

Owasso Board of Education Regular Meeting
Monday, May 12, 2025 6:30 PM Central

Board of Education Conference Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. **Call to Order and Roll Call**

Attendance Taken at 6:30 PM.

Brent England: Present

Neal Kessler: Present

Rhonda Mills: Present

Stephanie Ruttman: Present

Forrest Turpen: Present

Present: 5.

II. **Special Recognition/Pledge of Allegiance** - Mr. Eric Nantois, Asher Poteete and June Luelf

III. **Special Recognition** - Dr. Chris Barber - State Fine Arts Award Winners

IV. **Reports to the Board**

A. Superintendent - Dr. Margaret Coates Dr. Coates shared the district has received 16,767 points of engagement throughout the Owasso community on how our upcoming bond package can be improved. The number one concern was the overall cost and the increase in the tax rate. The new bond package will have a lower the dollar amount which will no result in a tax increase.

B. Teaching and Learning - Mr. Mark Officer Mr. Officer reported summer school activities and SPARK camps will kick off on June 2nd at Mills Elementary and the 6th Grade Center. Special Services heads off to Special Olympics on May 14, 2025.

C. District Services - Mr. Kerwin Koerner Mr. Beckloff shared information regarding the Sodexo Fine Dining Ettiquite Lunch at Barnes Elementary including a small group of students which teaches participants the finer points of dining.

Mr. Knowlton provided the construction update, sharing photos of the project at Hodson Elementary.

D. Continuous Strategic Improvement (CSI) Goal Area #2 Ram Team - Mr. Phillip Storm Mr. Storm reported we hosted a job fair on April 3, 2025. There have been 10 external job fairs attended so far this school year. The employee referral program has been a success, resulting in 55 employees receiving the stipend for applicants that were hired.

V. **Comments from the Public Regarding Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.

There were no comments from the public regarding agenda items.

VI. **Consent Agenda:** Board to consider and take possible action on the following consent agenda items. (Dr. Coates)

Motion to remove consent agenda item VI.C.xii (6.C.12) Agreement with State of Oklahoma, Department of Rehabilitation Services, Transition School-To-Work: Work Study for the 2025-2026 school year from the agenda. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

Motion to approve consent agenda items VI.A. through VI.G.i. With the corrected cost on item Vi.E.ii. United Systems renewal of VxRail support for the 2025-2026 school year of \$65,487.42. This motion, made by Neal Kessler and seconded by Forrest Turpen, passed. This motion, made by Neal Kessler and seconded by Forrest Turpen, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

A. Minutes of Regular Meeting April 14, 2025

B. Minutes of Special Meeting May 2, 2025

C. Teaching and Learning

i. Out of State Student Activity Trips

ii. License Quote with Imagine Learning for 10 Purpose Prep Concurrent user licenses for Owasso High School for the 2025-2026 school year at a cost of \$3,300.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Quote License

iii. Contract with Junior Achievement for Owasso Public School Elementary 5th grade students to attend JA BizTown for the 2025-2026 school year at a cost of \$22,500.00, to be paid by school sites as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

iv. Memorandum of Understanding with Oklahoma Baptist University for college education majors to complete their student teaching portion of their education in traditional student internships for the 2025-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

v. License agreement with World Book for district access to

Online World Book for the 2025-2026 school year at a cost of \$8,736.00, as outlined in the attachment and authorize the Superintendent or designee to execute the license agreement

- vi. Purchase Agreement with Solution Tree, Inc. for Julie Schmidt to present Onsite Professional Development for the 2025-2026 school year at a cost of \$15,000.00, as outlined in the attachment and authorize the Superintendent or Purchase Agreement.
- vii. Agreement with Horizon: Digitally Enhanced Campus for student access to Edgenuity curriculum content for the 2025-2026 school year at a cost of \$50,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
- viii. Memorandum of Understanding with Northeastern State University for college education majors to complete their student teaching portion of their education in traditional student internships for the 2025-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
- ix. Memorandum of Understanding with Tulsa Community College for Owasso HS students to participate in the Concurrent Enrollment Program for the 2025-2026 school year at a cost of \$0 to the school district, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
- x. License subscription quote with BrainPop for full access to supplemental digital curriculum modules for elementary students at our 9 elementary schools and the 6th Grade Center for the 2025-2026 school year at a cost of \$40,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- xi. License contract renewal quote with Vocabulary.com to access learning platform, teacher tools, vocab jams and detailed reporting for the 2025-2026 school year at a cost of \$25,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the license contract renewal quote and addendum
- xii. Agreement with State of Oklahoma, Department of Rehabilitation Services, Transition School-To-Work: Work Study for the 2025-2026 school year at no cost to the District, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
- xiii. Agreement with The University of Tulsa, to provide practicum setting in the interest of Speech-Language Pathology for the 2025-2026 school year at no cost to the District and authorize the Superintendent or designee to execute the Agreement
- xiv. Contract with Mobilized Vision, LLC for orientation and mobility services for the 2025-2026 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract
- xv. Memorandum of Understanding with Cameron University to provide on-site educational experiences to candidates enrolled in educator preparation courses for the 2025-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

D. District Services

- i. MOU with Owasso Police Department for School Resource Officers for the 2025-2026 school year at a cost of \$160,000, as outlined in the attachment and authorizing the Superintendent or designee to execute the MOU
 - ii. MOU with Owasso Police Department for K-9 Narcotics Control for the 2025-2026 school year at a cost of \$10,000, as outlined in the attachment and authorizing the Superintendent or designee to execute the MOU
 - iii. Agreement with Imperial for vending services for the 2025-2026 school year as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
 - iv. Contract with Tulsa Tech for transportation services for the 2025-2026 school year as outlined in the attachment and authorize the Superintendent or designee to execute the Contract.
 - v. Service Agreement with Commercial Power Solutions for scheduled maintenance inspections for the 2025-2026 school year at a cost of \$930.00 per year as outlined in the attachment, and authorize the Superintendent or designee to execute the Contract
 - vi. Memorandum of Understanding with Youth Services of Tulsa for Substance Abuse Services for the 2025-2026 school year at a cost of \$5,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Memorandum of Understanding
 - vii. Service agreement with American Waste Control for trash removal services for the 2025-2026 school year at a cost of \$5,201.45 per month as outlined in the attachment, and authorize the Superintendent or designee to execute the Contract
 - viii. Contract with Lopez Lawn Care for lawn services and landscaping for the 2025-2026 school year at a cost of \$165,600.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract.
- E. Technology
- i. Contract with Finalsite for renewal of website hosting services for the 2025-2026 school year at a cost of \$18,500 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
 - ii. Quote from United Systems for renewal of VxRail support for the 2025-2026 school year at a cost of \$60,717.75 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
 - iii. Quote from United Systems for renewal of IDPA support for the 2025-2026 school year at a cost of \$18,606.08 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
 - iv. Quote from United Systems for renewal of PowerProtect DD (CyberVault) support for the 2025-2026 school year at a cost of \$25,851.07 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
 - v. Quote from United Systems for renewal of VMware Cloud Foundation subscription for the 2025-2026 school year at a cost of \$48,128.64 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

- vi. Contract with CRW Consulting Inc. for renewal of Category 1 and Category 2 ERATE consulting services for the 2025-2026 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the contract

F. Finance

- i. Purchase orders (encumbrances) and changes to encumbrances for April 2025
2024-2025 General Fund #1594-1735 (Vendors) \$124,607.25
2024-2025 Child Nutrition Fund #50-53 (Vendors) \$4,075.63
2024-2025 Bond Fund 31 #368-403 (Vendors) \$2,421,590.11
- ii. Activity Financial Report for April 2025
- iii. Activity Account Budgets
- iv. Agreement with Frontline Education for software for 2025-2026 fiscal year at a cost of \$76,936.62 as outlined in the attachment and authorize the superintendent or designee to execute the agreement
- v. Agreement with Pension Solutions for renewal of Administrative Services Agreement for 403b and 457 plans for 2025-2026 fiscal year at no cost to the district as outlined in the attachments and authorize the superintendent or designee to execute the agreement
- vi. Agreement with Oklahoma State School Board Association for renewal of employment services for 2025-2026 fiscal year at a cost of \$4,025 as outlined in the attachment and authorize the superintendent or designee to execute the agreement
- vii. Annual Membership Dues for Oklahoma State School Board Association for the 2025-2026 school year at a cost of \$5,682.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- viii. Annual Subscription Renewal with Oklahoma State School Board Association for Assemble Meetings for the 2025-2026 school year at a cost of \$3,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- ix. Annual Subscription renewal with Oklahoma State School Board Association for Policy Services Subscription for the 2025-2026 school year at a cost of \$1,200.00, as outlined in the attachment and authorize the Superintendent to execute the agreement

G. Human Resources

- i. Transitions

VII. **Communications/Superintendent** - Dr. Margaret Coates

- A. Board to consider and take possible action on the Contract Addendum with Finalsight for mass messaging services for 3 years beginning July 1, 2025 and ending June 30, 2028 at a yearly cost of \$18,500 per year, as outlined in the attachment and authorize the Superintendent or designee to execute the service agreement
Motion to approve the Contract Addendum with Finalsight for mass messaging services for 3 years beginning July 1, 2025 and ending June 30, 2028 at a yearly cost of \$18,500 per year, as outlined in the attachment and authorize the

Superintendent or designee to execute the service agreement. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

VIII. Teaching and Learning - Mark Officer

A. Board to review Policy #1.22b for first reading. Edits, changes, and additions to the policy are outlined in the attachment

B. Board to consider and take possible action on a Contract with Amira Learning for the Amira Learning Suite Site Licenses for the 2025- 2026 school year at a cost of \$126,520.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve a Contract with Amira Learning for the Amira Learning Suite Site Licenses for the 2025- 2026 school year at a cost of \$126,520.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Neal Kessler and seconded by Forrest Turpen, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

C. Board to consider and take possible action on the Quote with TeachTown for training for the 2025-2026 school year at a cost of \$800.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Quote
Motion to approve the Quote with TeachTown for training for the 2025-2026 school year at a cost of \$800.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Quote. This motion, made by Forrest Turpen and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

D. Board to consider and take possible action on the Contract with Shelby Stavely Caruso for Speech Language Pathology Services for the 2025-2026 school year at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with Shelby Stavely Caruso for Speech Language Pathology Services for the full extended school year term June 1, 2025 - July 31, 2025 at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

IX. **Finance - Phillip Storm**

- A. Board to consider and take possible action on the Treasurer's Report for April 2025

Motion to approve the Treasurer's report for April 2025. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

X. **Executive Session**

- A. Vote to convene into executive session for the purpose of discussing the hiring of one individual as the 8th Grade Center Assistant Principal as authorized by Okla.Stat.Tit.25§307(B)(1).

Motion to convene into executive session at 7:20p.m. for the purpose of discussing the hiring of one 8th Grade Center Assistant Principal. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

- B.

Acknowledge return to Open Session Acknowledge return to Open Session at 7:27p.m.

- C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Stephanie Ruttman, Rhonda Mills, Neal Kessler, Brent England and Frosty Turpen. Also present during the executive session was Dr. Margaret Coates and Mr. Mark Officer. During the executive session board members

discussed the hiring of one individual as the 8th Grade Center Assistant Principal. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

XI. Board to consider and take possible action to hire one individual as the 8th Grade Center Assistant Principal

Motion to hire Mr. Jake Bray as the 8th Grade Center Assistant Principal. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XII. **New Business**

There was no new business.

XIII. **Comments from the Public Regarding Non-Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.

A. Mr. Doug Hall

XIV. **Vote to Adjourn**

Motion to adjourn at 7:34p.m. This motion, made by Forrest Turpen and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

Owasso Board of Education Regular Meeting
Monday, April 14, 2025 6:30 PM Central

Board of Education Conference Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 6:30 PM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Absent
Stephanie Ruttman: Present
Forrest Turpen: Present

Present: 4, Absent: 1.

II. Discussion and possible action to reorganize the officers of the board of education in accordance with 70 O.S. Section 5-119

Motion to reorganize the officers of the board of education as follows: President-Stephanie Ruttman, Vice President-Rhonda Mills, Clerk-Neal Kessler. This motion, made by Brent England and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

III. **Special Recognition/Pledge of Allegiance** - Mrs. Gina Metcalf, Gwendolyn Vang and Deslynn Kelsey

IV. Reports to the Board

A. Superintendent - Dr. Margaret Coates Dr. Coates shared a brief update on the bond. She has been meeting with lots of community members, parents and business leaders across the district thanking them for their support and offering clarity for capital projects, answering questions and seeking additional feedback.

B. Teaching and Learning - Mr. Mark Officer Mr. Officer reported that Special Services is preparing for Extended School Year, SPARK will host summer camps with over 100 students enrolled, and Band will be going to OSSAA.

C. District Services - Mr. Kerwin Koerner Mr. Koerner noted none of our buildings sustained any damage during the recent tornado that hit Owasso. In construction, Hodson and 7th Grade and Ator will be receiving new roofs this summer. The new wing at Hodson will be ready when school starts in August.

D. Continuous Strategic Improvement (CSI) - Goal Area #1 Ram Achievement and Enrichment Opportunities - Mark Officer Mr. Officer reported that professional learning

communities continue to be the forefront of all conversations about various topics currently exploring the possibility of late start or early release model.

V. Comments from the Public Regarding Agenda Items

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.

There were no comments from the public regarding agenda items.

VI. Consent Agenda: Board to consider and take possible action on the following consent agenda items. (Dr. Coates)

Motion to approve consent agenda items V.I.A. through V.E.i. This motion, made by Forrest Turpen and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

A. Minutes of Regular Meeting March 10, 2025

B. Teaching and Learning

i. Out of State Student Activity Trips

ii. Memorandum of Understanding with Oklahoma State University for student interns for the 2025-2026 school year at a cost of \$ -0-, as outlined in the attachment and authorize the Superintendent or designee to execute the Memorandum of Understanding

iii. Clinical Experience Agreement with Western Governors University for student interns for the 2025-2026 school year at a cost of \$ -0- as outlined in the attachment and authorize the Superintendent or designee to execute the Clinical Experience Agreement

iv. Agreement with Tulsa City-County Health Department for The School Health Program for the 2025-2026 school year at a cost of \$ -0-, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement

v. Agreement/Contract with Spears Travel for travel arrangements for OPS employees for the 2025-2026 school year with a fee schedule, as outlined in the attachment and authorize the Superintendent or designee to execute Agreement/Contract

vi. Memorandum of Understanding with The Tristesse Grief Center, Inc., a/k/a The Grief Center to provide school-based grief support for students and faculty for the 2025-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

C. Technology

- i. Quote from Classlink Inc. for renewal of licensing and support of account provisioning, rostering and analytics services for the 2025-2026 school year at a cost of \$36,897.48 as outlined in the attachment and authorize the Superintendent or designee to purchase
- ii. Quote from Dynasign Corporation for renewal of online services related to signage for the 2025-2026 school year at a cost of \$2,800.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- iii. Contract with PowerSchool for renewal of licensing and support of the district student information system and related services for the 2025-2026 school year at a cost of \$120,716.90, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- iv. Contract with PowerSchool for renewal of licensing and support of School Messenger for the 2025-2026 school year at a cost of \$14,684.89, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- v. Quote from VIP Technology Solutions Group for renewal of licensing of ESET AntiVirus solution for the 2025-2026 school year at a cost of \$20,250.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- vi. Estimate from CDW Amplified for renewal of licensing and support of Little SIS for Classroom at a cost of \$3,925.00 and Gopher Sheets Add-On at a cost of \$2,820.00 for the 2025-2026 school year as outlined in the attachment and authorize the Superintendent or designee to purchase
- vii. Quote from CDW LLC for renewal of licensing and support of PRTG systems monitoring sensors for the 2025-2026 school year at a cost of \$1,670.04, as outlined in the attachment and authorize the Superintendent or designee to execute the purchase
- viii. Agreement with ImageNet Consulting for renewal of licensing and support of LaserFiche platform for the 2025-2026 school year at a cost of \$6,570.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- ix. Quote from ImageNet Consulting for renewal of services and support of XMedius Cloud centralized printing and faxing platform for the 2025-2026 school year at a cost of \$4,860.00 annually, as outlined in the attachment and authorize the Superintendent or designee to purchase
- x. Quote from Gaggle for renewal of safety management services for the 2025-2026 school year at a cost of \$54,450.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xi. Quote from Vivacity Tech PBC, for renewal of licensing and support of Lenovo LanSchool lab computer management software for the 2025-2026 school year at a cost of \$2,085.30, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xii. Quote from Transfinder for renewal of services and support of bus routing software and related applications for the 2025-2026 school year at a cost of \$13,325.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xiii. Contract with SherpaDesk, DBA BigWebApps, for renewal of licensing and support of SherpaDesk online ticketing system for the 2025-2026 school year at a cost of \$9,768.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xiv. Agreement with Brightly Software Inc, for renewal of licensing and support of School Dude - Event Essentials Pro subscription for the 2025-2026 school year at a cost of \$15,164.25, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xv. Quote from Informatics Holding Inc. for renewal of licensing and support of WASP inventory barcode system for the 2025-2026 school year at a cost of \$4,665.60, as outlined in the attachment and authorize the Superintendent or designee to purchase

xvi. Quote from Marcia Brenner Associates for renewal of licensing and support of Report Creator PowerSchool plugin for the 2025-2026 school year at a cost of \$1,464.00, as outlined in the attachment and authorize the Superintendent or designee to purchase

xvii. Quote from Freund Resources for renewal of licensing of sqlReports software for the 2025-2026 school year at a cost of \$582.00, as outlined in the attachment and authorize the Superintendent or designee to purchase

xviii. Quote from Samsara Inc for renewal of licensing and support of bus tracking platform software for the 2025-2026 school year at a cost of \$14,976.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xix. Quote from Integrated Register System for renewal of licensing and support of Intouch Online Receipting system for the 2025-2026 school year at a cost of \$9,650.65, as outlined in the attachment and authorize the Superintendent or designee to execute the purchase

xx. Quote from RAS Technology Consultants Inc for renewal of licensing of PSCB Custom Reports software for the 2025-2026 school year at a cost of \$790.00, as outlined in the attachment and authorize the Superintendent or designee to purchase.

xxi. Quote from Keeper Security for renewal of licensing and support of Keeper Enterprise password manager for the 2025-2026 school year at a cost of \$1,005.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xxii. Quote from Dell Direct Sales L.P. for renewal of licensing of Adobe Creative Cloud software for the 2025-2026 school year at a cost of \$5,960.00, as outlined in the attachment and authorize the Superintendent or designee to purchase

xxiii. Quote from Dell Direct Sales L.P for renewal of licensing of Microsoft 365 access for the 2025-2026 school year at a cost of \$62,178.56, as outlined in the attachment and authorize the Superintendent or designee to purchase

xxiv. Quote from Solarwinds for renewal of licensing and support of network monitoring tools for the 2025-2026 school year at a cost of \$3,040.00, as outlined in the attachment and authorize the Superintendent or designee to purchase

xxv. Quote from United Systems for renewal of licensing and support of Filewave Mobile Device Management system for the 2025-2026 school year at a cost of \$23,017.44, as

outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xxvi. Quote from United Systems for renewal of licensing and support of Lightspeed Web Content Filter and Lightspeed Classroom Management systems for the 2025-2026 school year at a cost of \$75,100.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xxvii. Quote from United Systems for renewal of licensing and support of SonicWall firewall and SMA appliances for the 2025-2026 school year at a cost of \$32,762.16, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xxviii. Quote from United Systems for renewal of licensing of Aerohive/Extreme network appliances and wireless access points for the 2025-2026 school year at a cost of \$69,156.00 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xxix. Quote from United Systems for renewal of support of DELL S-Series Switches for the 2025-2026 school year at a cost of \$14,941.86, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xxx. Quote from United Systems for renewal of Fortinet Firewall licensing and support services for the 2025-2026 school year at a cost of \$60,486.21, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

xxxi. Quote from United Systems for renewal of support of DELL PowerEdge R640, R440, and R240 for the 2025-2026 school year at a cost of \$2,902.41, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

D. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for March 2025 2024-2025 General Fund #1400-1593 (Vendors) \$146,245.65
2024-2025 Child Nutrition Fund #46-49 (Vendors) \$7,136.33
2024-2025 Bond Fund 31 #351-367 (Vendors) \$726,594.79

ii. Activity Financial Report for March 2025

iii. Activity Account Budgets

iv. Board to consider and take possible action on the Marketing Services Proposal with Kelly Green for marketing services and support of the Athletics sponsorship packages for the 2025-2026 school year at a cost of \$12,000 plus 10% commission on total sponsorship revenue as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

v. Quote from Clearwater Enterprises for renewal of natural gas supplier agreement for the 2025-2026 fiscal year at a cost of \$0.06/MMBtu above sellers' cost

vi. Agreement with Sylogist Ed for accounting software for the period July1, 2025 to June 20, 2026 at a cost of \$47,674.30 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

E. Human Resources

i. Transitions

VII. Communications/Superintendent - Dr. Margaret Coates

A. Board to consider and take possible action on the Contract with Artlist for a Motion Array Content License Agreement for 3 years at a yearly cost of \$6,413, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract (Jordan Korphage)

Motion to approve the Contract with Motion Array for a Content License Agreement for 3 years at a yearly cost of \$6,413, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Neal Kessler and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

VIII. Teaching and Learning -Mark Officer

A. Board to consider and take possible action on the free trial from Acellus Educational Services for the Acellus Gold Advantage Program for the remainder of the 2024-2025 school year at no cost, as outlined in the attachment and authorize he Superintendent or designee to execute the agreement

Motion to approve the free trial from Acellus Educational Services for the Acellus Gold Advantage Program for the remainder of the 2024-2025 school year at no cost, as outlined in the attachment and authorize he Superintendent or designee to execute the agreement. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

B. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #5.09, as outlined in the attachment

Motion to approve the proposed edits, changes, and additions to Policy #5.09 Extended School Year Services, as outlined in the attachment. This motion, made by Forrest Turpen and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

IX. Technology - Russell Thornton

A. Board to consider and take possible action on a quote from United Systems, Inc. for the purchase of Aruba Clearpass licensing, VMs, installation and support at a cost of \$104,859.41, as outlined in the attachment and authorize the Superintendent or designee to execute the Quote

Motion to approve a quote from United Systems, Inc. for the purchase of Aruba Clearpass licensing, VMs, installation and support at a cost of \$104,859.41, as outlined in the attachment and authorize the Superintendent or designee to execute the Quote. This motion, made by Brent England and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

X. Finance - Phillip Storm

A. Board to consider and take possible action on the Treasurer's Report for March 2025
Motion to approve the Treasurer's Report for March 2025. This motion, made by Brent England and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

B. Board to consider and take possible action on contract and letter of engagement with Patten & Odom CPA's for the audit of the financial statements for the year ended June 30th, 2025 at a cost of \$21,850 as outlined in the attachment and authorize the superintendent or designee to execute the contract

Motion to approve a contract and letter of engagement with Patten & Odom CPA's for the audit of the financial statements for the year ended June 30th, 2025 at a cost of \$21,850 as outlined in the attachment and authorize the superintendent or designee to execute the contract. This motion, made by Forrest Turpen and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

C. Board to Consider and Take Possible Action on Temporary Appropriations for 2025-2026
Motion to approve the Temporary Appropriations for 2025-2026. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

XI. Human Resources - Lisa Johnson

A. Board to consider and take possible action on a resignation agreement between the District and mechanic Timothy Allenbaugh and to authorize the Board President to execute the resignation agreement on behalf of the district

Motion to approve a resignation agreement between the District and mechanic Timothy Allenbaugh and to authorize the Board President to execute the resignation agreement on behalf of the district. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

XII. Executive Session

A. Vote to convene into executive session for the purpose of discussing the hiring of one Ator Elementary Principal and one Owasso High School Assistant Principal as authorized by Okla.Stat.Tit.25§307(B)(1).

Motion to to convene into executive session at 7:25p.m. for the purpose of discussing the hiring of one Ator Elementary Principal and one Owasso High School Assistant Principal. This motion, made by Brent England and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea

Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

B. Acknowledge return to Open Session Acknowledge return to Open Session at 7:35p.m.

C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Stephanie Ruttman, Neal Kessler, Brent England and Frosty Turpen. Also present during the executive session was Dr. Margaret Coates and Mr. Mark Officer. During the executive session board members discussed the hiring of one Ator Elementary Principal and one Owasso High School Assistant Principal. This will constitute the minutes of the executive session.

XIII. Board to consider and take possible action to hire an individual for Ator Elementary Principal.

Motion to approve hiring Kalissa Stang as the Ator Elementary Principal. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

XIV. Board to consider and take possible action to hire an individual for Owasso High School Assistant Principal

Motion to hire Danielle Petty as an Owasso High School Assistant Principal. This motion, made by Neal Kessler and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1

XV. **New Business** There was no new business.

XVI. **Comments from the Public Regarding Non-Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.

A. Mr. Doug Hall

XVII. **Vote to Adjourn**

Motion to adjourn at 7:45 p.m. This motion, made by Forrest Turpen and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

Owasso Board of Education Special Meeting
Friday, May 2, 2025 2:00 PM Central

Board of Education Conference Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 1:58 PM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present

Present: 5.

II. Pledge of Allegiance - Margaret Coates

III. Executive Session

A. Vote to convene into executive session for the purpose of discussing the hiring of one Executive Director of Technology and one Ator Elementary Assistant Principal as authorized by Okla. Stat. Tit. 25§307(B)(1).

Motion to convene into executive session at 2:02p.m. for the purpose of discussing the hiring of one Executive Director of Technology and one Ator Elementary Assistant Principal. This motion, made by Neal Kessler and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea

Yea: 5, Nay: 0

IV. Acknowledge Board's return from executive session Acknowledge Board's return from executive session at 2:13p.m.

V. Statement of executive session minutes

During the executive session, the members of the Board of Education who were present were Stephanie Ruttman, Rhonda Mills, Neal Kessler, Brent England and Frosty Turpen. Also present during the executive session was Dr. Margaret Coates and Mr. Mark Officer. During the executive session board members discussed the hiring of one Executive Director of Technology and one Ator Elementary Assistant Principal. This will constitute the minutes of the executive session.

VI. Board to consider and take possible action to hire an individual for Executive Director of Technology

Motion to hire Dr. Michelle Baker as the Executive Director of Technology. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

VII. Board to consider and take possible action to hire an individual for the Ator Elementary Assistant Principal

Motion to hire Ms. Nicole Burkhardt as the Ator Elementary Assistant Principal. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

VIII. Superintendent & Board Professional Development with the Oklahoma State School Board Association Dr. Coates and the members of the Board of Education participated in Title IX Training facilitated by Mr. Brandon Carey of the Oklahoma State School Board Association.

IX. Vote to Adjourn

Motion to adjourn at 3:25p.m. This motion, made by Brent England and seconded by Forrest Turpen, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

May 12, 2025 Overnight/Out of State Student Activity Requests

- **May 14-16, 2025 - Special Olympics Summer Games - OHS Special Olympics - Stillwater, OK**
- **May 29-June 1, 2025 - Owasso FFA Chapter Officer Retreat - OHS FFA - Broken Bow, OK**
- **July 11, 2025 - Southwest Elite 7on7 Showcase - OHS Football - Springdale, AR**



Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Date 3/10/2025
Quote No. Q-126768
Acct. No. 12215765
Total 3,300.00
Pricing Expires 09/06/2025

Independent School Dist No. 11
1501 N Ash St
Owasso OK 74055
United States

We appreciate the continued partnership with Owasso!

Payment Term	Contract Start	Contract End
Net 30	7/1/2025	6/30/2026

Site	Description	End Date	Qty
Owasso Public Schools 11	Imagine Purpose 6-12 Concurrent User	06/30/2026	10

Subtotal 3,300.00
Tax Total 0.00
Total 3,300.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Independent School Dist No.
11

Signature: _____
Print Name: _____
Title: _____
Date: _____

Imagine Learning Representative

Kate Baxter
Account Executive -
kate.baxter@imaginelearning.com
imaginelearning.com
(480) 772-9717

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

CONTRACT

This Agreement is made and entered into this 12th day of May, 2025, by and between Junior Achievement of Oklahoma, Inc., an Oklahoma non-profit corporation (“Junior Achievement”) and The Independent School District No.11 of Tulsa County, Oklahoma a/k/a Owasso Public Schools (the “District”), for the purpose of securing certain services to be provided by Junior Achievement for the 2025-2026 academic school year.

RECITALS:

WHEREAS, Junior Achievement is the owner and operator of a Junior Achievement Facility used for interactive instructional programs (including, but not limited to “JA BizTown®”); and

WHEREAS, Junior Achievement provides, at the Junior Achievement Facility, a hands-on learning environment designed to supplement and reinforce student curriculum correlated to the Oklahoma State Standards and Common Core through the use of technology and real-life application in Junior Achievement’s “JA BizTown Program”; and

WHEREAS, Junior Achievement has agreed to provide the District with access to the JA Tulsa Facility and to the JA BizTown Program on the terms and conditions set forth herein.

NOW, THEREFORE, Junior Achievement and the District agree as follows:

1. Junior Achievement agrees to enroll an estimated 750 (determined by site request) of the District’s 5th (grade options for curriculum delivery 4-5-6) grade students in the JA BizTown Program. In addition, Junior Achievement agrees to provide the following services and materials in support of the JA BizTown Program:
 - Technical assistance and training for teachers and staff of the District, including curriculum and program materials and such other materials and assistance as are necessary for the implementation of the JA BizTown Program in the District’s curriculum.
 - On-line training & onsite training of parent/community volunteers.
 - On-site training of teachers at the Junior Achievement Facility.
 - Support and program assistance at the Junior Achievement Facility for each school group participating in the JA BizTown Program.
 - All necessary materials for implementation of the JA BizTown Program as a part of the District’s in-school curriculum and on-site participation.
2. Junior Achievement will provide the JA BizTown Program in a safe and appropriate facility that supports and fosters learning. This facility is located at 3947 South 103rd East Avenue, Tulsa, Oklahoma.
 - If for any reason (ie: inclement weather, school district decision to cancel school day, or an Act of God) students are not able to attend the on-site portion of the JA BizTown Program as scheduled, Junior Achievement will make every attempt to reschedule with the District. If no arrangements can be made for the on-site portion of the JA BizTown Program, Junior Achievement will refund 25% of the student fees for those students who are unable to be rescheduled. Twenty-five percent of the student fee represents that portion of the on-site visit.

Seventy-five percent of the student fee represents program pieces that occur prior to or are delivered in the classroom to participating students.

3. The District will pay Junior Achievement Thirty Dollars (\$30.00) for each of the District's students who enroll in the JA BizTown Program, including the experiential learning on-site portion of the Program, not to exceed a maximum of Twenty two thousand Five Hundred Dollars (\$22,500.00) for the 2025-2026 year. Enrollment is based on the number of student curriculum given to each school in the District.
 - Payment is due within **30 days** of receipt of JA BizTown student materials.
 - Registration of students who will participate in the JA BizTown Program will be delivered to Junior Achievement at the beginning of each semester.
 - By accepting the District's registration and payment, Junior Achievement agrees to provide the JA BizTown Program (both curriculum and on-site experience) to each enrolled student.

4. In addition to the fee for enrollment, the District agrees to provide the following personnel and/or support for its students participating in the JA BizTown Program:
 - The District will provide a coordinator for each school who will act as liaison and will assist Junior Achievement and individual teachers and students in their participation in the JA BizTown Program.
 - The District will require participating teachers to attend a JA BizTown training session and assume the responsibility for providing any necessary substitute teachers with notification to Junior Achievement of staff changes pertaining to the JA BizTown Program curriculum.
 - Use the JA BizTown Program curriculum and materials with the understanding that they are the sole property of Junior Achievement and may not be shared, given away, copied or in any way distributed to or used by any party other than those set forth in this contract.
 - The District will provide transportation to and from the Junior Achievement Facility for all enrolled students.
 - On the day of the site visit, the District will provide at least 14 (and a maximum of 18-20) Junior Achievement trained volunteers for students participating in the JA BizTown Program to facilitate the individual JA BizTown businesses and assist with the day's activities.
 - The District will implement the JA BizTown Program into its curriculum so that students are prepared to participate in advance of their attendance at the Junior Achievement Facility. If the students have not been adequately prepared prior to their visit to the on-site facility they will not receive maximum learning benefit of the program.
 - The District will obtain and maintain a parental consent form and a photo release form for each participating JA BizTown Program student with notification to Junior Achievement staff. Students may be present during Junior Achievement media opportunities. Junior Achievement will notify the school of any scheduled media visits.
 - The District will schedule individual classes from participating schools through coordination with Junior Achievement and JA BizTown Program staff. There is a maximum of 114 students who can participate on any given JABT day. Allowance for additional students must be discussed with the JA BizTown Manager.

- The District will provide or make arrangements for student lunches for each student enrolled in the JA BizTown Program.
5. Junior Achievement agrees that it will maintain student privacy and confidentiality, as required by state and federal law and implementing regulations.
 6. Junior Achievement agrees to and shall defend, indemnify and hold the District, its officers, employees and agents harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages that are directly caused by or directly result from the gross negligence or willful misconduct of Junior Achievement, its officers, agents, employees or contractors.
 7. Junior Achievement agrees that, prior to entering into this Agreement, Junior Achievement has obtained a commercial general liability insurance policy insuring Junior Achievement in an amount not less than \$125,000 for personal injury to or the death of any individual, and \$1,000,000 in the aggregate for personal injury or death. Junior Achievement must maintain such insurance policy at all times while this Agreement is in effect. Junior Achievement agrees to furnish the District, upon request, with a copy of its current insurance policies, together with assurance that, if its insurance policies are cancelled during the term of this Agreement, Junior Achievement must immediately notify the District.
 8. This Agreement may only be amended or modified in writing, executed by both parties.
 9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

Dated this 12th day of May, 2025.

Junior Achievement of Oklahoma, Inc.

**The Independent School District No.11 of
Tulsa County, Oklahoma, a/k/a Owasso Public
Schools**

Shannan Beeler

By: _____
Shannan Beeler, President

By: _____
Superintendent or Board Chair



"Empowering young people to own their economic success"

**Memorandum of Understanding
Between
Owasso Public Schools
And
Oklahoma Baptist University**

Effective Academic Year: 2025-2026

**Owasso Public Schools
and
Oklahoma Baptist University (McCabe Family School of Education)**

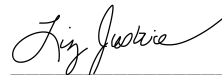
This document is an agreement between Oklahoma Baptist University (OBU) and Owasso Public Schools (OPS). It is designed to create a partnership whereby OBU places teacher education candidates within designated school sites for field experiences.

District Representative

Date

District Representative

Date



Dr. Liz Justice, Director
OBU –Teacher Education

04/15/2025

Date



Dr. Larinee Dennis
OBU - Dean

04/15/2025

Date

PROGRAM AGREEMENT

This Affiliation Agreement is made and entered into for the 25-26 academic year, by and between Oklahoma Baptist University and Owasso Public Schools ("the district").

I. PURPOSE

The purpose of this Agreement is to provide educational field and clinical experiences ("educational experience(s)") for the School's selected students ("Candidates"), which take place at OPS facilities and with BPS's cooperation and participation.

II. OBU's RESPONSIBILITIES

- A. OBU shall retain responsibility for coordinating teacher candidate's educational experiences as well as responsibility for administering appropriate disciplinary action to Students who fail to adhere to the district policies, regulations and practices.
- B. OBU shall designate an administrator or instructor to serve as a liaison and to facilitate communication between OBU, the district, and the teacher candidate.
- C. OBU will work with the district/school sites to plan, in advance, the schedule of student assignments, including dates and content areas.
- D. During the term of student teaching OBU shall secure and maintain general and professional liability insurance for the student teachers. Upon the request of the district, the teacher candidate shall provide the district with certificates of insurance evidencing compliance with this provision.
- E. At no time shall teacher candidates be considered employees or agents of the district.
- F. OBU agrees to notify Students that they are responsible for following the policies and regulations of the district.
- G. OBU shall certify that all teacher candidates and any designated OBU affiliated employees/agents, who will have direct contact with students on district property during regular business hours or during district-sponsored activities, have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.
- H. By its acceptance of this Agreement OBU acknowledges that teacher candidates must comply with the Family Educational Rights and Privacy Act ("FERPA"). OBU acknowledges and understands that, in the course of providing educational experiences to Students under this Agreement, the district may provide Students with access to individual student educational records, as the term is defined in FERPA ("Individual Student Records"). As such, OBU agrees that Students and its employees, volunteers, agents or other affiliated parties shall be made aware of their obligations to comply with FERPA with regard to Individual Student Records. Accordingly, OBU agrees that its Students and employees, volunteers, agents or other affiliated parties will maintain strict confidentiality of information contained in Individual Student Records and will not disclose any such information to third parties unless specifically authorized by the district or the individual student's parent or legal guardian in writing.

- I. OBU shall verify that all teacher candidates have completed any and all background and health screenings prior to reporting for the educational experience.
- J. OBU shall, at the request of the district, remove any teacher candidate from participation in an educational experience established pursuant to this Agreement.

III. District's RESPONSIBILITIES

- A. The district shall provide adequate classroom facilities, staffing, materials and necessary access to facilities for completion of the teacher candidate's educational experiences.
- B. The district shall maintain sole responsibility for the instruction, education and welfare of its pupils.
- C. The district shall retain the right, in its sole discretion, to request the removal of any individual teacher candidate from the program.
- D. The district shall provide to OBU and the teacher candidate copies of district policies, procedures and other relevant materials that it would like brought to the attention of the teacher candidate
- E. The district shall keep confidential all personally identifiable information about the teacher candidate participating in an educational experience pursuant to this Agreement.
- F. The district shall provide each teacher candidate with a Cooperating Teacher/Mentor who holds appropriate credentials and has accepted the responsibility of serving as a Cooperating Teacher/Mentor.
- G. The district's Cooperating Teachers/Mentors will work with the teacher candidate and OBU liaison or other site supervisor designated by OBU to provide evaluation and feedback concerning the Student's progress. All Cooperating Teachers/Mentors will immediately inform the liaison or designated supervisor of any concerns regarding a teacher candidate.

IV. GENERAL PROVISIONS

- A. OBU and the district agree that all teacher candidates will adhere to all School Board policies, rules, regulations, and standards applicable to OBU and the district, including the rules of ethical and professional conduct as set forth in OBU's and the district's policies, procedures, standards of care, and protocols.
- B. This Agreement is for the term of 2025 - 2026, beginning on August 1. This Agreement shall remain in effect until it is cancelled at any time by either OBU or the district.

World Book Inc.
 180 N LaSalle Street, Suite 900
 Chicago, IL 60601
 Phone: (800) 975-3250
 Fax: (888) 922-3766
<http://www.worldbook.com>

Quote Details

Presented By:	Jean Linde	Quote Number	00107770
Title	Customer Success Specialist	Valid Until Date	7/1/2025
Email	jalinde@worldbook.com	WB Acct No	17067
Bill To Name	Owasso Public Schools	Ship To Name	Owasso Public Schools
Bill To	1501 N Ash St Owasso, Oklahoma 74055 United States	Ship To	1501 N Ash St Owasso, Oklahoma 74055-4930 United States

SKU	Product	Quantity	Sales Price	Subtotal
O53	Online World Book Kids	1.00	USD 4,368.00	USD 4,368.00
O48	Online- World Book Student	1.00	USD 4,368.00	USD 4,368.00

Subtotal USD 8,736.00
 Grand Total USD 8,736.00

Notes

7/1/25 - 6/30/26

Payment Option

Invoice the Institution listed above

Purchase Order Required?
 Yes, Purchase Order #: _____
 No

Credit Card

To make a payment via secure credit card processing portal, please email customerservice@worldbook.com to receive a payment link.

Check or Money Order

Make Checks payable to World Book Inc.

NOTE: After 6/1/2024, a convenience fee of 3% will be applied to orders paid by credit/debit card.

We accept:



If you have any questions or need clarification regarding this change, please reach out to your sales representative or World Book Customer Service team.

Order Instruction

To place an order:

1. Fax to (888) 922-3766, or
2. Mail to: World Book, Inc. Attn: Order Processing 180 N LaSalle Street, Suite 900 Chicago, IL 60601

Terms & Condition

Standard Shipping & Handling Is Included in all prices. School / Library orders directly billed or under a purchase order are net 30 days from date of Invoice. Taxes will apply unless valid Tax Exemption ID is provided. This order is subject to acceptance in

Signature

I confirm that I am authorized by the above Institution to make this purchase and that the institution will be responsible for the balance due in accordance with the terms specified.

Authorized Signature _____

Chicago, IL. For full Terms and Conditions see
<http://worldbook.com/terms-conditions>.

Print Name _____

Date _____

**Solution Tree, Inc.
Purchase Agreement**

Effective April 24, 2025, Solution Tree, Inc. (“Solution Tree”) located at 555 N. Morton St., Bloomington, IN 47404 and Owasso Public Schools (“Customer”) located at 1501 N Ash Street Owasso, OK US 74055 agree as follows:

- 1. Summary of Products and Services:** Customer will purchase the following Solution Tree products and services (“Products”). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Onsite Professional Development	\$15,000.00
Total	\$15,000.00

- 2. Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the “Purchase Order Due Date”). The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$ 0.00	Waived
Onsite Professional Development	\$15,000.00	August 27, 2025

3. Onsite Professional Development

- 3.1. Description of Services:** Solution Tree agrees to provide a speaker, Julie Schmidt (“Associate”), to disseminate information for Customer on the topic of *PLC at Work*® on August 27, 2025 to August 28, 2025.
- 3.2. Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.

4. General Terms

- 4.1. Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

4.2. Force Majeure: If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
- b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
- c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- d. All obligations unaffected by a Force Majeure Event will remain in place.

4.3. Termination: Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

- a. **Onsite Professional Development:** If Customer cancels any Onsite Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Onsite Professional Development Services.

4.4. Entire Agreement: This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

_____ Date
Owasso Public Schools

_____ Date
Solution Tree, Inc.



**AGREEMENT
between**

School District and HORIZON: Digitally Enhanced Campus

This Agreement is entered into this ____ day of _____, 2025 between _____ School District (“District”), and Horizon: Digitally Enhanced Campus (“Horizon” by and through the Statewide Charter School Board).

I. INTRODUCTION

The Horizon Consortium is a network of school districts who provide access to digital content and professional development through license agreements sponsored by Horizon.

Title 70, Section 1210.704 of the Oklahoma Statutes mandates the provision of a statewide online learning platform to provide high quality online learning opportunities for Oklahoma students that are aligned with the subject matter standards adopted by the State Board of Education. Additionally, Title 70, Section 3-132.2(E)(1) of the Oklahoma Statutes mandates state negotiation with online vendors to provide a state rate price to school districts for supplemental online courses. Further, Oklahoma Administrative Code 777:15-1-4 requires that the price offered does not exceed the lowest price at which the course is offered by use or sale to any state, public school, or school district in the United States.

II. ROLES AND RESPONSIBILITIES

District agrees to perform the following duties and responsibilities:

- a) Student access to curriculum content under the Concurrent License model will be shared by all consortium member schools through a licensing agreement with contracted vendors. Curriculum content under the Student License model is student-specific and linked uniquely to the respective district. District may make a la carte purchases directly from the vendor or through Horizon reimbursement if purchasing through this Agreement.
- b) Compliance with all state and federal mandates will be the responsibility of District.
- c) District must provide, at its expense, server set up equipment (*if required*) and computers to be used by students when accessing content on-site.
- d) District will determine the individual students, their ages, and curriculum needs in providing access to virtual online content.
- e) District will participate in Professional Development and training required to ensure fidelity of program delivery. The training is provided to District by Horizon and online vendors at no cost.

District will ensure participation by appropriate personnel. Horizon assumes no responsibility for the use of software access as applied by District.

- f) District is responsible for transcription of the online course credits for its students. Horizon is not responsible for awarding credits.
- g) Horizon recommends that assessments be conducted in a proctored setting.
- h) District will provide a primary and billing point-of-contact for communications with Horizon.
- i) District will identify quantities of each product they intend to use during the 2025-26 school year and will complete the Horizon Order form by June 30, 2025. Execution of the Agreement indicates a commitment by the District to purchasing products requested on the order form. Payment for these products shall be made by October 1, 2025; provided, there is no cost associated with Horizon's AP and select honors courses. Additional products can be purchased throughout the contract period upon written request of District and their acceptance of the written quote. Payment for additional products shall be made within 45 days of invoice. Failure to pay invoices on time will result in loss of discounts. Districts who are not in good standing at the end of each semester of the academic year may not renew their Horizon Consortium membership the following year.

Horizon agrees to perform the following duties and responsibilities:

- a) Horizon will negotiate contracts with vendors and purchase product for District. Horizon will invoice District the negotiated consortium state rate according to the order form submitted by District.
- b) Subject to available funding and at its discretion, Horizon may provide District with additional discounts on products purchased through the Consortium on a first-come, first serve basis. To be eligible for any additional discounts, District must submit an order form to Horizon no later than June 30, 2025, unless Horizon approves in writing the submission of an order form after June 30.
- c) Horizon will collaborate with District to coordinate professional development opportunities. Subject to available funds, Horizon may pay professional development fees at its discretion.

III. TERM

The term of the Agreement begins July 1, 2025 and terminates on June 30, 2026. To continue the relationship of the parties, a new Agreement must be executed. All payments by and through Horizon are subject to agency budget approval.

IV. STUDENT DATA ACCESSIBILITY, TRANSPARENCY, AND ACCOUNTABILITY

Horizon maintains the right to access district and student usage and success reporting data including the following: course access, student usage, course completion rates, student course disabled data, and progress by time. This data will only be used for comparative analysis and to validate modifications made throughout the school year. Individual student names and other personally identifiable information will not be used in any reporting.

V. NO AUTHORITY TO OBLIGATE

At no time during the performance of this Agreement shall District have authority to obligate Horizon for payment of goods and services. District shall not make any promise of expenditure of funds by Horizon over the amount of funds Horizon has agreed to expend for this Agreement.

VI. ASSIGNMENT

The rights and obligations of Horizon and District may not be assigned or transferred to any other person, firm, or corporation without prior written consent of all parties.

VII. DISPUTE RESOLUTION

Any claims, disputes, or litigation arising from the Agreement shall be governed by the laws of the State of Oklahoma. Venue for any action shall be in the District Court for Oklahoma County, Oklahoma.

VIII. AMENDMENTS

Any change to this Agreement must be approved in writing by both parties.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of the day and year first set forth above.

DISTRICT

Horizon: Digitally Enhanced Campus

Rebecca Wilkinson

Signature

DATE

Signature

Print Name

Title

AGREEMENT
Between
NORTHEASTERN STATE UNIVERSITY
Acting for and on behalf of its
TEACHER EDUCATION PROGRAM
And
Owasso Public Schools
For
TEACHER CANDIDATE INTERNSHIP AGREEMENT

THIS AGREEMENT is made and entered into this 12th day of May, by and between the NORTHEASTERN STATE UNIVERSITY, acting for and on behalf of its Northeastern State University Teacher Education Program, and **Owasso Public Schools** (school site/public schools) of **Owasso** (school district) in **Tulsa** (county),

OKLAHOMA (hereinafter, **Owasso Public Schools**)

WITNESSETH

SECTION 1: School District agrees to provide the authorization, supervision and instruction of student teachers completing their student teaching portion of teacher preparation and to provide pre-student teaching observation and participation activity in the Teacher Education Program.

SECTION 2: School District agrees to accept for assignment to cooperating teachers in the public schools a certain number of students enrolled in the Northeastern State University's (hereinafter, "NSU") Teacher Education Program. School District further agrees the cooperating teacher will give direct supervision to the student teacher assigned and will work with a faculty member assigned by NSU in directing and evaluating the student teacher experience. School District further agrees to provide student teacher supervision, instruction, mentoring or assistance, as needed by various staff members to enhance and develop the student teacher's ability to effectively educate children in an urban educational environment including, but not limited to, identifying and serving children with disabilities, serving children from diverse socio-economical populations, and serving children with foreign language barriers.

SECTION 3: All arrangements for the placement or removal of student teachers will be coordinated through School District's building administrators and NSU's College of Education Director of Clinical Education. If a student teacher fails to comply with the requirements of this Agreement or to perform to School District's satisfaction, NSU will be contacted and so informed. If such issues are not resolved to School District's satisfaction, then NSU will, upon written or verbal request by School District's building administrator, immediately remove that student teacher from the school.

SECTION 4: NSU and its student teachers will comply with all applicable federal and state laws and regulations and will comply with all School District policies, rules and regulations while on School District premises or performing services under this Agreement. NSU and its student teachers will keep confidential and not disclose to any person or entity any records or other documentation, including progress notes which may constitute student records as defined in the Family Educational Rights and Privacy Act unless such disclosure is authorized under the Act or pursuant to court order.

SECTION 5: It is not the intention of the parties to form a joint venture or partnership. This Agreement shall not be construed to create an employment or agency relationship between NSU and School District or any of their respective employees, student teachers or agents. School District and NSU shall, at all times, act and function pursuant to this Agreement and hold themselves out as independent contractors.

SECTION 6: School District and NSU agree that student safety is a top priority. In an effort to protect the students' safety, NSU agrees that it will not place any individual on School District property, whether as a student teacher, officer, agent, employee or contractor if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude. NSU hereby certifies that none of its student teachers and none of its employees working on School District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders' Registration Act. NSU shall submit written proof to School District that all student teachers and faculty supervisors coming on to School District property have passed background checks prior to their entering on School District property. All NSU employees and student teachers must have in their possession, at all times, a current photo ID which identifies them as a student teacher or employee of NSU and, if required by School District, a School District photo ID authorizing access to a specific School District site. If at any time a student teacher or NSU employee demonstrates actions which are inappropriate or create a disruption within a school, the building administrator may require that such person leave School District property and not return without specific permission of the building administrator, School District, and NSU Director of Clinical Education.

SECTION 7: Neither School District, nor its employees, shall receive compensation from NSU for services performed under this Agreement in support of NSU's Teacher Education Program. NSU may, however, with School District's consent, pay a reasonable and customary honorarium to cooperating teachers or, alternatively, may provide cooperating teachers a tuition waiver to enroll in a NSU course upon completion of their supervision of a student teacher.

SECTION 8: All notices to be made under this Agreement shall be made in writing and delivered by personal delivery by commercial delivery service, or by certified United States mail, return receipt requested, to the following addresses:

If to NSU: Northeastern State University
 Attn: Associate Dean of the College of Education
 600 N. Grand Ave.
 Tahlequah, OK 74464

If to School District (enter address): 1501 N Ash Street, Owasso, OK 74055

SECTION 9: This Agreement sets forth the entire agreement between the parties as to the subject matter hereof, and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written.

SECTION 10: This Agreement is valid for a period of three (3) years beginning January 1, 2025 and ending December 31, 2028. Either party may terminate this Agreement, without cause, upon sixty (60) days' written notice. Student teachers enrolled in NSU's Teacher Education Program and assigned to a School District site at the time such notice is given will be afforded the opportunity to complete their assignment notwithstanding such early termination.

SECTION 11: NSU, as a component of the Regional University System of Oklahoma, is an agency of the State of Oklahoma. Accordingly, NSU does not have the authority to enter into agreements to waive, compromise, concede, surrender or relinquish the rights, privileges, immunities or remedies of the State of Oklahoma, nor agree to lesser or greater standards of care than would apply in the absence of a special provision; nor agree to modify any applicable statutes of limitations; nor agree to alter the commencement of a statute of limitation; nor agree to insure, indemnify or hold harmless; nor agree to waive subrogation rights; nor agree to shift the burden of proof; nor agree to less than 45 days from receipt of invoice in which to make payment; nor to agree not to enforce any of the rights, privileges, immunities or remedies as provided by law. NSU, as an entity of the State of Oklahoma, does not have the authority to enter into agreements which are contrary to any Federal laws, the Oklahoma Constitution, or Oklahoma Statutes, all as interpreted by the courts and the Oklahoma Attorney General. Nothing contained within this Agreement shall be interpreted in such a way that NSU acted contrary to or outside of its authority to act as an entity of the State of Oklahoma.

IN WITNESS WHEREOF, NSU and School District have executed this Agreement as of the day and year first written above.

NORTHEASTERN STATE UNIVERSITY,
TEACHER EDUCATION PROGRAM



Rodney Hanley, President

4/25/25

Date

IN WITNESS WHEREOF, NSU and School District have executed this Agreement as of the day and year first written above.

Owasso Public Schools
Enter School District Name

By: _____

Date: _____

Name: _____

Title: _____

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Memorandum of Understanding
Tulsa Community College
And
Owasso Public Schools

This Memorandum of Understanding (“MOU”) between Owasso Public Schools, Owasso, Oklahoma, (“partner”), and Tulsa Community College (“TCC”), an agency of the State of Oklahoma. Its purpose is to set forth the responsibilities and obligations of the parties with regard to dual credit programs. Tulsa Community College is dedicated to serving high school students while helping to develop a seamless and accessible transition to higher education. Tulsa Community College is a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). Established in 1999, NACEP provides standards of academic excellence, research, and advocacy. TCC has developed partnership guidelines based on NACEP standards in order to provide a valuable and credible academic experience. The TCC guidelines are available on request from the TCC Office of Dual Credit Programs. NACEP standards can be viewed at www.nacep.org.

TCC enrollment provides high school students an opportunity to earn transferable college credits while also satisfying high school course requirements through dual credit as well as an introduction to college academics and rigor. Additionally, this program provides an economical head-start through the tuition waiver program and reduced fee schedules for courses taught at community campuses, approved off-campus sites, or high school campuses during the regular school day. Through the program, students gain access to TCC writing labs, math labs, academic advisement, career advisement, libraries, clubs, organizations, and fitness centers.

1. Purpose

The purpose of this agreement is to foster increased access to college courses for high school students who have demonstrated the academic ability to complete a rigorous course of study. By using partner facilities to offer TCC courses, eligible students have an opportunity to participate in college courses during regular high school hours in a familiar environment. Students will earn high school academic credit and college credit, referred to as dual credit, as established by the Oklahoma Legislature in 70 O.S. §628.13. Any addendum shall be governed by the terms, provisions, and conditions set forth in this agreement.

2. Term

The agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution. Either party shall have the right to terminate this MOU with or without cause by giving ninety (90) days prior written notice of intention to terminate at the end of the college semester during which the

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notice was provided. If the notice to terminate is received less than 90 days from the end of the college semester, then the agreement will conclude at the end of the following college semester.

The parties agree to work in good faith to avoid any such termination. The rationale for the requested termination should be stated with the request, and the parties will attempt to resolve

any disputes in a mutually satisfactory way. Any future agreements will be subject to their own terms for termination, which may differ from this memorandum of understanding.

3. Operations

A. TCC will ensure the following conditions:

- Admit high school students to the college according to the Oklahoma State Regents for Higher Education requirements.
- Offer 1000 level and 2000 level courses to a minimum of fourteen (14) pre-enrolled students.
- Hold courses open and accept enrollments to meet required minimum fourteen enrollments: minimums must be met by December 15 for spring courses and May 15 for fall courses.
- Accept course enrollments in addition to the minimum fourteen (14) students until the section fills or until the first class meeting.
- Post the Dual Credit Student Enrollment Portal and instructional video on the TCC Dual Credit Programs' web pages for participating high school districts.
- Counsel students on issues concerning academic success and higher education goals including course transferability, college majors, and pathways to Associates Degrees, or workforce certifications.
- Conduct annual training for high school counselors.
- Provide online, online live, blended, and classroom delivered instruction for courses as agreed upon by TCC, the partner, attending districts, and appropriate external authorities.
- Endeavor to provide instructors and courses; however, TCC cannot guarantee course availability at the site.
- Provide curriculum and instructors for all TCC courses.
- Comply with the policies, practices, and procedures as outlined in the TCC faculty handbook at all times.
- Administer courses to follow a sixteen (16) week format. Students will follow the established TCC calendar as it relates to add/drop dates, withdrawal dates, holidays, and unscheduled closings.
- Provide high schools with due dates for the course scheduling process. See addendums for specific program timelines.
- Provide TCC student ID cards to each concurrently enrolled student who presents a TCC ID number and photo identification at TCC Student Activities Centers. The ID card will

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provide students with access to all four (4) TCC libraries and online library access. Students are billed \$5.00 per semester.

- Allow students to enroll in additional courses on TCC campuses as well as in the courses taught at the off-campus sites, online, online live modalities.
- All enrollments beyond the tuition waivers will be charged full TCC tuition.
- Send a password encrypted, electronic end of term grade spreadsheet to the district registrar or staff authorized to receive FERPA information.
- Provide dual credit student orientations. Partners may attend scheduled orientations on TCC campuses, online, or students may view the dual credit orientation electronically from www.tulsacc.edu/dualcredit in the high school counselor's office.
- Provide an early alert system via email to the district's high school counselor and/or administrator authorized to receive student information.
- Provide ADA accommodations: TCC requires students to self-identify and submit appropriate professional documentation in accordance with the guidelines established by the Accessibility Resources Center located at 909 S. Boston Ave Room MC 331B.
- The Director of Dual Credit Programs, TCC faculty department chairs, TCC Deans and Associate Deans, and the Associate Vice-President of Academic Affairs will review all course requests from participating high schools. Courses will be approved based on the program scope, collective resources, and available support for each course.

B. The partner high school will ensure the following conditions:

- Ensure that each student has textbooks and instructional materials as required for each course and that no student is denied an opportunity to participate due to the inability to purchase textbooks and instructional materials.
- Comply with the one hour and fifty minute TCC semester finals schedule.
- Designate a representative as the liaison between the partner and TCC. The partner liaison provides program information and guidance to students, parents, and high school faculty.
- Establish a process to confirm eligibility.
- Support and help guide the development and integrity of the program through the partner high school principal and counselor(s).
- Advise concurrently enrolling students on all issues concerning high school education, graduation, and college application requirements.
- Distribute for signatures and retain the signed district's student/parent MOU (if used).
- Communicate clearly to the parent and student regarding financial responsibilities and the college environment.
- Ensure that students have an opportunity to enroll in courses necessary for high school graduation. TCC courses may not be available or convenient for some students so should not be depended on as the sole source for completing high school graduation requirements.
- Include TCC courses in the high school course catalog.
- Display TCC brochures, guides, posters, and other promotional materials that TCC provides in a designated area such as the high school guidance office.

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- Allow compliance with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).
- Provide program information and enrollment due dates to parents and students prior to registration periods.
- Support the instructor and the student through standards set by TCC.
- TCC campuses, including community campuses, do not close as frequently as high schools. If the high school closes and TCC does not, students will be expected to complete any homework or assigned readings and may be required to complete an online assignment, using Blackboard. Even when TCC is closed, students should keep up with the course agenda and check Blackboard for updated assignment schedules.
- Provide an orientation for TCC faculty prior to the start of the semester if the district or partner campus is hosting TCC faculty. The orientation should include a tour of the campus, information about parking, keys to rooms, introductions to appropriate personnel, computer network passwords, IDs, and other information that may be unique to the site that faculty will need to teach their classes.
- Provide students with adequate time to travel to and participate fully in courses and time to return to their home high school if applicable.
- Provide, when course delivery model requires, qualified (per TCC standards) facilitators in classrooms, access to computer labs, and access to tutoring services. See addenda for specific program requirements.
- Request all course additions or program changes in writing to the TCC Dual Credit Programs office.
 - Fall semester requests should be submitted by January 15th. Spring and summer semesters' requests should be submitted by August 15th.
 - English courses require a minimum of 14 enrollments and a maximum of 20 enrollments per section. All other courses require a minimum of 14 and a maximum set by the discipline and faculty. All enrollment maximums are additionally based on the ability to provide a collegiate environment.
 - Course change requests and program requests should include the rationale for the additional course, any extenuating circumstances surrounding the request; the number of students qualified and expected to enroll in the course, and the availability of specialized equipment/labs if appropriate. The requests will be reviewed and newly approved courses may be offered in the following semester.

C. Obligations of both TCC and Partner:

- Attend an annual senior leadership meeting.
- Collaborate to provide program information, communication, promotional materials, and activities.
- Collaborate to articulate curricula between the high school and the college.

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- Collaborate to develop a two-year pathway of academic course offerings. The course schedule will be reviewed annually.
- Collaborate when advising a concurrently enrolled student to ensure that the student is apprised of all education options.
- Attend operations meetings as required.

D. High School Concurrently Enrolled Students Will:

- Meet the minimum requirements as set forth by the Oklahoma State Regents for Higher Education. Admission and enrollment requirements are posted at www.tulsacc.edu and accompany the enrollment form.
- Complete the online TCC college admission application a minimum of one week prior to enrollment.
- Enroll using the Dual Credit Student Enrollment Portal www.tulsacc.edu/dualcredit .
- Pay course fees and materials used via Bb for all courses at any TCC Bursar office or online via MYTCC.
- Pay full tuition incurred beyond the maximum tuition waiver amount.
- Assume responsibility for course materials.
- Complete a student orientation in person, online, or with a high school counselor via TCC's orientation presentations and materials.
- Assume all responsibility for personal actions during transportation to the course delivery sites and during the return to the home high school including driving or riding in personal vehicles and district transportation on roads or in parking lots.
- Comply with the TCC student policies and resources as outlined in the TCC Student Code of Conduct (<http://www.tulsacc.edu/student-resources/student-handbook>) during TCC class time.
- Behave in the same manner as any student enrolled and participating in a college course as written in the TCC Student Code of Conduct available on the TCC website.
- Assume responsibility for any malicious destruction of property, equipment and materials belonging to the host concurrent delivery site and/or TCC.
- Read the district's student/parent MOU if required by the district (to be retained at the high school counselor's office).
- Participate as required and outlined in the course syllabus.
- Check the television, radio, and TCC Alerts for class cancellations due to unforeseen situations (weather), and log onto TCC Blackboard to complete any assignments.
- Assume responsibility for reporting grades to appropriate high school staff.

4. Financial Arrangements

- Students will pay the one-time admission fee of \$20.00 with the first semester enrollment.
- TCC will waive tuition via the state of Oklahoma and TCC's tuition waiver programs.

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- TCC Financial Aid will apply the juniors' tuition waiver for a maximum of twelve (12) credit hours per semester beginning the summer after the 10th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.
- TCC Financial Aid will apply the seniors' tuition waiver for a maximum of eighteen (18) credit hours during the three senior semesters of concurrent eligibility beginning the summer after 11th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.
- All courses are charged Oklahoma State Regents for Higher Education mandatory course fees regardless of delivery mode or location. Other courses' fees vary.
- Partners may set up third-party billing with the TCC bursar to eliminate student barriers.
 - Participating third-party billing high schools will be billed for all students on the TCC rosters after the semester drop date. Consult the TCC academic calendar for semester dates.
 - Students are not eligible to receive a federal T-1098 tuition statement for education credit for any amounts remitted by the district via 3rd party billing

5. Liability

Each party to this Agreement will be responsible for its own negligent acts or omissions and those of its employees, officers, volunteers or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does either party assume any responsibility to the other party for the consequences of any act or omission of any person or entity not a party to this Agreement. The terms of this provision shall survive the termination of the Agreement.

Both parties recognize that this is a programmatic agreement and does not afford TCC control of over any District property, therefore the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act does not apply to District property utilized under this agreement.

6. Independent Capacity

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

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Official Signatures

We agree to the conditions and responsibilities and indicate by our signatures our commitment to provide quality dual credit enrollment courses for our students.

Signed by:

D69EBC39220A495...

Dr. Kristopher Copeland, Assoc. Vice-
President Academic Affairs
Tulsa Community College

4/30/2025 | 2:41 PM CDT

Date: _____

School Board President or Superintendent
Participating school or district

Date: _____

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MOU Addendum:

College Prep Math (CPM)

In cooperation with the high school mathematics department, Tulsa Community College is offering eligible high school juniors and seniors the opportunity to earn three hours of transferable college Mathematics and satisfy their high school Mathematics requirement. College-Prep Mathematics (CPM) is an intensive preparatory course designed for students aiming to excel in their chosen math pathway during the subsequent semester. This course is tailored to equip students with the fundamental skills necessary for success across various mathematical disciplines. CPM lays the groundwork for three distinct math pathways: Precalculus I – Primarily designed for STEM majors, this pathway delves into advanced mathematical concepts essential for disciplines such as engineering, physics, and mathematics. Math Functions – Geared towards business majors, this pathway emphasizes practical mathematical applications relevant to fields such as economics, finance, and management. Quantitative Reasoning – Tailored for Liberal Arts majors, this pathway focuses on developing critical thinking skills through the application of mathematics in everyday contexts. The goal is for all students who take the CPM class to successfully complete a TCC college-level math course (MATH 1513 – Precalculus I, MATH 1473 – Quantitative Reasoning, or MATH 1483 – Mathematics Functions & Their Uses) the following semester. Recognizing the importance of embedded support, students enrolled in CPM will receive daily assistance from their high school math instructors during the subsequent semester as they navigate their chosen TCC math pathway online.

Tulsa Community College Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with CPM curriculum and objectives, which will be used during the fall semester to prepare students for the college-level math course.
- Provide a TCC Dual Credit Coordinator to administrate and liaison with the student, teacher, and counselor (See DC procedural timeline).
- Conduct an on-site or virtual information session during the first week(s) of the CPM class.
- Provide a TCC Math faculty liaison to review the CPM course materials with the high school math teacher and to provide support throughout the semester.
- Meet with students to help them apply to TCC in September (fall) and in April (spring).
- Provide a 16-week online section of MATH 1513, MATH 1473, and/or MATH 1483 taught by TCC faculty who will communicate with the high school support instructor throughout the semester.
- Reserve seats for the CPM students who meet admissions and enrollment criteria, who earn a C or better in CPM, and who enroll by January 3 for spring semester, by May 30 for fall semester.
- Send TCC Qualtrics student survey link to high school teacher to gather student roster information.
- Share Google Class Roster Sheet with the high school teachers to communicate admission and enrollment status and any student issues.
- ENROLLMENT: The TCC coordinator will send enrollment information including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for each high school to the student's TCC email and HS teacher email. Meet with the district and high school administrations to review the MOU and addenda.
- Process the junior or senior tuition waiver for all concurrent high school students as applicable.

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District Responsibilities

- Follow the CPM procedural timeline.
- Meet with the TCC dual credit director and high school administrations to review the MOU and addendum before offering the class for the first time.
- Immediately notify dualcredit@tulsacc.edu if personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Grant the teacher a full day of paid professional development time during the semester to participate in professional development with college faculty
- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take the college-level math class.
- Send fall semester transcript by January 10th for each college-level math student to demonstrate all students meet placement criteria; TCC will de-enroll students who were projected to earn a C but did not unless students meet other placement criteria.

High School Responsibilities

- Follow the CPM procedural timeline.
- Meet with the TCC dual credit director and high school administrations to review the MOU and addendum before offering the class for the first time.
- Work with high school math faculty to identify students who can meet the admission requirements (see below), who want to go to college, and who have a strong work ethic but who don't yet have the academic and/or study skills needed succeed in a college-level math class.
- Send the parent letter to students interested in the CPM class (see below) and keep them on file.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Provide a qualified math teacher to deliver the preparatory curriculum *and* to provide support for the online college-level math class the following semester.
- Encourage students to use ICAP time to explore the math pathway assigned to college/university majors and higher education institutions. Students may consult their assigned TCC Academic Advisor (connect in MYTCC – Starfish) for assistance.
- Provide a dedicated class period and space for both CPM and online college-level math class.
- Send the math teacher's name and contact information to dualcredit@tulsacc.edu by August 1.
- Immediately notify dualcredit@tulsacc.edu of any personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Provide a high school counselor to complete the college prep enrollment approvals in the dual credit enrollment portal.
- Enroll only CPM students in designated sections until the deadline has passed. The deadline for enrolling students for fall semester is June 30; for spring semester, the deadline is January 3. Once the deadline passes, students may be added to the designated section.
- Make sure students *and* support high school teachers participate in/watch the video of the dual credit student orientation and complete the Blackboard orientation before the start date of the college-level math class.
- Review the math teacher's lesson plans as needed to ensure he/she is adhering to the CPM curriculum.

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- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take the college-level math class.
- Ensure that qualified students have access to course material, software, and textbooks.
- Encourage students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.
- Monitor the progress of and provide academic support for students throughout the TCC semester, including days when the high school is not in session or switches to virtual instruction. Students who need to temporarily pivot to virtual attendance must meet virtually with the high school teacher a minimum of three times a week.

High School Teacher responsibilities

- Complete the Beginning of Semester survey for CPM teachers by the end of week two of the semester. The Dual Credit office will send teachers a link to the TCC Qualtrics student survey the first week of the semester.
 - Teachers will have students fill out the survey by the end of the third week of the semester.
- Provide the TCC Dual Credit Coordinator one class period to conduct college admission workshop (weeks 6-8). NOTE: Admission does not guarantee enrollment.
- Use Google Class Roster Sheet sent by the TCC coordinator to communicate about class roster changes, to update admission and enrollment information, and to note any student issues. For example, alert TCC coordinator of any additional students added to the class after the coordinator has completed the admission/student information workshop.
- Consult the Google Class Roster Sheet frequently during the semester and inform students about any admission and enrollment issues the coordinator has listed in the notes section.
- Teach the CPM math class.
 - Attend professional development with the TCC faculty.
 - Follow the curriculum as explained during the professional development and discuss any variations with the TCC faculty liaison.
 - Communicate regularly with the TCC faculty liaison throughout the semester.
- Encourage students to use ICAP time to explore the math pathway assigned to college/university majors and higher education institutions. Students may consult their assigned TCC Academic Advisor (connect in MYTCC – Starfish) for assistance.
- Alert students to enrollment information, including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for your high school.
- Complete the end-of-the-semester teacher survey. TCC will send this survey so that teachers can identify students who are NOT recommend for the college-level course enrollment or who will not complete the preparation semester with a grade of C or better. Both a C or better AND the teacher recommendation are required to enroll the student in the college course without additional placement criteria. The survey also contains the conditional FERPA release that allows the high school teacher and college faculty to collaborate during the college course.
- Complete the Blackboard orientation with students.
- Assist with time management, study skills, and technology issues. If teachers have any issues with Blackboard, they need to contact their TCC liaison immediately. Students should be directed to the TCC Student Support Center (918-595-2000).
- View the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.

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- Communicate regularly with the college-level math professor(s).
- Print the TCC professor's syllabus, major assignments, mid-term/finals schedule, and other materials as needed.
- Review the course syllabus with students during the first week of the TCC's semester. Focus on the instructor contact information, grading policy, assignment list, attendance/participation, lab assignment & make-up work, due dates, and pacing schedule.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes. While students are expected to work independently during the dedicated class period and to behave as responsible college students, the teacher may offer mini-lessons to reinforce the college-level math course outcomes and should periodically schedule tutoring sessions with students.
- Monitor student progress by taking attendance during both semesters' dedicated class periods. During the online college math semester, send regular updates on attendance to the college professor.
- Check Bb grades once a week and alert the high school counselor if the students' grade drops below 70%.
- Encourage students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.
- Support the TCC Student handbook, the TCC professor's syllabus, and the grading standards.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, the high school teacher will work with the TCC professor to dismiss students who consistently disrupt the designated study time.
- Follow best practices for tutoring.
- Meet at least three times a week with any student who needs to temporarily pivot to virtual attendance.

Student Responsibilities

- Complete the student information survey by the end of week 3 of the preparatory semester.
- Apply for TCC admission with the TCC Coordinator during weeks six to eight of the semester. For admission eligibility, see the Dual Credit Program's [Website](#).
- Set up TCC email and password in MYTCC after admission and prior to enrollment.
- Use ICAP time to explore the math pathway assigned to your college/university major and higher education institution post high school. Consult your TCC Academic Advisor (connect in MYTCC – Starfish) for assistance.
- Enroll in the designated section of online Math 1473, Math 1483, or Math 1513 as soon as TCC sends the assigned CRN / section to your TCC email. Admitted students will receive an email to their TCC email account with enrollment instructions, a link to the Dual Credit Enrollment Portal, tutorial videos for students and parents, and the CRN/ section assigned to their class. Students must enroll by January 3rd for spring semester, May 30th for fall semester; after those dates, the **Math course sections will be open to other high school students**.
- Demonstrate enrollment eligibility if necessary. Students who earn a C or better in CPM and who have the teacher's recommendation meet the placement criteria to enroll in the designated online section of Math 1473, Math 1483, or Math 1513 only; the grade does not work for placement in any other section of math. For any other section of math, students must demonstrate enrollment eligibility as explained on the Dual Credit Program's [Website](#). Course choice will be guided by the student's declared major and college/university post high school.
- Seek assistance for any Bb or technology issues immediately. Students should alert their high school teacher and the TCC Student Support Center (918-595-2000).
- Attend the TCC dual credit student orientation and complete the TCC online Bb orientation (see Dual Credit Programs webpage for dates and locations).

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- Attend the high school class regularly while taking the TCC online course. Students who need to temporarily pivot to virtual attendance must meet virtually with the high school teacher a minimum of three times a week.

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College Preparatory Math
Letter to parents/guardians

Dear Parent/Guardian,

Your student has been identified as a candidate for the College Prep Math (CPM) course, a high school class that prepares students to succeed in a Tulsa Community College MATH 1473, MATH 1483, or MATH 1513 course. This letter is to inform you about this opportunity.

College Preparatory Math is a class developed by college and high school math faculty with the goal of ensuring high school students are prepared for college-level reading and writing. Data show that many high school students graduate without meeting the standards required to take a college-level math class. These students often must take costly remedial courses at the college and/or may not be able to pass a first-year math class. While taking College Preparatory Math does not guarantee that a student will be taking Math 1473, or Math 1483, or Math 1513 the following semester, the class will challenge all students to improve their math skill so that they graduate high school prepared to succeed in college classes.

The CPM class helps prepare students for the 3 college-level pathways (MATH 1513, MATH 1473, & MATH 1483) by asking students to practice some of the same math concepts they will be asked to complete in these college-level courses. High school teachers will also

- Enforce strict deadlines for late work
- Require students spend time studying outside of class
- Review challenging learning outcomes from the precalculus curriculum
- Focus on time management skills
- Consult with a TCC math professor about learning outcomes and student progress

The high school instructor will continue to help students succeed in an online college-level math class the following semester by providing tutoring, technology support, and encouragement. Although students will have a dedicated class period to work on their TCC math class, they are expected to work independently and to behave as responsible college students. The professor will follow college policies regarding attendance, academic freedom, and grades, and the high school teacher will reinforce college policies (including the professor's syllabus policies), take daily attendance, and ensure that the classroom environment is conducive to studying.

Students will be required to take the mid-term and final exams. (Locations vary: college campus, remote, or high school campus as determined by TCC and the high school.) Students who complete the college-level math class successfully will have three hours of college credit, transferable to most colleges and universities and required of almost all degree programs.

If you would like your student to participate in this opportunity, please discuss the overview of student responsibilities and the project timeline with him or her. If he or she is interested, please sign and return this letter to your high school counselor.

_____ Parent _____ Date

_____ Student _____ Date

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The College Preparatory Math Timeline

CPM OFFERED IN THE FALL

February - March

- High schools indicate interest in offering/continuing to offer CPM fall semester of the following academic year.
- For schools offering the course for the first time, the school principal meets with the Dual Credit faculty chair and/or the Dual Credit Program director to review the MOU agreement and timeline.
- High schools identify students for CPM (February to August school start date):
 - High school math faculty should recruit current sophomores and juniors during the high school scheduling period.
 - High school counselors ensure that students meet or can meet the dual credit admission requirements (3.0 unweighted GPA or appropriate test score)
 - High school sends letters to parents about CPM

April - July

- High school sends name(s) and contact information of CPM teacher(s) to the Dual Credit Programs Coordinator **no later than June 1**.
- TCC notifies teachers of date for CPM workshop.
- CPM instructors who have offered the course for at least one semester may discuss curriculum changes with the TCC faculty liaison.

August

- High school may replace teacher if necessary by August 15th.
- CPM teachers attend the CPM workshop.
- TCC faculty liaison begins regular communication with the CPM teacher.
- TCC representative conducts an on-site information session or the high school teacher shares an informational video from the TCC faculty lead during the first week(s) of the CPM class.
- CPM teacher provides his/her course syllabus and agenda to the TCC faculty liaison for review no later than the second week of the semester.
- CPM teacher completes the Beginning of Semester survey sent by the Dual Credit office by the end of week two of the semester.
- The Dual Credit office sends teachers a link to the TCC Student Survey the first week of the semester. Students fill out the survey by the end of the third week of the semester.

September/October

- Dual Credit Coordinator visits the CPM class to help students apply to TCC. Students who don't meet admission criteria will be given next steps.
- Teachers use Google Class Roster Sheet sent by the TCC coordinator to communicate about class roster changes, updated admission and enrollment information, and any student issues. For example, alert TCC coordinator of any additional students added to the class after the coordinator has completed the admission/student information workshop.

November

- TCC coordinator provides the CPM teacher the CRN and section number for the Math courses for enrollment in April (fall enrollment) via the Google sheet.

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- All admitted students may enroll at this point, via the Dual Credit Enrollment Portal, but any student who does not earn a C or better **and** receive the recommendation of the HS teacher will be removed from the class in January.
- Teachers make students aware of the enrollment information including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for your high school; note any student issues on the Google Class roster sheet.
- CPM teacher completes the end of semester teacher survey. This survey will inform TCC about who the high school teacher does NOT recommend for the college-level course enrollment or who will not complete the preparation semester with a grade of C or better.
 - Both a C or better AND the teacher recommendation are required to enroll the student in the college course without additional placement criteria. The survey also contains the conditional FERPA release that allows the high school teacher and college faculty to collaborate during the college course.

December

- Consult the Google Class Roster Sheet frequently and inform students about any admission and enrollment issues the coordinator has listed in the notes section.

January

- CPM teacher transitions to supporting role for math students, is placed in math Blackboard sites, and begins regular communication with math professor(s).
- CPM teacher emails the Dual Credit Coordinator the names of students who did not complete the semester with the C or better **and** teacher recommendation if the list of names differs from November projection sent in November via the End of Semester Survey for CPM teachers.
- Students who complete a fall semester CPM class and have enrolled in math complete TCC's dual credit orientation and online Bb orientation; high school teacher should also complete the Bb orientation and view the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.
- HS sends fall semester transcript by January 10 for each math student to demonstrate all students meet placement criteria for math; TCC will de-enroll students who were projected to earn a C but did not and do not meet other enrollment criteria.
- Help students with technology issues. If teachers have any issues with Blackboard, they need to contact their TCC liaison immediately.
- CPM teacher prints the TCC professor's syllabus and reviews it with students as soon as the Blackboard course site is opened (usually, the Friday before the start of the semester).

February – May

- CPM teacher reviews the professor's handouts, assignment sheets, mid-term and final schedule, and grading rubrics with students and be familiar with other materials posted in Blackboard.
- CPM teacher offers mini lessons during class, schedules individual tutoring sessions with students as needed, and helps with technology issues.
- CPM teacher communicates regularly with math professor(s) and shares supplemental instruction handouts or other materials with the math professor(s).
- CPM teacher monitors student progress by checking grades regularly.
- CPM teacher alerts the high school counselor if a student's grade drops below 70%.

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- CPM teacher encourages students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.

CPM OFFERED IN THE SPRING

September-October

- High schools indicate interest in offering/continuing to offer CPM spring semester of the following academic year.
- For schools offering the course for the first time, the school principal meets with the Dual Credit faculty chair and/or the Dual Credit Program director to review the MOU agreement and timeline.
- High schools identify students for CPM
 - High school math faculty should recruit current sophomores and juniors during the high school scheduling period.
 - High school counselors ensure that students meet or can meet the dual credit admission requirements (3.0 unweighted GPA or appropriate test score)
 - High school sends letters to parents about CPM

November-December

- High school sends name(s) and contact information of CPM teacher(s) to the Dual Credit Programs Coordinator **no later than November 1**.
- TCC notifies teachers of date for CPM workshop.
- CPM instructors who have offered the course for at least one semester may discuss curriculum changes with the TCC faculty liaison.

December

- High school may replace teacher if necessary by December 15.

January

- CPM teachers attend the CPM workshop.
- TCC faculty liaison begins regular communication with the CPM teacher.
- TCC representative conducts an on-site information session or shares an informational video during the first week(s) of the CPM class.
- CPM teacher provides his/her course syllabus and agenda to the TCC faculty liaison for review no later than the second week of the semester.
- CPM teacher completes the Beginning of Semester Survey for CPM Teachers sent by the Dual Credit office by the end of week two of the semester.
- The Dual Credit office sends teachers a link to the Survey for CPM Students the first week of the semester. Students fill out the survey by the end of the third week of the semester.

February-March

- Dual Credit Coordinator visits the CPM class to help students apply to TCC. Students who don't meet admission criteria will be given next steps.
- Teachers use Google Class Roster Sheet sent by the TCC coordinator to communicate about class roster changes, updated admission and enrollment information, and any student issues. For example, alert TCC

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coordinator of any additional students added to the class after the coordinator has completed the admission/student information workshop.

March-April

- TCC coordinator provides the CPM teacher the CRN and section number for the Math 1473, Math 1483, and Math 1513 courses for enrollment in April (fall enrollment) via the Google sheet.
 - All admitted students may enroll at this point, via the Dual Credit Enrollment Portal, but any student who does not earn a C or better **and** receive the recommendation of the HS teacher will be removed from the class in August unless other placement criteria are met.
- Teachers make students aware of the enrollment information including the registration portal link, tutorial video links for students and parents, and the CRN(s) and section number(s) dedicated for your high school; note any student issues on the Google Class roster sheet.

May

- CPM teacher completes the End of Semester Survey for CPM Teachers. This survey will inform TCC about who the high school teacher does NOT recommend for the college-level course enrollment or who will not complete the preparation semester with a grade of C or better.
 - Both a C or better AND the teacher recommendation are required to enroll the student in the college course without additional placement criteria. The survey also contains the conditional FERPA release that allows the high school teacher and college faculty to collaborate during the college course.

August

- CPM teacher emails the Dual Credit Coordinator the names of students who did not complete the semester with the C or better **and** teacher recommendation if the list of names differs from November projection sent in November via the End of Semester Survey for CPM teachers.
- Consult the Google Class Roster Sheet frequently and inform students about any admission and enrollment issues the coordinator has listed in the notes section.
- CPM teacher transitions to supporting role for math students, is placed in math Blackboard sites, and begins regular communication with math professor(s).
- Students who complete a fall semester CPM class and have enrolled in math complete TCC's dual credit orientation and online Bb orientation; high school teacher should also complete the Bb orientation and view the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.
- HS sends spring semester transcript by August 15 for each math student to demonstrate all students meet placement criteria for math; TCC will de-enroll students who were projected to earn a C but did not and do not meet optional enrollment criteria.
- Help students with technology issues. If teachers have any issues with Blackboard, they need to contact their TCC liaison immediately.
- CPM teacher prints the TCC professor's syllabus and reviews it with students as soon as the Blackboard course site is opened (usually, the Friday before the start of the semester).

September-December

- CPM teacher reviews the professor's handouts, assignment sheets, and grading rubrics with students and be familiar with other materials posted in Blackboard.

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- CPM teacher offers mini lessons during class, schedules individual tutoring sessions with students as needed, and helps with technology issues.
- CPM teacher communicates regularly with math professor(s) and shares supplemental instruction handouts or other materials with the math professor(s).
- CPM teacher monitors student progress by checking grades regularly.
- CPM teacher alerts the high school counselor if a student's grade drops below 70%.
- CPM teacher encourages students to stay in the course until Week 12; students who cannot pass the course should be referred to their TCC advisor to complete a withdrawal request on the Monday of Week 12.

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MOU Addenda

TCC Online Courses Embedded into the high school schedule and supported by a high school staff or teacher (English and math) as academic coach.

In cooperation with the high school, Tulsa Community College (TCC) is offering eligible high school juniors and seniors the opportunity to earn college credit while at the same time satisfying their high school graduation requirements. The goal of this collaboration is for all students involved to successfully complete (grade of C or above) a TCC online general education course(s).

TCC Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with TCC admissions qualifications for concurrent students.
- Provide the high school with TCC qualifications for course enrollment.
- Provide an annual dual credit student orientation at a TCC campus and online.
- Conduct an on-line or on-site student information session, at the beginning of the semester.
- Provide 16-week online sections of general education college courses provided minimum enrollment requirements are met.
- Provide a TCC professor to deliver the online course(s).
- Provide early alerts to high school counselors authorized to receive FERPA information (early alerts sent when faculty reply to bi-weekly early alert requests).
- Provide semester grades to the district staff authorized to accept electronic FERPA reports.
- Meet with potential students and parents at Dual Credit to College Degree information meetings organized by the high school.

TCC Professor Responsibilities:

- Follow college syllabus template and departmental standards.
- Provide grade updates after every major graded assignment.
- Grade and return work in a reasonable amount of time (no more than two weeks for essays, less for other assignments).
- Incorporate best practices for engaging students in online classes.
- Create a column in Blackboard called "Grade to Date" or "Eligibility." This column will help students demonstrate eligibility for extracurricular activities. (Note: this saves faculty time, is not a violation of FERPA, and ensures the high school has accurate information about grades).
- Update the grade book either by indicating each student's letter grade (A, B, C, D, F) or by indicating the student is passing (P) or in danger of failing (F). High school students taking college classes must maintain a C average to continue taking college classes, so high school students earning below a C may be in danger of failing.
- Report students who are in danger of failing (i.e. whose grade drops below a 70%) either by responding to the Early Alert email from the CE office and/or by following college protocol.

College Prep English and College Prep Math Program Additional Professor Responsibilities

- Follow the CPM and CPE specific addenda requirements for college courses that follow the TCC preparation curriculum.
- Meet with high school instructor and/or faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Communicate with the high school instructor frequently throughout the semester—once a week the first four weeks of the semester, less frequently after.

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High School District Responsibilities

- Identify students who express a desire to go to college, who have sufficient time to complete assignments outside of class time (minimum 9 hours a week per 3 credit hour online course) and who meet admission and enrollment qualifications for concurrent students.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Provide adequate safety and security while faculty and students are at the site. This includes posting and practicing emergency evacuation as well as collaboration with TCC police.
- Provide a dedicated space for 20 to 30 students to support students in the online class during the TCC academic semester.
- Provide a dedicated class period within the regular school day and ensure that students attend the scheduled class time.
- Display physical evidence in a designated area such as outside the door to the TCC classroom that identify the site as a TCC course site. TCC provides brochures, guides, posters, and promotional materials.
- Provide internet access, including website access, TCC library and database access, computer hardware, and software at the site as is required for the college courses' delivery and instruction.
- Provide a collegiate environment free from classroom interruptions. This includes announcements, staff entering the classroom, classroom orderliness, and room changes, and TCC faculty/staff access to the facility for on-site orientations, admission or enrollment workshops as scheduled by the partners.
- Comply with the one hour and fifty-minute TCC semester finals schedule.
- Designate a representative as the liaison between the partner and TCC. The partner liaison provides marketing, program information, and notification to potential students in all area districts.
- Support and help guide the development and integrity of the program.
- Support the instructor and the student through standards set by TCC.
- Allow the concurrently enrolled students to comply with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from high school will be expected to continue participating in his or her TCC class(es).
- Ensure that qualified students have access to course materials. Note: Photocopying portions of a textbook is a copyright violation. Students should be responsible for purchasing, printing, and/or borrowing assigned texts.
- Grant dual credit for all college courses per OK SB290.
- Optional: Set up third party billing with the TCC Bursar.
- Commit by June 1 to a support instructor for the full year.
- Provide students with computers and Internet access during the dedicated class period.
- Meet with the TCC concurrent enrollment director and high school administrations to review the MOU and addenda.

College Prep English and College Prep Math Programs Additional District Responsibilities

- Provide a qualified high school teacher or support staff to work with students during scheduled class meeting times.
 - English courses require support instructors with strong writing skills.
 - Math courses require a certified high school math teacher (B.S. in Mathematics).
- Notify the director of concurrent enrollment of any personnel changes and arrange for the new instructor to come to TCC for orientation and training.
- Provide the support instructor with the required textbooks and/or ancillary materials (e.g., Lumen)
- Ensure high school support instructor communicates regularly with TCC faculty and follows the requirements for effective student support.

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High School Support Instructor Responsibilities All Courses

- Become familiar with Blackboard and other TCC technology.
- Assist with time management, study skills, and technology issues.
- Avoid intervening in the student's day-to-day work. Although the course is taking place at a high school, students are expected to work independently and to behave as responsible college students.
- Monitor student progress by checking Bb grades throughout the semester.
- Alert the student and the high school counselor if the student's grade drops below 70%.
- Counsel failing students into an on-level high school class prior to the week 12 withdraw date in a 16-week POT.
- Support the TCC professor's syllabus and TCC student Handbook.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, work with the high school dual credit lead to dismiss students who consistently disrupt the designated study time.
- When appropriate, facilitate group discussions, study sessions, or workshops.
- Attend or watch the TCC Dual Credit Student Orientation.

Additional English teacher responsibilities

- Meet with TCC professor and/or full-time faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Attend TCC faculty's meeting/professional development activity.
- Take attendance each class period and let the course instructor know if students miss more than three hours of class.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes.
- Read the texts students are required to read and study the professor's handouts and assignment sheets.
- Provide impromptu tutoring and instruction on an as-needed basis.
- Communicate regularly with course instructor.
- During the first three weeks of the semester, spend several class periods re-enforcing the online instruction, reviewing grammar and mechanics, assisting students with time management and study skills, and helping with any technology issues. After the first few weeks of the semester, the instructor can intervene less in the students' day-to-day progress in the class.
- Monitor student progress by collecting copies of students' graded essays and summaries. *Students who earn less than a C on an assignment should be required to meet with the support instructor for additional tutoring.*
- Follow the TCC tutorial best practices guidelines and provide individual tutoring to each student at least twice semester.
- Provide tutoring in thirty-minute sessions (to prevent some students from monopolizing tutoring time).

Additional Math teacher responsibilities

- Assist with time management and course pace to ensure all assignments are completed in time for the scheduled exams.
- Assist with Lumen technology.

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Student Responsibilities All courses:

- Apply for admissions into the Tulsa Community concurrent enrollment program. For admission requirements and to apply for admission see <https://www.tulsacc.edu/admissions-aid/admissions/college-courses-high-school-students>
- Acceptance into the dual credit enrollment program requires:
 - Junior or Senior status in high school
 - On-track for high school graduation with peer group
 - Enrolled in no more than 19 credit hours combined high school and college classes per semester
 - Admission score or GPA
 - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
 - **OR** SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
 - **OR** H.S. GPA of 3.0 or above.
 - If the student's national ACT exam score does not meet the acceptance or enrollment criteria, the student may take the Residual ACT at TCC's Northeast Campus testing center. Dual Credit students may take the residual ACT one time between November 1 and October 31. 918-595-7594 for information and guidelines.
- Qualify for course enrollment in TCC's off-campus dual credit enrollment program in the spring semester (for fall enrollment). See <https://www.tulsacc.edu/dualcredit> for the dual credit programs' college enrollment policy. Multiple placement options are available for students including ACT, Pre-ACT, SAT, PSAT10, PSAT-NMSQ, unweighted High School GPA (accredited schools).
- Read and sign the faculty association welcome letter within the registration portal (students and their parents), indicating that they understand the requirements of Dual Credit Programs.
- Enrollment is filled on a first-come, first-served basis and is not guaranteed. After the first day of the class meeting, students will not be allowed to enroll in a class, even if the class is not at capacity.
- Attend a Dual Credit Programs' student orientation in person, zoom, or access the recorded orientation via the website.
- Purchase required course materials (students or high schools); students (not the support instructor) are responsible for obtaining the required materials. Check with your high school counselor.
- Complete a FERPA Student Records Release Form to allow communication between TCC and the high school within the registration portal.
- Students should be prepared to complete required assignments on the first day of the TCC semester.
- Note assignment deadlines, follow course policies as outlined in the syllabus, and seek additional help from the high school support instructor, as needed.
- Devote a minimum of 6 hours a week per course to studying, completing assignments, and revising and editing written work.
- Provide Blackboard grade report to the high school support instructor / academic coach every 2-3 weeks and to your high school counselor weekly.
- Pay the appropriate TCC course fees and any tuition if applicable.
- Attend the high school's dedicated class period throughout the entire semester.
- Communicate any concerns or issues (e.g., questions about grades) with the TCC professor.

Additional responsibilities for English courses:

- Print graded essays and summaries to give to the high school support instructor for review.
- Participate in at least two tutoring sessions with the high school support instructor OR meet with a TCC writing consultant at one of the TCC writing centers or online.
- Students (not the support instructor) will be expected to find articles from the TCC library databases.

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- Complete all English departmental requirements for Composition I and II (see TCC Composition I and II Guidebook).

Additional responsibilities for Math courses:

- Purchase required textbooks/ Lumen or MyMATHLab Student Access Kit (students or high schools)
- Take a proctored midterm and final exam (These exams may be scheduled at the high school, a TCC campus, or online depending on the student's distance from TCC).



Tulsa Community College
Dual Credit Programs
MOU AY 2025-2026
April 22, 2025

Dear partner,

Thank you for your collaboration with Tulsa Community College's Dual Credit Programs. We value your partnership and dedication to Oklahoma high school students. Your students benefit from your passion for education and your partnership with Tulsa Community College.

Your AY 2025-2026 MOU agreements did not have substantive additions or changes this year, minor clarifications are not listed. The addenda for online embedded programs--College Prep English, College Prep Math, and College Prep Psychology--have been updated to reflect lessons learned and feedback from faculty and high school partners. We will review updates at our required district meetings.

If TCC has face-to-face embedded faculty on your campus, your facilities agreement has been reviewed by TCC legal counsel and updated. If you have any questions, please contact us.

Your dual credit MOU agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution (see Term).

Dual Credit Programs Update

1. We are graduating over 125 high school seniors with TCC Associate of Arts and Associate of Science Degrees from thirteen districts next month.
2. Dual Credit Programs grew to an unprecedented 24% of the college's unduplicated student headcount in AY 2024 – 2025.
3. We provided access for any Oklahoma high school student to our degree program, Dual Credit to College Degree. This program provides a path to complete an Associate Degree during the last six semesters of high school -- fully online.
4. We added a new program called DASH: Degrees in Applied Science in High School. These work-ready degrees include college certificates in Aeronautics Drafting, CAD/CAM Drafting, Electronics, Manufacturing Quality, as well as full AAS degrees. New healthcare and aviation pathways are being developed for Dual Credit students.

Here to serve,

Melissa Steadley
Director, Dual Credit Programs
dualcredit@tulsacc.edu



Quote #: 00102231-1
 Create PDF: 2025-04-17
 Date: 3/16/2025, 8:53 PM
 Expires On: 4/15/2025
 Account Name: Owasso School District

Issued by: Aria Woodcoff
 Email: ariaw@brainpop.com
 Phone: 8452705094

Bill to Name: Owasso Public Schools
 Bill To: 1501 NORTH ASH
 OWASSO
 OK
 74055
 USA

Name	Quantity	Notes	Description	Unit Price	DISC (%)	Total
BrainPOP Elementary School Bundle	10	Multi-Site Discount.	School-wide subscription to BrainPOP Jr., BrainPOP 3-8, BrainPOP Español, and BrainPOP Français with access to over 1,200 topics to ensure every student can confidently access grade-level curriculum with background knowledge. Teachers will have access to an on-demand professional learning course to support an effective implementation.	USD 4,500.00	10.00	USD 40,500.00
Total:						USD 40,500.00

Subtotal: USD 45,000.00
 Discount: 10.0 %

Grand Total: USD 40,500.00

According to our records, these are the contacts associated with your account. If any information is missing or incorrect. please update accordingly.

Role	Name	Email
Billing Contact	Naomi Jaynes	naomi.jaynes@owassops.org
Subscription Administrator	Naomi Jaynes	naomi.jaynes@owassops.org
Technical/SSO Contact	Naomi Jaynes	naomi.jaynes@owassops.org
Professional Development		

Provisions

Access Recipient	Product Name	Access Start Date	Access End Date
Pamela Hodson Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Northeast Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026

Access Recipient	Product Name	Access Start Date	Access End Date
Lucille Ellingwood Morrow Elementary	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Owasso 6th Grade Center	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Mills Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Barnes Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Larkin Bailey Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Hayward Smith Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Ator Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Stone Canyon Elementary School	BrainPOP Jr. (K-3) School Subscription	7/27/2025	7/26/2026
Pamela Hodson Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Northeast Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Lucille Ellingwood Morrow Elementary	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Owasso 6th Grade Center	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Mills Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Barnes Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Larkin Bailey Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Hayward Smith Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Ator Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Stone Canyon Elementary School	BrainPOP (3-8) School Subscription	7/27/2025	7/26/2026
Pamela Hodson Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Northeast Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Lucille Ellingwood Morrow Elementary	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Owasso 6th Grade Center	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026

Access Recipient	Product Name	Access Start Date	Access End Date
Mills Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Barnes Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Larkin Bailey Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Hayward Smith Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Ator Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026
Stone Canyon Elementary School	BrainPOP Español and BrainPOP Français School Subscription	7/27/2025	7/26/2026

I accept the purchase of the items included herein. I understand that I will be invoiced for this order.

Authorized Signature: _____

Date: ____/____/____

Name: _____

Title: _____

*Please include any applicable tax exemption certificates for the school/district along with your order.

Quote valid for 90 days. All amounts listed are in USD. This subscription is governed by the Terms of Use and Privacy Policy posted on www.brainpop.com, as amended from time to time. By accepting this quote, you agree to these terms. Changes/modifications to the terms must be approved and signed by an authorized representative of BrainPOP. Terms and conditions submitted with any Purchase Order shall not apply to this subscription. If the Customer has a signed agreement with BrainPOP that is applicable to this subscription, then that agreement will apply.

Remit to BrainPOP Accounts Receivable PO BOX 28119 | New York, NY 10087-8119 | Fax 866-867-6629 Please make all checks payable to "BrainPOP".
Email: purchaseorders@brainpop.com

RENEWAL QUOTE

Vocabulary.com
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # V-1242350-1
DATE: 04/16/2025

TO:

Naomi Jaynes
Owasso School District 11
1501 N Ash St
Owasso, OK 74055
naomi.jaynes@owassops.org

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Molly Lofton	214525	July 1, 2025 - June 30, 2026	July 15, 2025

QUANTITY	DESCRIPTION	UNIT RATE	TOTAL
1	1 Year Vocabulary.com Site License (up to 5,000 students) Includes unlimited access to Vocabulary.com learning platform; teacher tools; vocab jams; detailed reporting <i>Unlimited Teacher Licenses</i>	\$35,000.00	\$35,000.00
1	Volume discount	-\$10,000.00	-\$10,000.00
SUBTOTAL			\$25,000.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$25,000.00

ORDERING INSTRUCTIONS

We accept payment by purchase order, check, or credit card. POs should be faxed to (650) 227-9216 or e-mailed to renewals@vocabulary.com. Please be sure to list the quote number on your payment or purchase order. For international accounts, we can accept wire transfers for an additional fee.

SALES CONTRACT

Vocabulary.com

Contract # C-1242350-1

777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

DATE: 04/16/2025

TO:

Naomi Jaynes
Owasso School District 11
1501 N Ash St
Owasso, OK 74055
naomi.jaynes@owassops.org

SUBSCRIPTION INFO

SALESPERSON	QUOTE #	SUBSCRIPTION DURATION
Molly Lofton	1242350-1	1 Year

PAYMENT PLAN

	AMOUNT	INVOICE DATE
Subscription Year 1	\$25,000.00	July 15, 2025
TOTAL	\$25,000.00	

Price valid until July 15, 2025

ACCEPTANCE OF SALES CONTRACT

This is a binding agreement of payment between Vocabulary.com and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

AUTHORIZED SIGNATURE _____

DATE _____

Please contact Vocabulary.com with any questions regarding this sales contract:

Direct **1.888.606 0846** | E-mail **accounts@vocabulary.com**

Completed sales contracts should be faxed to **650.227.9216** or e-mailed to **accounts@vocabulary.com**

TERMS AND CONDITIONS OF SALE



THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND THINKMAP, INC. D/B/A VOCABULARY.COM ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF USE, WHICH ARE INCORPORATED HEREIN BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF SELLER.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on Seller unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If Seller elects to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. Vocabulary.com licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

The full invoice amount must be paid by check or credit card. We accept Visa, MasterCard, American Express, and Discover.

All checks should be mailed to:

Vocabulary.com
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404 .

Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.

3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** Seller grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Use. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of Vocabulary.com's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by Seller. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

If an individual who has a Vocabulary.com account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.

5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.
6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
 - a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. SELLER EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.
 - b. SELLER MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (v) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.
 - c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH

MATERIAL.

d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM SELLER OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.

Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.

7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT SELLER SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against Seller arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and Seller are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Use by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by Seller.

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of seventeen (17) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**Owasso Public Schools
1501 N. Ash
Owasso OK 74055**

("Contractor" or "School") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or October 1, 2025, whichever is the latter, through September 30, 2026. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the “teacher/transition coordinator”. Paraprofessionals could serve as

transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1st.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;

- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;
- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor. Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure .

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the**

School for that payment. The **School maintains liability** for the students while working on campus.

2. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
 - a. job exploration counseling;
 - b. work-based learning experiences;
 - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
 - d. workplace readiness, including social and independent living skills; and
 - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the

individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;

9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join, or job duties change;
10. monitor students' progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;

12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
14. provide support in assisting students graduating into Employer Work Study.

E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).
2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**
3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

III. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student's check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$58.25) per DRS client who:

- * is going to participate in School Work Study and/or Worksite Learning;
- * is at least eighteen (18) years of age; and
- * has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$58.25).

B. Payment

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

C. Lapse Of Invoices/Claims

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

IV. Standard Terms

A. Equal Opportunity/Non-Discrimination

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*;

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

B. Lobbying Activities

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

D. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

E. Modification

The Contract may only be modified by mutual consent of the parties in writing.

F. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.
2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

G. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

H. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

I. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

J. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements and provide supporting documentation for reimbursement.

K. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

L. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

M. Audit

1. Federal Funds

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. State Funds

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report

shall include a supplementary schedule of awards listing all state and federal funds by funding source.

3. Auditor Approval and Audit Distribution

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58th Street, Suite 300, Oklahoma City, OK 73112 or Contracts@okdrs.gov within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

N. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

O. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

P. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy

without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and provide the DRS with evidence of such insurance and renewals upon request.

Q. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

R. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

S. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at www.dhs.gov/E-Verify.

T. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

U. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

V. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

W. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

X. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

Y. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or
- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

Z. Termination For Funding Insufficiency

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

AA. Prohibition On Certain Telecommunications And Video Surveillance

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor;
and

EXTERNSHIP/OFF-CAMPUS PRACTICUM AGREEMENT

THIS AGREEMENT, made and entered into by and between **Owasso Public Schools, 1501 N Ash Street, Owasso, OK 74055**, ("Agency") and **The University of Tulsa, 800 South Tucker Drive, Tulsa, OK 74104-3189**, ("University") a nonprofit corporation of the State of Oklahoma, which owns and operates The University of Tulsa, Oxley College of Health Sciences.

WITNESSETH, THAT:

WHEREAS, Agency desires to provide student(s) in the Department of Communication Sciences and Disorders at The University of Tulsa with practicum settings in the interest of speech-language pathology; and

WHEREAS, the University desires to provide students with medical clinical practicum experiences in speech-language pathology in order that those students may be prepared to give, perform, manage, design and prescribe comprehensive diagnostic services and comprehensive speech-language therapy; and

WHEREAS, Agency and University desire to cooperate in providing practicum settings and experiences in a clinical outpatient settings as set outlined above (the "Program"); and,

NOW THEREFORE, for and in consideration of the mutual promises, agreements and covenants as hereinafter set forth, and other good and valuable consideration, it is hereby agreed by and between the Agency and University as follows:

1. Equal Opportunity. Agency Program, University, and Oxley College of Health Sciences shall employ, advance, accept, admit and otherwise treat in all manner in their employment and educational program, all persons without regard to race, color, national or ethnic origin, sex, age, religion, creed, handicap, disability or status as a veteran.
2. Cooperation of Agency. Agency agrees to cooperate with the University and Oxley College of Health Sciences in providing medical clinical practice settings to University students, through the Program, for practical clinical experience in speech-language pathology diagnostics and therapy.
3. Practicum Settings. Agency further agrees to make available the clinical settings and means for student experiences, including but not limited to all expendable equipment and supplies necessary for patient care.
4. Services, Resources, Facilities. Agency further agrees to make available to students and University faculty or other personnel involved in the Program the following:
 - a. Such space and facilities as are necessary for pre-assignment and post-assignment conferences;
 - b. Such instructional and library or other resource material as is available to or located at the Agency;
 - c. Parking space, cafeteria facilities, and other similar services on the same terms at which those services are regularly provided to Agency employees;

d. Facilities are available for storage of personal belongings, but security for such items is not provided.

5. Number of Program Participants. Agency further agrees that the number of students receiving school practicum experience at or through the Agency shall be determined by mutual agreement of the Agency's School Practicum Supervisor and the Dean of the Oxley College of Health Sciences, or their designated representatives. Primary factors to be considered in establishing said number are the adequacy of physical facilities at the Agency; the availability of agency personnel to supervise, train, and work with students participating in the Program; and adequacy of overall learning experience available.

6. Orientation. Agency further agrees to provide orientation to the Program, including but not limited to the clinical areas and Program curriculum, to members of University faculty or other University personnel whose teaching responsibilities at the University include or may include diagnostics or speech-language therapy. Such orientation may be made available for University faculty assigned to evaluating, counseling and conferring with students regarding the Program.

7. Emergency Medical Care. Agency further agrees to make available emergency medical care to students and University faculty or other personnel who are injured or otherwise become ill while at the Agency or are on an off-premises assignment as part of the Program; provided, that this provision shall not be construed to limit or otherwise prohibit any student, faculty, or University personnel from seeking such emergency medical care at any other facility besides Agency, or to refuse medical care. Emergency medical care provided to students and University faculty will be at the expense of the student or faculty member and shall be charged to them as determined by the Agency.

8. Agency Rules, Regulations, and Policies. Agency further agrees to provide each student, University faculty member, or other personnel with a copy of the current written Rules, Regulations, and/or Policies for Externships/Practicums, or any unwritten interpretations of the Rules, Regulations, and/or Policies for Externships/Practicums, of the Agency.

9. Practicum Site Supervisor. Agency further agrees to appoint a Practicum Site Supervisor ("Site Supervisor") whose duties shall include:

- a. Interviewing qualified University students for the Program;
- b. Observing, supervising, and counseling students participating in the Program; and,
- c. Assisting in evaluating students participating in the Program in accordance with (1) the learning objectives for a school practicum as defined by the University; (2) the instructor's guide for school practicum students prepared or otherwise provided by the University; and (3) the evaluation process as defined by the University.

10. Mutual Indemnification. Each party shall save and protect the other, and indemnify the other from all legal liability resulting in injury, death, or damages, including costs and attorney fees, caused by or arising out of the indemnifying party's negligent or willful misconduct in the supervision of students pursuant to this agreement.

11. Cooperation of University. The University agrees to cooperate with the Agency in determining the number of students receiving school practicum experience at or through the Agency, as provided in Paragraph 5 herein.

12. General Provisions. The University further agrees as follows:

- a. That it will provide Agency, by and through the Site Supervisor, with current written copies of (1) the learning objectives for practicum experiences as defined by the University; (2) student evaluation forms; and, (3) an instructor's guide for school practicum students.
- b. That it will establish lines of communication with the Site Supervisor prior to any school practicum placement of a student, as to the University's expectations, goals, and feedback mechanisms with regard to the Program, the Site Supervisor, and the students participating in the Program;
- c. That the Department of Communication Sciences and Disorders will provide to the Site Supervisor a time schedule and suggested criteria regarding evaluation of students.
- d. That it will prepare each student for his or her initial interview with the Site Supervisor, and, upon the approval of said Site Supervisor of particular students for participation in the Program, notify the Agency of said Site Supervisor of which students will participate in the Program.
- e. That it will observe and counsel students and confer with the Site Supervisor regarding each of said student's performance and progress or other matters.
- f. That it will inform students of all physical examinations required by the Agency and that it further will inform students of their responsibility for the costs of said physical examinations.
- g. That it will inform students regarding appropriate dress for participants in the Program, and further regarding each student's need to abide by the Rules, Regulations, and Policies of the Agency, and to provide his or her own transportation to and from the Agency at student's expense;
- h. That it will inform students and University faculty that they shall respect and conscientiously observe the confidential nature of all information which may come to either of or all of them, individually or collectively, with respect to patients and patients' records and that they will comply with ethical standards and state laws about the practice of speech-language therapy.
- i. That it will assure that all University students participating in the School Practicum Program will have in force a professional liability insurance policy with limits of \$1,000,000 per occurrence and \$3,000,000 aggregate. In this regard, University further agrees to provide Agency with a certificate of insurance for each student participating in the School Practicum Program stating that said student has liability insurance coverage in said amount.
- j. That it accepts the condition that no student or University faculty is to be considered an employee of the Agency under this agreement.

13. Withdrawal or Removal of Student and Notification Thereof. University and Agency agree that either University or Agency may withdraw or remove any student enrolled in the Program if, in the opinion of either party, said student is not making satisfactory progress in the Program or, for any

other reasonable cause, including but not limited to health or recurrent and unexcused tardiness or absence. In any event, University shall have the right to withdraw any student from the Program. In the event that a determination is made by Agency or University that a student should be withdrawn from the Program, the party making said determination shall notify the other party in writing of said determination at least 24 hours prior to the withdrawal or removal of said student, stating specifically the grounds or cause for said withdrawal or removal. Written notice also shall be given to the student by the party making said determination at least 24 hours prior to said withdrawal or removal, stating specifically the grounds or cause for said withdrawal or removal. *Under appropriate circumstances, such withdrawal may be immediate for health or safety reasons but must be followed up by a required written notice within 24 hours.*

14. Conferences and Review. Agency and University agree that they, by and through their designated representatives shall confer periodically, for the purpose of evaluating as to whether this Agreement should be continued, provided however, that nothing contained herein shall be construed as granting either party hereto the automatic right to renew or reinstate this Agreement after its termination.

15. Non-assignability. The rights and duties accruing to Agency and University under the terms of this Agreement may not be assigned, delegated, or otherwise transferred by Agency or University, unless prior written mutual consent to said assignment is obtained from University and Agency.

16. HIPAA Compliance

- a. The University must, and the University shall require the Clinical Instructors, Instructors and Students, to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act ("HIPAA") of 1996, as it may be amended from time to time, and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.
- b. With respect to information obtained or received from the Agency, the University shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Agency any use or disclosure of the information not provided for by this Agreement of which the University becomes aware; and (iv) require that any agents, including a subcontractor, to whom the University provides protected health information received from, or created or received by the University on behalf of, the Agency agrees to the same restrictions and conditions that apply to the Agency with respect to such information.

17. FERPA.

In the course of this Agreement, the Parties may have access to records of the other Party that are “education records” as defined by and protected under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq., and the regulations promulgated there under (“FERPA”). Such records are confidential. To the extent that the Parties or its personnel have access to “education records” under this Agreement, they are deemed a “school official,” as each of these terms are defined under FERPA. The Parties agree not to use education records for any purpose other than in the performance of this Agreement. Except as required by law, neither Party will disclose or share education records with any third party unless permitted by the terms of this Agreement.

18. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Agency shall remain the sole property of the Agency.

19. Non-Discrimination. Except to the extent permitted by law, the Agency, the University, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the University, the provisions of Executive order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The University represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran’s status; that it does not maintain nor provide for its employees any segregated facilities, nor will the University permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the University agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. Section 4212.

20. Term of Agreement. The term of this Agreement shall be from July 1, 2025 to June 30, 2026. This agreement may be modified or terminated by the written mutual consent of Agency and University and may, in any event, be terminated by University or Agency at the end of 10 days after written notice terminating the Agreement is given to Agency or University, as the case may be.

21. Notices to Agency, Practicum Program, University, and Oxley College of Health Sciences. All notices under this Agreement shall be made to the following persons at the following listed addresses:

AGENCY

Owasso Public Schools
1501 N Ash Street
Owasso, OK 74055

UNIVERSITY

University of Tulsa
800 South Tucker Drive
Tulsa, Oklahoma 74104-3189

Communication Disorders Program
Attention: Suzanne Stanton, Ed.D.

22. The University has authorized only certain persons to sign agreements of this nature on its behalf. No agreement is enforceable against the University unless signed by an authorized signatory.

23. This AGREEMENT shall be governed by the laws of the State of Oklahoma and agree that all disputes may be resolved in a court of competent jurisdiction in Tulsa County, Oklahoma.

24. This AGREEMENT constitutes the entire AGREEMENT between the parties and supersedes all prior agreements, arrangements, and understanding relating to the subject matters hereof. Any modification hereto shall be valid only if set forth in writing and signed by all parties hereto.

Executed and agreed to this _____ day of _____, 20__.

By: _____

Board Member Signature

Print Name: _____

Date: _____

And:

The University of Tulsa ("University")

By: *Susan M. Pepin*

Sue Pepin, MD, MPH
Dean, Oxley College of Health & Natural Sciences

MOBILITY SERVICES AGREEMENT

School Year 2025-2026

This Orientation and Mobility Services Agreement (the “Agreement”) dated as of the 1st day of July, 2025, is between Mobilized Vision, LLC, an independent contractor (in which Christina Evans, COMS/CTVI is sole member and owner), hereinafter referred to as Mobilized Vision, and Owasso Public Schools.

In consideration of the mutual terms, covenants and conditions specified in this Agreement, Owasso Schools and Mobilized Vision agree as follows:

- 1. Orientation and Mobility Services.** Mobilized Vision agrees to provide orientation and mobility services to designated students of Owasso Schools as requested during the term of this Agreement.
- 2. Orientation and Mobility Specialist Services.** Mobilized Vision shall provide such orientation and mobility services as indicated by the Owasso Schools’ student’s Individualized Education Program or 504 Accommodation Plan as established by Mobilized Vision (the “O&M Services”). The O&M Services shall include, without limitation, orientation and mobility evaluations and treatment as deemed appropriate by the Orientation and Mobility Specialist and the Owasso Schools Special Education Director, recording students’ progress and preparing materials and assembling equipment used during treatment if necessary, participation in student-focused meetings and program-focused meetings, and completing paperwork. All equipment and materials to be used in treatment together with documentation forms will be provided by Owasso Schools. The specific starting date for Mobilized Vision’s delivery of Services will be mutually determined by the Owasso Schools and her. Mobilized Vision will deliver Orientation and Mobility Services to Owasso students for approximately five (5) hours per school week during the term of the Agreement.
- 3. Certification.** Mobilized Vision represents and warrants that she is certified by the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) to provide Orientation and Mobility Services to Owasso Schools’ students. Mobilized Vision shall notify Owasso Schools immediately if, for any reason, her required certification is not renewed upon expiration.
- 4. Confidentiality.** Mobilized Vision agrees to adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.
- 5. Insurance.** Mobilized Vision represents and warrants that she is insured under a professional liability policy in a minimum amount of \$1,000,000.00 per incident/occurrence and \$3,000,000.00 aggregate, and that such insurance covers her when she is providing Orientation and Mobility Services as a certified orientation and

mobility specialist on the premises of Owasso Schools with proof of insurance upon request.

- 6. Indemnification.** In addition to the requirement of paragraph 5 and not in lieu thereof, Mobilized Vision agrees to indemnify and hold Owasso Schools and its agents, employees and officers harmless (including defense costs) against any claim, demand or action against Owasso Schools arising from services provided by Mobilized Vision.
- 7. Worker's Compensation.** Mobilized Vision certifies that, by law, she is not required to obtain Worker's Compensation Insurance and shall in no event be entitled to such coverage from Owasso Schools.
- 8. Background Checks.** Mobilized Vision further represents and warrants that she has not been convicted of a felony, a sex offense subject to the Sex Offenders Registration Act in Oklahoma or the sex offender registration provisions of another state or federal law. Mobilized Vision agrees to provide Owasso Schools with written consent for Owasso Schools to conduct such background checks and criminal history investigations as Owasso Schools may request from time to time during the term of this Agreement.
- 9. Compensation.** Owasso Schools agrees to pay Mobilized Vision the sum of \$83.00 per hour port to port for Orientation and Mobility Services. Mobilized Vision agrees to invoice Owasso Schools monthly for all Services provided. Mobilized Vision agrees and acknowledges that all required documentation must be submitted to Owasso Schools **no later than the 5th day of the month following the month in which the Services were provided**, and that Owasso Schools has no obligation to forward payment to Mobilized Vision until Owasso Schools has been provided the required documentation.
- 10. Term and Termination.** This Agreement is effective as of July 1, 2025 and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon 60 (60) days' written notice.
- 11. Independent Contractor Status.** Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to be an employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party's actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.
- 12. Force Majeure.** Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or

communication failures, fire, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably prompt notice of the event.

13. Notices. All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the addresses herein or at such other addresses of which either party may give notice; (ii) confirmed facsimile; or (iii) nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.

14. Miscellaneous. This agreement embodies the entire agreement and understanding between Owasso Schools and Mobilized Vision relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

OWASSO PUBLIC SCHOOLS
OWASSO, OKLAHOMA

By: _____
President, Board of Education



MOBILIZED VISION, CHRISTINA EVANS, COMS

MEMORANDUM OF UNDERSTANDING
BETWEEN CAMERON UNIVERSITY AND OWASSO PUBLIC SCHOOLS
FOR THE CONDUCT OF CLINICAL FIELD EXPERIENCES FOR CANDIDATES
IN EDUCATOR PREPARATION PROGRAMS

THIS AGREEMENT is between Cameron University Educator Preparation, hereinafter referred to as the "University," and Owasso Public Schools, hereinafter referred to as the "District." It is understood that the participating institutions will cooperate in the conduct of educational activities as described below.

PURPOSE OF AGREEMENT

This agreement provides the terms under which the District will provide an on-site educational experiences to candidates who are enrolled in the Bachelor of Arts Degree Program in Social Studies Education and Bachelor of Science Degree program in Elementary Education. Such experiences may range from classroom observations to practicum experiences to student teaching.

SCOPE OF THE PROGRAM

The University makes no agreement to provide any specified number of students to the program at the District and the District makes no agreement to accept a specified number from the University.

THE UNIVERSITY AGREES TO:

1. Recommend for placement in the on-site education program of the District only those students who have earned a satisfactory record and have met the minimum requirements established by the University in the Educator Preparation program.
2. Provide the District with copies of policies and requirements related to field experiences and student teaching.
3. Appoint a representative of the University to communicate with the site supervisor and interns, in the case of student teaching, to assist in the supervision and evaluation of the student teaching experience.
4. Have a representative(s) of the University available to the District for assistance and consultation as the need arises and when possible.
5. Advise students of their responsibilities regarding participation in the on-site education process, including professional conduct and following rules and standards set by the District and University.

6. The University assumes no liability for the actions taken by the students in training during the time that they participate in field experiences at the District.
7. The University recognizes the District's interest in providing the most secure environment possible for the District's students; therefore, the University agrees it will act under this Agreement in compliance with 70 O.S. §6-101.48. Specifically, the University will not permit any candidate under its authority to come on to school premises for any activity covered by this Agreement if that person is currently registered or required to register under the Oklahoma Sex Offenders Registration Act or has been convicted in this state, the United States, or another state of a felony offense unless ten (10) years has elapsed since the date of the criminal conviction.
8. The University agrees to protect the privacy of District student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), and to educate the University's candidates on the requirement to protect District student information.

THE DISTRICT AGREES TO:

1. Provide an on-site experience, which is pertinent and meaningful, for students enrolled in educator preparation at the University.
2. Provide quality supervision of the student(s) in the on-site education program.
3. Keep the University informed regarding the performance of candidates and to notify and consult with the University any time the student is not meeting expectations or maintaining satisfactory progress.

THE UNIVERSITY AND THE DISTRICT JOINTLY AGREE:

1. In compliance with federal law, including the provisions of Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the parties hereto will not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of its policies, programs, or activities; its admissions policies; other programs; or employment.
2. That, in the case of student teaching, there will be meetings of representatives of both the University and the District as often as such meetings are needed to coordinate and improve the program, and at the convenience of both parties.
3. That there will be on-going, open communication between the University and the District to insure understanding of the expectations and the roles of both institutions in providing on-site experience for students.

4. That either the University or the District may drop a student enrolled in the program, if, in the opinion of either party, the student is not making satisfactory progress in the program. Any student who does not satisfactorily complete the program or any portion thereof may repeat the course at the same District only with the written approval of both the District and the University.

TERM OF AGREEMENT, MODIFICATION, TERMINATION:

This Agreement shall be effective when executed by both parties and shall remain in effect for a period of three complete (3) academic years from date of inception, and as noted in the signature line. An academic year covers full Summer, Fall, and Spring semesters. After the initial period, this agreement may be renewed by mutual agreement of both parties. This agreement may be revised or modified by written amendment when both parties agree to such amendment. This Agreement may be terminated without cause by ninety (90) days written notice from either party to the other.

AGREED:

On behalf of OWASSO PUBLIC SCHOOLS

Signature

Name

Title

Date

On behalf of CAMERON UNIVERSITY—
EDUCATOR PREPARATION



Signature

Dr. Holly Rice
Name

Director of Teacher Preparation
Title

_ May 6, 2025 _____
Date

MEMORANDUM OF UNDERSTANDING

The (Police Department) City of Owasso, Oklahoma, a municipal corporation (OPD); the Owasso School District, an independent school district of the State of Oklahoma (OPS); upon the allocation of budgeted funds by both parties, pledge to collaborate to deploy/assign three (3) state certified police officers employed by the City of Owasso Police Department in the position of school resource officer (SRO) within the Owasso Public School primary and secondary systems for fiscal year (FY) 2026.

I. OBJECTIVES

1. To provide police officers trained as school resource officers whose primary duties and responsibilities will be assignment to the Owasso Public School District.
2. To develop innovative, systematic, long-term approaches to reduce the incidents of crime on Owasso Public School property and provide protection for Owasso Public School staff, employees, students, and users of the OPS facilities.
3. To provide educational and preventive interdiction services to the OPS staff, employees, and students.
4. To place police officers within and in proximity of the school campuses of the OPS to provide security, crime prevention services, and law enforcement.
5. To continue staffing of three SROs for school years beyond FY 2026, budget permitting; to seek grants and/or additional funding to increase the number of SROs in future school years.

II. OWASSO POLICE RESPONSIBILITIES

1. OPD agrees to provide three certified police officers to work in the Owasso Public Schools during the regular school year of FY 2026, excluding “summer months”, when classes are cancelled due to inclement weather, scheduled holidays, or any other time classes are not in session.
2. OPD agrees to establish the practice of providing extra patrols with regular duty officers to the various schools within the OPS district, call volume and staffing permitting.

3. OPD agrees to provide training, uniforms, uniform cleaning, equipment, equipment repair, vehicle, and vehicle maintenance for three SROs during FY 2026.
4. Prior to a new SRO being assigned to the school district, OPD agrees to conduct a meeting with OPS superintendent and other district leaders, chosen at the discretion of the superintendent, before the SRO is introduced to the school campuses. The meeting will include the chief of police or designee and the new SRO.
5. OPD agrees that involuntary removal of an SRO will include consultation with the OPS superintendent. Further, OPD agrees that if an SRO is removed, steps will be taken to fill the vacancy within 30 days of final disposition of the removal. Final disposition includes any appeals by the officer or arbitrations associated with the removal.
6. OPD agrees that if an SRO voluntarily resigns from the SRO program, the vacancy will be filled within 30 days.
7. OPD agrees that any requests to increase future cost sharing by OPS will be made by February 1, 2026.
8. OPD agrees that if there is a need to discontinue the SRO program or reduce services/staffing/funding of the SRO program for FY 2027, they will notify the school superintendent of this need no later than February 1, 2026. This same notification requirement will be in effect for requests to increase SRO staffing for the upcoming fiscal year.
9. OPD agrees to invoice OPS monthly in the amount of \$16,000 (sixteen thousand dollars) beginning in August 2025 through May 2026 (ten months).

III. OWASSO PUBLIC SCHOOL RESPONSIBILITIES

1. OPS agrees that all employment responsibilities regarding supervision, police related training, salary disbursement, employment files, scheduling, assignments, disciplinary action, and other basic employment duties for the SROs will be the responsibility of the OPD.
2. OPS agrees to provide office space with telephones for SROs. OPS will make every attempt to provide office space at Owasso High School for SROs, space permitting.

3. OPS agrees to allow the SROs to attend professional conferences conducted or sponsored by the OPS for school staff or employees.
4. OPS agrees that assignment of the SROs to duties outside the scope of the position of SRO will be at the discretion of the OPD.
5. OPS agrees that assignment of the SRO is at the discretion of the OPD during “summer months”, when classes are cancelled due to inclement weather, scheduled holidays, or any other time classes are not in session. Further, OPS agrees that assignment of SROs to “summer school” is at the discretion of the OPD.
6. OPS agrees that SROs will not be used for normal disciplinary actions against students unless there is reason to believe that the student’s actions are criminal or there is a risk of violence on the part of the student or student’s parent/guardian.
7. OPS agrees to pay \$160,000 for three SROs for FY 2026 (July 1, 2025 through June 30, 2026); payment will be made in ten monthly installments beginning in August 2025 through May 2026 in the amount of \$16,000 (sixteen thousand dollars).
8. OPS agrees that if OPS has a need to discontinue the SRO program or reduce services/staffing/funding of the SRO program for FY 2026, they will notify the chief of police of this need no later than December 15, 2025. This same notification requirement will be in effect for requests to increase SRO staffing for the upcoming fiscal year.
9. OPS agrees that any previous MOUs with the OPD related to the SRO program will no longer be in effect as of July 1, 2025.
10. OPS agrees that final decisions related to selection and removal of SROs will be made by the chief of police.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed on the dates herein set forth.

CITY OF OWASSO

DATE OF EXECUTION

By: _____
Chris Garrett
City Manager

STATE OF OKLAHOMA)
COUNTY OF TULSA)

Before me a notary public on this ____ day of _____, _____, personally appeared _____, known to me to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed for the users and purposes therein set forth.

My Commission Expires:

Notary Public

OWASSO SCHOOL DISTRICT

DATE OF EXECUTION

By: _____
President
Board of Education

STATE OF OKLAHOMA)
COUNTY OF TULSA)

Before me a notary public on this ____ day of _____, _____, personally appeared _____ and _____, known to me to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the users and purposes therein set forth.

My Commission Expires:

Notary Public

Approved as to Form and Legality:

Julie Trout Lombardi, City Attorney
City of Owasso

Agreement

This Agreement made and entered into this 12 day of May, 2025, by and between the Owasso Public Schools, hereinafter referred to as CLIENT, and the Owasso Police Department, hereinafter referred to as OPD.

Whereas, OPD is in the business of developing and implementing narcotics control programs that may include consultation seminars, lectures, canine searches, and other valuable educational services; and whereas, CLIENT desires that OPD assist CLIENT in developing and implementing such a program at and on its premises.

Now, therefore, in consideration of the mutual covenants and agreements set forth herein, OPD and CLIENT agree as follows:

Term: This Agreement shall continue in force and effect for a period of one school year. Either party to this Agreement may cancel the Agreement by notifying the other party in writing within thirty (30) days prior to the date of termination. This Agreement does not include an automatic renewal.

OPD's Status as Independent Contractors: It is understood that the duties and services to be carried out by OPD shall be those prescribed by the CLIENT. However, the means of carrying out those duties shall be within the sole discretion of OPD unless otherwise specified, including, but not limited to: the number of officers employed by OPD, the hours and nature of the officers' duties; the manner and techniques employed by the officers in accomplishing the services prescribed by the CLIENT, the tools and materials utilized by the officers in the performance of their duties, and the manner of hiring, training, equipping, and supervising all officers. Further, the payment of federal, state, county, and/or municipal taxes, social security benefits, unemployment compensation taxes, and overtime wages (other than overtime authorized by CLIENT) shall be the sole function and responsibility of OPD. OPD shall assume the status of independent contractor under the terms of the Agreement, to the exclusion of any other employment status including, but not limited to: employee, officer, servant, principal, partner, and/or joint venture.

Insurance: OPD will maintain insurance through the City of Owasso.

Change in the Law: If there is enacted by law, regulation, promulgation ruling, or other such mandate, by any authority having jurisdiction of the hours of service, rate of pay, working conditions, cost of performing the services herein provided for, or any other such action which affects the subject matter of the Agreement, CLIENT agrees that this Agreement will be subject to revisions and modifications.

Entire Agreement: This Agreement contains the full and entire agreement of the parties herein, and any prior agreements, whether written or oral, are of no further force or effect. This Agreement may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

Illegal substances: Any drugs, narcotics, drug paraphernalia and/or any other illegal substances discovered as a result of searches conducted by OPD as set out herein shall be confiscated by the officer in charge of the search. Said illegal substances shall be tagged, secured appropriately, and handled and disposed of in accordance with OPD protocol.

Services: OPD shall provide and CLIENT shall receive the following:

CLIENT shall receive two visits per week, 1.5 hours per visit, call volume and on-duty K-9 Unit staffing permitting, throughout the FY 2026 regular school year.

OPD K-9 Unit may sign in at each school location as designated by each building principal.

Extracurricular Activities: Extracurricular activities shall be included only at the specific request of the building principal.

Payment Schedule: CLIENT shall remit payments to OPD in the amount of \$1,000.00. Payment will be made monthly, September 2025 through June 2026. Unless agreed to in writing by the parties herein, CLIENT will not incur expenses under this Agreement in excess of \$10,000.00. All payments required herein shall be forwarded to City of Owasso, Attention: Finance Department, 111 N. Main Street, Owasso, OK 74055.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed on the dates herein set forth.

CITY OF OWASSO

By: _____
Chris Garrett
City Manager

STATE OF OKLAHOMA)
COUNTY OF TULSA)

Before me a notary public on this _____ day of _____,
_____, personally appeared _____, known
to me to be the identical person who executed the within and foregoing
instrument, and acknowledged to me that he executed the same as his
free and voluntary act and deed for the users and purposes therein set
forth.

My Commission Expires:

Notary Public

OWASSO SCHOOL DISTRICT

By: _____
President
Board of Education

STATE OF OKLAHOMA)
COUNTY OF TULSA)

Before me a notary public on this _____ day of _____,
_____, personally appeared _____ and
_____, known to me to be the identical
persons who executed the within and foregoing instrument, and
acknowledged to me that they executed the same as their free and
voluntary act and deed for the users and purposes therein set forth.

My Commission Expires:

Notary Public

Approved as to Form and Legality:

**Julie Trout Lombardi, City Attorney
City of Owasso**

Vending Service Agreement

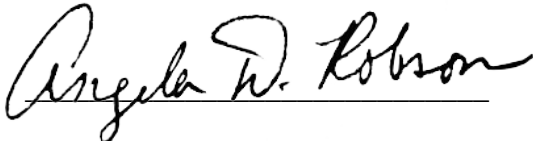
This Agreement is made this day April 29th, 2025, by and between Imperial, LLC., 2020 N. Mingo Rd., Tulsa, OK 74116 and Owasso Public Schools, 1501 N. Ash St., Owasso, OK 74055

1. The Client agrees to allow Imperial to provide vending machines upon Client's business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending equipment which reasonably meets the location's needs.
3. Client grants Imperial the exclusive rights to provide snack products as limited to vending services. Imperial will provide merchandise through its vending machines that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price. Vending Prices and Products will be determined by Imperial as agreed upon by Client.
4. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
5. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
6. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
7. Either party may terminate this agreement with cause upon (30) days written notice to the other party.
8. This contract is bound by the laws of the State of Oklahoma. The initial term will begin on July 1st, 2025, and will end on June 30th, 2026.
9. Client agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow, labor hours, holiday employment or special functions.
10. Should the Client feel that Imperial failed to provide proposed service levels, Client will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty (30) days of the notice of service failure the problem has not been corrected, the Client may cancel the agreement.



11. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.
12. This agreement will be made and construed in accordance with the Laws of the State of Oklahoma.
13. The Parties agree to negotiate the removal or relocation of underperforming machine(s). For the purpose of this Agreement, an underperforming machine shall be defined as a machine which has gross sales of less than \$250.00 per month.
14. Imperial agrees to pay a monthly commission of 11% on any machine performing at least \$250.00 per month.
15. The Parties agree to add additional vending machines without requiring an amendment to the Agreement.

Imperial, LLC.
2020 N. Mingo, Tulsa, OK 74116
Angela D. Robson



5/2/2025

Date

Owasso Public Schools
1501 N. Ash St., Owasso, OK 74055
Stephanie Ruttman – School Board President

Date



STUDENT TRANSPORTATION CONTRACT

between
TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18
and
OWASSO PUBLIC SCHOOL DISTRICT NO. 11

This Contract is made and entered into this 13th day of August 2025, by and between TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18 (“TTC”) and OWASSO PUBLIC SCHOOL DISTRICT NO. 11, commonly known as Owasso Public Schools (“District”).

Recitals:

(1) TTC desires to enter into this Contract with District whereby District will provide transportation equipment (“buses”) and bus operators (“drivers”) to transport district students who are enrolled in TTC’s programs from District’s campus (“District Students”) to a TTC campus and return to a District campus.

(2) District has available sufficient buses and drivers to provide the transportation.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. **TRANSPORTATION DATES:** The transportation to be furnished by District under this Contract will commence on August 13, 2025, the date for beginning of classes for TTC students for the 2025-2026 School Year (the “School Year”) and will terminate the last day of TTC classes for the School Year, unless terminated for cause earlier by TTC as provided in this Contract.

2. **COMPENSATION:** TTC agrees to compensate the District for provided transportation services at the rate of \$3.25 per mile driven under this Contract, provided the total amount invoiced for transportation services during the School

Year shall not exceed \$364,341.25 (which is an amount equal to the mileage rate computed at 112,105 miles driven by the District over 175 school days) regardless of the actual mileage performed under this Contract. The amount paid shall constitute complete compensation for all costs and fees incurred, including any expenses for labor, materials, equipment, maintenance of equipment, and rentals, if applicable. The amount may be modified on the basis of a written request for route change or other modifications submitted by TTC and agreed to by the District. Any modifications or additional services must be authorized in writing by TTC prior to performance.

Mileage incurred under this Contract during the first semester will be invoiced to TTC by District at the end of the first semester of the School Year, and the remaining mileage incurred will be invoiced at the end of the second semester of the School Year. Compensation will be paid only to the extent that District presents documented evidence of mileage incurred during the period for which payment is requested. District's invoices will be paid within 15 days after receipt by TTC.

3. **BUSES:** All buses provided by District for the performance of this Contract will comply with all federal and state laws, rules and regulations applicable to transportation equipment used to transport school children, including, but not limited to, the rules of the Oklahoma State Department of Education ("OSDE").

4. **DRIVERS:** All drivers operating the buses will have current unrestricted licenses to operate transportation equipment used to transport school children and will be in compliance with all federal and state laws, rules and regulations, including, but not limited to the rules and regulations of the Oklahoma Department of Public Safety, OSDE,

including but not limited to, the requirement for satisfactory annual physical examination, and the rules and regulations of the Federal Department of Transportation (“DOT”), including drug/alcohol testing. The District will provide TTC with documentation of such licensure and compliance upon request.

5. **OBJECTIONS TO DRIVERS:** District will not permit any driver to operate a bus used in connection with the performance of this Contract if TTC reasonably objects to that driver. Any request for removal of a driver shall be submitted by TTC to the District’s designated liaison in writing and will specify TTC’s objections. The District will promptly remove any driver reasonably objected to by TTC from providing services under this Contract. If any drivers are removed by the District upon TTC’s request, the District shall replace them with drivers approved by TTC.

If TTC has any concerns about any driver’s performance under this Contract, it will submit those concerns in writing to the District’s designated liaison. Any differences concerning TTC’s concerns will be resolved between TTC’s designated representative and District’s designated representative.

6. **INSURANCE:** At all times during this Contract, District will maintain and have in force at its expense public liability and property damage insurance to cover the negligent acts of District’s employees with limits equal to District’s limits of liability under the Oklahoma Governmental Tort Claims Act. In the event of a claim, District’s insurance will be primary over similar insurance carried by TTC.

7. **RESPONSIBILITY FOR ACTIONS:** Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, and agents. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities —

including reasonable attorneys' fees which may arise in connection with the failure of the other party or its employees, officers, or agents to perform any of their obligations under this Contract. Both TTC and the District are political subdivisions of the State of Oklahoma, and their liability shall be governed by the Oklahoma Governmental Tort Claims Act.

8. **EMPLOYEES OF THE DISTRICT:** The District, and not TTC, shall be the employer of the District's designated representative and the drivers. The District shall be responsible for (a) the compensation and benefits payable and made available to the District's designated representative and the drivers, (b) withholding any applicable federal and state taxes and other payroll deductions as required by law, and (c) any workers' compensation obligations.

9. **DISCLAIMER OF INTENT TO BECOME PARTNERS:** TTC and the District shall not by virtue of this Contract be deemed to be partners or otherwise engaged in a joint venture. Neither party shall incur any financial obligation on behalf of the other.

10. **DESIGNATED REPRESENTATIVES:** TTC's designated representative under this Contract shall be Danielle Schmitt, Transportation Technician. The District's designated representative under this Contract shall be Billy Oliver, Transportation Director. In the event either party wishes to alter the representative designated under this Contract, it shall promptly submit to the other party a written designation of a new representative.

11. **NOTICES:** Any notices from one party to the other party concerning the Contract shall be in writing and shall be given by certified mail, return receipt requested, or confirmed telecopy or private courier to the parties as follows:

If to TTC:

Tulsa Technology Center School District No. 18
ATTN: Danielle Schmitt, Transportation Tech
5647 South 122nd East Avenue
P.O. Box 477200
Tulsa, OK 74147-7200
FAX: (918) 828-5149

If to the District:

Owasso Public School District No. 11
ATTN: Billy Oliver, Transportation Director
1501 North Ash Street
Owasso, OK 74055
FAX: (918) 274-3016

12. **TERMINATION FOR CAUSE:** TTC may immediately terminate this Contract for cause upon notice to the District upon the occurrence of any of the following events:

(i) the failure of the District to maintain insurance coverage as required by this Contract;
or (ii) the District fails to remove a driver from performing services under this Contract after TTC has submitted reasonable objections to the driver's performance.

13. **FORCE MAJEURE:** Neither party shall be liable under this Contract nor shall such party be considered in breach of this Contract, for days on which the District is unable to provide transportation services under this Contract through no fault of either party, such as the occurrence of adverse weather conditions, any act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, or a change in any law or regulation. Additionally, neither the District nor TTC shall be liable under this Contract or considered in breach of such contract when it is impossible or impractical to perform transportation services due to the cessation or limitation of in-person classes either at the District or at TTC's campuses. Within a reasonable time period following the occurrence of an event that makes performance under this contract impossible or impractical, the

affected party shall notify the other party of the occurrence by sending either (i) an e-mail message, or (ii) a fax message, to the other party.

14. **GOVERNING LAW:** This Contract shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

15. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision.

16. **MISCELLANEOUS:** This instrument represents the entire understanding between the parties concerning the subject matter hereof and may be modified on the mutually executed written agreement of the parties, which refers to this instrument. Neither party may assign this Contract.

IN WITNESS WHEREOF, the parties have executed this Student Transportation Contract as of the date first above written.

TTC:

TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18

By: _____

President, Board of Education
Tulsa Technology Center

DISTRICT:

OWASSO PUBLIC SCHOOL DISTRICT NO. 11

By: _____

President, Board of Education
Owasso Public Schools



308 South Main Street ♦ Owasso, OK 74055
Phone 918-376-9130

Scheduled Maintenance Agreement

This agreement is between Commercial Power Solutions, LLC (CPS) and **Owasso High School** (the Customer) for the scheduled maintenance of the emergency power system located at **12901 E. 86th St. North, Owasso, OK 74055**

The following equipment is covered by this agreement:

Generac generator, model # RG04854GNAX, serial # 3001499292

This agreement shall be in effect for a term of one (1) year from the date of the Customer's signature below and will be subject to the following:

1. The Customer shall remit the full amount of **\$465.00, plus any applicable taxes**, payable upon receipt of invoice from CPS (this agreement is not an invoice). Invoices are payable via check, credit card, and cash. There will be a 3% surcharge of the total invoice amount for credit card payments.
2. CPS will perform scheduled maintenance inspections of the above equipment **2 times per year** at approximately **6 month** intervals.
3. All items on the attached inspection form that are applicable to the above equipment will be inspected during each maintenance visit. A copy of the completed form will be provided to the Customer. Any problems or issues with the equipment will be noted on the form and a CPS service consultant will contact the customer to discuss possible courses of action.
4. The following items shall be performed one time per year: Replacing the engine oil, oil filter, and fuel filter as applicable. Independent laboratory analysis of a sample of the used oil.
5. The Customer authorizes CPS, at the time of the maintenance visit, to make repairs needed for proper operation of the equipment as long as the cost of the repairs does not exceed \$500.⁰⁰. Any repair made will be noted on the inspection form.
6. This agreement does not include any parts and services not specifically mentioned in this agreement. Return visits to make repairs are not included in this agreement. All parts and services not covered by this agreement will be billed at CPS's prevailing rates.
7. CPS warrants its work for a period of sixty (60) days from the date of service. This warranty is limited to failure as a result of workmanship and does not include failures resulting from repairs made by someone other than CPS, misuse, negligence, accident, over-loading, over-speeding, fire, flood, vandalism, theft or any other acts beyond the control of CPS.
8. Failure of any new parts installed by CPS during the course of maintenance service shall be covered by the warranty provided by the manufacturer of those parts.
9. CPS's liability under this agreement, if any, shall be limited to the contract amount of this agreement. In no event shall CPS be liable for any consequential, incidental, or exemplary damages, including, but not limited to, loss of profits or down time.
10. This agreement may be cancelled by either party with a thirty (30) day written notice.

Commercial Power Solutions, LLC and the Customer have agreed to the above on this day.

By: Kimberly Mumper
Commercial Power Solutions, LLC

By: _____
Customer

Date: May 6, 2025

Date: _____

**MEMORANDUM OF UNDERSTANDING BETWEEN
YOUTH SERVICES OF TULSA AND OWASSO PUBLIC SCHOOL DISTRICT**

This Memorandum of Understanding (MOU) describes and documents the understanding and agreement between Youth Services of Tulsa (YST) and Owasso Public Schools (The District)

The parties agree to the following:

1. Term

The MOU will be in effect from **June 1, 2025**, through **May 31, 2026**, and can be terminated by either party with a 30-day written notice prior to that time.

2. Purpose

The purpose of this MOU is to establish a working arrangement and agreement between YST and The District in support of The District's needs for substance abuse and mental health services.

The goal of the collaboration is to provide individual, group and family services to help students struggling with substance abuse and mental health challenges.

3. Youth Services of Tulsa Responsibilities

YST will:

- Provide needed substance abuse, counseling and family support groups throughout the school year.
- Ensure professionals providing services have passed a background check and are qualified to provide the identified services.
- Serve as a resource to The District for professional development in areas of expertise as requested.

4. The Districts Responsibilities

The District will:

- Provide referrals to YST for the identified groups and other needed services.
- Provide space to YST staff to facilitate groups and other services.
- Provide reimbursement for services at a rate stipulated in mutually executed contract.

5. Student Safety

The parties agree that student safety is a top priority. In an effort to protect the student's safety YST agrees to not place any individual on the District property, whether as an officer, agent, employee or contractor, if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude. YST hereby certifies that none of its respective employees, officers, agents or contractors placed on the District property are currently registered or required to be registered under the

provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Offender Registration Act. YST shall submit written proof to the District that all agents, employees or representatives coming on to the District property have passed background checks prior to their entering on The District Property. All YST officers, agents, employees or contractors must have in their possession at all times a current photo ID which identifies them as an officer, agent, employee or contractor of YST as applicable, and, if required by the District, a photo ID authorizing access to a specific District site. If at any time a YST employee demonstrates actions which are inappropriate or create a disruption within a school, the principal may require that such person leave The District property and not return without specific permission of the principal.

6. Confidentiality

Recognizing the interest of The District to provide the most secure environment possible for its students, YST agrees to act in compliance with all applicable state and federal laws and to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

7. Point of Contact

The following individuals will act as the point of contact for this MOU. Should there be any change in personnel, each party agrees to notify the other of the corrected contact information as soon as possible.

Youth Services of Tulsa, Inc.
Craig Henderson LCSW
311 S. Madison, Tulsa OK. 74120
918-688-8161
chenderson@yst.org

Owasso Public Schools

District Contact

District Address

Phone

Email

8. Insurance and Indemnity

YST has Commercial General Liability and Professional Liability Coverage that insures YST for \$1,000,000 (each occurrence) and \$2,000,000 (general aggregate limit). Further, YST has Sexual/Physical Abuse Vicarious Liability Coverage that insures YST for \$100,000 (each abusive conduct limit) and \$300,00 (aggregate limit). If requested, YST will furnish to the District verification that it has required insurance coverage in place. If the required insurance coverage is cancelled during the term of this MOU, YST will immediately notify the District.

9. Miscellaneous Provisions

Any party may cancel this MOU with thirty (30) days written notice to the other parties. Notice should be sent to the contact person listed above. All parties shall operate in accordance with applicable federal and state laws and regulations.

It is the express intention of the parties that this MOU shall not be construed as, or given the effect of creating a joint venture, partnership or affiliation or association that would render the parties liable as partners, agents, employer-employee, contractor-sub-contractor, or otherwise create any joint and several liability. The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The parties shall be responsible for acts and omissions to act of their respective officers and employees while acting within the scope of their employment according to the Government Tort Claims Act.

All parties agree to the terms of this Memorandum.

Signed:

Youth Services of Tulsa



David C. Grewe, Executive Director

5/7/25
Date

Owasso Public Schools

Name

Date:

- Ram Academy Substance Use Education and Prevention Group.

YST to provide a 1-hour weekly group to run throughout the school year that provides substance use education and prevention concepts as well as facilitation of discussions around mental health and coping skills. Students are selected by appropriate Ram Academy staff or can be self-referred. Goal of the group is to reduce substance use, improve emotional health, and reduce harm caused by substance use.

- Violation of Substance Use Policy Substance Use Education and Prevention Group

YST to provide an 8 week 1-hour Substance Use Education and Prevention group for high school students, and a separate 8 week 1-hour Substance Use Education and Prevention group for mid high students who have violated the districts substance use policy and have been referred by appropriate Owasso staff. Curriculum will include addiction concepts, brain development, consequences of marijuana, alcohol, opioids, hallucinogens, benzodiazepines, and prescription drugs use. Curriculum can be edited to meet the individual needs of the students and district.

- Positive UA Result Substance Use Education and Prevention Group

YST to provide (3) 1-hour group sessions that reoccur weekly at the same time each week. It is recommended this group be separated into mid high and high school groups when needed. Curriculum will include addiction concepts, brain development, consequences of marijuana, alcohol, and prescription drugs use. Curriculum can be edited to meet the individual needs of the students and district.

Group services will be facilitated by a Masters level licensed substance abuse counselor or a Masters level substance abuse counselor who is under supervision for licensure. Groups are billed at \$45.00 per hour with a 2 hour minimum



BETWEEN: Owasso Public Schools
1501 N. Ash
Owasso, OK 74055

AND:

American Waste Control
1420 W. 35th St.
Tulsa, OK 74107

SERVICE AGREEMENT

American Waste Control agrees to provide weekly trash removal to all Owasso Public School sites as specified on the attached Waste Control Bid Sheet starting July 1, 2025 through June 30, 2026. These services will be paid monthly in the amount of **\$5,201.45** for the months of August 2025 through May 2026. For the months of July 2025 and June 2025, the monthly amount to be paid will be **\$3965.50**. Any extra scheduled trash pick-ups will be billed to Owasso Public Schools as quoted on the attached bid sheet.

Signed this 8th day of May, 2025 by:

Mike Self

Sales Mgr.

American Waste Control

Owasso Public Schools



LOPEZ LAWN CARE
Lawn Service & Landscaping LLC
918-902-2866

Lawn Care Contract

Lopez Lawn Care will mow 36 times a year March thru November.

(Per RFP scope of work: mow/trimming)

- Baseball Practice Field will be mowed twice a week during active growing period.
- Interior of Baseball Grounds will be hand mowed and bagged once a week.
- All trash will be removed before mowing once a week.
- Will treat Owasso Public Schools mowable turf two times a year with
One pre-emergent (Fall)
*Will do an extra spray if needed @ no cost.
 And One post-emergent (Spring).
*Will do an extra spray if needed @ no cost.
- All Parking lots, sidewalks, and walking surfaces around all properties will be treated during growing season for vegetation growth. If growth continues removal of grass/weeds will be responsibility of lawn care to remove.
- All Parking lots and sidewalks will be cleaned of debris during the specified contract.
- All Playgrounds will be treated with a non-toxic sterilant to prevent a spreading of unwanted grass/weeds or hand removal grass/weeds to ensure no further spreading of unwanted grass/weeds.
- Will keep trees trimmed at proper height while hauling off all limbs at the time of trimming.
- All flower beds will be cleaned and mulched at all sites.
- Morrow Elementary will also have mulch added around trees.
- Minor Repairs to the irrigation system at ESC and Morrow Elementary. (Replacement Parts provided by Owner)
- The irrigation system will be turned ON & OFF for each season by Lopez Lawn Care.

Total Yearly Price will be \$165,600.00

Owasso Public Schools will be invoiced MONTHLY by the 1st Monday of each month.

X _____

Date: 05-06-2025

Mario Lopez – Owner 918-902-2866

X _____

Date: _____

Owasso Public Schools Representative



Invoice

Invoice #: INV083450
Date: 7/1/2025
Payment Terms: Upon receipt
Due Date: 7/1/2025
PO#:

Bill To
Owasso Public Schools
1501 North Ash Street
Owasso OK 74055
United States

Ship To
Owasso Public Schools
1501 North Ash Street
Owasso OK 74055
United States

Description	Coverage Start Date	Coverage End Date	Qty	Amount
Communications Package - Standard	7/1/2025	6/30/2026	1	Included
Support Plan - Standard	7/1/2025	6/30/2026	1	Included
Azure/Active Directory Integration	7/1/2025	6/30/2026	1	Included
Subtotal				USD \$18,500.00
Tax Total				USD \$0.00
Total				USD \$18,500.00
Amount Paid				\$0.00
Amount Due				\$18,500.00

Please make all checks payable to Active Internet Technologies, LLC.

Remittance Address:
Active Internet Technologies
PO Box 783838
Philadelphia, PA
19178-3838

For Courier Deposits (Fed Ex, UPS, etc.):
Active Internet Technologies LLC
Attn: Lockbox 783838
Wells Fargo Bank
MAC Y1372-045
2005 Market Street, 5th Floor
Philadelphia, PA 19103-7042

Wire/ACH Instructions:
Bank: Wells Fargo Bank NA
Bank Add: PO Box 63020, San Francisco, CA 94163
ABA: 121000248 / SWIFT ID: WFBIUS6S
Account Name: Active Internet Technologies LLC
Account Number: 4095186292

800-592-2469 Ext.1008
accounting@finalsite.com

We appreciate your confidence in us and our products. Please visit us online at www.finalsite.com

2025 Dell VxRail Renewal

Prepared for:
Owasso Ind School Dist 11

 1501 N. Ash
 Owasso, OK 74055
 Russell Thornton
 (918) 376-1293
 russell.thornton@owassops.org

Prepared by:
United Systems, Inc.

 Taylor Lambert
 405-523-2162
 Fax 405-523-2185
 tlambert@unitedsystemsok.com

Quote Information:
Quote #: 018407

 Version: 3
 Delivery Date: 05/09/2025
 Expiration Date: 05/30/2025

Dell VxRail E560 Renewal		Price	Qty	Ext. Price
Model: DELL VxRAIL 14G E560 Serial Numbers: DE300192106442 Coverage Dates: May 17, 2025 - June 30, 2026 Support: ProSupport Plus HW Supp ELA/TLA VXRL				
Model: RECOVERPOINT FOR VM FOR 1-NODE HCIA =IB Serial Numbers: 22695679 Coverage Date: May 17, 2025 - June 30, 2026 Support: ProSupport Plus MC Software Support				
DE300192106442	Dell ProSupport Plus HW Supp ELA/TLA VXRL	\$6,995.72	1	\$6,995.72
Subtotal				\$6,995.72

Dell VxRail E560 Renewal		Price	Qty	Ext. Price
Model: DELL VxRAIL 14G E560 Serial Numbers: DE300192106443, DE300192106446, DE300192106499, DE300192106502 Coverage Dates: May 17, 2025 - June 30, 2026 Support: ProSupport Plus HW Supp ELA/TLA VXRL				
Model: RECOVERPOINT FOR VM FOR 1-NODE HCIA =IB Serial Numbers: 22695680, 22695681, 22695676, 22695678 Coverage Date: May 17, 2025 - June 30, 2026 Support: ProSupport Plus MC Software Support				
DE300192106443	Dell ProSupport Plus HW Supp ELA/TLA VXRL	\$8,152.24	1	\$8,152.24

Dell VxRail E560 Renewal		Price	Qty	Ext. Price
DE300192106 446	Dell ProSupport Plus HW Supp ELA/TLA VXRL	\$8,152.24	1	\$8,152.24
DE300192106 499	Dell ProSupport Plus HW Supp ELA/TLA VXRL	\$8,152.24	1	\$8,152.24
DE300192106 502	Dell ProSupport Plus HW Supp ELA/TLA VXRL	\$8,152.24	1	\$8,152.24
Subtotal				\$32,608.96

Dell VxRail E560 Renewal		Price	Qty	Ext. Price
Model: DELL VxRAIL E560 Service Tag: JPG1KD3, JPG10D3 Estimated Coverage Dates: June 09, 2025 - June 9, 2026 Support: ProSupport Plus Misson Critical Software Support-Maintenance				
DELL- PROSUPPORT- MISSIONCRITICAL	ProSupport Mission Critical	\$10,117.11	2	\$20,234.22
Subtotal				\$20,234.22

Dell VxRail E560 Renewal		Price	Qty	Ext. Price
Model: DELL VxRAIL 14G E560 Serial Numbers: DE300195113575 Agreement ID: 15027308 Coverage Dates: May 17, 2025 - June 30, 2026 Support: ProSupport Plus HW Supp ELA/TLA VXRL				
DE300195113 575	Dell ProSupport 4HR HW ELA/TLA VSAN Support	\$5,648.52	1	\$5,648.52
Subtotal				\$5,648.52

2025 Dell IDPA DP4400 Renewals

Prepared for:

Owasso Ind School Dist 11
 1501 N. Ash
 Owasso, OK 74055
 Russell Thornton
 (918) 376-1293
 russell.thornton@owassops.org

Prepared by:

United Systems, Inc.
 Taylor Lambert
 405-523-2162
 Fax 405-523-2185
 tlambert@unitedsystemsok.com

Quote Information:

Quote #: 018409
 Version: 1
 Delivery Date: 05/02/2025
 Expiration Date: 05/30/2025

Dell IDPA DP4400 Renewal		Price	Qty	Ext. Price
Model: DELL IDPA DP4400 24TB 8X10G SFP Serial Numbers: APM00192313859, APM00192313860 Coverage Start Date: June 12, 2025 Coverage End Date: June 30, 2026 Support: ProSupport 4HR Hardware Support				
APM0019231 3859	Dell ProSupport 4HR Hardware Support	\$9,303.04	1	\$9,303.04
APM0019231 3860	Dell ProSupport 4HR Hardware Support	\$9,303.04	1	\$9,303.04
Subtotal				\$18,606.08

2025 PowerProtect DD Renewal

Prepared for:

Owasso Ind School Dist 11
 1501 N. Ash
 Owasso, OK 74055
 Russell Thornton
 (918) 376-1293
 russell.thornton@owassops.org

Prepared by:

United Systems, Inc.
 Taylor Lambert
 405-523-2162
 Fax 405-523-2185
 tlambert@unitedsystemsok.com

Quote Information:

Quote #: 018408
 Version: 1
 Delivery Date: 05/02/2025
 Expiration Date: 05/30/2025

Dell PowerProtect DD 6900 Renewal		Price	Qty	Ext. Price
Model: DELL PowerProtect DD 6900 Service Tag: 4VMPJM3, GLKC1K3 Coverage Start Date: April 26, 2025 Coverage End Date: June 30, 2026 Agreement: 35498355, 34177607				
DELL- PROSUPPORT- MISSIONCRITICAL	ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch	\$22,299.14	1	\$22,299.14
Model: DELL NTWK,S4112T-ON RA OS10 Service Tag: HQPYV43 Coverage Start Date: September 08, 2025 Coverage End Date: June 30, 2026 Agreement: 34177607				
DELL- PROSUPPORT- MISSIONCRITICAL	ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch	\$3,551.93	1	\$3,551.93
Subtotal				\$25,851.07

Quote Summary	Amount
Dell PowerProtect DD 6900 Renewal	\$25,851.07
Total:	\$25,851.07

Pricing is valid for 30 days. Signature below constitutes acceptance of this quotation and authorizes United Systems, Inc. to proceed to supply all goods and services as stated. I hereby declare acceptance of payment terms, which is due upon receipt of invoice. Product will be invoiced when delivered and services will be invoiced as they are completed. Items that are returned or cancelled after written approval will be charged a restocking fee.

United Systems, Inc.
Owasso Ind School Dist 11

Signature: *Taylor Lambert*
 Name: Taylor Lambert
 Title: Sales & Accounting
 Date: 05/02/2025

Signature: _____
 Name: _____
 Title: _____
 Date: _____

We have prepared a quote for you

1-Year VMware Cloud Foundation Subscription

Quote # 018344

Version 1

Prepared for
Owasso Ind School Dist 11

Prepared by
Taylor Lambert

1-Year VMware Cloud Foundation Subscription

Prepared for:

Owasso Ind School Dist 11

1501 N. Ash
 Owasso, OK 74055
 Russell Thornton
 (918) 376-1293
 russell.thornton@owassops.org

Prepared by:

United Systems, Inc.

Taylor Lambert
 405-523-2162
 Fax 405-523-2185
 tlambert@unitedsystemsok.com

Quote Information:

Quote #: 018344

Version: 1
 Delivery Date: 04/18/2025
 Expiration Date: 05/07/2025

1 Year - VMware Cloud Foundation 5		Price	Qty	Ext. Price
Coverage Dates: 04/16/2025-04/15/2026				
VCF-CLD-FND-5	VMware Cloud Foundation 5	\$214.86	224	\$48,128.64

VMware Cloud Foundation – the flagship enterprise-class private cloud platform for customers to run their business-critical and modern applications – in a secure, resilient, and cost-efficient manner.

- VMware Cloud Foundation is a full-stack Infrastructure as a Service (IaaS) platform that delivers software-defined compute, storage, networking, security, and management.
- Integrated self-service infrastructure platform to deploy VMs/containers for developer agility.
- Hardened platform offering built-in resilience, scaling, and clustering for non-stop operations.
- Provides cloud agility to scale infrastructure without scaling staff, delivering cloud consumption on-premises.
- Provides automation and orchestration to simplify Day 0, Day 1, and Day 2 tasks.
- Available as a single SKU to simplify full stack deployment.

1 Year - VMware Cloud Foundation 5			Price	Qty	Ext. Price
Features	Previous Products	vSphere Foundation	VMware Cloud Foundation		
Compute					
Distributed Resource Scheduler, Distributed Switch	vSphere Enterprise Plus	•	•		
Cross-VC vMotion, Long Distance vMotion, Direct Path vMotion, Storage vMotion	vSphere Enterprise Plus	•	•		
High Availability, Fault Tolerance, Data Protection, Trust Authority	vSphere Enterprise Plus	•	•		
Kubernetes Runtime, Automated Multicloud Operations	Tanzu Kubernetes Grid	•	•		
vCenter: Backup and Restore, Linked Mode, HA	vCenter Server Standard	•	•		
Storage					
Data-at-rest and Data-In-Transit Encryption	vSAN Enterprise	0.25 TiB / Core*	1TiB / Core		
Stretched Cluster with Local Failure Protection	vSAN Enterprise	0.25 TiB / Core	1TiB / Core		
Petabyte Scale, Disaggregated Storage for vSphere	vSAN Enterprise	0.25 TiB / Core	1TiB / Core		
Dedup & Compression	vSAN Enterprise	0.25 TiB / Core	1TiB / Core		
Networking					
Networking: Distributed Switching and Routing	NSX Enterprise Plus		•		
Large Scale Workload Migration	HCX Enterprise		•		
Network Ops: Flow Analysis, App Discovery, M-Seg Planning, Network Assurance and Verification	Aria Operations for Networks		•		
Management					
Operations: Performance Optimization, Capacity Management, Compliance, Monitoring and Troubleshooting, Log Analytics	Aria Operations	•	•		
Automation: Automated Lifecycle Management, App/Infra Provisioning, Governance	Aria Automation		•		
VMware and Third-Party Database, Middleware and Application management packs	Aria Operations Enterprise		•		
Monitoring and Troubleshooting for Applications with Open-Source Telegraf	Aria Operations Enterprise		•		
Out-of-the-box Monitoring and Troubleshooting for Curated Applications with Telegraf agent	Aria Operations Enterprise		•		
Native Public Cloud Monitoring	Aria Operations Enterprise		•		
TVS management packs	Aria Ops for Integrations	•Excludes DB & apps	•		
Data Services Manager (DSM)	Data Services Manager		•		
VCF Operations fleet management: Workload Domain Management, Lifecycle Management, Certificate Management	SDDC Manager		•		
Subtotal					\$48,128.64

Quote Summary	Amount
1 Year - VMware Cloud Foundation 5	\$48,128.64
Total:	\$48,128.64

Pricing is valid for 30 days. Signature below constitutes acceptance of this quotation and authorizes United Systems, Inc. to proceed to supply all goods and services as stated. I hereby declare acceptance of payment terms, which is due upon receipt of invoice. Product will be invoiced when delivered and services will be invoiced as they are completed. Items that are returned or cancelled after written approval will be charged a restocking fee.

United Systems, Inc.
Owasso Ind School Dist 11

Signature: _____ *Taylor Lambert*

Name: Taylor Lambert

Title: Sales & Accounting

Date: 04/18/2025

Signature: _____

Name: _____

Title: _____

Date: _____

CRW Consulting E-rate Services, LLC
Program Year 2026 (Year 29)
E-rate Contract

CRW E-rate Consulting, (“Agent” or “CRW”) and **Owasso Indep School Dist 11** (“Applicant”) each agree to perform the obligations listed below. This contract authorizes the Agent to file any FCC Form (including, but not limited to: FCC Forms 470, 471, 472, 486 and 500) on behalf of the Applicant for Program Year 2026 (services to be discounted generally from 07/01/2026 – 06/30/2027). These FCC forms are necessary to receive Universal Service Fund monies, more commonly known as the “E-rate Program.”

This contract also authorizes an agent of CRW to (1) be listed as the contact person on the above referenced FCC forms; (2) sign, on behalf of the Applicant, any and all of said FCC Forms; (3) sign, on behalf of the Applicant, any and all additional FCC Forms which might become necessary to obtain discounts or stay within FCC Program rules, and (4) order services listed on the application on behalf of the Applicant. The Applicant agrees that the Applicant is strictly liable for any and all certifications and representations made on FCC Forms concerning the E-rate program, regardless of if an agent of CRW submits and signs said Form pursuant to this Contract.

This contract is subject to change based upon program rule changes made by the FCC or the Schools and Libraries Division (SLD) of the Universal Service Administrative Company, as well as any changes in applicable federal or state law. Either party’s failure to fulfill the obligations listed below will discharge, at the option of the other party, such other party’s obligations contained herein upon written notice. Applicant agrees to indemnify, defend, and hold harmless Agent for any and all claims arising hereunder or related to this Contract, including matters within the jurisdiction of state or federal administrative agencies, except for such claims based on Agent’s own fraud, willful injury, gross negligence, or violation of the law. Any waiver by either party of any provision of this Contract shall not operate as, nor be construed to be, a waiver of any subsequent breach thereof. Liability for damages on the part of either party is strictly limited to the “Full Payment for Category One Application” amount listed in the “Payment Terms” section of this Contract. This Contract is governed by the laws and regulations of the State of Oklahoma, regardless of the location of the Applicant, and any disputes arising hereunder shall be resolved in the applicable state or federal court for the County of Tulsa, State of Oklahoma. The parties consent to the jurisdiction of such courts and waive any jurisdictional or venue defenses otherwise available.

Signing below indicates acceptance that both parties will perform the responsibilities and accept the obligations listed therein for the applicable program year, and agree to follow the payment terms as described below. Signing below also indicates that both parties

agree to every provision of this Contract. Furthermore, both parties acknowledge that they had the opportunity to submit this Contract to counsel for review.

TWO IMPORTANT NOTES

- 1. The document retention period for E-rate has changed from five years to ten years past the last day to receive service. For most applicants, this will mean that you will have to keep all of your E-rate related documents, including copies of the bills, proof of payment/POs, packing slips (for equipment) for a time period ending about 6/30/2037 for Category One Funding (this will be at the earliest 9/30/2037 for Category Two Funding).**
- 2. Applicants are required to comply with all State and Local bidding and purchasing rules (such as public notice requirements, bond requirements, etc.). Failure to comply with these State or Local restrictions could result in the loss of funding/mandatory re-payment of funding. If you have these types of rules in place, please make sure you inform us and that you follow those rules.**

Responsibilities and Obligations of the Applicant

1. The Applicant understands that all services or products to be included on FCC Form 471 (The Application) must be competitively bid for a time period of no less than 28 days. **Any service which the Applicant wishes to have discounted by the E-rate program and is covered by a contract must undergo the proper 28 day competitive bidding cycle, and must be signed in the appropriate time period.** Bidding cycles may be longer than 28 days, but 28 days is the minimum bid period.
2. The Applicant agrees to provide a list of services or products to be included in the bidding process to the Agent (including identifying any contracts that may be expiring and need to be re-bid).
3. The Applicant understands that the bidding period begins the day the FCC Form 470 is filed on-line with the SLD's web site, or the date that the applicant posts their Request for Proposal (whichever is the later date begins the minimum 28 day window).
4. The Applicant agrees to inform the Agent of any state or local bidding restrictions and/or regulations before filing of FCC Form 470. These restrictions or regulations include, but are not limited to, newspaper advertisements, bonding requirements and/or other general media or public notification requirements.
5. The Applicant understands that during the bidding cycle that the Applicant must allow potential vendors equal opportunity to bid on the proposed services listed on FCC Form 470. The Applicant may choose to place qualifications on the bidding process, but any vendor who meets such qualifications must be allowed the opportunity to place a bid within the specified time period.
6. The Applicant understands that it is required to make cost-effective bidding decisions and that if the Applicant selects a service provider/bidder that is 2 times more expensive than the lowest bidder, USAC may deem that decision to not be

- cost-effective (and want their funding back).
7. The Applicant understands and agrees that it is the Applicant's responsibility to complete the Competitive Bidding Process by evaluating any valid bids received.
 8. The Agent may attempt to assist the Applicant's bid evaluation process by identifying what the Agent believes to be the cost of eligible goods and services provided on your bids. The Applicant agrees that it is the ultimate responsibility of the Applicant to determine the actual price of eligible goods and services to be evaluated and to verify those amounts listed by the Agent.
 9. The Applicant agrees to notify CRW of any products or services to be included on the Application that are, or will be, purchased or governed by a contract (including contracts that are expiring and need to be re-bid).
 10. The Applicant understands that all contracted services or products (that is, services or products that are purchased or governed by a contract) to be listed on the Application for discounts must be covered under a contract executed in the proper time period (after the bidding cycle is over, but before the close of the application window). The Applicant further understands that funding for services contracted for before the allowable 28 day bidding has ended, or after the 471 Application window has closed, will not be funded.
 11. Applicant understands and will abide by the SLD's competitive bidding rules which state that price must be the primary factor in awarding bids. The Applicant further certifies that, in accordance with the SLD's competitive bidding rules, no bidding evaluation factor will be as heavily weighted as is the "price" evaluation factor.
 12. Applicant agrees to document the bid evaluation process (a list of evaluation factors and how many points each bid received for each factor) for any service requested for which more than one bid is received. Sample bid evaluation sheets are available from CRW.
 13. The Applicant agrees to provide Agent copies of an average month's bill for any services not covered under a contract and to be included on the Application. This may include, but is not limited to Internet access bills, and circuit bills.
 14. The Applicant agrees to provide any information necessary to file any FCC form to the Agent upon request, within five working days. This includes, but is not limited to, free and reduced lunch information, monthly bills, copies of contracts, and letters that authorize the Agent to obtain account information.
 15. The Applicant agrees to retain any records related to the Application or other relevant FCC Forms for a period of ten years past the last day to receive service. This includes, but is not limited to, bids received, contracts, free and reduced lunch documentation, proof of payment for services, asset tracking info (packing slips, work orders, proof of delivery) and monthly bills that were or will be discounted by the SLD.
 16. The Applicant agrees to forward to the Agent any request for information originating from the SLD or USAC within three (3) working days.
 17. The Applicant agrees to provide an authorized signature and date for any necessary FCC Form that has been prepared by the Agent.

18. The Applicant understands that it is the sole responsibility of the Applicant to follow and adhere to any and all relevant FCC, USAC, or SLD rules and regulations, as well as any applicable federal, state, or local laws.
19. The Applicant agrees to authorize and grant “full rights” to employees of CRW Consulting in USAC’s EPC filing system.
20. Applicant recognizes and agrees that the Agent does not provide professional legal services nor does the Agent engage in the practice of law.
21. Applicant agrees to review draft copies of FCC Form 471 sent to the Applicant from the Agent for errors and omissions.

Responsibilities and Obligations of the Agent

1. Agent agrees to file on behalf of the Applicant any necessary FCC Form, including, but not limited to, FCC Forms 470, 471, 472, 486, 500, Service Provider Identification Number Change Letters, and Service Substitution Letters.
2. Agent agrees to notify the applicant of relevant program rule changes within a reasonable time period.
3. If desired by the Applicant, the Agent agrees to help determine the scope and details of the types of services or products to be included in the competitive bidding process. These services/products will be listed on FCC Form 470 and must undergo a minimum 28-day competitive bidding cycle.
4. Agent agrees to assist in preparing a Request for Proposal (RFP) or Invitation for Competitive Bids (IFCB) for E-rate eligible services, if desired by the applicant. This RFP/IFCB would supplement the FCC Form 470.
5. Agent agrees to review monthly bills, invoices, and/or contracts that are submitted to Agent in a timely manner for funding eligibility under the FCC rules and guidelines.
6. Agent agrees to submit, after receiving all necessary information from the Applicant, completed FCC Forms 470 and 471 to the SLD, before any relevant deadlines.
7. Agent agrees to answer on behalf of the Applicant any question or inquiry regarding the E-Rate Program or the services to be provided by Agent hereunder from the SLD, USAC, or any other such federal or state administrative agency.
8. Agent agrees to provide on-going E-rate support to the Applicant, as generally described above, and including providing reminders about upcoming deadlines, for a period starting no earlier than the execution date of this contract and ending no earlier than the end of the applicable program year (this will generally be about an 18 month time period).
9. Agent agrees to provide support in the event of a Selective Review, conducted by the SLD or their representatives covering an application filed by the Agent

PAYMENT TERMS: “Category One Applications” are defined as applications including only “Telecommunication Services” and/or “Internet Services” and/or Data Transmission Services” (including “Self-Provisioned Fiber, Leased Dark Fiber or Leased Lit Fiber”), or any other eligible "Wide Area Network service.” Full payment to CRW for filing Category One applications on behalf of the client is in the amount of \$4500 payable within 30 days of The Applicant receiving the invoice for payment from the Agent. Wide Area Network (WAN) design services (creating a detailed Request for Proposal) for WANs (possibly included detailed Fiber routes) are available at \$120 per hour, if the Agent is directed to provide those services by the Applicant.

“Category Two Applications” are defined as applications including “Internal Connections and/or “Basic Maintenance of Internal Connections” and/or “Managed Internal Broadband Services.” Full payment for Category Two Applications is 3% of the total funded amount featured on the Applicant’s “Funding Decision Commitment Letter.” The total Category Two Payment for this contract shall not exceed \$20,000. Should no funding be awarded for the Category Two Application, the Applicant has no additional payment obligations beyond the Category One payment listed above.

Failure by the Applicant to perform the obligations and responsibilities listed on this form, and the possible loss of funding as a result thereof, does not discharge full payment obligations of the Applicant.

Payment should be mailed to: CRW Consulting, PO Box 701713, Tulsa, OK 74170-1713.

Agreed to this _____ day of _____, 2025

Applicant’s Authorized Signature



Agent’s Authorized Signature

Printed Name

Chris Webber

Printed Name

Title or Position

Owner, CRW Consulting

Title or Position

Owasso Indep School Dist 11
Name of School District

**EMAIL TO chris@crwconsulting.com - OR -
FAX THIS SIGNED PAGE TO: (918) 445-0049**

CERTIFICATE OF APPROVAL

May 12, 2025

Purchase Orders to be approved by the Board of Education:

2024-2025 General Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1594-1735	124,607.25
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 124,607.25</u>

2024-2025 Building Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ -</u>

2024-2025 Child Nutrition Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		50-53	4,075.63
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 4,075.63</u>

2024-2025 Bond Fund 31

		<u>P.O. Nos</u>	
<i>VENDORS</i>		368-403	2,421,590.11
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 2,421,590.11</u>

2024-2025 Bond Fund 33

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>-</u>

2024-2025 Bond Fund 35

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>-</u>

2024-2025 Bond Fund 39

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>-</u>

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 4/9/2025 - 5/7/2025, PO Range: 1594 - 1735

PO No	Date	Vendor No	Vendor	Description	Amount
1594	04/09/2025	11351	AMAZON	Supplies for the Office/Workroom	886.91
1595	04/09/2025	11351	AMAZON	ALLEN/OXFORD ATLAS OF THE WORLD BOOKS	1,118.56
1596	04/09/2025	11351	AMAZON	WALSH/ELECTRIC PENCIL SHARPENERS	99.96
1597	04/09/2025	19846	PRAIRIE QUILT COMPANY LLC	Hulse FACS Service 30 sewing machines	2,800.00
1598	04/09/2025	8190	HOME DEPOT	Hulse-FACS	650.00
1599	04/09/2025	9608	HOBBY LOBBY #25	Hulse-FACS	658.13
1600	04/09/2025	276	WALMART #168	Hulse-Classroom supplies for FACS Kitchen	800.00
1601	04/09/2025	18418	CONCORD THEATRICALS CORP	King - Scripts	500.00
1602	04/09/2025	11351	AMAZON	King - Scripts	500.00
1603	04/09/2025	11351	AMAZON	Parent Involvement-Bailey	156.60
1604	04/09/2025	13846	JEFFREY PAUL	Per Diem CCOSA Summer Conference June 11-13, 2025	137.50
1605	04/14/2025	20057	JESSICA CAREY	Native Tea Presentation on 4/14	250.00
1606	04/15/2025	65	DRAMATISTS PLAY SERVICE, INC	King - Scripts	1,500.00
1607	04/15/2025	12033	APPLE EDUCATION STORE	Gorham - Mac Mini	499.00
1608	04/15/2025	154	SAIED MUSIC CO	Gorham - OPEN PO - Repairs	650.00
1609	04/15/2025	154	SAIED MUSIC CO	Gorham - OPEN PO - Supplies	1,065.00
1610	04/15/2025	8493	MARIMBA ONE	Band - Marimba Replacement Keys	855.00
1611	04/15/2025	469	INSTRUMENTALIST AWARDS LLC	Gorham - John Phillip Sousa Award	90.00
1612	04/15/2025	3107	OWASSO CHILD NUTRITION FUND	Refreshments for JOM Awards on 4/28/2025	306.38
1613	04/15/2025	4110	TRAILS END BBQ	Refreshments for JOM Awards on 4/28/2025	0.00
1614	04/15/2025	276	WALMART #168	JOM Awards Refreshments/Service Supplies 4/28/2025	0.00
1615	04/15/2025	16011	CRYSTAL HANNA	Clay Mask Presentation on 4/15 at Smith Elementary	300.00
1616	04/15/2025	18987	ELIZABETH SEVENOAKS	Basket Weaving Presentation on 4/17 at Barnes Elem	100.00
1617	04/15/2025	15170	ALICE WILDER	Medallion Presentation on 5/7 at Bailey Elementary	200.00
1618	04/15/2025	15188	CHEYENNE GAGNER	Nanyehi Presentation on 4/17 at 6/7GC	300.00
1619	04/15/2025	19707	PATRICIA Y LAUGHLIN	Storytelling Presentation on 5/7 at Bailey Elem	200.00
1620	04/15/2025	18330	TIM SHADOW	Cherokee Marbles on 5/7 at Bailey Elem	100.00
1621	04/15/2025	9608	HOBBY LOBBY #25	Cultural Craft Supplies	193.66
1622	04/15/2025	17307	RIVERSIDE ASSESSMENTS LLC	COGAT 8 L7 Screen TB W/Scoring	522.72
1623	04/15/2025	276	WALMART #168	Native American Foods Lesson	150.00
1624	04/15/2025	1445	SCOREBOARD SPORTS CENTER	JOM Senior Award Plaques	120.00

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 4/9/2025 - 5/7/2025, PO Range: 1594 - 1735

PO No	Date	Vendor No	Vendor	Description	Amount
1625	04/15/2025	13240	MARY ROBINSON	Program display consumable supplies	328.00
1626	04/15/2025	17617	BRANDI R HINES	Native American student Association Awards	260.00
1627	04/15/2025	19697	DAVID BIBLE	JOM Senior Graduation Awards	1,750.00
1628	04/15/2025	11351	AMAZON	Crafting tools	200.00
1629	04/15/2025	12521	CRAZY CROW TRADING POST	Cultural Craft Supplies	250.00
1630	04/15/2025	9608	HOBBY LOBBY #25	Items for GE Model School Celebration	100.00
1631	04/15/2025	7203	OFFICE DEPOT	OPEN PO for Copy Paper	300.00
1632	04/15/2025	3718	AMAX SIGNS	Bailey Mural for Cafeteria	4,000.00
1633	04/15/2025	11351	AMAZON	Balloons - Decorations GE Celebration	69.93
1634	04/15/2025	9608	HOBBY LOBBY #25	5th Grade Mother's Day Project Supplies	60.00
1635	04/15/2025	276	WALMART #168	5th Grade Mother's Day Project Supplies	30.00
1636	04/15/2025	15689	REALLY GREAT READING	Barr/Reading Spec Word Vowel Posters	112.00
1637	04/15/2025	11351	AMAZON	Robot Charging Station & Ear Plugs for Students	67.94
1638	04/15/2025	11351	AMAZON	Display Stands, Megaphones & Sign Holders	163.96
1639	04/15/2025	4999	OFFICE DEPOT	Classroom Supplies - Blanket PO	320.00
1640	04/15/2025	9608	HOBBY LOBBY #25	EAST AND WEST CAMPUS DECOR	500.00
1641	04/15/2025	166	QUILL CORPORATION	DENNISON/EAST OFFICE & CLASSROOM SUPPLIES	1,025.00
1642	04/15/2025	11351	AMAZON	Office items for End of Year	718.41
1643	04/15/2025	11351	AMAZON	Stem items	1,500.00
1644	04/15/2025	11351	AMAZON	Classroom shelves for TERRY	240.00
1645	04/15/2025	11351	AMAZON	Air filters for Classroom	100.00
1646	04/15/2025	11061	ULINE	Supplies and Materials for Transition Classrooms	606.62
1647	04/15/2025	13168	CENTERING ON CHILDREN, INC.	Curriculum for Transition classrooms	1,638.27
1648	04/15/2025	18354	SCHOOL SPECIALTY LLC	Adaptive supplies and materials	1,142.86
1649	04/15/2025	4243	SOUTHPAW ENTERPRISES	Adaptive supplies and materials	2,670.86
1650	04/15/2025	14085	DESERT DISTRIBUTING LLC	Adaptive supplies and materials	129.90
1651	04/15/2025	4999	OFFICE DEPOT	Blanket PO for Classroom/Office Supplies	500.00
1652	04/15/2025	276	WALMART #168	Blanket PO for Classroom/Office Supplies	500.00
1653	04/15/2025	15701	POSITIVE PROMOTIONS, INC	Kindergarten Awards	77.75
1654	04/15/2025	18354	SCHOOL SPECIALTY LLC	Sensory Panels	1,613.65
1655	04/15/2025	18354	SCHOOL SPECIALTY LLC	Paper (all kinds)	908.83
1656	04/15/2025	9612	ROCHESTER 100 INC.	Communication Folders	1,108.80
1657	04/15/2025	16627	MYSTERY SCIENCE INC	Subscription	1,695.00
1658	04/15/2025	11351	AMAZON	STEM Classroom Supplies	1,500.00

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 4/9/2025 - 5/7/2025, PO Range: 1594 - 1735

PO No	Date	Vendor No	Vendor	Description	Amount
1659	04/15/2025	7727	JONES SCHOOL SUPPLY CO., INC	End of the Year Awards	106.93
1660	04/15/2025	19213	LENOVO (UNITED STATES) INC	Laptops for Students in Transition Program	4,530.00
1661	04/15/2025	11351	AMAZON	Sports equipment for student use.	200.00
1662	04/15/2025	7066	GATOR THOMPSON	Family Engagement-Morrow Elementary-Cinch Sacks	411.60
1663	04/15/2025	11351	AMAZON	Barn Owl Pellets	235.00
1664	04/15/2025	18114	VIVACITY TECH PBC	Student Headphones	1,121.00
1665	04/15/2025	19993	BAMBULAB USA INC	Two 3-D Printers	1,500.00
1666	04/15/2025	166	QUILL CORPORATION	WHIDDON/OPEN PO/PAPER SUPPLIES	500.00
1667	04/15/2025	11351	AMAZON	3 Books, Instructional for Positive School Culture	46.52
1668	04/16/2025	11351	AMAZON	Sensory Room STEM Items	1,492.65
1669	04/16/2025	11351	AMAZON	STEM Supplies	1,500.00
1670	04/16/2025	1432	OSSBA	Title IX Board Training	1,000.00
1671	04/16/2025	5732	SAM'S CLUB	CHAIRS FOR CONFERENCE ROOM	859.92
1672	04/16/2025	11351	AMAZON	office supplies	36.89
1673	04/16/2025	5732	SAM'S CLUB	T. Austin-Stem Classroom supplies	115.00
1674	04/16/2025	18266	LENORA MCMULLEN	copper cutting service	100.00
1675	04/16/2025	3682	SIGNS NOW #220	JOM Program Canopy	1,850.00
1676	04/16/2025	3682	SIGNS NOW #220	Program Fitted Tablecloth	680.00
1677	04/16/2025	4999	OFFICE DEPOT	Custom Classroom Poster Prints	400.00
1678	04/16/2025	13989	TEACHERS SYNERGY LLC	Computer based, Video Curriculum and Materials	1,660.07
1679	04/16/2025	16618	S&S WORLDWIDE, INC.	Adaptive supplies and materials	246.32
1680	04/16/2025	5732	SAM'S CLUB	Supplies and Materials for the Transition Program	300.00
1681	04/16/2025	11351	AMAZON	Supplies for students at Stone Canyon	59.92
1682	04/16/2025	12250	ADMIRAL EXPRESS OFFICE SUPPLY	PO for Construction Paper	200.00
1683	04/16/2025	11709	WESTCO LAMINATOR SERVICE	Laminator Repair	300.00
1684	04/16/2025	20059	VELOCITY CUSTOM FABRICATION INC	BENCHES FOR EAST AND WEST CAMPUS	5,692.56
1685	04/16/2025	11351	AMAZON	Items for STEM - Storage cubbies, duct tape, etc	1,500.00
1686	04/16/2025	11351	AMAZON	Supplies for ELA - glue sticks, post-it notes, etc	79.80
1687	04/16/2025	11351	AMAZON	Headphones for ELD students	87.96
1688	04/17/2025	1432	OSSBA	Registration- OSSBA Workshop	100.00
1689	04/17/2025	19937	PREVENTION SCIENCE PRESS INC	Life Skills Training Materials	4,218.50
1690	04/21/2025	84092	TONYA D GOFF	PER DIEM - OKASBO 4/22-24	137.50
1691	04/21/2025	80602	RENEE D ATKINSON	PER DIEM - OKASBO 4/22-24	137.50
1692	04/21/2025	86660	SHERYL LYNNE MANSARD	PER DIEM - OKASBO 4/22-24	137.50
1693	04/21/2025	85147	SHEA L SWOFFORD	PER DIEM - OKASBO 4/22-24	137.50
1694	04/21/2025	87173	KELSEY RENAE SNYDER	PER DIEM - OKASBO 4/22-24	137.50
1695	04/22/2025	134	FLINN SCIENTIFIC, INC.	ROBISON/DIGITAL MONOCULAR MICROSCOPE	685.13

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 4/9/2025 - 5/7/2025, PO Range: 1594 - 1735

PO No	Date	Vendor No	Vendor	Description	Amount
1696	04/22/2025	4945	VERNIER-SOFTWARE & TECHNOLOGY	ROBISON/PROJECTILE LAUNCHERS, INDEPEND. OF MOTION	2,259.00
1697	04/22/2025	11351	AMAZON	WRIGHT/CLASSROOM SUPPLIES	195.18
1698	04/22/2025	447	TEACHER'S DISCOVERY	WRIGHT/BOOKS	567.00
1699	04/22/2025	10753	WAYSIDE PUBLISHING	WRIGHT/BOOKS	1,083.00
1700	04/22/2025	19288	AQUILA COMMUNICATIONS INC	WRIGHT/BOOKS	518.00
1701	04/22/2025	11351	AMAZON	ZAMOR/COLORED PAPER	1,294.81
1702	04/22/2025	11351	AMAZON	ZAMOR/GRAPHING CALCULATORS	2,137.80
1703	04/22/2025	11351	AMAZON	JAMES/FAUX ARRANGEMENTS	365.24
1704	04/22/2025	80929	BRYON DEAN FRY	FRY/AOPA TEACHER TRAINING PER DIEM	192.50
1705	04/22/2025	7353	GOVINDA LLC	FRY/HOTEL FOR AOPA TEACHER TRAINING CONFERENCE	750.00
1706	04/22/2025	19857	AOPA FOUNDATION INC	FRY/AOPA TEACHER TRAINING REGISTRATION	100.00
1707	04/22/2025	11351	AMAZON	FRY/STORAGE BINS AND SHELVES	475.33
1708	04/22/2025	336	BSN SPORTS	COOPER/CAMPUS GRAPHICS	10,500.00
1709	04/22/2025	20067	SANBARCOLLBUSCOM INC	FRY/STEM KIT, AVIATION GUIDE, AND SUPPLIES	1,808.80
1710	04/22/2025	11351	AMAZON	SMITH/FOOD, SEWING, CLASSROOM SUPPLIES	645.87
1711	04/22/2025	11351	AMAZON	Supplies for Teacher's Lounge	400.00
1712	04/22/2025	11351	AMAZON	Sports equipment for student use.	300.00
1713	04/22/2025	11351	AMAZON	Supplies for STEM	1,500.00
1714	04/22/2025	16860	L&M OFFICE FURNITURE LLC	3 Frequency Tables x base round with casters	2,275.83
1715	04/22/2025	1391	K-LOG INC.	Office chairs for front office	850.00
1716	04/22/2025	11351	AMAZON	Books for staff PD	166.92
1717	04/22/2025	5545	CONTINENTAL PRESS	EL Curriculum Materials	119.28
1718	04/22/2025	11950	TES PRODUCTIONS, INC	Barber - Theatrical Lighting	4,800.00
1719	04/22/2025	19727	POWER OF THREE INVESTMNTS, LLC	Professional Development team building	1,250.00
1720	04/25/2025	11351	AMAZON	Microscopes for STEM	1,500.00
1721	04/25/2025	13664	BILLY SIMS BARBECUE	JOM Awards Refreshments 4/28/2025	230.00
1722	04/25/2025	19956	RENO VASQUEZ	Native American Music Presentation - 5/1/2025	100.00
1723	04/25/2025	9404	PROMOZ SCREEN PRINTING INC.	JOM Exemplary Student Incentive T-Shirts	2,805.50
1724	04/25/2025	16582	MARK A WILSON	JOM Awards Speaker - 4/28/2025	200.00
1725	04/25/2025	18676	STEVE HOLLAND	Senior graduation award	600.00
1726	04/25/2025	11351	AMAZON	Supplies and Materials	3,699.00
1727	04/29/2025	16641	SCHOLASTIC SALES, INC.	Caps and Gown Fees	245.00
1728	04/29/2025	11351	AMAZON	Supplies and Materials	2,806.00
1729	04/29/2025	11351	AMAZON	Supplies and Materials	1,595.00
1730	05/01/2025	11351	AMAZON	RSA Summer School Supplies-Angela Parks-ESC	175.02

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 4/9/2025 - 5/7/2025, PO Range: 1594 - 1735

PO No	Date	Vendor No	Vendor	Description	Amount
1731	05/01/2025	17164	JAMES GREGORY BILBY	Stickball Presentation - 5/82025	350.00
1732	05/06/2025	19455	ARTICULATE GLOBAL LLC	Articulate 360 Online License	749.00
1733	05/06/2025	11351	AMAZON	RSA Summer School Supplies- Angela Parks-ESC	352.70
1734	05/06/2025	14661	JENKINS PIANO COMPANY LLC	Barber - Piano Tuning	145.00
1735	05/07/2025	16323	GLOBAL COMPLIANCE NETWORK	Online Professional Development- District Wide	100.00

Non-Payroll Total:	\$124,607.25
Payroll Total:	\$0.00
Report Total:	\$124,607.25

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 22 - CHILD NUTRITION, Date Range: 4/9/2025 - 5/7/2025, PO Range: 50 - 53

PO No	Date	Vendor No	Vendor	Description	Amount
50	04/09/2025	146	JRW, INC.	Blanket Po-Service Contract-Coin Machine	781.00
51	04/25/2025	16795	GLOBAL PAYMENTS INC	Replacement Keypads	1,650.00
52	05/02/2025	19535	OSWALT EQUIPMENT COMPANY	Smallwares	1,282.98
53	05/06/2025	19535	OSWALT EQUIPMENT COMPANY	Smallwares	361.65
				Non-Payroll Total:	\$4,075.63
				Payroll Total:	\$0.00
				Report Total:	\$4,075.63

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 31 BOND - 2022, Date Range: 4/9/2025 - 5/7/2025, PO Range: 368 - 403

PO No	Date	Vendor No	Vendor	Description	Amount
368	04/09/2025	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Elevate Science Refill Kits-Ator	1,748.51
369	04/09/2025	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Elevate Science Refill Kits-Bailey	1,527.23
370	04/09/2025	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Elevate Science Refill Kits-Barnes	158.94
371	04/09/2025	206	THOMPSON SCHOOL BK. DEPOSITORY	SAVVAS Elevate Science Refill Kits-Smith	1,095.53
372	04/09/2025	19887	KRUEGER INTERNATIONAL INC	Hodson Classroom desks and chairs	68,363.50
373	04/09/2025	247	BOUND TO STAY BOUND BOOKS	Media Center Books	2,625.00
374	04/15/2025	331	WEST MUSIC CO.	Hahn - Musical Instruments	713.98
375	04/16/2025	12013	UNITED FORD SOUTH LLC	New Warehouse Vehicle	29,000.00
376	04/16/2025	20047	ARTLIST LTD	Content Licensing	6,413.00
377	04/16/2025	18354	SCHOOL SPECIALTY LLC	Live Material Cards Science-Gail Ciancio	2,079.00
378	04/17/2025	2010	UNITED SYSTEMS LLC	Aruba Clearpass Licenses, VMs and 1yr Support	104,859.41
379	04/17/2025	18354	SCHOOL SPECIALTY LLC	Hodson Cafeteria Tables	45,868.48
380	04/22/2025	2558	WENGER CORPORATION	Barber - Stage Extension	55,424.02
381	04/25/2025	18614	HOLT TRUCK CENTERS OF OKLAHOMA LLC	3 new buses	395,517.00
382	04/25/2025	2010	UNITED SYSTEMS LLC	SonicWall SMA 410 Support & NSA 9450-1 yr renewals	32,762.16
383	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Bailey	2,828.20
384	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Barnes	3,651.60
385	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Hodson	4,108.05
386	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Ator	2,443.35
387	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Mills	3,266.75
388	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Morrow	3,848.50
389	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Northeast	2,488.10
390	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Smith	2,881.90
391	04/29/2025	10636	GUTENBERG INC	Handwriting Handbook-Stone Canyon	3,669.50
392	04/29/2025	11351	AMAZON	Hodson Cafeteria TV's	3,500.00
393	05/01/2025	12033	APPLE EDUCATION STORE	Ipads and Air tags	757.00
394	05/01/2025	19140	CSS INC	7th grade roof	392,520.00
395	05/01/2025	18614	HOLT TRUCK CENTERS OF OKLAHOMA LLC	new bus	131,839.00
396	05/07/2025	6552	TURNER ROOFING & SHEET METAL	7th grade roof replacement	995,480.00
397	05/07/2025	16538	WONDER WORKSHOP	Elementary Computer Science Adoption-Naomi-ESC	7,180.00
398	05/07/2025	16233	TEACHER PAY TEACHERS	Elementary Computer Science TPT Subscriptions	401.00
399	05/07/2025	19835	SECONDARY RHODES	Tree Removal of 7th Grade Roofing Project	13,400.00
400	05/07/2025	20074	LIBERTY FENCE CO INC	Bus Barn New Fencing	27,892.00
401	05/07/2025	15534	CDW LLC	PRTG Systems Monitoring Sensors 500	3,782.07

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 31 BOND - 2022, Date Range: 4/9/2025 - 5/7/2025, PO Range: 368 - 403

PO No	Date	Vendor No	Vendor	Description	Amount
402	05/07/2025	361	CLASSIC CHEVROLET-GEO	new Suburban	65,967.25
403	05/07/2025	11351	AMAZON	Elementary Computer Science Adoption-Naomi ESC	1,530.08

Non-Payroll Total:	\$2,421,590.11
Payroll Total:	\$0.00
Report Total:	\$2,421,590.11

Cash Balances

Options: Fiscal Years: 2025, Funds: 60, As Of Date: 4/30/2025, Account Types: AC

Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK				
2025	60	60 - ACTIVITY FUND			\$3,053,659.72
			Total AC	0110	\$3,053,659.72
					\$3,053,659.72

Cash By Fund

2025	60	60 - ACTIVITY FUND			\$3,053,659.72
					\$3,053,659.72

Owasso Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 4/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ESC ACTIVITY FUND	\$0.00	\$99,059.81	\$146,603.44	\$23,489.30	\$222,173.95	\$8,015.72	\$214,158.23
804 CN REFUND SUB ACCT	\$0.00	\$10,000.00	\$0.00	\$3,051.30	\$6,948.70	\$0.00	\$6,948.70
805 OHS ACTIVITY	\$0.00	\$28,730.27	\$74,852.73	\$17,367.52	\$86,215.48	\$32,498.46	\$53,717.02
806 HS AP	\$0.00	\$1,148.00	\$33,936.41	\$450.00	\$34,634.41	\$34,134.41	\$500.00
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$3,475.00	\$24,968.69	\$6,570.97	\$21,872.72	\$3,100.00	\$18,772.72
808 HS STUDENT COUNCIL	\$0.00	\$42,320.34	\$82,695.76	\$37,580.41	\$87,435.69	\$14,200.00	\$73,235.69
809 HS SPEECH/DEBATE	\$0.00	\$2,298.00	\$4,635.46	\$745.96	\$6,187.50	\$4,860.00	\$1,327.50
810 OHS - TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$4,580.08	\$1,818.80	\$2,761.28	\$668.92	\$2,092.36
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$5,026.51	\$8,632.95	\$3,398.86	\$10,260.60	\$585.00	\$9,675.60
814 HS ACADEMIC BOWL	\$0.00	\$226.60	\$668.05	\$450.60	\$444.05	\$34.19	\$409.86
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$367,372.01	\$199,329.31	\$343,626.22	\$223,075.10	\$31,497.25	\$191,577.85
817 5TH GRADE HONOR CHOIR-DISTRICTWIDE	\$0.00	\$0.00	\$4,071.82	\$0.00	\$4,071.82	\$0.00	\$4,071.82
818 HS FFA	\$0.00	\$98,165.88	\$30,956.25	\$80,634.70	\$48,487.43	\$24,229.00	\$24,258.43
819 HS EAST - THE RAM RESERVE - SCHOOL STORE	\$0.00	\$279.00	\$750.00	\$731.49	\$297.51	\$0.00	\$297.51
820 HS STEM CLUB	\$0.00	\$0.00	\$79.25	\$0.00	\$79.25	\$0.00	\$79.25
821 HS COUNSELORS	\$0.00	\$0.00	\$3,190.03	\$297.88	\$2,892.15	\$0.00	\$2,892.15
822 HS ART	\$0.00	\$8,287.00	\$1,801.90	\$8,611.57	\$1,477.33	\$270.00	\$1,207.33
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$30,433.22	\$10,886.81	\$23,357.58	\$17,962.45	\$10,542.00	\$7,420.45
826 HS SENIOR CLASS	\$0.00	\$35,218.12	\$38,217.01	\$12,012.43	\$61,422.70	\$30,687.32	\$30,735.38
827 HS UNIFIED CLUB	\$0.00	\$2,262.10	\$1,130.48	\$2,574.04	\$818.54	\$0.00	\$818.54
828 HS JUNIOR CLASS	\$0.00	\$38,140.00	\$50,082.93	\$28,567.21	\$59,655.72	\$7,610.00	\$52,045.72
830 SPARK	\$0.00	\$829,897.50	\$111,010.47	\$516,576.44	\$424,331.53	\$15,911.83	\$408,419.70
831 E-SPORTS	\$0.00	\$2,829.00	\$1,861.17	\$3,351.24	\$1,338.93	\$300.00	\$1,038.93
834 HS FCA - FELLOWSHIP OF CHRISTIAN ATHLETES	\$0.00	\$0.00	\$115.00	\$0.00	\$115.00	\$0.00	\$115.00
835 HS HISTORY CLUB	\$0.00	\$0.00	\$580.62	\$150.00	\$430.62	\$0.00	\$430.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$332.70	\$359.25	\$86.38	\$605.57	\$0.00	\$605.57
837 HS ROBOTICS	\$0.00	\$0.00	\$1,018.72	\$0.00	\$1,018.72	\$0.00	\$1,018.72
838 OHS LARP CLUB	\$0.00	\$0.00	\$230.39	\$90.40	\$139.99	\$0.00	\$139.99
839 HS DRAMA/PRODUCTIONS	\$0.00	\$32,597.77	\$10,040.72	\$24,009.34	\$18,629.15	\$9,410.00	\$9,219.15
840 8GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,837.44	\$837.44	\$1,000.00	\$0.00	\$1,000.00
841 EIGHTH GRADE ACTIVITY	\$0.00	\$300.00	\$3,306.00	\$281.49	\$3,324.51	\$40.00	\$3,284.51
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$7,152.00	\$5,728.59	\$5,807.89	\$7,072.70	\$600.00	\$6,472.70
844 EIGHTH GRADE FACS	\$0.00	\$1,695.00	\$2,089.95	\$488.29	\$3,296.66	\$0.00	\$3,296.66
845 EIGHTH GRADE YEARBOOK	\$0.00	\$1,118.70	\$2,409.64	\$2,044.61	\$1,483.73	\$500.00	\$983.73
848 EIGHTH GRADE ART	\$0.00	\$2,440.00	\$1,474.89	\$2,203.37	\$1,711.52	\$250.00	\$1,461.52
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,360.00	\$1,585.48	\$1,297.71	\$1,647.77	\$385.00	\$1,262.77
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$250.00	\$168.97	\$0.00	\$418.97	\$50.00	\$368.97
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$114.52	\$0.00	\$114.52	\$0.00	\$114.52
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$525.00	\$898.91	\$249.82	\$1,174.09	\$300.00	\$874.09
857 7TH GRADE STEM	\$0.00	\$805.00	\$268.43	\$1,005.62	\$67.81	\$0.00	\$67.81
858 EIGHTH GRADE FCCLA	\$0.00	\$1,754.00	\$520.81	\$1,944.35	\$330.46	\$5.00	\$325.46
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$220.00	\$829.62	\$264.64	\$784.98	\$0.00	\$784.98
860 EIGHTH GRADE STEM	\$0.00	\$490.00	\$712.08	\$680.99	\$521.09	\$0.00	\$521.09
861 SEVENTH GRADE ACTIVITY	\$0.00	\$0.00	\$10,390.53	\$614.69	\$9,775.84	\$0.00	\$9,775.84
862 SEVENTH GRADE YEARBOOK	\$0.00	\$616.55	\$1,238.94	\$0.00	\$1,855.49	\$0.00	\$1,855.49
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,173.00	\$112.16	\$823.08	\$462.08	\$0.00	\$462.08
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$4,925.00	\$1,836.76	\$4,088.60	\$2,673.16	\$380.00	\$2,293.16
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$137.11	\$0.00	\$137.11	\$0.00	\$137.11

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 4/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
868 SEVENTH GRADE PHYS ED	\$0.00	\$900.00	\$3,278.08	\$799.80	\$3,378.28	\$0.00	\$3,378.28
869 7GC FACS	\$0.00	\$830.00	\$219.54	\$911.83	\$137.71	\$0.00	\$137.71
870 7GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,131.51	\$425.75	\$705.76	\$550.00	\$155.76
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$0.00	\$24.05	\$24.05	\$0.00	\$0.00	\$0.00
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$1,664.00	\$1,383.04	\$1,055.30	\$1,991.74	\$0.00	\$1,991.74
874 SEVENTH GRADE LIBRARY	\$0.00	\$6,558.36	\$2,791.63	\$7,163.71	\$2,186.28	\$575.00	\$1,611.28
875 BARNES ACTIVITY	\$0.00	\$20,385.26	\$9,546.37	\$8,061.31	\$21,870.32	\$1,242.40	\$20,627.92
876 BARNES ALL IN	\$0.00	\$3.20	\$1,393.87	\$646.17	\$750.90	\$0.00	\$750.90
877 BARNES LIBRARY	\$0.00	\$9,825.13	\$20,413.60	\$7,647.42	\$22,591.31	\$0.00	\$22,591.31
878 BARNES TACK	\$0.00	\$0.00	\$27.81	\$0.00	\$27.81	\$0.00	\$27.81
879 SEVENTH GRADE ART	\$0.00	\$4,070.00	\$1,366.87	\$4,007.05	\$1,429.82	\$1,140.00	\$289.82
880 BARNES TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,435.27	\$679.03	\$756.24	\$150.00	\$606.24
881 BARNES MUSIC	\$0.00	\$310.00	\$193.14	\$468.84	\$34.30	\$0.00	\$34.30
882 ATOR LIBRARY	\$0.00	\$12,337.42	\$5,801.60	\$12,108.86	\$6,030.16	\$3,620.00	\$2,410.16
883 ATOR ACTIVITY	\$0.00	\$4,430.00	\$9,484.45	\$8,152.59	\$5,761.86	\$530.00	\$5,231.86
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$1,594.70	\$0.00	\$1,594.70	\$0.00	\$1,594.70
885 Inactive as of 4-14-25	\$0.00	\$580.00	\$91.81	\$671.81	\$0.00	\$0.00	\$0.00
887 MILLS ACTIVITY	\$0.00	\$6,871.60	\$6,919.04	\$6,990.19	\$6,800.45	\$3,126.28	\$3,674.17
888 STUDENT LEADERSHIP	\$0.00	\$0.00	\$1,561.50	\$0.00	\$1,561.50	\$105.32	\$1,456.18
889 MILLS TEACHER WELFARE	\$0.00	\$570.00	\$4,208.52	\$566.06	\$4,212.46	\$315.00	\$3,897.46
890 MILLS TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,263.10	\$263.10	\$1,000.00	\$500.00	\$500.00
891 MILLS LIBRARY	\$0.00	\$22,477.90	\$5,622.94	\$20,162.23	\$7,938.61	\$733.34	\$7,205.27
892 SMITH TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,288.76	\$492.16	\$796.60	\$519.00	\$277.60
893 SMITH ACTIVITY	\$0.00	\$8,324.38	\$18,993.21	\$7,458.92	\$19,858.67	\$2,364.37	\$17,494.30
894 SMITH LIBRARY	\$0.00	\$9,180.59	\$12,241.85	\$8,259.27	\$13,163.17	\$4,718.90	\$8,444.27
897 SMITH TEACHERS WELFARE	\$0.00	\$926.00	\$1,858.46	\$1,092.34	\$1,692.12	\$0.00	\$1,692.12
898 HODSON ACTIVITY	\$0.00	\$9,832.72	\$28,112.13	\$6,129.47	\$31,815.38	\$9,313.39	\$22,501.99
899 HODSON TEACHER WELFARE	\$0.00	\$661.00	\$568.09	\$660.29	\$568.80	\$327.70	\$241.10
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,566.43	\$637.93	\$928.50	\$200.00	\$728.50
901 HODSON LIBRARY	\$0.00	\$24,324.70	\$2,400.04	\$12,549.94	\$14,174.80	\$6,229.65	\$7,945.15
902 HODSON PHYS ED	\$0.00	\$0.00	\$948.21	\$0.00	\$948.21	\$130.00	\$818.21
903 HODSON MUSIC	\$0.00	\$2,900.00	\$735.81	\$2,515.78	\$1,120.03	\$339.95	\$780.08
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,024.41	\$24.41	\$1,000.00	\$575.59	\$424.41
905 NORTHEAST ACTIVITY	\$0.00	\$6,215.95	\$26,044.60	\$5,597.89	\$26,662.66	\$3,050.00	\$23,612.66
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$0.00	\$567.80	\$347.26	\$220.54	\$150.00	\$70.54
907 NORTHEAST LIBRARY	\$0.00	\$31,473.80	\$21,571.40	\$20,494.93	\$32,550.27	\$4,800.00	\$27,750.27
911 BAILEY ACTIVITY	\$0.00	\$5,696.05	\$12,781.35	\$7,932.66	\$10,544.74	\$2,905.00	\$7,639.74
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$190.56	\$0.00	\$190.56	\$0.00	\$190.56
914 BAILEY LIBRARY	\$0.00	\$13,672.90	\$7,269.26	\$13,294.68	\$7,647.48	\$1,300.00	\$6,347.48
915 BAILEY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,599.04	\$1,460.29	\$138.75	\$0.00	\$138.75
924 EIGHTH GRADE LIBRARY	\$0.00	\$2,131.56	\$3,520.76	\$2,694.21	\$2,958.11	\$0.00	\$2,958.11
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$1,020.00	\$2,594.52	\$600.27	\$3,014.25	\$385.00	\$2,629.25
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$407.23	\$383.16	\$24.07	\$0.00	\$24.07
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$223,774.82	\$6,055.03	\$217,719.79	\$3,076.80	\$214,642.99
930 ATOR TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$297.49	\$702.51	\$600.00	\$102.51
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$18,460.00	\$86,815.93	\$4,601.97	\$100,673.96	\$26,000.00	\$74,673.96
933 RAM ACADEMY	\$0.00	\$3,558.50	\$6,533.93	\$4,426.21	\$5,666.22	\$2,641.64	\$3,024.58
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$13,220.00	\$7,648.53	\$10,641.84	\$10,226.69	\$275.00	\$9,951.69
936 GRANTS - (OEF ONLY)	\$0.00	\$62,155.54	\$0.00	\$54,229.30	\$7,926.24	\$6,920.15	\$1,006.09
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$8,500.00	\$4,246.20	\$7,539.41	\$5,206.79	\$3,505.04	\$1,701.75

Owasso Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 4/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$2,726.55	\$2,343.72	\$2,070.27	\$3,000.00	\$0.00	\$3,000.00
941 ATHLETICS	\$0.00	\$658,055.25	\$408,130.00	\$655,369.33	\$410,815.92	\$40,038.11	\$370,777.81
942 RAM PARTNERS	\$0.00	\$164,840.00	\$114,641.93	\$155,971.37	\$123,510.56	\$25,117.80	\$98,392.76
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$1,300.00	\$22,875.00	\$0.00	\$24,175.00	\$0.00	\$24,175.00
946 DISTRICT FINE ARTS	\$0.00	\$38,044.25	\$102,480.37	\$37,053.58	\$103,471.04	\$15,556.90	\$87,914.14
947 OPERATIONS WELFARE FUND	\$0.00	\$0.00	\$179.58	\$0.00	\$179.58	\$0.00	\$179.58
949 HEALTH SERVICES	\$0.00	\$0.00	\$106.29	\$0.00	\$106.29	\$0.00	\$106.29
951 RAM TEACHER WELFARE	\$0.00	\$311.83	\$4,621.05	\$426.07	\$4,506.81	\$360.00	\$4,146.81
953 HS FACS	\$0.00	\$5,645.00	\$6,487.95	\$4,456.74	\$7,676.21	\$2,789.77	\$4,886.44
957 HS VOCAL	\$0.00	\$145,050.50	\$47,919.01	\$122,017.42	\$70,952.09	\$36,552.57	\$34,399.52
960 STEM - 6GC	\$0.00	\$1,790.00	\$1,867.72	\$2,075.19	\$1,582.53	\$0.00	\$1,582.53
962 STUDENT HOLDING ACCOUNT	\$0.00	\$665.69	\$97,693.28	\$0.00	\$98,358.97	\$0.00	\$98,358.97
963 HS LIBERTY COMMITTEE	\$0.00	\$4,451.50	\$5,292.19	\$3,669.38	\$6,074.31	\$500.00	\$5,574.31
965 HS TEACHERS WELFARE	\$0.00	\$5,980.36	\$14,853.20	\$6,611.08	\$14,222.48	\$1,290.76	\$12,931.72
968 MORROW ACTIVITY	\$0.00	\$12,187.74	\$17,175.06	\$7,767.21	\$21,595.59	\$2,967.20	\$18,628.39
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,303.40	\$303.40	\$1,000.00	\$400.00	\$600.00
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00
971 HS FCCLA	\$0.00	\$8,264.55	\$529.43	\$3,547.75	\$5,246.23	\$340.00	\$4,906.23
972 MORROW TEACHER WELFARE	\$0.00	\$3,163.00	\$3,950.02	\$1,462.80	\$5,650.22	\$0.00	\$5,650.22
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$27,379.32	\$11,157.87	\$28,804.25	\$9,732.94	\$350.00	\$9,382.94
974 MORROW LIBRARY	\$0.00	\$12,845.65	\$10,557.72	\$11,145.99	\$12,257.38	\$1,300.00	\$10,957.38
975 SIXTH GRADE ACTIVITY	\$0.00	\$26.60	\$8,141.46	\$1,296.10	\$6,871.96	\$1,485.70	\$5,386.26
976 SIXTH GRADE PHYS ED	\$0.00	\$20.00	\$896.98	\$0.00	\$916.98	\$0.00	\$916.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$1,429.00	\$5,610.58	\$287.48	\$6,752.10	\$2,250.00	\$4,502.10
978 SIXTH GRADE YEARBOOK	\$0.00	\$250.00	\$18,369.04	\$375.76	\$18,243.28	\$500.00	\$17,743.28
979 SIXTH GRADE COMPUTER	\$0.00	\$0.00	\$22.42	\$0.00	\$22.42	\$0.00	\$22.42
980 6GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$932.41	\$815.02	\$117.39	\$0.00	\$117.39
983 SIXTH GRADE ART	\$0.00	\$4,810.00	\$1,691.93	\$2,100.62	\$4,401.31	\$0.00	\$4,401.31
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$0.00	\$3,415.05	\$1,539.51	\$1,875.54	\$0.00	\$1,875.54
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$8.99	\$0.00	\$8.99	\$0.00	\$8.99
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$2,747.05	\$624.04	\$2,123.01	\$0.00	\$2,123.01
989 SIXTH GRADE LIBRARY	\$0.00	\$7,133.31	\$14,787.31	\$6,826.80	\$15,093.82	\$700.00	\$14,393.82
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,375.52	\$904.01	\$471.51	\$200.00	\$271.51
993 SIXTH GRADE E.S.C.	\$0.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00
994 STONE CANYON ACTIVITY	\$0.00	\$16,218.94	\$8,257.57	\$14,053.43	\$10,423.08	\$3,370.00	\$7,053.08
995 STONE CANYON TEACHERS WELF	\$0.00	\$675.00	\$953.97	\$657.00	\$971.97	\$0.00	\$971.97
997 STONE CANYON LIBRARY	\$0.00	\$34,461.56	\$22,159.79	\$18,258.64	\$38,362.71	\$22,558.99	\$15,803.72
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$40,262.50	\$99,800.85	\$113,996.27	\$26,067.08	\$16,003.73	\$10,063.35
Total	\$0.00	\$3,174,977.74	\$2,506,623.93	\$2,627,941.95	\$3,053,659.72	\$499,610.15	\$2,554,049.57

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER 878 SITE: 050

ACCOUNT NAME Barnes Tack

I would like to:

REVISE ACCOUNT BUDGET: Proposed new budget attached.

I am adding/deleting:

ADD A NEW ACCOUNT: I would like to **add** a new activity account.

Account Name:

The purpose of this account is:

DELETE AN ACCOUNT: I would like to **delete** a current activity account.

Account Number/Name: 878 Barnes Tack

Reason for deletion: No longer used

Principal

Johnny Woodard
Phillip Storm

Phillip Storm, CFO

Date

4-29-25
5-6-25

Date

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER 986 SITE: 515

ACCOUNT NAME Sixth Grade Math

I would like to:

REVISE ACCOUNT BUDGET: Proposed new budget attached.

I am adding/deleting:

ADD A NEW ACCOUNT: I would like to **add** a new activity account.

Account Name:

The purpose of this account is:

DELETE AN ACCOUNT: I would like to **delete** a current activity account.

Account Number/Name: 986/Sixth Grade Math

Reason for deletion: There is currently \$8.99 in the acct and has been for past year. There is no activity on the the account.

Matt Robert
Principal

5/6/25
Date

Phillip Storm
Phillip Storm, CFO

5-6-25
Date

REQUEST TO TRANSFER FUNDS

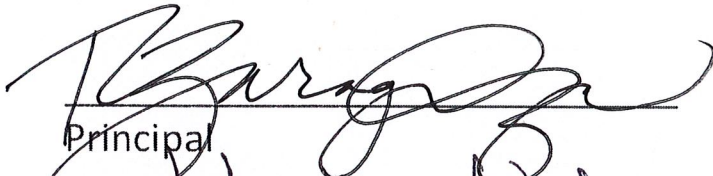
Site: Barnes (105)

From Account Name & No. Barnes Tack 878

to Account Name & No. Barnes Activity 875 \$ 27.81

For the following reason:

Barnes Tack is no longer in use.



Principal

Johannes Woodard

4-28-25

Date

4-29-25



Phillip Storm, CFO

5.6.25

Date

REQUEST TO TRANSFER FUNDS

Site: 515

From Account Name & No. Sixth Grade Math 986

to Account Name & No. Sixth Grade Activity \$ 8.99
975

For the following reason:

Close account 986.

Matt Robert
Principal

4-29-25
Date

Phillip Storm
Phillip Storm, CFO

5-6-25
Date

Frontline Education Renewal Notice

Attn: Owasso Public Schools

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. This includes the ability to create a support request directly from the Learning Center. Additionally, we have enhanced our Learning Center with Frontline Support Communities for many of our solutions, empowering you to collaborate with your peers, our experts and to share best practices with K-12 partners across your region and the country.

Below you will find information about the renewal of your subscription(s) that renew on 7/01/2025. Once you have reviewed the pricing for your upcoming subscription you can either:

- Use this [link](#) to confirm the renewal of your subscriptions, or
- If you have questions please reach out to your Client Success Manager

Description	Start Date	End Date	Qty	Rate	Amount
Absence & Time Solution	7/01/2025	6/30/2026	1	\$44,065.41	\$44,065.41
Applicant Tracking with Proactive Recruiting, unlimited usage for internal employees	7/01/2025	6/30/2026	1	\$13,848.65	\$13,848.65
Employee Evaluation Management, unlimited usage for internal employees	7/01/2025	6/30/2026	1	\$19,022.56	\$19,022.56
Total					\$76,936.62

Please use this [link](#) to indicate that you intend to renew your subscriptions and request your invoice if needed.

Need assistance? You can reach us by calling Samantha Kaplan Heins at or by emailing us at renewals@frontlineed.com.

Robert Hawkins

AGREEMENT FOR ADMINISTRATIVE SERVICES

THIS AGREEMENT FOR ADMINISTRATIVE SERVICES, including Appendix A (the “Agreement”) is entered into as of July 1, 2025 (“Effective Date”) by and between Pension Solutions, Inc., an Oklahoma corporation (“PSI”) and Independent School District No. 11, Tulsa County, Oklahoma d/b/a Owasso Public Schools, an independent school district operating in the state of Oklahoma in accordance with the Oklahoma School Code, 70 O.S. § 1-101 *et. seq.* (the “District”).

WHEREAS, pursuant to a duly adopted resolution of the Board of Education for Independent School District No. 11, Tulsa County, Oklahoma, (“Board of Education,” the governing body of the District), the District has approved the adoption and subsequent restatement(s) of the Owasso Public Schools 403(b) Plan (the “Plan”), which Plan was adopted in accordance with applicable law; and

WHEREAS, in accordance with the adopting resolution, the District is the Plan Sponsor of the Plan and appointed itself the Plan Administrator (for the purpose of this Agreement, “Plan Administrator” and “Plan Manager” shall have the same meaning) of the Plan and as such is responsible for performing all actions necessary to carry out the administration of the Plan in accordance with applicable law, including express limitations regarding the performance of certain duties; and

WHEREAS, the District has designated its Chief Financial Officer (“Designee”) as the person authorized to carry out the Plan, execute Plan documents, and take such actions as may be necessary to administer the Plan on the behalf of the District; and

WHEREAS, the Board of Education is a beneficiary of this Agreement and hereby agrees to ensure the performance of the District as Plan Administrator and its obligations, responsibilities and duties contained in this Agreement and to hold PSI harmless for any failure of the Plan Administrator to perform its duties and responsibilities in accordance with this Agreement as amended from time to time; and

WHEREAS, the Plan Administrator desires to engage PSI to perform certain third party administrative services for the Plan and PSI agrees to perform certain administrative services for the Plan in accordance with this Agreement and applicable law; and

WHEREAS, as applicable, this Agreement serves to satisfy the disclosure requirements of Section 408(b)(2) of Employee Retirement Income Security Act of 1974 (“ERISA”).

NOW THEREFORE, the District, the Plan Sponsor, the Plan Administrator, and PSI agree as follows:

1. Scope of Services

PSI agrees to perform the administrative services and only those services set forth in this Agreement (the "Services"). PSI is not responsible for any services rendered, or to be rendered, on behalf of the Plan by any party prior to the date of this Agreement, or for any services that PSI has not specifically agreed to perform on behalf of the Plan. Pursuant to this Agreement, PSI is serving as a limited third-party administrator for the Plan. PSI is not the Plan Administrator and is not a fiduciary with respect to the Plan. The Plan Administrator specifically acknowledges that PSI provides no investment advice whatsoever, and has no authority, discretionary or otherwise, over Plan assets or administrative decisions.

2. Fees

The Plan Administrator agrees to pay PSI the administration fees and other fees for the Services rendered through the date of termination of this Agreement in accordance with Appendix A. In addition to the fees set forth in this Agreement, the Plan Administrator agrees to pay PSI for any services performed by PSI that are in addition to the Services expressly stated in this Agreement, if such services are requested by the Plan Administrator, pursuant to the provisions of Appendix A, "Extraordinary Services," or pursuant to an agreement for additional services outside the scope of this Agreement, which may be entered into by the Plan Administrator and PSI for mutually agreed upon fees and costs.

The Plan Administrator acknowledges that PSI may also receive compensation indirectly ("Indirect Compensation") from sources other than the Plan Administrator or from Plan assets in connection with the Services as described in Appendix A. Any Indirect Compensation received by PSI shall be in addition to and separate from the fees payable pursuant to Appendix A. PSI represents that it will not receive any compensation, direct or indirect, for the Services provided in accordance with this Agreement, except for Indirect Compensation as defined and disclosed herein and the fees disclosed on Appendix A. In addition to continuing monthly, quarterly, semi-annual, or annual fees referenced on Appendix A, PSI will invoice associated fees and costs for the Services after such Services are completed. Payment of invoices should be received by PSI within thirty (30) days of the invoice date. If payment is not received in full within thirty (30) days, PSI reserves the right to impose late fees in accordance with Appendix A and deduct such late fees and any amounts owed from the Plan assets.

3. Term

This Agreement is effective from July 1, 2025 to June 30, 2026 for a semi-annual term. Subsequent annual renewals must be approved by the Board of Education in accordance with applicable state law. Either party may terminate this Agreement upon written notice of not less than thirty (30) days. PSI shall not be responsible for the performance of the Services, including the maintaining of the Plan Administrator's files after the date this Agreement is terminated.

4. Confidentiality

PSI and the Plan Administrator may disclose certain business, financial, technical, intellectual property, materials, data, and other information to each other. All such non-public information that has been identified or otherwise designated as confidential or proprietary information or that is otherwise subject to safeguards or protection under applicable law shall be considered "Confidential Information." The receiving party shall use Confidential Information solely for the purposes of rendering the Services pursuant to and in accordance with this Agreement and shall not, without the prior written consent of the

other party, disclose any Confidential Information to any third party, except as may be disclosed as required by law, regulation, order of a court of competent jurisdiction or regulatory authority with subject matter jurisdiction. Nothing in this Agreement is intended to grant any rights to either party under any patent, copyright, trademark, service mark, or other intellectual property of the other party, except for the use of Confidential Information that is expressly permitted herein. PSI and the Plan Administrator acknowledge that any disclosure or unauthorized use of Confidential Information will constitute a material breach of this Agreement and cause substantial harm to the party that provided such Confidential Information initially for which damages would not be a fully adequate remedy.

5. Timeliness of Data

Timely processing of information is essential to the proper administration of the Plan and avoids costly adverse consequences with regard to government oversight and compliance. The Plan Administrator will provide the information requested by PSI within thirty (30) days after unless specifically stated otherwise or required by governing law.

6. Responsibilities of Plan Administrator

- (a) The Plan Administrator represents that in accordance with applicable law, it has delegated the control and management of the assets of the Plan, including, but not necessarily limited to, the selection and monitoring of service providers for the Plan, interpretation of Plan provisions, evaluation of claims made by participants, eligibility of participants, selection of any qualified default investment alternative, and all other plan administrator responsibilities. The Plan Administrator may elect to have certain fees for the Services deducted from Plan assets, and it is the responsibility of the Plan Administrator to determine whether Plan assets may be used to pay any fee. The Plan Administrator further represents that an unsigned copy of this Agreement, which includes Appendix A (which are intended to provide certain fee disclosures under Section 408(b)(2) of ERISA), was provided reasonably in advance of the date of the Plan Administrator's entering into this Agreement although such disclosures may not be applicable to the Plan.
- (b) The Plan Administrator will provide PSI with requested information on a timely basis. PSI will rely on information provided by the Plan Administrator or its representatives, including third parties, and will have no responsibility to independently verify the accuracy of the information. PSI assumes no responsibility to acquire information other than to request it from the Plan Administrator, and will not be liable for any errors or omissions made as a result of incomplete or incorrect information provided by the Plan Administrator. Additional services that need to be performed or revised due to incomplete or inaccurate data furnished by or on behalf of the Plan or the Plan Administrator will be subject to additional fees. Information and data requested by PSI shall be provided by the Plan Administrator or its agents within thirty (30) days or by the date referenced in PSI's request for information or as required by governing law. The Plan Administrator will be responsible for all consequences, including but not limited to, penalties and/or sanctions imposed by the Internal Revenue Service ("IRS"), the United States Department of Labor ("DOL"), and any other local, state or federal governing authority.
- (c) As applicable, the Plan Administrator is responsible for ensuring that funds are actually and properly contributed to the Plan's custodial account and/or to Plan participants' individual custodial accounts as required:

- for tax deductibility; and
- to satisfy applicable minimum funding standards for pension plans; and
- to ensure employee deferrals and loan payments are deposited to within the time parameters required by the DOL and applicable law.

PSI has no obligation to monitor Plan contributions or to ensure that such contributions or loan payments are timely contributed to the Plan's custodial account and/or to Plan participants' individual custodial accounts.

- (d) Fees, costs, charges, additional contributions, refunds of employee deferrals, or any other penalties imposed by a governmental agency having jurisdiction over the Plan, are the sole responsibility of the Plan and the Plan Administrator. In accordance with the fees and costs referenced on Appendix A, PSI may be engaged to represent the Plan during an examination conducted by any governmental agency having jurisdiction over the Plan, including, but not limited to the IRS and DOL.
- (e) The Plan Administrator will be responsible for providing the notices and information required by law to Plan participants, including, without limitation, notices and distribution forms, as well as obtaining applicable signatures on distribution forms.
- (f) The Plan Administrator will be responsible for ensuring PSI is authorized to conduct business on behalf of the Plan Administrator for the Services provided herein and shall promptly execute such forms of the Custodians (as defined below) and PSI, as are necessary and appropriate.
- (g) The Plan Administrator shall provide PSI a census of all Plan participants within thirty (30) days of the end of the Plan Sponsor's fiscal year. Such census information shall include: each participant's first and last name; each participant's social security number; and, each participant's the date of birth, date of hire, and as applicable the date of separation from employment ("Census Information"). For the purpose of this paragraph, all Plan participants means, all employee or prior employees with plan assets with the Custodian and/or prior recordkeeper, custodian, or annuity provider. In addition, the Plan Administrator is to provide PSI Census Information regarding all new enrollees in the Plan.
- (h) Due to the Plans' prior recordkeepers, custodians, and annuity providers, it is important that the Plan Sponsor provide a plan participant's phone number and email address along with the completion of any necessary forms. The Plan Administrator acknowledges that in order to expedite a participant's request, PSI may communicate directly with the Plan participant.
- (i) The Plan's operation and tax qualification is affected by other plans sponsored by the Plan Administrator and/or Plan Sponsor. Other entities owned by the Plan Administrator and/or Plan Sponsor or by the owners of the entities may also affect the Plan. The Plan Administrator is responsible for informing PSI of other potentially related plans or entities (including controlled groups and affiliated service groups), and any change in such information.

7. Administrative Services

The following sets forth the Services to be performed by PSI under the terms and conditions of this Agreement:

- (a) Takeover/Installation services for transition to PSI, including review of plan provisions, compliance review with the Plan's custodian ("Custodian"), and completion of installation forms and documents.
- (b) Assistance with conversion of plan assets from another service provider (if applicable).
- (c) Perform data requests and analysis of census data from Custodians and/or Plan Administrator.
- (d) Assistance in the Plan Administrator's determination of participant eligibility, vesting and eligibility to receive employer contributions.
- (e) Interface with Custodians' website to facilitate administration and benefit payments.
- (f) Serve as an authorized third party signatory to facilitate benefit payments with grandfathered recordkeepers, custodians, and/or annuity providers, as necessary and appropriate.
- (g) Serve as authorized third party signatory to facilitate in-service transfers of Plan participants' funds with grandfathered recordkeepers, custodians, and/or annuity providers to Custodians, as necessary and appropriate.
- (h) Routine calls and inquiries relating to the Services.
- (i) Assisting with Plan participant communication materials.
- (j) One (1) semi-annual meeting with Plan Administrator and such additional meetings as reasonably necessary in connection with the Services at rates contained in Appendix A.

8. Limitation on Liability and Indemnity Provisions

- (a) General. Plan Administrator agrees that the only responsibilities of PSI hereunder are to render the Services provided in this Agreement. In no event shall PSI be responsible for delays or failures in the performance of its duties that are caused by or result from acts of God, epidemic, war, acts of terrorism, computer viruses, governmental interference, fire or other casualty, software or hardware malfunction, communication line failure, power failure, acts or omission by the Plan Administrator or any other circumstances beyond the control of PSI. The District, the Plan Sponsor, and the Board of Education agree to ensure the performance of the Plan Administrator's obligations, responsibilities and duties contained in this Agreement (through its Designee or otherwise), including the payment of fees and costs, and, to hold PSI harmless for any failure of the Plan Administrator to perform its duties and responsibilities in accordance with this Agreement as amended from time to time.

- (b) Payment for Response to Subpoenas and Document Production Requests. In the event that PSI and/or any of its employees, officers, directors or agents receive a subpoena to provide testimony, or to produce documents, in connection with any judicial or quasi-judicial proceeding, relative to services provided by PSI pursuant to this Agreement, the Plan Administrator agrees to pay PSI an amount equal to the actual out of pocket expenses associated with producing said documents and/or appearing at said proceeding, and to pay to PSI an hourly fee for all time incurred by PSI personnel or its agents in preparing for and appearing at said proceeding, and for preparing documents to be produced, pursuant to Appendix A, "Extraordinary Services."
- (c) Non-representation. PSI is not a tax advisor; nor, the Plan Administrator. PSI will make recommendations to the Plan Administrator and Designee; however, in no way should such recommendations be relied upon in lieu of advice and counsel from the Plan's certified public accountant and/or licensed attorney.

9. General Provisions

- (a) Amendment. The Plan Administrator may not amend or modify this Agreement except in writing signed by both parties. PSI may amend and modify this Agreement from time to time by providing not less than sixty (60) days advance written notice to the Plan Administrator; provided, however, that if the Plan Administrator objects to any such amendment or modification, it may exercise its termination rights under this Agreement.
- (b) Notice. Any and all notices required or permitted under this Agreement shall be in writing and shall be sufficient in all respects if (i) delivered personally, (ii) mailed by registered or certified mail, return receipt requested and postage prepaid, or (iii) sent via a nationally recognized overnight courier service to the addresses set forth under the signatures of the parties or to such other address as either party may designate by notice in writing to the other.
- (c) Interpretation. This Agreement is not assignable by either party hereto without the prior written consent of the other party. Section and other headings are for reference only and shall not affect the meaning or interpretation of this Agreement. This Agreement is binding upon and shall inure to the benefit of the parties and their respective heirs, successors, survivors, administrators and assigns. This Agreement constitutes and contains the entire understanding between the parties and supersedes all prior oral or written statements dealing with the subject matter herein.
- (d) Severability. If any one or more of the provisions of this Agreement shall, for any reason, be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be enforced as if such illegal or invalid provision had not been contained herein. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same Agreement.
- (e) Arbitration. If this Agreement is breached or a party fails to perform its responsibilities, duties, and obligations contained herein and such breach or default is not cured and the injured party is not made whole within sixty (60) days upon delivery of written notice as provided herein, then such injured party may seek a settlement and remedies for damages by initiating a proceeding to arbitrate the matter pursuant to the rules and standards of the American Arbitration Association with such proceeding occurring in Oklahoma City, Oklahoma County, Oklahoma. The parties to

this Agreement mutually agree as follows regarding the settlement of any dispute or damages through arbitration:

- i. The injured party must have provided the opposing party written notice of the claimed default, damages, and the requested remedy within no less than sixty (60) days from the delivery of such written notice for the opposing party to cure such default and make acceptable restitution.
 - ii. Each party shall pay for its own costs and expenses incurred to arbitrate any dispute among the parties.
 - iii. The arbitration shall be final and binding on all parties.
 - iv. Judgment of an arbitrator's award may only be entered in a court having jurisdiction pursuant to this Agreement.
 - v. The parties waive their right to a jury trial.
 - vi. The arbitrator's award is not required to include factual findings or legal reasoning.
 - vii. Any party's right to appeal or seek modification of an arbitrator's award is strictly limited.
 - viii. The panel of arbitrators selected to arbitrate a settlement will typically include a minority of arbitrators who are familiar or affiliated with the retirement plan administration industry.
 - ix. By law, an arbitration agreement does not preclude a party from seeking settlement of a dispute and/or remedies for damages in small claims court.
- (f) Governing Law and Forum Selection. Except for the application of Section 9(e) above, this Agreement shall be governed by and construed according to the laws of the State of Oklahoma, without reference to conflict of law principles, except federal law preempts state law. The exclusive forum for any dispute between PSI, the District, the Plan Sponsor, the Plan Administrator, the Plan, and/or the Board of Education that arises out of or relates to this Agreement shall be a court of competent jurisdiction in Oklahoma County, Oklahoma.
- (g) Disclosures Required by DOL Reg. 2550.408b-2(c). The disclosures set forth in this Agreement constitute all of the disclosures required to be made by PSI pursuant to the provisions of 29 C.F.R. §2550.408b-2(c), regardless of whether this document is signed on behalf of the Client.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have caused this Agreement to be executed and effective the date first written above.

[SIGNATURE PAGE FOLLOWS]

PSI:

Pension Solutions, Inc.
9116 North Kelley Avenue
Oklahoma City, OK 73131



By: _____
Geoffrey O. Stallings, President

District:

Independent School District No. 11, Tulsa County,
Oklahoma d/b/a Owasso Public Schools
1501 North Ash Street
Owasso, OK 74055

By: _____
Phillip Storm, Chief Financial Officer

Plan Sponsor:

By: _____
Phillip Storm, Chief Financial Officer

Plan Administrator:

By: _____
Phillip Storm, Chief Financial Officer

APPENDIX A

INDEPENDENT SCHOOL DISTRICT NO. 11, TULSA COUNTY, OKLAHOMA D/B/A OWASSO PUBLIC SCHOOLS

OWASSO PUBLIC SCHOOLS 403(B) PLAN

ADMINISTRATION FEES AND FEES DISCLOSURE

I. EMPLOYER/SPONSOR PAID FEES

- **Installation/Conversion Services Fee - \$900.** The Installation/Conversion Services Fee is a *one-time* fee that includes initial enrollment materials and preparation of the Plan document and Summary Plan Description. The Installation Service Fee also covers the data setup/transfer procedure.
- **Extraordinary Services - \$85-\$250 per hour for services rendered based on level of expertise.** No fees for Extraordinary Services are invoiced for work performed without authorization of the Employer/Sponsor or the Plan's designated Plan Administrator except for the following:
 - Extraordinary Service Fees will apply for the preparation of the necessary and appropriate extensions regarding all filing with the Department of Labor ("DOL") or the Internal Revenue Service ("IRS") including, but not limited to the calculation of penalties for late remittance of deferrals and associated excise tax return, if any. The minimum fee charged for such Extraordinary Services is \$150 for the first hour worked. Services rendered outside the initial first hour will be invoiced at the hourly rates associated with the level of expertise required.
 - Manual manipulation of census information submitted to Pension Solutions that is not contained in a Microsoft Excel spreadsheet or other electronic format compatible with Microsoft Excel. An hourly rate of \$85.00 to manually enter census data, perform extensive modifications to submitted materials, or convert data into a format compatible with Microsoft Excel will be assessed and invoiced.
 - As may be applicable to the Plan, Extraordinary Service Fees will apply for assisting independent third-parties conducting an audit of the Plan. The minimum fee charged for such Extraordinary Services is \$250 for the first one and one-half hours worked. Services rendered outside the initial first one and one-half hours will be invoiced at the hourly rates associated with the level of expertise required.
 - Transfer of the Plan to a funding successor or termination of the Plan will incur a Deconversion Fee of \$200. This fee covers the cost of providing Plan records and acting as a liaison between the Plan Sponsor and the new funding provider.
 - Actual fees and costs of attorneys, certified public accountants, and other professionals engaged to assist and/or represent PSI in the preparation or appearance of any proceeding, including, but not limited to, an administrative hearing, a federal or state court proceeding, or a proceeding before any government body or self-regulating body

APPENDIX A

with jurisdiction to hear the subject matter as related to services provided by PSI pursuant to the Agreement for Administrative Services and this Appendix A.

Extraordinary Services for which authorization will be necessary include, but are not limited to: discretionary plan amendments, redetermination and preparation of annual employer report or participant statements due to client's error, unusual travel, overnight mailing or delivery service, termination fees other than Deconversion fees, and depositions. Plan documents must be restated from time to time and we will seek the employer's approval and disclose the fee prior to completing any restatement.

II. EMPLOYEE/PARTICIPANT PAID FEES

- **Plan Administration Fees - \$2.65 per month for each Plan Participant, and an annual fee of 0.05% of the Plan Assets.** Plan Administration Fees cover a portion of the costs associated with recordkeeping, communications, plan testing, applicable compliance testing, and participant statements. Plan Administration Fees are deducted monthly with the exception of an annual fee equal to 0.05% of the Plan assets, which amount (.00208333% of Plan assets) is deducted on a semi-monthly basis from participants' Plan assets (see Section III for additional details).
- **Transaction Based Fees.** Employee/Participant transaction based fees include the following:
 - Distribution Fee – \$75 will be deducted from the participant's account to process a distribution.
 - Loan Fee - \$125 will be deducted from the participant's account to process a loan.
- **Extraordinary Services - \$105 per hour for services rendered.**
 - Review of Qualified Domestic Relations Order (QDRO) and related services are billed to the participant and/or deducted from participant's Account.

III. OTHER FEES AND INDIRECT FEES

- **Asset Management Fees.** Payments are received from Nationwide for various administrative functions which may include but are not necessarily limited to: preparing proposals, assisting in the enrollment process, processing transactions, training financial advisors, and communicating with Sponsors and/or Participants. This payment is paid from the Asset Management Charge or Asset Fee/Standard Asset Fee, as applicable to your Plan.

These payments help cover administrative overhead costs. Without them the administrative costs of the Plan would be much higher. The payments are disclosed in the *Disclosure Statement* previously provided by Nationwide. Pension Solutions, Inc. is the Designee/Authorized Representative. The payments are typically stated as a percentage of assets.

APPENDIX A

These payments are also disclosed on Nationwide's website:

- Log in to the Internet Service Center at www.nationwide.com/planlogin
- Manage Account
- View Plan-Fee Disclosure
- Select Third Party Compensation
- Download PDF if Desired or Export to Excel
- **Incentive Payments.** Payments may be received from Nationwide based on agreed goals such as production, assets, and retention. This payment is indirect and is not deducted from Plan Participant assets.
- **Reproduction of Documents Fee – \$0.25 per page:**
 - Hardcopies of Plan records provided upon request of Employer/Sponsor or Plan Administrator.
 - Hardcopies of Plan records requested or required during the performance of any Extraordinary Service.

Notes: Any changes to the fees disclosed herein will be communicated to the Plan Administrator and/or Plan Sponsor no later than sixty (60) days after the change becomes effective.

Pension Solutions, Inc. is not a tax advisor or a Plan Administrator as defined in Employee Retirement Income Security Act of 1974, nor is Pension Solutions, Inc. acting in a fiduciary capacity or as a fiduciary to the Plan, Plan Participants, Plan Administrator(s), Plan Trustee(s), or Plan Sponsor(s). In no way should the recommendations of Pension Solutions, Inc. be relied upon in lieu of the advice and counsel of the Plan's certified public accountant or attorney. Pension Solutions, Inc. does not provide legal advice, including advice with regard to Internal Revenue Code and related regulations (United State Federal Tax Law).

This document is intended to assist Plan Sponsors in complying with the regulations promulgated under Internal Revenue Code Section 408(b)(2).

Pension Solutions, Inc. is independent with respect to Nationwide Life Insurance Co., and its affiliates.

Any Employer paid fees may be deducted from the Plan's forfeiture and/or retainer accounts (to the extent available) or Participant accounts if invoices are not paid pursuant to Pension Solutions, Inc.'s *Overdue Invoice Policy*. This authority is derived from the Nationwide Program Agreement in the *Administrative Fees* section of the *Executive Summary*. This authority may also be found in Nationwide's *Appointment of Plan Sponsor's Authorized Representative* form.

Read and accepted on behalf of the Employer, Independent School District No. 11, Tulsa County, Oklahoma d/b/a Owasso Public Schools, in its capacity as both Plan Sponsor and Plan Administrator by Employer's Chief Financial Officer:

Phillip Storm, Chief Financial Officer

Date: _____

AGREEMENT FOR ADMINISTRATIVE SERVICES

THIS AGREEMENT FOR ADMINISTRATIVE SERVICES, including Appendix A (the “Agreement”) is entered into as of July 1, 2025 (“Effective Date”) by and between Pension Solutions, Inc., an Oklahoma corporation (“PSI”) and Independent School District No. 11, Tulsa County, Oklahoma d/b/a Owasso Public Schools, an independent school district operating in the state of Oklahoma in accordance with the Oklahoma School Code, 70 O.S. § 1-101, *et seq.* (the “District”).

WHEREAS, pursuant to a duly adopted resolution, the Board of Education for Independent School District No. 11, Tulsa County, Oklahoma (the “Board”, the governing body for the District) has approved the adoption of the Owasso Public Schools 457(b) Plan, a deferred compensation plan (the “Plan”), which Plan was adopted in accordance with Section 457 of the Internal Revenue Code (the “Code”) and applicable law regarding state and local qualified retirement plans; and

WHEREAS, in accordance with the adopting resolution, the District is the Plan Sponsor of the Plan and appointed itself the Plan Administrator of the Plan and as such is responsible for performing all actions necessary to carry out the administration of the Plan in accordance with applicable law; and

WHEREAS, the District has named and appointed Phillip Storm as the fiduciary and trustee of the Plan (hereinafter referred to as the “Trustee”), which appointment may be rescinded at any time by the Board. Immediately upon separation of employment, Phillip Storm’s appointment as trustee, as well as all rights and obligations shall terminate and become vested in the Board unless a successor trustee has been named; and

WHEREAS, the Plan Administrator desires to engage PSI to perform certain third party administrative services for the Plan and PSI agrees to perform certain administrative services for the Plan in accordance with this Agreement and applicable law; and

WHEREAS, as applicable, this Agreement serves to satisfy the disclosure requirements 26 U.S.C. 457, *et seq.*, and other applicable provisions the Code.

NOW THEREFORE, the District, the Plan Sponsor, the Plan Administrator, and PSI agree as follows:

1. Scope of Services

PSI agrees to perform the administrative services and only those services set forth in this Agreement (the “Services”). PSI is not responsible for any services rendered, or to be rendered, on behalf of the Plan by any party prior to the date of this Agreement, or for any services that PSI has not specifically agreed to perform on behalf of the Plan. Pursuant to this Agreement, PSI is serving as a third-party administrator for the Plan. PSI is not the Plan Administrator, as the term “plan administrator” is defined by the Plan and is not a fiduciary with respect to the Plan. The Plan Administrator specifically acknowledges that PSI provides no investment advice whatsoever, and has no authority, discretionary or otherwise, over Plan assets or administrative decisions.

2. Fees

The Plan Administrator agrees to pay PSI the administration fees and other fees for the Services rendered through the date of termination of this Agreement in accordance with Appendix A. In addition to the fees set forth in this Agreement, the Plan Administrator agrees to pay PSI for any services performed by PSI that are in addition to the Services expressly stated in this Agreement, if such services are requested by the Plan Administrator, pursuant to the provisions of Appendix A, "Extraordinary Services," or pursuant to an agreement for additional services outside the scope of this Agreement, which may be entered into by the Plan Administrator and PSI for mutually agreed upon fees and costs.

The Plan Administrator acknowledges that PSI may also receive compensation indirectly ("Indirect Compensation") from sources other than the Plan Administrator or from Plan assets in connection with the Services as described in Appendix A. Any Indirect Compensation received by PSI shall be in addition to and separate from the fees payable pursuant to Appendix A. PSI represents that it will not receive any compensation, direct or indirect, for the Services provided in accordance with this Agreement, except for Indirect Compensation as defined and disclosed herein and the fees disclosed on Appendix A. In addition to continuing monthly, quarterly, semi-annual, or annual fees referenced on Appendix A, PSI will invoice associated fees and costs for the Services after such Services are completed. Payment of invoices should be received by PSI within thirty (30) days of the invoice date. If payment is not received in full within thirty (30) days, PSI reserves the right to impose late fees in accordance with Appendix A and deduct such late fees and any amounts owed from the Plan assets.

3. Term

This Agreement is effective from July 1, 2025 to June 30, 2026 for a semi-annual term. Subsequent annual renewals must be approved by the Board of Education in accordance with applicable state law. Either party may terminate this Agreement upon written notice of not less than thirty (30) days. PSI shall not be responsible for the performance of the Services, including the maintaining of the Plan Administrator's files after the date this Agreement is terminated.

4. Confidentiality

PSI and the Plan Administrator may disclose certain business, financial, technical, intellectual property, materials, data, and other information to each other. All such non-public information that has been identified or otherwise designated as confidential or proprietary information or that is otherwise subject to safeguards or protection under applicable law shall be considered "Confidential Information." The receiving party shall use Confidential Information solely for the purposes of rendering the Services pursuant to and in accordance with this Agreement and shall not, without the prior written consent of the other party, disclose any Confidential Information to any third party, except as may be disclosed as required by law, regulation, order of a court of competent jurisdiction or regulatory authority with subject matter jurisdiction. Nothing in this Agreement is intended to grant any rights to either party under any patent, copyright, trademark, service mark, or other intellectual property of the other party, except for the use of Confidential Information that is expressly permitted herein. PSI and the Plan Administrator acknowledge that any disclosure or unauthorized use of Confidential Information will constitute a material breach of this Agreement and cause substantial harm to the party that provided such Confidential Information initially for which damages would not be a fully adequate remedy.

5. Timeliness of Data

Timely processing of information is essential to the proper administration of the Plan and avoids costly adverse consequences with regard to Plan compliance. The Plan Administrator will provide the information requested by PSI within ten (10) days of PSI's request. PSI is not responsible for any delinquent filings, penalties, fines, or taxes that result from the failure of the Plan Administrator to timely provide PSI with the requested information or as the result of the suspension of the Services due to delinquent payment of any invoiced fees. PSI is not responsible for the performance of any of the Services until and unless the information requested is received by PSI.

6. Responsibilities of Plan Administrator

- (a) The Plan Administrator represents that it is the primary fiduciary for the control and management of the assets of the Plan, including, without limitation, the selection and monitoring of service providers for the Plan, interpretation of Plan provisions, evaluation of claims made by participants, eligibility of participants, ensuring the Plan complies with the applicable provisions of federal and state law, selection of any qualified default investment alternative, and all other plan administrator responsibilities. The Plan Administrator may elect to have certain fees for the Services deducted from Plan assets, and it is the responsibility of the Plan Administrator to determine whether Plan assets may be used to pay any particular fee. The Plan Administrator further represents that an unsigned copy of this Agreement and Appendix A serves as a disclosure of certain fees as of the date this Agreement was provided to the Plan Administrator. Furthermore, the Plan Administrator acknowledges that such fees may change from time to time.
- (b) As stated in Section 5 above, the Plan Administrator will provide PSI with requested information on a timely basis. PSI will rely on information provided by the Plan Administrator or its representatives, including third parties, and will have no responsibility to independently verify the accuracy of the information. PSI assumes no responsibility to acquire information other than to request it from the Plan Administrator and will not be liable for any errors or omissions made as a result of incomplete or incorrect information provided by the Plan Administrator. Additional services that need to be performed or revised due to incomplete or inaccurate data furnished by or on behalf of the Plan or the Plan Administrator will be subject to additional fees. Information and data requested by PSI shall be provided by the Plan Administrator or its agents within ten (10) days or by the date referenced in PSI's request for information. The Plan Administrator will be responsible for all consequences, including but not limited to, penalties and/or sanctions imposed by local, state, and/or federal governing authorities, or applicable law.
- (c) The Plan Administrator shall provide PSI a census of all employees within thirty (30) days of the end of the Plan Sponsor's fiscal year regardless of any respective employee's eligibility to participate or actual participation in the Plan. Such census information shall include: each employee's first and last name; each employee's social security number; and, each employee's date of birth, date of hire, and as applicable the date of separation from employment ("Census Information"). For the purpose of this paragraph, "employee" shall include all employees and/or prior employees with plan assets with a prior recordkeeper, custodian, or annuity provider. In addition, the Plan Administrator is to provide PSI Census Information regarding all new enrollees in the Plan as soon as possible.

- (d) The Plan Administrator is responsible for ensuring that funds are actually contributed to the Plan's trust when required for tax deductibility, to satisfy the minimum funding standards for pension plans, and with respect to the timeliness of employee deferrals and loans deposited to the Plan required by the Department of Labor ("DOL"), if applicable. PSI has no obligation to monitor Plan contributions or to ensure that such contributions or loan payments are timely contributed to the Plan's trust.
- (e) PSI will prepare the applicable government reports pursuant to this Agreement, and the Plan Administrator will be responsible for the timely filing of reports with the appropriate government agency. The Plan Administrator acknowledges that failure to timely file any required government reports may result in penalties, which are the sole responsibility of the Plan Administrator.
- (f) Fees, costs, charges, additional contributions, refunds of employee deferrals, or any other penalties imposed by the Internal Revenue Service ("IRS"), DOL or other governing entity are the sole responsibility of the Plan Sponsor. In accordance with the fees and costs referenced on Appendix A, PSI may be engaged to represent the Plan during an examination conducted by applicable governing authorities or elective audits conducted by private auditing entities.
- (g) The Plan Administrator will be responsible for providing the notices and information required by law to Plan Participants, including, without limitation, notices and distribution forms, as well as obtaining applicable signatures on distribution forms.
- (h) The Plan Administrator shall prepare or cause to be prepared the end-of-year tax forms required by law for reporting distributions and tax withholding, unless PSI is engaged in writing for an additional fee and receives written confirmation that a participant has received a distribution from the Plan.
- (i) The Plan's operation and tax qualification is affected by other plans sponsored by the Plan Administrator and/or Plan Sponsor. The Plan Administrator is responsible for informing PSI of other potentially related plans or entities (including controlled groups and affiliated service groups), and any change in such information.

7. Administrative Services

The following sets forth the Services to be performed by PSI under the terms and conditions of this Agreement:

- (a) Takeover/Installation services for transition to PSI, including review of plan provisions, compliance review with the Plan's recordkeeper ("Recordkeeper"), and completion of installation forms and documents.
- (b) Assistance with conversion of plan assets from another service provider (if applicable).
- (c) Data request and analysis of census data from Recordkeeper and Plan Administrator.
- (d) Reconcile trust asset information received from Recordkeeper, Custodian, Investment Advisor, and any other Related Retirement Service Provider and Plan Administrator on an annual basis.

- (e) Gather and download reports and materials related to preparation of required government filings, forms, and accountant's audit (if applicable).
- (f) Preparation of government forms, filings, and required schedules.
- (g) Routine required Plan compliance testing as applicable.
- (h) Assistance in the Plan Administrator's determination of participant eligibility, vesting and eligibility to receive employer contributions.
- (i) Interface with Recordkeeper's website to facilitate administration and benefit payments.
- (j) Interface with Plan Administrator to file required government reporting forms electronically.
- (k) Routine calls and inquiries relating to the Services.
- (l) Assisting with Plan Participant communication materials.
- (m) Assistance in processing benefit payments.
- (n) Preparation of plan design studies at request of Plan Sponsor or Plan Administrator.
- (o) Meetings with Plan Administrator (as reasonably necessary in connection with the Services).
- (p) Attendance at investment committee meetings (if necessary in connection with the Services).

8. Limitation on Liability and Indemnity Provisions

- (a) General. Plan Administrator agrees that the only responsibilities of PSI hereunder are to render the Services provided in this Agreement. In no event shall PSI be responsible for delays or failures in the performance of its duties that are caused by or result from acts of God, epidemic, war, acts of terrorism, computer viruses, governmental interference, fire or other casualty, software or hardware malfunction, communication line failure, power failure, acts or omission by the Plan Administrator or any other circumstances beyond the control of PSI. The District and Plan Administrator agree to ensure the performance of the Plan Administrator's obligations, responsibilities and duties contained in this Agreement, including the payment of fees and costs, and, to hold PSI harmless for any failure of the Plan Administrator to perform its duties and responsibilities in accordance with this Agreement as amended from time to time.
- (b) Payment for Response to Subpoenas and Document Production Requests. In the event that PSI and/or any of its employees, officers, directors or agents receive a subpoena to provide testimony, or to produce documents, in connection with any judicial or quasi-judicial proceeding, relative to services provided by PSI pursuant to this Agreement, the Plan Administrator agrees to pay PSI an amount equal to the actual out of pocket expenses associated with producing said documents and/or appearing at said proceeding, and to pay to PSI an hourly fee for all time incurred by PSI personnel or its agents in preparing for and appearing at said proceeding, and for preparing documents to be produced, pursuant to Appendix A, "Extraordinary Services."

- (c) Non-representation. PSI is not a tax advisor; nor, the Plan Administrator as defined in ERISA. PSI will make recommendations to the Plan Administrator and District; however, in no way should such recommendations be relied upon in lieu of advice and counsel from the Plan's certified public accountant and/or licensed attorney.

9. General Provisions

- (a) Amendment. The Plan Administrator may not amend or modify this Agreement except in writing signed by both parties. PSI may amend and modify this Agreement from time to time by providing not less than sixty (60) days advance written notice to the Plan Administrator; provided, however, that if the Plan Administrator objects to any such amendment or modification, it may exercise its termination rights under this Agreement.
- (b) Notice. Any and all notices required or permitted under this Agreement shall be in writing and shall be sufficient in all respects if (i) delivered personally, (ii) mailed by registered or certified mail, return receipt requested and postage prepaid, or (iii) sent via a nationally recognized overnight courier service to the addresses set forth under the signatures of the parties or to such other address as either party may designate by notice in writing to the other.
- (c) Interpretation. This Agreement is not assignable by either party hereto without the prior written consent of the other party. Section and other headings are for reference only and shall not affect the meaning or interpretation of this Agreement. This Agreement is binding upon and shall inure to the benefit of the parties and their respective heirs, successors, survivors, administrators and assigns. This Agreement constitutes and contains the entire understanding between the parties and supersedes all prior oral or written statements dealing with the subject matter herein.
- (d) Severability. If any one or more of the provisions of this Agreement shall, for any reason, be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be enforced as if such illegal or invalid provision had not been contained herein. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same Agreement.
- (e) Arbitration. If this Agreement is breached or a party fails to perform its responsibilities, duties, and obligations contained herein and such breach or default is not cured and the injured party is not made whole within sixty (60) days upon delivery of written notice as provided herein, then such injured party may seek a settlement and remedies for damages by initiating a proceeding to arbitrate the matter pursuant to the rules and standards of the American Arbitration Association with such proceeding occurring in Oklahoma City, Oklahoma County, Oklahoma. The parties to this Agreement mutually agree as follows regarding the settlement of any dispute or damages through arbitration:
 - i. The injured party must have provided the opposing party written notice of the claimed default, damages, and the requested remedy within no less than sixty (60) days from the delivery of such written notice for the opposing party to cure such default and make acceptable restitution.
 - ii. Each party shall pay for its own costs and expenses incurred to arbitrate any dispute among the parties.

- iii. The arbitration shall be final and binding on all parties.
 - iv. Judgment of an arbitrator's award may only be entered in a court having jurisdiction pursuant to this Agreement.
 - v. The parties waive their right to a jury trial.
 - vi. The arbitrator's award is not required to include factual findings or legal reasoning.
 - vii. Any party's right to appeal or seek modification of an arbitrator's award is strictly limited.
 - viii. The panel of arbitrators selected to arbitrate a settlement will typically include a minority of arbitrators who are familiar or affiliated with ERISA and/or the third-party retirement plan administration industry.
 - ix. By law, an arbitration agreement does not preclude a party from seeking settlement of a dispute and/or remedies for damages in small claims court.
- (f) Governing Law and Forum Selection. Except for the application of Section 9(e) above, this Agreement shall be governed by and construed according to the laws of the State of Oklahoma, without reference to conflict of law principles, except to the extent ERISA or another federal law preempts state law. The exclusive forum for any dispute between PSI, the District, the Plan Sponsor, the Plan Administrator, and/or the Plan that arises out of or relates to this Agreement shall be a court of competent jurisdiction in Oklahoma County, Oklahoma.
- (g) Disclosures Required by DOL Reg. 2550.408b-2(c). The disclosures set forth in this Agreement constitute all of the disclosures required to be made by PSI pursuant to the provisions of 29 C.F.R. §2550.408b-2(c), regardless of whether this document is signed on behalf of the Client.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have caused this Agreement to be executed and effective as of the date first written above.

[SIGNATURE PAGE FOLLOWS]

PSI:

Pension Solutions, Inc.
9116 North Kelley Avenue
Oklahoma City, OK 73131



By: _____
Geoffrey O. Stallings, President

District:

Independent School District No. 11, Tulsa
County, Oklahoma d/b/a Owasso Public Schools
1501 North Ash Street
Owasso, OK 74055

By: _____
Phillip Storm, Chief Financial Officer

Plan Sponsor:

By: _____
Phillip Storm, Chief Financial Officer

Plan Administrator:

By: _____
Phillip Storm, Chief Financial Officer

Trustee:

By: _____
Phillip Storm, Chief Financial Officer

APPENDIX A

Owasso Public Schools 457(b) Plan

ADMINISTRATION FEES AND FEES DISCLOSURE

I. EMPLOYER/SPONSOR PAID FEES

- **Installation/Conversion Services Fee - \$900.** The Installation/Conversion Services Fee is a *one-time* fee that includes initial enrollment materials and preparation of the Plan document and Summary Plan Description. The Installation Service Fee also covers the data setup/transfer procedure.
- **Extraordinary Services - \$85-\$250 per hour for services rendered based on level of expertise.** No fees for Extraordinary Services are invoiced for work performed without authorization of the Employer/Sponsor or the Plan's designated Plan Administrator except for the following:
 - Extraordinary Service Fees will apply for the preparation of the necessary and appropriate extensions regarding all filing with the Department of Labor ("DOL") or the Internal Revenue Service ("IRS") including, but not limited to the calculation of penalties for late remittance of deferrals and associated excise tax return, if any. The minimum fee charged for such Extraordinary Services is \$150 for the first hour worked. Services rendered outside the initial first hour will be invoiced at the hourly rates associated with the level of expertise required.
 - Manual manipulation of census information submitted to Pension Solutions that is not contained in a Microsoft Excel spreadsheet or other electronic format compatible with Microsoft Excel. An hourly rate of \$85.00 to manually enter census data, perform extensive modifications to submitted materials, or convert data into a format compatible with Microsoft Excel will be assessed and invoiced.
 - As may be applicable to the Plan, Extraordinary Service Fees will apply for assisting independent third-parties conducting an audit of the Plan. The minimum fee charged for such Extraordinary Services is \$250 for the first one and one-half hours worked. Services rendered outside the initial first one and one-half hours will be invoiced at the hourly rates associated with the level of expertise required.
 - Transfer of the Plan to a funding successor or termination of the Plan will incur a Deconversion Fee of \$200. This fee covers the cost of providing Plan records and acting as a liaison between the Plan Sponsor and the new funding provider.
 - Actual fees and costs of attorneys, certified public accountants, and other professionals engaged to assist and/or represent PSI in the preparation or appearance of any proceeding, including, but not limited to, an administrative hearing, a federal or state court proceeding, or a proceeding before any government body or self-regulating body with jurisdiction to hear the subject matter as related to services provided by PSI pursuant to the Agreement for Administrative Services and this Appendix A.

APPENDIX A

Extraordinary Services for which authorization will be necessary include, but are not limited to: discretionary plan amendments, redetermination and preparation of annual employer report or participant statements due to client's error, unusual travel, overnight mailing or delivery service, termination fees other than Deconversion fees, and depositions. Plan documents must be restated from time to time and we will seek the employer's approval and disclose the fee prior to completing any restatement.

II. EMPLOYEE/PARTICIPANT PAID FEES

- **Plan Administration Fees - \$2.65 per month for each Plan Participant, and an annual fee of 0.05% of the Plan Assets.** Plan Administration Fees cover a portion of the costs associated with recordkeeping, communications, plan testing, applicable compliance testing, and participant statements. Plan Administration Fees are deducted quarterly (see Section III for additional details).
- **Transaction Based Fees.** Employee/Participant transaction-based fees include the following:
 - Distribution Fee – \$75 will be deducted from the participant's account to process a distribution.
 - Loan Fee - \$125 will be deducted from the participant's account to process a loan.
- **Extraordinary Services - \$105 per hour for services rendered.**
 - Review of Qualified Domestic Relations Order (QDRO) and related services are billed to the participant and/or deducted from participant's Account.

III. OTHER FEES AND INDIRECT FEES

- **Asset Management Fees.** Payments are received from Voya Retirement Insurance and Annuity Company ("VRIAC") for various administrative functions which may include but are not necessarily limited to: preparing proposals, assisting in the enrollment process, processing transactions, training financial advisors, and communicating with Sponsors and/or Participants. This payment is paid from the Asset Management Charge or Asset Fee/Standard Asset Fee, as applicable to your Plan.

These payments help cover administrative overhead costs. Without them the administrative costs of the Plan would be much higher. The payments are disclosed in the contract paperwork previously provided by VRIAC. The payments are typically stated as a percentage of assets.

- **Incentive Payments.** Payments may be received from VRIAC based on agreed goals such as production, assets, and retention. This payment is indirect and is not deducted from Plan Participant assets. Payments are calculated monthly and paid quarterly by VRIAC out of

APPENDIX A

VRIAC's general assets. The contract fees that a particular Plan pays to VRIAC are not adjusted based on whether the Plan's Third-Party Administrator ("TPA") participates in VRIAC's Partnership Program. If applicable, the amount of Partnership Program payments received by a TPA and attributable to a plan will be disclosed on a schedule to Form 5500 for such Plan's plan year.

- **Reproduction of Documents Fee – \$0.25 per page:**

- Hardcopies of Plan records provided upon request of Employer/Sponsor or Plan Administrator.
- Hardcopies of Plan records requested or required during the performance of any Extraordinary Service.

Notes: Any changes to the fees disclosed herein will be communicated to the Plan Administrator and/or Plan Sponsor no later than sixty (60) days after the change becomes effective.

Pension Solutions, Inc. is not a tax advisor, or a Plan Administrator as defined in Employee Retirement Income Security Act of 1974, nor is Pension Solutions, Inc. acting in a fiduciary capacity or as a fiduciary to the Plan, Plan Participants, Plan Administrator(s), Plan Trustee(s), or Plan Sponsor(s). In no way should the recommendations of Pension Solutions, Inc. be relied upon in lieu of the advice and counsel of the Plan's certified public accountant or attorney. Pension Solutions, Inc. does not provide legal advice, including advice with regard to Internal Revenue Code and related regulations (United State Federal Tax Law).

This document is intended to assist Plan Sponsors in complying with the regulations promulgated under Internal Revenue Code Section 408(b)(2).

Pension Solutions, Inc. is independent with respect to VRIAC, and its affiliates.

Any Employer paid fees may be deducted from the Plan's forfeiture and/or retainer accounts (to the extent available) or Participant accounts if invoices are not paid pursuant to Pension Solutions, Inc.'s *Overdue Invoice Policy*.

Read and accepted on behalf of the Employer, Owasso Public Schools, Independent School District No. 11, Tulsa County, Oklahoma, in its capacity as both Plan Sponsor and Plan Administrator by Employer's Chief Financial Officer:

Phillip Storm, Chief Financial Officer

Date: _____

COMPREHENSIVE EMPLOYMENT SERVICE AGREEMENT

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

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

Payment: During the term of this Service Agreement, not more than once each month, ***an amount will be deducted from the School's OSSBA Employment Services Program Account*** until the total annual administrative fee is paid in full. OSSBA records indicate 575 school employees, for a total annual administrative fee of \$4,025.00.

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

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

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

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

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

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

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

Signed:



Shawn Hime
OSSBA Executive Director

School Board President or Designee
Owasso Public Schools 385

04/17/2025

Date

Date



Oklahoma State School Boards Assn.
 2801 N. Lincoln Blvd. Suite 125
 Oklahoma City, OK 73105
 405.528.3571 or 888.528.3571
 Fax: 405.609.3091
 EIN: 73-6636480

Invoice	39751
Date	7/15/2025
Amount Due	\$5,682.00
Customer #	6767

Customer:

Owasso Public Schools
 1501 North Ash Street
 Owasso, OK 74055

For proper credit please return top portion
 To pay online via credit card, please visit:
www.ossba.org/payonline

Customer ID	Customer Name	Purchase Order No.		Due Date	
6767	Owasso Public Schools			7/15/2025	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
1000	2025-2026 Membership Dues - Owasso Public Schools	1	\$0.00	\$5,682.00	\$5,682.00

The membership fee covers the provision of various services by the Oklahoma State School Boards Association to boards of education. Such services include legal information, publications, in-office consultations, answers to telephone and letter inquiries from school officials and school patrons, monitoring of state and federal education legislation, and other services designed to improve the quality of management of public education in Oklahoma. Member boards of education also receive reduced rates for workshop registrations, subscriptions and fee service programs.

Subtotal	\$5,682.00
Tax	\$0.00
Total	\$5,682.00

Questions? Contact accounting@ossba.org



Oklahoma State School Boards Assn.
 2801 N. Lincoln Blvd. Suite 125
 Oklahoma City, OK 73105
 405.528.3571 or 888.528.3571
 Fax: 405.609.3091
 EIN: 73-6636480

Invoice	41172
Date	7/15/2025
Amount Due	\$3,000.00
Customer #	6767

Customer:

Owasso Public Schools
 1501 North Ash Street
 Owasso, OK 74055

For proper credit please return top portion
 To pay online via credit card, please visit:
www.ossba.org/payonline

Customer ID	Customer Name	Purchase Order No.		Due Date	
6767	Owasso Public Schools			7/15/2025	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
3502	2025 Assemble for Education - Owasso Public Schools	1	\$0.00	\$3,000.00	\$3,000.00

Subtotal	\$3,000.00
Tax	\$0.00
Total	\$3,000.00

Questions?
 Contact OSSBA at accounting@ossba.org



Oklahoma State School Boards Assn.
 2801 N. Lincoln Blvd. Suite 125
 Oklahoma City, OK 73105
 405.528.3571 or 888.528.3571
 Fax: 405.609.3091
 EIN: 73-6636480

Invoice	40717
Date	7/15/2025
Amount Due	\$1,200.00
Customer #	6767

Customer:

Owasso Public Schools
 1501 North Ash Street
 Owasso, OK 74055

For proper credit please return top portion
 To pay online via credit card, please visit:
www.ossba.org/payonline

Customer ID	Customer Name	Purchase Order No.		Due Date	
6767	Owasso Public Schools			7/15/2025	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
3105	Policy Service - Owasso Public Schools	1	\$0.00	\$1,200.00	\$1,200.00

Subtotal	\$1,200.00
Tax	\$0.00
Total	\$1,200.00

Questions?
 Contact OSSBA at accounting@ossba.org

This **Finalsite Order (the 'Order')** is entered into by and between Active Internet Technologies, dba Finalsite ('Finalsite') and Owasso Public Schools ("Customer") and sets forth the terms of Customer's use of the products and services set forth below ("**Pricing Summary**"). This Order, together with the Master Terms and Conditions for Services (the "**Master Terms**") located at <https://www.finalsite.com/masterterms/useducationagencies> and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Products and Services Pricing Summary

** Indicates products added*

[X] Indicates products removed

CMS Platform

Setup and Creative and Professional Services	
* Data Remediation Services View a detailed description of what is included in your software package here www.finalsite.com/data-remediation	
Add-Ons	
* Support Plus	

Communications

Platform	
* Messages XR Enterprise	
Setup	
* Messages XR Enterprise Setup View a detailed description of what is included in your software package here www.finalsite.com/sowmxre	* Messages XR Enterprise SMS Plus Setup
Add-Ons	
* Messages XR Enterprise SMS Plus	

The above products, to include but not limited to (modules, integration, design and consulting) will be billed upon contract signature.

Application Services Subscriptions Costs:

Total Cost/Year during the Initial Term of this Order, subject to adjustment for any renewal term as provided below.

Total Setup Cost (USD)
\$ 0

Schedule	Addendum Amount
Period 1 - Jul 01 2025	\$ 18,500
Period 2 - Jul 01 2026	\$ 18,500
Period 3 - Jul 01 2027	\$ 18,500

B. Additional Terms


1. **Initial Term:** This addendum will take effect on the date this document is signed by both parties and remain in effect for the term stated in the agreement.
2. Unless otherwise specified in the Special Provisions above, this Order Form shall be renewed automatically for successive periods of (4) years (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Finalsite, or Finalsite provides Customer, with a written notice to the contrary ninety (90) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. **Effective Date:** Upon execution of this Order.
4. Finalsite standard maintenance and support is included in the subscription fees for Application Services set forth in this Order.
5. All Upgrades and Updates to the Application Services are included in the subscription fees for Application Services set forth in this Order.
6. In addition to Customer's obligations to pay the fees described in the fee table above, Customer agrees to reimburse Finalsite for all travel and other out-of-pocket expenses reasonably incurred by Finalsite in rendering any services described in this Order.

C. Payment Terms

1. All fees for the initial year of this Order shall be due upon execution of this Order. Unless otherwise specified, all dollars (\$) are United States currency. All fees for subsequent years shall be due upon the annual anniversary of the effective date of this Order.
2. Customer shall be invoiced for amounts due in respect of the first year of the Initial Term upon execution of this Order Form.
3. **Sales Tax:** If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

Any SOWs to which links are provided above in Section A, "Pricing Summary," are incorporated into this Order by reference, and any professional services described therein are included as part of your software package. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order, the Master Terms, and any SOWs incorporated by reference. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order and the Master Terms.

On Behalf Of: Owasso Public Schools
Signature
Name (printed)
Title (printed)
Date

Active Internet Technologies ('Finalsite')
Signature 
Name (printed) Jim Calabrese
Title (printed) Chief Executive Officer
Date 5/6/2025

D. Customer Contact Information

Please fill out the following information, which will be used by our deployment & accounting teams.

Billing Contact
Title
Address 1501 North Ash Street
City, State Zip Owasso, OK 74055
Phone
Email

Project Contact
Title
Phone
Email

*Executive Sponsor (Superintendent, Head of School, CFO, etc.)
Title
Email

*The Executive Sponsor should be separate from the Project Contact and is typically the Superintendent, Head of School, Business Manager, CFO, etc.

NEW Title IX grievance procedures policy# 1.22b

Owasso Public Schools
Title IX Grievance Procedures

Title IX Statement

Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any program, service or activity, including but not limited to, educational programs or activities, student services, academic counseling, discipline, classroom assignment, grading, extra-curricular activities and transportation services by the Owasso Public Schools (OPS). Title IX also prohibits sex discrimination in employment.

Owasso Public Schools encourages anyone who believes a Title IX violation may have occurred to report their concerns to an OPS employee or staff member assigned to work at or on behalf of OPS or the Title IX coordinator who is identified below.

Title IX Coordinator

(for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Assistant Superintendent of Teaching and Learning

1501 North Ash

Owasso, Oklahoma 74055

Office Number: (918) 272-8182

titleixofficer@owassops.org

Definitions

“Grievant” means the person who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” means the person who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

“District employees or staff members” means the employees and staff members assigned to work at or on behalf of the district pursuant to a written agreement.

“Third parties” include, but are not limited to, guests and/or visitors, visiting speakers, parents, guardians, learning coaches, vendors or contractors doing business with or seeking to do business with the District and other individuals who come into contact with students or District employees or staff members at school-related events/activities.

“Sexual harassment” is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.
- Sexual assault (as defined in the Cleary Act, 20 U.S.C. 1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C.12291)

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

"Formal Complaint" is defined as a document filed by the Grievant or signed by the Title IX coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment.

Grievance Procedures

These Grievance Procedures are intended to treat Grievants and Respondents equitably by providing remedies to a Grievant if a Respondent is found responsible, and by following the proscribed grievance process before imposing discipline on a Respondent. The Grievance Procedure seeks to ensure objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. Individuals involved in the Grievance Procedures – including Title IX coordinators, investigators, decision-makers, facilitators of informal resolution efforts and those involved in the appeal process – must be trained and not have any bias or conflict of interest.

Reporting and Filing a Formal Complaint

Any student or District employee or staff member who believes that they have been subjected to sexual harassment by a student, District board member, vendor, volunteer, contractor, or other person doing business with the District, should immediately report the behavior or communication to an District employee or staff member or a Title IX coordinator.

All district employees and staff members are expected to promptly report actual knowledge of sexual harassment they observe or hear about to the Title IX Coordinator or their direct supervisor.

Reports can be made orally or in writing and should be as specific as possible. The person making the report should identify the alleged victim/Grievant, perpetrator(s)/Respondent(s) and witness(es), and describe in detail what occurred, including date(s), time(s) and location(s).

Upon receipt of a report, the Title IX Coordinator or direct supervisor must promptly contact the Grievant to discuss the availability of supportive measures, consider the Grievant's wishes with respect to supportive measures, inform the Grievant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Grievant the process for filing a formal complaint.

A Formal Complaint must be filed by a Grievant prior to the district proceeding with an investigation under its Title IX Grievance Procedure. A formal complaint may be filed by a Grievant in person, by mail, or electronic mail. A Title IX Coordinator may file a formal complaint, with or without the Grievant's consent.

Mandatory and Discretionary Dismissals

The district must dismiss a complaint:

- That does not describe the conduct that meets the definition of sexual harassment;
- That alleges sexual harassment that did not occur in the district's educational program or activity; or
- That alleges the sexual harassment did not occur in the United States at all.

The district may dismiss a complaint:

- If the Grievant notifies the Title IX coordinator in writing that the Grievant wishes to withdraw the formal complaint or some of its allegations;
- If the Respondent is no longer enrolled as a student in the district or employed by the district and assigned to work at or on behalf of the district; or
- If specific circumstances prevent the district from gathering evidence sufficient to reach a determination about the allegations.

If the district dismisses a complaint, or any allegations, pursuant to the above, it will send a written notice of dismissal and the reason(s) to the parties. Both parties have the right to appeal the district dismissal as described in more detail below under "Right to Appeal."

Informal Resolution Process

If appropriate as determined by the Title IX coordinator, the Grievant and the Respondent may voluntarily agree to participate in an informal resolution process that does not involve a full investigation and determination. Prior to the informal resolution process commencing, both parties will receive written notice of the charges and allegations and will be advised of their option to engage in a formal resolution process. The Grievant will not be required to resolve the problem directly with the Respondent, and either party has the right to end the informal process at any time and begin the formal process for investigating the complaint. The district prohibits the informal resolution process for complaints involving a district employee or staff member assigned to work at or on behalf of the district and a student. The informal process should be completed on or before thirty (30) days after the complaint is filed.

Formal Resolution Process

If the parties choose not to engage in the informal resolution process or choose to stop the informal resolution process at any time, the district will conduct a prompt and full investigation into any formal Title IX complaint. An investigation will afford both the Grievant and the Respondent a full and fair opportunity to be heard, submit documentation and evidence supporting or refuting the allegation(s), and identify witnesses. All parties involved in the investigation will be provided with a copy of these Title IX Grievance Procedures.

When the district begins the investigation a written notice will be provided to the parties containing:

- A copy of the district's Policy and Grievance Procedure under Title IX;
- Whether there is an opportunity to engage in informal resolution;
- The actual allegations that would constitute sexual harassment;
- A statement that the Respondent is presumed innocent;
- A statement that the parties are entitled to an advisor of their choice;
- A statement that the parties can request to inspect and review certain evidence; and
- Information regarding possible repercussions of making false statements.

Investigations may be conducted by the appropriate Title IX coordinator or designee, such as a principal or other administrator who has been trained in Title IX procedures and does not have a conflict of interest or bias towards either party. The district reserves the right to obtain or consult with a third-party investigator or resource at any time during the Grievance Procedures.

Prior to and during the investigation process, the Title IX coordinator or designee will meet independently with the Grievant and the Respondent and discuss any supportive measures to be implemented before or during the investigation.

Retaliation Prohibited

At the beginning of the investigation, the Title IX coordinator or investigator will explain that Title IX includes protections against retaliation and that the district will take steps to prevent retaliation and that the district will strongly react to any retaliatory actions, including any acts of retaliatory harassment, should they occur. No student, parent/guardian, district employee or staff member, or member of the public shall be retaliated against for filing a complaint or participating in the investigation of the complaint.

Respondent Presumed Innocent

During an investigation, the Respondent is presumed to be innocent.

Investigation Procedure

Investigations must begin promptly, proceed impartially, and treat all parties equitably. This includes providing both parties an opportunity to present witnesses and other evidence. The investigation will be concluded within thirty (30) calendar days but no more than sixty (60) days after a formal complaint is filed, unless there is good cause to continue the investigation beyond sixty (60) days (e.g. law enforcement activities, absence of a party or witness, absence of a party's advisor of choice or the need to provide language assistance or accommodations of disabilities).

Supportive Measures

Upon request of a party, or on its own initiative, the district may implement supportive measures prior to or during the investigation of a formal complaint. Supportive measures are free measures designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures support Grievant/Respondent and are not punitive or disciplinary with respect to the Grievant or Respondent. They do not unreasonably burden any other person. Supportive measures include, but are not limited to, counseling, extensions of time, modifications of work or class schedules, appropriate emotional and/or academic support, restrictions on contact between the parties, leaves of absences, and increased monitoring and support. In fairly assessing the need for either party to receive interim measures, the district will not rely on fixed rules or any assumptions that favor one party over another. Supportive measures will be made available to both parties, as appropriate. In imposing supportive measures, the Title IX coordinator or designee will make every effort to avoid depriving any student of his/her education. The Title IX coordinator or designee will communicate with the parties to ensure any supportive measures are necessary and effective based on the parties' needs.

Determination of Investigation

The district shall take reasonable, timely, age-appropriate and effective corrective action, if warranted, based upon the situation and nature of the complaint. Appropriate corrective action may include reassignment, increased supervision, counseling, academic support services, additional training for students and staff, safety plan, behavioral support plan and/or disciplinary action under the district's policies and procedures which include suspension, permanent expulsion, and termination. Restorative practices will also be considered in any circumstance involving disciplinary action. The investigator's findings will be documented in a preliminary report and shared with the Grievant, Respondent and their advisors, if any. The parties will have at least ten (10) calendar days to review the preliminary report and submit a response in writing. Prior to finalizing the report, the investigator shall consider the parties' written responses to the preliminary report, if any. The investigation report will then be finalized and forwarded to the decision-maker, the parties and their advisors, if any. The decision-maker cannot be the investigator, Title IX Officer or have any conflict of interest or bias with either party

The decision-maker, prior to any final decision, shall afford the parties an additional (10) calendar days to submit relevant, written questions to the opposing party or any witnesses. The decision-maker shall ask any relevant questions, record the response(s) and provide the responses to the parties (and their advisors, if any) prior to making a final determination. If the decision-maker deems a question irrelevant, he/she shall state in writing why the question is not relevant and provide the reason(s) to the parties (and advisors, if any) before the final decision is made.

The decision-maker shall issue a written decision and deliver it simultaneously to both parties. The written decision must include:

- The portion of the district's policies that was violated;
- A description of the procedural steps that were taken by the district on the way to getting to the decision;
- A findings of fact section;
- A section that draws conclusions after applying the facts to the portion of the district's policy that applies;
- A statement and rationale for the ultimate determination of responsibility;
- A statement and rationale for any remedies for the Grievant, addressing how those remedies will restore or preserve equal access; and
- A statement of the district's procedures, a statement that the parties have a right to appeal the initial determination regarding responsibility and the permissible basis for the appeal.

Right to Appeal

Both parties shall be provided notice of right to appeal the final determination based on: (1) a procedural irregularity affected the outcome of the matter; (2) new evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; or (3) a conflict of interest on the part of the Title IX coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.

If a party intends to file an appeal, they must submit the appeal in writing to the superintendent within five (5) days following the date of the final decision.

The opposing party shall be provided with a copy of the written appeal and given an opportunity to submit a response, which will be provided to the superintendent.

The superintendent shall review the written appeal and any response and issue a written determination within ten (10) days of the receipt of the appeal, which will be delivered to both parties.

~~If The Grievant or Respondent is not happy with the decision, they must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. may~~

appeal the superintendent's decision to the Board of Education by notifying the superintendent in writing within 5 days of receiving the superintendent's decision for one of the following three reasons: (1) a procedural irregularity affected the outcome of the matter; (2) new evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; or (3) a conflict of interest on the part of the Title IX coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented ~~below and making to make~~ a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

The district board of education's decision shall be final.

Training

Individuals involved in the Grievance Procedure – Title IX coordinators, investigators, decision-makers or facilitators of informal, voluntary resolution efforts must be trained. The training materials will not rely on sex stereotypes, will promote impartial investigations and adjudications and be posted on the district's website. All other district employees and staff members assigned to work at or on behalf of the district shall be trained on how to identify and report sexual harassment.

Privileges

No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the district is allowed to seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.



THE INTELLIGENT
Growth Engine

Quote

Amira Q-73479

Prepared For

Owasso Public Schools
1501 N Ash St
ACCOUNTS PAYABLE
Owasso, OK, 74055-4920

Your Amira Partner

Heather Tennyson
Partnership Manager-OK
heather.tennyson@amiralearning.com

Quote: Q-73479

Prepared For: Owasso Public Schools

Expires On: 8/31/2025

Amira Reading Suite (Existing Campus)					
Amira A+I+T for Existing Istation Campuses					
QTY	Product	Campus	Start Date	Months	Sales Price
1	Amira Reading Suite (Existing Campus)	Ator Elementary School	8/01/2025	12	\$16,090.00
1	Amira Reading Suite (Existing Campus)	Barnes Elementary School	8/01/2025	12	\$16,090.00
1	Amira Reading Suite (Existing Campus)	Hayward Smith Elementary School	8/01/2025	12	\$16,090.00
1	Amira Reading Suite (Existing Campus)	Larkin Bailey Elementary School	8/01/2025	12	\$16,090.00
1	Amira Reading Suite (Existing Campus)	Lucille Ellingwood Morrow Elementary	8/01/2025	12	\$18,890.00
1	Amira Reading Suite (Existing Campus)	Mills Elementary School	8/01/2025	12	\$16,090.00
1	Amira Reading Suite (Existing Campus)	Northeast Elementary School	8/01/2025	12	\$16,090.00
1	Amira Reading Suite (Existing Campus)	Pamela Hodson Elementary School	8/01/2025	12	\$16,090.00
1	Amira Reading Suite (Existing Campus)	Stone Canyon Elementary School	8/01/2025	12	\$16,090.00

Amira Assess Student License (English)					
*Credit for assessment purchased by state					
QTY	Product	Campus	Start Date	Months	Sales Price
-4218	Amira Assess Student License (English)	Owasso Public Schools	8/01/2025	12	(\$21,090.00)

Quote: Q-73479
Prepared For: Owasso Public Schools
Expires On: 8/31/2025

Start Date: 8/01/2025	Term: 12	End Date: 7/31/2026
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Tax Amount	\$0.00
Customer Total	\$126,520.00

Disclaimer: Pricing is as quoted and is subject to change based on any modifications to bundle configurations, enrollment updates, or other adjustments. Additional options are to be paid in full. Totals include applicable taxes, which should be reflected on your Purchase Order (if applicable).

To avoid delays in processing your order, please ensure the following:

Quote: Q-73479

Prepared For: Owasso Public Schools

Expires On: 8/31/2025

- Email your Purchase Order, including the provided quote number, to orders@amiralearning.com.
- Digitally sign the contract provided upon commitment with your Amira partner.

Amira Terms of Use: <https://amiralearning.com/amira-terms>

Amira Privacy Policy: <https://amiralearning.com/amira-privacy>

Istation Terms of Use: <https://amiralearning.com/istation-terms>

Istation Privacy Policy: <https://amiralearning.com/istation-privacy-policy>

Agreement Execution

Owasso Public Schools will fulfill payment cited in the Amira Q-73479 contract to provide the Amira Reading Suite. If the Oklahoma State Department of Education approves funding to provide any portion of the Amira Reading Suite, Owasso Public Schools will only pay for the portion not funded by the Oklahoma State Department of Education and Amira will provide a new contract ahead of this contract or issue a refund if payment has been rendered by Owasso Public Schools.

By signing below, the Parties agree to the terms outlined in this Agreement. This document has been executed and delivered by the authorized representatives of each Party.

I have read and agree to the linked Terms and Conditions:

Amira

Signature  *Richard Watson*

Printed Signature:

Richard Watson

Title:

Chief Revenue Officer

Dated:

5/2/2025

Customer

Signature

Printed Signature:

Title: Board President

Dated:

Quote: Q-73479
Prepared For: Owasso Public Schools
Expires On: 8/31/2025

To ensure timely and accurate fulfillment, please provide the requested contact information below:

Primary Implementation Contact

Name:

Angela Parks &/or Leslie Wright

Email:

angela.parks@owassops.org

leslie.wright@owassops.org

Phone:

918-928-4005

District Technology Contact

Name:

Sean Parker

Accounts Payable / Billing Contact

Name:

Renee Atkinson

Email:

renee.atkinson@owassops.org

Phone:

918-272-8117

District Data Contact

Name:

Angela Parks, Brittini Rea, &/or Leslie Wright

Quote: Q-73479

Prepared For: Owasso Public Schools

Expires On: 8/31/2025

Email:

sean.parker@owassops.org

Phone:

918-928-4045

Email: angela.parks@owassops.org

brittni.rea@owassops.org

leslie.wright@owassps.org

Phone:

918-928-4005

918-272-0015



Upgrade to the Next Generation of Amira

See What's Coming for Istation and Amira Customers

Asses. Instruct. Tutor. Upgrading to the new Amira's A-I-T Reading Suite ensures deeper insights, core-aligned instruction, and research-validated tutoring that translates to **reading growth for every student.**

Assess with Accuracy—More Measurement Points, Deeper Insight

The upgraded Amira ISIP is more powerful than ever, offering **criterion- and norm-referenced insights and new ways to assess reading skills**. With unmatched precision, Amira measures more skills, analyzes more data points, and provides deeper insights. It is the best of both Istation and Amira!

You get:

- **Science of Reading-Based, Productive Assessment** – A read-aloud, AI-driven assessment that evaluates reading skills across Scarborough’s Reading Rope in 20 minutes or less, in both English and Spanish.
- **Comprehensive & Adaptive Skill Measurement** – Goes beyond Oral Reading Fluency (ORF) to assess decoding, phonemic awareness, spelling/encoding, vocabulary, and listening comprehension, adapting to keep students in their Zone of Proximal Development (ZPD).
- **AI-Proctored, Teacher-Friendly Design** – Amira proctors, models, listens, measures, and analyzes in real time—eliminating the need for extensive teacher training, manual scoring, and time-consuming data analysis.
- **Norm & Criterion-Referenced Insights** – Provides dynamic, actionable reports, including longitudinal growth tracking, tiered and group reports, grade level achievement scores, and state standards-based insights.

Why It Matters:

With **10x more measurement points captured** than traditional computer adaptive tests, Amira provides an equitable, non-biased, research-based measure of student progress, ensuring early identification of reading challenges.

Instruct: Align Your Instructional Framework to Student Needs in Real Time

Amira Instruct connects Assess and Tutoring to core-aligned strategies that make every teaching moment intentional. By **driving core-coherence**, it ensures instruction is purposeful and moves every student forward with next steps directly connected to your core scope and sequence.

You get:

- **Curriculum-Coherent AI Lesson Planner** – Morphs to a district’s core curriculum scope and sequence, ensuring every instructional moment is tied to your instructional framework.
- **Core-Coherent Assignments** – Teachers can group Tier 1, 2, and 3 students by skill need, assign micro-lessons aligned to their curriculum, and track progress across Scarborough’s Reading Rope, ensuring cohesion between assessment, instruction, and practice.
- **Diagnostic-Driven, Individualized Instruction** – AI morphs to district curricula, generating Individualized Reading Instruction Plans (IRIPs) that map directly to scope and sequence.
- **Action Alerts & Real-Time Data Updates** – Surfaces the most critical insights, ensuring no student slips through the cracks and guiding educators to the next best step in instruction.
- **Amira Bot for Instant Teacher Support** – AI-powered assistance directly within the dashboard, answering instructional questions on demand.

Why It Matters:

Amira Instruct doesn’t just deliver differentiated instruction—it drives coherence by ensuring that assessment, instruction, and tutoring work as a seamless system within your instructional framework. Teachers teach and AI handles the heavy lifting – keeping daily and weekly literacy goals aligned to core instruction. No other company offers this novel technology!

Tutor: Evidence-Based, AI-Guided 1:1 Support

Amira Tutor delivers high-dosage, **research-backed reading practice that outperforms human tutoring**, helping students build fluency, comprehension, and confidence.

You get:

- **Individualized, Productive Practice** – Students engage by reading aloud in structured, daily formative diagnostics aligned with the Science of Reading.
- **Real-Time Micro-Interventions** – AI delivers just-in-time scaffolding, using research-based techniques like Elkonin sound boxes and explicit decoding strategies.
- **Socratic Dialogue for Comprehension** – Builds inferencing, vocabulary, and deep reading skills through guided discussion with fluent students.
- **Expanded Micro-Lesson Library** – Now includes hundreds of additional micro-interventions enhancing fluency, decoding, and comprehension.
- **Core-Coherent Practice** – Directly links to teacher-assigned skills in Instruct, ensuring tutoring aligns with classroom instruction.

Why It Matters:

Amira Tutor has been independently validated to accelerate reading growth, generating **8 to 17 additional weeks of progress annually**, surpassing traditional interventions. We've got the evidence to prove it!

Why Upgrade?

- ❑ **A Fully Integrated A-I-T Learning Cycle** – With the power of AI, assessment informs instruction, instruction powers tutoring, and tutoring reinforces assessment, creating a seamless growth engine for students.
- ❑ **Built for Science of Reading-Aligned Districts** – Supports structured literacy approaches and ensures instructional coherence at every level, for all tiers.
- ❑ **Less Testing, More Learning** – Screening and progress monitoring happen seamlessly during the reading block—no extra testing time needed. Students stay engaged, unaware they’re being assessed, while teachers get real-time insights for timely interventions.
- ❑ **Expanded Micro-Lesson Library** – Now includes hundreds of additional micro-interventions enhancing fluency, decoding, and comprehension.
- ❑ **Core-Coherent Practice** – Directly links to teacher-assigned skills in Instruct, ensuring tutoring aligns with classroom instruction.

Amira’s **next-generation AI solution** ensures that every student receives the precise support they need—at the right time, in the right way.

Contact your Amira Learning representative to learn more about current customer special pricing - this year only!

Company Address 2 Constitution Way
Woburn, MA 01801
US

Created Date 4/14/2025

Bill To Name Owasso
Bill To 1501 N Ash St
Owasso, OK 74055-4930
United States

Order Number 00026744

Billing Frequency Upfront

Contract Start Date 8/1/2025

Net Terms 30

Contract End Date 7/31/2026

Customer PO
Required

Term in Months 12

Product	Type	Contract Start Date	Contract End Date	Annual Sales Price	Quantity	Discount (Percentage)	Extended Price
enCORE Professional Services - Refresher Training Webinar	Services	8/1/2025	7/31/2026	USD 800.00	1.00		USD 800.00
enCORE Tier 5 Asynchronous Account Renewal Training Package	Services	8/1/2025	7/31/2026	USD 1,500.00	1.00	100.00%	USD 0.00

Software Subtotal USD 0.00
Physical Goods Subtotal USD 0.00
Services Subtotal USD 800.00
Shipping Total USD 0.00
Sales Tax Total USD 0.00
Grand Total USD 800.00

For questions on this order, contact:

TeachTown Representative Kellsie Kehoe
Prepared By Kellsie Kehoe
Email kkehoe@jigsawlearning.com

Student licenses provide access for a single student to all products within a package.

Unless separate invoice and payment terms are specified, TeachTown will issue an invoice in full for the quoted amount upon execution of a purchase order. For any physical goods that are backordered, invoices will be issued when physical goods are shipped. All payment terms are Net 30.

Professional Services must be utilized within twelve (12) months from date of purchase. If the term is longer than twelve (12) months and Professional Services are purchased for additional term years, Professional Services must be used within the term defined.

By signing this Order Form you are agreeing to our Terms of Service:

<https://web.teachtown.com/terms-of-service/>

How to place an Order:

Email: orders@teachtown.com

Fax: (877) 295-8238

Mail: TeachTown
2 Constitution Way
Woburn, MA 01801

Authorized to Sign
on Behalf of the Org

Quote Acceptance Information

Signature _____
Name _____
Title _____
Date _____

By signing this quote or by submitting a purchase order in accordance with this quote, you hereby consent to a contractual agreement terminating on the above listed subscription expiration date. You are obligated to adhere to the payment conditions listed within this quote through the entirety of the contractual term

CONTRACTUAL AGREEMENT FOR SPEECH LANGUAGE PATHOLOGY SERVICES

This agreement is between Owasso Public School (hereinafter referred to as a school) and Shelby Stavely Caruso (hereinafter referred to as therapists) wherein good and valuable consideration it is hereby agreed that the therapist is certified by the Oklahoma Department of Education as Speech Language Pathologist and being certified by the American Speech and Language Association (ASHA) and being licensed by the Oklahoma Board of Examiners for Speech Language Pathology and Audiology (OBESPA) agrees to provide Speech and Language therapy services according to the following stipulated provisions.

1. Therapist agrees during the term of this agreement to be covered by adequate professional liability and malpractice insurance.

2. Therapist is stipulated to be an independent contractor and is not an agent of the school. Further, the school shall not be responsible for any losses or liabilities sustained as a result of therapist malfeasance or negligence.

3. The school shall take all necessary steps to assure provision of and complete access by the therapist to all records, supplies and equipment within the school necessary for the performance of services described herein.

4. Therapist agrees not to bill Medicaid individually for Speech Language Therapy services.

5. Therapist agrees to retain as confidential all information relating to the policies, procedures, and resources of the school provided. However, the therapist reserves the express right to act as consultant to any other school or related institution during the term of this agreement or subsequent thereto.

6. In the event the Therapist delivers a child and takes maternity leave, this contract shall not be voided and will resume upon Therapist's return. Therapist is responsible for proactively supplying minutes required on the IEP and scheduling IEP meetings prior to absence.

7. Therapist shall devote a sufficient number of hours based upon the needs of the school to carry out the above responsibilities.

8. In consideration of the services to be performed, the school agrees to pay the therapist the fees listed below. Billing will be made monthly to the school. Payment is to be made within thirty (30) days of receipt of invoice for services rendered.

9. \$62.00 per hour to include diagnostics, formal evaluations, screening, direct treatment, consultation, IEP meetings (when applicable), and/or monitoring. For every 3 hours of services rendered, 1 hour of documentation time (this time includes IEP paperwork, progress notes, therapy planning, scoring of formal evaluations, language samples, etc.) will be billed via the time log required by the school. Both will be completed and submitted within the first three days of the month.

This contract will be in effect for the full Extended School Year term of June 1, 2025- July 31, 2025. This agreement shall not be assignable by either party, however, this agreement may be modified or terminated by either party provided that the other party gives thirty (30) days written notice.

Shelby Stavely Caruso 5.8.2025
Shelby Stavely Caruso M.S.CCC-SLP Date

Stephanie Ruttman, Date

President, OPS School Board

Owasso Public Schools

Treasurers Report

as of April 30th, 2025

	General Fund prior year 7/1/23 to 4/30/24	General Fund current year 7/1/24 to 4/30/25	Building Fund prior year 7/1/23 to 4/30/24	Building Fund current year 7/1/24 to 4/30/25	Child Nutrition prior year 7/1/23 to 4/30/24	Child Nutrition current year 7/1/24 to 4/30/25	Sinking Fund prior year 7/1/23 to 4/30/24	Sinking Fund current year 7/1/24 to 4/30/25
Beginning Fund Balance	14,472,763.48	18,444,544.42	3,486,854.69	4,009,841.87	2,542,882.97	2,572,917.00	2,943,531.65	2,035,668.91
Revenue								
local	25,707,788.90	28,039,187.66	3,653,517.37	3,987,364.15	1,551,144.27	1,608,513.80	16,833,140.69	20,166,791.72
intermediate	3,216,228.55	3,471,611.59	0.00	0.00				0.00
state	35,856,743.45	35,571,676.33	579,131.83	631,130.48	17,587.24	18,561.47	1,582.24	15,166.04
federal	4,577,785.14	3,783,677.19	119,667.13	0.00	1,814,598.62	1,819,280.62		
premium on bond sale							13,591.13	1,504,841.20
reimb/correcting entry	<u>42,973.68</u>	<u>52,685.75</u>	<u>0.00</u>	<u>0.00</u>	<u>279.62</u>	<u>914.20</u>	<u>0.00</u>	<u>0.00</u>
total revenue	69,401,519.72	70,918,838.52	4,352,316.33	4,618,494.63	3,383,609.75	3,447,270.09	16,848,314.06	21,686,798.96
Expenditures								
salary	39,202,631.50	40,826,909.57			1,302,032.76	1,417,643.26	0.00	0.00
benefits	12,183,100.18	12,966,004.99			414,520.77	451,714.77	0.00	0.00
contracted prof / tech svcs	1,046,987.50	958,293.61	2,330.00	410.00	12,514.00	13,539.00	0.00	0.00
property svcs	373,091.81	411,413.54	1,065,202.84	945,872.72	33,634.82	46,934.31	0.00	0.00
other purchased svcs	382,626.39	432,819.97	1,146,045.99	1,648,669.83	1,465,393.48	1,478,319.02	0.00	0.00
supplies	1,594,757.23	1,325,368.52	2,003,713.87	1,970,238.73	189,633.59	64,600.13	0.00	0.00
property	143,400.05	0.00	25,113.15	16,765.02	51,352.52	240,282.70	0.00	0.00
dues/fees/registration/tuition	417,649.97	504,062.10			699.00	1,339.75	0.00	0.00
bond principal & interest							582,925.00	1,015,212.50
other uses	<u>2,219.36</u>	<u>12,370.94</u>	<u>0.00</u>	<u>0.00</u>	<u>7,823.46</u>	<u>13,514.20</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	55,346,463.99	57,437,243.24	4,242,405.85	4,581,956.30	3,477,604.40	3,727,887.14	582,925.00	1,015,212.50
prior year estopped checks	37.50	0.00						
Balance as of April 30th	28,527,856.71	31,926,139.70	3,596,765.17	4,046,380.20	2,448,888.32	2,292,299.95	19,208,920.71	22,707,255.37
bank balance 4-30-25		32,100,682.31		4,133,401.03		2,298,017.18		22,707,255.37
outstanding checks		<u>(174,542.61)</u>		<u>(87,020.83)</u>		<u>(5,717.23)</u>		<u>0.00</u>
balance 4-30-25		31,926,139.70		4,046,380.20		2,292,299.95		22,707,255.37

**Owasso Public Schools
Treasurers Report**

Bond Funds Summary
as of 4-30-25

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date
FY 25 Beginning Fund Balance	32,680,241.44	713.68	151,460.54	280,714.69
Revenue				
interest/other	736,370.19	0.00	0.00	0.00
correcting entry	2,310.00	0.00	0.00	0.00
bond proceeds	<u>33,660,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	34,398,680.19	0.00	0.00	0.00
Expenditures	<u>23,532,466.22</u>	<u>0.00</u>	<u>113,304.00</u>	<u>92,130.68</u>
Balance as of 4-30-25	43,546,455.41	713.68	38,156.54	188,584.01

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance
000	non categorical	4,963.79	0.00	4,963.79	151,460.54	113,304.00	38,156.54	713.68	0.00	713.68
119	plant operations	172,265.17	67,995.00	104,270.17	0.00	0.00	0.00	0.00	0.00	0.00
120	fine arts uniforms/equip	51,413.18	45,937.53	5,475.65						
141	5th grade center	<u>52,072.55</u>	<u>52,072.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		280,714.69	166,005.08	114,709.61	151,460.54	113,304.00	38,156.54	713.68	0.00	713.68

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance
000	non categorical	2,310.00	2,310.00	0.00
102	enrollment/tech center	1,208,809.09	1,208,809.09	0.00
111	copiers	249,614.00	107,614.00	142,000.00
112	buses	2,071,613.76	1,048,061.00	1,023,552.76
113	technology	9,608,404.43	4,144,453.66	5,463,950.77
114	instructional resources	4,550,999.58	2,023,290.41	2,527,709.17
116	uniforms/equipment	283,974.40	139,905.70	144,068.70
117	safety	692,852.07	299,132.19	393,719.88
119	plant operations	6,288,462.67	3,113,986.61	3,174,476.06
120	fine arts uniforms/equip	657,347.69	72,821.44	584,526.25
134	roofing district wide	467,500.00	467,500.00	0.00
136	track/band project	8,130,891.85	8,130,891.85	0.00
138	hodson safe structure	9,075,678.41	9,075,678.41	0.00
139	8th Grade Safe Room	515,000.00	515,000.00	0.00
141	5th grade center	451,927.45	451,927.45	0.00
171	nurses equipment	81,706.08	30,585.04	51,121.04
172	library budgets	<u>181,098.48</u>	<u>174,050.34</u>	<u>7,048.14</u>
total		44,518,189.96	31,006,017.19	13,512,172.77