsor	\$500.00
HS	Special Education	Head	\$1,300.00
HS	Student Council	Co-Sponsor	\$2,450.00
HS	Student Council	Co-Sponsor	\$2,450.00
HS	Tech And Gaming Club	Sponsor	\$500.00
HS	Tech Student Association	Sponsor	\$500.00
HS	Vocal Music	Director	\$6,000.00
HS	Yearbook	Sponsor	\$2,375.00
HS	Youth & Government	Sponsor	\$500.00
HSA	Baseball	Assistant	\$3,000.00
HSA	Baseball	Assistant	\$3,000.00
HSA	Baseball	Head	\$7,000.00
HSA	Basketball	Skill Development	\$9,000.00
HSA	Basketball - Boys	Assistant	\$4,500.00
HSA	Basketball - Boys	Assistant	\$6,000.00
HSA	Basketball - Boys	Head	\$10,000.00
HSA	Basketball - Girls	Head	\$10,000.00
HSA	Basketball - Girls	Assistant/JH Asst	\$6,000.00
HSA	Basketball - Girls	Assistant	\$4,500.00
HSA	Cheerleader	Head	\$5,000.00
HSA	Cheerleader	Assistant	\$1,500.00
HSA	Cross Country	Assistant	\$2,000.00
HSA	Cross Country	Head	\$3,500.00
HSA	Football	Assistant	\$4,500.00
HSA	Football	Head	\$15,500.00
HSA	Football	Assistant	\$4,500.00
HSA	Football	Coordinator - STC	\$6,500.00
HSA	Football	Coordinator - OC & WR	\$7,500.00
HSA	Football	Assistant	\$4,500.00

HSA	Football	Coordinator - DC	\$6,500.00
HSA	Football	Assistant	\$4,500.00
HSA	Golf - Boys	Head	\$3,500.00
HSA	Golf-Girls	Head	\$3,500.00
HSA	Pom Squad	Head	\$5,000.00
HSA	Pom Squad	Assistant	\$1,500.00
HSA	Soccer - Boys	Assistant	\$2,500.00
HSA	Soccer - Boys	Head	\$5,000.00
HSA	Soccer - Boys	Assistant	\$2,500.00
HSA	Soccer - Girls	Assistant	\$2,500.00
HSA	Soccer - Girls	Head	\$5,000.00
HSA	Soccer - Girls	Assistant	\$2,500.00
HSA	Softball	Assistant	\$3,000.00
HSA	Softball	Assistant	\$3,000.00
HSA	Softball	Head	\$7,000.00
HSA	Stunt	Head	\$1,500.00
HSA	Swimming	Head	\$7,500.00
HSA	Swimming	Assistant	\$2,500.00
HSA	Tennis	Assistant	\$2,000.00
HSA	Tennis-Boys	Head	\$3,250.00
HSA	Tennis-Girls	Head	\$3,250.00
HSA	Track	Assistant	\$3,000.00
HSA	Track	Assistant	\$3,000.00
HSA	Track	Head	\$6,000.00
HSA	Track	Assistant	\$3,000.00
HSA	Track	Assistant	\$3,000.00
HSA	Volleyball-Girls	Head	\$5,000.00
HSA	Volleyball-Girls	Assistant	\$2,500.00
HSA	Volleyball-JV Girls	Head	\$2,500.00
HSA	Wrestling	Head	\$10,000.00
HSA	Wrestling	Assistant	\$4,500.00
HSA	Wrestling	Assistant	\$3,500.00
HSA	Wrestling - Girls	Assistant	\$3,500.00
HSA	Wrestling - Girls	Assistant	\$3,500.00
JH	Academic Coach	Lead 9th Sponsor	\$900.00
JH	Academic Coach	Lead 8th Sponsor	\$900.00

JH	Beta Club	Co-Sponsor	\$250.00
JH	Beta Club	Co-Sponsor	\$250.00
JH	Board Game Club	Sponsor	\$500.00
JH	Book Club	Sponsor	\$500.00
JH	Drama	Coordinator	\$1,750.00
JH	Electives	Head	\$950.00
JH	English	Head	\$950.00
JH	Journalism	Sponsor	\$1,500.00
JH	Math	Head	\$950.00
JH	NASA	Sponsor	\$500.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Robotics Club	Sponsor	\$2,000.00
JH	Science	Head	\$950.00
JH	Social Studies	Head	\$950.00
JH	Special Education	Head	\$950.00
JH	Student Council	Co-Sponsor	\$600.00
JH	Student Council	Co-Sponsor	\$600.00
JH	Technology Student Organization	Sponsor	\$500.00
JH	Vocal Music	Director	\$2,500.00
JH	World Cultures Club	Sponsor	\$250.00
JH	World Cultures Club	Sponsor	\$250.00
JHA	Baseball-9th	Assistant	\$2,000.00
JHA	Baseball-9th	Head	\$3,000.00
JHA	Basketball - Boys 8	Head	\$5,000.00
JHA	Basketball - Boys 9	Head/HS Asst	\$5,500.00
JHA	Basketball - Girls 8	Head	\$5,000.00
JHA	Basketball - Girls 9	Head	\$5,500.00
JHA	Cheerleader	Assistant	\$1,500.00
JHA	Cheerleader	Head	\$4,000.00

JHA	Cross Country B/G	Assistant	\$2,000.00
JHA	Cross Country B/G	Head	\$2,500.00
JHA	Football - 8	Assistant	\$3,000.00
JHA	Football - 8	Head	\$4,500.00
JHA	Football - 8	Assistant	\$3,000.00
JHA	Football - 8	Assistant	\$3,000.00
JHA	Football - 9	Assistant	\$3,000.00
JHA	Football - 9	Head	\$4,500.00
JHA	Football - 9	Assistant	\$3,000.00
JHA	Football - 9	Assistant	\$3,000.00
JHA	Golf - Boys	Head	\$1,250.00
JHA	Golf - Girls	Head	\$1,250.00
JHA	Pom Squad	Head	\$4,000.00
JHA	Softball - 9	Head	\$3,000.00
JHA	Softball - 9	Assistant	\$2,000.00
JHA	Tennis	Assistant	\$1,500.00
JHA	Tennis	Head	\$2,500.00
JHA	Track B/G	Assistant	\$2,000.00
JHA	Track B/G	Head	\$3,500.00
JHA	Track B/G	Assistant	\$2,000.00
JHA	Volleyball-Girls-7th	Head	\$2,000.00
JHA	Volleyball-Girls-8th	Head	\$2,000.00
JHA	Volleyball-Girls-9th	Head	\$2,500.00
JHA	Wrestling	Assistant	\$2,500.00
JHA	Wrestling	Head	\$4,000.00
LA	Native American Club	Sponsor	\$500.00
LA	Noon Monitor	Head	\$2,000.00
LA	Senior Class	Co-Sponsor	\$500.00
MS	Academic Coach	Sponsor	\$1,000.00
MS	Chess Club	Sponsor	\$500.00
MS	Creative Writing	Co-Sponsor	\$250.00
MS	Creative Writing	Co-Sponsor	\$250.00
MS	Cross Country	Coach	\$750.00
MS	Girls Engineering Club	Co-Sponsor	\$1,000.00
MS	Japanese Club	Sponsor	\$500.00
MS	Musical Production		\$1,500.00

MS	Musical Production		\$2,000.00
MS	Native American Club	Sponsor	\$500.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Orchestra	Head	\$2,500.00
MS	PLC Team Lead - ELA 6th	Co-Head	\$250.00
MS	PLC Team Lead - ELA 7th	Co-Head	\$250.00
MS	PLC Team Lead - Math 6th	Co-Head	\$250.00
MS	PLC Team Lead - Math 7th	Co-Head	\$250.00
MS	PLC Team Lead - Science 6th	Co-Head	\$250.00
MS	PLC Team Lead - Science 7th	Co-Head	\$250.00
MS	PLC Team Lead - Special Ed	Co-Head	\$250.00
MS	PLC Team Lead - Special Ed	Co-Head	\$250.00
MS	PLC Team Lead - World Studies 6th	Co-Head	\$250.00
MS	PLC Team Lead - World Studies 7th	Co-Head	\$250.00
MS	Robotics	Co-Sponsor	\$1,000.00
MS	Sequoyah Book Club	Sponsor	\$500.00
MS	Student Council	Co-Sponsor	\$600.00
MS	Student Council	Co-Sponsor	\$600.00
MS	Team Leader - Alpha	Sponsor	\$500.00
MS	Team Leader - Arete	Sponsor	\$500.00
MS	Team Leader - Artisan	Sponsor	\$500.00
MS	Team Leader - Elective	Sponsor	\$500.00
MS	Team Leader - Omega	Sponsor	\$500.00
MS	Team Leader - Spartan	Sponsor	\$500.00
MS	Team Leader - Synergy	Sponsor	\$500.00
MS	Team Leader - Titan	Sponsor	\$500.00
MS	Vocal Music	Director	\$2,250.00
MS	Yearbook	Co-Sponsor	\$1,500.00
MSA	Basketball Boys - 7th	Head	\$5,000.00

MSA	Basketball Girls - 7th	Head	\$5,000.00
MSA	Football - 7th	Assistant	\$3,000.00
MSA	Football - 7th	Assistant	\$3,000.00
MSA	Football - 7th	Head	\$4,500.00
MSA	Football - 7th	Assistant	\$3,000.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
WR	Noon Monitor	Head	\$2,000.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WW	Lunch Room Monitor - Golden Oaks	Teacher	\$2,000.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00

WW	PLC Leadership Team	Member	\$250.00
----	---------------------	--------	----------

PAID BY SANCTIONED ORGANIZATION

SITE	ACTIVITY	POSITION	2025-2026 STIPEND
HP	Student Council Sponsor	Sponsor	\$350.00
HS	Advanced Placement Coordinator	Coordinator	\$1,500.00

Per Title 70 of the Oklahoma Statutes. Section 509.6 all stipends for the SY 2024-2025 and moving forward will be negotiated. Positions funded by an outside source may be subject to change.



Memorandum of Understanding

Between Stillwater School
District and
Stillwater Education Association (SEA)

August 12, 2025

This is a Memorandum of Understanding between Stillwater School District and SEA regarding the teacher Step increase.

1. Due to the current district budget constraints, the Step increase will not be given for the 2025-2026 school year.

Administration agrees to review the Step increase request in terms of some form of compensation (Step, raise, one-time payment, etc.) after the district has received its mid-year allocation.

The parties agree that these changes will be effective for the 2025-2026 school year only.

Please note, a memorandum of understanding is not a contract.

For the District:

For SEA:

Roberta Douglas
SPS Board President

Date

Shaila West
SEA Lead Negotiator

Date

STILLWATER PUBLIC SCHOOLS



BOARD OF EDUCATION

AUG 12 2025

MINUTES

Memorandum of Understanding

Between Stillwater School
District and
Stillwater Education Association (SEA)

August 12, 2025

This is a Memorandum of Understanding between Stillwater School District and SEA regarding the teacher Step increase.

1. Due to the current district budget constraints, the Step increase will not be given for the 2025-2026 school year.

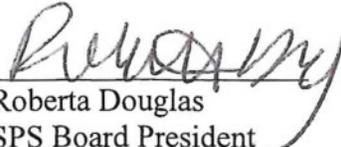
Administration agrees to review the Step increase request in terms of some form of compensation (Step, raise, one-time payment, etc.) after the district has received its mid-year allocation.

The parties agree that these changes will be effective for the 2025-2026 school year only.

Please note, a memorandum of understanding is not a contract.

For the District:

For SEA:


Roberta Douglas
SPS Board President

8-12-25
Date


Shaila West
SEA Lead Negotiator

8-13-2025
Date

STILLWATER PUBLIC SCHOOLS



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Trent J. Swanson, Chief Human Resources Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 12, 2025

AGENDA ITEM(S):

HR 2025-2026 Certified Employee Negotiated Agreement for 2025-2026 with Stillwater Education Association (SEA)

BOARD ACTION REQUESTED:

Motion to Approve 2025-2026 Certified Employee Negotiated Agreement

BACKGROUND INFORMATION:

The Certified Employee Negotiated Agreement has been reviewed and updated through the negotiation process by both designated representatives of the Stillwater Education Association (SEA) and representatives of the Stillwater Public Schools (SPS) Board of Education. The 2025-2026 Certified Employee Agreement is being presented for approval by the SPS Board of Education.



**STILLWATER
PUBLIC SCHOOLS**

**CERTIFIED EMPLOYEE
NEGOTIATED AGREEMENT**

~~2024-2025~~

2025-2026

TABLE OF CONTENTS

Table of Contents

<u>SECTION 1 - DURATION AND SAVINGS CLAUSE</u>	3
<u>Article (A) - Duration</u>	3
<u>Article (B) - Savings Clause</u>	3
<u>SECTION 2 – TERMS OF EMPLOYMENT</u>	3
<u>Article (A) – Staff Relations</u>	3
<u>Article (B) – Working Conditions</u>	3
<u>Article (C) - Procedure for Handling Personnel Files</u>	6
<u>Article (D) – Posting of Vacancies</u>	6
<u>Article (E) - Transfers</u>	7
<u>Article (F) – Temporary Contract Teachers</u>	8
<u>Article (G) – Reduction in Force</u>	8
<u>Article (H) – Employee Drug Testing Policy</u>	11
<u>Article (I) – Employee Grievance Procedure</u>	11
<u>Article (J) – Teacher Negotiation Organization Grievance Policy</u>	14
<u>Article (K) – Formal Evaluation</u>	14
<u>SECTION 3 - COMPENSATION</u>	14
<u>Article (A) – Salary Schedule</u>	14
<u>Article (B) – Payment Schedule</u>	17
<u>Article (C) – Accumulated Attendance Incentive (Retirement)</u>	17
<u>Article (D) - Inductee Year Mentors</u>	17
<u>Article (E) – Early Release Fridays – Child Care Provision</u>	17
<u>Article (F) – Activity Pass</u>	18
<u>SECTION 4 - EMPLOYEE LEAVE</u>	18
<u>Article (A) – Personal Business Leave</u>	18
<u>Article (B) – Sick Leave</u>	19
<u>Article (C) - Sick Leave Bank</u>	20
<u>Article (D) – Sick Leave Sharing</u>	20
<u>Article (E) – Family Medical Leave Act</u>	21
<u>Article (F) - Maternity/Adoption Absence</u>	21
<u>Article (G) – Jury Witness Leave</u>	21
<u>Article (H) – Leaves of Absence</u>	21
<u>Article (I) – Bereavement Leave</u>	23
<u>Article (J) – Administrative Assignments</u>	24

<u>Article (K) – Association Leave</u>	24
<u>SECTION 5 - COMMUNICATIONS</u>	24
<u>Article (A) – Internal Communications Committee</u>	24
<u>Article (B) – School Calendar</u>	25
<u>SECTION 6 - ATTACHMENTS</u>	25
<u>PROCEDURAL AGREEMENT FOR NEGOTIATIONS</u>	26
<u>Article (A) – RECOGNITION</u>	26
<u>Article (B) – SCOPE OF BARGAINING</u>	26
<u>Article (C) – STATUTES AND POLICIES</u>	26
<u>Article (D) – NEGOTIATING TEAMS</u>	26
<u>Article (E) – NEGOTIATIONS PROCEDURES</u>	26
<u>Article (F) - IMPASSE PROCEDURE</u>	27
<u>Article (G) - DURATION</u>	29
<u>Article (H) - SAVINGS CLAUSE</u>	29
<u>Article (I) - NON-DISCRIMINATION</u>	30
<u>Marzano Focused Teacher Evaluation Model</u>	32
<u>Who Will Be Evaluated?</u>	33
<u>How Will Teachers Be Evaluated?</u>	34
<u>(Inherent component in iObservation)</u>	36
<u>Proficiency Scale for all teachers, Probationary [Category I (CI)] and Career, [Category II (CII)]</u>	36
<u>Overall Status and Final Score in Oklahoma’s 5-Tier Rating system</u>	36
<u>Example 2: Suppose a teacher earned the following scores in each domain</u>	37
<u>APPROVED</u>	48
<u>Salary Schedule</u>	49
<u>Stipend List</u>	50

SECTION 1 - DURATION AND SAVINGS CLAUSE

Article (A) - Duration

1. This agreement represents the full and complete agreement between the Stillwater Board of Education hereinafter termed the Board and the Stillwater Education Association hereinafter termed the Association and shall remain in place for the current contract year extending from July 1, 2024, through June 30, 2025, or until replaced by a subsequent agreement negotiated in accordance with the provisions of the procedural agreement.

Article (B) - Savings Clause

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or the Association negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within thirty (30) days solely for the purpose of negotiating only the affected provision(s).

SECTION 2 – TERMS OF EMPLOYMENT

Article (A) – Staff Relations

1. The Board expects that the worth, dignity and rights of the individual shall be paramount in all administrator/teacher relationships.

Article (B) – Working Conditions

1. The Board will follow the state law and the interpretation of the State Department of Education regarding classroom student load. Teachers who feel the need for extra assistance should communicate that need to the principal either verbally or in writing.
2. Teacher arrival time to departure time shall consist of seven (7) hours and forty-five (45) minutes, with teacher arrival time being thirty (30) minutes before classes are scheduled to begin.
3. Stillwater Public Schools will provide all teachers with a minimum of forty (40) minutes duty-free lunch each day, except on inclement weather days when students are unable to go outside.
4. In the event that inclement weather persists more than two consecutive days, commencing on the third consecutive inclement weather day and all consecutive inclement weather days thereafter, teachers will be compensated twenty-five dollars (\$25) for each day duty-free lunch is lost. Compensation will only be paid if the proper compensation form is submitted by the teacher with five (5) working days of the inclement weather event.
5. Certified Plan Time
 - a) Elementary principals will provide an opportunity for certified employees to assist in

developing a teacher work schedule that maximizes the amount of and length of planning time.

Final decisions on planning time schedules will be made by the building principal.

- b) Planning time for certified Pre-K through 5th grade general classroom elementary employees will be a protected block of no less than forty (40) uninterrupted minutes each day without physical or educational responsibility for students, totaling no less than two hundred (200) minutes each week. This planning time will occur within the 8:00-2:50 student day unless other arrangements are requested in writing by the certified elementary employee to the building administrator.
 - c) Planning time for specialized certified elementary employees, including, but not limited to, music teachers, media specialists, art teachers, physical education teachers, guidance counselors, foreign language teachers and/or teachers providing special services to children will be a protected block of no less than forty (40) uninterrupted minutes during the contracted 7:30-3:15 teacher workday, totaling no less than two hundred (200) minutes each week. All plan time for specialized teachers is to be scheduled around regularly-scheduled faculty meetings and/or other activities.
 - d) Planning time for certified secondary employees will be a protected block of time no less than the length of one (1) scheduled instructional period during each student day, totaling no less than two hundred (200) minutes each week.
 - e) Early release time is not included as part of the 200 minutes of plan time.
6. Teachers shall dress professionally and appropriately for their subject area and grade level.
7. Teachers are expected to be punctual and to attend all faculty meetings, except in the event of extenuating circumstances. Meetings shall be held for a maximum of one hundred twenty (120) minutes per calendar month. Additionally, teachers shall be expected to attend two (2) open house events or other similarly-designated functions during the school year.
8. All faculty meetings shall be scheduled by the building administrator before the first day of school. The administrator must send the faculty schedule to all faculty by the first day of school. If a meeting needs to be rescheduled, the faculty will be notified of the rescheduled date and time.
9. Conferences: Elementary certified classroom teachers will work towards completing 100% of conferences within the scheduled week of Parent/Teacher conferences.
- a) Parent Teacher Conferences will be two (2) times a year (once in the fall and once in the spring) scheduled on the school calendar.
 - b) Two (2) teacher work days will be included in the calendar to offset the Parent Teacher Conference scheduled times.
 - c) IEP meetings held within a week before or after the conference time will count as a Parent Teacher conference.
 - d) Teachers who need to have alternate conference schedules due to extenuating

circumstances, must have their schedule approved by their administrator at least two(2) weeks before conferences.

- e) The teacher will not be required to provide additional off contract hours to complete conferences or make home visits.
10. Teachers required to attend workshops, seminars or planning meetings that are held beyond the hours of the contract shall be compensated at the rate of no less than \$25.00 per hour for time involving attendance at the functions. In instances where the workshops, seminars or planning meetings are underwritten by federal or state programs or grants which contain stipulations regarding the amount to be paid to the teacher, the teacher shall receive the compensation provided for in the grant.
 11. Members of the Association shall have the right, if so desired, to be accompanied by a representative of the Association at any disciplinary conference with administrators and/or supervisors. If documentation of a disciplinary conference is to be made, the administrator and/or supervisor shall:
 - a) Give reasonable notice, except in emergency situations, of said scheduled conference.
 - b) Inform the member of the Association of the subject to be discussed.
 12. A disciplinary conference is defined as any meeting with an administrator, supervisor and/or any person higher in the chain of command where the result of the communications engaged in at the disciplinary conference may result in admonishment, reprimand, and/or another assigned disciplinary action.
 13. A disciplinary conference does not include a meeting or conference between the member of the bargaining unit and the administrator and/or supervisor that is intended to solely improve the performance of said member of the bargaining unit or to discuss evaluation.
 14. Any Certified Employee who has been arrested or criminally charged with a felony must immediately notify the employee's immediate supervisor and the superintendent in writing and provide a copy of the criminal indictment, information, complaint, or any other criminal charge. In addition, the disposition of such charges must be reported with seven (7) days of the sentencing, adjudication or final disposition.
 15. Teacher Protection Language: The Stillwater Public Schools will abide by the School Laws of Oklahoma 2001, Section 730. "Injuries Sustained by School Personnel in Performance of Duties - Continued Payment of Contract Salary," and Section 1011.1. "Assault on Employees and Students."
 - a) The Board and Administration shall be vigilant to protect teachers from stalking, harassment, and assault including threats of physical harm for reasons connected with their assignment. If the administration becomes aware that a teacher has been threatened with harm, they will notify that teacher. Administration will take measures as deemed appropriate to protect the teacher and, if necessary, invoke the provisions of law.
 - b) A teacher shall report to their immediate supervisor or administrator all cases of stalking, harassment, and assault and/or battery suffered by them in connection with their

employment.

- c) After a teacher has been threatened with ~~harm or~~ **assault or battered**, administration will have a debriefing with the teacher within two (2) school days and the teacher will be notified if and when the person who committed the assault returns to the building. A student who has been suspended for a ~~violent~~ **an assault and/or battery** offense which is directed towards a classroom teacher will not be allowed to return to that teacher's classroom without prior consultation. *reentry meeting as determined by SPS threat assessment with that teacher. **As set forth in Oklahoma State Statute (21 O.S. §, 641 (2024)) assault shall be defined as "any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another". Additionally, battery shall be defined as "any willful and unlawful use of force or violence upon the person of another" according to Oklahoma State Statute (21 O.S. §, 642 (2024)).**
- d) When a teacher is absent because of injuries sustained in the performance of duty from an assault, it shall be addressed through the workers compensation process. The teacher shall be paid in full for such time lost in accordance with workers compensation procedures. Such absences shall not be charged to sick leave, sick bank, or personal days and will count as active days for experience purposes. Absences will also not affect attendance incentives. The teacher will be reinstated during the current school year or when medically able to return. * reentry meeting as determined by SPS threat assessment - SPS language.

Article (C) - Procedure for Handling Personnel Files

1. Official files shall be maintained in the office of the superintendent. Working files may be maintained in the office of each principal.
2. Material that adversely affects the teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) days, to affix a written response to said material.
3. A teacher may review the contents of the teacher's official file during normal business hours, but not during the duty time of the teacher. The teacher is entitled to receive a copy of any documents contained therein, with the teacher paying the cost of reproduction.
4. Access to a teacher's official file will be limited to: the teacher, district employees who have a need to review the file in order to complete a job responsibility, members of the Board of Education, public agencies upon official request, and as otherwise required by law.
5. Any allegation or anonymous charge which is unproven through a thorough, documented investigation shall not be placed in a teacher's official files.

Article (D) – Posting of Vacancies

1. All existing vacancies and newly created positions in Stillwater Public Schools will be posted by the principals in an easily accessible location within individual buildings during the school term. These vacancies will also be posted on the Stillwater Public Schools website. All certified

vacancies will be advertised for five (5) working days prior to the beginning of the selection process.

2. Vacancies created by the conclusion of a Temporary Teacher Contract do not require posting if the supervising Principal intends to recommend the same Temporary Teacher to fill the same position for the ensuing school year.
3. For the period beginning July 15th through the start of school, the requirement for posting positions will be advertised seventy-two (72) hours. This exception to the five (5) working days is to expedite the selection and hiring process to fill late vacancies.

Article (E) - Transfers

1. At times, the need for teacher transfers exists for purposes of filling vacancies, affecting improvement in the curriculum and instructional needs, and/or meeting desires of employees for opportunity of service elsewhere in the school system.
2. Provision of this policy provides that teachers and/or the administration may request transfers. The following may be considered in arriving at a decision on any such request: (a) instructional and curriculum needs; (b) teacher qualification; and (c) pupil-teacher ratios.

3. Grade Level Transfers

3.1. Teacher initiated

- 3.1.1. Any teacher wishing to transfer within a building will make a written, dated request to that building principal.
- 3.1.2. The principal shall provide the teacher a written acknowledgment of any such request.
- 3.1.3. If the transfer is denied, the principal shall state the reasons for denial in writing.

3.2. Administrator initiated

- 3.2.1. A building principal may transfer a teacher to an alternate assignment within the building after first notifying said teacher in writing of the reasons for the building transfer at the earliest possible time.

4. Building Transfers

4.1. Teacher initiated

- 4.1.1. Any teacher currently teaching in Stillwater Public Schools and wishing to transfer to a different building will submit and complete an online application in the applicant tracking system in order to be eligible for transfer. This will allow each principal to electronically review the teacher's application in order to consider them for the position.
- 4.1.2. If the transfer request is approved for the next level of consideration, the teacher will be guaranteed an interview with the selection committee at the school where the vacancy occurs as part of the normal site selection process. The teacher will be

notified of the placement decision once it is made.

- 4.1.3. If the teacher is not selected to fill the vacancy, the request for transfer will remain active until the first day of the coming school year, unless the teacher notifies the Director of Human Resources and the two (2) building principals involved that the transfer request should be removed.

4.2. Administrator initiated

- 4.2.1. A teacher may be transferred to an alternate building by administrative action for such reasons as decline in student enrollment, personnel staffing vacancies, and curricular and instructional needs. Said teacher will be notified in writing at the earliest possible time.
- 4.2.2. New teachers shall not be assigned to a position until all transfer requests related to that position have been reviewed.

Article (F) – Temporary Contract Teachers

1. Teachers employed on temporary contracts shall be notified of the opportunity to interview for rehire at the end of the school year.
2. Teachers employed on temporary contracts may be rehired for the ensuing school year without participating in the interview process.

Article (G) – Reduction in Force

1. General Matters

- 1.1. Reasons for a Reduction in Force. A teacher may be dismissed or non-reemployed when the board decides that due to (i) a financial exigency or (ii) a program change for institutional reasons or (iii) a decline in enrollment or (iv) other business necessity as determined by the board, a reduction in teaching staff for the following fiscal year is necessary.
- 1.2. Definitions. For the purpose of this policy, the following terms have the stated meanings:
 - 1.2.1. “Financial exigency” means a reduction in the School District’s financial resources resulting from declining enrollment or any other action or event that in the sole judgment of the board of education will result in a reduction in the School District’s current or future operating budget.
 - 1.2.2. “Program change” means any elimination, curtailment or reorganization of a curriculum offering, program or school operation or a reorganization or closing of a school or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.
 - 1.2.3. “Declining enrollment” means a decrease in the School District’s total enrollment or enrollment in a particular program or curriculum offering which in the sole judgment of the board of education may adversely affect the School District’s current or future allocation of funds and/or the necessity of maintaining certain current or future ~~class~~ sections or curriculum offerings.

- 1.3. Criteria for Eliminating Positions. The primary criterion in effectuating any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the School District. In evaluating its program, the superintendent and the board will consider the elimination of teaching positions, not the teachers occupying those positions. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum, the needs of students and those extra duty assignments that require special skill or expertise.
- 1.4. Priority. In determining which teacher(s) will be dismissed or non-reemployed when one or more of a number of identical positions is eliminated, the following criteria, in this order, shall govern:
 - 1.4.1. The School District will dismiss or non-reemploy the teacher(s) who has the lowest composite rating under the School District's Teacher and Leader Effectiveness System (TLE) in the position being eliminated. Ratings will be calculated by averaging the past three (3) years' ratings (or fewer if 3 years are not available) and will be measured to the nearest hundredth of a decimal point.
 - 1.4.2. If the teachers are equal under the above criteria, then the teacher(s) who has the most seniority in the School District will be retained.
 - 1.4.3. If the teachers are equal under the above criteria, the School District will retain the teacher with the most advanced academic degree status.
 - 1.4.4. If degree status is equal, the School District will retain the teacher having the most versatile certificate in order to enable the School District to have flexibility in planning future curriculum.
 - 1.4.5. If the versatility of certificates is equal, the School District will retain the teacher chosen by lot through a process determined by the Superintendent or the Superintendent's designee.

2. Procedures

- 2.1. Action by Superintendent. The superintendent, upon receipt of the Board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own volition, shall submit to the board the superintendent's written recommendations for terminating particular teaching positions. In making recommendations, the superintendent:
 - 2.1.1. Shall not be limited to considering only positions in the areas or programs designated by the board
 - 2.1.2. Shall consult with each principal or other administrator in whose school or unit a position elimination/termination is proposed
 - 2.1.3. Shall take into consideration the criteria set out herein
- 2.2. Action by the Board. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's

recommendation, the Board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.

- 2.3. Notice and Hearing Procedures. Prior to taking any action to non-reemploy or dismiss a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own volition, the Board shall provide notice and an opportunity for hearing to the affected teacher; provided, however, because the law does not provide nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding dismissal and non-reemployment of teachers for cause. Notice of a recommendation of non-reemployment shall be given to the teacher prior to the 1st Monday in June.
- 2.4. Hearing. At the hearing, evidence may be presented by the administration and the teacher, as to
 - 2.4.1. whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the School District, and
 - 2.4.2. whether the recommendation to not renew (or dismiss) the specific teacher is being made in good faith and pursuant to the process set out herein.
- 2.5. Effect of the Board Decision. The decision of the Board based on the evidence presented at the hearing shall be final and unappealable.

3. Reemployment or Other Employment After Reduction in Force

- 3.1. Recall. The recall provisions in this process will only apply and be available to a teacher who had a composite TLE score of at least 3.00 at the time of his/her non-reemployment (or dismissal). For two school years after the effective date of non-reemployment (or dismissal) due to a reduction in force, the board of education shall not fill the specific position previously held by a teacher who was non-reemployed (or dismissed) due to a reduction in force without first offering such position to the non-reemployed (or dismissed) teacher. If more than one non-reemployed (or dismissed) teacher is both certified and qualified for a position which the teachers previously held with the School District and which becomes available, the Board, after receiving the superintendent's advice, shall select the teacher it believes will best fill the position.

Nothing in the policy shall give to any non-reemployed (or dismissed) teacher priority rights to fill a vacancy which becomes available and for which they are certified and qualified unless such position is identical to the position which they previously held with the School District.
- 3.2. Recall Procedures. The offer of reemployment shall be made personally or be certified mail, return receipt requested, and the teacher shall be notified that if he/she wishes to accept, he/she must do so in writing within five (5) calendar days of receipt of notice or within ten (10) calendar days of the postmark on the envelope in which the offer is mailed, whichever is shorter. Failure to receive timely acceptance of the offer of reemployment eliminates all reemployment rights of the teacher.

- 3.3. Status After Recall. A career teacher who has been non-reemployed (or dismissed) and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed (or dismissed) but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

4. Interpretation and Application

- 4.1. The interpretation and application of any provision of this policy shall be the exclusive province of the Board.

Article (H) – Employee Drug Testing Policy

1. Certified employees of Stillwater Public Schools will adhere to the policies outlined in policy DCC-R.

Article (I) – Employee Grievance Procedure

1. Purpose

- 1.1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to issues that may arise with respect to an employee's terms and conditions of employment. It is agreed that those proceedings should be kept as confidential as may be appropriate at any level of the procedure.

2. General Information

- 2.1. Time Limits. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the grievance process. Time limits specified, however, may be extended by mutual agreement or by mitigating circumstances, the nature of which shall be set forth in writing by the parties affected by the same circumstances.

If a grievant does not appeal a decision within the specified time limits, the grievance, shall be deemed settled at the highest level to which it was appropriately appealed. Failure of the immediate supervisor and/or superintendent to respond to a grievance within the specified time limits shall permit the grievant to proceed to the next level in the grievance process.

In the event a grievance is filed at a time that it cannot be processed through all procedural steps by the end of the school year, the time limits set forth herein shall be reduced by mutual agreement made in writing by both parties, and the grievance shall be resolved as soon thereafter as possible.

- 2.2. Group Grievances. No provision for group grievance is provided in this grievance procedural policy. The Board of Education and bargaining committee may consider adding such provision when experience indicates it is appropriate.
- 2.3. Right of Employee to Representation. During Levels I and II of the grievance procedure, the grievant and administrator may only be represented by a District employee or a representative of a professional organization of his/her choosing or may represent him/herself at these levels of the grievance process.

- 2.4. Reprisals. No reprisals of any kind shall be taken by any party against any other party in the grievance procedure by reason of such participation.
- 2.5. Grievance File. All documents, communications and records dealing with the grievance process shall be maintained in a file separate from the employee's personnel file.
- 2.6. Resolutions. Resolution of all grievances will be consistent with the negotiated agreement, Board policies, state statutes and administrative rules and regulations with respect to the grievant.
- 2.7. Process Observer. The lead negotiator for the Association, or a designee from the Association assigned by the lead negotiator, may represent the negotiating body at any and/or all levels of the grievance process. The role of process observer is to ensure proper representation and application of the grievance procedures outlined in the negotiated contract. The Grievance/Statement of Concern form(s) and documentation of resolution(s) shall be forwarded by Stillwater Public Schools to the lead negotiator.

3. Definitions

- 3.1. Grievance. The grievant is the employee filing a grievance.
- 3.2. Days. The term "days" used within this grievance procedure shall, except where otherwise provided, indicate contract working days of the grievant.
- 3.3. Grievance/Statement of Concern Form. The Grievance/Statement of Concern Form is the official form that must be submitted by grievant at the Level I, II and III grievance. Said form may be found in the Stillwater Public Schools policy DGBA-E1, the Grievance/Statement of Concern Form. Said form has been developed by and can only be modified through negotiated agreement and will be available to the grievant in the main office of each school site.

4. Grievance Procedure

- 4.1. Informal Resolution – Immediate Supervisor. Any certified employee who feels he/she has a legitimate grievance shall first request an Informal Resolution Meeting to discuss the concern(s) with the grievant's immediate supervisor within twenty (20) days of becoming aware of the most recent alleged violation. The grievant will cite specific contractual clauses, state statutes, or policies alleged to have been violated. The Informal Resolution Meeting must be held within five (5) days of grievant's initial request for said meeting, unless both parties have agreed to extend this time. A memo will be generated by the supervisor at this Informal Resolution meeting, stating briefly the topic, time, date and location of the meeting and signed by both employees, solely for the purpose of creating a record of said meeting. The grievant will receive a copy of the signed memo prior to the conclusion of the meeting. The objective of said meeting shall be to resolve the matter informally.
- 4.2. Level I Formal Resolution – Immediate Supervisor. If the grievant is not satisfied with the discussion and/or the resolution of the grievance issue(s) at the Informal Resolution Meeting or if the immediate supervisor fails to schedule the Informal Resolution Meeting within five (5) days, the grievant or representative(s) of the grievant may file a Level I Grievance with the immediate supervisor in writing, using the Stillwater Public Schools Grievance/Statement of

Concern Form.

The immediate supervisor will, in five (5) days from receipt of the Level I Grievance, respond in writing to the grievant, stating a decision regarding the grievant's concerns and including reason(s) for said decision(s).

- 4.3. Level II Formal Resolution – Superintendent of Schools. If the grievant is not satisfied with the grievance disposition at Level I or if no decision is rendered within the five (5) days set out in the Level I procedure, the grievant or representative (s) of the grievant may file a Level II Grievance in writing, using the Stillwater Public Schools Grievance/Statement of Concern Form. The Level II Grievance must be filed with the Superintendent of Schools within five (5) days of receipt of the Level I Grievance decision from the immediate supervisor or ten (10) days from initial filing of the Level I grievance if a decision was not rendered by the immediate supervisor within the time allowed.

The Superintendent of Schools, within fifteen (15) days of receipt of the Level II Grievance, shall hold a meeting with the grievant and/or representative(s) of the grievant, for the purpose of hearing the grievance/concerns of the grievant.

Written notice of the time, date and location of the meeting shall be provided to the grievant and representative(s) of the employee at least five (5) days prior to the date of the meeting. Within ten (10) days after the Level II Grievance meeting, the Superintendent shall provide the grievant a written decision that will include supporting reason(s) for said decision.

- 4.4. Level III Formal Resolution – Board of Education. Within five (5) days of the receipt of the decision of the Superintendent, said decision may be appealed by the grievant and/or representative(s) of the grievant, to the Board of Education using the Stillwater Public Schools Grievance/Statement of Concern Form. The Level III Grievance must be received by the President of the Board of Education no less than ten (10) days prior to the next regularly scheduled monthly meeting.

Within forty-five (45) days of the filing of the Level III Grievance, the Board of Education will hear the appeal of the grievant, either at a regularly scheduled monthly Board meeting or at a special meeting, scheduled specifically for that purpose. The grievant and representative(s) of the grievant shall be informed of the hearing date no less than ten (10) days prior to the hearing.

All proceedings before the Board of Education under the Level III Grievance procedure shall be open to the public, except then it is mutually agreed by the grievant and the Board of Education that the nature of the grievance and its disposition should not be subject to public information. The Oklahoma Open Meeting Act will govern all meetings.

The Board may consider, during the Level III Grievance, additional matters related to the application of the grievance policy to the specific grievance that is before the Board.

Within ten (10) days after the appeal hearing by the Board of Education, the Board shall provide the grievant and representative(s) of the grievant its written decision, which shall include supporting reasons therefore.

During Level I, II, and III of the grievance procedure, the grievant and the administrator may

be represented by a designee of his/her choosing or may represent him/herself at this level of the grievance procedure. If the grievant chooses to be represented by legal counsel, the administrator reserves the right to be represented by legal counsel.

Article (J) – Teacher Negotiation Organization Grievance Policy

1. The Board recognizes the right of the Association, as established by state statute, to file grievances on those items that deal solely with the statutory rights and activities of the Association to conduct professional negotiations. All Association grievances will be filed through the negotiation team. No grievance will be filed without a prior meeting between the negotiation team and the Superintendent of Schools.

Organization grievances shall be filed at Level II of the Employee Grievance Procedure. Individual employee grievances cannot be filed under this policy. They must be filed in accordance with the provisions of the Employee Grievance Procedure.

Article (K) – Formal Evaluation

- A. The district agrees to start the three year cycle for the 2024-25 school year. The baseline for Career Teachers with Highly Effective or Superior will be collected from the 2023-24 school year evaluation data. All teachers will be expected to submit an annual Growth Plan in iObservation by September 15th. If a plan is not submitted, the teacher will be formally evaluated regardless of rotation cycle for that school year.
- B. Non evaluative classroom observations may be conducted at any time for both probational and career teachers.
- C. Highly Effective or Superior rated teachers not being formally evaluated for the school year will be willing to serve as Mentor Teachers in their building.
- D. After the first year that a teacher is exempt from evaluation, the site administrator will consult with that teacher to establish a three year cycle for observations.

SECTION 3 - COMPENSATION

Article (A) – Salary Schedule

1. ~~Due to the district's current budget constraints, the Association and the Board agree for the 2024-2025 school year, each certified employee who is granted a year of experience with OSDE will receive a step increase~~ **that no step will be given for the 2025-2026 school year.**
2. It is the intent of this contract that all full-time certified staff, contracted for the current school year, shall be compensated according to degree and experience as indicated by the attached schedule, except as follows:
 - 2.1. Effective January 1, 1990, only graduate level credit earned following the date of the initial teaching degree that is approved for certification in the field of education may be applied to Levels II, IV, and V of the Stillwater Public Schools Teacher Salary Schedule. Graduate hours earned before initial certification is achieved will be approved for the salary schedule if a conversion endorsement certificate or initial teaching certificate is granted. The Superintendent of Schools may grant exceptions to this policy prior to enrollment.
 - 2.2. Effective July 1, 2017, all teachers will be placed on the Teacher Salary Schedule

commensurate with all verified years of teaching experience whether earned in Oklahoma or another state. This salary placement will not include a retroactive payment.

- 2.3. No returning certified employee will qualify for an increment on the attached compensation scale who has not met the local staff development requirements for the previous year.
3. Teachers who begin their employment prior to providing a valid teaching certificate required of their position shall be compensated at Step 0 / Bachelor's Degree of the 2024-2025 2025-2026 State Minimum Teacher Salary Schedule, until valid certification is provided.
4. A valid teaching certificate establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the valid date of the teaching certificate.
5. Less than full-time certified teaching staff shall be compensated for a portion of a planning period in an amount equal to the ratio of their teaching assignment to full-time equivalency if the position to which they are assigned has a set, regularly scheduled planning period. If two (2) or more teachers split or job-share a full-time assignment, the sum of their fractional parts cannot exceed a 1.0 full-time equivalency (1.0 FTE).
6. Certified Elementary or Secondary employees who lose planning time due to:
 - 6.1. The lack of available substitute,
 - 6.2. Being directed by the building administrator to use his/her planning time to supervise instructional classes; and/or,
 - 6.3. Failure to receive planning time through no fault of the certified employee, with the exception of special programs or assemblies, shall be compensated \$25.00 per planning period lost at the elementary, middle school or junior high school levels, or \$30.00 per eighty-five (85) minute high school block. This compensation shall be made on a semester basis, provided the employee has submitted to the building administrator, within five (5) teacher contract days, the proper compensation form available in each site's main office and attached at the end of this contract.
7. On those occasions in Elementary schools when all three of the following conditions are met:
 - 7.1. A substitute teacher is requested through Frontline (substitute tracking system) due to a Grade Level teacher absence; and
 - 7.2. The requested substitute teacher position is not filled; and
 - 7.3. Another Grade Level teacher is required by the building administrator to teach some or all of the students from the absent teacher's class in addition to his/her own regularly scheduled students;
8. It is agreed that the teacher required by the building administrator to teach some or all of the students from the absent teacher's class shall be paid \$5.00 per student added to the

class per day.

9. On those occasions in Secondary schools when all three of the following conditions are met:
 - 9.1. A substitute teacher is requested through Frontline (substitute tracking system) due to a Grade Level teacher absence; and
 - 9.2. The requested substitute teacher position is not filled; and
 - 9.3. Another teacher is required by the building administrator to teach some or all of the students from the absent teacher's class in addition to his/her own regularly scheduled students;
10. It is agreed that the teacher required by the building administrator to teach some or all of the students from the absent teacher's class shall be paid \$15.00 per class period for Middle School and Junior High and \$20 per class period for High School.
11. This compensation shall be made on a semester basis, provided the employee has submitted to the building administrator, within five (5) teacher contract days, the proper compensation form available in each site's main office.
12. Effective with the 1997-1998 school year, new hires in the areas of counseling, reading or gifted and talented will no longer receive five percent (5%) extra salary for their positions. Teachers in those positions prior to 1997-1998 will continue to receive the five percent (5%) extra salary as long as they remain in the same positions.
13. Any teacher who receives a master degree, Ed.D, Ed.S, or Ph.D. from an accredited American university after July 1, 2012 shall be paid a one-time stipend of \$3,000. Any teacher hired after July 1, 2012 will receive the stipend only if the degree is awarded after hire date and contingent upon continued employment with SPS for at least one year. An official transcript will need to be submitted to Human Resources and OSDE. Payment will be received within 90 days of receipt of the official transcript.
14. A teacher who receives college hours that would allow them to move to the next level on the certified pay scale will be approved for salary level increase as soon as their official transcript shows completion of courses and is submitted to Human Resources.

The effective date of the pay increase will be:

- 14.1. for hours added to transcript: the first day of the month following HR's receipt of the official transcript;
15. Upon completion of CALT certification, teachers will receive a one time stipend for 5 years following the chart below starting with the 2023-2024 school year. Teachers hired into the district with CALT certification will begin receiving the stipend based on the scale below at the conclusion of year one.

Year 1 - \$500 (paid upon completion)

Year 2 - \$750

Year 3 - \$1000

Year 4 - \$1250

Year 5 - \$1500

16. Each employee (and one guest) will be entitled to free admission to all athletic events, excluding state sanctioned play-off events, by using their district issued ID badge.

Article (B) – Payment Schedule

1. Teachers will be paid on a twelve (12) month basis. Entry-level teachers have the option of receiving a partial check on the last working day of August.

Article (C) – Accumulated Attendance Incentive (Retirement)

1. Certified employees who retire during the current school year shall receive Twenty-Five Dollars (\$25.00) for each unused sick day accumulated during their employment in Stillwater. To obtain this benefit, an employee must be eligible for full retirement benefits as defined by the Oklahoma Teachers' Retirement System.

Article (D) - Inductee Year Mentors

1. Stillwater Public Schools will provide funding for mentor teachers to support the Teacher Induction Program. Mentors will be funded according to established District guidelines. A stipend of Five Hundred Dollars (\$500.00) will be paid to mentors upon completion of the residency induction year requirements.

Article (E) – Early Release Fridays – Child Care Provision

1. The district will establish designated Early Release Fridays (ERF) for students to allow teachers opportunities for collaboration and professional development. Teachers affected by ERF may benefit from the availability of affordable, convenient child care. In an effort to reduce child care concerns of teachers, the district will provide and reimburse up to one hour of child care for one or more of teachers' children for care attributable to ERF. Whether to use care available through Pioneer After-School Learning Services (PALS) is completely within the teacher's discretion. Only PALS-provided child care is eligible for district reimbursement.
2. Teachers who choose to use PALS for their children's child care of ERF will pay the customary rate for child care in accordance with PALS' published rates.
3. At the end of each semester the PALS Director will submit to payroll a ledger of attendance and payments made by eligible teachers for each child receiving care pursuant to ERF. Payroll will process a reimbursement to each teacher according to child care services provided to the teacher's child or children, attributable to ERF, for the preceding semester with payment to be made the next available pay cycle and included in the teacher's district paycheck.
4. The reimbursement is treated as compensation subject to the normal governmental withholding amounts (e.g., IRS, OTRS, and Social Security). Teachers choosing to use this care option are

individually responsible for ensuring the accuracy of records related to child care and appropriate reimbursement.

5. Any dispute regarding hours of care received or the amount of reimbursement must be brought to the district's attention within 30 days of the end of the semester for which reimbursement is claimed; otherwise, reimbursement will be forfeited.

Article (F) – Activity Pass

1. Each employee (and one guest) will be entitled to free admission to all athletic events, excluding state sanctioned play-off events, by using their district issued ID badge.

SECTION 4 - EMPLOYEE LEAVE

Article (A) – Personal Business Leave

1. Certified personnel, as full-time employees, are granted a minimum of five (5) days of personal business leave each school year. They are defined and distributed as follows:

SPS Year of Experience	Personal Leave	Personal Leave with Deduct	Emergency Leave
10 or more years	4	0	2
4-9 years	3	0	2
0-3 years	2	1	2

- 1.1. Personal Business Days – For personal use, which does not require a reason for approval. Employees with four (4) or more years of experience with Stillwater Public Schools receive all three (3) personal days with no salary deduction. Employees zero (0) through three (3) years of experience with Stillwater Public Schools receive the first two (2) days of personal business leave with no salary deduction and the third personal business day with a salary deduction equal to the rate paid to a non-certified substitute.
- 1.2. Emergency Leave Days – Absence due to circumstances over which the employee has no control and no option except to be absent, granted with a salary deduction at the rate paid to a non-certified substitute teacher. Two emergency leave days are granted each year.
2. Personal business leave days cannot be used the first two (2) days of school, the last two (2) days of school, on those days identified in the calendar as Teacher Professional Days, or preceding or following a scheduled holiday except in the event of extraordinary circumstances, as determined by the principal.
3. Personal business leave days should, whenever possible, be applied for at least three (3) days prior to the requested leave.
4. Under special circumstances, preceding or following a scheduled holiday, personal business leave can be applied for and approved, if all the following criteria are met:
 - 4.1. Application must be received and approved by the building principal at least two (2) weeks

prior to the requested leave. To be approved, the building principal must agree that classroom instruction at the building level will not be affected adversely due to this leave request.

- 4.2. The principal must obtain a qualified substitute to cover the absence.
- 4.3. No more than five percent (5%) of teachers in a school will be approved by the principal for leave adjacent to a holiday at any one time. Buildings with less than thirty (30) teachers may have two (2) leaves for the same holiday if the five percent (5%) District rule has not been altered. The principal must verify the application of the rule prior to approval of a request.
- 4.4. Leave must not be taken until written approval is received from the Principal.
- 4.5. Leave taken without prior approval will result in a full day's salary deduction.
- 5. Unused non-deducted personal business leave days shall be rolled over into sick leave at the conclusion of the school year. Emergency days are not included.

Article (B) – Sick Leave

- 1. Certified personnel employed as full-time on a nine (9) or ten (10) month basis are granted ten (10) days sick leave during the school year without loss of salary; full-time certified personnel employed on an eleven (11) month basis shall receive eleven (11) days sick leave; and said personnel employed on a twelve (12) month basis shall receive twelve (12) days sick leave during each school year without loss of salary. Part-time employees are eligible for sick leave at a prorated amount. A doctor's certificate verifying illness and/or medical release may be required of any employee after five (5) consecutive days of absence or if abuse of leave is suspected.

Contract	Sick Leave Days
9	10 days
10	10 days
11	11 days
12	12 days

- 2. Sick leave is defined as an employee's absence from assigned duty due to personal illness, accidental injury, pregnancy, or accident injury or illness in the immediate family. Immediate family shall be defined as: (a) spouse, (b) child, (c) parent, (d) brother, (e) sister, (f) grandparent, and (g) grandchild. If the employee is serving as the primary caregiver to a person not listed as said immediate family, consideration of absence will be given.
- 3. Unused sick leave shall be cumulative to a total of seventy-five (75) days for each employee.
- 4. Employees who have transferred leave into the District will have those days applied to any used leave prior to the use of days accumulated with the District
- 5. Should said sick leave provisions as defined above become exhausted, the full-time employee shall continue to receive full salary, less the amount paid to a non-certified substitute for said employee's position, for a period of an additional twenty (20) days.
- 6. Upon approval of an employee's worker compensation claim, Stillwater Public Schools will

reimburse the employee based on Workers' Compensation rate.

Article (C) - Sick Leave Bank

1. Stillwater Public Schools shall maintain a sick leave bank for the benefit of all employees as outlined in Stillwater Public Schools Board Policy DEFA.
2. The Association shall have a representative on the governing committee of the sick leave bank.
3. Employees will not be required to use deduct in order to access sick leave bank.

Article (D) – Sick Leave Sharing

1. If an employee has exhausted or will exhaust sick and personal leave and is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee, pregnant or recovering from childbirth, or a relative, documented by a physician, and the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment, the employee may request the use of leave days to be donated by another employee.
2. Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent.

- 2.1. An employee requesting donated days must first provide the Human Resources Department with a Request for Donated Leave Form, statement of need indicating why donated leave is needed, a HIPAA (Health Insurance Portability and Accountability Act) release of information form and a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

In the event that all available leave, including sick, sick bank, personal, vacation, compensation time, excessive/extended leave and donated leave, have been exhausted, the employee will be placed on an automatic sick leave of absence without pay for the remainder of the school year. At that time, he/she will no longer be eligible for leave sharing.

An employee may obtain up to sixty (60) days of shared leave per school year. The Superintendent or their designee may grant an extension beyond the sixty (60) day limit in extenuating circumstances.

Employees desiring to donate days shall complete a written authorization transferring days to the employee.

Employees may donate any amount of leave which does not cause the donating employee's accumulated leave balance to fall below the yearly amount afforded to them per the negotiated agreement or support handbook.

Shared leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

- 2.2. The employee receiving donated days is to receive his or her normal rate of pay.
- 2.3. Shared leave usage records shall be maintained separately from regular or sick bank leave records.

- 2.4. Any donated leave which is not used shall be returned to the donating employee(s) on a prorated basis.
- 2.5. Sick Bank days may not be donated.
- 2.6. All donations are anonymous; the recipient cannot be told who gives them sick days.
- 2.7. Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.
- 2.8. The board of Education delegates initial decision-making authority pursuant to 70 Okla. State Section 6-104 (C) (1) to the Superintendent or their designee as the determining body as to whether the employee meets the criteria above and has previously abided by District leave policy. The Superintendent, acting as Board designee, will make the decision which may be appealed to the Board.

Article (E) – Family Medical Leave Act

1. Stillwater Public Schools will comply with the terms and conditions of the Federal Family and Medical Leave Act. Military caregiver leave shall be provided as required by law. (See policy DECA)

Article (F) - Maternity/Adoption Absence

1. The employee will notify the Human Resources Department and supervisor/principal, via email, of the approximate arrival date of the child.
2. The notice should include a statement as to the approximate date the employee expects to initiate the maternity/adoption absence and the approximate date it will end.
3. All accrued sick leave days will be applied to the maternity/adoption absence. Maternity/adoption absences can only be applied to contractual days as outlined in the Family Medical Leave Act (Policy DECA).

Article (G) – Jury Witness Leave

1. Certified Personnel shall be granted leave for jury service or when subpoenaed as a witness in a criminal, civil or juvenile proceeding. The employee must notify the Human Resources Department via email and site supervisor of summons or subpoena. Employees shall receive full pay, during the time said employee is serving as a juror or witness, as related to the course of employment with Stillwater Public Schools. ***Any payment for jury duty service shall be submitted to the Finance Department.***

Article (H) – Leaves of Absence

1. Short-Term Leave of Absence – Certified staff may apply to the principal or supervisor for short-term leave of absence, without pay, not exceeding five (5) working days per year. Short-term leave must be requested prior to absence through the building principal or supervisor. Requests for absence during times which place undue burden on others or which work against the purposes and objectives of the school will be denied.

2. Nothing stated in the above shall prevent the Board from authorizing or extending a leave of absence for a purpose not expressly identified above.
3. Long-Term Leave of Absence – Certified full-time staff may apply for long-term leave of absence, without pay, not exceeding one (1) year for the following reasons:
 - 3.1. Graduate study*
 - 3.2. Work experience required for certification*
 - 3.3. To hold elected office in state or national professional education organizations
 - 3.4. Maternity or adoption
 - 3.5. Illness
 - 3.6. Military**
 - 3.7. Convalescence of employees or members of the immediate family (a physician's statement may be required concerning the convalescence)
4. Full-time certified employees' requests for long-term leave without pay must be made in writing directly to the Superintendent and sent by certified mail postmarked on or before April 25th. The Superintendent may recommend approval of the leave to the Board at the next regular board meeting following receipt of the request when it is deemed in the best interest of the District to do so. A letter stating the decision of the Board and condition of the leave will be given to the employee.
5. If a long term leave of absence is granted in one (1) school year, the employee will not be eligible for another long term leave of absence for at least two (2) complete school years after returning to work at the end of the previous long term leave of absence. Exceptions may exist, such as service in the state/national teacher association(s), election to public office, or illness of the employee or a family member of the employee as defined in Section I, Article (B) of this contract. These exceptions will be considered by the Superintendent and the Board for long term leave in consecutive years. This in no way diminishes the employee's right under the Family and Medical Leave Act of 1993.
6. On granting long-term leave, the Board will, during the period from the date of application (no later than April 25th through June 1st) attempt to identify an acceptable replacement employee who will accept a temporary, one-year only contract. If an acceptable replacement is secured who is willing to accept a temporary, one-year only contract, the leave employee will be allowed to return to the same position after completing the leave of absence. If an acceptable replacement employee who is willing to accept a temporary, one-year only contract is not identified by June 1st, the leave employee will not be guaranteed the opportunity to return to the same position after completing the leave of absence.
7. If a long-term leave of absence is granted, without a guarantee to return to the same position, the Board signifies its intent to reemploy said leave employee in another classroom teaching position for which the teacher holds a standard certificate, provided there is a vacant classroom teaching

position for which the leave employee holds a standard certificate. If the vacant position is other than the original position and the replacement teacher holds a standard certificate for that position, the returning leave teacher may choose either position. If no position is open for which the leave teacher is qualified, the leave of absence will be extended.

8. If, following the leave of absence period, the leave teacher rejects an offer of employment for which he/she is certified, the District shall have fulfilled its obligation to the leave employee.
9. All certified employees granted a leave of absence for any of the above purposes shall retain all accumulated benefits following completion of the leave. No certified employee may accrue additional benefits while on any leave of absence.
10. To be eligible for reemployment following the period of leave, the employee shall notify the District by certified mail postmarked on or before April 25th of the school year in which the leave was granted.
11. Employees granted leaves of absence for graduate study [twelve (12) hours per semester at an accredited school]; work experience required for certification; work experience required for certification; and professional education organization officership shall, upon request, furnish satisfactory evidence of completion of the program or term of office for which leave was requested. Failure to do so shall result in termination of the employee except under extraordinary circumstances as determined by the Superintendent.
12. Any employee on a leave of absence is entitled to continued participation in the available health insurance program, provided payment of premiums is made in advance and the employee makes prior arrangements with the Human Resources department.
13. Employees returning from a long-term leave of absence are not exempt from involuntary reduction-in-force policy or internal employee transfer policy.
14. Nothing stated above shall prevent the Board from authorizing or extending a leave of absence for any other purpose not expressly identified above.
15. With the exception of work experience required for certification, acceptance of other employment during the time the employee is on a leave of absence from Stillwater Public Schools nullifies the conditions of leave and the employee shall be deemed to have resigned as the leave commencement date.

****This is only available to career teachers.***

*****The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned cops of the Public Health Service, when Employment and Reemployment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave. Leave will be granted in accordance with federal law.***

Article (I) – Bereavement Leave

1. Certified personnel, as full-time employees, are granted yearly five (5) days, at no deduction in salary, for each occurrence of death of members of the immediate family. These days do not need to be taken consecutively. Immediate family shall be defined as: (a) spouse, (b) child, (c) parent, (d) brother, (e) sister, (f) grandparent, (g) grandchild, (h) spouse's parent and grandparent, (i) brother-in-law and sister-in-law, (j) niece and nephew, (k) aunt and uncle, (l) cousin, and (m) spouse of member of said immediate family. A teacher, as an expectant parent, spouse, and/or domestic partner who suffers a pregnancy loss (including, but not limited to, chemical pregnancy, ectopic pregnancy, molar pregnancy, miscarriage, Terminated for Medical Reasons (TFMR), stillbirth, neonatal loss) shall be eligible for bereavement leave. In addition to the above, full-time teachers may also be permitted to take one (1) day of death leave for each occurrence of death of a member of the "extended family". All death leave benefits shall be non-cumulative.

Article (J) – Administrative Assignments

1. Administrative assignments may be granted to teachers without loss of salary. They may include such professional activities as the following: (a) professional and curriculum committee meetings or workshops, (b) workshop presentations, (c) school visitations, (d) legislative sessions concerning education, and (e) other school-related activities assigned by the principal. These requests may be initiated either by the teacher or by the principal.
2. Any teacher seeking National Board Certification will be entitled to two (2) administrative leave days for national board portfolio development or related professional development. A substitute shall be provided by the School District at no cost to the teacher.

Article (K) – Association Leave

1. The President of the Association shall be granted five (5) days per year release time for Association business. The Association will pay the cost of the substitute teacher.
2. In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs, these representatives will be excused without loss of salary, provided the Association reimburses the District for the cost of the substitutes. The limitation of Association leave shall be twelve (12) days per year. Excluding the Oklahoma Education Association Delegate Assembly, only one (1) person per building per day may take Association leave, with the exception of the President and/or at-large representative. The number of Association leave days shall be increased from seventeen (17) days to twenty-two (22) days during a year when an Association member is serving on the Oklahoma Education Association Board of Directors.

SECTION 5 - COMMUNICATIONS

Article (A) – Internal Communications Committee

1. An Internal Communications Committee, composed of one (1) teacher from each building and two (2) SESPA representatives, will be formed yearly. This committee, chaired by the SEA Correspondence Secretary/Editor, will meet quarterly with the Superintendent who may also invite representatives of the administration.

2. If an employee has an issue that affects the general population, he/she first attempts to resolve it with the site administrator. If an employee has a district-level issue, he/she first attempts to resolve it with the site administrator and appropriate district administrator. An employee has the option to be represented by their internal communications committee member. If the issue is not solved at the site level, the employee must put the issue in writing and furnish the chair with a copy prior to his/her meeting with the Superintendent. The Internal communications Committee will meet each quarter on a date and time mutually agreed upon by the chair of the committee and the Superintendent. On the Friday prior to the quarterly meeting, the Superintendent and the chair of the committee will meet. It is during this Friday meeting that the chair presents agenda items to the Superintendent and, in turn, the Superintendent adds items of his/her own. The final agenda, created jointly, is used with the committee.
3. If necessary, the Internal Communications Committee can call additional meetings.

Article (B) – School Calendar

1. The school calendar will be the result of positive and effective input by both teachers and the administration. A Calendar Committee will work with the administration of the school calendar. Final decisions will be made by the administration.

SECTION 6 - ATTACHMENTS

1. Procedural Agreement
2. Certified Salary Schedule for 2024-2025.
3. Stipend List

THE FOLLOWING ARE FOR INFORMATIONAL PURPOSES ONLY

4. Stillwater Public Schools Teacher Evaluation Handbook (TLE Toolkit)
5. Planning Period Form
6. Elementary Combined Class Form
7. Secondary Combined Class Form

PROCEDURAL AGREEMENT FOR NEGOTIATIONS

Article (A) – RECOGNITION

1. The Board hereby recognizes the Association as the exclusive bargaining representative for employees who are required by the position in which they are employed to be certified as teachers and who do not hold supervisory authority with respect to other teachers in the district.
2. All certified and/or licensed teachers under contract with Stillwater Public School District, except administrative personnel, shall have the right to join, participate in, and assist the Association or have the right to refrain from such activities. The Board and/or the Association shall not discriminate against any person, regardless of membership or non-membership in the Association or for participation or non-participation in any phase of the bargaining process.

Article (B) – SCOPE OF BARGAINING

1. The Board and the representatives of the Association must negotiate in good faith on wages, hours, fringe benefits, and other terms and conditions of employment. To negotiate in good faith shall mean both parties must be willing to consider proposals in an effort to find a mutually satisfactory basis for agreement and must be willing to discuss their respective contract proposals. If either party objects to the others' agreement proposals, the objecting party must support its objections with rationale. Neither the Board nor the Association will purposefully use the above statements of "Scope of Bargaining" to expand on or circumvent negotiations on mandatory bargaining issues.
2. There shall be no negotiations on inherent managerial policy. The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by state and federal law, including the right to make policy, rules and regulations that are not inconsistent with any law or negotiated agreement.

Article (C) – STATUTES AND POLICIES

1. The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. No agreement shall abrogate the legal rights, obligations, and power of the Board, including its power to make policy.

Article (D) – NEGOTIATING TEAMS

1. No more than six (6) designated representatives of the Board will meet with no more than six (6) designated representatives of the Association for the purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Only those members who comprise the negotiation teams will be present in the room during negotiations except for the OEA advocate and clerical assistance. Each party will designate a lead negotiator at the outset of the negotiation meetings. The individual designated as the lead negotiator of each party shall have the authority to make proposals and counter proposals, to compromise and to make agreements subject to ratification by the parties. However, when the lead negotiator of either team elects to release information, he/she may do so, provided he/she gives to the lead negotiator of the other team a written/digital copy of the information to be released.

Article (E) – NEGOTIATIONS PROCEDURES

1. Initiating Negotiations

1.1. Upon written request for a negotiation's session by either party, an initial meeting date and place acceptable to both parties will be selected. A negotiation session is defined as that time from presentation of proposals through ratification of a negotiation's agreement. The request for a negotiation session must be made on or before June 1 of each year a negotiation session is to be held

2. Negotiations Meetings

2.1. All Board proposals and all Association proposals will be presented at the first negotiations meeting. Negotiation meetings will be held at times and places mutually acceptable to both parties. During meetings, each party is free to caucus at any time. The lead negotiator for each team will be the chief spokesperson for each meeting. Other meetings ground rules shall be set by agreement of the team members.

3. Exchange of information

3.1. Upon reasonable request, the parties shall provide each other with available information regarding negotiations.

4. Information Releases

4.1. During negotiations, releases to news media shall be by mutual agreement only.

5. The Agreement

5.1. All proposals and counter proposals will be presented in writing. Tentative agreements reached between representatives of the parties shall be reduced to writing and signed and dated by the lead negotiators. Such tentative agreements shall then be set aside pending final approval or ratification as a package first by the Association and subsequently by the Board. Items that have received tentative agreement cannot be reconsidered, unless mutually agreed upon by both teams or unless the Board and the Association fail to ratify the agreement. Tentative agreements become final agreements and thus a part of the contract upon ratification by the Board and the Association. Upon approval and after necessary action by the Board, terms of the agreement shall be implemented. No further negotiations will take place without mutual agreement until a formal request is made in accordance with the guidelines for initiating negotiations (Article E, Subsection I).

Article (F) - IMPASSE PROCEDURE

1. If negotiations representatives of the Board and the Association are unable to reach agreement on any or all negotiations items, the procedure for resolving an impasse as developed by the Board and representatives of the Association shall be in effect. If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school. Within two (2) days of such declaration, the parties shall jointly request the services of the Federal Mediation and Conciliation Service (FMCS), unless the parties mutually agree to forego the mediation process.
2. If the mediation process has been utilized and fails to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to a fact finding committee as follows:

- 5.1.1. One member selected by the representatives of the Association within five (5) days after the reaching of impasse;
- 5.1.2. One member who shall be selected by the Board within five (5) days after the reaching of impasse; and
- 5.1.3. One member who shall serve as chairperson of the committee and shall be selected as follows:
 - 5.1.3.1. The State Board of Education shall appoint not less than twenty or more than thirty persons to be placed on the State Superintendent's list of fact finders. The appointees must reside in Oklahoma, must be neutral and unbiased and must be knowledgeable in the fields of school operations, school finance, personnel management, dispute resolution, and hearing procedures. The appointees shall not currently be elected public officers or employees of a board of education or officers or employees of an organization of education employees. No person who is related within the second degree by consanguinity or affinity to an elected public officer, to an employee of the local board of education that is involved in the impasse, or to an employee of an organization of education employees shall be eligible to serve as a fact finder.
 - 5.1.3.2. An appointee shall serve until such appointee resigns or is removed by the State Board of Education from the State Superintendent's list of fact finders. An appointee must be removed immediately if he or she becomes an elected public officer or employee of a board of education or an officer or employee of an organization of education employees.
 - 5.1.3.3. Within ten (10) days of being notified that a fact finder is needed, the State Superintendent of Public Instruction or designee shall provide the names of five potential fact finders selected at random from the list of appointees who are available to serve as a member and the chairperson of the committee. The parties shall select the fact finder from the five names within fifteen (15) days after receiving the list of fact finders.
 - 5.1.3.4. It shall be the responsibility of the State Board of Education to establish rules, regulations, training, hearing procedures, and payment schedules to implement the provisions of this paragraph.
- 5.1.4. Within five (5) days after the selection of the chairman, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished by each party to the chairman and other members of the committee.
- 5.1.5. The chairman shall convene the committee for fact finding. This committee shall meet with the representatives of both parties. Within twenty (20) days after the chairman is selected, the committee shall present written recommendations to the local Board and to the Association.
- 5.1.6. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for

the board and for the organization. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such a meeting, the representatives shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written statements, either party may discontinue such effort.

5.1.7. The local board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiation's impasse process within thirty (30) days of the effective date of implementation.

5.1.8. The Association and the Board will each be responsible for the fees and costs of its member on the fact-finding committee and shall share equally in the fees and costs of the third member.

2.2. The procedure provided for herein for resolving impasses shall be the exclusive recourse of the Association. It shall be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Association engaging in a strike shall be denied the full amount of his wages during the period of such violation. If the Association or its members engage in a strike, then the Association shall cease to be recognized as representative of the unit and the school district shall be relieved of the duty to negotiate with such Association or its representatives.

Article (G) - DURATION

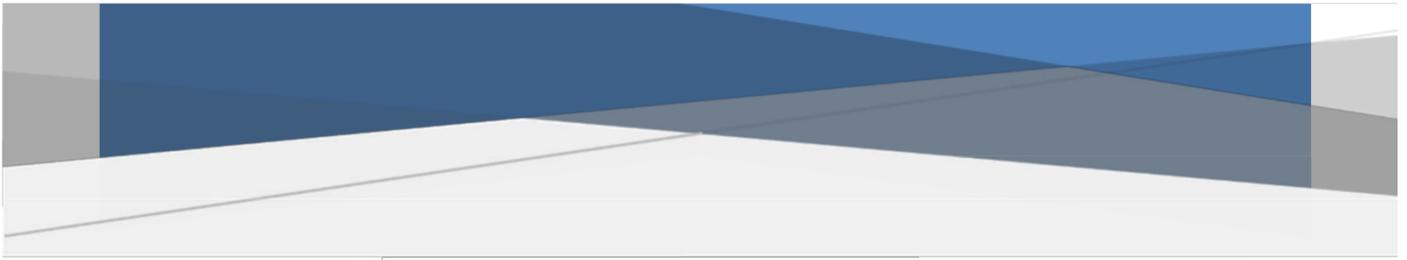
1. After ratification by the Board and by the Association, this agreement shall become effective upon the signing by the Board President, the Association President, and the Association Chief Negotiator. This agreement shall be effective for the successive fiscal year periods unless a successor agreement is mutually agreed upon by representatives of the Association and the Board and shall be renewed automatically without modification, unless either party shall request an amendment.
2. This Agreement remains in effect during the time the Association continues as the exclusive negotiation representative and shall continue in effect for successive fiscal year periods. If either party desires to amend the Agreement, written notice shall be given prior to June 1st. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice. When completed, the revised Procedural Agreement will become effective.

Article (H) - SAVINGS CLAUSE

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or SEA negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within fourteen (14) days solely for the purpose of negotiating only the affected provision(s).

Article (I) - NON-DISCRIMINATION

There shall be no discrimination against any employee covered by this contract in a manner which would violate any applicable laws on the basis of race, color, creed, national origin, age, sex, or marital status in the evaluation, employment, transfer, or promotion of personnel.



STILLWATER PUBLICSCHOOLS
Teacher Evaluation Toolkit

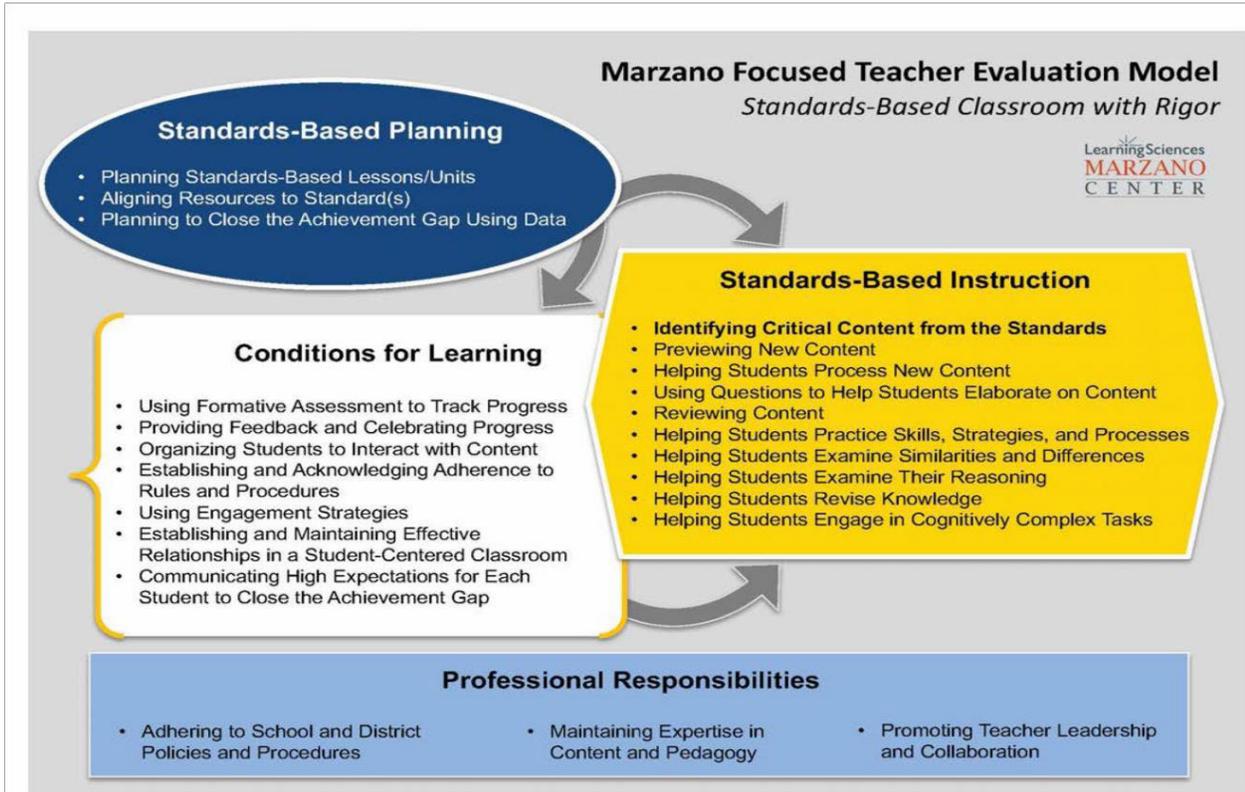
August 2024 2025

Marzano Focused Teacher Evaluation Model

We are using the Marzano Focused Teacher Evaluation Model as our evaluation tool for ~~2024-2025~~ 2025-2026.

The Focused Model

- integrates the prior 60 behaviors into 23 scoreable elements for standards-based classrooms
- concentrates measurable teacher actions and capabilities into 23 essential behaviors
- measures teacher effectiveness within four areas of expertise
 - 1. Standards-Based Planning
 - 2. Standards-Based Instruction
 - 3. Conditions for Learning
 - 4. Professional Responsibilities



Sample of real-time data displayed in iObservation. The figure is not comprehensive for all four domains.

Standards-Based Planning	Evaluative Observations	Evaluation Score
Planning Standards-Based Lessons/Units	Dv Ap In	4 Innovating
Aligning Resources to Standard(s)	NU Dv Ap	3 Applying
Planning to Close the Achievement Gap Using Data	Bg Dv Ap	3 Applying
Standards-Based Planning Score: 3.33		
Standards-Based Instruction	Evaluative Observations	Evaluation Score
Identifying Critical Content from the Standard	Dv Ap Ap Ap In	4 Innovating
Previewing New Content	Ap In	4 Innovating
Helping Students Process Content	NU Bg Dv	2 Developing
Using Questions to Help Students Elaborate on Content	Dv Dv Ap	3 Applying
Reviewing Content	Bg Dv Ap	3 Applying
Helping Students Practice Skills, Strategies, and Processes	Dv Ap	3 Applying
Helping Students Examine Similarities and Differences	NU Bg Dv	2 Developing
Helping Students Examine Their Reasoning	Bg Dv Ap	3 Applying
Helping Students Revise Knowledge	Bg Dv	2 Developing
Helping Students Engage In Cognitively Complex Tasks	Ap	3 Applying
Standards-Based Instruction Score: 2.90		
Conditions for Learning	Evaluative Observations	Evaluation Score
Using Formative Assessment to Track Progress	NU Bg Dv Ap	3 Applying
Providing Feedback and Celebrating Progress	Ap In	4 Innovating
Organizing Students to Interact with Content	Ap	3 Applying

Each element receives a score

Element score history is shown

Each score links to the observation for details

Who Will Be Evaluated?

All **classroom teachers** will be evaluated using the Marzano Focused Teacher Evaluation Model.

All **certified non-classroom teachers** such as, nurses, counselors, librarians, speech pathologists, school psychologists and academic coaches, will be evaluated using the Marzano Focused Instructional Support Personnel Evaluation Model.

How Will Teachers Be Evaluated?

Probationary and Career Teachers

State statute requires teachers to be categorized as either “Probationary” or “Career” teachers.

In order for an educator to attain career status, regulations set in HB2957 (2016) must be met. In accordance with HB2957 (2016), a career teacher who was employed for the first time in one school district under a written continuing or temporary teaching contract beginning in 2017-2018 or thereafter:

- a.) has completed three consecutive complete school years in one district and has achieved a district evaluation score of *superior* for two of the three school years,
- b.) has completed four consecutive complete school years in one district and achieved at least an *effective* district evaluation score on the TLE for the last two years of the four year period, or
- c.) has completed four or more consecutive complete school years in one district and has not met the requirements above, **only** if the principal of the school of which the teacher is employed submits a petition to the district superintendent requesting that the teacher be granted career status, the superintendent agrees with the petition and the local board of education approves the petition. The petition shall specify the facts supporting the granting of career status to the educator. These documents should be retained as part of the educator's personnel file.

We will consider two (2) teacher categories when calculating evaluation scores in iObservation;

- all **probationary** teachers will be **Category 1 (C1)** teachers, and
- all **career** teachers will be **Category 2 (C2)** teachers.

DISTRICT STANDARDS FOR TEACHER EVALUATION

1. EVERY DOMAIN IS OBSERVED (not every element)
 - A. PROFESSIONAL RESPONSIBILITIES DOMAIN will be observed and scored for each teacher
 - B. STANDARDS-BASED PLANNING is observed and scored for each teacher
2. GROWTH PLANS are required and are included in conference dialogue
3. STUDENT ACHIEVEMENT DATA is included when considering an evaluation score (when available)
4. NO FEWER THAN 60 DOCUMENTED MINUTES/semester for Probationary Teachers and 30 minutes/semester for Career Teachers
5. INFORMAL OBSERVATIONS

*Informal - unannounced, pre- & post-conference as needed

Observation/Evaluation Table

	Probationary Teacher	Career Teacher
	Requirements have changed and can be found in the Teacher and Leadership Effectiveness document .	Requirements have changed and can be found in the Teacher and Leadership Effectiveness document .
First Semester Prior to Dec 31, 2024 2025	30 Minutes Minimum 2 Observations Minimum <hr style="width: 50%; margin: auto;"/> Mid Term Summative Evaluation	30 Minutes Minimum 1 Observation Minimum
Second Semester Prior to April 1, 2025 2026	30 Minutes Minimum 2 Observations Minimum <hr style="width: 50%; margin: auto;"/> Final Evaluation on or before April 1, 2024 2025	30 Minutes Minimum 1 Observation Minimum <hr style="width: 50%; margin: auto;"/> Final Evaluation on or before April 1, 2024 2025

0 – 4 Rating Scale (Inherent component in iObservation)

LEVELS OF PERFORMANCE

Innovating (Level 4)	Applying (Level 3)	Developing (Level 2)	Beginning (Level 1)	Not Using (Level 0)
-------------------------	-----------------------	-------------------------	------------------------	------------------------

Proficiency Scale for all teachers, Probationary [Category I (CI)] and Career, [Category II (CII)]

All Teachers	Superior (5)	Highly Effective (4)	Effective (3)	Needs Improvement (2)	Ineffective (1)
Calculation Formula	At least 70% at Level 4 and 0% in Level 0-1	At least 70% at Level 3 or higher and 0% in Level 0-1	At least 40% at Level 2 or higher	60% or more at Level 1 or lower and more than 0% at Level 3 or higher	60% or more at Level 1 or lower and 0% at Level 3 or higher

The Evaluation Score will then be converted to a Final Score that will reflect the 5-Tier Rating System as required by legislation.

Overall Status and Final Score in Oklahoma’s 5-Tier Rating system.

Superior	Highly Effective	Effective	Needs Improvement	Ineffective
4.8-5.0	3.8 – 4.79	2.8– 3.79	1.8 – 2.79	Less Than or Equal to 1.79

Note:

1. Observations and Evaluations are required to be acknowledged electronically in iObservation.
2. All calculations will be computed via iObservation. Administrators do not calculate ratings.

TLE Scoring Explanation

The Marzano Focused Teacher Evaluation Model contains 23 scorable elements divided among four domains: Standards-Based Planning, Standards-Based Instruction, Conditions for Learning, and Professional Responsibilities. The four domains are weighted as follows:

DOMAIN 1 Standards- Based Planning 13%	DOMAIN 2 Standards- Based Instruction 44%	DOMAIN 3 Conditions for Learning 30%	DOMAIN 4 Professional Responsibilities 13%
--	---	--	--

In each element, the highest score marked is the score used in the calculation. In Example 1 below, a teacher was marked in the first domain - Standards-Based Planning. The highest mark is the mark that is used in the calculation of each element in that domain.

Example 1

Standards-Based Planning

Score: 3.0 - Effective Weight: 14.94% (adj. from 13.0%)

Look-for	Last Observations	Evaluation Score
Planning Standards-Based Lessons/Units	- - Ap Ap	Applying 3
Aligning Resources to Standard(s)	Ap - Ap In	Innovating 4
Planning to Close the Achievement Gap Using Data	- - - Dv	Developing 2

Standards-Based Planning Score: 3.0

In each domain, the score is calculated as a simple average of all the highest marks in that domain. In the above example this calculation is $(3 + 4 + 2) / 3 = 3.0$

A teacher's score is calculated by converting each domain score to match the 5-point scale used in Oklahoma, and then using the weights for each domain to calculate the weighted average that appears within the iObservation system. The following example illustrates what is automatically calculated by iObservation.

Example 2: Suppose a teacher earned the following scores in each domain

DOMAIN 1 Standards- Based Planning 13% 3.0	DOMAIN 2 Standards- Based Instruction 44% 3.0	DOMAIN 3 Conditions for Learning 30% 3.5	DOMAIN 4 Professional Responsibilities 13% 3.33
--	---	--	---

Since Oklahoma is on a 1-5 scale, we have to convert the Marzano 0-4 scale to the Oklahoma 1-5 scale. The next table shows the scale conversion that is used to accomplish this.

Scale:					
Label	Superior	Highly Effective	Effective	Needs Improvement	Ineffective
Details	3.6 - 4.0	3.3 - 3.59	2.3 - 3.29	1.3 - 2.29	0.0 - 1.29
Value	5.0	4.0	3.0	2.0	1.0

After conversion to the Oklahoma 5-point scale, this teacher's scores are as follows:

DOMAIN 1	DOMAIN 2	DOMAIN 3	DOMAIN 4
Standards- Based Planning	Standards- Based Instruction	Conditions for Learning	Professional Responsibilities
13%	44%	30%	13%
3.0	3.0	4	4

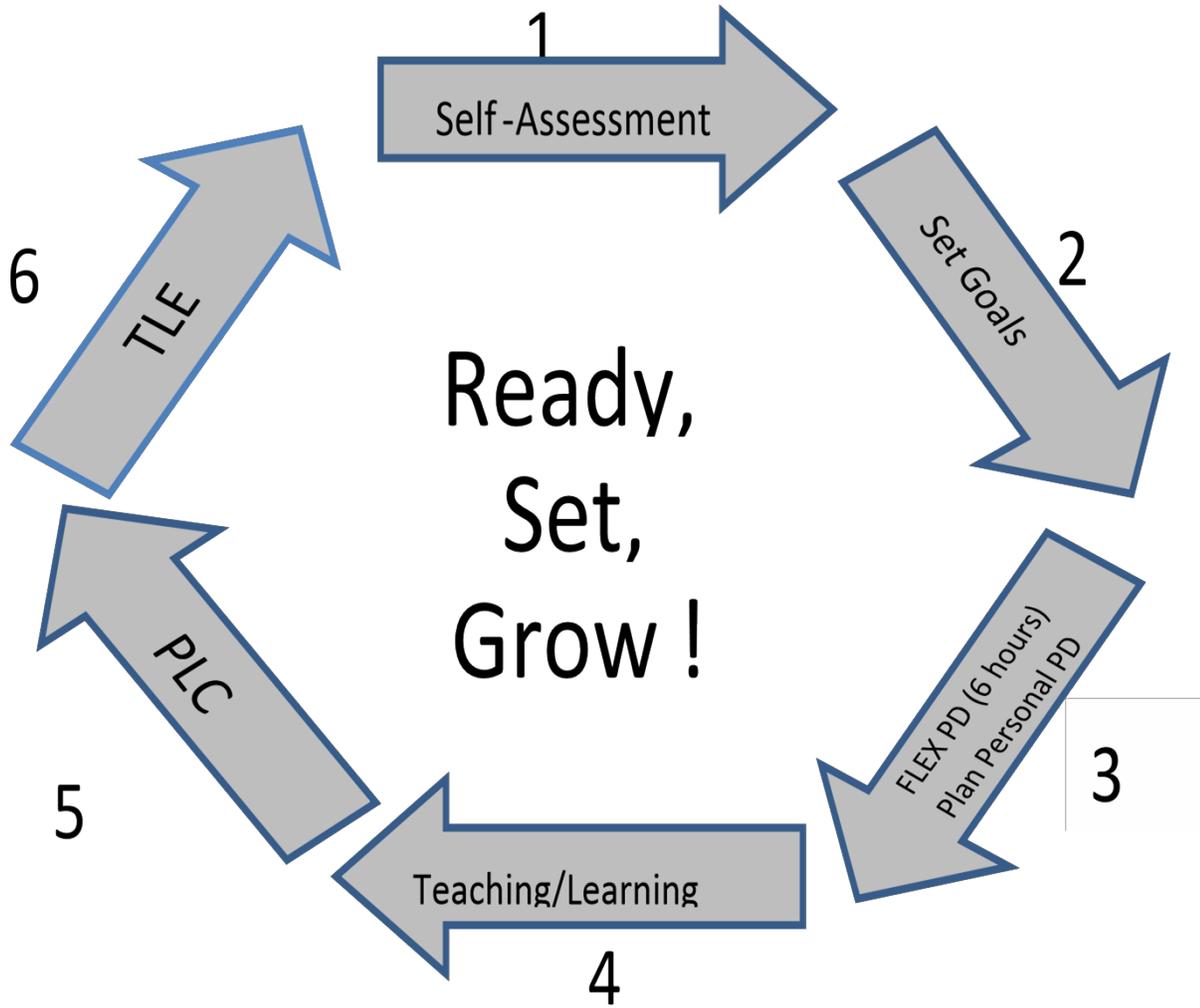
How to calculate the weighted average: $3.0 (.13) + 3.0 (.44) + 4 (.30) + 4 (.13) = 3.43$

iObservation will round to the nearest tenth and report a final score of **3.4 Effective** on the 5-point Oklahoma scale.

All certified staff will complete a Growth Plan in the iObservation tool. This plan must include a minimum of two goals to meet the Professional Learning Focus expectation.

Professional Learning Focus

(PL Focus)



Name _____

Date _____

Track your learning. **Identify 2 focus areas for growth**, and document the PD that you have participated in to assist in these areas. Other PD can be identified on this worksheet as well. Submit this along with your PD Log to your principal.

		Standards-Based Planning	Fall '21	PD	Spring '22	PD
*		Planning Standards-Based Lessons/Units				
*		Aligning Resources to Standard(s)				
*		Planning to Close the Achievement Gap Using Data				
		Standards-Based Instruction				
*		Identifying Critical Content from the Standards				
*		Previewing New Content				
*		Helping Students Process New Content				
*		Using Questions to Help Students Elaborate on Content				
*		Reviewing Content				
*		Helping Students Practice Skills, Strategies, and Processes				
*		Helping Students Examine Similarities and Differences				
*		Helping Students Examine Their Reasoning				
*		Helping Students Revise Knowledge				
*		Helping Students Engage in Cognitively Complex Tasks				
		Conditions for Learning				
*		Using Formative Assessment to Track Progress				
*		Providing Feedback and Celebrating Progress				
*		Organizing Students to Interact with Content				
*		Establishing and Acknowledging Adherence to Rules and Procedures				
*		Using Engagement Strategies				
*		Establishing and Maintaining Effective Relationships in a Student-Centered Classroom				
*		Communicating High Expectations for Each Student to Close the Achievement Gap				
		Professional Responsibilities				
*		Adhering to School and District Policies and Procedures				
*		Maintaining Expertise in Content and Pedagogy				
*		Promoting Teacher Leadership and Collaboration				

Term	Description
Applying (generic)	Strategy is used and monitored to see if it has the desired effect with the majority of students.
Beginning (generic)	Strategy is used but pieces or components are missing.
Category I Teacher	Probationary Teachers
Category II Teacher	Career Teachers
Focused Teacher Evaluation Model	<p>The Focused Teacher Evaluation Model is not a new model; instead, it is a revised version of the research-validated Marzano Teacher Evaluation Model. The Focused Model directly supports standards-based instruction and simplifies the evaluation process for teachers and school leaders. The research-based practices and effective strategies, and the common language embedded in earlier versions of the model are still embedded in the Focused Model.</p>
Common Language	<p>A transparent way to talk about instruction that is shared by everyone. It is a well-articulated knowledge base that describes the complexity of teaching and describes key strategies revealed by the research to have a high probability of impacting student learning. It should also describe the instructional context for appropriate use of instructional strategies to have the highest probability for raising student learning. The common language represents what a school or district defines as effective instruction. A common language enables teachers to engage in decision making, professional conversations and deliberate practice aimed at improving student achievement.</p> <p>For administrators, a common language provides the means to offer focused formative and summative feedback. It supports administrators in making decisions regarding hiring and selection of teachers, the induction of new teachers, professional development, coaching and support for struggling teachers as well as opportunities to develop career ladders for teachers. A common language is a key improvement strategy that provides the context for aligning all instructional programs.</p>

Consecutive Complete School Years	A teacher fulfills the requirement of a complete school year if they begin employment with the district by the 1 st day of instruction. The school year becomes consecutive when there is an uninterrupted succession of subsequent years.
Contemporary Research	Recent research conducted within the last five to seven years.
Deliberate Practice	A mindset that requires teachers to precisely attend to what they are doing in the classroom on a daily basis to identify what is working and what isn't and to determine why students are learning or not. In deliberate practice teachers identify up to three thin slices of teaching to focus their efforts to improve. Deliberate practice requires establishing a baseline for performance in a focus area (thin slice) and engaging in focused practice, feedback and monitoring of progress within a time-bound goal for improvement.
Design Questions	10 questions that teachers ask themselves when planning a lesson or unit of instruction.
Developing (generic)	Strategy is used correctly but the majority of students are not monitored for the desired effect of the strategy.
Domain	A body of knowledge defined by research representing a particular aspect of teaching.
Focused Feedback	Feedback that is focused on specific classroom strategies and behaviors during a set time interval. The feedback is informative, constructive, objective and actionable. Feedback is generally provided by administrators, coaches, and peers.
Focused Practice	Practice that is focused on a limited number of strategies where corrections, modifications, and adaptations are made to improve student learning at an appropriate level of difficulty so that the teacher can experience success.

<p>High Probability Strategies</p>	<p>Research can never identify the instructional strategies that work with every student in every class. The best research can tell us is which strategies have a good chance of working well. Teacher must determine which strategies to use with the right students at the right time. Research-based strategies have a higher probability of raising student learning when they are used at the appropriate level of implementation and within the appropriate instructional context.</p>
<p>Innovating (generic)</p>	<p>New strategies are created to meet needs of specific students or class as a whole in order for the desired effect to be evident in all students.</p>
<p>Lesson Segment</p>	<p>Parts of a lesson that have unique goals and purposes for teachers and for students. Teachers engage in intentional and specific actions during these times. The Marzano Evaluation Framework consists of three major lesson segments: Lesson Segment Addressing Routine Events, Lesson Segment Addressing Content, and Lesson Segment Enacted on the Spot.</p>
<p>Not Using (generic)</p>	<p>Strategy is called for, but not used. A teacher may be unaware of the strategy or is aware of the strategy but has not tried it in their classroom.</p>
<p>Observation</p>	<p>Observation is one method for collecting evidence that will be used as a source of data for the summative evaluation and provides a rich source of feedback to teachers regarding their instructional practice and professional growth. While planning and reflection conferences are not required, observers should provide timely and actionable feedback to teachers regarding these observations.</p>

<p>Performance Scales</p>	<p>Scales describe novice to expert performance (level of skills) for each of the 60 strategies included in the four domains of the Marzano Evaluation Framework. The scales provide a means for teachers to gauge their use of particular instructional strategies and for administrators to provide feedback to teachers regarding their use of specific classroom strategies. These are embedded within the observation protocol using the labels: Not Using, Beginning, Developing, Applying, and Innovating.</p>
<p>Plan for Improvement</p>	<p>A collaborative action plan created by the evaluator with assistance from the teacher rated as ineffective.</p>
<p>Reflection (Post)Conference</p>	<p>The reflection or post-conference provides an opportunity for the teacher and the administrator to reflect about the lesson, clarify expectations and plan forward using the reflection (post)conference form as a guide for reflection and feedback.</p>
<p>Student Evidence</p>	<p>Specific observable behaviors that students engage in response to the teacher's use of particular instructional strategies.</p>
<p>Targeted Element</p>	<p>An element that was consistently rated low in the teacher's observations and significantly contributed to the Ineffective rating for a particular Domain.</p>
<p>Teacher Evidence</p>	<p>Specific observable behaviors that teachers engage in when using a particular instructional strategy.</p>

APPROVED

~~Jennifer Bobe~~ **Shaila West**, Chief Negotiator
Stillwater Education Support Professionals Association

Date

Dr. Trent J. Swanson, Chief Negotiator
Stillwater Public Schools Board of Education

Date

~~Dr. Marshall Baker~~ **Roberta Douglas**, President
Stillwater Public Schools Board of Education

Date

Stillwater Public Schools
2024-2025 2025-2026 Certified
Salary Schedule

STEP	Level I Bachelor Degree	Level II Bachelor plus 16 hrs	Level III Master Degree	Level IV Master plus 16 hrs	Level V Doctorate or Master +50 hrs
0	\$43,625	\$43,625	\$45,125	\$45,375	\$47,125
1	\$44,072	\$44,133	\$45,652	\$45,905	\$47,677
2	\$44,524	\$44,647	\$46,185	\$46,763	\$48,235
3	\$44,980	\$45,168	\$46,725	\$47,310	\$48,800
4	\$45,442	\$45,695	\$47,271	\$47,864	\$49,373
5	\$46,909	\$47,228	\$49,156	\$49,985	\$51,532
6	\$47,381	\$47,769	\$49,721	\$50,560	\$52,126
7	\$47,858	\$48,316	\$50,292	\$51,142	\$52,728
8	\$48,341	\$48,870	\$50,871	\$51,731	\$53,337
9	\$48,828	\$49,431	\$51,457	\$52,328	\$53,954
10	\$50,501	\$51,339	\$53,050	\$54,295	\$56,203
11	\$51,001	\$51,918	\$53,651	\$54,911	\$56,843
12	\$51,507	\$52,505	\$54,259	\$55,535	\$57,491
13	\$52,019	\$53,099	\$54,875	\$56,166	\$58,147
14	\$52,536	\$53,700	\$55,498	\$56,806	\$58,811
15	\$54,059	\$55,309	\$57,129	\$58,453	\$60,484
16	\$54,588	\$55,925	\$57,768	\$59,109	\$61,165
17	\$55,122	\$56,549	\$58,416	\$59,773	\$61,854
18	\$55,663	\$57,181	\$59,071	\$60,445	\$62,553
19	\$56,209	\$57,821	\$59,734	\$61,126	\$63,260
20	\$56,962	\$58,857	\$60,406	\$61,815	\$63,975
21	\$57,523	\$59,518	\$61,086	\$62,512	\$64,700
22	\$58,089	\$60,187	\$61,775	\$63,219	\$65,434
23	\$58,662	\$60,864	\$62,472	\$63,934	\$66,177
24	\$59,242	\$61,550	\$63,178	\$64,658	\$66,929
25	\$60,306	\$62,244	\$64,035	\$65,831	\$68,452
26	\$60,904	\$62,947	\$64,761	\$66,579	\$69,233
27	\$61,508	\$63,659	\$65,495	\$67,337	\$70,023
28	\$62,118	\$64,380	\$66,239	\$68,103	\$70,823
29	\$62,736	\$65,110	\$66,992	\$68,880	\$71,634
30	\$63,360	\$65,849	\$67,754	\$69,666	\$72,454
31	\$63,646	\$66,148	\$68,063	\$69,984	\$72,786
32	\$63,935	\$66,449	\$68,373	\$70,304	\$73,120
33	\$64,224	\$66,751	\$68,685	\$70,625	\$73,456
34	\$64,516	\$67,055	\$68,999	\$70,949	\$73,793
35	\$64,808	\$67,360	\$69,314	\$71,273	\$74,132
36	\$65,102	\$67,667	\$69,630	\$71,600	\$74,473
37	\$65,398	\$67,975	\$69,948	\$71,928	\$74,815
38	\$65,695	\$68,285	\$70,268	\$72,257	\$75,159
39	\$65,993	\$68,596	\$70,589	\$72,589	\$75,505
40	\$66,293	\$68,909	\$70,912	\$72,921	\$75,853

District Paid Retirement: The district pays 4% of the teachers' required 7% contribution to the Oklahoma Teachers Retirement System (OTRS).

National Board Certification Payment: Teachers who applied for and/or received National Board Certification after June 30, 2013 are eligible to receive an additional \$1,000 per year from SPS. Teachers eligible to receive the National Board Certification Bonus from the state shall not be eligible to receive the additional salary increment set forth in this salary schedule.

Step 40+ Payment: In addition, those eligible teachers on step 40 in 2023-2024-2024-2025 shall be awarded a \$600 one time stipend.

State Flexible Benefit Allowance (FBA): Employees that elect to participate in the District's health insurance plan will receive the Flexible Benefit Allowance (FBA) as provided by Oklahoma Statutes.

Cash in Lieu of Flexible Benefit Allowance: Employees not enrolled in the District's health insurance plan shall receive from the state taxable compensation of \$836.52 per year in lieu of health insurance.

APPROVED STIPEND LIST

SITE	ACTIVITY	POSITION	2025-2026 STIPEND
DIST	Band	Assistant	\$5,500.00
DIST	Band	Assistant	\$5,500.00
DIST	Band	Assistant	\$5,500.00
DIST	Band	Assistant	\$5,500.00
DIST	Band	Director	\$9,750.00
DIST	Clerk	Head	\$6,000.00
DIST	Encumbrance Clerk	Clerk	\$1,066.00
DIST	Homeless Liaison	Coordinator	\$5,000.00
DIST	Orchestra	Director	\$6,000.00
HP	Noon Monitor	Head	\$2,000.00
HP	PLC Leadership Team	Member	\$500.00
HP	PLC Leadership Team	Member	\$500.00
HP	PLC Leadership Team	Member	\$500.00
HP	PLC Leadership Team	Member	\$500.00
HS	Academic Coach	Co-Sponsor	\$2,300.00
HS	African American Student Assoc	Co-Sponsor	\$250.00
HS	African American Student Assoc	Co-Sponsor	\$250.00
HS	Art	Sponsor	\$500.00
HS	Art Performance	Head	\$1,300.00
HS	Best Buddies	Sponsor	\$500.00
HS	Beta Club	Co-Sponsor	\$500.00
HS	Beta Club	Co-Sponsor	\$500.00
HS	Color Guard - Fall	Assistant	\$1,000.00
HS	Color Guard - Fall	Assistant	\$500.00
HS	Color Guard - Fall	Assistant	\$500.00
HS	Color Guard - Fall	Assistant	\$250.00
HS	Color Guard - Fall	Instructor	\$4,000.00
HS	Color Guard - Fall	Choreographer	\$2,000.00
HS	Color Guard - Winter	Assistant	\$500.00
HS	Color Guard - Winter	Assistant	\$500.00
HS	Color Guard - Winter	Assistant	\$1,000.00
HS	Color Guard - Winter	Assistant	\$500.00

HS	Color Guard - Winter	Instructor	\$4,000.00
HS	Color Guard - Winter	Choreographer	\$2,000.00
HS	Disc Golf	Sponsor	\$500.00
HS	Drama	Sponsor	\$5,500.00
HS	Drill Writer	Director	\$4,000.00
HS	Drum Line	Co-Instructor	\$1,200.00
HS	Drum Line	Co-Instructor	\$500.00
HS	Electives Department	Head	\$1,300.00
HS	English	Head	\$1,300.00
HS	eSports Coach	Sponsor	\$1,950.00
HS	Fine Arts	Head	\$1,300.00
HS	Foreign Language	Head	\$1,300.00
HS	French Club	Sponsor	\$500.00
HS	Guidance	Head	\$750.00
HS	Indigenous Peoples Organization	Sponsor	\$500.00
HS	Instrumental Music	Arranger	\$2,000.00
HS	Junior Class	Co-Sponsor	\$1,500.00
HS	Junior Class	Co-Sponsor	\$1,500.00
HS	Key Club	Sponsor	\$250.00
HS	Key Club	Sponsor	\$250.00
HS	Math	Head	\$1,300.00
HS	Math Club	Sponsor	\$500.00
HS	Mock Trial Team	Sponsor	\$500.00
HS	Musical Production	Rehearsal Accompanist	\$1,000.00
HS	Musical Production	Choral Director	\$1,000.00
HS	Musical Production	Technical Director	\$1,000.00
HS	Musical Production	Pit Orchestra Conductor	\$1,000.00
HS	National Honor Society	Sponsor	\$1,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	Noon Monitor	Head	\$2,000.00
HS	PAC Manager	Head	\$6,000.00
HS	Percussion Arranger	Head	\$1,900.00
HS	Pit Percussion	Co-Instructor	\$500.00

HS	Pit Percussion	Instructor	\$1,200.00
HS	Science	Head	\$1,300.00
HS	Science Club	Sponsor	\$500.00
HS	Senior Class	Sponsor	\$2,000.00
HS	SMAC	Co-Sponsor	\$3,000.00
HS	SMAC	Co-Sponsor	\$3,000.00
HS	Social Studies	Head	\$1,300.00
HS	Sophomore Class	Sponsor	\$650.00
HS	Spanish Club	Sponsor	\$500.00
HS	Special Education	Head	\$1,300.00
HS	Student Council	Co-Sponsor	\$2,450.00
HS	Student Council	Co-Sponsor	\$2,450.00
HS	Tech And Gaming Club	Sponsor	\$500.00
HS	Tech Student Association	Sponsor	\$500.00
HS	Vocal Music	Director	\$6,000.00
HS	Yearbook	Sponsor	\$2,375.00
HS	Youth & Government	Sponsor	\$500.00
HSA	Baseball	Assistant	\$3,000.00
HSA	Baseball	Assistant	\$3,000.00
HSA	Baseball	Head	\$7,000.00
HSA	Basketball	Skill Development	\$9,000.00
HSA	Basketball - Boys	Assistant	\$4,500.00
HSA	Basketball - Boys	Assistant	\$6,000.00
HSA	Basketball - Boys	Head	\$10,000.00
HSA	Basketball - Girls	Head	\$10,000.00
HSA	Basketball - Girls	Assistant/JH Asst	\$6,000.00
HSA	Basketball - Girls	Assistant	\$4,500.00
HSA	Cheerleader	Head	\$5,000.00
HSA	Cheerleader	Assistant	\$1,500.00
HSA	Cross Country	Assistant	\$2,000.00
HSA	Cross Country	Head	\$3,500.00
HSA	Football	Assistant	\$4,500.00
HSA	Football	Head	\$15,500.00
HSA	Football	Assistant	\$4,500.00
HSA	Football	Coordinator - STC	\$6,500.00

HSA	Football	Coordinator - OC & WR	\$7,500.00
HSA	Football	Assistant	\$4,500.00
HSA	Football	Coordinator - DC	\$6,500.00
HSA	Football	Assistant	\$4,500.00
HSA	Golf - Boys	Head	\$3,500.00
HSA	Golf-Girls	Head	\$3,500.00
HSA	Pom Squad	Head	\$5,000.00
HSA	Pom Squad	Assistant	\$1,500.00
HSA	Soccer - Boys	Assistant	\$2,500.00
HSA	Soccer - Boys	Head	\$5,000.00
HSA	Soccer - Boys	Assistant	\$2,500.00
HSA	Soccer - Girls	Assistant	\$2,500.00
HSA	Soccer - Girls	Head	\$5,000.00
HSA	Soccer - Girls	Assistant	\$2,500.00
HSA	Softball	Assistant	\$3,000.00
HSA	Softball	Assistant	\$3,000.00
HSA	Softball	Head	\$7,000.00
HSA	Stunt	Head	\$1,500.00
HSA	Swimming	Head	\$7,500.00
HSA	Swimming	Assistant	\$2,500.00
HSA	Tennis	Assistant	\$2,000.00
HSA	Tennis-Boys	Head	\$3,250.00
HSA	Tennis-Girls	Head	\$3,250.00
HSA	Track	Assistant	\$3,000.00
HSA	Track	Assistant	\$3,000.00
HSA	Track	Head	\$6,000.00
HSA	Track	Assistant	\$3,000.00
HSA	Track	Assistant	\$3,000.00
HSA	Volleyball-Girls	Head	\$5,000.00
HSA	Volleyball-Girls	Assistant	\$2,500.00
HSA	Volleyball-JV Girls	Head	\$2,500.00
HSA	Wrestling	Head	\$10,000.00
HSA	Wrestling	Assistant	\$4,500.00
HSA	Wrestling	Assistant	\$3,500.00
HSA	Wrestling - Girls	Assistant	\$3,500.00

HSA	Wrestling - Girls	Assistant	\$3,500.00
JH	Academic Coach	Lead 9th Sponsor	\$900.00
JH	Academic Coach	Lead 8th Sponsor	\$900.00
JH	Beta Club	Co-Sponsor	\$250.00
JH	Beta Club	Co-Sponsor	\$250.00
JH	Board Game Club	Sponsor	\$500.00
JH	Book Club	Sponsor	\$500.00
JH	Drama	Coordinator	\$1,750.00
JH	Electives	Head	\$950.00
JH	English	Head	\$950.00
JH	Journalism	Sponsor	\$1,500.00
JH	Math	Head	\$950.00
JH	NASA	Sponsor	\$500.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Noon Monitor	Head	\$2,000.00
JH	Robotics Club	Sponsor	\$2,000.00
JH	Science	Head	\$950.00
JH	Social Studies	Head	\$950.00
JH	Special Education	Head	\$950.00
JH	Student Council	Co-Sponsor	\$600.00
JH	Student Council	Co-Sponsor	\$600.00
JH	Technology Student Organization	Sponsor	\$500.00
JH	Vocal Music	Director	\$2,500.00
JH	World Cultures Club	Sponsor	\$250.00
JH	World Cultures Club	Sponsor	\$250.00
JHA	Baseball-9th	Assistant	\$2,000.00
JHA	Baseball-9th	Head	\$3,000.00
JHA	Basketball - Boys 8	Head	\$5,000.00
JHA	Basketball - Boys 9	Head/HS Asst	\$5,500.00

JHA	Basketball - Girls 8	Head	\$5,000.00
JHA	Basketball - Girls 9	Head	\$5,500.00
JHA	Cheerleader	Assistant	\$1,500.00
JHA	Cheerleader	Head	\$4,000.00
JHA	Cross Country B/G	Assistant	\$2,000.00
JHA	Cross Country B/G	Head	\$2,500.00
JHA	Football - 8	Assistant	\$3,000.00
JHA	Football - 8	Head	\$4,500.00
JHA	Football - 8	Assistant	\$3,000.00
JHA	Football - 8	Assistant	\$3,000.00
JHA	Football - 9	Assistant	\$3,000.00
JHA	Football - 9	Head	\$4,500.00
JHA	Football - 9	Assistant	\$3,000.00
JHA	Football - 9	Assistant	\$3,000.00
JHA	Golf - Boys	Head	\$1,250.00
JHA	Golf - Girls	Head	\$1,250.00
JHA	Pom Squad	Head	\$4,000.00
JHA	Softball - 9	Head	\$3,000.00
JHA	Softball - 9	Assistant	\$2,000.00
JHA	Tennis	Assistant	\$1,500.00
JHA	Tennis	Head	\$2,500.00
JHA	Track B/G	Assistant	\$2,000.00
JHA	Track B/G	Head	\$3,500.00
JHA	Track B/G	Assistant	\$2,000.00
JHA	Volleyball-Girls-7th	Head	\$2,000.00
JHA	Volleyball-Girls-8th	Head	\$2,000.00
JHA	Volleyball-Girls-9th	Head	\$2,500.00
JHA	Wrestling	Assistant	\$2,500.00
JHA	Wrestling	Head	\$4,000.00
LA	Native American Club	Sponsor	\$500.00
LA	Noon Monitor	Head	\$2,000.00
LA	Senior Class	Co-Sponsor	\$500.00
MS	Academic Coach	Sponsor	\$1,000.00
MS	Chess Club	Sponsor	\$500.00
MS	Creative Writing	Co-Sponsor	\$250.00

MS	Creative Writing	Co-Sponsor	\$250.00
MS	Cross Country	Coach	\$750.00
MS	Girls Engineering Club	Co-Sponsor	\$1,000.00
MS	Japanese Club	Sponsor	\$500.00
MS	Musical Production		\$1,500.00
MS	Musical Production		\$2,000.00
MS	Native American Club	Sponsor	\$500.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Noon Monitor	Head	\$2,000.00
MS	Orchestra	Head	\$2,500.00
MS	PLC Team Lead - ELA 6th	Co-Head	\$250.00
MS	PLC Team Lead - ELA 7th	Co-Head	\$250.00
MS	PLC Team Lead - Math 6th	Co-Head	\$250.00
MS	PLC Team Lead - Math 7th	Co-Head	\$250.00
MS	PLC Team Lead - Science 6th	Co-Head	\$250.00
MS	PLC Team Lead - Science 7th	Co-Head	\$250.00
MS	PLC Team Lead - Special Ed	Co-Head	\$250.00
MS	PLC Team Lead - Special Ed	Co-Head	\$250.00
MS	PLC Team Lead - World Studies 6th	Co-Head	\$250.00
MS	PLC Team Lead - World Studies 7th	Co-Head	\$250.00
MS	Robotics	Co-Sponsor	\$1,000.00
MS	Sequoyah Book Club	Sponsor	\$500.00
MS	Student Council	Co-Sponsor	\$600.00
MS	Student Council	Co-Sponsor	\$600.00
MS	Team Leader - Alpha	Sponsor	\$500.00
MS	Team Leader - Arete	Sponsor	\$500.00
MS	Team Leader - Artisan	Sponsor	\$500.00
MS	Team Leader - Elective	Sponsor	\$500.00
MS	Team Leader - Omega	Sponsor	\$500.00

MS	Team Leader - Spartan	Sponsor	\$500.00
MS	Team Leader - Synergy	Sponsor	\$500.00
MS	Team Leader - Titan	Sponsor	\$500.00
MS	Vocal Music	Director	\$2,250.00
MS	Yearbook	Co-Sponsor	\$1,500.00
MSA	Basketball Boys - 7th	Head	\$5,000.00
MSA	Basketball Girls - 7th	Head	\$5,000.00
MSA	Football - 7th	Assistant	\$3,000.00
MSA	Football - 7th	Assistant	\$3,000.00
MSA	Football - 7th	Head	\$4,500.00
MSA	Football - 7th	Assistant	\$3,000.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
RI	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SK	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
SR	PLC Leadership Team	Member	\$500.00
WR	Noon Monitor	Head	\$2,000.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WR	PLC Leadership Team	Member	\$500.00
WW	Lunch Room Monitor - Golden Oaks	Teacher	\$2,000.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00

WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
WW	PLC Leadership Team	Member	\$250.00
PAID BY SANCTIONED ORGANIZATION			
SITE	ACTIVITY	POSITION	2025-2026 STIPEND
HP	Student Council Sponsor	Sponsor	\$350.00
HS	Advanced Placement Coordinator	Coordinator	\$1,500.00

Per Title 70 of the Oklahoma Statutes. Section 509.6 all stipends for the SY 2024-2025 and moving forward will be negotiated. Positions funded by an outside source may be subject to change.



BOARD OF EDUCATION

AUG 12 2025

MINUTES

Memorandum of Understanding

Between Stillwater School
District and
Stillwater Education Association (SEA)

August 12, 2025

This is a Memorandum of Understanding between Stillwater School District and SEA regarding the teacher Step increase.

1. Due to the current district budget constraints, the Step increase will not be given for the 2025-2026 school year.

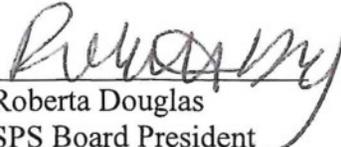
Administration agrees to review the Step increase request in terms of some form of compensation (Step, raise, one-time payment, etc.) after the district has received its mid-year allocation.

The parties agree that these changes will be effective for the 2025-2026 school year only.

Please note, a memorandum of understanding is not a contract.

For the District:

For SEA:


Roberta Douglas
SPS Board President

8-12-25
Date


Shaila West
SEA Lead Negotiator

8-13-2025
Date

STILLWATER PUBLIC SCHOOLS