

Owasso Board of Education Regular Meeting  
Monday, August 11, 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**

III. **Reports to the Board**

- A. Superintendent - Dr. Margaret Coates Dr. Coates shared that the district-wide welcome back earlier in the day was a huge success and acknowledged the hard work and preparation that went in to it. She informed everyone that the last day to register to vote in the upcoming election for our student investment plan will be August 15, 2025. The State of Education breakfast hosted by the Owasso Chamber will be on August 19th.
- B. Teaching and Learning - Mr. Mark Officer Mr. Officer reported that newly hired teachers will be participating in professional learning community training later this month with Solution Tree. Several Special Education teachers and staff attended the Oklahoma Special Education Conference in July.
- C. District Services - Mr. Kerwin Koerner Mr. Koerner shared the roofing projects are still ongoing at Ator, Mills, 7th grade. The construction at Hodson is essentially complete and is ready for school to start on Thursday. Work crews are working on clean up and punch lists.
- D. Continuous Strategic Improvement (CSI) - Goal Area #1 Ram Achievement and Enrichment Opportunities - Mr. Mark Officer Mr. Officer shared that the professional learning community process uses common formative assessments as a tool to assess, monitor and adjust practices to support student learning through review and calibration. He stated the district's objective is for students to be 25% above the state average.

IV. **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.

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

Motion to approve consent agenda items V.A. through V.G.i. This motion, made by Neal Kessler 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

- A. Minutes of Regular Meeting July 14, 2025
- B. Minutes of Special Meeting July, 16, 2025
- C. Minutes Special Meeting July 29, 2025
- D. Teaching and Learning
  - i. Out of State Student Activity Trips
  - ii. Letter Notifying the Oklahoma State Department of Education of Owasso Public Schools intent to calculate the instructional calendar by days with an option to calculate the calendar to hours for the 2025-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the Letter
  - iii. 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
  - iv. Memorandum of Understanding (MOU) with CREOKS Mental Health Services, Inc., to provide group and individual counseling and other services for the 2025-2026 school year at no cost to the District and authorizes the Superintendent or designee to execute the MOU
  - v. Contract with Let's Go Learn for Assessments and Instruction in Reading and Math for the 2025–2026 school year at a cost of \$41,875.00 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract
- E. District Services
  - i. Memorandum of Understanding (MOU) with Tulsa City-County Health Department for Public Assistance from July 1, 2025, until June 30, 2028, at a cost of \$ -0-, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
  - ii. Agreement with Rogers County Board of County Commissioners for Interlocal Property Maintenance for the 2025-2026 school year as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
- F. Finance
  - i. Purchase orders (encumbrances) and changes to encumbrances for July 2025 2025-2026 General Fund #327-480 (Vendors) \$399,512.12  
2025-2026 General Fund Net Change Orders \$2,000.00  
2025-2026 Building Fund #59-63 (Vendors) \$33,175.00

2025-2026 Building Fund Net Change Orders \$6,185.00  
2025-2026 Child Nutrition Fund #28-33 (Vendors) \$136,767.40  
2025-2026 Bond Fund 31 #161-204 (Vendors) \$732,789.10  
2025-2026 Bond Fund 39 #4 (Vendors) \$6,118.83

- ii. Activity Financial Report for July 2025
- iii. Advertising Agreement/Contract with Tulsa SCHEELS/SCHEELS All Sports for the 2025-2026 school year at a donation of \$10,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement
- iv. Advertising Agreement / Contract with Tulsa Technology Center for the 2025-2026 school year at a donation of \$4,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement
- v. Memorandum of Understanding (MOU) with the Board of Regents of the University of Oklahoma, for and on behalf of the Rogers State University students enrolled at the University to engage in Field Experience and Practicum for the 2025- 2026 school year, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

G. Human Resources

- i. Transitions

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

- A. Board to consider and take possible action on the proposed Board of Education Meeting dates for the 2026 calendar year as outlined in the attachment  
Motion to approve the proposed Board of Education Meeting dates for the 2026 calendar year as outlined in the attachment. 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

- B. Board to consider and take possible action on the 2025-2026 Education Service Center Representatives for Owasso Public Schools  
Motion to approve the 2025-2026 Education Service Center Representatives for Owasso Public Schools. This motion, made by Rhonda Mills 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

VII. **Teaching and Learning** - Mark Officer

- A. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #1.22, as outlined in the attachment

Motion to approve the proposed edits, changes, and additions to Policy 1.22, as outlined in the attachment. 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

- B. Board to consider and take possible action on a Contract with ProCare Therapy doing business as a New Direction Solutions, LLC to provide a Consultant as a Special Education Teacher 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 a Contract with ProCare Therapy doing business as a New Direction Solutions, LLC to provide a Consultant as a Special Education Teacher for the 2025-2026 school year at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Forrest Turpen 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. **Technology** - Dr. Michelle Baker

- A. Board to review Policy #5.20 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 quote from Instructure, Inc. for the purchase of transcript services through Parchment for the 2025-2026 school year at a cost of \$12,861.00 as outlined in the attachment and authorize the Superintendent or designee to execute the Quote

Motion to approve a quote from Instructure, Inc. for the purchase of transcript services through Parchment for the 2025-2026 school year at a cost of \$12,861.00 as outlined in the attachment and authorize the Superintendent or designee to execute the Quote. 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

- C. Board to consider and take possible action on an Agreement with T-Mobile USA, Inc for data service for 90 hotspots for student use for the 2025-2026 school year at a cost of \$13,596.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement  
Motion to approve the agreement with T-Mobile USA, Inc for data service for 90 hotspots for student use for the 2025-2026 school year at a cost of \$13,596.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement. This motion, made by Forrest Turpen 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 July 2025

Motion to approve the Treasurers report for July 2025. This motion, made by Rhonda Mills 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

- B. Board to Consider and Take Possible Action on Certificate and Order to County Clerk and County Treasurer as per the Attached Form

Motion to approve certificate and order to County Clerk and County Treasurer as per the Attached Form. 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

- C. Board to consider and take possible action on the Contract with Inspire Financial Group for a Volleyball advertising sponsorship for the 2025-2026 school year at a donation of \$1,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with Inspire Financial Group for a Volleyball advertising sponsorship for the 2025-2026 school year at a donation of \$1,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. 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

- D. Board to consider and take possible action on the Contract with Eagle Window Tint for an advertising sponsorship for the 2025-2026 school year at a donation of \$2,500 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with Eagle Window Tint for an advertising sponsorship for the 2025-2026 school year at a donation of \$2,500 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Brent England 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

- E. Board to consider and take possible action on the Contract with Kaci Miller State Farm for an advertising sponsorship for the 2025-2026 school year at a donation of \$2,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with Kaci Miller State Farm for an advertising sponsorship for the 2025-2026 school year at a donation of \$2,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. 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

- F. Board to consider and take possible action on the Contract with Pathway Church for an advertising sponsorship for the 2025-2026 school year at a

donation of \$400 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract  
Motion to table the Contract with Pathway Church for an advertising sponsorship for the 2025-2026 school year at a donation of \$400 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

- G. Board to consider and take possible action on the Contract with Christian Brothers Automotive for an advertising sponsorship for the 2025-2026 school year at a donation of \$4,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract  
Motion to approve the Contract with Christian Brothers Automotive for an advertising sponsorship for the 2025-2026 school year at a donation of \$4,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. 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

- H. Board to consider and take possible action on the Contract with Tulsa Accident Care Center for an advertising sponsorship for the 2025-2026 school year at a donation of \$5,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract  
Motion to approve the Contract with Tulsa Accident Care Center for an advertising sponsorship for the 2025-2026 school year at a donation of \$5,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. 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

- I. Board to consider and take possible action on the Contract with First United Mortgage for an advertising sponsorship for the 2025-2026 school year at a donation of \$5,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract  
Motion to approve Contract with First United Mortgage for an advertising sponsorship for the 2025-2026 school year at a donation of \$5,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Brent England 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

X. **Human Resources** - Lisa Johnson

- A. Board to consider and take possible action on the proposed edits, changes and additions to Policy #1.22a, as outlined in the attachment  
Motion to approve the proposed edits, changes and additions to Policy #1.22a, as outlined in the attachment. 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
- B. Board to consider and take possible action on the proposed edits, changes and additions to Policy #1.47, as outlined in the attachment  
Motion to approve the proposed edits, changes and additions to Policy #1.47, as outlined in the attachment. This motion, made by Neal Kessler 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
- C. Board to consider and take possible action on the proposed edits, changes and additions to Policy #2.13, as outlined in the attachment  
Motion to approve the proposed edits, changes and additions to Policy #2.13, as outlined in the attachment. 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

- D. Board to consider and take possible action on the proposed edits, changes and additions to Policy #3.12, as outlined in the attachment  
Motion to approve the proposed edits, changes and additions to Policy #3.12, as outlined in the attachment. 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

- E. Board to consider and take possible action on the proposed edits, changes and additions to Policy #2.19, as outlined in the attachment  
Motion to approve the proposed edits, changes and additions to Policy #2.19, as outlined in the attachment. This motion, made by Rhonda Mills 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

- F. Board to consider and take possible action on the proposed edits, changes and additions to Policy #2.27, as outlined in the attachment  
Motion to approve the proposed edits, changes and additions to Policy #2.27, as outlined in the attachment. This motion, made by Neal Kessler 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

XI. **Executive Session**

- A. Vote to convene into executive session for the purpose of discussing 1 appeal of denied out of district student transfer (Student A) with a review of

confidential educational records and transfer request of the student whereby disclosure of any additional information could potentially violate FERPA as authorized by Okla.Stat.Tit25§307(B)(7)

Motion to convene into executive session at 7:31p.m. for the purpose of discussing 1 appeal of denied out of district student transfer. This motion, made by Neal Kessler 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

B. Acknowledge return to Open Session Acknowledge return to Open Session at 7:41p.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, Frosty Turpen and Brent England. Also present during the executive session was Dr. Margaret Coates and Dr. Michelle Baker. During the executive session board members discussed the appeal of a denied out of district student transfer. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

XII. Board to consider and take possible action to accept or overturn the decision of the Superintendent to deny transfer request of Student A

Motion to accept the decision of the Superintendent to deny transfer request of Student A. This motion, made by Neal Kessler 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

XIII. **New Business**

There was no new business.

XIV. **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

Not in attendance.

XV. **Vote to Adjourn**

Motion to adjourn at 7:44p.m. 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

Owasso Board of Education Regular Meeting  
Monday, July 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: Present  
Stephanie Ruttman: Present  
Forrest Turpen: Present

Present: 5.

### **II. Special Recognition/Pledge of Allegiance**

### **III. Reports to the Board**

A. Superintendent - Dr. Margaret Coates Dr. Coates shared the next bond election will be on September 9, 2025 with adjusted projects to reflect a 13% decrease in the over all dollar amount. She gave a brief explanation how the Federal Funding freeze will cause a \$500,000.00 decrease in funding and the programs effected.

B. Teaching and Learning - Dr. Chris Barber Dr. Barber reported Summer programming continues to be successful and the Teaching and Learning team is gearing up to welcome new teachers on August 4 & 5. Over 130 students have participated in middle school music camps at the University of Arkansas.

C. District Services - Mr. Kerwin Koerner Mr. Koerner discussed the maintenance projects taking place across the district over the summer; carpet cleaning, floor waxing and painting continue to be done. Construction at Hodson is moving along with completion to be done by August 14th in time for the first day of school. Several replacement roofing projects are also taking place over the summer.

D. Continuous Strategic Improvement (CSI) Goal Area #4 Ram Resources - Mr. Kerwin Koerner Mr. Koerner reported that 87% of our school istes now have leadership programs and 93% of our school sites now have character education and life skills programs. We are continuing to develop strategies to improve culture and climate within our secondary schools. The Facilities improvement plan continues to be reviewed and adjusted periodically as needed.

### **IV. 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.

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

Motion to approve consent agenda items V.A. through V.G.i. 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

A. Minutes of Regular Meeting June 9, 2025

B. Teaching and Learning

i. Financial Agreement with Ignite2Unite for a workshop for the 2025-2026 school year at a cost of \$3,700, as outlined in the attachment and authorize the Superintendent or designee to execute the financial agreement

ii. Contract with Integrative Physical Therapy for the 2025-2026 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract

iii. Contract with Tulsa Technology Center for Educational Services, Tulsa Tech Career Center Academy Program (TTCA) (A Dropout Recovery/Dropout Prevention Program) or Tulsa Tech Aerospace Academy Program (TTAA) for the 2025-2026 school year at a cost of \$1,750.00 per student accepted for the TTAA or TTCA program as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

iv. Contract with Function 1st Therapies for the 2025-2026 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract

v. Memorandum of Understanding with Goodwill Industries of Tulsa, Inc. for providing Work Adjustment Training classes for the 2025-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the Memorandum of Understanding

vi. Contract with Amira Learning for the Amira Learning Suite Site Licenses for the 2025-2026 school year at a cost of \$52,725.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

C. District Services

i. Service Agreement with Schindler Elevator Corporation for \$6,202.48 for elevator maintenance services and \$1,181.25 for telecommunications in three elevators for the 2025-2026 school year at a cost of \$7,383.73 per year as outlined in the attachment, and authorize the Superintendent or designee to execute the Contract

ii. Proposed 2025-2026 Owasso Public Schools meal prices as outlined in the attachment

D. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for June and July 2025

2025-2026 General Fund #1-326 (Vendors) \$4,091,353.92

2025-2026 Building Fund #1-58 (Vendors) \$5,159,220.00

2025-2026 Child Nutrition Fund #1-27 (Vendors) \$2,191,264.00

2025-2026 Bond Fund 31 #1-160 (Vendors) \$10,292,212.52

2025-2026 Bond Fund 33 #1 (Vendors) \$713.68

2025-2026 Bond Fund 35 #1 (Vendors) \$21,000.00

2025-2026 Bond Fund 39 #1-3 (Vendors) \$57,578.23

ii. Activity Financial Report for June 2025

iii. Activity Account Budgets

iv. Sanctioning Applications

v. Advertising Agreement / Contract with Keith Tew Hometown Insurance Agency for the 2025-2026 school year at a donation of \$2,500, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement

vi. Advertising Agreement / Contract with TTCU Federal Credit Union for the 2025-2026 school year at a donation of \$5,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement

E. Quote with OSSBA for Board training for the 2025-2026 school year at a cost of \$750.00, as outlined in the attachment and authorize the Superintendent or designee to execute

F. Agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) for membership services for the 2025–2026 school year at a cost of \$2,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

G. Human Resources

i. Transitions

## **VI. Teaching and Learning**

A. Board to review Policy # 1.22 for first reading. Edits, changes, and additions to the policy are outlined in the attachment (Dr. Sarah Vann)

B. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #5.31, as outlined in the attachment (Dr. Sarah Vann)

Motion to approve the proposed edits, changes, and additions to Policy #5.31, as outlined in the attachment. 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

C. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #5.57, as outlined in the attachment (Dr. Sarah Vann)

Motion to approve the proposed edits, changes, and additions to Policy #5.57, as outlined in the attachment. This motion, made by Rhonda Mills 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

D. Board to consider and take possible action on the proposed school-approved student communication platforms/applications; Acellus to be used by school personnel in association with Policy #1.89 (Mrs. Charlene Duncan)

Motion to approve the proposed school-approved student communication platforms/applications; Acellus to be used by school personnel in association with Policy #1.89. 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

E. Board to consider and take possible action on the Agreement with the University of Oklahoma for Early Childhood Professional Development for the 2025-2026 school year at a cost of \$0.00 as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement (Mrs. Melissa Zumwalt)

Motion to approve the Agreement with University of Oklahoma for Early Childhood Professional Development for the 2025- 2026 school year at a cost of \$0.00 as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement. 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

F. Board to consider and take possible action on the Memorandum of Understanding with Southern Nazarene University for the Bachelor of Arts Degree for the 2025-2026 school year at a cost to the student of \$15,840.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU (Lisa Johnson)

Motion to approve the Memorandum of Understanding with Southern Nazarene University for the Bachelor of Arts Degree for the 2025-2026 school year at a cost to the student of \$15,840.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU. 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. District Services - Kerwin Koerner**

A. Board to consider and take possible action on the proposed budget for the Oklahoma Opioid Abatement Grant Application

Motion to approve the proposed budget for the Oklahoma Opioid Abatement Grant Application. 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

**VIII. Finance - Phillip Storm**

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

Motion to approve the Treasurer's Report for June 2025. This motion, made by Neal Kessler 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

B. Board to Consider and Take Possible Action on Proposed Salary Schedules for the 2025-2026 Fiscal Year for Support Staff, Certified Staff, and Administrative Staff

Motion to approve proposed Salary Schedules for the 2025-2026 Fiscal Year for Support Staff, Certified Staff, and Administrative Staff. 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

C. Board to Consider and Take Possible Action on National Board Certified Stipend for FY 2025-2026

Motion to approve National Board Certified Stipend for FY 2025-2026. 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

D. Board to consider and take possible action on the Contract with Oklahoma's Credit Union sponsorship advertising for the 2025-2026 school year at a donation of \$30,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract  
Motion to approve a contract with Oklahoma's Credit Union sponsorship advertising for the 2025-2026 school year at a donation of \$30,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. 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

E. Board to Consider and Take Possible Action on a School Site Statutory Waiver Application for Textbook Funding to be Submitted to the State Department of Education

Motion to approve a School Site Statutory Waiver Application for Textbook Funding to be Submitted to the State Department of Education. 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

F. Board to consider and take possible action on the Contract with Dental Depot sponsorship advertising for the 2025-2026 school year at a donation of \$2,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with Dental Depot sponsorship advertising for the 2025-2026 school year at a donation of \$2,000 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: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

G. Board to consider and take possible action on a Contract with Lawnovations sponsorship advertising for the 2025-2026 school year at a donation of \$5,000 as outlined in the attachment and authorize the Superintendent or designer to execute the Contract

Motion to approve the Contract with Lawnovations sponsorship advertising for the 2025-2026 school year at a donation of \$5,000 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

#### IX. **Human Resources** - Lisa Johnson

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

B. Board to review Policy #1.47 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

C. Board to review Policy #2.13 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

D. Board to review Policy #3.12 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

E. Board to review Policy #2.19 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

F. Board to review Policy #2.27 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

## X. Executive Session

A. Vote to convene into executive session for the purpose of discussing 3 appeals of denied out of district student transfers (Student A, Student B and Student C) with a review of confidential educational records and transfer requests of students whereby disclosure of any additional information could potentially violate FERPA as authorized by Okla.Stat.Tit25§307(B)(7)

Motion to convene into executive session at 7:26p.m. for the purpose of discussing 2 appeals of denied out of district student transfers (Student A, Student B and Student C) with a review of confidential educational records and transfer requests of students whereby disclosure of any additional information could potentially violate FERPA as authorized by Okla.Stat.Tit25§307(B)(7). This motion, made by Neal Kessler 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

B. Acknowledge return to Open Session Acknowledge return to Open Session at 8:09p.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, Frosty Turpen and Brent England. Also present during the executive session was Dr. Margaret Coates, Dr. Michelle Baker and Ms. Charlene Duncan. During the executive session, board members discussed 3 appeals of denied out-of-district student transfers (Student A, Student B and Student C) with a review of confidential educational records and transfer requests of students whereby disclosure of any additional information could potentially violate FERPA 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 accept or overturn the decision of the Superintendent to deny transfer request of Student A

Motion to accept the decision of the Superintendent to deny transfer request of Student A. This motion, made by Neal Kessler 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

XII. Board to consider and take possible action to accept or overturn the decision of the Superintendent to deny transfer request of Student B

Motion to accept the decision of the Superintendent to deny transfer request of Student B. 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

XIII. Board to consider and take possible action to accept or overturn the decision of the Superintendent to deny transfer request of Student C

Motion to accept the decision of the Superintendent to deny transfer request of Student C. This motion, made by Neal Kessler 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

#### XIV. **New Business**

There was no New Business.

#### XV. **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
- B. Ms. Regina Bogar
- C. Ms. Melissa Hickman

#### XVI. **Vote to Adjourn**

Motion to adjourn at 8:24p.m. 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

Owasso Board of Education Special Meeting  
Wednesday, July 16, 2025 8:00 AM 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 8:00 AM.

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

Present: 5.

**II. Pledge of Allegiance**

III. Superintendent & Board Discussion and Oklahoma State School Board Association Professional Development The Superintendent and Board discussed the highlights of the 24-25 school year and goals for the 25-26 school year. Dr. Coates shared a legislative update. The board participated in professional development presented by Dr. Hime and Dr. Siano from the Oklahoma State School Board Association.

IV. At approximately 12:00p.m. the board of education will be moving to The Tavern restaurant located at 201 N Main St, Tulsa, OK 74103

V. Call to Order and Roll Call

VI. At approximately 2:00p.m., the board of education will be moving to Tulsa Glass Blowing School, located at 7440 E 7th St. Tulsa, OK 74112 The board participated in a team-building activity led by Tulsa Glass-Blowing School.

VII. Call to Order and Roll Call

**VIII. Vote to Adjourn**

Motion to adjourn at 4:46 p.m. This motion, made by Neal Kessler 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

Owasso Board of Education Special Meeting  
Tuesday, July 29, 2025 3:00 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 3:00 PM.

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

Present: 4, Absent: 1.

### **II. Pledge of Allegiance**

III. Board to consider and take possible action on the OSDE Teacher Empowerment Grant application to offset district costs and provide additional funding to teachers who are currently receiving extra duty stipends for their leadership roles for the 2025-2026 school year as outlined in the attachment and authorize the Superintendent or designee to execute the grant Motion to approve the OSDE Teacher Empowerment Grant application to offset district costs and provide additional funding to teachers who are currently receiving extra duty stipends for their leadership roles for the 2025-2026 school year as outlined in the attachment and authorize the Superintendent or designee to execute the grant. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

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

Yea: 4, Nay: 0, Absent: 1

### **IV. Executive Session**

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

Motion to convene into executive session at 3:04p.m. for the purpose of discussing the hiring of one individual as Assistant Principal for Morrow Elementary. 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: Absent

Yea: 4, Nay: 0, Absent: 1

V. Acknowledge Board's return from executive session Acknowledge Board's return from executive session at 3:11p.m.

VI. 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, Frosty Turpen and Brent England. Also present during the executive session was Mr. Mark Officer. During the executive session, board members discussed the hiring of one individual as Assistant Principal for Morrow Elementary. Nothing else was discussed, and no votes were taken. This will constitute the minutes of the executive session.

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

Motion to hire Jacqueline Pope as the Morrow Elementary Assistant Principal. 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: Absent

Yea: 4, Nay: 0, Absent: 1

VIII. **Vote to Adjourn**

Motion to adjourn at 3:14p.m. 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: Absent

Yea: 4, Nay: 0, Absent: 1

## **August 11, 2025 Overnight/Out of State Student Activity Requests**

- **October 4, 2025 - Bentonville Marching Contest - OHS Band - Bentonville, AR**
- **October 16-20, 2025 - Providence Cup - OHS Mock Trial - Golden, CO**
- **October 17-19, 2025 - Bands of America St. Louis Super-Regional - OHS Band - St. Louis, MO**
- **October 29-30, 2025 - OSSAA One Act State - Undecided by OSSAA**
- **December 5-6, 2025 - OkMEA Final Round Auditions - OHS Selected Band Students - Moore, OK**
- **January 9-10, 2026 - NCDA All-Region Band Clinic - OHS Selected Band Students - Stillwater, OK**
- **January 21-24, 2026 - OkMEA All-State Clinic - OHS Selected Band Students - Tulsa, OK**
- **July 5, 2026 - University of Arkansas Summer Middle School Music Camps Drop Off - Owasso Middle School Bands - Fayetteville, AR**
- **July 12, 2026 - University of Arkansas Summer High School Music Camps Drop Off - Owasso High School Band Selected Students - Fayetteville, AR**



# Owasso Public Schools

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August 11, 2025

State Superintendent Ryan Walters, Chairperson  
Oklahoma State Board of Education  
2500 North Lincoln Blvd.  
Oklahoma City, Oklahoma 73105-4599

Superintendent Walters and State Board of Education Members:

This is to notify you that the Board of Education of Owasso Public Schools has approved a school year calendar based on House Bill 1087 which allows school districts to calculate their school year based on 181 days or 1086 hours. By selecting hours, the district has the flexibility to modify the school calendar due to weather-related school closings by either adding minutes or hours to the school day to reach the 1086 hours. Please see the attached Board Notes as documentation.

Respectfully yours,

Margaret Coates, Ed.D.  
Superintendent

<b>COUNTY</b>	Tulsa
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<b>DISTRICT</b>	Owasso
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<b>SITE</b>	Elementary Sites (9)
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<b>Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)</b>	
Number of Days	# of Hours per Day
2	6
<b>12</b>	

<b>Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minute, Partial Days or Virtual Days)</b>				
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes
9:00:00 AM	3:45:00 PM	405.00	25	380.00
				Number of Days Taught*
				169
				Total Hours
				1070.33

<b>Adding Additional Days/Minutes in Bulk (If minutes are added to a large number of school days)</b>				
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes
		0.00		12:00:00 AM
<b>Adding Additional Days/Hours or Partial Days/Hours (Partial days appear as days only when minutes are 240 or longer. Partial days appear as hours when minutes are longer than 120 and shorter than 240.)</b>				

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0.00		0.00		0.00
		0.00		0.00		0.00
		0.00		0.00		0.00
		0.00		0.00		0.00
		0.00		0.00		0.00
		0.00		0.00		0.00
		0.00		0.00		0.00
		0.00		0.00		0.00
		0.00		0.00		0.00
<b>ADDITIONAL DAYS TAUGHT</b>		<b>0</b>	<b>TOTAL MINUTES</b>	<b>12:00 AM</b>	<b>TOTAL HOURS</b>	<b>0.00</b>

<b>Professional Development Hours/Days</b>	
Number of Days	Number of Hours
5	6
<b>TOTAL PROFESSIONAL DEVELOPMENT HOURS</b>	
<b>30</b>	

**Meets 1086 Requirement**

**Meets 166 Requirement**

<b>GRAND TOTAL HOURS</b>	<b>1112.33</b>
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Total Days Taught for ASR =	171
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Total Days for 166 Requirement	169
--------------------------------	-----

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

RAO Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTES: Type here to enter a note.

<b>COUNTY</b>	Tulsa
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<b>DISTRICT</b>	Owasso
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<b>SITE</b>	Secondary Sites (4)
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Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	
Number of Days	# of Hours per Day
2	6
<b>12</b>	

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minute, Partial Days or Virtual Days)			
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast
8:00:00 AM	2:45:00 PM	405.00	25
		<b>Total Minutes</b>	<b>380.00</b>
		<b>Number of Days Taught*</b>	<b>169</b>
		<b>Total Hours</b>	<b>1070.33</b>

Adding Additional Days/Minutes in Bulk (If minutes are added to a large number of school days)			
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast
		12:00 AM	
		<b>Total Minutes</b>	<b>12:00 AM</b>
		<b>Number of Days Taught</b>	<b>0.00</b>

Adding Additional Days/Hours or Partial Days/Hours (Partial days appear as days only when minutes are 240 or longer. Partial days appear as hours when minutes are longer than 120 and shorter than 240.)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Date	Total Hours
		12:00 AM		12:00 AM	0.00
		12:00 AM		12:00 AM	0.00
		12:00 AM		12:00 AM	0.00
		12:00 AM		12:00 AM	0.00
		12:00 AM		12:00 AM	0.00
		12:00 AM		12:00 AM	0.00
		12:00 AM		12:00 AM	0.00
		12:00 AM		12:00 AM	0.00
		<b>TOTAL MINUTES</b>	<b>0</b>	<b>TOTAL HOURS</b>	<b>0.00</b>

Professional Development Hours/Days	
Number of Days	Number of Hours
5	6
<b>TOTAL PROFESSIONAL DEVELOPMENT HOURS</b>	
<b>30</b>	

**Meets 1086 Requirement**

<b>GRAND TOTAL HOURS</b>	<b>1112.33</b>
--------------------------	----------------

**Meets 166 Requirement**

Total Days Taught for ASR =	171
-----------------------------	-----

Total Days for 166 Requirement	169
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Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

<b>COUNTY</b>	Tulsa
<b>DISTRICT</b>	Owasso

<b>DISTRICT</b>	Owasso
<b>SITE</b>	Ram Academy

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	
Number of Days	# of Hours per Day
2	6
<b>12</b>	

Actual/Regular School Year *(Do Not Include Parent-teacher Conferences, Additional Minute, Partial Days or Virtual Days)			
Start Time	End Time	Minutes of Lunch/Breakfast	Total Minutes
8:30:00 AM	2:10:00 PM	340:00	315:00
			25
			169
			887.25

Adding Additional Days/Minutes in Bulk (If minutes are added to a large number of school days)			
Start Time	End Time	Minutes in School Day	Total Minutes
		12:00 AM	12:00 AM

Adding Additional Days/Hours or Partial Days/Hours (Partial days appear as days only when minutes are 240 or longer. Partial days appear as hours when minutes are longer than 120 and shorter than 240.)			
Start Time	End Time	Minutes in School Day	Total Minutes
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
		12:00 AM	12:00 AM
<b>ADDITIONAL DAYS TAUGHT</b>			<b>0</b>
<b>TOTAL MINUTES</b>			<b>12:00 AM</b>
<b>TOTAL HOURS</b>			<b>0.00</b>

Professional Development Hours/Days	
Number of Days	Number of Hours
5	6
<b>TOTAL PROFESSIONAL DEVELOPMENT HOURS</b>	
<b>30</b>	

**Does Not Meet 1086 Requirement**

**Meets 166 Requirement**

Total Days Taught for ASR =	171
Total Days for 166 Requirement	169
<b>GRAND TOTAL HOURS</b>	
<b>929.25</b>	

Superintendent Signature

Date

RAO Signature

Date

NOTES: Type here to enter a note.

**State of Oklahoma  
Department Of Rehabilitation Services  
Transition School-to-work: Work Study**

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**«Owasso Public Schools  
1501 N. Ash  
Owasso OK 74055-4920**

("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.

## I. 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 has a current contract in place.

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)**.

## A. 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 15<sup>th</sup> 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.

## A. 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.

## B. 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).

1. 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)(l). **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.**
  
2. 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.

## I. 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, time sheets 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).

## A. 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.

## **A. 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.

### **I. 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.

#### **A. 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.

#### **B. Modification**

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

#### **C. 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.

#### **D. 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.

#### **A. 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.

#### **B. 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.

#### **C. 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.

#### **D. 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.

#### **E. 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.

#### **F. Audit**

##### **1. Federal Funds**

Organizations that expend \$1,000,000 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.

1. **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.

2. **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. 58<sup>th</sup> Street, Suite 300, Oklahoma City, OK 73112 or [Contracts@okdrs.gov](mailto: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.

**G. 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.

**H. 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.

## **A. 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.

## **B. 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.

## **C. 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.

## **D. 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](http://www.dhs.gov/E-Verify).

## **E. 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.

## **A. 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.

## **B. 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.

## **C. 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.

## **D. 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.

## **E. 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.

#### **A. 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 by the legislature or are not 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.

#### **B. 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.

#### **C. 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

- Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides services to persons under the age of eighteen (18) years pursuant to the terms of this contract, or who works on the premises of OSB or OSD is currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act (57 O.S. §§ 581 *et seq.*) or the Mary Rippy Violent Crime Offenders Registration Act (57 O.S. §§ 591 *et seq.*).

Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48

As applicable, Contractor shall comply with all requirements provided for at 57 O.S. § 589 and 70 O.S. § 6-101.48.

**I. Signatures**

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of  
Rehabilitation Services

*Kathy Lowry*

Jul 14, 2025

Signature

Date

Kathy Lowry, CPO

Print Name

Manager/Compliance Officer

Title

Contractor

Signature

Date

Print Name

Title

Contact Person

Telephone

Contractor's Email Address

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN**

Owasso Public Schools

VENDOR

Contract Number

Esther Watkins has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

# MEMORANDUM OF UNDERSTANDING

*between*

Owasso Public Schools of Tulsa County, Oklahoma  
and CREOKS Mental Health Services, Inc.

This **MEMORANDUM OF UNDERSTANDING** is hereby made and entered into by and between Owasso Public Schools of Tulsa County, Oklahoma, hereinafter referred to as “the District”, and **CREOKS Mental Health Services, Inc.**, hereinafter referred to as “**CREOKS**” for the **2025-2026** school year.

## I. Purpose

- a. The purpose of this agreement is to obtain Behavioral Health Services from CREOKS for students who are eligible, and their families, in all schools of the District as mutually agreed upon by the District and CREOKS.
- b. CREOKS offers to provide behavioral health services under the terms and conditions of this Agreement.

## II. Working Agreement

- a. The parties agree as follows:
  1. CREOKS shall provide a minimum of one provider to deliver behavioral health support services to students participating in the Program. Appropriate licensed and/or certified staff will be provided based on the individualized needs of the school system.
  2. The PROVIDER will also possess all other qualifications necessary under state or federal law and regulations to support successful Medicaid billing by PROVIDER for the services they provide in the program.
  3. The PROVIDER will implement behavioral health services consistent with the expectations of the District’s Superintendent. The PROVIDER will perform the following duties in accordance with the following mutually agreed design.
    - a. Determine specific therapeutic needs, plan and provide appropriate therapies and activities, and assess, modify and improve the services provided to each student involved in the Program as dictated by the student’s individual needs and consistent with this Agreement.
    - b. At the request of the principal or District Superintendent, the PROVIDER shall participate in District meetings, such as child study team meetings, educational team staffing’s, IEP meetings, parent conferences or other meetings as mutually agreed upon by both parties to the Agreement.
    - c. Orient, train and consult with professional and nonprofessional staff in treatment techniques that can be used in the classroom.
    - d. Provide monthly tracking reports and other reports to the District on a mutually agreeable schedule.
    - e. Provide in-service training for staff as mutually agreed upon by both parties to the Agreement: and
    - f. Perform other services as may be mutually agreed upon by both parties to the Agreement.
  4. The participating school’s designated faculty will make referrals into the program and work with on-site PROVIDER staff to help optimize program attendance.

- a. In the event that there are issues involving PROVIDER personnel and the issues are not resolved, PROVIDER will, upon written request by the District, review the concerns and take appropriate action.
- b. All wages, taxes, benefits and other employment-related expenses and duties associated with the PROVIDER are the sole responsibility of the PROVIDER.
- c. Services under this Agreement will extend for the duration of the school year. The PROVIDER will provide services at the assigned school site on the same schedule as the teachers. Services provided during the summer months or continuous learning schools' intersessions which are billable under this contract will be mutually agreed upon by both parties.
- d. The District agrees to provide adequate space, furniture, and other furnishings as mutually agreed upon by both parties to this Agreement for the implementation of the Program.
- e. PROVIDER will maintain all records, logs, and documentation, including progress notes prepared by the PROVIDER Employees concerning students in the Program in compliance with the Family Educational Rights and Privacy Act.
- f. PROVIDER shall act as the Medicaid Provider for all services provided under this Agreement and will promptly bill Medicaid for all services provided to District Students who are Medicaid eligible pursuant to the fee schedule set forth in Attachment A, which is the current Medicaid fee schedule for the services to be provided. PROVIDER will comply with the requirements of state and federal law and regulations is seeking Medicaid reimbursement for these services. PROVIDER is solely responsible for the proper billing of Medicaid-covered services under this Agreement.
- g. PROVIDER has no duty to disclose treatment information to the District, and all treatment provided is privileged and confidential pursuant to state and federal law and regulations.

### **III. Liability and Indemnification**

- a. PROVIDER agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss, or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of PROVIDER, its officers, agents, employees, or contractors. Also, as the Medicaid Provider under this Agreement, PROVIDER shall specifically indemnify and hold harmless the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss or expense, including reasonable attorneys' fees, relating to any legal proceedings (including, but not limited to, administrative proceedings), penalties, claims, or Medicaid disallowances arising out of any omission, fault or negligence by PROVIDER, its agents, employees or anyone under its direction or control, or on its behalf, in connection with the billing of and reimbursement from Medicaid as required in this Agreement.
  1. PROVIDER agrees that prior to entering this Agreement, PROVIDER has obtained a Commercial General Liability (CGL) insurance policy, Professional Liability insurance policy (PL) and School Leaders Legal Liability insurance policy (SLL) (otherwise known as Directors and Officers Liability Insurance), each insuring PROVIDER in an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$2,000,000.00 in the aggregate for personal injury or death. PROVIDER must add the District as an additional insured party on each policy for purposes of PROVIDER's performance of this Agreement and maintain the required insurance policies at all times while this Agreement is in effect. PROVIDER agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies is cancelled during the school year, PROVIDER must immediately notify the District.
  2. Further, PROVIDER affirms that its employees and any subcontractor who will be on District property and acting on behalf of PROVIDER in performance of this Agreement

are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

3. All educational materials and supplies will be provided to PROVIDER but remain the property of the District and shall be annually inventoried by the District.
4. The PROVIDER will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the Program. District personnel will directly supervise the day-to-day operation of the Program.

#### **IV. Privacy and Security**

- a. Recognizing the District's interest in providing the most secure environment possible for its students, CREOKS agrees it will act under this Memorandum in compliance with 70 O.S. §6-101.48. Specifically:
  1. CREOKS will not permit any person under its authority, whether employee or volunteer, from coming on to school premises for any activity covered by this Memorandum if that person is currently registered or required to register under the Oklahoma Sex Offenders Registration Act, or the Mary Rippey Violent Crime Offenders Registration Act; and
  2. CREOKS agrees that where work is to be performed by a company employee which would otherwise be performed by a school employee on a full-time or part-time basis, the company shall not permit any person(s) from performing work on school premises if said person(s) 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 or the employee has received a presidential or gubernatorial pardon for the offense.
- b. CREOKS's agreement to and acceptance of this Memorandum as evidenced by the signature(s) below serves as CREOKS's statement of compliance with the requirements of paragraphs A of this section, as required by 70 O.S. §6-101.48(B).
- c. CREOKS agrees to require all persons under its authority to register through the District's visitor tracking system and clearly display the printed visitor badge while performing activities described in this Memorandum on school premises.
- d. CREOKS agrees 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).
  1. A student's social security number or student identification number, race/ethnicity, citizenship, nationality, gender, grades, or class schedule is always protected information which should solely be used internally and even then only when essential and among authorized individuals, and which should never be shared with any third party.
  2. Other records that are directly related to a student or students are also considered educational records that are protected under FERPA. They can be items that contain a student's name, or several students' names, or information from which an individual student or students can be personally (individually) identified. Educational records include files, documents and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that contain information directly related to students and from which students can be personally identified. No educational record should ever be shared with a third party without express written permission from the parent or guardian (if the student is under the age of 18), or the student (if the student is age 18 or older).

3. CREOKS agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to identification of a student. This includes taking photographs, making recordings (video and/or sound), collecting student's written or oral statements, or using records made in connection with the activities that are the subject of this Memorandum. The only exception is where written permission for gathering, releasing, or otherwise using the types of information described in this paragraph is obtained from the parent (if the student is under the age of 18), or the student (if the student is age 18 or older).
- e. CREOKS and the District agree that their employees and volunteers under their authority will conduct themselves in a professional and ethical manner and in accordance with District policies and procedures.

#### **V. Liability and Indemnification**

CREOKS agrees to defend, save, indemnify, and hold the District harmless from any alleged claims, demands, causes of action, liability, loss, damages, and/or injury arising out of or incident to any acts, omissions, negligence, or willful misconduct of CREOKS personnel, employees, agents, contractors, or volunteers in connection with the performance of the activities described in this Memorandum.

#### **VI. POINTS OF CONTACT**

Primary Contacts:

##### **Owasso Public Schools**

Charlene Duncan  
**Director of Special Services**  
Owasso Public Schools  
1501 N Ash Street  
Owasso, OK 74055  
Phone: 918-272-8021  
charlene.duncan@owassops.org

##### **CREOKS Behavioral Health Services, Inc.**

**Brandi Smith**  
**Chief Clinical Officer/Clinical Director**  
CREOKS Behavioral Health  
4103 S Yale Ave Ste B  
Tulsa, OK 74135  
Office 918-382-7300  
Cell 918-884-1630  
[Brandi.Smith@creoks.org](mailto:Brandi.Smith@creoks.org)

#### **VII. GENERAL**

- a. CREOKS agrees that the activities it undertakes under this Memorandum are intended to provide services to the District and that it will not seek compensation from the District in connection with its participation in these activities.
- b. CREOKS agrees that it will not claim or imply that the District endorses the sale or purchase of its services.
- c. This Memorandum in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.
- d. Nothing in this Memorandum authorizes or is intended to obligate the District to expend, exchange, or reimburse funds, services, or supplies, or transfer anything else of value.
- e. All agreements within this Memorandum are subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements of the State of Oklahoma and Tulsa County.
- f. Either party may cancel this agreement on thirty (30) days' notice to the other party, in writing, by certified mail or personal delivery.

Both the District and CREOKS agree to the above Memorandum.

Witnessed:

**Owasso Public Schools**

\_\_\_\_\_  
Signature

Brandi Smith  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CREOKS Behavioral Health Services, Inc.**

  
\_\_\_\_\_  
Signature

Printed Name

Chief clinical officer  
\_\_\_\_\_  
Title

7/10/2025  
\_\_\_\_\_  
Date



## Owasso Public Schools - Owasso Public Schools - Renewal

### Owasso Public Schools

1501 N Ash Street  
Owasso, OK 74055  
United States

Reference: 20250716-162846175

Quote created: July 16, 2025

Quote expires: September 14, 2025

Quote created by: Tayla Rooney

### Charlene Duncan

charlene.duncan@owassops.org  
(918) 272-8021

trooney@letsgolearn.com

+15125492395

## **Comments from Tayla Rooney**

### **Assessment & Instruction**

Price includes:

- 500 student licenses - Adaptive Diagnostic Assessment of Math (ADAM/DOMA)
- 500 student licenses - Diagnostic Online Reading Assessment (DORA)
- 500 student licenses -Skills-Based Formative Assessment - Math
- 500 student licenses -Skills-Based Formative Assessment - ELA
- 500 - EDGE Math Lessons
- 500 - EDGE ELA Lessons

### **Data Portal**

**Silver Level** Includes:

- Base Reports - Usage Report, Raw Scores, Pre/Post Gains, and Instructional Usage Report
- Performance Bands
- Average Scores
- Assessment Profile
- Avg. Skills Gap Analysis
- Demonstrated Gains
- All RtI Reports
- 

### **Training**

- Virtual PD - 3 Sessions

Licenses are good for 1 year from date of purchase

All quotations are good for 60 days.

Let's Go Learn Cust. Service: 888-618-7323

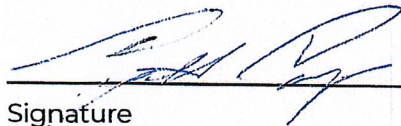
## Products & Services

Item & Description	Quantity	Unit Price	Total
LGL Math Platform 100 > students	500	\$37.50	\$18,750.00 for 1 year
LGL Reading Platform 100 > students	500	\$37.50	\$18,750.00 for 1 year
Virtual PD Single Session	3	\$500.00	\$1,500.00
Silver Level: Data Portal and Reporting Package based on 1 to 500 students	1	\$2,875.00	\$2,875.00 for 1 year
One-time subtotal			\$41,875.00
<b>Total</b>			<b>\$41,875.00</b>

### Purchase terms

By signing you are authorizing this quote to become an order of Let's Go Learn products and services. And you agree to the standard terms of use published at: (<http://www.letsgolearn.com/lgl/site/terms/>)

### Signature

  
Signature

7/18/25  
Date

Cynthia Capone  
Printed name

**MEMORANDUM OF UNDERSTANDING FOR PUBLIC ASSISTANCE BETWEEN  
TULSA CITY-COUNTY HEALTH DEPARTMENT AND  
OWASSO PUBLIC SCHOOLS**

This Memorandum of Understanding ("MOU") is made between the Tulsa City-County Health Department ("TCCHD"), a political subdivision of the State of Oklahoma, and Owasso Public Schools ("PARTNER") to provide physical facilities for emergency public health services.

The TCCHD is required to plan, train, and prepare for public health emergencies arising from natural or man-made causes. During such an emergency, it may be necessary to immunize or provide prophylaxis to large numbers of people in the area served by TCCHD. PARTNER possesses physical facilities that can accommodate necessary mass immunizations or prophylaxis and desires to be helpful with necessary training and handling of public health emergencies. PARTNER agrees to make available for purposes of mass immunization, prophylaxis, training, and inspection, as described herein, its facilities as described below:

The facility located at 12900 E 86<sup>th</sup> Street North, Owasso, OK ("FACILITY"), upon the following terms:

1. The Agreement will go into effect only if the Executive Director of the TCCHD declares the existence of a public health emergency, or upon reasonable notice by the Executive Director or Designee, to conduct an inspection or training exercise at the FACILITY.
2. PARTNER agrees to permit to the extent of its ability, and upon notification by the Executive Director of a public health emergency necessitating use of the FACILITY, the exclusive use of the FACILITY as is practicable, for the requested time period for purposes of mass immunization or prophylactic and control activities. TCCHD agrees to provide PARTNER with as much advance notice of need for the FACILITY as possible. Use of the FACILITY for training exercises will occur on dates and times and rent and for durations as mutually agreed by the parties. TCCHD and PARTNER acknowledge the duration of a public health emergency event and TCCHD's resulting need for the FACILITY will depend on the circumstances and cannot be specified with certainty. Accordingly, PARTNER agrees to allow TCCHD's use of the FACILITY for up to twelve (12) days for a public health emergency.
3. Representatives of both parties will inspect the FACILITY before use by TCCHD for a public health emergency or a training exercise and note material defects of the FACILITY or defects of any significant FACILITY equipment to be used *by* TCCHD. Before TCCHD vacates the FACILITY, representatives of both parties will inspect the FACILITY to

- note any discrepancies between the completed inspection form and the condition of FACILITY and significant FACILITY equipment.
4. PARTNER agrees to permit the use of its equipment, including, but not limited to, office equipment, telephones, copy machines, computers, fax machines, tables, chairs, desks, cots, wheelchairs, and equipment utilized for childcare within the FACILITY, refrigerators and freezers. PARTNER agrees to provide and replenish normal and customary consumables and maintenance supplies, including but not limited to, paper towels, toilet paper and garbage bags during TCCHD's usage of FACILITY. TCCHD will bear costs for installing, maintaining and removing any radios, telephones and related automation equipment that it brings to the FACILITY. PARTNER agrees to allow TCCHD to bring into FACILITY food and beverage items for TCCHD's employees and volunteers working at the FACILITY during the public health emergency.
  5. PARTNER agrees to designate three points of contact, in order to provide and assure TCCHD 24/7 availability of the designated contacts. TCCHD agrees to hold the information related to the contacts confidential to the extent allowed by law. No employment relationship between the TCCHD and PARTNER 's employees shall be created by this Agreement. PARTNER 's designated points of contact shall remain and continue as employees of PARTNER and shall not be deemed employees of PARTNER for any purpose.
  6. TCPFA agrees to provide normal maintenance of the FACILITY related to air/heat, maintenance of bathroom facilities, etc. TCCHD will remove all waste associated with POD operations.
  7. PARTNER agrees to allow FACILITY to be visited by TCCHD representatives and any accompanying law enforcement personnel and/or other appropriate state and federal government representatives for the development and maintenance of plans upon reasonable notification and coordination. TCCHD will perform an annual inspection of FACILITY at a mutually agreed date and time and will be accompanied on the inspection by PARTNER designated representatives.
  8. PARTNER agrees to allow FACILITY to be listed in a confidential annex to the local plan for distribution of assets of the Strategic National Stockpile
  9. TCCHD agrees to provide continuously at the FACILITY, during a public health emergency or training exercise, a contact person, who will perform as a POD team leader, to answer questions of PARTNER and to meet with TCPFA's designated representative periodically to evaluate the necessity for continuation of operations and to resolve operational concerns. Information, including name and access information such as cell phone number for TCCHD'S contact person and such contact person's designee, will be provided upon notification of TCCHD'S need to use the FACILITY for a public health emergency, at the time TCCHD'S use of the FACILITY commences, or, upon naming the designee.
  10. The parties acknowledge that TCCHD is a governmental entity and is subject to Oklahoma constitutional debt limitations; reimbursements under this Agreement by TCCHD to PARTNER are subject to the Oklahoma Constitution.

11. TCCHD agrees that it is responsible for dismantling operations of its mass clinic and is responsible for cleaning or restoring the FACILITY, equipment or supplies to their conditions existing before TCCHD'S use.
12. The parties acknowledge that TCCHD is self-insured and is a local government entity and political subdivision with limited liability up to the maximum limits of liability under the Oklahoma Governmental Tort Claims Act.
13. This Agreement shall take effect on July 1, 2025, and remain in effect until June 30, 2028, or until otherwise agreed to by the parties. The Agreement may be terminated at any time by either party by giving 120 days' advance written notice to the other party. The Parties' contact persons are:

For TCCHD: Megan Calahan, Manager, Emergency Preparedness and Response at 918-595-4413 (office) and [mcalahan@tulsa-health.org](mailto:mcalahan@tulsa-health.org)

For PARTNER: Stephanie Ruttman, School Board President at 918-272-5367 (office) and [stephanie.ruttman@owassops.org](mailto:stephanie.ruttman@owassops.org)

**Tulsa City-County Health Department:**

Bruce Dart, Executive Director: \_\_\_\_\_

Approved as to Form: \_\_\_\_\_  
Todd Maxwell, Legal Counsel

**Owasso Public Schools**

\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Renewal of Interlocal Agreement  
Between  
Owasso Public Schools  
And  
Rogers County**

THIS AGREEMENT IS MADE between Rogers County, a political subdivision of the State of Oklahoma ("County"), by and through the Board of County Commissioners of Rogers County, and Independent School District No. 11, commonly known as Owasso Public Schools, wherein both parties agree to renew the Interlocal Agreement between Rogers County and Independent School District No. 11, commonly known as Owasso Public Schools ending June 30, 2021, for fiscal year 2025-2026, beginning July 1, 2025, and ending June 30, 2026, under the same terms as those included in the Agreement ending June 30, 2021. This Agreement is effective as of July 1, 2025.

BOCC Meeting Date: AUG 04 2025

**THE BOARD OF COUNTY COMMISSIONERS  
OF ROGERS COUNTY**

**INDEPENDENT SCHOOL DISTRICT NO. 11 OF  
ROGERS COUNTY, OKLAHOMA A/K/A  
OWASSO PUBLIC SCHOOLS**

By:   
Chairman

By: \_\_\_\_\_  
Stephanie Ruttman, President  
Owasso Public Schools

APPROVED AS TO FORM:

ATTEST:

By:   
District Attorney

\_\_\_\_\_  
Neal Kessler, Clerk  
Owasso Public Schools

  
County Clerk *1st Deputy*

(Seal)

Date: AUG 04 2025



CERTIFICATE OF APPROVAL

August 11, 2025

Purchase Orders to be approved by the Board of Education:

**2025-2026 General Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		327-480	399,512.12
<i>VENDORS</i>	Change Orders		2,000.00
			<u>\$ 401,512.12</u>

**2025-2026 Building Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		59-63	33,175.00
<i>VENDORS</i>	Change Orders		6,185.00
			<u>\$ 39,360.00</u>

**2025-2026 Child Nutrition Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		28-33	136,767.40
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 136,767.40</u>

**2025-2026 Bond Fund 31**

		<u>P.O. Nos</u>	
<i>VENDORS</i>		161-204	732,789.10
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 732,789.10</u>

**2025-2026 Bond Fund 33**

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

**2025-2026 Bond Fund 35**

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

**2025-2026 Bond Fund 39**

<i>VENDORS</i>		<u>P.O. Nos.</u>	6,118.83
<i>VENDORS</i>	Change Orders	4	0.00
			<u>\$ 6,118.83</u>

**Owasso Public Schools****Purchase Order Register****Options:** Year: 2025-2026, Fund(s): 11 - GENERAL, Date Range: 7/10/2025 - 8/6/2025, PO Range: 327 - 480

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
327	07/14/2025	18326	OMNI OKC LLC	Hotel - Special Ed Conference July 21 - 23, 2025	4,926.18
328	07/14/2025	18919	JIGSAW LEARNING LLC	Teachtown licenses and subscriptions enCORE	800.00
329	07/14/2025	18452	OKCDT ENTERPRISE LLC	Hotel - Special Ed Conference July 21 - 23, 2025	1,174.08
330	07/14/2025	82953	CHARLENE D DUNCAN	Per Diem for Oklahoma Special Education Conference	292.50
331	07/14/2025	84393	KATHLEEN WEHMEYER	Per Diem for Oklahoma Special Education Conference	292.50
332	07/14/2025	86771	SARAH P ZAWADA	Per Diem for Oklahoma Special Education Conference	0.00
333	07/14/2025	81174	STEPHANI R BARGER	Per Diem for Oklahoma Special Education Conference	137.50
334	07/14/2025	84134	LINSEY D TOMPKINS	Per Diem for Oklahoma Special Education Conference	212.50
335	07/14/2025	85318	VANESSA C BORDERS	Per Diem for Oklahoma Special Education Conference	137.50
336	07/14/2025	86668	SHELBY MARIE HOWARD	Per Diem for Oklahoma Special Education Conference	212.50
337	07/14/2025	87528	PATRICIA DAWN COX	Per Diem for Oklahoma Special Education Conference	137.50
338	07/14/2025	88167	TANNER RANDALL COX	Per Diem for Oklahoma Special Education Conference	137.50
339	07/14/2025	87322	KATIE NICOLE STOOKEY	Per Diem for Oklahoma Special Education Conference	212.50
340	07/14/2025	85129	KATELYN A JOHNSON	Per Diem for Oklahoma Special Education Conference	212.50
341	07/14/2025	88137	BRIONNA NICOLE BADONI	Per Diem for Oklahoma Special Education Conference	212.50
342	07/14/2025	85018	MELISSA BETH LAMBLEY	Per Diem for Oklahoma Special Education Conference	212.50
343	07/14/2025	19857	AOPA FOUNDATION INC	FRY/AOPA AVIATION STEM SYMPOSIUM REGISTRATION	600.00
344	07/14/2025	6675	ASSOCIATION FOR CAREER AND TECH ED	LEANDER/ACTE VISION CONFERENCE REGISTRATION	600.00
345	07/14/2025	166	QUILL CORPORATION	MAIN OFFICE/OPEN PO/GENERAL OFFICE SUPPLIES	2,500.00
346	07/14/2025	276	WALMART #168	MAIN OFFICE/OPEN PO/GENERAL OFFICE SUPPLIES.	150.00
347	07/14/2025	11351	AMAZON	MAIN OFFICE/GENERAL OFFICE SUPPLIES.	150.00
348	07/14/2025	4999	OFFICE DEPOT	MAIN OFFICE/OPEN PO/GENERAL OFFICE SUPPLIES.	300.00
349	07/15/2025	18959	OKLAHOMA ASSOCIATION FOR PERSONS	OTI 2025 Conference	1,500.00
350	07/15/2025	1400	INTEGRATIVE PHYSICAL THERAPY P.C.	Physical Therapy Services	162,550.00
351	07/15/2025	18418	CONCORD THEATRICALS CORP	King - Rights, Royalties, Scripts	3,000.00
352	07/15/2025	65	DRAMATISTS PLAY SERVICE, INC	King - Rights, Royalties, Scripts	1,500.00
353	07/15/2025	11061	ULINE	Green - Storage Rack	900.00
354	07/15/2025	14281	BSN SPORTS	Uniforms for District Services	1,049.75

## Owasso Public Schools

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): 11 - GENERAL, Date Range: 7/10/2025 - 8/6/2025, PO Range: 327 - 480

PO No	Date	Vendor No	Vendor	Description	Amount
355	07/15/2025	19794	IGNITE 2 UNITE LLC	25-26 Professional Development	3,700.00
356	07/15/2025	1432	OSSBA	OPEN P.O. Board Training Registrations	2,500.00
357	07/15/2025	70073	CCOSA OF OKLAHOMA CITY	District Level Membership 25-26	2,500.00
358	07/15/2025	70073	CCOSA OF OKLAHOMA CITY	OPEN P.O. CCOSA Registrations 25-26	6,000.00
359	07/15/2025	14441	AMERICAN FIDELITY ADMIN SERVICES	TIME & ELIGIBILITY SVC JULY 2025	1,341.90
360	07/16/2025	1093	ACT	Partial Payment for Title VI student ACT vouchers	2,200.00
361	07/16/2025	1093	ACT	Partial Payment for JOM student ACT vouchers	5,000.00
362	07/16/2025	20150	RLJ 111 - HGN PITTSBURGH LESSEE LP	Lodging for Carnegie Melon AI Workshop	3,750.00
363	07/16/2025	18485	ALEXANDRA ROBERTS	Program Brochures	150.00
364	07/16/2025	487	EDUCATIONAL PRODUCTS INC	Basic School Supply Kits	28,000.00
365	07/16/2025	11351	AMAZON	School Supplies	3,000.00
366	07/16/2025	10483	SAM'S CLUB	Community Meal - August 5, 2025	250.00
367	07/16/2025	15762	HIDEAWAY - 2 INC	JOM School Supply Distribution Refreshments	0.00
368	07/16/2025	13553	KELLEY RABY	Travel Per Diem - AI Workshop	330.00
369	07/16/2025	82384	LAURI STEWART	Travel Per Diem - AI Workshop	330.00
370	07/16/2025	14973	KARA CADUE	Travel Per Diem - AI Workshop	330.00
371	07/16/2025	11659	HEATHER BLAKE	Travel Per Diem - AI Workshop	330.00
372	07/16/2025	16323	GLOBAL COMPLIANCE NETWORK	District PD-additional content	150.00
373	07/18/2025	276	WALMART #168	District Supplies	525.00
374	07/18/2025	18958	Theatrefolk Ltd.	King - Yearly Subscription	500.00
375	07/18/2025	18418	CONCORD THEATRICALS CORP	Botts - Scripts	200.00
376	07/18/2025	3153	PIONEER DRAMA SERVICE, INC.	Botts - Scripts	90.00
377	07/18/2025	8175	PLAYSCRIPTS, INC	Botts - Scripts	200.00
378	07/18/2025	166	QUILL CORPORATION	RICHERSON/OPEN PO/OFFICE AND GENERAL SUPPLIES	2,000.00
379	07/18/2025	4999	OFFICE DEPOT	RICHERSON/OPEN PO/OFFICE AND GENERAL SUPPLIES	1,500.00
380	07/18/2025	4999	OFFICE DEPOT	RICHERSON/OPEN PO/PAPER SUPPLIES	350.00
381	07/18/2025	166	QUILL CORPORATION	RICHERSON/OPEN PO/ICAP OFFICE AND GENERAL SUPPLIES	500.00
382	07/18/2025	11351	AMAZON	RICHERSON/OFFICE AND GENERAL SUPPLIES	250.00
383	07/18/2025	2578	SOUTHWEST TULSA TROPHY	RICHERSON/OPEN PO/NEW AND REPLACEMENT NAME BADGES	600.00
384	07/18/2025	15031	HYATT REGENCY INDIANAPOLIS	FRY/AOPA AVIATION STEM SYMPOSIUM HOTEL	800.00
385	07/18/2025	19937	PREVENTION SCIENCE PRESS INC	Online Workshop for lifeskills training	387.50
386	07/21/2025	195	FELKINS ENTERPRISES, LLC	Blanket-Posters and other PD printed materials	1,000.00
387	07/21/2025	18616	THE CENTER FOR INDIVIDUALS WITH	Deaf Interpretation Services for Parents	1,000.00

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): 11 - GENERAL, Date Range: 7/10/2025 - 8/6/2025, PO Range: 327 - 480

PO No	Date	Vendor No	Vendor	Description	Amount
388	07/21/2025	12022	NCS PEARSON	Testing Materials	750.00
389	07/21/2025	20099	SHELBY STAVELY CARUSO	Speech and Language Services	1,000.00
390	07/22/2025	15368	OK STATE REGENTS FOR HIGHER ED	REIMBURSE FOR PAYMENT RECEIVED IN ERROR	12,000.00
391	07/24/2025	14308	OIAAA	REIMBURSE FOR PAYMENT RECEIVED IN ERROR	120.00
392	07/25/2025	13710	PALEN MUSIC - BROKEN ARROW	Gorham - OPEN PO - Supplies	3,000.00
393	07/25/2025	154	SAIED MUSIC CO	Gorham - OPEN PO - Supplies	3,000.00
394	07/25/2025	1543	J.W. PEPPER & SON, INC	Gorham - OPEN PO - Music/Supplies	1,000.00
395	07/25/2025	154	SAIED MUSIC CO	Gorham - OPEN PO - Repairs	10,000.00
396	07/25/2025	13710	PALEN MUSIC - BROKEN ARROW	Gorham - OPEN PO - Repairs	1,000.00
397	07/25/2025	11351	AMAZON	Botts - Class Project Supplies	225.00
398	07/25/2025	11351	AMAZON	Basic School Supplies	2,000.00
399	07/25/2025	15762	HIDEAWAY - 2 INC	JOM Parent Meeting Refreshments 8/4/2025	40.00
400	07/28/2025	12696	OKACTE	Conference Registration and Membership Dues	290.00
401	07/28/2025	16355	ETSY, INC	Decorations for office	150.00
402	07/28/2025	276	WALMART #168	Classroom Supplies	300.00
403	07/28/2025	9608	HOBBY LOBBY #25	Classroom Supplies	300.00
404	07/28/2025	4999	OFFICE DEPOT	Gorham - OPEN PO - Office Supplies	500.00
405	08/04/2025	12696	OKACTE	Registration Fee Career Tech Conference August 4-5	315.00
406	08/05/2025	4616	MORRIS PRINTING GROUP INC	Planners for 4th & 5th grade	900.00
407	08/05/2025	9612	ROCHESTER 100 INC.	Communication folders for K-4	600.00
408	08/05/2025	11351	AMAZON	Primary Journals for k-2	250.00
409	08/05/2025	10483	SAM'S CLUB	Annual Membership for school	125.00
410	08/05/2025	11351	AMAZON	Anchor paper/2 gal baggies/name tag holders	150.00
411	08/05/2025	10483	SAM'S CLUB	Binders and page protectors	75.00
412	08/05/2025	11351	AMAZON	Name tags/gallon baggies/birthday crowns/cardstock	300.00
413	08/05/2025	11351	AMAZON	name plates/wipe off folders/ manilla envelopes	200.00
414	08/05/2025	11351	AMAZON	New tub for recess ball - 3rd gr	75.00
415	08/05/2025	18996	LITERACY RESOURCES, LLC	PK curriculum	120.00
416	08/05/2025	11351	AMAZON	beg of year 4th gr, paper/chart/stickers etc	900.00
417	08/05/2025	10483	SAM'S CLUB	Fruit by the foot for writing lesson	75.00
418	08/05/2025	11351	AMAZON	bulletin board boarder for school	75.00
419	08/05/2025	11351	AMAZON	Various office supplies -Beg of year	500.00
420	08/05/2025	10483	SAM'S CLUB	Batteries for clocks/mega phone	200.00
421	08/05/2025	445	THE PROPHET CORPORATION	Playground balls	500.00

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): 11 - GENERAL, Date Range: 7/10/2025 - 8/6/2025, PO Range: 327 - 480

PO No	Date	Vendor No	Vendor	Description	Amount
422	08/05/2025	18354	SCHOOL SPECIALTY LLC	various colors of construction paper	300.00
423	08/05/2025	18592	Marenem Inc.	PK curriculum	75.00
424	08/05/2025	11351	AMAZON	Supplies/Materials for new teachers	700.00
425	08/05/2025	5732	SAM'S CLUB	Renewal for Membership Card (February)	60.00
426	08/05/2025	7203	OFFICE DEPOT	Blanket PO / Supplies for the Office	1,000.00
427	08/05/2025	11351	AMAZON	Journals for Kindergarten	175.00
428	08/05/2025	11709	WESTCO LAMINATOR SERVICE	Laminating Film for Laminator	550.00
429	08/05/2025	195	FELKINS ENTERPRISES, LLC	Signs for the parking lot	250.00
430	08/05/2025	15517	EXPLORELEARNING	1 Year Subscription for Reflex Math	3,295.00
431	08/05/2025	11351	AMAZON	Butcher paper for inventory	300.00
432	08/05/2025	16233	TEACHER PAY TEACHERS	CANNADY/TEACHING AND CLASSROOM RESOURCES	500.00
433	08/05/2025	19357	OK Assoc of Career & Tech Ed	FRY/OKACTE REGISTRATION	325.00
434	08/05/2025	18048	SCIENCE TAKE-OUT, LLC	ROBISON/SCIENCE SUPPLIES-PLANTS IN A BOTTLE (24)	2,734.80
435	08/05/2025	134	FLINN SCIENTIFIC, INC.	ROBISON/SCIENCE SUPPLIES-SCALES, PERIODIC TABLES	1,450.00
436	08/05/2025	7704	CAROLINA BIOLOGICAL SUPPLY CO	ROBISON/SCIENCE CLASS SUPPLIES-STARFISH, PIGS...	10,000.00
437	08/05/2025	7704	CAROLINA BIOLOGICAL SUPPLY CO	ROBISON/SCIENCE SUPPLIES-PLANARIA, ROTIFERS...	200.00
438	08/05/2025	11351	AMAZON	ROBISON/JELLY BEANS, MASKING TAPE, BATTERIES...	600.00
439	08/05/2025	276	WALMART #168	ROBISON/EAST SCIENCE SUPPLIES-LIVER, CRACKERS...	400.00
440	08/05/2025	276	WALMART #168	ROBISON/WEST SCIENCE SUPPLIES-EGGS, VINEGAR...	600.00
441	08/05/2025	11351	AMAZON	ZAMOR/SCIENTIFIC CALCULATORS	1,100.01
442	08/05/2025	276	WALMART #168	PEAKER/FISHING POLES	235.00
443	08/05/2025	20157	POSITIVE TRAINING LLC	DOTSON/ENERGY BUS PROGRAM RESOURCES	1,000.00
444	08/05/2025	10483	SAM'S CLUB	ANNUAL MEMBERSHIP LOUNGE SUPPLIES	160.00
445	08/05/2025	1354	PLANK ROAD PUBLISHING	RECORDER BELTS AND MUSIC K8 YEARLY MEMBERSHIP	179.20
446	08/05/2025	623	SCHOLASTIC INC.	KINDERGARTEN LETS FIND OUT MAGAZINES	516.74
447	08/05/2025	11351	AMAZON	OFFICE/TEACHER SUPPLIES FOR CLASSES /OFFICE	1,354.83
448	08/05/2025	11351	AMAZON	Indoor/Outdoor Standing Signs (2 pack)	100.00
449	08/05/2025	7203	OFFICE DEPOT	Open Po for Office Supplies	500.00
450	08/05/2025	7203	OFFICE DEPOT	OPEN PO - Paper Supply	1,000.00
451	08/05/2025	7203	OFFICE DEPOT	OPEN PO - General Office Supplies	1,000.00

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): 11 - GENERAL, Date Range: 7/10/2025 - 8/6/2025, PO Range: 327 - 480

PO No	Date	Vendor No	Vendor	Description	Amount
452	08/05/2025	19908	THE MANDT SYSTEM, INC	Training and Certification for School Psychs	1,065.00
453	08/05/2025	19818	LETS GO LEARN INC	Assessments and Instruction Training Sessions	41,875.00
454	08/05/2025	20167	STUTTERING THERAPY RESOURCES, INC	Stuttering Therapy Guide for Speech Path's	68.94
455	08/05/2025	315	BLICK ART MATERIALS	Gallagher/Edwards - Classroom Supplies	2,400.00
456	08/05/2025	315	BLICK ART MATERIALS	Kime/Hussey - Classroom Supplies	2,000.00
457	08/05/2025	315	BLICK ART MATERIALS	Collins/Beck - Classroom Supplies	2,000.00
458	08/05/2025	315	BLICK ART MATERIALS	Bratcher - Classroom Supplies	5,200.00
459	08/05/2025	6650	LOWE'S HOME CENTER, INC.	Green - Open PO - PAC Upkeep	500.00
460	08/05/2025	18354	SCHOOL SPECIALTY LLC	District Wide Misc Furniture Needs	2,000.00
461	08/05/2025	11061	ULINE	District Wide Supplies	10,000.00
462	08/05/2025	18996	LITERACY RESOURCES, LLC	ELA-Rooted in Reading Primary Curriculum 2022	299.04
463	08/05/2025	15900	HOLIDAY INN EXPRESS-BRICKTOWN	Hotel-New Admin TLE Training-Jacqueline Pope	136.00
464	08/05/2025	86749	JACQUELINE KAY POPE	Per Diem Reimbursement TLE New Admin Trraining	82.50
465	08/05/2025	18354	SCHOOL SPECIALTY LLC	Adaptive supplies for students	75.00
466	08/05/2025	11351	AMAZON	Supplies for Classrooms at Morrow Elementary	300.00
467	08/06/2025	11351	AMAZON	Items for new SPED teacher's classroom	300.00
468	08/06/2025	11351	AMAZON	Office Supplies Scissors, Tapes, Staples, etc..	300.00
469	08/06/2025	18354	SCHOOL SPECIALTY LLC	Various colors of construction paper	300.00
470	08/06/2025	15689	REALLY GREAT READING	Barr/Reading Spec Word Vowel Posters	112.00
471	08/06/2025	4999	OFFICE DEPOT	Classroom Supplies - Blanket PO	800.00
472	08/06/2025	4999	OFFICE DEPOT	Office Supplies-Blanket PO	500.00
473	08/06/2025	3151	REALLY GOOD STUFF LLC	Construction & Roll Paper	1,018.65
474	08/06/2025	11351	AMAZON	PD Books, Office Supps, Exercise Equip	575.00
475	08/06/2025	4616	MORRIS PRINTING GROUP INC	5th grade student planners	525.00
476	08/06/2025	11351	AMAZON	Calming supplies for students	350.00
477	08/06/2025	13989	TEACHERS SYNERGY LLC	SPED Curriculum	150.00
478	08/06/2025	11308	DISCOUNT SCHOOL SUPPLY	Construction Paper, Colored Paper Rolls	600.00
479	08/06/2025	11351	AMAZON	Items for Bailey Cafeteria	160.00
480	08/06/2025	4999	OFFICE DEPOT	Office supplies	250.00

<b>Non-Payroll Total:</b>	<b>\$399,512.12</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$399,512.12</b>
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Change Order Listing

Options: Fund(s): 11 - GENERAL, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/10/2025 - 8/6/2025, PO Range: 1 - 326, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
186	07/01/2025	70062	OMES-EGID	EMPLOYEE BENEFITS ADJUSTMENTS - BLANKET PO	2,000.00
<b>Non-Payroll Total:</b>					<b>\$2,000.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$2,000.00</b>

# Owasso Public Schools

## Purchase Order Register

**Options:** Year: 2025-2026, Fund(s): 21 - BUILDING, Date Range: 7/10/2025 - 8/6/2025, PO Range: 59 - 63

PO No	Date	Vendor No	Vendor	Description	Amount
59	07/14/2025	19372	WT VENTURES LLC	Cleaning of Entire High School Stadium	14,850.00
60	07/14/2025	19372	WT VENTURES LLC	Hodson Softwash	7,500.00
61	07/14/2025	19372	WT VENTURES LLC	Barnes Elementary Softwash	2,250.00
62	07/14/2025	19372	WT VENTURES LLC	8th Grade, OHS-E, OHS-W Softwash	6,175.00
63	07/14/2025	19124	VICENTE MANDUJANO VASQUEZ	Bailey Elementary Dividing Wall for Calming Space	2,400.00

**Non-Payroll Total:** \$33,175.00

**Payroll Total:** \$0.00

**Report Total:** \$33,175.00

Change Order Listing

Options: Fund(s): 21 - BUILDING, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/10/2025 - 8/6/2025, PO Range: 1 - 58, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
6	07/01/2025	20119	ANDPRO PLUMBING AND DRAIN INC	Blanket PO for District Wide Plumbing Needs	6,185.00

Non-Payroll Total: \$6,185.00

Payroll Total: \$0.00

Report Total: \$6,185.00

## Owasso Public Schools

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): 22 - CHILD NUTRITION, Date Range: 7/10/2025 - 8/6/2025, PO Range: 28 - 33

PO No	Date	Vendor No	Vendor	Description	Amount
28	07/14/2025	83772	SABRINA J KALLIO	Blanket PO-Start Up POS Cash-All Schools	2,500.00
29	07/14/2025	19535	OSWALT EQUIPMENT COMPANY	Smallwares	19,184.60
30	07/15/2025	20139	SHEILA K CHANNEL	Smoker Trailer	17,104.00
31	07/15/2025	20140	VEND-UCATION LLC	Vending Machines	46,474.00
32	08/05/2025	19535	OSWALT EQUIPMENT COMPANY	7th Grade Dishwasher	46,504.80
33	08/06/2025	20113	CHRISTOPHER N KYGER	Blanket PO-Reffer Trailer	5,000.00
<b>Non-Payroll Total:</b>					<b>\$136,767.40</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$136,767.40</b>

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): 31 BOND - 2022, Date Range: 7/10/2025 - 8/6/2025, PO Range: 161 - 204

PO No	Date	Vendor No	Vendor	Description	Amount
161	07/10/2025	9205	FOLLETT SCHOOL SOLUTIONS, INC	GALLAGHER/NON-FICTION BOOKS	1,000.00
162	07/10/2025	9205	FOLLETT SCHOOL SOLUTIONS, INC	GALLAGHER/GRAPHIC NOVELS	1,500.00
163	07/10/2025	9205	FOLLETT SCHOOL SOLUTIONS, INC	GALLAGHER/FICTION BOOKS	3,000.00
164	07/10/2025	10500	JUNIOR LIBRARY GUILD	GALLAGHER/MONTHLY BOOK SUBSCRIPTION	2,085.80
165	07/10/2025	175	HERTZBERG-NEW METHOD, INC.	GALLAGHER/FICTION & NON-FICTION BOOKS	1,200.00
166	07/10/2025	17622	OVERDRIVE, INC.	GALLAGHER/E & AUDIO BOOKS	3,000.00
167	07/10/2025	10500	JUNIOR LIBRARY GUILD	SHUCK/FICTION AND NON-FICTION BOOKS	2,547.99
168	07/10/2025	20148	REHABMART ECOMMERCE SOLUTIONS LLC	Adult sized changing table with rails	2,312.94
169	07/15/2025	11345	MATLOCK SECURITY SERVICES	PRACTICE FACILITY - MULTI-HEAD CAMERA	4,985.00
170	07/15/2025	11345	MATLOCK SECURITY SERVICES	EAST HIGH SCHOOL - SAPLING CLOCK ADDITIONS	14,572.00
171	07/15/2025	19941	ATWELL ROOFING CO INC	Hodson Re-Roof Rollover to finish from 2024-2025	43,831.00
172	07/15/2025	10427	STRESSCON INC.	Emergency Repair to Tennis Courts Posts Cable	4,000.00
173	07/15/2025	361	CLASSIC CHEVROLET-GEO	New Equinox	28,564.28
174	07/16/2025	2003	SCHOLASTIC INC.	ELA Adoption-4th Grade-Bailey- T. Palmer	1,635.00
175	07/16/2025	2003	SCHOLASTIC INC.	ELA Adoption-4th Grade -Barnes-Zaragoza	3,270.00
176	07/18/2025	2010	UNITED SYSTEMS LLC	RE-OPEN E-Rate Cat 2 Y27 2024-2025 Project	19,480.58
177	07/18/2025	2010	UNITED SYSTEMS LLC	FortiGate 3001F Unified Threat Protection/support	60,486.21
178	07/18/2025	14121	ARKANSAS K12 LLC	EPSON Projectors	88,480.00
179	07/18/2025	2010	UNITED SYSTEMS LLC	RE-OPEN: Dell S5148f-ON/VXRail support - 1 year	66,678.72
180	07/18/2025	2010	UNITED SYSTEMS LLC	RE-OPEN Aruba Clearpass Licenses, VM 1yr Support	13,200.00
181	07/18/2025	20134	RELIEF SOFTWARE	ReliefJet ESSENTIALS - Personal Edition	59.95
182	07/18/2025	19053	KEEPER SECURITY	Keeper Security - 1 license	90.00
183	07/21/2025	20097	STANDARD BUSINESS HOLDINGS LLC	Replace flashing at West Campus Safe Gym	92,000.00
184	07/21/2025	14121	ARKANSAS K12 LLC	Projectors for Art, Computers/ SPED classrooms	8,000.00
185	07/24/2025	11345	MATLOCK SECURITY SERVICES	Transportation Gates key pad/access control	15,801.00
186	07/24/2025	16285	BRIDGEPOINT ELECTRIC INC	Transportation power for new gates	15,570.00
187	07/25/2025	17622	OVERDRIVE, INC.	Library Books	800.00
188	07/25/2025	10500	JUNIOR LIBRARY GUILD	Library Books	2,622.62
189	07/25/2025	247	BOUND TO STAY BOUND BOOKS	Library Books	1,327.33
190	07/30/2025	20133	RICKY SMITH	Hodson Elementary New Carpet in Front Entry	9,113.00

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): 31 BOND - 2022, Date Range: 7/10/2025 - 8/6/2025, PO Range: 161 - 204

PO No	Date	Vendor No	Vendor	Description	Amount
191	08/05/2025	1850	DIDAX INC	Math Adoption-1st Grade Manipulative Kit-Hodson	399.00
192	08/05/2025	8190	HOME DEPOT	ELA Adoption Storage Containers- Kay ESC	30.00
193	08/05/2025	11351	AMAZON	ELA Adoption Rooted In Reading Books-1st Grade	650.00
194	08/05/2025	6976	BARNES & NOBLE	ELA Adoption Rooted in Reading Books-Kay ESC	44.76
195	08/05/2025	19820	MOISES MEJIA	District Wide Concrete Projects	40,000.00
196	08/05/2025	9861	MARIO ESTRADA	District Wide Netting Projects	10,000.00
197	08/05/2025	19835	SECONDARY RHODES	District Wide Large Roof Repairs	30,000.00
198	08/05/2025	20161	WIN REALITY LLC	BOND 31: BSB ANNUAL SUB. RENEWAL	3,100.00
199	08/05/2025	13861	AGILE SPORTS TECHNOLOGIES INC	BOND 31: G.BB HUDL SUBSCRIPTION RENEWAL	1,550.00
200	08/05/2025	13861	AGILE SPORTS TECHNOLOGIES INC	BOND 31: B.BB HUDL SUBSCRIPTION RENEWAL	2,250.00
201	08/05/2025	13861	AGILE SPORTS TECHNOLOGIES INC	BOND 31: G.SOC HUDL SUBSCRIPTION RENEWAL	1,250.00
202	08/06/2025	361	CLASSIC CHEVROLET-GEO	2 Brand new Suburbans	125,668.52
203	08/06/2025	17221	SCHOOL SAFE ID LLC	Kiosk Hard Surface Pro 7 for School Safe ID	2,019.95
204	08/06/2025	175	HERTZBERG-NEW METHOD, INC.	Library Books	4,613.45
<b>Non-Payroll Total:</b>					<b>\$732,789.10</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$732,789.10</b>

# Owasso Public Schools

## Purchase Order Register

**Options:** Year: 2025-2026, Fund(s): 39 BOND - 2020, Date Range: 7/10/2025 - 8/6/2025, PO Range: 4 - 4

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
4	07/14/2025	154	SAIED MUSIC CO	Barber - OPEN PO - Elementary Music	6,118.83
<b>Non-Payroll Total:</b>					<b>\$6,118.83</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$6,118.83</b>

# Owasso Public Schools

## Cash Balances

**Options:** Fiscal Years: 2026, Funds: 60, As Of Date: 7/31/2025, Account Types: All

### Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK				
2026	60	60 - ACTIVITY FUND			\$3,128,357.50
			Total AC	0110	\$3,128,357.50
					<u>\$3,128,357.50</u>

### Cash By Fund

2026	60	60 - ACTIVITY FUND			\$3,128,357.50
					<u>\$3,128,357.50</u>



# Owasso Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ESC ACTIVITY FUND	\$0.00	\$5,684.19	\$212,412.54	\$2,110.11	\$215,986.62	\$18,899.89	\$197,086.73
804 CN REFUND SUB ACCT	\$0.00	\$10,000.00	\$0.00	\$955.50	\$9,044.50	\$0.00	\$9,044.50
805 OHS ACTIVITY	\$0.00	\$0.00	\$144,060.05	\$0.00	\$144,060.05	\$26,000.00	\$118,060.05
806 HS AP	\$0.00	\$0.00	\$36,807.13	\$0.00	\$36,807.13	\$0.00	\$36,807.13
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$20.00	\$19,775.00	\$0.00	\$19,795.00	\$0.00	\$19,795.00
808 HS STUDENT COUNCIL	\$0.00	\$0.00	\$78,420.45	\$0.00	\$78,420.45	\$0.00	\$78,420.45
809 HS SPEECH/DEBATE	\$0.00	\$0.00	\$4,345.40	\$0.00	\$4,345.40	\$0.00	\$4,345.40
810 OHS - TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$1,000.00	\$2,000.00
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$0.00	\$12,024.96	\$0.00	\$12,024.96	\$0.00	\$12,024.96
814 HS ACADEMIC BOWL	\$0.00	\$0.00	\$409.86	\$0.00	\$409.86	\$0.00	\$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	\$73,371.70	\$214,405.99	\$0.00	\$287,777.69	\$3,649.00	\$284,128.69
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	\$0.00	\$35,358.35	\$0.00	\$35,358.35	\$16,600.00	\$18,758.35
819 HS EAST - THE RAM RESERVE - SCHOOL STORE	\$0.00	\$0.00	\$297.51	\$0.00	\$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	\$2,892.15	\$0.00	\$2,892.15	\$0.00	\$2,892.15
822 HS ART	\$0.00	\$0.00	\$1,905.54	\$0.00	\$1,905.54	\$0.00	\$1,905.54
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$14.05	\$14,013.73	\$0.00	\$14,027.78	\$5,050.00	\$8,977.78
826 HS SENIOR CLASS	\$0.00	\$0.00	\$38,449.06	\$0.00	\$38,449.06	\$0.00	\$38,449.06
827 HS UNIFIED CLUB	\$0.00	\$0.00	\$866.54	\$0.00	\$866.54	\$0.00	\$866.54
828 HS JUNIOR CLASS	\$0.00	\$0.00	\$52,900.73	\$0.00	\$52,900.73	\$0.00	\$52,900.73
830 SPARK	\$0.00	\$26,145.00	\$186,776.27	\$33,127.99	\$179,793.28	\$71,981.06	\$107,812.22
831 E-SPORTS	\$0.00	\$0.00	\$1,232.74	\$0.00	\$1,232.74	\$0.00	\$1,232.74
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	\$430.62	\$0.00	\$430.62	\$0.00	\$430.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$0.00	\$605.57	\$0.00	\$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	\$139.99	\$0.00	\$139.99	\$0.00	\$139.99
839 HS DRAMA/PRODUCTIONS	\$0.00	\$0.00	\$14,821.99	\$35.09	\$14,786.90	\$3,150.00	\$11,636.90
840 8GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
841 EIGHTH GRADE ACTIVITY	\$0.00	\$10.00	\$19,303.72	\$0.00	\$19,313.72	\$0.00	\$19,313.72
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$6,631.07	\$0.00	\$6,631.07	\$0.00	\$6,631.07
844 EIGHTH GRADE FACS	\$0.00	\$30.00	\$3,386.66	\$0.00	\$3,416.66	\$0.00	\$3,416.66
845 EIGHTH GRADE YEARBOOK	\$0.00	\$0.00	\$3,503.73	\$0.00	\$3,503.73	\$0.00	\$3,503.73
848 EIGHTH GRADE ART	\$0.00	\$0.00	\$1,624.01	\$0.00	\$1,624.01	\$0.00	\$1,624.01
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$0.00	\$1,687.77	\$0.00	\$1,687.77	\$0.00	\$1,687.77
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$10.00	\$441.42	\$0.00	\$451.42	\$0.00	\$451.42
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	\$0.00	\$913.12	\$0.00	\$913.12	\$0.00	\$913.12
857 7TH GRADE STEM	\$0.00	\$0.00	\$92.81	\$0.00	\$92.81	\$0.00	\$92.81
858 EIGHTH GRADE FCCLA	\$0.00	\$0.00	\$8,075.87	\$0.00	\$8,075.87	\$0.00	\$8,075.87
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$0.00	\$924.98	\$0.00	\$924.98	\$0.00	\$924.98
860 EIGHTH GRADE STEM	\$0.00	\$0.00	\$591.09	\$0.00	\$591.09	\$0.00	\$591.09
861 SEVENTH GRADE ACTIVITY	\$0.00	\$0.00	\$24,418.94	\$0.00	\$24,418.94	\$0.00	\$24,418.94
862 SEVENTH GRADE YEARBOOK	\$0.00	\$0.00	\$5,212.49	\$0.00	\$5,212.49	\$0.00	\$5,212.49
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$0.00	\$522.08	\$0.00	\$522.08	\$0.00	\$522.08
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$2,447.06	\$0.00	\$2,447.06	\$0.00	\$2,447.06
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: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
868 SEVENTH GRADE PHYS ED	\$0.00	\$0.00	\$3,378.28	\$0.00	\$3,378.28	\$0.00	\$3,378.28
869 7GC FACS	\$0.00	\$0.00	\$207.71	\$0.00	\$207.71	\$0.00	\$207.71
870 7GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$0.00	\$1,991.74	\$0.00	\$1,991.74	\$0.00	\$1,991.74
874 SEVENTH GRADE LIBRARY	\$0.00	\$12.98	\$2,958.82	\$0.00	\$2,971.80	\$0.00	\$2,971.80
875 BARNES ACTIVITY	\$0.00	\$0.00	\$32,993.92	\$0.00	\$32,993.92	\$0.00	\$32,993.92
876 BARNES ALL IN	\$0.00	\$0.00	\$750.90	\$0.00	\$750.90	\$0.00	\$750.90
877 BARNES LIBRARY	\$0.00	\$0.00	\$22,802.73	\$0.00	\$22,802.73	\$0.00	\$22,802.73
879 SEVENTH GRADE ART	\$0.00	\$25.00	\$1,516.61	\$0.00	\$1,541.61	\$0.00	\$1,541.61
880 BARNES TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
881 BARNES MUSIC	\$0.00	\$0.00	\$34.30	\$0.00	\$34.30	\$0.00	\$34.30
882 ATOR LIBRARY	\$0.00	\$0.00	\$4,001.01	\$0.00	\$4,001.01	\$0.00	\$4,001.01
883 ATOR ACTIVITY	\$0.00	\$0.00	\$13,045.16	\$0.00	\$13,045.16	\$0.00	\$13,045.16
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$1,594.70	\$0.00	\$1,594.70	\$0.00	\$1,594.70
887 MILLS ACTIVITY	\$0.00	\$0.00	\$14,500.37	\$0.00	\$14,500.37	\$0.00	\$14,500.37
888 STUDENT LEADERSHIP	\$0.00	\$0.00	\$1,457.64	\$0.00	\$1,457.64	\$0.00	\$1,457.64
889 MILLS TEACHER WELFARE	\$0.00	\$0.00	\$3,899.71	\$0.00	\$3,899.71	\$0.00	\$3,899.71
890 MILLS TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
891 MILLS LIBRARY	\$0.00	\$0.00	\$7,949.13	\$0.00	\$7,949.13	\$0.00	\$7,949.13
892 SMITH TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
893 SMITH ACTIVITY	\$0.00	\$0.00	\$27,143.58	\$0.00	\$27,143.58	\$0.00	\$27,143.58
894 SMITH LIBRARY	\$0.00	\$0.00	\$10,298.10	\$0.00	\$10,298.10	\$0.00	\$10,298.10
895 SMITH RUN CLUB	\$0.00	\$0.00	\$23.00	\$0.00	\$23.00	\$0.00	\$23.00
897 SMITH TEACHERS WELFARE	\$0.00	\$0.00	\$1,883.37	\$0.00	\$1,883.37	\$600.00	\$1,283.37
898 HODSON ACTIVITY	\$0.00	\$0.00	\$37,409.06	\$0.00	\$37,409.06	\$0.00	\$37,409.06
899 HODSON TEACHER WELFARE	\$0.00	\$0.00	\$294.02	\$0.00	\$294.02	\$0.00	\$294.02
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
901 HODSON LIBRARY	\$0.00	\$0.00	\$11,437.61	\$0.00	\$11,437.61	\$0.00	\$11,437.61
902 HODSON PHYS ED	\$0.00	\$0.00	\$813.26	\$0.00	\$813.26	\$0.00	\$813.26
903 HODSON MUSIC	\$0.00	\$0.00	\$817.08	\$0.00	\$817.08	\$0.00	\$817.08
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
905 NORTHEAST ACTIVITY	\$0.00	\$0.00	\$35,668.85	\$0.00	\$35,668.85	\$0.00	\$35,668.85
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$0.00	\$220.54	\$0.00	\$220.54	\$0.00	\$220.54
907 NORTHEAST LIBRARY	\$0.00	\$0.00	\$33,208.79	\$0.00	\$33,208.79	\$0.00	\$33,208.79
911 BAILEY ACTIVITY	\$0.00	\$0.00	\$18,903.96	\$0.00	\$18,903.96	\$0.00	\$18,903.96
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$190.56	\$0.00	\$190.56	\$0.00	\$190.56
914 BAILEY LIBRARY	\$0.00	\$0.00	\$7,489.55	\$0.00	\$7,489.55	\$0.00	\$7,489.55
915 BAILEY TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
924 EIGHTH GRADE LIBRARY	\$0.00	\$0.00	\$3,088.76	\$0.00	\$3,088.76	\$0.00	\$3,088.76
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$0.00	\$2,659.25	\$0.00	\$2,659.25	\$0.00	\$2,659.25
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$24.07	\$0.00	\$24.07	\$0.00	\$24.07
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$213,953.11	\$0.00	\$213,953.11	\$1,225.00	\$212,728.11
930 ATOR TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$0.00	\$80,295.51	\$0.00	\$80,295.51	\$0.00	\$80,295.51
933 RAM ACADEMY	\$0.00	\$0.00	\$6,673.95	\$0.00	\$6,673.95	\$0.00	\$6,673.95
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$0.00	\$9,615.83	\$0.00	\$9,615.83	\$1,300.00	\$8,315.83
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$10,000.00	\$5,451.56	\$0.00	\$15,451.56	\$95.11	\$15,356.45
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$0.00	\$5,726.55	\$0.00	\$5,726.55	\$0.00	\$5,726.55
941 ATHLETICS	\$0.00	\$45,787.00	\$492,714.48	\$45,896.84	\$492,604.64	\$90,379.99	\$402,224.65
942 RAM PARTNERS	\$0.00	\$79,200.00	\$140,827.16	\$695.15	\$219,332.01	\$23,599.00	\$195,733.01

## Owasso Public Schools Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$0.00	\$31,025.00	\$0.00	\$31,025.00	\$0.00	\$31,025.00
946 DISTRCT FINE ARTS	\$0.00	\$11,460.00	\$117,100.13	\$2,081.28	\$126,478.85	\$17,500.00	\$108,978.85
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	\$0.00	\$4,327.98	\$0.00	\$4,327.98	\$0.00	\$4,327.98
953 HS FACS	\$0.00	\$0.00	\$6,806.67	\$0.00	\$6,806.67	\$0.00	\$6,806.67
957 HS VOCAL	\$0.00	\$45.00	\$49,060.12	\$0.00	\$49,105.12	\$21,140.00	\$27,965.12
960 STEM - 6GC	\$0.00	\$30.00	\$1,642.53	\$0.00	\$1,672.53	\$0.00	\$1,672.53
962 STUDENT HOLDING ACCOUNT	\$0.00	(\$38,256.48)	\$107,318.26	\$0.00	\$69,061.78	\$0.00	\$69,061.78
963 HS LIBERTY COMMITTEE	\$0.00	\$0.00	\$6,028.21	\$0.00	\$6,028.21	\$0.00	\$6,028.21
965 HS TEACHERS WELFARE	\$0.00	\$88.75	\$15,016.22	\$0.00	\$15,104.97	\$1,100.00	\$14,004.97
968 MORROW ACTIVITY	\$0.00	\$0.00	\$33,289.80	\$0.00	\$33,289.80	\$0.00	\$33,289.80
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
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	\$0.00	\$4,912.89	\$0.00	\$4,912.89	\$0.00	\$4,912.89
972 MORROW TEACHER WELFARE	\$0.00	\$0.00	\$5,650.22	\$0.00	\$5,650.22	\$0.00	\$5,650.22
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$0.00	\$10,476.94	\$0.00	\$10,476.94	\$0.00	\$10,476.94
974 MORROW LIBRARY	\$0.00	\$0.00	\$12,485.68	\$0.00	\$12,485.68	\$0.00	\$12,485.68
975 SIXTH GRADE ACTIVITY	\$0.00	\$0.00	\$21,273.25	\$0.00	\$21,273.25	\$0.00	\$21,273.25
976 SIXTH GRADE PHYS ED	\$0.00	\$10.00	\$936.98	\$0.00	\$946.98	\$0.00	\$946.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$5,343.45	\$0.00	\$5,343.45	\$0.00	\$5,343.45
978 SIXTH GRADE YEARBOOK	\$0.00	\$0.00	\$20,065.94	\$0.00	\$20,065.94	\$0.00	\$20,065.94
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	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$117.39	\$0.00	\$117.39	\$0.00	\$117.39
983 SIXTH GRADE ART	\$0.00	\$25.00	\$4,501.31	\$0.00	\$4,526.31	\$0.00	\$4,526.31
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$0.00	\$1,875.54	\$0.00	\$1,875.54	\$0.00	\$1,875.54
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$2,123.01	\$0.00	\$2,123.01	\$0.00	\$2,123.01
989 SIXTH GRADE LIBRARY	\$0.00	\$0.00	\$14,992.74	\$0.00	\$14,992.74	\$0.00	\$14,992.74
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
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	\$0.00	\$20,333.71	\$0.00	\$20,333.71	\$0.00	\$20,333.71
995 STONE CANYON TEACHERS WELF	\$0.00	\$0.00	\$971.97	\$0.00	\$971.97	\$0.00	\$971.97
997 STONE CANYON LIBRARY	\$0.00	\$0.00	\$19,749.84	\$0.00	\$19,749.84	\$0.00	\$19,749.84
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$1,537.50	\$31,910.08	\$0.00	\$33,447.58	\$32,000.00	\$1,447.58
<b>Total</b>	<b>\$0.00</b>	<b>\$225,249.69</b>	<b>\$2,988,009.77</b>	<b>\$84,901.96</b>	<b>\$3,128,357.50</b>	<b>\$335,269.05</b>	<b>\$2,793,088.45</b>



## SCHEELS All Sports, Inc. & Owasso Public Schools Partnership Agreement

This Agreement is entered into between Owasso Public Schools (hereinafter "OPS") and Tulsa SCHEELS /SCHEELS All Sports, Inc., a North Dakota Corporation d.b.a. SCHEELS (hereinafter "SCHEELS").

1. **Purpose:** Pursuant to this agreement, OPS will provide advertising rights for SCHEELS as specified herein at all locations incorporated with presence at games, coaches meetings, etc
2. **Term:** This agreement shall commence on this August 1, 2025 (hereinafter "Effective Date"), and shall continue in full force until August 1, 2026 (hereinafter "Termination Date"), unless terminated earlier by either party.
3. **Advertising Rights:** OPS will provide the following to SCHEELS for the duration of this agreement:
  - a. Digital sign rotation (Football, Gym)
  - b. Logo on athletic website
  - c. Business mention on Owasso Athletics social media platform per two (2) weeks
  - d. Two (2) :30 commercials on all Owasso Rams Radio broadcasts
  - e. Four passes to the Ram Room with dinner at all home regular season football games
  - f. Stadium End Zone Static Signage
4. **Additional Rights:** OPS will provide the following to SCHEELS for the duration of this agreement:
  - a. Presence at coaches meeting or opportunity to provide swag items for coaches meetings
  - b. Opportunity to activate at select home games in Ram Alley (TBD)
  - c. F.O.R Team of the Week Sponsor
  - d. Opportunity to provide team flyer program to coaches, athletes, and parent
5. **Responsibilities of OPS:** OPS shall represent the designation of SCHEELS advertising rights in a professional manner, shall maintain the official logo and all signage in a professional manner and SCHEELS will have no obligation or responsibility for signage nor bear any additional expense in connection with maintenance, installation or repair.
6. **Responsibilities of SCHEELS:** SCHEELS shall provide the following to OPS during the term of the agreement.
  - a. \$10,000 total partnership value
    - i. Cash portion to be paid directly to OPS provided an invoice is sent to SCHEELS and Net 30 terms are required.

- ii. In-Kind Donation in gift cards to be provided adjacent to events with activation in month of usage.

**7. Payment Terms**

- a. OPS shall provide a signed copy of W-9 to SCHEELS. Form 1099 will be issued by SCHEELS by January 31 for services performed in the prior calendar year, if applicable.
- b. Gift cards as a form of payment (optional)

- 8. Notices:** Any demand, notice or request provided for by this Agreement shall be sent in writing, addressed to the party to whom notice is to be given or to whom a demand or request is to be made, and delivery shall be made by facsimile, or certified mail, by means of which the sender obtains a receipt of deliver from the carrier.

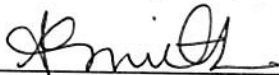
Notices to OPS shall be addressed as follows:

OPS  
1501 N Ash St, Owasso, OK 74055  
918-272-1867  
zach.duffield@owassops.org

SCHEELS All Sports  
Attn: Pete Philippi  
6929 S Memorial Dr., Tulsa, OK 74133  
918-953-8212  
psphilippi@scheels.com

- 9. Rights of First Refusal:** SCHEELS shall have right of first refusal to renew this agreement.
- 1. Entire agreement:** This Agreement and the attached compliance agreement contain the entire understanding between the Parties and supersedes any and all prior arrangements, agreements, communications, or representations, either oral or written. The Agreements may not be modified or amended, except by a further written instrument or by an amendment to this Agreement signed by each of the parties hereto.

**SCHEELS All Sports, Inc.**

By: 

Print: Aissa Smith

Its: office leader

Date: 7.15.25

**Owasso Public Schools**

By: \_\_\_\_\_

Print: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



### SCOREBOARD ADVERTISING AGREEMENT Ram Club

THIS AGREEMENT is made and entered into between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and TULSA TECH (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

- 1. Scoreboard Advertising.** The District hereby designates the Sponsor as a Ram Club - Silver Sponsor and leases to the Sponsor **one digital rotating advertising sign in the OHS gym, an outfield sign on the Owasso Baseball field and the Owasso Stadium.**
- 2. Term.** The term of this Agreement shall extend for a period of one (1) year beginning on 8/01/2025 of the current year and ending one year from the date of the agreement.
- 3. Consideration.** The Sponsor agrees to pay the Athletic Department \$4,000, in advance and paid in full by receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. **The Sponsor will also receive a business mention in all of the Owasso Rams Radio Broadcasts and full page advertisement in the Owasso Rams seasonal media guide.**
- 4. Installation and Maintenance.** The Sponsor will bear the responsibility and expense for the fabrication and submission of said Sponsor's logo for the Sponsor's advertising panel to the Athletic Department of the District. All such activities will be coordinated with the District. Sponsor agrees to submit an artwork and advertising copy to the District for approval prior to the installation on the scoreboard. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts. The Athletic Department of the District will bear the responsibility for all expenses of fabricating and maintaining Sponsor's advertising panel.
- 5. Location.** The District will, in its sole discretion, determine the specific location on the scoreboard/message center where the Sponsor's advertising panel will be displayed.
- 6. Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims,

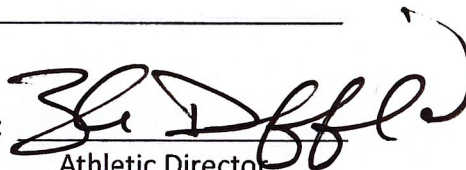
damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.

7. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
8. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.
9. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

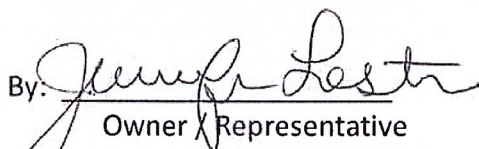
Dated:

Owasso Athletic Department

by: \_\_\_\_\_  
BOE President

by:   
Athletic Director

ZACH DUFFIELD

By:   
Owner Representative

Jennifer Lester

**Rogers State University**  
**Allied Health Field Experience**  
**FIELD EXPERIENCE MEMORANDUM OF UNDERSTANDING**  
**Form A2**

On this 14 day of July 2025, the Board of Regents of the University of Oklahoma, for and on behalf of the Rogers State University ("the University") and Owasso High School ("Facility"), agree that Students enrolled at the University may engage in a Field Experience, Practicum, Practicum or similar arrangement ("Practicum") at the Facility, according to the following conditions:

**A. The University and the Facility jointly agree:**

1. This Practicum Memorandum of Understanding (the "Agreement") shall be effective beginning July 14, 2025, and ending July 25, 2026. Either party may terminate this Agreement by giving the other advance written notice of termination of not less than thirty (30) days. The Agreement may be terminated at any time by mutual consent. If this Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.
2. Access to Student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as "FERPA," and all other applicable laws.
3. Neither party shall discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures, including, without limitation, admissions and educational services.
4. This agreement entails no compensation or payment between the parties.
5. The Parties agree to prohibit students, faculty, or staff from publishing any materials as a direct result of the Field experience with the Facility, unless such publication is approved for release, in writing, by the Facility and the University, such approval not to be withheld unreasonably.
6. When circumstances indicate that a Student must be immediately withdrawn from the Field Experience, the Facility shall promptly inform the University, and the University shall withdraw the student.
7. The parties agree not to use each other's names or logos in any publications or advertising without prior written approval from the other party.

**B. Responsibilities of the University:**

1. The University shall designate one or more members of its faculty ("Faculty Liaison") to coordinate all aspects of the Field Experience with the Facility and

assist in developing Student assignments, training activities and Student evaluations.

2. The University shall require each participating Student to complete, sign and return Attachment A, "Student Acknowledgement and Release."

**C. Responsibilities of the Facility:**

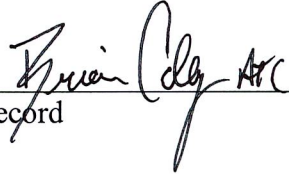
1. The Facility will agree to arrange Student schedules that will not conflict with those schedules of the University.
2. The Field Experience time periods should be stated in advance. The Field Experience application should include the starting date and ending date of the Field Experience. This confirmation should occur no fewer than seven (7) days prior to the student's starting date.
3. The Facility agrees to schedule the student for **150 hours** over a period of time to be determined by the term in which the student is observing. In the fall and spring term the student may do the work over 15 weeks. In the summer term the student will do the work over eight weeks. Students are required to intern at least 150 hours to receive three Field Experience credits.
4. The Facility agrees to assign the student to a variety of tasks/areas to enable the student practical experience in the five professional standards
5. The Facility will be responsible for the actual supervision and control of the student's activities within the Facility. The Facility will designate one or more staff persons with appropriate qualifications to instruct and to supervise the student. The Allied Health and Course Instructor will refer to that person as the Facility Practicum Supervisor.
6. The Facility Practicum Supervisor will be responsible for completing two evaluations during the Field Experience. (Mid-Practicum Progress Report, End-Practicum Progress Report). The Facility Field Experience Supervisor should counsel and advise the student on his/her progress and offer suggestions for improvements.
7. The Facility will communicate immediately with the faculty liaison with any concern regarding the student's performance or learning.
8. In the event a student is not performing in accordance with both Facility and the Allied Health standards, the Facility is under no obligation to continue the Field Experience. The Facility will consult with the University immediately if specific circumstances arise which require the Facility to ask that the student be withdrawn from the field experience anytime during the semester. Prior to termination of the field experience agreement, the Course Instructor should be notified.
9. The Facility agrees to provide each Student with all Facility policies, rules, regulations, and expectations that are pertinent to the Student Field Experience. There will be adequate provision for safeguarding confidential materials.

10. The Facility agrees to permit, upon reasonable request, the RSU Course Instructor to visit the site and speak with them for the purpose of reviewing the program with the appropriate officials and speaking with students at the facility.

**D. Responsibilities of the Student:**

See Form S2 that the student and one witness shall sign and date.

AGREED:

Brian Coley ATC/L -  July 14, 2025  
RSU Course Instructor of Record Date

\_\_\_\_\_  
Facility/Agency Representative with Signature Authority Date

APPROVED:

\_\_\_\_\_  
Vice President, Academic Affairs Date

## 2026 Board of Education Meeting Dates - proposed

[OPS School Calendars](#)

January 12, 2026	February 9, 2026	March 9, 2026
April 13, 2026	May 11, 2026	June 8, 2026
July 13, 2026	August 10, 2026	September 14, 2026
October 5, 2026	November 9, 2026	December 7, 2026

## 2025 Board of Education Meeting Dates

School Calendar [Jan-May 2025](#) | School Calendar [Aug-Dec 2025](#)

January 13, 2025	February 10, 2025	March 10, 2025
April 14, 2025	May 12, 2025	June 9, 2025
July 14, 2025	August 11, 2025	September 8, 2025
October 6, 2025	November 10, 2025	December 8, 2025

## 2024 Board of Education Meeting Dates

January 8, 2024	February 12, 2024	March 11, 2024
April 8, 2024	May 13, 2024	June 10th, 2024
July 15, 2024	August 8th, 2024	September 9, 2024
October 7, 2024	November 11, 2024	December 9, 2024

<b>2025-2026 ESC Representatives</b>	
Board of Education Minute Clerk	Renae Klein
Board of Education Deputy Minute Clerk	Rachelle Roberts
Treasurer	Phillip Storm
Assistant Treasurer	Sheryl Mansard
Encumbrance Clerk	Renee Atkinson
Acitivity Fund Custodian	Tonya Goff
Purchasing Agents	Margaret Coates, Phillip Storm, Kerwin Koerner, Mark Officer
E-Rate Agent	Michelle Baker
Receiving Agents	Phillip Storm, Brad Yokley, Kerwin Koerner
Residency Officers	Kerwin Koerner, Mark Officer
Title IX Compliance Officer	Mark Officer
ADA Representative	Mark Officer, Kerwin Koerner
Federal Programs	Mark Officer, Ashley Hearn, Sarah Vann
Section 504/Title II of the ADA	Charlene Duncan, Ashley Hearn, Sarah Vann
Age Act Coordinator	Lisa Johnson, Andrea Echols

# 1.22 Discrimination, Harassment, and Retaliation and Grievance Procedure for Filing, Processing, and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

[Return to Policy Manual](#)

Section 1 | General

Owasso Public Schools complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity) and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, technology center sponsored events, or outside of school hours if the conduct affects the education or working environment.

Owasso Public Schools is committed to providing all students and employees with a safe and respectful school environment.

## Definitions for Purposes of this Policy

Antisemitism: Oklahoma SB 942 requires the use of the International Holocaust Remembrance Alliance's working definition of antisemitism, and includes its contemporary examples. Antisemitism is "a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities".

Complaint: A verbal or written complaint alleging any action, policy, procedure or practice that discriminates on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment and retaliation).

Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons, but each coordinator will receive relevant training in order to perform his or her duties.

- A complete list of Coordinators and their contact information is located at the end of this policy.

Day: Day means a working day when the district's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

Discrimination: Unfair treatment which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expressions, national origin, religion, **antisemitism**, disability, veteran status, sexual orientation, age, or genetic information.

- Examples of Discrimination - include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

Employee: Any person employed by the district assigned to work at or on behalf of the district pursuant to a written agreement, including district employees, staff members, contracted vendors, and service providers. This designation includes individuals serving the district in an elected or voluntary capacity, such as board members, committee members, and volunteers.

Grievant: Any person enrolled in or employed by the district or a parent, guardian, or member of the public who submits a complaint alleging discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information (including harassment or retaliation). For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.

Harassment: Repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

- Examples of Harassment - include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and

spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

**Retaliation:** Any negative conduct which is taken in response to an individual's complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

**Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Sexual Harassment:** 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 Clery 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.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

Student: Refers to any person who is enrolled in any program.

Third Parties: Include, but are not limited to, guests and/or visitors, visiting speakers, parents, guardians, volunteers, 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.

## **Grievance Procedure for Filing, Processing, and Resolving Complaints Alleging Discrimination, Harassment and Retaliation Reporting**

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the appropriate coordinator, unless the

superintendent or the coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district's legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to fulfill a report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

## **Administrative Response**

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;

- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

## **Penalties**

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

## **Filing, Investigation, Hearing and Review Procedures**

The Grievant submits a verbal or written complaint to one of the Coordinators, as applicable, stating the basis, nature and date of the alleged discrimination, harassment or retaliation, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaint forms are available from the office of the district's Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant's requested action; and (c) outline alternatives.

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy.

As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the district's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b)

an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the disciplinary effects on the grievant and other, necessary to eliminate the discrimination, prevent its recurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, and review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the superintendent for hearing.

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. 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 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. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

## **General Provisions**

**Duty of District Employees to Report Alleged Discrimination:** District employees, supervisors and administrators are required to immediately report any complaints, reports, observations, or other alleged information of alleged discrimination, including harassment and retaliation, to the designated coordinator, even if that district employee is investigating the alleged discrimination as part of the district's student or employee disciplinary process, and provide the Complainant with information for filing a complaint form if requested, and contact information for the district's designated coordinator. If the district is using its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the district's standards for a prompt and equitable grievance procedure.

**Extension of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the board of education issues a final decision shall be no more than 120 days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Corrective Action:** After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

**Retaliation:** The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include

notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

## **Coordinators and Contact Information**

- Section 504/Title II Coordinator  
Contact this Coordinator for Questions or Complaints Based on Disability

Director of Special Services  
1501 North Ash  
Owasso, Oklahoma 74055  
Office Number: (918) 272-5367

Section 504 Due Process Inquiry  
For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Charlene Duncan, Director of Special Services  
or  
Ashley Hearn, Director of Instructional Services  
1501 North Ash  
Owasso, Oklahoma 74055

- Title VI Coordinator  
Contact this Coordinator for Questions or Complaints Based on Race, Color and National Origin

Assistant Superintendent of Teaching and Learning  
or  
Director of Instructional Services  
1501 North Ash  
Owasso, Oklahoma 74055  
Office Number: (918) 272-5367

- Title IX Coordinator  
Contact this 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  
Email: [titleixofficer@owassops.org](mailto:titleixofficer@owassops.org)

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please visit the district's [Title IX webpage](#). To see the grievance procedures for Title IX please refer to the Owasso Public Schools Policy Manual, Policy #1.22b.

- Prohibition of Race and Sex Discrimination in Curriculum Coordinator  
Contact this Coordinator for Questions or Complaints on Prohibition on Race and Sex Discrimination in the Curriculum

Superintendent: Margaret Coates  
1501 North Ash  
Owasso, Oklahoma 74055  
Office Number: (918)272-5367

To see the policy and complaint procedures for this category please refer to Owasso Public Schools Policy Manual, Policy [#1.22a](#).

- Age Act Coordinator  
Contact this Coordinator for Questions or Complaints Based on Age

Director of Human Services  
1501 North Ash  
Owasso, Oklahoma 74055  
Office Number: (918)272-5367

- Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Assistant Superintendent of District Services  
1501 North Ash  
Owasso, Oklahoma 74055  
Office Number: (918) 272-5367

Outside Assistance: Individuals may also file complaints alleging discrimination, harassment or retaliation with the Office of Civil Rights. The OCR may be contacted at:

U.S. Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
(816) 268-0550  
(816) 268-0599 (Fax)

(877) 521-2172 (TTY)  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Notice: The district will notify all students, parents or guardians, members of the public and employees of the name, office and telephone number of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

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Amended February 2025  
Amended September 2022  
Amended July 2020  
Amended November 2017  
Amended November 2016  
Amended November 2015

**ProCare Therapy**, a d/b/a of New Direction Solutions, LLC (the “Company”) and

**Owasso Public Schools**

whose principal location is 1501 N ASH ST, OWASSO, OK 74055 (“Client”)

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Company’s employees (the “Consultant” or “Consultants”) with Client. This Agreement shall govern the overall terms of the relationship, while a separate Client Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

**SECTION 1**  
**Scope of Services**

The Company, a staffing agency in the business of providing supplemental staffing to the public and private education sector, will use commercially reasonable efforts to provide Consultants to Client on a temporary basis or, if specifically requested by Client, for permanent placements. The parties agree that Company cannot guarantee the result or performance of the Consultants placed on a temporary or permanent basis. Client attests that it currently holds and agrees it will maintain all requirements necessary to operate its business and to utilize the Consultants in the positions assigned. If a Consultant is unable to complete the specified assignment, Company may use its commercially reasonable efforts to find a replacement in a timely manner.

**SECTION 2**  
**Independent Contractor**

The parties agree that the relationship of each to the other is that of an independent contractor. All Consultants will remain employees of the Company, which is solely responsible for providing and maintaining payroll services for any Consultant placed with Client, maintaining payroll records, and withholding and remitting all payroll taxes and social security payments, unless the parties otherwise agreed to in writing. Company does not ordinarily use subcontractors in providing services. Should the need to use a subcontractor arise, the Company will notify Client in advance of the assignment to receive approval.

**SECTION 3**  
**Term of Agreement**

This Agreement begins on the date of the latest signature below (“Effective Date”) and remains in effect for a period of one (1) year unless terminated earlier in accordance with the provisions of this Agreement. Following the initial term, this Agreement will automatically renew for successive one-year periods. If either party elects not to renew, all obligations under this Agreement will cease at the end of the current term, except for any provisions that expressly or by their nature survive termination.

**SECTION 4**  
**Telepractice Services**

Company, at Client’s request, may provide telepractice services through its teletherapy provider VocoVision. Should utilization of VocoVision occur, Client will receive **Addendum A – Teleservices Assignment Confirmation** which outlines specific terms and conditions regarding VocoVision’s telepractice services.

**SECTION 5**  
**Insurance**

Company will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employer’s Liability - \$1,000,000.

Excess Liability over General Liability and Employer’s Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate.

Sexual Abuse and Molestation - \$1,000,000 per claim and \$3,000,000 aggregate

**SECTION 6**  
**Competency and Licensing**

Company will make reasonable efforts to present only Consultants qualified for their discipline based on the applicable Department of Education licensing and certification requirements, professional standards, and Client requirements for the disciplines placed with Client. The Company will conduct pre-employment screenings to provide Consultants who meet the applicable standards and Client requirements. To assist in these efforts, Client will provide Company with all necessary standards and Client requirements for each discipline a Consultant may work in. Client acknowledges that it possesses the unique and necessary knowledge to assess the qualifications of any Consultant referred to work with Client, and Client agrees that it has the ultimate responsibility of approving a

Consultant's licensure, certifications, and qualifications as acceptable for Client in the assigned discipline. To this end, Company will make available to Client all necessary Consultant records that Company may disclose and may, at Client's discretion, facilitate an interview between Client and Consultant to assist in the assignment decision. If Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results, that may negatively impact the start or continuation of an assignment, Client will notify Company in writing within three (3) business days of Client's knowledge of such information and will provide Company with all relevant and necessary details regarding the situation. Failure to notify Company may result in the termination of this Agreement and any current or future assignments.

**SECTION 7**  
**Credentialing and Onboarding**

Consultants assigned to Client must pass all required background checks, fingerprinting, and security screenings in accordance with federal, state, and local requirements as applicable to Client and the assigned discipline. Client will confirm that Consultants meet these requirements prior to the start of an assignment.

Client acknowledges that Consultants must complete Company's onboarding and credentialing processes prior to the start of an assignment, and Client agrees that Consultants may not provide any services prior to their completion of onboarding and credentialing. Company will provide Client with written notice of Consultant's completion of onboarding and credentialing and Consultant's authorization to begin work. If Client authorizes a Consultant to begin work before completion of the onboarding and credentialing process, Client accepts full responsibility for such authorization. Client agrees to indemnify, defend, and hold harmless Company from all liabilities, losses, damages, costs, and expenses arising due to Consultant's performance of services during such period and agrees that in no instance is Company liable to Client for its decision to authorize work without Company's written approval and confirmation of completion of onboarding and credentialing.

**SECTION 8**  
**On-Site Responsibility**

Client will provide Consultants with orientation to all Client specific policies, procedures, and processes necessary to provide services, including but not limited to safety policies and procedures, and Client will provide all necessary support, facilities, training, direction, and means for Consultants to satisfactorily complete the assignment. Client acknowledges that Company does not provide special education, therapy, nursing, or related services and only provides candidate identification and placement services. As such, the provision of Consultant's services is not supervised by Company. Client will provide Consultant and Company written notice and contact information of the Client supervisor assigned to each Consultant. At all times, Consultants are subject to Client's guidance, supervision, and control for the work performed and services provided. Client is responsible for Consultant's adherence to the applicable standards of practice and Client requirements, and only Client is responsible for determining the appropriate services to be provided by Consultant. Client will not allow Consultant, at any time, to perform work or provide services that are outside the scope of the duties and responsibilities of their assigned position, and Client will not allow Consultant to perform work at any location other than the location(s) agreed upon with Company. Client will not allow, request, or require that Consultants use any automobile, regardless of ownership, or Consultant's personal devices in performance of any work for Client without the written consent of Company. Client acknowledges that any deviation from Client's policies and procedures, as orientated to Consultants, should be immediately reported in writing and directly to Company so it may offer correction and/or counseling to the Consultant.

**SECTION 9**  
**Administrative Responsibilities**

Client is responsible for orienting Consultants to Client's policies and procedures regarding the submission of any paperwork required for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. Should Consultant fail to submit paperwork as required by Client's policies and procedures, Client will notify Company in writing within three (3) business days of Client's knowledge of the alleged failure. Failure to timely notify Company or notify Company before an assignment ends negates any Client claim to withhold payment due to untimely work and/or paperwork non-compliance.

Where required by federal, state, or local law, Client acknowledges it is responsible for providing and administering meal and rest periods to Consultants in accordance with such laws because Company does not maintain control over Client's workplace. If Client operates in such a jurisdiction, Client will provide a written policy outlining Client's requirements and procedures to Company and Consultants, and Client will provide appropriate training to Consultants so they may comply with such policy. Client agrees to indemnify Company for any payments or other expenses incurred by Company relating to Client's failure to properly administer any legally required meal or rest breaks. Client will immediately notify Company in writing if it is unable or unwilling to provide or administer legally required meal and rest breaks. In such an event, Company may immediately terminate any or all current and future assignments with Client. In the event of any inquiries regarding meal and rest break compliance, Client and Company will cooperate in good faith to resolve the matter in accordance with applicable laws and best practices. If corrective action is necessary, the parties will work together to determine an appropriate resolution.

**SECTION 10**  
**Workplace Conditions and Reporting of Work-Related Injuries**

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed necessary for the positions to which Consultants are assigned. Client warrants that its facilities and operations comply with all applicable federal, state, and local safety and health laws, regulations, and standards, including but not limited to all applicable workplace safety standards. Client agrees it is responsible for providing all necessary safety training and equipment to Consultants, and for each Consultant's compliance with applicable health and safety requirements, including those instituted by Client. Client ensures compliance with all applicable workplace safety obligations, including general training on the reporting of work-place injuries or incidents, and occupational exposure to bloodborne pathogens. Records of such occurrences will be maintained by Client and will be accessible to Company. In the event of a workplace injury, incident, or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the appropriate treating department as per Client protocol. Consultant will concurrently report any workplace injury, incident, or exposure to Company for the purpose of reporting such event to Company's workers' compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for providing written notification of such change to both Company and Consultants.

**SECTION 11**  
**Employment of Consultants**

If, within one (1) calendar year of Company introducing or referring a Consultant to Client or the end of a Consultant's assignment with Client, whichever is later, Client hires, contracts with, or refers a Consultant to a third-party Client agrees this constitutes a permanent placement and agrees to compensate Company for its time and efforts. The compensation owed to Company for a permanent placement as described in this section shall be the greater of: i. Twenty-Two Thousand Five Hundred Dollars (\$22,500), or ii. Thirty-Five Percent (35%) of the Consultant's first-year compensation from Client or third-party. For purposes of this clause, "introduce" and "refer" shall include any instance where Client has received information about a Consultant from Company or has interviewed, communicated with, or otherwise engaged in discussions with a Consultant as a result of Company's services. The parties agree that this section is intended to provide fair compensation to Company for its services, and it does not, in any way, restrict Client's right to hire a Consultant introduced or referred by Company.

**SECTION 12**  
**Equal Opportunity and Workplace Harassment**

Both parties agree to provide equal opportunity to all Consultants and agree that they will not discriminate against, harass, or retaliate against any Consultant based on race, religion, color, sex, national origin, age, disability, veteran status, or any other status or condition protected by applicable federal, state, or local laws. Client will promptly investigate all allegations of discrimination, harassment, and retaliation, and will immediately report to Company any such incident or suspected incident involving a Consultant and Client employees or agents or occurring at Client's worksites. Client will indemnify Company for all losses, liabilities, or damages associated with defending any charge, complaint, claim, cause of action or suit by any governmental or administrative agency and/or any Consultant or anyone acting on Consultant's behalf, arising in whole or in part due of Client or Client's employees or agents.

**SECTION 13**  
**Timekeeping and Invoicing**

Client will ensure that Consultants accurately record the start and stop times for all hours worked in accordance with Client's policies and that Consultants utilize Client's designated method for submission of Company's timesheet. Timesheets and/or timesheet approvals are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Company will generate an invoice based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) of services provided, Consultant name, job title, hourly bill rate, total hours billed, and total amount due. Company pays overtime in compliance with federal, state, and local laws. Client agrees to be billed at one and one-half (1.5) times the regular bill rate for all hours when Company is required to pay overtime. Pre-approval by Client, in writing, is required for overtime hours prior to any such hours being worked. Client attests that only Client employees with appropriate knowledge and authority will review and approve invoices and will notify Company of any errors within fifteen (15) days of the date of invoice, and Company agrees that all non-disputed amounts are due and payable according to the standard payment terms contained herein. Company and Client will work in good faith to resolve any errors, and Company will provide a corrected invoice mutually acceptable to both parties within ten (10) business days of a resolution. In the event Client fails to report errors within fifteen (15) days, disputes will not be accepted, and the invoice will be due and payable in full.

**SECTION 14**  
**Payment Terms, Default Charges, and Minimum Wage Increases**

Company will submit invoices to Client on a monthly basis for all services provided during the previous month. **Client's payment is due within fifteen (15) calendar days of receipt of invoice, not to include holidays.**

Invoices are considered past due if not paid by the agreed upon due date. Client agrees to pay all necessary collection costs, including reasonable attorney's fees and costs. Company reserves the right to approve or discontinue any extension of credit and the terms governing such credit.

If Company is required to increase Consultant's compensation due to minimum wage increases or experiences an increase in compensation costs as a direct result of any law, order, or other government action, Client agrees that Company may increase the bill rates at a proportional level. Company agrees it may only increase bill rates up to a level that places Company in the same position it was prior to such law, order, or action. Company will provide fifteen (15) days written notice to Client prior to any such change taking effect.

**SECTION 15**  
**Limitation of Liability**

NEITHER PARTY WILL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND WILL NOT BE LIMITED BY THESE PROVISIONS.

**SECTION 16**  
**Incident and Error Tracking**

Client will report to Company any performance issues, incidents, errors, or other similar events related to the work or services provided by Consultants. Company will document reported incidents and may track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of Client's knowledge of the occurrence.

**SECTION 17**  
**Termination of Assignment With Cause**

Immediately upon Client's knowledge, Client will report to Company any behavior issue, deviation from the accepted standards of practice, policies, and procedures as orientated to Consultant, or incident that would be considered adverse to Client's operations. In such an event, Client may request, in writing, that Company facilitate the immediate removal of Consultant. Client agrees it will not immediately remove a Consultant or terminate an assignment unless Company has been notified in writing or, based on Client's good faith assessment, that immediate dismissal is necessary to protect Client's operations. Upon termination of assignment or removal of a Consultant, Client will provide documentation specifying the reasons and facts of the termination to Company within forty-eight (48) hours. If Client does not report such deviation(s) and terminates an assignment or does not provide the required documentation following a termination, Client will be assessed an amount equal to five (5) days of billings at the bill rates and minimum hours agreed upon in the applicable Client Assignment Confirmation. The parties agree that Consultants are an integral part of Company's operations and a resource that may have been developed over years, and Client acknowledges that Company may not be able to find another position for Consultant, ultimately leading to termination of Consultant's employment with Company. Accordingly, any delay or absence of written notice may result in lost revenue or other consequences not foreseen at this time. Therefore, the parties agree the liquidated damages in this Section are reasonable for the probable loss suffered by Company in the event of Client's breach of this provision.

Client is responsible for all costs and fees up to the point of termination. Client will provide Company a five (5) business days exclusivity period to refill the position in the event of termination with cause. Should Company identify a suitable Consultant, Client will agree to the original or extended terms of the terminated Consultant's assignment. In the event a replacement Consultant requires higher compensation, Client agrees that Company may proportionately increase the bill rate to put Company in the same position as it was before the termination.

**SECTION 18**  
**Termination of Agreement and Termination of Assignment Without Cause**

Client may terminate an assignment or this Agreement upon thirty (30) days written notice. Client is responsible for all charges and fees prior to notice date and through the 30-day period of notice. If Client is unable to or does not provide thirty (30) days written notice, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours for all terminated assignments. In the event of termination without cause, Client is responsible for any housing and travel costs actually incurred by Company because of such termination.

**SECTION 19**  
**Minimum Hours**

Client will provide Consultants with the number of work hours per week specified in the applicable Client Assignment Confirmation. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the minimum work hours. Minimum work hours will be reduced to reflect scheduled closings for holidays and planning days.

**SECTION 20**  
**Force Majeure and Unscheduled Facility Closure Policy**

Neither party is liable for failure or delay in performing its obligations, if such failure or delay is due to natural disasters, pandemics, acts of war, government regulations, or other events or causes beyond the parties' control. Further, the parties agree that Company is not liable for failure or delay in performing its obligations, if such failure or delay is due to termination of Consultant or Consultant's resignation. If services are interrupted, both parties will make reasonable efforts to resume operations.

Notwithstanding the foregoing, the parties agree that in the event of an unforeseen or unexpected interruption resulting from a complete or partial unscheduled closure of Client's facilities due to natural or manmade events, including but not limited to fires, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services all Consultants whose services can be performed in such a setting. Client agrees to be billed for virtual services at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours will be entered and processed according to the normal time submittal and approval process, unless otherwise requested in writing by Client and agreed upon by Company. Company and Client will work in good faith to determine which contracted disciplines qualify for virtual services, however Client may not decline virtual services of a Consultant if the same services are provided virtually by Client employee(s). For Consultants not eligible for virtual services, Client will be invoiced and will pay for each affected Consultant a rate of \$200 per day for each workday that the affected Consultant is unable to work due to an Unscheduled Closure.

**SECTION 21**  
**Multiple Locations**

If Client requires Consultant to travel to and perform services at more than one location, Client will compensate Company for travel time between facilities at the regular hourly bill rate and for mileage not to exceed the then current IRS reimbursement rate.

**SECTION 22**  
**Issue Resolution**

In the event Client encounters an issue that is not satisfactorily resolved by its Company representative, Client should escalate the issue to the appropriate Company manager by calling 800-849-5502. Please ask for your account representative's manager.

**SECTION 23**  
**Indemnification**

To the fullest extent permitted by law, each party (the "Indemnifying Party") will indemnify, defend, and hold harmless the other party, and each of their respective officers, directors, agents, and employees (the "Indemnified Party") against all liabilities, losses, damages, costs and expenses ("Losses") to the extent caused by the actions or inactions of the Indemnifying Party. In no event will the Indemnifying Party's obligations extend to Losses resulting solely from the negligent act or omission, willful misconduct, breach of this Agreement, or unlawful act of an Indemnified Party.

The Indemnified Party will notify the Indemnifying Party promptly after receiving notice of a claim, lawsuit, demand, action, or threatened action ("Claim") covered by the indemnity obligations in this Agreement and will provide the Indemnifying Party with all necessary documentation for the Indemnifying Party to assess its obligations under the Agreement. The parties will keep each other reasonably informed regarding the status of any Claim, will work in good faith in the defense and settlement of Claims, will provide notice to and consult with each other prior to settling any Claim. Neither party will, without the other's written consent, settle or compromise any claim or consent to the entry of any judgment regarding any Claim which indemnification is being sought unless such settlement, compromise, or consent (i) includes an unconditional release of the other party from all liability arising out of such claim; (ii) does not include any admission or statement suggesting any wrongdoing or liability on behalf of the other party; (iii) does not contain any equitable order, judgment, or term that affects, restricts or interferes with the business of the other party; and (iv) does not place any monetary obligations or liabilities on the other party. Any omission or delay in complying with this paragraph by the Indemnified Party will relieve the Indemnifying Party of its obligations to the extent it is prejudiced by such omission or delay. This Section will survive any termination or expiration of this Agreement.

**SECTION 24**  
**Confidentiality**

Each party acknowledges that, they (the "Receiving Party") will learn confidential information of the other party (the "Disclosing Party"). Confidential information (as defined here and below) is any information which is private to the Disclosing Party but is shared by to the Receiving Party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements, and terms and**

**conditions of this Agreement.** It is agreed that neither party will disclose any Confidential Information of the other party to any person or entity nor permit any person or entity to use Confidential Information, except as required to fulfill the party's obligations under this Agreement.

Confidential Information of Company also includes, but is not limited to, any and all information owned or controlled by Company and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Company and which is not generally disclosed to the public, including but not limited to employee and Consultant information and Company's technical data, policies, financial data, contract terms and provisions, billing rates, and permanent placement fees whether disclosed orally, in writing, or by inspection, and that should be reasonably understood to be confidential given the nature of the information.

If the Receiving Party attempts to use or dispose of any Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of this Agreement, the Disclosing Party has the right, in addition to other remedies which may be available to it, to obtain injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant. The parties acknowledge and agree that monetary damages may not be a sufficient remedy for any breach or threatened breach of this Section and, therefore, such injunctive relief is appropriate as a remedy and the breaching party waives any requirement for the securing or posting of any bond showing actual monetary damages in connection with such breach.

The parties understand and agree that nothing in this Section is meant to prevent any disclosure of Confidential Information required under federal, state, or local law, regulation, or a valid order issued by a court or governmental agency (each a "Legal Order"). Before making such disclosure, the Receiving Party will provide the Disclosing Party with (i) prompt written notice of such Legal Order so the Disclosing Party may seek, at its own costs and expense, a protective order or other remedy; and (ii) reasonable assistance, at the Disclosing Party's costs and expense, in opposing such disclosure. If, after providing notice, the Receiving Party remains subject to a Legal Order to disclose any Confidential Information, the Receiving Party will disclose only the portion of Confidential Information that such Legal Order specifically requires to be disclosed.

**SECTION 25**  
**Family Education Rights and Privacy Act, Data Protection, and Cybersecurity**

Where applicable, Company will comply with all laws, rules, and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about Client's students may be contained in records maintained by Company and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect relevant records in accordance with FERPA and Client policy. If necessary, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines. Notwithstanding the foregoing, Client will not, unless necessary in furtherance of this Agreement, disclose such information to Company or Consultant, and Client will not, under any circumstances, allow Consultant to remove such information from Client facilities. If such removal occurs, Client will immediately notify Company, and the parties will work in good faith to remedy the situation. Except where required by law, Company will not disclose to any third party, without prior consent of a parent/guardian and written consent of Client, any information regarding students that Company may learn or obtain during this Agreement.

The parties will implement and maintain reasonable security measures to protect data from unauthorized access, disclosure, or use and will comply with all applicable federal, state, and local laws regarding privacy and data protection. In the event of a data breach affecting the other party, the affected party must notify the other party within five (5) business days of its awareness of the breach. Upon termination of this Agreement or upon the other party's request, each party will return or securely destroy records and data in accordance with applicable laws. Client agrees Company is free from any liability arising from or relating to Client's failure to provide onsite supervision or to orient and train Consultant on Client's policies, procedures, or oversight related to data protection.

**SECTION 26**  
**Intentionally Omitted.**

**SECTION 27**  
**Conflicts of Interest**

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with the ability to perform under this Agreement. To that end, the parties hereby certify and represent that their officials, employees, and agents do not have any significant financial or other pecuniary interest in the other party's business or operations, and no inducements of monetary or other value were offered or given to any officer, employee, or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

**SECTION 28**  
**Client Funding**

The parties acknowledge that Client's obligations under this Agreement may be subject to budgetary constraints and appropriations by government authorities. If funding for services under this Agreement is reduced or eliminated by governmental action, Client will immediately notify Company in writing. In such cases, the parties will negotiate in good faith to modify the Agreement to allow for

continuation of services. However, if Company, in its sole discretion, determines that it is not feasible to continue providing services at reduced costs, Company may immediately terminate this Agreement and all current and future assignments, without liability to Client.

**SECTION 29**  
**Survival**

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation, or expiration of this Agreement, will survive termination, cancellation or expiration of this Agreement.

**SECTION 30**  
**Notices**

All notices required to be given in writing will be sent to the names/addresses listed below.

To Company

New Direction Solutions LLC dba ProCare Therapy  
Attn: Contract Department  
5550 Peachtree Parkway, #500  
Peachtree Corners GA 30092  
Email: [ContractNotices@procaretherapy.com](mailto:ContractNotices@procaretherapy.com)

To Client

Owasso Public Schools  
1501 N ASH ST, OWASSO, OK 74055

**SECTION 31**  
**Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma. Any legal action or proceeding arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located in the State of Oklahoma.

**SECTION 32**  
**Electronic Signatures, Counterparts, and Authority**

This Agreement and any related documents may be executed and delivered electronically, including by email or electronic signature software. Signatures transmitted electronically will be considered valid and binding as if they were original signatures.

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. A signed copy of this Agreement transmitted by electronic means (such as email or other software) will have the same legal effect as an original signed copy.

The persons signing this Agreement represent that they have the proper authority to bind their respective party. If Client is entering into this Agreement on behalf any additional affiliated facilities, Client represents that it has the proper authority to bind those facilities to the terms of this Agreement. As such, Client will be jointly and severally liable under this Agreement for the obligations of such additional affiliated facilities.

**SECTION 33**  
**Severability and Waiver**

If any provision of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect. When possible, the parties agree to negotiate in good faith to replace any invalid or unenforceable provision with a legally valid alternative.

Failure or delay by either party to enforce any provision of this Agreement will not be considered a waiver of that provision or any other provision, and a waiver of any right(s) under this Agreement must be in writing and signed by the waiving party. No waiver of any default will be deemed a waiver of any subsequent default.

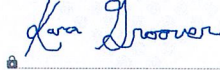
**SECTION 34**  
**Entire Agreement**

This Agreement and each duly executed Amendment or Exhibit represents the entire agreement between the parties and supersedes any prior understandings or agreements, whether written or oral, between the parties with respect to the subject matter herein. The parties acknowledge that they were given the opportunity to discuss this Agreement with legal counsel. Should any provision of this

Agreement require judicial interpretation, the interpretation shall not apply any rule of construction to construe the provision(s) more strictly against one party. This Agreement will inure to the benefit of and will be binding upon the parties hereto and their respective heirs, personal representatives, successors, and assigns, subject to the limitations contained herein. This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the parties.

**72385 - Owasso Public Schools**

**New Direction Solutions, LLC dba ProCare Therapy**



**Kara Groover**  
Division Director  
August 08, 2025 17:05 UTC  
IP: 38.142.99.19

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**ADDENDUM A**  
**Client Assignment Confirmation**



This Client Assignment Confirmation is entered into and executed as of the signature date below and supplements the Client Services Agreement between the Client and New Direction Solutions, LLC dba ProCare Therapy ("ProCare" or "the Company"). Client will pay ProCare for hours worked by Consultant on the following terms:

**Assignment Details**

ProCare Consultant: Julie Findley PID: \*

School District Name (Client): Owasso Public Schools

Start Date: 08/14/2025 End Date: 05/22/2026

*Start and End dates are subject to change based on the credentialing and licensure process as well as adjustment in the school district's calendar.*

Position: Special Education Teacher

Bill Rate: \$75.00 Minimum Hours: 37.50

Overtime Rate: 1.5 times Bill Rate

Billing Workweek: Monday – Friday

Miscellaneous: Excludes school vacations and holidays. The offer is contingent upon candidate passing the fingerprinting and background check. End date is tentative based on school schedule.

Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax-exempt entity.

If ProCare Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Option of virtual services will be offered by ProCare in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

Should Client desire the convert the Consultant named above from contracted personnel to a direct employee, Client shall reach out to their Company representative for more information.

-

Account Representative Information: Alex Iverson  
alex.iverson@procaretherapy.com  
678-710-7653

By: 72385 - Owasso Public Schools

By: New Direction Solutions, LLC dba ProCare Therapy

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.**

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## 5.20 Student Transfers – Out of District

[Return to Policy Manual](#)

Section 5 | Students

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

The school district will begin accepting applications for the next school year starting June 1st. Receipt of properly completed applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1st capacity data is determined for each grade level and site within the school district.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred so long as the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely

consider requests in the order applications are received. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.

A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such a student's application will be reviewed utilizing only disciplinary records and attendance in the determination of the transfer request.

It is the policy of the Board of Education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation resulting in an out of school suspension,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the Board of Education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the

number of transfer students for each grade level for each school site which the district has the capacity to accept.

The Superintendent, or his or her designee, shall report to the Board of Education the capacity for transfer students at each grade level and each school site. The number of authorized teaching positions, classrooms available, and class size at each grade level and each site, and/or other such factors shall be reported to the Board when determining the capacities at each site. After review of the report, the Board shall approve the capacity for transfer students at each grade level and each school site as it deems appropriate. The Superintendent or his or her designee shall report to OSDE and publish on the district website the capacities determined by the Board.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a regular employee, unless there is another qualifying reason for the transfer to be denied, such as discipline, attendance, and/or available resources.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. If a student is denied a transfer because of capacity limitations, the parents may choose to add the transfer request to a waitlist, in which case transfers would be granted in the order in which they are received in the event that space becomes available for a specific school and/or grade.

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this district may:

1. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and
2. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent initiated or student-initiated transfer applications governed by this policy.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may

continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice via hand-delivery, U.S. Mail, or email of the intention to deny a continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the Board of Education. The Board of Education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board may consider the appeal at a special meeting of the Board of Education.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and

4. The name, address and telephone number of the legal representative, if applicable.

Appeal process: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to **uphold the superintendent's denial of the transfer request** ~~deny an appeal of a request to transfer~~, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the

board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2. **An exception to this is provided through the Oklahoma Secondary School Activities Association that grants eligibility to participate if the student was either approved for enrollment at the receiving (new) school or placed on a waiting list at the receiving (new) school on or before July 15. Student-athletes must complete a waiver through the Athletic Department to be considered for this exception.**

The board of education shall annually submit to the State Department of Education the number of transfer requests for students with disabilities approved and denied and whether each denial was based on availability of programs, staff, or services. The State Department of Education shall publish the data on its website and make the data available to the office of Educational Quality and Accountability.

REFERENCE: 70 O.S. §1-114, 70 O.S. §1-113, 70 O.S. §5-117.1, 70 O.S. §8-101, et seq., 70 O.S. §24-101, et seq.; §24-102, Family Education Rights and Privacy Act, Atty. Gen. Op. No. 87-134, April 1, 1988, State Accreditation Standards 210:10-1-18 and 210:10-1-18.

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Amended August 2024  
Adopted June 2024



Order Form

Instructure, Inc.  
 6330 South 3000 East, Suite 700  
 Salt Lake City, UT 84121  
 United States

Order: Q-467720-1  
 Date: 2025-07-25

Order Valid Through: 2025-09-30

**Order Form for Owasso Public Schools**

Bill to Information

**Entity Name:** Owasso Public Schools  
**Address:** 12901 E 86TH ST N  
**City:** OWASSO  
**State/Province:** Oklahoma  
**Zip/Postal Code:** 74055  
**Country:** United States

Billing Contact

**Name:**  
**Email:**  
**Phone:**

Ship to Information

**Entity Name:** Owasso Public Schools  
**Address:** 1501 N Ash St  
**City:** Owasso  
**State/Province:** Oklahoma  
**Zip/Postal Code:** 74055  
**Country:** United States

Shipping Contact

**Name:** Mark Officer  
**Email:** mark.officer@owassops.org  
**Phone:** +1 918 272 5367

In Process

Billing Information

**Billing Frequency:** Annual Upfront + Transaction  
**Billing Frequency Term:**  
**Payment Terms:** Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Transcript Services	2025-08-18	2026-08-17	Recurring	Enrollment	1	USD 12,861.00	USD 12,861.00

Year 1 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2025-08-18	2026-08-17	USD \$4.65
T4	Transcript Services TPO	2025-08-18	2026-08-17	USD \$12.75

Year 2								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Transcript Services	2026-08-18	2027-08-17	Recurring	Enrollment	1	USD 13,315.05	USD 13,315.05

Year 2 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2026-08-18	2027-08-17	USD \$4.65
T4	Transcript Services TPO	2026-08-18	2027-08-17	USD \$12.75

Year 3								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Transcript Services	2027-08-18	2028-08-17	Recurring	Enrollment	1	USD 13,980.80	USD 13,980.80

Year 3 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2027-08-18	2028-08-17	USD \$4.65
T4	Transcript Services TPO	2027-08-18	2028-08-17	USD \$12.75

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 12,861.00	USD 0.00	USD 12,861.00
Year 2	USD 13,315.05	USD 0.00	USD 13,315.05
Year 3	USD 13,980.80	USD 0.00	USD 13,980.80
<b>Total</b>	<b>USD 40,156.85</b>	<b>USD 0.00</b>	<b>USD 40,156.85</b>

Reference	Products	Description
S2	Transcript Services	Learner Type: Alumni Only Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay
S2	Transcript Services	Learner Type: Current Only Delivery Method: Parchment Print and Digital Financing Option: Subscription - Recurring

**Quote Special Terms**

Recurring items on this Order Form (other than any 3<sup>rd</sup> Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**Payment Processing Fee:** Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 20% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month).

**Overages:** The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

**Pricing:** Unless otherwise expressly specified in the Order Form, after the first twelve (12) months of the Agreement, Instructure, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Instructure will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

<b>Owasso Public Schools</b>	
Signature:	_____
Name:	_____
Title:	_____
Date:	_____

<b>Instructure, Inc. (USA/CAN)</b>	
Signature:	 E6B435074982477...
Name:	Austin Holden
Title:	Sr Manager, Deal Desk
Date:	7/28/2025

In Process

## Certificate Of Completion

Envelope Id: 0140736A-680F-4863-B13D-DE6F7447E781  
 Subject: Instructure - Owasso Public Schools Contract for Signature  
 Source Envelope:  
 Document Pages: 3 Signatures: 1  
 Certificate Pages: 5 Initials: 0  
 AutoNav: Enabled  
 Enveloped Stamping: Enabled  
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Sent

Envelope Originator:  
 Kate Fantetti  
 6330 S 3000 E Ste 700  
 Salt Lake City, UT 84121  
 katherine.fantetti@instructure.com  
 IP Address: 209.112.107.133

## Record Tracking

Status: Original  
 7/25/2025 3:38:35 PM

Holder: Kate Fantetti  
 katherine.fantetti@instructure.com

Location: DocuSign

## Signer Events

Austin Holden  
 aholden@instructure.com  
 Sr Manager, Deal Desk  
 Instructure, Inc.  
 Security Level: Email, Account Authentication  
 (None)

## Signature



Signature Adoption: Drawn on Device  
 Using IP Address: 192.74.128.151

## Timestamp

Sent: 7/28/2025 11:34:43 AM  
 Viewed: 7/28/2025 11:35:00 AM  
 Signed: 7/28/2025 11:35:22 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/24/2025 7:52:24 PM  
 ID: a34d4317-8726-4570-ab7e-489b533c1924

Mark Officer  
 mark.officer@owassops.org  
 Security Level: Email, Account Authentication  
 (None)

Sent: 7/28/2025 11:35:25 AM  
 Viewed: 7/31/2025 6:14:56 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 7/31/2025 6:14:56 AM  
 ID: cbe194b8-95ad-44af-adc1-0d1138ed9057

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

Deal Desk  
 dealdesk@instructure.com  
 Director, Deal Desk & Pricing  
 Instructure, Inc.  
 Security Level: Email, Account Authentication  
 (None)

**COPIED**

Sent: 7/28/2025 11:34:44 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 7/28/2025 11:33:56 AM  
 ID: d6230d34-0a57-4ae1-8141-3e76e3fb726a

**Carbon Copy Events**

Kate Fantetti  
 katherine.fantetti@instructure.com  
 Security Level: Email, Account Authentication  
 (None)

**Status**

**COPIED**

**Timestamp**

Sent: 7/28/2025 11:35:24 AM  
 Viewed: 7/28/2025 11:38:32 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Deal CLM  
 orders@instructure.com  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent Hashed/Encrypted  
 Certified Delivered Security Checked

7/25/2025 3:38:37 PM  
 7/31/2025 6:14:56 AM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

In Process

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Instructure, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Instructure, Inc.:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ashley@instructure.com

**To advise Instructure, Inc. of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ashley@instructure.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Instructure, Inc.**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Instructure, Inc.**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>• Allow per session cookies</li> <li>• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Instructure, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Instructure, Inc. during the course of my relationship with you.



**Owasso Public Schools**

**Treasurers Report**

as of July 31st, 2025

	General Fund prior year 7/1/24 to 7/31/24	General Fund current year 7/1/25 to 7/31/25	Building Fund prior year 7/1/24 to 7/31/24	Building Fund current year 7/1/25 to 7/31/25	Child Nutrition prior year 7/1/24 to 7/31/24	Child Nutrition current year 7/1/25 to 7/31/25	Sinking Fund prior year 7/1/24 to 7/31/24	Sinking Fund current year 7/1/25 to 7/31/25
Beginning Fund Balance	18,444,544.42	20,271,993.58	4,009,841.87	4,281,377.64	2,572,917.00	2,233,404.82	2,035,668.91	5,553,565.30
Revenue								
local	103,405.85	127,304.59	22,017.21	20,899.75	6,819.58	8,327.26	35,876.98	58,402.60
intermediate	166,490.31	181,035.07	0.00	0.00		0.00		0.00
state	168,446.02	263,315.93	0.00	0.00	0.00	0.00	0.00	0.00
federal	536,062.69	912,389.05	0.00	0.00	54,406.95	33,979.72		
premium on bond sale							0.00	0.00
reimb/correcting entry	<u>0.00</u>	<u>12,296.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>39.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	<b>974,404.87</b>	<b>1,496,340.64</b>	<b>22,017.21</b>	<b>20,899.75</b>	<b>61,226.53</b>	<b>42,345.98</b>	<b>35,876.98</b>	<b>58,402.60</b>
Expenditures								
salary	1,032,966.06	1,000,713.00			50,337.92	43,024.46	0.00	0.00
benefits	349,439.60	359,203.85			12,019.73	10,816.68	0.00	0.00
contracted prof / tech svcs	45,160.35	3,836.98	0.00		13,539.00	0.00	0.00	0.00
property svcs	31,373.33	56,461.96	84,768.26	98,669.71	4,009.96	0.00	0.00	0.00
other purchased svcs	223,392.99	264,728.31	1,559,819.34	1,407,640.35	21,485.93	15,007.02	0.00	0.00
supplies	104,147.61	162,085.95	189,035.49	180,386.22	0.00	0.00	0.00	0.00
property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
dues/fees/registration/tuition	15,206.31	28,431.39			0.00	0.00	0.00	0.00
bond principal & interest							0.00	0.00
other uses	<u>0.00</u>	<u>176.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>10,039.00</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	<b>1,801,686.25</b>	<b>1,875,637.44</b>	<b>1,833,623.09</b>	<b>1,686,696.28</b>	<b>113,892.54</b>	<b>78,887.16</b>	<b>0.00</b>	<b>0.00</b>
prior year estopped checks	0.00	0.00						
Balance as of July 31st	17,617,263.04	19,892,696.78	2,198,235.99	2,615,581.11	2,520,250.99	2,196,863.64	2,071,545.89	5,611,967.90
bank balance 7-31-25		20,033,941.83		2,677,996.06		2,196,863.64		5,611,967.90
outstanding checks		<u>(141,245.05)</u>		<u>(62,414.95)</u>		<u>0.00</u>		<u>0.00</u>
balance 7-31-25		19,892,696.78		2,615,581.11		2,196,863.64		5,611,967.90

**Owasso Public Schools  
Treasurers Report**

Bond Funds Summary  
as of 7-31-25

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date
FY 26 Beginning Fund Balance	39,260,027.51	713.68	38,156.54	176,930.53
Revenue				
interest/other	126,164.56	0.00	0.00	0.00
correcting entry	0.00	0.00	0.00	0.00
bond proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	126,164.56	0.00	0.00	0.00
Expenditures	<u>2,090,503.73</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
prior year estopped check	<u>0.00</u>			
Balance as of 7-31-25	37,295,688.34	713.68	38,156.54	176,930.53

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	1,920.00	3,043.79	38,156.54	21,000.00	17,156.54	713.68	713.68	0.00
119	plant operations	105,775.75	3,585.68	102,190.07	0.00	0.00	0.00	0.00	0.00	0.00
120	fine arts uniforms/equip	14,118.44	6,118.83	7,999.61						
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		176,930.53	63,697.06	113,233.47	38,156.54	21,000.00	17,156.54	713.68	713.68	0.00

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance
000	non categorical	0.00	0.00	0.00
111	copiers	247,675.00	104,886.00	142,789.00
112	buses	397,224.76	28,564.28	368,660.48
113	technology	5,543,328.98	1,117,672.46	4,425,656.52
114	instructional resources	2,573,259.18	607,938.83	1,965,320.35
116	uniforms/equipment	206,009.71	76,182.00	129,827.71
117	safety	392,962.88	48,164.06	344,798.82
119	plant operations	4,171,973.29	1,081,242.75	3,090,730.54
120	fine arts uniforms/equip	640,036.29	55,424.02	584,612.27
171	nurses equipment	50,948.91	46,566.74	4,382.17
172	library budgets	179,420.46	98,695.74	80,724.72

Construction Projects

134	roofing district wide		3,302,991.23	
136	track/band project		227,847.94	
138	hodson safe structure		2,821,339.14	
139	8th Grade Safe Room		786,580.79	
141	5th grade center		<u>393,803.30</u>	
	Total Construction	18,773,052.61	7,532,562.40	11,240,490.21

total bond 31		33,175,892.07	10,797,899.28	22,377,992.79
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**CERTIFICATE AND ORDER  
TO COUNTY CLERK AND COUNTY TREASURER**

\_\_\_\_\_ Tulsa \_\_\_\_\_ Oklahoma, August 11, 2025

To the County Clerk and County Treasurer of \_\_\_\_\_ Tulsa \_\_\_\_\_ County, Oklahoma.

We, the undersigned, presiding officer and Clerk of the Governing Board of (City, Town, Multi-County, Library, Board of Education, School District, (state which) \_\_\_\_\_  
Independent School District No. 11 \_\_\_\_\_ of \_\_\_\_\_ Tulsa County \_\_\_\_\_  
("Public Body") in said County, State of Oklahoma, hereby authorize you, from and after the date hereof, for the current term or for the remainder of such current term in case of appointment to fill vacancy, such authority to continue until the end of such term, and no longer, unless sooner revoked, to pay over any public funds collected for the aforesaid Public Body in accordance with the provisions of 68 Okl.St. Ann. § 2923, to \_\_\_\_\_ Phillip Storm \_\_\_\_\_ Address 1501 N Ash St. Owasso, OK 74055 \_\_\_\_\_, Oklahoma as TREASURER of said Public Body for the term stated; and his legal qualifications for said office are hereby certified to be truly and correctly stated as follows:

- (1) Date Elected or Re-elected \_\_\_\_\_ 20 \_\_\_\_\_;
- (2) Date Appointed or Re-Appointed \_\_\_\_\_ July 1 \_\_\_\_\_, 2025 (Note 1);
- (3) Filed Surety Bond in sum of \_\_\_\_\_ Three Hundred Fifty Thousand \_\_\_\_\_ Dollars ( \$ 350,000.00 ) with \_\_\_\_\_ Western Surety Company \_\_\_\_\_ as Surety;
- (4) Bond Terms begins \_\_\_\_\_ July 1 \_\_\_\_\_, 2025 \_\_\_\_\_, and Expires/Renews \_\_\_\_\_ June 30 \_\_\_\_\_, 2026 \_\_\_\_\_;
- (5) Number of Bond \_\_\_\_\_ 63727992 \_\_\_\_\_;
- (6) Date Bond was approved by Governing Board \_\_\_\_\_, 20 \_\_\_\_\_ (if applicable); and
- (7) Said new Bond is in custody and control of \_\_\_\_\_ Sheryl Mansard \_\_\_\_\_ (Note 2), or was deposited with \_\_\_\_\_ for safekeeping.

Approved on \_\_\_\_\_ August 11 \_\_\_\_\_, 2025 by \_\_\_\_\_ Owasso Board of Education \_\_\_\_\_ endorsement made.

Signed and Certified at \_\_\_\_\_ Owasso \_\_\_\_\_, Oklahoma, this \_\_\_\_\_ 11th \_\_\_\_\_ day of \_\_\_\_\_ August \_\_\_\_\_, 2025 .

\_\_\_\_\_  
Presiding Officer  
\_\_\_\_\_  
Official Title  
\_\_\_\_\_  
Attesting Officer  
\_\_\_\_\_  
Official Title

**ATTESTING  
OFFICER'S SEAL**

**ATTEST:**

**Note 1:** Where Treasurer is appointed for an indefinite term, provide the original date of appointment. This form must be submitted annually even if Treasurer is appointed for an indefinite term, and must be submitted at any time a bond renews or the named Surety changes.

**Note 2:** Treasurer should not have custody of his own bond. If Financial Secretary of City serves both as Clerk and Treasurer, Mayor or other chief officer should have custody.

**Note 3:** See 11 Okl.St. Ann. § 8-105, requiring bond for Treasurer of a municipality; 70 Okl.St. Ann §§ 5-114 & 5-115 requiring bond for Treasurer of a Board of Education; and 65 Okl.St. Ann. § 4-105 requiring bond for Multi-County Library.

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**CERTIFICATE AND  
ORDER**

OF Independent School District No. 11  
Name of Public Body

County of Tulsa

State of Oklahoma, to the County Clerk and  
County Treasurer

Qualifying Phillip Storm

Owasso Okla.,  
as Treasurer of said Public Body.

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Received and Filed this \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_\_

County Clerk- County Treasurer

Deputy

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Amount of Bond \$ 350,000.00

Date of Bond July 1 20 25

Bond Expires/Renews June 30 20 26

SURETIES

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### **OHS Gym ADVERTISING AGREEMENT Ram Club – Volleyball**

THIS AGREEMENT is made and entered by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and Inspire Financial Group (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

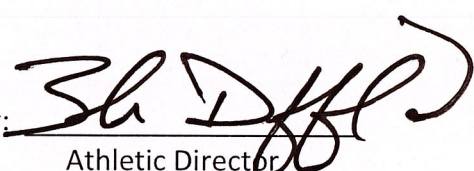
1. **Scoreboard Advertising.** The District hereby designates the Sponsor as a Ram Club - 1 Sponsor and leases to the Sponsor one digital rotation on LED sign in the OHS gym.
2. **Term.** The term of this Agreement shall extend for a period of one (1) year beginning on 8/1/25 of the current year and ending date on July 31<sup>st</sup> of the next year.
3. **Consideration.** The Sponsor agrees to pay the Athletic Department \$1,000 per year, in advance and paid in full of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement.
4. **Installation and Maintenance.** The Sponsor will bear the responsibility and expense for the fabrication and submission to the Athletic Department of the District of said Sponsor's logo for the Sponsor's advertising panel. All such activities will be coordinated with the District. Sponsor agrees to submit an artwork and advertising copy to the District for approval prior to the installation on the scoreboard. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts.
5. **Location.** The District will, in its sole discretion, determine the specific location on the scoreboard/message center where the Sponsor's advertising panel will be displayed.
6. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.

7. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
8. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.
9. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

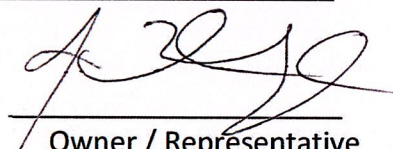
Dated: 07/21/2025

Owasso Athletic Department

by: \_\_\_\_\_  
BOE President

by:   
Athletic Director

ZACH DUFFIELD

By:   
Owner / Representative

Josh Wawrzonek



### SCOREBOARD ADVERTISING AGREEMENT

#### Ram Club - Bronze + 3rd quarter broadcast live read

THIS AGREEMENT is made and entered into by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and Eagle Window Tint (the "Sponsor").

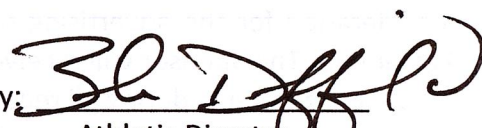
In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Term.** The term of this Agreement shall extend for a period of three (3) years beginning on August 1, 2025 and ending on July 31, 2028.
2. **Consideration.** The Sponsor agrees to pay the Athletic Department \$2,500 per year, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. The Sponsor will receive:
  - a. Endzone sign during all regular home varsity football games
  - b. Logo featured in all seasonal media guides
  - c. Sponsor mentions on Owasso Athletics social media
  - d. Logo featured on Owasso Athletics website
  - e. A live read during the 3rd quarter of varsity football games broadcast on the Owasso Sports Network.
3. **Installation and Maintenance.** The Sponsor agrees to submit an artwork and advertising copy to the District for approval prior to placement in any of the advertising locations mentioned above. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts. The Athletics Department of the District will bear the responsibility for all expenses of fabricating and maintaining Sponsor's advertising panel.
4. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.

5. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
6. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.
7. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

Owasso Athletic Department

by: \_\_\_\_\_  
BOE President

\_\_\_\_\_  
by:   
Athletic Director

ZACH DUFFIELD

By: Rachel Witten  
Eagle Window Tint Owner/Representative

  
\_\_\_\_\_



### ADVERTISING AGREEMENT Ram Club - Broadcast Sponsorship

THIS AGREEMENT is made and entered into by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and Kaci Miller State Farm (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Term.** The term of this Agreement shall extend for a period of one (1) year beginning August 1, 2025 and ending July 31, 2026.
3. **Consideration.** The Sponsor agrees to pay the Athletic Department \$2,000 per year, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. The Sponsor will receive:
  - a. Exclusive Scoring Drive sponsorship on Broadcast
4. **Installation and Maintenance.** Sponsor agrees to submit any artwork and advertising copy to the District for approval prior to broadcast. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts.
5. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.
7. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
8. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.

9. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

Owasso Athletic Department

by: \_\_\_\_\_  
BOE President

by:   
Athletic Director

ZACH DUFFIELD

By: Kaci Miller  
Kaci Miller



### ADVERTISING AGREEMENT Ram Club - Broadcast Sponsorship

THIS AGREEMENT is made and entered into by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and Pathway Church (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Term.** The term of this Agreement shall extend for a period of one (1) year beginning August 1, 2025 and ending July 31, 2026.
3. **Consideration.** The Sponsor agrees to pay the Athletic Department \$400 per year, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. The Sponsor will receive:
  - a. Exclusive sponsorship of the "Pathway to Victory" on Broadcast
  - b. One other on-air mention
4. **Installation and Maintenance.** Sponsor agrees to submit any artwork and advertising copy to the District for approval prior to broadcast. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts.
5. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.
7. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
8. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.

9. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

Owasso Athletic Department

by: \_\_\_\_\_  
BOE President

by: \_\_\_\_\_  
Athletic Director

ZACH DUFFIELD

by: Rev. Ammie Sullivent  
Sponsor owner/representative  
Rev. Ammie Sullivent



### ADVERTISING AGREEMENT Ram Club - Broadcast Sponsorship

THIS AGREEMENT is made and entered into by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and Christian Brothers Automotive (the "Sponsor").

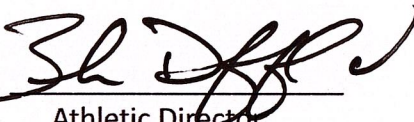
In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Term.** The term of this Agreement shall extend for a period of three (3) years beginning August 1, 2025 and ending July 31, 2028.
3. **Consideration.** The Sponsor agrees to pay the Athletic Department \$4,000 per year, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. The Sponsor will receive:
  - a. Exclusive sponsorship of the Broadcast Booth
  - b. A minimum of four (4) :30 spots during the broadcasts
4. **Installation and Maintenance.** Sponsor agrees to submit any artwork and advertising copy to the District for approval prior to broadcast. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts.
5. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.
7. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
8. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.

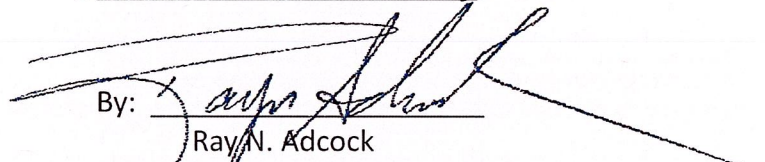
9. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

Owasso Athletic Department

by: \_\_\_\_\_  
BOE President

by:   
Athletic Director

**ZACH DUFFIELD**

By:   
Ray N. Adcock  
Owner, Christian Brothers Automotive



### SCOREBOARD ADVERTISING AGREEMENT

#### Ram Club - 15

THIS AGREEMENT is made and entered into by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and Tulsa Accident Care Center (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Term.** The term of this Agreement shall extend for a period of one (3) years beginning on 8/1/2025 of the current year and ending three years from the beginning date.
2. **Consideration.** The Sponsor agrees to pay the Athletic Department \$5,000 per year, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. The Sponsor will receive:
  - a. **In-Game Broadcast Feature (football only)**
    - i. Exclusive naming rights to the **Drive of the Game** segment during each Owasso Rams football broadcast.
    - ii. The play-by-play team will introduce this feature during pivotal moments in the game with a branded read (e.g., "*Let's take a look at the Tulsa Accident Care Center Drive of the Game...*").
  - b. **Social Media Highlight (all sports)**
    - i. Exclusive naming rights to the **Play of the Game**, a featured video highlight shared on Owasso Athletics' official **Instagram, Facebook, and X (Twitter)** accounts after each game.
    - ii. Each post will include **Tulsa Accident Care Center** tagged directly in the video caption, giving your brand meaningful engagement and visibility across thousands of local followers.
  - c. **:30-Second Commercial Spot (all sports)**
    - i. One **:30 commercial** to air during every live broadcast throughout the season.
3. **Installation and Maintenance.** Sponsor agrees to submit any artwork and advertising copy to the District for approval prior to placement in any of the advertising locations mentioned above. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts.

4. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.
5. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
6. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.
7. **Force Majeure.** District shall not be responsible for events beyond its reasonable control, such as public emergency or necessity, legal restrictions, labor disputes, strikes, boycotts, casualties, government restrictions, acts of God, unforeseen commercial delays or for any reason, including but not restricted to mechanical breakdowns beyond the control and without the fault of District that impair or otherwise cause District to be unable to fulfill advertising/publishing at the time specified. District shall not be liable to Sponsor except to the extent of allowing a mutually agreeable rate reduction or suitable "make goods". If any such event occurs and such event precludes the advertising/publishing of Sponsor's elements for a period exceeding fourteen (14) consecutive days, the Agreement may be terminated or the Term can be extended for an equivalent period at no additional cost to Sponsor at the sole discretion of Sponsor.
8. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

Dated:

Owasso Athletic Department

by: \_\_\_\_\_

BOE President

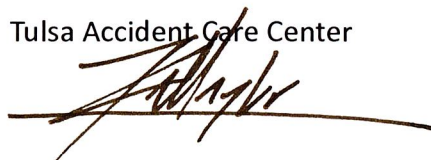
by: 

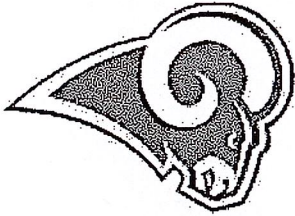
Athletic Director

ZACH DUFFIELD

By: \_\_\_\_\_

Tulsa Accident Care Center





### SCOREBOARD ADVERTISING AGREEMENT

#### Ram Club – Silver

THIS AGREEMENT is made and entered by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and FIRST UNITED MORTGAGE (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Term.** The term of this Agreement shall extend for a period of three (3) years beginning on 8/1/2025 of the current year and ending on the third year.
2. **Consideration.** The Sponsor agrees to pay the Athletic Department \$5,000, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. The Sponsor will receive:
  - a. **Exclusive sponsorship** of the **Varsity Football Pregame Show**, with your logo prominently displayed on the jumbotron and live shoutouts during the show, broadcast on the Owasso Sports Network
  - b. A :30 spot during Varsity Football game broadcasts
  - c. **24/7/365 logo rotation** on the video boards in both the football stadium and the gym
  - d. **Logo placement** in all seasonal media guides
  - e. **Logo featured** on the Owasso Athletics website
  - f. **Sponsor recognition** on Owasso Athletics social media platforms
  - g. Two passes to the Ram Room for all home varsity football games
3. **Installation and Maintenance.** Sponsor agrees to submit any artwork and advertising copy to the District for approval prior to placement in any of the advertising locations mentioned above. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts.
4. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims

for trademark or copyright infringement or violation of other intellectual property rights.

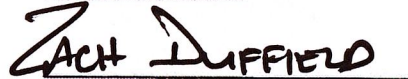
5. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
6. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.
7. **Force Maieure.** District shall not be responsible for events beyond its reasonable control, such as public emergency or necessity, legal restrictions, labor disputes, strikes, boycotts, casualties, government restrictions, acts of God, unforeseen commercial delays or for any reason, including but not restricted to mechanical breakdowns beyond the control and without the fault of District that impair or otherwise cause District to be unable to fulfill advertising/publishing at the time specified. District shall not be liable to Sponsor except to the extent of allowing a mutually agreeable rate reduction or suitable "make goods". If any such event occurs and such event precludes the advertising/publishing of Sponsor's elements for a period exceeding fourteen (14) consecutive days, the Agreement may be terminated or the Term can be extended for an equivalent period at no additional cost to Sponsor at the sole discretion of Sponsor.
8. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

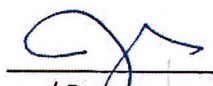
Dated: 8/4/25

Owasso Athletic Department

by: \_\_\_\_\_  
BOE President

by:   
Athletic Director

  
ZACH DUFFIELD

by:   
Owner / Representative

**Policy Changes  
2025-2026**

**Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process (1.22a):**

Language has been revised to be in compliance with HB 1483.

## **1.22a Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process**

The board of education hereby directs that neither the district nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- 1) One race or sex is inherently superior to another race or sex,
- 2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- 3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- 4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- 5) An individual's moral character is necessarily determined by his or her race or sex,
- 6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- 7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- 8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- A. Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- B. Identify the dates the alleged discriminatory act occurred;
- C. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- D. Include relevant information that would enable a public school to investigate the alleged violation; and
- E. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Dr. Margaret Coates, Superintendent, as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 918-272-5367 or email to [margaret.coates@owassops.org](mailto:margaret.coates@owassops.org). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated

employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher or support employee who files a complaint or otherwise discloses information that the teacher or support employee reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher, support employee, or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE:       70 O.S. § 24-158  
                                  State Accreditation Standard 210:10-1-23

**For questions on Prohibition on Race and Sex Discrimination, contact:**

Dr. Margaret Coates  
Superintendent  
1501 North Ash  
Owasso, Oklahoma 74055  
Office Number: (918) 272-5367

**A policy on this issue is required by the  
Standards of Accreditation for Oklahoma  
Schools Effective July of 2021**

**OWASSO PUBLIC SCHOOLS**

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM**

*This must be submitted in writing either in person or via email.*

TO: \_\_\_\_\_,

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- 1) One race or sex is inherently superior to another race or sex,
- 2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- 3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- 4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- 5) An individual's moral character is necessarily determined by his or her race or sex,
- 6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- 7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- 8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

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I, \_\_\_\_\_, attest that the information that I have provided above is correct and accurate.

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Complainant

**Please submit this form to:**

Dr. Margaret Coates, Superintendent

1501 North Ash

Owasso, Oklahoma 74055

Office Number: (918) 272-5367

## **Policy Changes 2025-2026**

**Professional Conduct by Staff (1.47):** Language has been revised to be in compliance with HB 1075.

## **1.47 Professional Conduct by Staff**

The board of education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive, or appropriate learning environment.

The board of education believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee's job and commitments to students and others.

The OSDE *Standards of Performance and Conduct* set forth standards for the professional conduct of teachers. The board, like the State Department of Education, requires teachers to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the board approves specific ethical standards that must guide the conduct of all staff members.

### **Specific Responsibilities**

Essential to the success of ongoing district operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the board and regulations of the administration in regard to students.
2. Concern and attention toward their own and the district's legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members, or school district patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of school district property.

### **Staff - Student Relationships**

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the superintendent, or other district official.

## **Exploitation of a Student**

Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, instructors, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the superintendent or superintendent's designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

## **Standards of Behavior**

Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators, and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

The district has adopted policies relating to employee and student use of wireless telecommunication devices and social networking sites and employees must adhere to these provisions.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

## **Exploitation by Supervisors of Subordinate Employees**

The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates, or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

## **Fiscal Management**

It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of school property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business, and purchasing practices.

**Every employee of the district has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to the State Board of Education, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.**

## **Policy Changes 2025-2026**

**Maternity Leave – Advancing Rights for Caregiving, Health, and Extended Recovery (2.13)**  
– **Certified Personnel:** Policy has been added to be in compliance with HB 1601. (See page 4.)

**Maternity Leave – Advancing Rights for Caregiving, Health, and Extended Recovery (2.13)**  
– **Administrators:** Policy has been added to be in compliance with HB 1601. (See page 8.)

**Personal Leave (2.13) – Certified Personnel:** Language has been revised to agree with the negotiated agreement. (See page 5.)

## 2.13 Leaves

The School District recognizes that School District personnel must on occasion be absent from work. Therefore, the School District provides categories of leave that will enable School District personnel to be absent when necessary.

It is also important for School District personnel to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, School District employees should utilize the leaves provided in a prudent and judicial manner. Leaves will be approved only when used for the purpose for which they are intended.

The abuse of leave by School District personnel will not be tolerated, and an employee abusing leave policies will be subject to disciplinary action up to and including termination.

### Teachers

#### Association Leave

- A. The Board will provide up to twenty-four (24) days of leave for attendance at conferences, workshops, lobbying, Delegate Assembly or meetings of the Association or its affiliates. No more than five (5) days may be used by any one teacher. When lobbying is at the request of the Superintendent or designee, the Board shall not charge the Association for a Substitute.
- B. Written request for the use of Association leave shall be made to the Superintendent or designee by the President of the Association at least forty-eight (48) hours in advance.
- C. The Association shall reimburse the District for each day of Association leave used. If a substitute is hired, the amount actually paid to the substitute shall be the amount reimbursed.
- D. No more than two (2) teachers per building may utilize Association leave on any given day.
- E. The Board shall provide up to eight (8) days of leave for the OWEA President for Association-related activities.

#### Bereavement Leave

- A. Teachers shall be granted leave for bereavement purposes without loss of pay for the reasons listed below.
  1. Up to five (5) days, per occurrence, for spouse, children, mother, father, father-in-law, mother-in-law, son-in-law, daughter-in-law, or siblings.
  2. Up to two (2) days, per occurrence, for uncles, aunts, grandparents, grandchildren, nieces, nephews, and siblings-in-law.
  3. Up to two (2) days per school year may be used for persons not mentioned in 1 or 2 above.
  4. Bereavement days in addition to those provided in 1, 2, or 3 above shall be

charged as personal leave.

### **Emergency Leave**

- A. Teachers shall be granted, without loss of pay, up to two (2) days for unforeseen circumstances related to the household and/or family (spouse or children) not covered by any other leave.
- B. In the event of a natural disaster (i.e. tornado, flood, fire, or earthquake), where the teacher's personal dwelling is not livable, a teacher may apply to receive up to three (3) days, in addition to those provided in A. above, without loss of pay, upon approval by the superintendent's designee.

### **Extended Leave of Absence**

- A. A teacher may, upon application and approval, be granted an extended leave of absence, without pay, for the following reasons.
  - 1. Personal illness.
  - 2. Illness in the family (spouse, child or parent).
  - 3. Professional study for the purpose of improving upon current certification or working toward a new area of certification in the field of education.
  - 4. Rearing a pre-school child.
  - 5. Temporary re-location of spouse.
- B. A teacher, except as may be required by law, shall be eligible for an extended leave after completing at least three (3) years of service in the District.
- C. All leaves, except as may be required by law, shall be for one (1) school year.
- D. A teacher returning from a leave shall be assigned a position. It may be at the teacher's previous site and position, or another position for which the teacher is certified and qualified.
- E. Requests for reinstatement must be made before May 1<sup>st</sup>. If a request for reinstatement is not made by the above date, the teacher will be deemed to have resigned and the teacher's contract will be terminated at the end of the school year.
- F. Employees on a leave of absence shall not receive credit for time based on the District's salary schedule or for purposes of accumulating leave or for any other purpose.
- G. Employees on an approved extended leave of absence shall not be employed by any other public or private school unless approved by the Superintendent or designee.

### **Legal Process Leave**

- A. Teachers shall be granted legal process leave to serve on a jury.
- B. Teachers shall be granted legal process leave to serve as a witness subpoenaed in a criminal, civil, or juvenile proceeding as a representative of the district.
- C. The teacher using legal process leave shall receive his/her full contract salary.

## **Maternity Leave**

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child. Maternity leave shall be taken prior to any other paid leave.

## **Maternity Leave – Advancing Rights for Caregiving, Health, and Extended Recovery**

Employees eligible for the maternity leave defined above shall have the right to utilize accrued sick leave to extend the duration of their maternity leave beyond the six (6) calendar weeks provided by this section. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn, and shall not require additional approval from a school board or employer, provided the employee has sufficient sick leave to cover the extended duration. Sick leave used pursuant to this subsection shall not exceed six (6) weeks.

## **Military Leave**

- A. Teachers who are members of the reserve forces of the Army, the Navy, the Marine Corps, the Coast Guard, the Air Force and any other component of the Armed Forces of the United States, including members of the Air or Army National Guard, when ordered to active duty, are entitled to be paid full salary for thirty (30) working days (up to 240 hours). The term "teachers" includes all certified personnel of the District whose positions require certification. The payment for the thirty (30) working days is a one-time payment. That is, full salary will be paid during the first thirty working days of the military leave of absence.
- B. The positions of all employees called to active duty will be held for them by the District. Any replacement employee will be signed to a temporary contract only with the understanding that the position will be filled by the returning veteran.

## **Other Employment**

- A. No leave shall be granted to a teacher if the teacher is paid for his/her services on a school day, except for meals, lodging and travel expenses incurred.

## **Parental Leave**

- A. The district will provide two (2) weeks of paid leave for the birth of a child and to care for such child, or placement for adoption or foster care of a child, at the time of the qualifying event for a maximum of once per contract year.

## **Personal Leave**

- A. Teachers shall be granted three (3) days per year for personal leave.

1. An electronic notification via the absence notification system to use personal leave must be submitted to the building principal at least four (4) days in advance, except in emergency situations, which require personal contact (face to face or phone call) to building principal.
2. All three (3) days of leave used will be at no cost.
3. Except when approved by the HR Director, personal leave will not be granted in the following cases:
  - a. The first or last day of school.
  - b. During the times of inclement weather when school remains in session.
  - c. During school calendar scheduled parent/teacher conferences.
- B. Teachers must notify their administrator of their request to take personal leave during the last two weeks of school on or before four weeks before the last day of school.
- C. Personal leave days not used at the end of the year shall be added to the sick leave accumulation up to a maximum of one hundred twenty (120) days.
- D. Teachers may be granted, at a cost of a certified substitute, one (1) day per year for personal leave when the following conditions are met:
  - a. All criteria of Section 2, Part A.
  - b. Available Sick leave balance of 50 days at the time of request.

The day may not be used consecutively with another personal day and will not be added to accumulated sick leave.

### Professional Leave

- A. Upon written request by the teacher and approval by the superintendent or his/her designee, a teacher shall be provided, at no loss in pay, leave for professional purposes in his/her teaching area.

### Sick Leave

- A. **Sick Leave.** Teachers are entitled to ten (10) days of paid leave each year for personal illness, accidental injury or pregnancy, or illness or accidental injury in the immediate family. Use for adoption will be treated as for live birth. Immediate family for purposes of this leave includes the parent, sibling, spouse, child, grandparent or grandchild and any dependents (as that term is used for purpose of the regulations of the Internal Revenue Service) who reside in the employee's home. This sick leave may also be used in the case of hospitalization, surgery, or home care involving adult children, children-in-law, sibling, parent, parents-in-law and significant others. This also includes dental, physical and eye examinations for employee and dependents in the immediate family. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. A maximum of five (5) days may be used for extended family members not included in this section.
- B. **Twenty Days with Substitute Deduction.** When sick leave is exhausted, the teacher shall receive full contract pay for an additional twenty (20) days less either:

- The amount actually paid his/her substitute teacher, if a certified substitute teacher is hired; or
  - The amount normally paid for a certified substitute teacher, if a certified substitute teacher is not hired.
- D. **Accumulation of Sick Leave.** Teachers may accumulate unused sick leave to a maximum of one hundred twenty (120) days.
- E. **Medical/Dental Appointments.** Sick leave may be used for medical or dental appointments.
- F. **Certification of Illness.** Teachers may be required to provide certification of illness by a physician or other health care professional or other evidence of illness.
- G. **See Also Family and Medical Leave**

*Transfer of Sick Leave*

Newly hired teachers shall be credited a maximum of sixty (60) days for unused and unpaid sick leave earned while employed by another Oklahoma public school district provided:

1. The teacher was employed by an Oklahoma public school district the preceding school year;
2. The number of days to be transferred into the Owasso School District has been certified in writing by the sending district;
3. The days transferred shall be used first in case of illness up to a maximum of ten (10) transferred days per school year; and
4. Upon retirement, the teacher shall not be entitled to payment for any accumulated sick leave earned while employed by another school district.

**Unused Sick Leave Compensation**

Upon retirement from the District, through the Oklahoma Teachers' Retirement System and with a minimum of ten (10) years of service in the District, teachers shall be compensated for sick leave earned within the District at a rate of \$50.00 per day. Part-time teachers who qualify and work at least four hours or more per day would receive one-half (1/2), or a rate of \$25.00 per day. This rate shall be applied to unused sick leave up to a maximum of one hundred twenty (120) days.

**Vacation**

- A. Certified School District personnel who work on a full-time twelve (12) month, minimum of two hundred forty-five (245) day basis shall be entitled to paid vacation. Such personnel shall be granted ten (10) days of vacation on an annual basis if they have less than ten (10) years of service with the Owasso Public Schools. A maximum of thirty (30) vacation days may be carried over to the next year. Twelve (12) month employees who have ten (10) or more years of service with the Owasso Public Schools shall be granted fifteen (15) days of vacation on an annual basis. A maximum of thirty (30) vacation days may be carried over to the next year.

1. The scheduling of vacation days must be approved in advance by the superintendent/immediate supervisor.
2. All vacation days not utilized or carried over will be forfeited, provided that in the event the superintendent/immediate supervisor was unable to approve the scheduling of vacation days as requested by the employee or was unable to schedule an alternate time, the employee shall be reimbursed at the rate of pay for each day he/she would lose.
3. Certified personnel shall be entitled to reimbursement for unused vacation days at daily rate when accrued upon conclusion of employment, not to exceed thirty (30) days. For purposes of separation of employment, current year vacation payout will be based on an accrual rate consistent with the certified personnel's tenure with Owasso Public Schools as outlined below:
  - a. Accrual rate for employees with less than ten (10) years of service: .83 days per month
  - b. Accrual rate for employees with ten (10) or more years of service: 1.25 days per month
4. Authorized holidays falling within a vacation period are not chargeable to vacation.

## **Administrators**

### **Bereavement Leave**

- A. Administrators shall be granted leave for bereavement purposes without loss of pay for the reasons listed below.
  1. Up to five (5) days, per occurrence, for spouse, children, mother, father, father-in-law, mother-in-law, son-in-law, daughter-in-law, or siblings.
  2. Up to two (2) days, per occurrence, for uncles, aunts, grandparents, grandchildren, nieces, nephews, and siblings-in-law.
  3. Up to two (2) days per school year may be used for persons not mentioned in 1 or 2 above.
  4. Bereavement days in addition to those provided in 1, 2, or 3 above shall be charged as personal leave.

### **Emergency Leave**

- A. Administrators shall be granted, without loss of pay, up to two (2) days for unforeseen circumstances related to the household and/or family (spouse or children) not covered by any other leave.
- B. In the event of a natural disaster (i.e. tornado, flood, fire, or earthquake), where the administrator's personal dwelling is not livable, an administrator may apply to receive up to three (3) days, in addition to those provided in A. above, without loss of pay, upon approval by the superintendent's designee.

## **Legal Process Leave**

- A. Administrators shall be granted legal process leave to serve on a jury.
- B. Administrators shall be granted legal process leave to serve as a witness subpoenaed in a criminal, civil, or juvenile proceeding as a representative of the district.
- C. The administrator using legal process leave shall receive his/her full contract salary.

## **Maternity Leave**

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child. Maternity leave shall be taken prior to any other paid leave.

### **Maternity Leave – Advancing Rights for Caregiving, Health, and Extended Recovery**

Employees eligible for the maternity leave defined above shall have the right to utilize accrued sick leave to extend the duration of their maternity leave beyond the six (6) calendar weeks provided by this section. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn, and shall not require additional approval from a school board or employer, provided the employee has sufficient sick leave to cover the extended duration. Sick leave used pursuant to this subsection shall not exceed six (6) weeks.

## **Military Leave**

- A. Certified administrators who are members of the reserve forces of the Army, the Navy, the Marine Corps, the Coast Guard, the Air Force and any other component of the Armed Forces of the United States, including members of the Air or Army National Guard, when ordered to active duty, are entitled to be paid full salary for thirty (30) working days (up to 240 hours). The payment for the thirty (30) working days is a one-time payment. That is, full salary will be paid during the first thirty working days of the military leave of absence.
- B. The positions of all employees called to active duty will be held for them by the District. Any replacement employee will be signed to a temporary contract only with the understanding that the position will be filled by the returning veteran.

## **Parental Leave**

- A. The district will provide two (2) weeks of paid leave for the birth of a child and to care for such child, or placement for adoption or foster care of a child, at the time of the qualifying event for a maximum of once per contract year.

## **Personal Leave**

- A. Administrators shall be granted three (3) days per year for personal leave.

1. An electronic notification via the absence notification system to use personal leave must be submitted to the administrator at least four (4) days in advance, except in emergency situations, which require personal contact (face to face or phone call) to employee's immediate supervisor.
2. All three (3) days of leave used will be at no cost.
3. Except when approved by the HR Director, personal leave will not be granted in the following cases:
  - a. The first or last day of school.
  - b. During the times of inclement weather when school remains in session.
  - c. During school calendar scheduled parent/teacher conferences.
- B. Administrators must notify their administrator of their request to take personal leave during the last two weeks of school on or before four weeks before the last day of school.
- C. Personal leave days not used at the end of the year shall be added to the sick leave accumulation up to a maximum of one hundred twenty (120) days.

### **Professional Leave**

- A. Upon written request by the administrator and approval by the superintendent or his/her designee, administrator shall be provided, at no loss in pay, leave for professional purposes related to his/her administrative assignment.

### **Sick Leave**

- A. Sick leave will be provided to administrators at the rate of one (1) day for each month worked. An administrator may accumulate up to one-hundred and twenty (120) days of sick leave.
  1. An administrator may use sick leave for personal illness, accidental injury or pregnancy, or accidental injury, or illness in the immediate family. Use for adoption shall be treated like live birth. Immediate family for purposes of this leave includes the administrator's spouse, children, and any dependents (as that term is used for purposes of the regulations of the Internal Revenue Service) who reside in the employee's home. This sick leave may also be used in the case of hospitalization, surgery, or home care involving adult children, children-in-law, brothers, sisters, parents, and parents-in-law. A maximum of five (5) days may be used for extended family members not included in this section.
  2. Sick leave may be used for routine dental or medical appointments.
- B. It is not required that an administrator obtain prior approval to use sick leave, however, the administrator may be required to provide certification of illness by a medical doctor, or other bona fide evidence of illness.
- C. The cumulative sick leave allowances for permanent part time administrators shall be proportioned to the amount of time worked.
- D. When an administrator has exhausted accumulated sick leave and continues to be unable to return to work because of personal illness, the administrator shall receive, for a

period not to exceed twenty (20) days, the full contract salary less the amount actually paid a substitute administrator for his/her position if a substitute administrator is hired.

- E. Twenty (20) working days after an administrator exhausts accumulated sick leave and continues to be unable to return to work because of personal illness, the administrator will automatically be placed on sick leave without pay. To remain on sick leave without pay for the remainder of the school year, the administrator must have a doctor's statement certifying the administrator is not able to work.
- F. Newly hired administrators shall be credited a maximum of sixty (60) days for unused and unpaid sick leave earned while employed by another Oklahoma public school district provided:
  - 1. The administrator was employed by an Oklahoma public school district the preceding school year;
  - 2. The number of days to be transferred into the Owasso School District has been certified in writing by the sending district;
  - 3. The days transferred shall be used first in case of illness up to a maximum of ten (10) transferred days per school year; and
  - 4. Upon retirement, the administrator shall not be entitled to payment for any accumulated sick leave earned while employed by another school district.

### **Unused Sick Leave Compensation**

Upon retirement from the District, through OTRS, and with a minimum of ten (10) years of service in the District, administrators shall be compensated for sick leave earned within the District at a rate of \$50.00 per day. Part-time administrators who qualify and work at least four hours or more per day would receive one-half (1/2) or a rate of \$25.00 per day. This rate shall be applied to unused sick leave up to a maximum of one hundred twenty (120) days.

### **Family and Medical Leave-See Section 1-General**

### **Holidays**

- A. Paid holidays will be granted to full-time twelve (12) month administrative District personnel.
- B. If an employee has requested a day of leave, which is authorized under the leave policies of the School District, and such leave day occurs on a holiday, no deduction will be made from the employee's leave accumulation for such absence.

### **Vacation**

- A. Administrative School District personnel who work on a full-time twelve (12) month, minimum of two hundred forty-five (245) day basis shall be entitled to paid vacation. Such personnel shall be granted ten (10) days of vacation on an annual basis if they have less than ten (10) years of service with the Owasso Public Schools. A maximum of thirty (30) vacation days may be carried over to the next year. Twelve (12) month employees who have ten (10) or more years of service with the Owasso Public Schools shall be granted fifteen (15) days of vacation on an annual basis. A maximum of thirty (30) vacation days may be carried over to the next year.

1. The scheduling of vacation days must be approved in advance by the Superintendent/Immediate Supervisor.
2. All vacation days not utilized or carried over will be forfeited, provided that in the event the Superintendent/Immediate Supervisor was unable to approve the scheduling of vacation days as requested by the employee or was unable to schedule an alternate time, the employee shall be reimbursed at the rate of pay for each day he/she would lose.
3. An administrator shall be entitled to reimbursement for unused vacation days at daily rate when accrued upon conclusion of employment, not to exceed thirty (30) days. For purposes of separation of employment, current year vacation payout will be based on an accrual rate consistent with the administrator's tenure with Owasso Public Schools as outlined below:
  - a. Accrual rate for employees with less than ten (10) years of service: .83 days per month
  - b. Accrual rate for employees with ten (10) or more years of service: 1.25 days per month
4. Authorized holidays falling within a vacation period are not chargeable to vacation.

### **Retirement Benefits**

The Owasso Public Schools will offer its administrative employees a retirement benefit of \$6,600 annually for four (4) years. Nothing contained in the benefit package shall oblige the Owasso Public Schools to make any payments pursuant to any retirement benefit contract in any fiscal year beyond the year in which it is offered, nor create or allow the creation of any unfunded liability on the part of the school district.

Other guidelines that apply are:

- 1) Retirement must occur with the Oklahoma Teachers' Retirement System (OTRS) with applicable points (80 or 90) obtained.
- 2) Fifteen (15) years must have been completed in the Owasso Public Schools. The immediate ten (10) years prior to retirement with TRS must also be spent in the District.
- 3) The benefit will be \$550 monthly for 48 months and subject to all lawful withholdings.
- 4) Benefits are payable July 30<sup>th</sup> through June 30<sup>th</sup>.
- 5) The benefit amount is paid in lieu of all other benefits such as health, dental, life, etc.
- 6) Retiree must annually enter into a contract with the Owasso Public Schools before the retirement benefit will be paid.

**Policy Changes  
2025-2026**

**Maternity Leave – Advancing Rights for Caregiving, Health, and Extended Recovery (3.12)**  
– **Support Personnel:** Policy has been added to be in compliance with HB 1601. (See page 3.)

### 3.12 Leaves

The School District recognizes that School District personnel must on occasion be absent from work. Therefore, the School District provides categories of leave that will enable School District personnel to be absent when necessary.

The abuse of leave by School District personnel will not be tolerated, and an employee abusing leave policies will be subject to disciplinary action up to and including termination.

#### Bereavement Leave

1. Support employees who work four (4) or more hours per day shall be granted leave for bereavement purposes without loss of pay for the reasons listed below.
  - a. Up to five (5) days, per occurrence, for spouse, children, mother, father, father-in-law, mother-in-law, son-in-law, daughter-in-law, or siblings.
  - b. Up to two (2) days, per occurrence, for uncles, aunts, grandparents, grandchildren, nieces, nephews, and siblings-in-law.
  - c. Up to two (2) days per school year may be used for persons not mentioned in 1 or 2 above.
  - d. Bereavement days in addition to those provided in 1, 2, or 3 above shall be charged as personal leave.

#### Holidays

1. The Owasso Public School provides the following holiday schedule/s for full-time 12-month support employees of the District:

Independence Day	1
Labor Day	1
Thanksgiving	3
Winter	2
New Year's Day	1
MLK Day	1
President's Day	1
Memorial Day	1
Total Holidays	11

2. An official holiday which falls on a Saturday shall be observed the preceding Friday; or if on Sunday, it shall be observed the following Monday.
3. Only full-time, twelve-month employees shall receive authorized holidays. Other employees shall not be compensated for holidays.
4. When a support employee is required by official duty to work a holiday, such employee may elect to:
  - a. take the same work period as a holiday at another time or,
  - b. receive additional pay for the holiday period worked.
5. Authorized holidays falling within a support employee's vacation period will not count as vacation time.

**Legal Process Leave**

1. Support personnel shall be granted legal process leave to serve on a jury.
2. Support personnel shall be granted legal process leave to serve as a witness subpoenaed in a criminal, civil, or juvenile proceeding as a representative of the district.
3. The support employee using legal process leave shall receive his/her full contract salary.

**Maternity Leave**

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee’s child. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee’s child. Maternity leave shall be taken prior to any other paid leave.

**Maternity Leave – Advancing Rights for Caregiving, Health, and Extended Recovery**

Employees eligible for the maternity leave defined above shall have the right to utilize accrued sick leave to extend the duration of their maternity leave beyond the six (6) calendar weeks provided by this section. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn, and shall not require additional approval from a school board or employer, provided the employee has sufficient sick leave to cover the extended duration. Sick leave used pursuant to this subsection shall not exceed six (6) weeks.

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**Military Duty Leave**

1. All non-certified employees who are members of the reserve forces of the Army, the Navy, the Marine Corps, the Coast Guard, the Air Force and any other component of the Armed Forces of the United States, including members of the Air or Army National Guard, when ordered to active duty, are entitled to be paid full salary for twenty (20) calendar days during any federal fiscal year. The federal fiscal year is from October 1 through September 30. It is the intent of this policy that all non-certified employees whose military leave or any part thereof occurs in more than one federal fiscal year are entitled to be paid their full salary for twenty calendar days during each federal fiscal year in which their military leave occurs.
2. The positions of all employees called to active duty will be held for them by the District. Any replacement employee will be signed to a temporary contract only, with the understanding that the position will be filled by the returning veteran.

**Parental Leave**

1. The district will provide two (2) weeks of paid leave for the birth of a child and to care for such child, or placement for adoption or foster care of a child, at the time of the qualifying event for a maximum of once per contract year.

## **Personal Leave**

1. Support employees who work four (4) or more hours per day shall be granted three (3) days per year to conduct personal business that demands the employee's presence during working hours and cannot be conducted after school hours or on the weekend.
2. Application for personal leave must be made at least four (4) school days in advance to the employee's immediate supervisor. The supervisor may deny use of personal leave if it causes a significant hardship in accomplishing the work of the department/school.
3. Except when approved by the Director of HR, personal leave shall not be taken during the first or last day of school.
4. Support employees must notify their administrator of their request to take personal leave during the last two weeks of school on or before four weeks before the last day of school.
5. Personal leave is noncumulative but an equivalent number of unused days at the end of the school fiscal year (June 30) will be added to the employee's sick leave accrual up to a maximum of one hundred twenty (120) days.

## **Sick Leave**

1. Support employee shall mean an employee of the school district who regularly works the standard period of labor for the type of services performed by the employee and who is employed by the school district for a minimum of one hundred seventy-two (172) days per year.
2. Each support employee is granted the allowable sick leave. After sick leave is exhausted, any sick leave taken by the employee shall be without pay.
3. In the event of employment termination, the entire amount of unused sick leave will be forfeited. In the event of re-employment at a later date, no credit is granted of prior sick leave credit. The district reserves the right to require acceptable evidence of sickness or injury before allowing sick leave benefits.
4. Sick leave will be provided to support employees equivalent of one (1) day for each month worked not to exceed the number of hours per day for which they are regularly employed. A support employee may accumulate up to one-hundred and twenty (120) days of sick leave.
  - a. A support employee may use sick leave for personal accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family. Immediate family includes spouse, dependent children, and any other dependents (as that term is used for purpose of the regulations of the Internal Revenue Service) who reside in the employee's home. This leave may also be used in the case of hospitalization, surgery, or home care involving grown children, brothers, sisters, parents, and parents-in-law. A maximum of five (5) days may be used for extended family members not included in this section.
  - b. Sick leave may be used for routine dental or medical appointments.
  - c. It is not required that a support employee obtain prior approval to use sick leave, however, the employee may be required to provide certification of illness by a

medical doctor, or other bona fide evidence of illness prior to sick pay reimbursement.

- d. A newly hired support employee shall be credited a maximum of sixty (60) days for unused and unpaid sick leave earned while employed by another Oklahoma public school district provided:
  - i. The support employee was employed by an Oklahoma public school district the preceding school year;
  - ii. The number of days to be transferred into the School District has been certified in writing by the sending district;
  - iii. The days transferred shall be used first in case of illness up to a maximum of ten (10) transferred days per school year; and
  - iv. Upon retirement, the employee shall not be entitled to payment for any accumulated sick leave earned while employed by another school district or who does not meet the Criteria listed under the

#### **Unused Sick Leave**

A support employee who retires from the District through the Oklahoma Teachers Retirement System (OTRS) **or** who resigns (unless for cause) from the District and meets the following criteria will be eligible for compensation for available unused sick leave earned while employed by the Owasso schools. The support employee shall have accumulated a total of 80 points (hired prior to 7/1/1992), or 90 points (hired after 6/30/1992) based on age and years' experience within the school district **or** meets the Oklahoma Retirement System (OTRS) full retirement age. The support employee shall also have worked in the Owasso District a minimum of ten (10) years. Support employees who qualify shall be compensated at a rate of \$50.00 per day up to a maximum of one hundred and twenty (120) days. Support employees who qualify and work less than six (6) hours per day but four (4) or more hours per day shall qualify for one-half (1/2) or \$25.00 per day up to a maximum of one hundred and twenty (120) days.

#### **Vacations**

1. Vacations are granted only to permanent full-time employees who are employed in twelve (12) month positions (245 or more days).
2. Employees (245 days or more) with less than ten (10) years of service with the Owasso Public Schools shall be granted ten (10) working days of vacation on an annual basis. Employees with more than ten (10) years of service in the Owasso Public Schools, and who work 245 days or more per year, shall be granted fifteen (15) working days of vacation on an annual basis. No more than ten (10) working days may be taken consecutively by any employee. A maximum of thirty (30) vacation days may be carried over to the next year.
3. All vacation days not utilized or carried over will be forfeited, provided that in the event the superintendent was unable to approve the scheduling of vacation days as requested by the employee or was unable to schedule an alternate time, the employee shall be reimbursed at the rate of pay for each day he/she would lose.
4. Vacation time earned but not used will be paid to the employee upon termination of employment (unless termination is for cause) - not to exceed 30 days. For purposes of

separation of employment, current year vacation payout will be based on an accrual rate consistent with the employee's tenure with Owasso Public Schools as outlined below:

- a. Accrual rate for employees with less than ten (10) years of service: .83 days per month
  - b. Accrual rate for employees with ten (10) or more years of service: 1.25 days per month
5. In order to schedule personnel work assignment priorities, etc., it is necessary to schedule vacations in advance. Vacation schedules must have approval of the department supervisor and fall within time limits as stated herein.
  6. If an authorized holiday falls within the vacation period, it will not be chargeable to the employee's vacation allowance.

#### **Emergency Leave**

- A. Support personnel shall be granted, without loss of pay, up to two (2) days for unforeseen circumstances related to the household and/or family (spouse or children) not covered by any other leave.
- B. In the event of a natural disaster (i.e. tornado, flood, fire or earthquake), where the employee's personal dwelling is not livable, an employee may apply to receive up to three (3) days, in addition to those provided in A. above, without loss of pay, upon approval by the superintendent's designee.

#### **Retirement Benefits**

The Owasso Public Schools will offer its support employees a retirement benefit of \$4,200 annually for four (4) years. **Nothing contained in the benefit shall oblige the Owasso Public Schools to make any payments pursuant to any retirement benefit contract in any fiscal year beyond the year in which it is offered nor create or allow the creation of any unfunded liability on the part of the school district.**

Other guidelines that apply are:

- 1) You must actually retire with the Oklahoma Teachers' Retirement System by having attained 80 points (or age 62 if joined prior to 7/1/1992); 90 points (or age 62 if joined after 7/1/1992 and before 11/1/2011); age 65, if joined on or after 11/1/2011 or combination 90; or Teacher Retirement System granted disability.
- 2) Fifteen (15) years must have been completed in the Owasso Public Schools. The immediate ten (10) years prior to retirement with OTRS must also be spent in the District.
- 3) The benefit will be \$350 monthly for 48 months and subject to all lawful withholdings.
- 4) Benefits are payable July 30<sup>th</sup> through June 30<sup>th</sup>.
- 5) The benefit amount is paid in lieu of all other benefits such as health, dental, life, etc.
- 6) In case of death of retiree, retirement benefit will cease.

- 7) Retiree must annually enter into a contract with the Owasso Public Schools before the retirement benefit will be paid.

## **Policy Changes 2025-2026**

**Right to Representation (2.19):** Language has been revised to agree with the negotiated agreement.

## 2.19 Right to Representation

1. If documentation of a disciplinary conference is to be made, teachers shall be informed prior to the conference of the right to have a representative, who is a member of the bargaining unit, be present at the conference.
2. During an administrative conference, ~~except for disciplinary or evaluation conference,~~ defined as a meeting that could result in disciplinary action of that teacher, the teacher may have a witness from within the building present.

**Policy Changes  
2025-2026**

**Suspension, Dismissal and Non-reemployment of Certified Personnel (2.27):** Language has been revised to be in compliance with HB 1485.

## **2.27 Suspension, Dismissal and Non-reemployment of Certified Personnel**

It is the policy of the Owasso Public Schools Board of Education that a teacher or administrator may be suspended from employment in accordance with state law and the accreditation standards. Such suspension will be with pay, pending additional due process procedures.

### **1. Definitions and Scope**

- a. "Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a "teacher" only with regard to service in an instructional, non-administrative capacity.
- b. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.
- c. "Non-reemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.
- d. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or non-reemployment.
- e. "Career teacher" means a teacher who:
  - i. was employed by the School District prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years in such capacity in the School District under a written teaching contract; or
  - ii. was first employed by the School District during or after the 2017-2018 school year under a written teaching contract and:
    - completed three (3) consecutive, complete school years in the District and has an evaluation rating of "superior" for at least two (2) of those years.
    - completed four (4) consecutive, complete school years in the District with averaged ratings of "effective" or higher for the four (4) year period with ratings of at least "effective" for the last two (2) of the four (4) years; or
    - completed four (4) consecutive, complete school years in the District and was granted career status by the board of education after the applicable principal and superintendent petitioned the board to grant the teacher career status. (The principal's petition must specify the facts which support granting career status.)
- f. "Probationary teacher" means a teacher who:
  - i. was employed by the District prior to the 2017-2018 school year and has completed fewer than three (3) consecutive, complete school years in such capacity in the School District under a written teaching contract; or
  - ii. was employed by the District during or after the 2017-2018 school year under a written teaching contract and has not met the requirements to be a career teacher as described above.

iii. is employed by the District on an emergency or provisional certificate.

- g. "Abandonment of contract" means a teacher's failure to report at the beginning of the contract term or otherwise perform the assigned duties when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the employment contract.
- h. This policy does not apply to:
  - i. substitute teachers,
  - ii. adult education teachers or instructors,
  - iii. nonrenewal of teachers employed on temporary contracts for a complete year;
  - iv. nonrenewal and dismissal of teachers employed on temporary contracts for less than a complete school year.
  - v. administrators, except with regard to service in an instructional, non-administrative position.
- i. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "non-reemployment" at the expiration of the grant.

## 2. **Grounds for Dismissal or Non-reemployment**

- A. A career teacher may be dismissed or not reemployed for:
  - i. willful neglect of duty,
  - ii. repeated negligence in performance of duty,
  - iii. incompetency,
  - iv. unsatisfactory teaching performance,
  - v. instructional ineffectiveness, (starting in 2017-2018 this includes but is not limited to being evaluated as "needs improvement" or lower for three (3) consecutive years).:
  - vi. mental or physical abuse to a child,
  - vii. commission of an act of moral turpitude,
  - viii. abandonment of contract,
  - ix. criminal sexual activity or sexual misconduct (as those terms are defined by law) which has impeded the effectiveness of the teacher's performance of school duties,
  - x. failure to meet local school board staff development requirements (non-reemployment only)

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- xi. engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate, or
  - xi. any other grounds hereafter allowed by law.
- B. A career teacher shall be dismissed or not reemployed for
- i. conviction of a felony,
  - ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,
  - iii. instructional ineffectiveness. Starting in 2017-2018, this includes, teachers with an ineffective rating for two (2) consecutive school years.
- C. A probationary teacher may be dismissed or not reemployed for cause, including but not limited to receiving a qualitative or quantitative rating of "ineffective" for two (2) consecutive school years after full implementation of TLE.
- D. A probationary teacher may be dismissed or not reemployed for cause; including but not limited to engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate. Starting in 2017-2018 cause includes, but is not limited to, an ineffective rating for two (2) consecutive school years or failure to obtain career status in four (4) years.
- i. conviction of a felony,
  - ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,
- E. A cause listed 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed. Dismissal or non-reemployment for any cause not listed in 2A (i) - (v) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.
- F. Corrective Action – Admonishment / Plan for Improvement
- i. When an evaluator who has evaluated a teacher pursuant to School District policy identifies poor performance, conduct or an evaluation rating which the evaluator believes may lead to a recommendation for the teacher's dismissal or non-reemployment, the evaluator shall:
    - admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
    - establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the rating on the evaluation or the nature and gravity of the teacher's performance or conduct.
  - ii. Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a

recommendation for dismissal or non-reemployment of a teacher, the evaluator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above. If the evaluator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.

- iii. If the teacher does not correct the poor performance or conduct cited in the admonishment within the time specified, the admonishing official shall make a recommendation to the superintendent for the teacher's dismissal or non-reemployment. The superintendent shall furnish a copy of the recommendation to the board of education.

### 3. **Procedures for Dismissal or Non-reemployment**

#### A. Commencement of Action

- i. Whenever the superintendent determines that cause exists for a district teacher's dismissal or non-reemployment, the superintendent shall submit a written recommendation to the board of education. The recommendation shall state the specific ground(s) (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended is based.
- ii. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or non-reemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

#### B. Suspension

If a district that has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certification revocation, and that employee's certification is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency.

Whenever the superintendent believes that cause exists for a teacher's dismissal and that the immediate suspension of the teacher would be in the best interests of students, the superintendent, or the local board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or law. Within ten (10) days after the suspension becomes effective, the local board of education shall initiate a hearing for

dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated. The extension shall not include any appeal process.

Whenever the local board of education or the administration of a school district has reason to believe that cause exists for the dismissal of an administrator, and when they are of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the local board of education or the superintendent of the school district may suspend the administrator without notice or hearing. However, the suspension of the administrator shall not deprive the administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the local board of education shall initiate proceedings pursuant to Section 6-102.4 of this title to have the administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated. Provided, however, such extension shall not include any appeal process.

#### C. Notice and Hearing

- i. Prior to taking action to dismiss or non-reemploy a teacher, the board clerk or designee shall deliver a copy of the recommendation (or comparable statement of the grounds and underlying facts if the board is acting on its own volition) and notice of hearing rights to the affected teacher. The notice shall contain the date, time, and location of the hearing and shall be delivered by (i) certified mail, restricted delivers, return receipt requested; (ii) personal delivery, with a signed acknowledgment of receipt from the teacher; or (iii) process server. Delivery must be made to the teacher prior to the first Monday in June for a non-reemployment. The hearing shall be held between 20 and 60 days from the teacher's receipt of the hearing notice.
- ii. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.
- iii. The hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or non-reemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or non-reemployment in executive session.
- iv. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or non-reemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.

- v. After due consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or non-reemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and non-appealable.

The motion to dismiss or non-reemploy the teacher should state the specific cause for dismissal or non-reemployment, although such cause need not be a statutory cause for a probationary teacher.

- vi. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.
- vii. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for non-reemployment, and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

#### D. Criminal Matters

Whenever the superintendent (or board) makes a recommendation for a teacher's termination based on conduct which could form the basis of criminal charges sufficient to warrant revocation of the teacher's certificate, the superintendent shall forward a copy of the recommendation to the Oklahoma State Department of Education and the teacher at the conclusion of any due process provided to the teacher or upon acceptance of the teacher's resignation.