



Regular Meeting of the Board of Education  
Board Room, Administration Building, 900 W Choctaw Ave, Chickasha, Oklahoma 73018  
Monday, August 14, 2023 at 6:00 PM

If participation at any Board of Education meeting is not possible due to a disability, notification to the Board Clerk at least 24 hours prior to scheduled meeting is encouraged to make the necessary accommodations. The Board of Education may discuss, make motions, vote to approve, vote to disapprove, vote to revise or amend, vote to table, or decide not to discuss any item on the agenda. Except for items one through three, any agenda item may be considered and acted on in any order.

PATRON MAY JOIN MEETING BY: <http://www.youtube.com/channel/UCBKIST0nRRawummdv0cpTHA>

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment

This is an open, public meeting held in accordance with the Open Meeting Laws of the State of Oklahoma. The purpose of this meeting is to conduct the business of the Chickasha Public Schools. As elected representatives of the voters and patrons of the District, the members of the Board of Education will be making decisions concerning the operation of the District. The agenda for meetings includes, at the Board's discretion, an opportunity for the public to address any item appearing on the agenda or other items of concern. Members of the public wishing to speak must sign in with the Clerk of the Board prior to the convening of the Board meeting. The Board reserves the right to limit repetitive comments, comments unrelated to the business of the Board or the total amount of time dedicated to public comment in a single evening. Board members will not respond to questions or comments during public communications.

5. Superintendent's Report
6. Discussion and possible action regarding Transferring funds from Key Club to High School Office and close account  
**Jennifer Stegman**
7. Discussion and possible action regarding Transferring of Grand Robotics funds to High School Robotics Funds  
**Jennifer Stegman**
8. Discussion and possible action regarding Chickasha Association of Support Employees (CASE) Negotiated Agreement  
**Jennifer Stegman**
9. Discussion and possible action regarding CUTA Agreement  
**Jennifer Stegman**

10. Discussion and possible action regarding COPA Agreement  
**Jennifer Stegman**
11. Discussion and possible action regarding Bond Bid Package with CMS Willowbrook  
**Dan Turner**
12. Discussion and possible action regarding revised board policies:
  - BC - Safety Program
  - BD - Health Services and Communicable Diseases
  - BF - District Services
  - DA - General Personnel Policies
  - DI - Leave
  - DK - Professional Development Program
  - EB - Admission, Residency, Placement, Transfers, and Withdrawal
  - ED - Grading, Promotion, Retention, and Graduation
  - EJ - Student Searches
  - EP - Direct Threat Assessment**Pam Ladyman**
13. Discussion and possible action regarding New Job Descriptions:
  - Athletic Grounds Attendant
  - Operations Administrative Assistant/District Custodial Supervisor**Pam Ladyman**
14. Discussion and possible action regarding Updated Job Descriptions:
  - School Nurse
  - Nurse Health Assistant
  - Principal
  - Assistant Principal
  - Site Head Custodian
  - Custodian
  - Teacher
  - Teacher Assistant
  - Paraprofessional
  - Extra Duty Expectations**Pam Ladyman**
15. Discussion and possible action regarding Deregulation of Library Services: Bill Wallace  
Early Childhood Center  
**Pam Ladyman**
16. Discussion and possible action regarding Deregulation of Brandon Willis's Plan Period  
**Pam Ladyman**
17. Discussion and possible action regarding MOU between CASE and Chickasha Public  
Schools  
**Pam Ladyman**
18. Discussion and possible action regarding MOU between Chickasha Association of  
Support Employees and Chickasha Public Schools Board of Education  
**Pam Ladyman**
19. Discussion and possible action regarding Therapies United, LLC  
**Pam Ladyman and Tammy Swinburne**

20. Discussion and possible action regarding Keahbone SLP, LLC  
**Pam Ladyman and Tammy Swinburne**
21. Discussion and possible action regarding TinyEYE Therapy Services  
**Pam Ladyman and Tammy Swinburne**
22. Discussion and possible action regarding ACT Determination for the high school  
College Career-Readiness Assessment  
**Pam Ladyman and Mona Greenfield**
23. Discussion and possible action regarding Bill Wallace Early Childhood Center's After  
School Programs 2023-2024  
**Amanda Townley & Melissa Josey**
24. Discussion and possible action regarding Grand Day Care Programs 2023-2024  
**Amy Adams and Lisa Youngblood**
25. Consent Agenda

The following items, which concern items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:

- a. Minutes of the July 10, 2023 regular meeting
- b. Minutes of the July 24, 2023 special meeting
- c. Finance Report; 2023-2024
  - General Fund Nos 71-210
  - Building Fund Nos 2-39
  - 2010 Bond #31 none
  - 2021 Bond #32 2
  - 2010 A&B Bond none
  - FY23 Safety & Security Bond 1
  - Sinking Fund #41 1 & 2
  - Gifts #81 none
  - BJ Clack Nos. none
  - Athletic Fund Nos. 1-36
  - Activity Fund Nos. 1-75
  - Federal Program
- d. Change Order #1
- e. Annual renewal of BOK Financial Securities Advisory Agreement
- f. Annual renewal of Clinical Rotation Agreement with Chickasha Public Schools and Oklahoma Christian University
- g. Annual renewal of Agreement for Educational Services between Chickasha Public Schools and Southwest Youth and Family Services
- h. Annual renewal of Emergency Action Plan 2023-2024
- i. Annual renewal of Alert 360 Agreement
- j. Travel:
  - CPS Tori Clark & Debby Davis - 33rd National Dropout Conference - Kissimmee, Fl
- k. Surplus:
  - Lincoln Elementary School Technology Surplus
  - Lincoln Elementary School Surplus 2023-2024

- l. Purpose of Account - Grand Office/Picture Account (updated)
- m. Purpose of Account - CHS Clubs (updated)
26. Discussion and possible action regarding proposed Executive Session to Discuss:
  - a. Employment, hiring, or resignation and retirements of individual salaried public officers or employees listed on Exhibit A. Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1).
27. Acknowledge return to open session and executive session compliance statement
28. Discussion and possible action regarding the hiring of individuals listed on Exhibit A
29. Discussion and possible action regarding the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A
30. Discussion and possible action regarding the resignations of individuals listed on Exhibit A
31. Discussion and possible action regarding the retirement of individuals listed on Exhibit A
32. New Business  
This item is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda [Okla. Stat. Tit. 25, Section 311 (A)(9)].
33. Motion to Adjourn

This agenda was posted at 4:00 p.m. on the 11th day of August 2023, on the east and west entrance of the Administration Building, Chickasha Public Schools, 900 W. Choctaw, Chickasha, Ok., and emailed to the concerned public. Notice of the meeting was given to the Grady County Clerk at 3:37 p.m. on the 11th day of October 2022

Rochelle Bowens  
Board Clerk

Welcome to Chickasha Public Schools  
Board Session Public Attendance

Please PRINT your name, title, and company below.

Date: August 14, 2023

Name (Print)	Representation, Title, Company
Milton Bawens	Admin Curriculum
Mona Greenfield	E.C.
Elizabeth K. Fechner	CQA - Director of Alt. Ed.
Amanda Tawney	BWECE
Tari Clark	CMS
Tammy Swinburne	Admin
Jennifer Phillips	Lincoln
Debby Davis	CHS
DAN TURNER	Admin
Angie Morgan	Lincoln
Kelly Deatherage	Parent
D D Bray	Admin
Joe Maldie	Admin
Liss Youngblood	Grand daycar
Kathy Wenzel	Grand
Lisa Johnson	ALC
MICHELE CASTLEBERRY	CUTA + GRAND

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** Transfer funds from Key Club to High School Office and close account.

**ADMINISTRATIVE RECOMMENDATION:** Accept transfer of funds and closure of account.

**RATIONALE FOR RECOMMENDATION:** There is no longer a key club at the high school. We are requesting to close the account 005/957 and transfer the remaining balance of \$315.16 to the High School Office account 001/950.

**FINANCIAL IMPACT AND FUNDING:** N/A

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

**CONTACT PERSON:** Jennifer Stegman 405-222-6500 ext 1001 and Mr. Croslin  
Superintendent of Chickasha Public Schools

\*Forms are due to the Superintendent's Office by Tuesday, the week **before** the Board Meeting

**Request To  
Close Account  
And Transfer Funds to Another Account**

**Reason for Request:**

We do not use key club anymore  
\_\_\_\_\_  
\_\_\_\_\_

**Close Account Name and Number:**

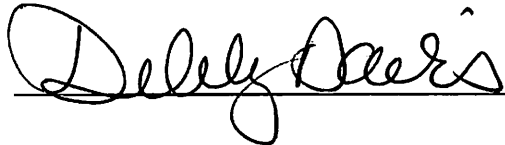
005 - 957 Key Club  
\_\_\_\_\_

**Transfer to Account Name and Number:**

001 - 950 CHS Office  
\_\_\_\_\_

**Amount to transfer:** 315.16

**Principal/Director Signature:**

  
\_\_\_\_\_

-----  
For office use only

Approved: \_\_\_\_\_  
Board President

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

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** Transfer of Grand Robotics funds to High School Robotics Funds.

**ADMINISTRATIVE RECOMMENDATION:** Accept transfer of funds.

**RATIONALE FOR RECOMMENDATION:** Prior to this year, the coach for high school and Grand robotics was the same person. Therefore, the funds were kept in the Grand account. Now we have two coaches and would like to separate the funds. We are requesting to transfer \$10,894.70 from the Grand robotics account 005/915 to the High School robotics account 005/969.

**FINANCIAL IMPACT AND FUNDING:** N/A

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

**CONTACT PERSON:** Jennifer Stegman 405-222-6500 ext 1001 and Mr. Croslin  
Superintendent of Chickasha Public Schools

\*Forms are due to the Superintendent's Office by Tuesday, the week **before** the Board Meeting

**Request To  
Transfer Funds**

**Reason for Request:**

New Robotics Coach  
\_\_\_\_\_  
\_\_\_\_\_

**Amount to Transfer:** \$ 10,894.70

**From Account Name and Number:**

Grand Robotics 005/915  
\_\_\_\_\_

**To Account Name and Number:**

H.S. Robotics 005/969  
\_\_\_\_\_

**Principal/Director Signature:**

Kathy Wenzel  
\_\_\_\_\_

.....  
**For office use only**

**Approved:** \_\_\_\_\_  
**Board President**

**Date Approved:** \_\_\_\_\_

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** Chickasha Association of Support Employees (CASE) Negotiated agreement.

**ADMINISTRATIVE RECOMMENDATION:** Accept agreement

**RATIONALE FOR RECOMMENDATION:** This is an annual approval between the Chickasha Board of Education and Chickasha Association of Support Employees. School Year 2023-2024

**FINANCIAL IMPACT AND FUNDING:** There will be approximately a 400,000 increase in support salaries. The agreement includes a 75 cent raise with a step and adds a year to the salary schedule.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

**CONTACT PERSON:** Jennifer Stegman 405-222-6500 ext 1001 and Mr. Croslin  
Superintendent of Chickasha Public Schools

\*Forms are due to the Superintendent's Office by Tuesday, the week before the Board Meeting

**CONTRACT AGREEMENT**

**By and between**

**THE CHICKASHA BOARD OF EDUCATION**

**And**

**THE CHICKASHA ASSOCIATION OF**

**SUPPORT EMPLOYEES**

**SCHOOL YEAR 2023-2024**

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## ARTICLE I: NON-DISCRIMINATION CLAUSE

1.1 Non-Discrimination: The Board and CASE agree to abide by applicable state and federal laws and regulations pertaining to non-discriminatory practices.

## ARTICLE II: SAVINGS CLAUSE

2.1 In the event that any provisions of this agreement be declared invalid by statute or by a court of competent jurisdiction, now or hereinafter, then such provisions shall no longer be operative, but all other provisions of this agreement shall continue in effect. Upon request by the Board or CASE, the teams representing the Board and CASE shall within twenty (20) working days commence negotiations of a legally permissible replacement for the provisions affected.

2.2 If a change in statute or decision of a court of last resort results in a change in benefits to the employee, the change will be incorporated (*Revised 2019*).

## ARTICLE III: PRINTING AND DISTRIBUTION OF THE CONTRACT

3.1 For the parties to discuss responsibility for the master agreement and assuring, that within a reasonable time following approval of annual changes or additions to the master agreement, a final agreement is prepared, timely circulated, and available to the respective parties. The Superintendent will designate a primary contact for the Association Officers to communicate with to comply with this expectation of completion within a timely period.

3.2 The negotiating teams (The Association Team and the Board Team) will collaboratively proof a draft copy of the master contract prior to closing negotiations. Following ratification by both parties, the Superintendent (under the direction of the Board) will provide a proof perfect copy for posting. (*Revised 2020*)

3.3 The ratified CASE Master Contract/ Agreement will be posted to the Chickasha Public Schools website within ten (10) days following approval by the Board. (*Revised 2020*)

## ARTICLE IV: ORGANIZATION RIGHTS AND PRIVILEGES

- 4.1 Organization Meetings: Upon approval of the Superintendent or his/her designee, CASE may hold meetings in District-owned buildings.
- 4.2 Mail: Upon approval of the Superintendent or his/her designee, CASE may use the inter-school mail service to communicate with its members.
- 4.3 Printing and Email: Upon approval of the Superintendent or his/her designee, CASE shall be permitted to use (District) Email, District-owned printing and copying equipment. Supplies used for CASE publications shall be furnished or paid for by CASE. A usage charge may be mutually agreed upon by the Superintendent and CASE President.
- 4.4 Bulletin Board: CASE will be permitted to use bulletin board space in a designated area of each school site for posting of materials, provided such materials have been approved by the Superintendent or his/her designee prior to the posting.
- 4.5 Board Packet: The Board shall provide the CASE President a copy and/or email of the complete general public record information agenda packet of every Board meeting at the time the agenda packet is distributed to the School Board members. *(Revised 2020)*
- 4.6 Board Minutes: The Board shall provide the CASE President a copy and/or email of official minutes of each Board meeting at the time approved by the Board.
- 4.7 Board Policy Updates: Updates to the Board Policies will be maintained on the district website and will be available to CASE via District website. The Superintendent and his/her designees will make every effort to ensure that all updated District Policies and Procedures are posted on the district website as soon as possible after they are approved/ adopted by the Chickasha School Board of Education.

## ARTICLE V: REPRESENTATION ON COMMITTEES

- 5.1 Case shall have at least one representative of its choosing on all committees established by the Board, for the purpose of making recommendations which will affect change in compensation and/or working conditions of support employees.

## ARTICLE VI: PAYROLL DEDUCTIONS

6.1 In addition to those deductions required by state and federal law, each support employee may, upon written authorization, initiate the following payroll deductions:

- 1) Oklahoma Educators Credit Union/ Focus Credit Union
- 2) District approved insurance programs
- 3) OEA/NEA/CASE Dues
- 4) U.S. Savings Bonds
- 5) Tax-Sheltered Annuities

Political Action Committee Contributions

6.2 Additional payroll deduction programs may be added based on approval of the Board and availability of computer slots.

## ARTICLE VII: SAFETY AND HEALTH

7.1 Working Conditions: Chickasha School Support Employees are protected in regard to working conditions and safety, according to state and federal statutes and regulations, and by Chickasha District Policies. (These include and not limited to the following regulatory agencies: OSHA, FLSA, State Workers Compensation Regulations, and State and Federal Homeland Security Regulations).

- a. Staff members shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authorities. Staff members' concerns shall be reported to a building administrator who shall then take appropriate action.
- b. The procedure for handling complaints by a staff member regarding threats of harm by a student, parent or guardian, or other forms of harassment by a parent or guardian shall be developed by the District and included in the Administration Handbook at each site.
- c. Any staff member who is threatened with harm by a student, parent or guardian, or other forms of harassment by a parent or guardian while performing his/her duties shall immediately notify the principal verbally and in writing. The principal shall assist the staff member in notifying the proper authorities, if necessary, and provide whatever assistance is necessary. The staff member and administrator shall collaborate with updates to the status of the course of the investigation.
- d. Any student who threatens harm or assaults a staff member, and is removed from class, shall not be readmitted to the staff member's class or extracurricular activity without communication between the staff member and the immediate supervisor or appropriate administrator.

- e. In a situation where a student has been suspended for a violent offense which is directed towards a classroom staff member, the site will schedule a Re-Entry meeting to develop or amend a Behavior Intervention Plan.
- f. Any staff member who is unable to continue his/her full contract salary as a result of injury sustained in the reasonable performance of his/her duties from: assault by a pupil, relative of a pupil, or person of the pupil's household, or injury sustained as a result of quelling or attempting to quell or stop a fight, disorder and/or disturbance related to a school function or activity, shall be paid his/her full contract salary for the period of time as he/she is prevented from working as a result of injuries sustained during the performance of his/her duties up to the remainder of the contract year in which he/she was injured. No more than 3 sick leave days shall be charged against the staff member. The implementation of this paragraph is subject to State Workers Compensation rules and regulations.
- g. The purpose of this section (*Protection of Staff Members*) is to inform employees of the law and is not intended to provide greater or lesser benefits than included in Okla. Stat. Title 70-35F. (Revised 2024)

## 7.2 Uniforms and Clothing Allowances:

- 1) The District shall provide a \$200.00 (two hundred dollars) stipend per year uniform allowance for all food service personnel. The stipend will be provided in the October pay check. All cook/ servers MUST wear uniforms, including non-skid leather shoes. NO SHORTS ALLOWED. (Revised 2020) WEAR DISTRICT MANDATED APPROPRIATE ATTIRE, as well as non-skid leather shoes. NO SHORTS ALLOWED. (Revised 2024)
- 2) The District shall provide \$150.00 (one hundred fifty dollars) per year uniform allowance for security guard personnel required to wear uniforms. This includes appropriate shoe wear. Reimbursement will not be made unless the person applying has a signed itemized receipt showing what was purchased. Also, reimbursement can only be made one time per year, per employee.
- 3) The District will provide district-designated shirts for maintenance, grounds, and custodial staff. The shirts will be directly purchased through the District at a rate of \$65.00 (sixty-five dollars) per relevant employee.
- 4) The District will provide appropriate outerwear for employees assigned outdoor work tasks in inclement weather and in extreme conditions such as sewer cleaning, Mail Person, etc.
- 5) Bus Monitors Rain Gear: The District will provide rain gear for bus monitors to be used while on duty getting on and off the buses during inclement weather. Each bus monitor will be responsible for maintaining the rain gear in useable condition for a minimum of one school year.
- 6) As per standards of the Internal Revenue Service, uniform reimbursements of uniform costs will be calculated as additional compensation with appropriate withholdings.

7.3 Site Level Professional Development for Custodial Procedures and Processes: Each building site will schedule a meeting prior to the opening of the school, to include certified and support employees, to discuss the cleaning procedures and processes for the facilities. The meeting date, time and place will be determined by each site's Building Principal. Suggested items to discuss (but not limited to) will include: procedures for cleaning; materials to be used and not to be used for cleaning; whom to contact when there are needs, safety and health issues, and classroom procedures for collaborating and communicating between the building site employees and the building site custodians.

## ARTICLE VIII: POSTING OF VACANCIES

8.1 The administration shall cause notices of vacancies for any support positions to be posted on the vacancy list on the Chickasha Public Schools Website and designated bulletin boards at each work site. Any new positions will be posted in the same manner. These notices shall be posted at least five (5) working days, ten (10) days if the vacancy occurs during the time when school is not in session, prior to the application deadline. In case of internal bus route opening created by a driver taking a different route, this route opening shall be posted for no less than twenty-four (24) hours if school is in session and not less than five (5) days if school is not in session.

8.2 These notices shall contain job title and date. Interested parties or applicants may contact the Superintendent's office for more information.

8.3 Any employee who is on leave or for some reason away from his/her job may submit a letter of interest or transfer request form for any vacancy which may occur during his/her leave.

### 8.4 SUPPORT PERSONNEL POSIITON TITLES:

- Child Nutrition Personnel: Assistant Leader, Department Head, Cook/ Server
- Secretaries: Building Secretary
- Deputy Treasurer, Board Clerk, Director's Assistant and Activity Lunch Fund: Deputy Treasurer, Board Clerk, Director's Assistant, Activity/ Lunch Fund Custodian
- Custodians: Head Custodians, Regular Custodians, Security Guards, Child Nutrition Delivery
- Grounds Maintenance:

- Maintenance Personnel: Unlicensed, Licensed I, Licensed II, Licensed III, and Maintenance Supervisor
- Bus Mechanic and Mechanics' Helper: Mechanic's Helper, Mechanic I, Mechanic II, and Mechanic III
- Skilled Labor: Helper, Level I, Level II and Level III
- Building Assistant, Library Assistant, Teacher Assistant Mail Delivery Person, In-School Suspension (ISS), Bus Monitor, Nurse Assistant, Paraprofessional I, Teacher Assistant, Bus Drivers and Interpreters:

## 8.5 EMPLOYEE OF THE QUARTER

### (8.5.1) The Employee of the Quarter selection process:

- 1) the selection will be decided by the District's team and CASE.
- 2) the recipient will receive a \$300 stipend to be included in the following month's pay period and will be recognized at the next regular board meeting.

### (8.5.2) Employee of the Quarter Form Rules:

- 1) one submission per person per quarter.
- 2) submissions deadline is the end of each quarter.
- 3) all nominations must be in sealed envelopes.
- 4) all sealed envelopes will be opened only at the selection meetings.
- 5) no anonymous entries; all anonymous entries will be discarded.
- 6) any Chickasha Public School Employee may make a nomination.
- 7) nominations may be delivered or sent to the Superintendent's office.
- 8) reminders, promotion and scheduling committee meetings of the Employee of the Quarter shall be initiated by CASE.
- 9) if no Employee of the Quarter is nominated for a specific quarter, none will be recognized in the future for that quarter. (Note: Possibly set committee meeting dates on Google Calendar for all quarters)

## ARTICLE IX: INDIVIDUAL CONTRACT

### 9.1 Contracts: Each support employee shall enter into an individual contract with the Board.

This contract shall give details as to salary, hours and contract days. Such contract will be consistent with the terms of this agreement. In addition:

- ~~All Support Staff will have his/her employment contract ready to sign not later than November 15<sup>th</sup> of the current school year.~~
- Support staff hired prior to September 1<sup>st</sup> will have his/her employment contract and salary information sheet no later than October 15<sup>th</sup>, to be signed and returned no later than October 31<sup>st</sup>. (Revised 2024)

- Extra-Duty employment contracts will be signed at the time the extra-duty assignment is confirmed, or not later than ten (10) days following approval by the Chickasha Board of Education.
- If Collective bargaining/ negotiations are pending, the employment contracts will be signed within thirty (30) days following ratifications and approval of the Board, of the Master Contract/ Agreement. *(Revised 2020)*

9.2 All terms of this agreement shall be considered as terms of the individual contract between the Board and the support employee.

9.3 Full Time and Part Time Personnel:

- a) Definition of Support Personnel: Full-time employees of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employees who are employed a minimum of six (6) hours per day for a minimum of one hundred seventy-two (172) days or a minimum of six (6) hours per day for one thousand thirty-two (1,032) hours per year and provide services not performed by certified personnel, which is necessary for the efficient and satisfactory functioning of the school district, and shall include but not limited to: cooks, custodians, maintenance personnel, bus drivers, non-certified or non-registered nurses, non-certified librarians, and clerical employees of the school district {70 O.S. §26-103(4)}.
- b) Definition of Part-Time Support Personnel: Any individual who does not meet the definition of a full-time support employee, as defined in the above paragraph, and who meets all definitions on the basis of less than a minimum of six (6) hours per day, and/or less than one hundred seventy-two (172) days, and less than one thousand thirty-two (1,032) hours per year will be considered as "Part-time Support Personnel."

9.4 On the day each contract is signed, a detailed job description will be attached.

9.5 On November 2001 support employees hired in the district for the first time begin on "Step 0" of the appropriate salary schedule with the following exception provision:

The employee may on the recommendation of the site leader where the vacancy exists, be advanced one (1) additional step for every two years of verified non-school experience from the most immediate employer to a maximum placement of "Step 5." A letter on company letterhead from the previous immediate employer must be provided with the following information: the classification of employment, a brief description of duties, a general comment on quality of service, beginning date and ending date.

9.6 Right to Representation: Support staff members are entitled to have a representative of their choice present during a scheduled conference with an administrator. The nature of

the meeting shall be disclosed in writing at the time the meeting is scheduled if it is a meeting for disciplinary action of any kind. If during a conference between a support employee and an administrator either the administrator or the employee feels that it would be in his/her best interest to have another person present, he/she may adjourn the conference and it shall be rescheduled on a mutually agreeable date/ time, and when a representative may be present and within two (2) business days. The nature of the meeting shall be disclosed in writing at the time the meeting is rescheduled. The Right to Representation will not supersede or override any part of the Grievance Articles and Processes (*Revised 2020*).

9.7 Dignity: While individual behavior cannot be negotiated or set into policy, it is nevertheless the desire of both the administration and support employees to state herein that they intend to treat each other with civility, dignity and respect. Administrators and support employees agree to make every effort to ensure that this message is conveyed not only to each other, but to the students and parents within the district, so that civility, dignity and respect will be reciprocated as it is given. By doing so the district is working toward its goals of strengthening community relations and improving the quality of education in Chickasha.

## ARTICLE X: BREAK ROOM FACILITIES

10.1 Break and Lunch Periods: All support employees shall have break and lunch periods as defined by Board Policy.

## ARTICLE XI: TELEPHONE FOR PRIVATE USE

11.1 Telephone Access:

- a. All support employees shall have access to a telephone for use during breaks and lunch periods.
- b. Personal cell phone use during contract hours for school business should be limited.
- c. Cell phone use while driving school transportation vehicles is prohibited while the vehicle is in motion. (*Revised 2024*)

## ARTICLE XII: HEALTH EXAMINATION OF SCHOOL EMPLOYEES

12.1 Health Examinations: All support employees who are required by the school to have a physical examination after being offered employment by the district will do so at the school district's expense.

## ARTICLE XIII: ACTIVITY BUS DRIVING

13.1 OPPORTUNITY TO DRIVE: The opportunity to drive activity buses will be given to both full time drivers and substitute drivers who are employed within the district for less than forty hours per week as long as driving does not interfere with any other duties in the District. In scheduling activity trips every effort shall be made to schedule trips in such a manner that a driver's total hours will be under forty (40) hours per week. Within the first year of a new driver's employment, the opportunity to drive activity routes is at the discretion of the route coordinator and transportation director. This is dependent on the type of trip, destination and driving performance.

13.2 TRIP ROSTER: Upon the first day of each school year a sign-up roster will be posted for all full-time drivers and substitutes to indicate if they are interested in driving activity trips. This roster will remain posted for the school year allowing any driver to add or remove his/her name from the roster at any time. Once a driver has removed his/her name from the roster, it must be entered at the bottom upon the driver's decision to be placed on the trip roster list again.

13.3 TRIP ROTATIONS & TRIP POSTING: When an approved activity trip is received by the Director of Transportation it shall be posted for forty-eight (48) hours (if time allows) in the bus barn office. Any driver wishing to take this trip should sign the trip posting. The trip will be assigned to the person who has indicated that he/she wishes to take the trip who is closest to the top of the trip roster. Upon assignment of an activity trip the driver's name will be moved to the bottom of the activity trip roster for future rotation. If a bus driver has indicated he/she wishes to take more than one trip that has been posted simultaneous, the assignment will be made on the basis of the trip that is to be taken first with the driver

(who has indicated a desire to take the trip) closest to the top of the list receiving the first trip.

**13.4 OVERNIGHT ACTIVITY TRIPS:** The Board shall be responsible for providing lodging and meal(s) when drivers are assigned to overnight trips. On the first day of an overnight trip, time starts when the driver picks up the bus and ends when the bus is parked for the night. On the second and all subsequent days of overnight trips, driver time starts at the time the bus leaves the parking lot in the morning. Drivers are guaranteed eight (8) hours of time on these days. Time ends when the bus is parked for the night. Since meals are reimbursed, time is to be deducted for meals. The maximum time allowed per day is to be sixteen (16) hours.

**13.5 ACTIVITY DRIVER PAY:** Activity drivers will be paid their hourly rate. Hours worked over 40 hours per week will be paid at time and a half (Revised 2022). The hourly rate for activity drivers applies to total time spent on the activity trip in which the driver is on duty (i.e. from the time of pick up at the school, through the arrival at destination and any wait time, to the time of drop-off at the school). For trips that encompass six or more hours, the sponsoring organization will provide a meal.

**13.6 ACTIVITY ROUTES:** Activity routes would include a field trip of students or staff members during the fiscal year. It could also include any extracurricular activity that could include athletics, vocal and instrumental music, drama, academic teams, robotics, FFA and other career tech classes. These routes will be paid according to the negotiated contract. The school district will calculate overtime by utilizing the blended rate if a support employee has received time in two pay scales during the week and went over forty (40) hours.

**13.7 SHUTTLE ROUTES:** Shuttle routes include transporting students during the school day from one site to another. Examples of shuttle routes would include delivering and picking up students at Canadian Valley Technology Center, delivering students to the Middle School from the High School including athletes and FFA members, transporting Lincoln students to the Middle School for Band, transporting Middle School athletes to the High School after school, transporting special needs students to and from school during the

school day if their class schedule has been reduced to a partial day. (The driver will receive regular bus driver wages for driving shuttle routes).

13.8 CONFLICT OF INTERPRETATION OF TRIPS: Should a driver have a conflict with the interpretation of activity or shuttle routes (13.6 or 13.7), they must submit a written request explaining their conflict to their immediate supervisor for clarification. The supervisor will give a written explanation of how the trip is classified within two (2) working days.

13.9 WORKING EXTRA-CURRICULAR EVENTS OUTSIDE THE REGULAR CONTRACTED DUTIES: Non-certified support staff members working at extra-curricular events outside their regular contract duties shall be paid Ten Dollars (\$10.00) per hour for specific assignments as authorized by the Superintendent and/or his/her designee(s). These positions include gatekeeper, concession workers, scorer, and clock-keepers.

#### ARTICLE XIV: PERSONNEL FILE

14.1 The Board shall maintain an official personnel file at the Board office for each support employee.

14.2 Upon request, an employee may inspect his/her personnel file subject to the following:

- a) Inspection shall be conducted at a time mutually agreed upon by the employee and the Superintendent or his/her designee.
- b) Upon request, an employee may have his/her representative present during inspection.
- c) Copies of material in an employee's personnel file shall be provided upon request.

14.3 The employee will be given a copy of any material placed in his/her personnel file when the employee requests a copy.

14.4 The employee shall have the right to submit a written response to such material and have said response attached to the material to which it responds.

14.5 Reprimands and/or admonishments may be removed from the employee personnel file at any time by mutual agreement between employee and the Superintendent.

14.6 Contents of the personnel file shall be kept confidential, to the extent provided by law.

## ARTICLE XV: TRANSFERS

- 15.1 A request for a transfer shall be made in writing to the person(s) listed on the posted vacancy as the person to whom application is to be made. The request shall include the job title to which the support employee desires to be transferred.
- 15.2 Should a vacancy occur during the school year, requested transfers to this position will be considered at the time of the vacancy.
- 15.3 In filling vacancies, the administration will give first consideration to requested transfers prior to employing any new applicant. In considering the request for a support employee's transfer, the receiving supervisor must be apprised of the transfer request.
- 15.4 If a transfer is denied, a written explanation of the denial will be forwarded to the support employee.
- 15.5 When an employee has been transferred and it has been determined by the administration that the position vacated is to be retained, the vacancy shall, when feasible, be filled by a substitute until a permanent employee is hired for that position.

## ARTICLE XVI: INVOLUNTARY TRANSFER

- 16.1 The district will solicit volunteers before starting the process of filling a vacancy with an involuntary transfer. Seniority will be considered, but not the final determining factor in selecting the employee to fill the open position. If it becomes necessary to fill a vacancy by an involuntary transfer or reassignment, a letter of notification of initial in keeping with the right to representation time frame will be sent to the employee (Revised 2022). The meeting will be held between the support employee and the supervisor. If the employee objects to the transfer, reasons for the objection will be written to the supervisor. A copy of administrative remarks will be given to the support employee. A written letter stating the results of the meeting should be given to the employee, with a copy placed in the employee file at administration. These letters should come from the Superintendent's/Personnel Office. (*Revised 2021*)

## ARTICLE XVII: DISMISSAL PROCEDURES

- 17.1 In order to comply with Title 70 of the Oklahoma Statutes, sections 24-132 through 24-136, the Board hereby adopts the following procedure for the suspension, demotion or termination of support employees.
- 17.2 For the purpose of this policy a “support employee” is defined as an employee of a school District who provides those services, not performed by professional educators or licensed teachers that are necessary for the efficient and satisfactory functioning of a school district.
- 17.3 A support employee who has been employed by the Chickasha School District for more than one (1) year shall be subject to suspension, demotion or termination only for cause, as designated by this policy. A support employee who has been employed by Chickasha School District for less than one (1) calendar year shall be an at-will employee.
- 17.4 Nothing contained in this agreement shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension, demotion or termination of support employees.
- 17.5 Whenever the Superintendent of Schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the Superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten (10) days, the Superintendent of the District shall initiate proceedings for termination and shall follow procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Noting herein shall prevent proceedings against the employee during or after the suspension or termination as provided in this policy.
- 17.6 Prior to any demotion or termination the support employee shall receive notice of his or her right to a hearing, which if requested will be conducted by the Board. All notices shall be by certified mail, with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within ten (10) working days of said notice or be deemed to have waived his or her right to a hearing.

**17.7** If a support employee requests a hearing, the hearing will be conducted (at the next or next succeeding, regularly scheduled meeting) of the Board if the request is received by the clerk of the Board at least ten (10) working days prior to the aforesaid meeting. A special meeting may be conducted if requested by the employee or at the discretion of the Board. The special meeting shall be conducted no sooner than ten (10) working days nor later than thirty (30) calendar days after receipt of employee's request. The decision of the Board shall be final. Nothing in the above stated policy shall be construed to prevent layoffs for lack of funds or lack of work.

**17.8** In order to comply with Title 70 of the Oklahoma Statutes Sections 24-132 and 24-136, The Board hereby adopts the following causes for suspension, demotion or termination.

- a) Excessive failure to be at work site at starting time.
- b) Leaving work site during working hours without permission.
- c) Walking off the job.
- d) Unexcused absenteeism.
- e) Excessive wasting time or loitering during working hours.
- f) Falsification of personnel or other records, (such as time sheets).
- g) Possession of weapons on the premises at any time.
- h) Removing District property, records or confidential information from premises without proper authority.
- i) Willful abuse, misuse, defacing, sabotage or destruction of District property, including tools, equipment or the property of other employees.
- j) Theft or misappropriation of property of employees, students, or of the District.
- k) Insubordination of any kind.
- l) Unauthorized operation of machines, tools or equipment.
- m) Operating machines or equipment without safety devices provided.
- n) Threatening, intimidation, coercing or interfering with employees or supervisor at any time.
- o) The making or publishing of false statements concerning any employee, supervisor, or the District.
- p) Creating disturbances on the premises at any time.
- q) Creating or contributing to unsanitary conditions.
- r) Possession, consumption or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances.
- s) Disregard of known safety rules or common safety practices.
- t) Unsafe operation of district owned motor vehicles.
- u) Unauthorized distribution of literature, written or printed
- v) matter of any description on district property.

- w) Posting or removing notices or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
- x) Immoral conduct or indecency including abusive and/or foul language.
- y) Smoking in an unauthorized area.
- z) Failure to follow district dress code.
- aa) Abuse of "breaks" (rest periods) or meal period policies.
- bb) Poor workmanship.

**17.9 Job Abandonment:** An employee shall have abandoned his/her job when the employee has failed to call in and directly notify the supervisor of the reason for absence from work for three (3) consecutive workdays. Job abandonment will also occur when an employee fails to return to work or directly notify the supervisor of the reason for absence within three (3) consecutive working days after any approved leave of absence, disciplinary suspension or extended medical leave. When an employee has abandoned his/her job, that employee shall be immediately terminated from Chickasha Public Schools employment. Such termination shall be a voluntary resignation and shall not be subject to the grievance procedure.

## ARTICLE XVIII: REDUCTION SUPPORT PERSONNEL/ WORKFORCE

**18.1** It is the policy of the Board that every reasonable effort shall be made to avoid a reduction in force at any level. However, when it becomes necessary to reduce the number of full-time or part-time support personnel employees due to lack of work or lack of funds in a particular area, the following criteria will govern their release. An employee is considered to be a full-time employee if the number of hours worked is the maximum number of hours customarily worked in that position if that position is designated as a full-time position by the Board. A reduction in force may occur for lack of work or lack of funds.

**18.2** Whenever a reduction in force becomes necessary, all notices of layoffs shall be provided in the policy covering suspension, demotion or termination of support personnel. All notices shall be by written communication from the Board of Education or the designated representative of the Board to the concerned support personnel.

**18.3** The number of people affected by a reduction in force will be kept to a minimum by not employing replacements for those who resign, retire, or otherwise vacate a position in so far as is practical.

**18.4** Any layoff shall begin by first dismissing any temporary or part-time employees, in that order, within the job categories affected. These employees shall be laid off at the discretion of the Board or the Board's designee. Job categories shall be the following; this is not to be considered the order for layoffs.

- |                              |                       |
|------------------------------|-----------------------|
| a. Building Assistants       | g. Secretaries        |
| b. Bus Drivers               | h. Custodial          |
| c. Maintenance               | i. Teacher Assistants |
| d. Child Nutrition Personnel | j. Deputy Treasurer   |
| e. Board Treasurer           | k. Activity Custodian |
| f. Board Clerk               | L. Lunch Custodian    |

**18.5** If the normal attrition and the release of temporary or part-time employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order they are listed.

- 1) History of good performance, with few or no reprimands.
- 2) Qualified for job training and experience.
- 3) History of good attendance and punctuality.
- 4) When all employees within a category meet the above qualifications, layoffs shall be on the basis of seniority within each general job category. Supervisors and directors shall serve at the pleasure of the Board and will not be subjected to the prescribed seniority order for reduction in force. Seniority shall be defined as continuous length of service as a support employee within the district. Employees who are laid off as a result of reduction in force and subsequently reinstated shall retain cumulative seniority for all periods worked since the last hire except for the period of layoff.

**18.6** An employee who takes voluntary demotions or voluntary reduction in assigned time in lieu of layoff shall be returned to the original position, if a vacancy for which the employee is qualified occurs. The Employee, if returned to the former position, will receive a step-raise, if a step-raise has occurred since the employee's acceptance of a demotion. If an

employee's hours are increased due to a change in conditions resulting in a voluntary reduction in work hours – the employee shall receive the assigned pay rate for the position.

18.7 Support employees who have been dismissed as a result of reduction in force shall be recalled in reverse order of reduction (last to leave, first to be recalled) to fill any vacancy that occurs within their job category within the succeeding school year. *(Revised 2019)*

## ARTICLE XIX: EVALUATION

19.1 At the time of employment all new employees will be advised as to evaluation procedure and instruments.

19.2 Evaluations shall be conducted by supervisory personnel who have the responsibility to make recommendations for renewal or non-renewal of the employee contract and shall be conducted openly.

19.3 Each employee shall be evaluated at least once each year after he/she has completed his/her probation period. Evaluations are to be completed by May 15<sup>th</sup>. Meetings with Employees concerning employment, disciplinary action, and evaluations will be confidential. The employee should be given time to review all documentation and paperwork before signing. *(Revised 2022)*

19.4 The support employee will be given a copy of the evaluation report during a conference with the evaluating supervisor.

19.5 The support employee may respond to an evaluation within ten (10) working days and such response will be attached to the evaluation report and made a part of the record. Evaluations shall be maintained in the support employee's personnel file. After one year the evaluation report may be removed from the file by mutual agreement between the support employee and the Superintendent or his/her designee.

19.6 Any complaint regarding an employee that may affect the support employee's continued employment shall be made in writing and shall be called to the attention of the employee. Said employee shall have the right to respond to the complaint if it is to be placed in the employee's personnel file.

- 19.7 If the supervisor considers the employee's work to be unsatisfactory in some area(s), a written statement detailing the problem(s) will be issued to the employee. The supervisor will discuss the problems(s) with the employee and offer written suggestions for improvement. Failure to make the desired improvement within a reasonable amount of time that has been specified by the supervisor may result in dismissal.
- 19.8 The support personnel appraisal form is attached as an Appendix/ Attachment (to this Master Contract).

## ARTICLE XX: SICK LEAVE AND ACCUMULATION

- 20.1 Full-time support personnel shall receive one (1) day sick leave for each month of service. Part-time support personnel shall receive an equal number of hours for sick leave per month as they work per day. Example; a person working four (4) hours per day will get four (4) hours of sick leave per month. Sick leave shall be cumulative to one hundred and twenty (120) days for purposes of the state's retirement system and for District severance pay. For personal need, sick leave is accumulative without limit.
- 20.2 New employees beginning employment prior to September of a school year may use one day of sick leave per month through December. Beginning in January new employees may use any leave accumulated plus the 5 days to be earned by the completion of the school year. Employees who leave employment and have taken unearned sick leave will be required to reimburse the district for their unearned sick leave. Reimbursement of unearned sick leave will be deducted from the final paycheck. Employees beginning employment after August of a school year may use leave as earned. (Revised 2022)
- 20.3 Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the support employee's immediate family. "Immediate family" shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchildren and grandparents of employee or employee's spouse or a person living in the support employee's home who is part of the family.
- 20.4 The number of days of accumulated sick leave, if possible, shall be shown on the Support Personnel's individual contract each year.

20.5 Upon retirement or leaving the District, each employee will be paid twenty (20) dollars per day for unused sick leave day accumulated within the District. This applies when the employee has given twenty (20) or more working days' notice. If the employee has given less than twenty (20) working days' notice, ten (10) dollars per day for each unused sick leave day will be awarded. If the employee is contracted for less than seven and a half (7.5) hours per day, the sick leave rate will be prorated according to the number of daily contracted hours.

20.6 For accumulation and buy-back purposes the amount of sick leave to be allowed in accumulation and subsequently in buy-back provisions of this contract, prior to July 1, 1987, shall not exceed the maximum accumulation allowed by board policy in effect at that time. Example; an employee employed by the Chickasha Public Schools before the first contract was negotiated by CASE, was allowed to accumulate sick leave days only in the amount provided for in Board policy. If the Board allowed sixty (60) days accumulation, then the employee could accumulate sixty (60) days. Any days beyond the sixty (60) accumulated are lost at that time and cannot be recalled counting toward a higher accumulation amount that was negotiated later.

20.7 Sick leave summaries will be provided to employees each month on the internet-based employee portal.

20.8 All employees (full-time or part-time) will be eligible to participate in sick leave sharing based on their hours worked. (Revised 2022)

## ARTICLE XXI: EMERGENCY LEAVE

21.1 Each support employee will be granted five (5) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the Superintendent or his/her designee for emergency situations such as, but not limited to:

- 1) Incidents or circumstances which result in significant damage by unexpected acts or forces;
- 2) Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function to members of the employee's immediate family as defined in "Sick Leave."
- 3) Inclement weather: When weather is too dangerous for buses to roll out and or too dangerous for personnel to be on the roads. (Revised 2023)

#### 4) ARTICLE XXII: PERSONAL BUSINESS LEAVE

- 22.1 The Board shall provide three (3) days personal business leave to each support employee each year. Support Employees with five (5) or more consecutive years of employment with the district shall have a total of four (4) days personal leave each year; and support employees with ten (10) or more consecutive years of employment with the district shall have a total of five (5) days personal leave year. Personal leave will be paid by the district.
- 22.2 Personal business leave may be used for personal business matters, such as: personal legal, household and/or business that must be conducted during normal working hours of the employee requesting the leave.
- 22.3 Personal business leave shall not be taken for pleasure trips, recreation or vacation, seeking or interviewing for other employment, performing a service for compensation, participation in professional activities, or participating in political activities. Except in cases of emergency, personal business leave shall not be used during the first two days of school for students; likewise, personal business leave shall not be used immediately preceding or following a holiday period unless a request is submitted to the Superintendent of schools (or his/her designee) at least ten (10) working days before the requested day of leave and the request is approved.
- 22.4 Unused personal business leave will be transferred to sick leave at the end of each school year.

#### ARTICLE XXIII: LEAVES OF ABSENCE

- 23.1 Upon approval by the Board, support employees may be granted an unpaid leave of absence of up to one year. These leaves may include medical, educational, political, or other leave for legitimate reasons warranting an extended leave. Other leave allowances will not accrue or diminish while employee is on leave. The employee may arrange payments of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy. All maternity, parental and

illness leaves of absence that qualify for the Family Medical Leave Act will follow guidelines set forth for the FMLA program and will run concurrent with the aforementioned leave.

23.2 Notifications of return from leave of absence shall be filed with the Superintendent no less than thirty (30) calendar days preceding end of leave. Any support employee who fails to file a notification of return, terminates his/her employment with the Board at the expiration of his/her leave of absence.

23.3 Employee returning to work from leave will be reinstated at the same job classification held by the employee at the time leave was granted. Employees returning from leave will be reinstated without loss of benefits including accrued leave, seniority or status of pay scale.

#### ARTICLE XXIV: ASSOCIATION LEAVE

24.1 The Board shall provide CASE with fourteen (19) days paid leave for the purpose of conducting Association business. Employees taking Association Leave will not suffer any loss of salary or benefits. The Association may carry over up to three (3) days of unused Association Leave each year. (Revised 2024)

24.2 The CASE President will advise the Superintendent of intent to use Association leave day(s) at least one (1) day prior to the day the leave is to be taken.

#### ARTICLE XXV: BEREAVEMENT LEAVE

25.1 Each support employee will be granted bereavement leave in each instance of the death of a member of the support employee's immediate family including spouse, child, mother, father, brother, sister, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchildren and grandparents of the employee or employee's spouse or a person living in the support employee's home who is part of the family as follows:

- Within State ..... 4 School Days
- Outside the State ..... 6 School Days
- Spouse/ Immediate Children ..... 10 School Days (Revised 2024)

25.2 One of the days granted must be the day the burial service is held. These Days will be in addition to days allowed in the sick leave policy.

25.3 Support employees may use one (1) day of bereavement leave each year to attend funeral services of a person or persons who are not part of the immediate family as described in section 25.1 of this article.

## ARTICLE XXVI: JURY DUTY LEAVE

26.1 Support employees shall be granted leave for jury duty or for services as a witness subpoenaed in a criminal, civil, or juvenile proceeding and shall pay the support employee during such service the full contract salary.

26.2 Any money paid to the support employee for jury duty or witness service may be required to be paid to the District by the employee; however, in instances where the employee makes an effort to be on duty as much as possible during such duty or service, this will not be required.

## ARTICLE XXVII: MATERNITY LEAVE

27.1 **Maternity Leave:** Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and
3. The leave is used immediately following the birth of the employee's child.

Paid maternity leave provided pursuant to this section shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to this section shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave. (Revised 2004)

## ARTICLE XXVIII: HOLIDAYS

27.1 The Board will recognize the following paid holidays for full-time and part-time support employees.

- Labor Day (1 day)
- Thanksgiving (3 days)
- Christmas (3 days)

- New Year's Day (2 days)
- Martin Luther King Day (1 day)
- Friday before Easter (1 day)
- Memorial Day (1 day)
- Juneteenth Day (1 day)
- Independence Day (1 day)

These days will be recognized for any employee whose contract is in effect during those days. For example, Independence Day will be a paid holiday for support employees on a twelve (12) month contract, and it will not be a paid holiday for support employees on a ten (10) month contract. An exception will be noted in an individual employee's employment contract for contract periods which are less than 10-month and/or which exclude any of the recognized holidays. *(Revised 2022)*

## ARTICLE XXIX: VACATIONS

28.1 An employee shall be entitled to a vacation upon completion of one full year of continuous service to the district. Definition: *"A full-year of continuous service to the district is based on approved employment of a support employee from July 1 through June 30."*

- a) Twelve-month support employees employed for less than the full school year (July 1 – June 30) shall receive vacation on a prorated basis for the period of approved employment (For example: the first year of employment and/or the final year of employment). An employee shall complete an additional year of continuous service upon completion of each school year from July 1 – June 30) of employment within the District. *(Revised 2020)*
- ~~b) In determining years of continuous service for vacations, only those years of continuous service as a twelve-month employee shall be used in determining the amount of vacation a support employee shall accrue, except as provided in Article 28.5.~~
- ~~c) The employee will be entitled to one (1) week of vacation after completion of one full year of continuous service as a twelve-month employee.~~
- ~~d) After an employee has completed three (3) years of continuous service as a twelve-month employee, the employee shall be entitled to two (2) weeks of vacation per year.~~
- ~~e) After an employee has completed six (6) years of continuous service as a twelve-month employee, the employee shall be entitled to three (3) weeks of vacation per year.~~
- ~~f) After an employee has completed fifteen (15) years of continuous service as a twelve-month employee, the employee shall be entitled to four (4) weeks of vacation per year.~~

- ~~g) Vacations are earned each year upon completion of a full year of continuous service, thus the entry year constitutes the first year of service. (Revised 2020)~~
- h) District will provide annual vacation with pay to those employees assigned to twelve-month positions (253 contracts or longer). Vacation days are cumulative, up to a maximum balance of 10 days. It is the employee's responsibility to monitor his or her vacation balances. No employee will be credited any days of vacation that result in the balance exceeding the maximum allowance of 10 days. Days in excess of 10 as of June 30 of each year will be removed from the employee's vacation leave balance and will rollover into sick leave.
- i) A full year of service is measured from July 1 to June 30. Vacation will be accumulated only for months during which the employee works the majority of the month. Absences of an employee on sick leave, vacation leave, or other paid approved leave are considered days worked for the purpose of vacation time accrual. Paid vacation leave will not be accrued for leave taken for approved reasons, or reasons that result in unpaid leave.
- j) The following accrual rates will apply to those support employees eligible for paid vacation days:
- |   |         |
|---|---------|
| a. 1-3 years continuous service as a 12-month employee        | 1 week  |
| b. 3-6 years continuous service as a 12-month employee        | 2 weeks |
| c. 6-15 years continuous service as a 12-month employee       | 3 weeks |
| d. 15 or more years continuous service as a 12-month employee | 4 weeks |

(revised 2023)

28.2 Vacations will be taken at a time mutually agreed upon by the employee and his/her supervisor, within the year immediately following the annual date of accrual.

~~28.3 Employees may carry over a maximum of ten (10) days of unused vacation leave with approval of the Superintendent. Leave carried over must be used no later than August 31 of the next fiscal year to which leave was carried over. The employee should exercise restraint in requesting vacation days during the peak period of July 15 through August 31 in keeping with the core purpose of Chickasha Public Schools (Revised 2020) (Revised 2023)~~

28.4 Any vacation accrued but not taken by the employee shall be paid to the employee upon termination (Revised 2020)

28.5 Any employee who transfers from a position within the district after July 1, 2004, in which said employee works less than twelve-months-per-year, to a twelve-months-per-year position shall have their prior service in the former position(s) considered for vacation accrual. The formula for calculation shall be the total number of months worked for the district prior to transfer divided by twelve. The quotient shall be the number of years and months of service used to figure vacation accrual only.

## ARTICLE XXX: PAY PERIODS

29.1 Employees will be paid monthly for time calculated on the calendar month or the yearly salary divided by twelve (12) equal payments. Employees who opted for ten (10) or eleven (11) equal payments during the 2017-2018 school year, will have the option to remain on the same pay period plan for the 2018-2019 school year as a one-year "grandfather" clause. In no instance will support employees be paid before services are performed.

29.2 Employees will be paid on the fifteenth (15th) of each month worked, or on the Friday preceding the 15th, if/when the 15th falls on a weekend or Holiday.

29.3 Support employees will be required to participate in direct-deposit.

## ARTICLE XXXI: PAY SCALES (MOVED TO THE BACK OF THE AGREEMENT)

30.1 There will be no changes to the Contract Language or Pay Scales without consultation with the CASE President or Negotiation Spokesperson or Team. (*Revised 2020*)

30.2 All Central Kitchen Substitutes will be at entry level of the Job Classification. (*Revised 2020*)

## ARTICLE XXXII: MEDICAL, DENTAL, VISION, AND LIFE INSURANCE

31.1 The Board agrees to pay \$75.19 of the support employee's insurance premium, who by full-time contract works twenty (20) or more hours per week, as long as their monthly salary amount exceeds the amount of the insurance premium and their insurance premium deduction equals or exceeds the \$75.19 amount. To receive this benefit the employee must participate in the \*Board adopted insurance program.

*\*Note: This only applies to employees receiving the Flexible Benefit Allowance (FBA). Employees receiving the support in Lieu are not eligible for 31.1. However, employees who received this benefit prior to the 2020-2021 school year, regardless of FBA status, will continue to receive the benefit as long as they meet all other requirements. (Revised 2021)*

## ARTICLE XXXIII: RETIREMENT

32.1 The Board agrees to pay thirty (30%) percent of each employee's contribution to the Teachers' Retirement System of Oklahoma.

32.2 For retirement purposes, the Board agrees to establish and maintain a record of all sick leave days that each support employee could have accumulated if there has been no accumulation limit. The Board further agrees to provide verification of such accumulation to the Teachers' Retirement System of Oklahoma upon request of the retiring support employee.

## ARTICLE XXXIV: WORKERS COMPENSATION

33.1 The Board agrees to provide a comprehensive worker's compensation program at no cost to the employee. This program covers any injury/illness sustained as a result of and in the course of employment that requires medical treatment. Worker's Compensation coverage provides benefits subject to the Rules of the Worker's Compensation Court, Title 85 of Oklahoma Statutes. Any employee who sustains a compensable work-related injury/illness has the right to file a claim with the Worker's Compensation Court and should inform his/her supervisor immediately. No matter how minor an on-the-job-injury may appear, it is important that it be reported as soon as possible. This will enable the eligible employee to qualify for benefits as quickly as possible. An injured employee may be required to be examined by a doctor selected by the Chickasha Public Schools. Worker's Compensation will be disallowed for the first three (3) calendar days of a disability caused by an injury. Sick leave must be used for these days. Sick leave will not be paid for any day's absence for which the employee received compensation pursuant to the Worker's Compensation Act. Benefits will not be paid if the injury/illness is proven to be self-inflicted, fighting, the use of drugs or alcohol, a failure to use proper safeguards and/or

equipment, or failure to observe proper safety precautions. Neither the Chickasha School District nor the insurance provider will be liable for the payment of worker's compensation benefits for injuries during an employee's voluntary participation in any off-duty athletic, recreational or social activities.

33.2 The Board agrees to abide by Section 720 of the School Laws of Oklahoma, entitled "Injuries Sustained by School Personnel in Performance of Duties – Continued Payment of Contract Salary." This section provides that any public-school personnel employee, who is unable to continue his/her contract of employment as a result of injury sustained in the reasonable performance of his/her duties from:

- 1) Assault by a pupil, relative of a pupil or person of the pupil's household, or
- 2) Injury sustained as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity shall be paid his/her full contract salary for the remainder of that school year or contract year/ period, whichever is applicable, or for such period of time thereof as he/she is prevented from working as a result of injuries sustained or job loss caused by such injuries during said school year or contract year or period for which he/she had been employed and during which he/she was injured not to exceed in any event the terms of the contract.

*Example: "A custodian who is injured attempting to stop a fight or other disturbance on the school ground shall be paid his/her full salary for the time he/she is unable to do his/her job, due to the injury. The continued payment of salary shall not exceed the term of the employee's contract. The injury mentioned above must have been sustained in the reasonable performance of the employee's duties."*

## ARTICLE XXXV: ACTIVITIES PASSES

34.1 The employee, employee's spouse and his/her family members (children eighteen (18) years of age and under) will be granted free passes to all activities not sponsored by the Oklahoma Secondary Schools Activity Association.

## ARTICLE XXXVI: MILEAGE

35.1 The Board will reimburse support employees who are required to use their personal vehicle for transportation from one work location to another work location and then back to the original work location or who are required to use their personal vehicle for District business. The rate of reimbursement shall be the IRS rate in effect on the date the Board

takes action on the request for reimbursement. A stipend will be provided to support employees based on position and/or job duties. Support employees must have authorization from their immediate supervisor prior to using their personal vehicle for District business or transportation between work locations that qualify for reimbursement.

A. Finance Secretary.....	350.00
B. Custodian/Maintenance/CN (2 sites) .....	350.00
C. Custodian/Maintenance (3 sites).....	600.00
D. Custodian/Maintenance (over 3 sites) .....	800.00

(Revised 2024)

## ARTICLE XXXVII: EXTENSION OF THE WORK YEAR

36.1 The work year for support employees may be extended by mutual agreement between the employee involved, the immediate supervisor and the Superintendent.

## ARTICLE XXXVIII: GRIEVANCE PROCEDURE

37.1 Definitions:

- A “*grievance*” is a complaint by a support employee that there has been as to him/her a violation, misinterpretation, or misapplication of the provisions of this agreement.
- The term “*grievant*” shall mean the person or persons making the complaint.
- The term “*days*” shall mean working days of the support employee. Outside of the contract year of the support employee, “*days*” shall mean the working days of the supervisor involved at the level that the grievance is being processed.
- A “*party in interest*” is the person or persons making the complaint, any person required to take action on the complainant or any person against whom an action might be taken to resolve the complaint.

37.2 Procedure for Filing a Grievance:

37.2.1 Informal Resolution:

- 1) A support employee with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. The support employee and/or the immediate supervisor may have a representative present at this meeting if they so desire.
- 2) Any support employee who does not wish to utilize the informal resolution procedure or whose grievance was not resolved in the informal discussion may file a

written grievance with his/her immediate supervisor within fifteen (15) days of the alleged violation or within fifteen (15) days after the informal discussion of the alleged violation.

### 37.2.2 Formal Resolution:

#### 1) Level I:

- a) The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violation with the citation of the specific article, section and paragraph of this agreement alleged to have been violated and the specific remedy sought.
- b) The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of his/her own choosing, and if the immediate supervisor so desires, a person of his/her own choosing.
- c) The immediate supervisor will transmit his/her written decision with written reasons within five (5) days after the Level I meeting to the grievant.

#### 2) Level II:

- a) If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the Superintendent within five (5) days after receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.
- b) The Superintendent, or his/her designee, who shall act as a Hearing Officer, shall schedule a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her own choosing and witnesses.
  - i) The Superintendent, or his/her designee, shall be free to admit any testimony, evidence or exhibits deemed relevant in order to build as complete a record as necessary before rendering a decision.
  - ii) The Superintendent, or his/her designee, shall limit his/her decision to the facts as presented by the parties in interest and the impact on or conflict with this agreement.
  - iii) Within five (5) days after the hearing, the Superintendent or his/her designee shall transmit his/her decision in writing with written reasons therefore to the grievant and the grievant's immediate supervisor.

#### 1) Level III:

- a) If the grievant is not satisfied with the decision rendered at Level II, he/she may submit to the Board Clerk, a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as Hearing Officer at the Level II hearing.

- i) Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board Clerk a narrative together with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.
- b) The Board of Education shall set a Level III Hearing on the agenda of a regular school Board Meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting material. Persons present at the hearing will be the grievant and if the grievant so desires, a representative of his/her own choosing and witnesses for the grievant, the grievant's immediate supervisor, and a representative of his/her own choosing.
  - i) If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.
  - ii) At the conclusion of the hearing, the Board shall give its decision by vote of the members present and shall transmit its decision in writing to the grievant, the immediate supervisor, and the Association within five (5) days.

### 37.3 General Provisions:

- a) If meetings and hearings involving the grievance procedure are held during the support employee's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.
- b) The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual support employee. Grievance, if properly filed by the Association will be filed at Level II.
- c) No reprisal of any kind will be taken by a party in interest because of his/her participation in any grievance procedure.
- d) If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

## ARTICLE XXXIX: ABSENCE NOT COVERED BY LEAVE

38.1 When a twelve-month (12-month) employee is absent from his/her duty and absence is not covered by approved leave, after it is determined that the unexcused leave is not cause for dismissal or suspension, the employee will the option of making up those hours if mutually agreed upon by the immediate supervisor and employee, to have those days

deducted from his/her monthly payroll check or to have said days deducted from his/her vacation time.

## ARTICLE XL: OVERTIME

39.1 The Board agrees to abide by Board Policy and the Fair Labor Standards Act concerning overtime pay or compensatory time. However, no overtime will be worked without prior approval of the Superintendent or his/her designee.

## ARTICLE XLI: SECRETARIES WORKDAY

40.1 The regular workday for full-time secretaries employed by Chickasha Public Schools shall be seven and one-half (7.5) hours.

40.2 The workday for full-time secretaries employed by Chickasha Public Schools may be increased to eight (8) hours by mutual agreement between the secretary involved, the immediate supervisor and the Superintendent.

## ARTICLE XLII: SITE-BASED DECISION MAKING

41.1 The Board and the Association agree to continue in its effort to develop and implement a site-based decision-making procedure within the parameters established within the OEA/NEA Learning Laboratory Initiative document signed by the President of the Association and the Superintendent of Chickasha Public School / NEA Learning Laboratory Initiative Site-Based School improvement document as adopted by the Board. The Board and the Association further agree that neither the Board nor the Association will lose any rights, privileges, duties or responsibilities currently provided to them by law, the negotiated contract or Board Policy.

41.2 Support Employees Assignment of Immediate Supervisors: Prior to the first day of classes each year, the Superintendent or his/her designee, will notify each Chickasha School Support Employee who is assigned as his/her immediate supervisor. If the assignment changes during the school year or contract period, the same procedure of notification will occur from the Superintendent or his/her designee.

**ARTICLE XLIII: TERMS OF AGREEMENT**

42.1 This agreement shall take effect upon ratification and signing by the Presidents of the respective parties and will be in full force and effect through 12:00 Midnight June 30th (current contract year). However, the provisions contained in this agreement will be in force retroactively to 12:01 a.m. July 1st (current contract year). Either party may commence negotiations for the terms of a successor agreement by written notification to the other party. If no notification is tendered prior to the expirations date set forth above, then all terms and conditions contained herein will be renewed for a period of one year from the expiration date shown. This agreement will be automatically renewed on a year-to-year basis thereafter unless either party submits notification that they desire to begin negotiations for the terms of a successor agreement.

In witness whereof, the Board has caused this agreement to be signed by its President and CASE has caused this agreement to be signed by its President.

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
President of the Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACHMENTS**

*Note:*

*FORMS WILL BE UPDATED AS APPLICABLE TO REFLECT CHANGES IN AGREEMENT OR UPDATES TO PROCESS. (Superintendent to share with the President of Case prior to ratification)*

SUPPORT EMPLOYEE SALARY SCHEDULES

Position	Position Code	Pay Scale	Contracted Days	Notes
Administrative Assistant I	AA	F	253	8 hour position
Bus Driver	BU	K	180	Drivers will be paid an additional \$350.00 per year to perform the following duties: 1. Inspect bus daily 2. Attend monthly safety meetings 3. Fuel bus 4. Work with principals on bus rider problems 5. Help in transporting bus to shop 6. Washing and cleaning bus
Bus Driver/Grounds	BG	E	180	Substitute bus drivers will be paid \$10 an hour. Full time district employees who substitute will be paid time and a half of his/her regular pay for the time that exceeds 40 work hours during the week.  Bus Mechanic and Mechanic Helper that are not hired as bus drivers that are asked on a regular basis to drive a bus shall receive the \$350.00 allowance per year for performing routine transportation duties contract
Bus Monitor	BM-1	A	180	
Bus Monitor/Grounds	GM	A	180	
CN Assistant Leader	FA	B	181	
CN Cook/Server	FS	A	181	
CN Claims Specialist	FSC	F	179+10	
CN Department Head	FL	A	181	
CN District Manager		N	195	
Custodian	CU	A	253	
Daycare		A	173	
Directors Assistant		F	253	The District will pay an additional \$1.00 per hour for each state approved certification held by the employee that pertains to that employee's job function. Such certification may be obtained from Oklahoma Business Management, Oklahoma State Department of Vocational and Technical Education and the like. The certification must be a district approved certification. An employee may only accumulate \$2.00 over their scale amount. This would be equal to two district approved certifications. All classes must be pre-approved by the Superintendent.
Enrollment Clerk	DER1	R	253	8 hour position
Grounds Maintenance	GR	A	253	Summer Crew will receive \$10.00 per hour.

2023-2024 Job Description and Pay Scale

Position	Position Code	Pay Scale	Contracted Days	Notes
Head Custodian	CU-H	A	253	
ISS Support	IS	B	180	
Library Assistant	LBA	A	180	
Mail Delivery	MC	A	249	
Maintenance - Licensed I	MNI	M	253	<p>The license referred to in the salary schedule is a journeyman's license. The District will pay an additional \$2.00 per hour for each contractor's license that the District requires.</p> <p>The District will reimburse the employee the cost of the annual renewal of these licenses.</p> <p>The district will pay an additional \$2.00 per hour for the Maintenance Supervisor's position.</p>
Maintenance - Licensed II	MNII	N	253	
Maintenance - Licensed III	MNIII	O	253	
Maintenance - Unlicensed	MN	A	253	
Mechanic I	MEI	I	253	<p>The mechanic will be paid on the level he/she consistently demonstrates his/her ability to perform. The level a mechanic is paid on will be determined by the Transportation Coordinator, Director of Transportation and Assistant Superintendent. The mechanic is required to furnish his/her own tools used in performance of his/her duties. The District will provide large specialty tools or equipment needed for the garage.</p> <p>LEVEL I: Change oil, filters, grease, change headlights, marker lights, belts, daily maintenance, valve cover gaskets, oil pan gaskets, water pumps, fuel pumps, alternators and starters.</p> <p>LEVEL II: Same as level I plus engine tune up, drive line repair, brake shoes, repair and overhaul small engines, vehicle inspection certificate.</p> <p>LEVEL III: Same as level II plus overhaul gas and diesel engines, repair transmissions, electrical systems, air brake systems, welding, head gaskets, total brake systems, rear axle, minor body repair, license air conditioning, vehicle inspection certification and any new requirement from state or federal level, etc.</p>
Mechanic II	MEII	L	253	
Mechanic III	MEIII	O	253	
Mechanics Helper	MH	D	253	

2023-2024 Job Description and Pay Scale

Position	Position Code	Pay Scale	Contracted Days	Notes
Nurse Assistant	SE	A	180	
Para Professional I	PAI	B	180	
Para Professional II	PAII	C	180	
Permanent Substitute	P-SUB	A	180	
Secretaries	SE	B	179/253	179 is a 10 month contract and 253 is a 12 month contract.
Skilled Labor - Helper	SKL	A	253	Skilled labor personnel will be paid on the level they consistently demonstrate their ability to perform. The level of pay will be determined by the Director of Maintenance and the Assistant Superintendent. Helper must be able to follow directions, have some knowledge of tools, knowledge of proper use of tools, have the ability to assist whenever needed.
Skilled Labor - Level I	SKL-I	G	253	LEVEL I: Know names of tools, ability to do light framing and light trim carpentry, ability to measure, hang drywall, ability to do general repair such as: hang bulletin boards, carpet repair, ceiling repair, tile repair, etc.
Skilled Labor - Level II	SKL-II	H	253	LEVEL II: In addition to Level I skills - know how to do the following: tape and bed drywall, texture and finish drywall, hang doors and install hardware, build and repair shelving and cabinets, cut and replace glass, install and replace windows, rough framing and etc.
Skilled Labor - Level III	SKL-III	J	253	LEVEL III: In addition to Level II - have some knowledge of electrical, plumbing and asbestos. Know how to do the following: set forms and pour concrete, tie steel, install ceiling grid metal frame, repair door frames, repair roofs, finish carpentry and trim, and build or finish by blue prints.
Speech Language Assistant	SPLA	P	180	
Teacher Assistant	TA	B	180	

2023-2024 Job Description and Pay Scale

Experience	PayScale's 2023-2024																	
	A - R																	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
<b>0</b>	\$11.05	\$11.40	\$11.60	\$11.80	\$14.35	\$12.40	\$12.45	\$13.20	\$13.85	\$13.95	\$16.45	\$14.60	\$15.35	\$16.10	\$16.85	\$25.93	\$16.35	\$21.78
<b>1</b>	\$11.30	\$11.65	\$11.85	\$12.05	\$14.60	\$12.65	\$12.70	\$13.45	\$14.10	\$14.20	\$16.70	\$14.85	\$15.60	\$16.35	\$17.10	\$26.22	\$16.59	\$22.03
<b>2</b>	\$11.55	\$11.90	\$12.10	\$12.30	\$14.85	\$12.90	\$12.95	\$13.70	\$14.35	\$14.45	\$16.95	\$15.10	\$15.85	\$16.60	\$17.35	\$26.52	\$16.84	\$22.27
<b>3</b>	\$11.80	\$12.15	\$12.35	\$12.55	\$15.10	\$13.15	\$13.20	\$13.95	\$14.60	\$14.70	\$17.20	\$15.35	\$16.10	\$16.85	\$17.60	\$26.81	\$17.09	\$22.52
<b>4</b>	\$12.05	\$12.40	\$12.60	\$12.80	\$15.35	\$13.40	\$13.45	\$14.20	\$14.85	\$14.95	\$17.45	\$15.60	\$16.35	\$17.10	\$17.85	\$27.11	\$17.33	\$22.77
<b>5</b>	\$12.30	\$12.65	\$12.85	\$13.05	\$15.60	\$13.65	\$13.70	\$14.45	\$15.10	\$15.20	\$17.70	\$15.85	\$16.60	\$17.35	\$18.10	\$27.40	\$17.58	\$23.02
<b>6</b>	\$12.55	\$12.90	\$13.10	\$13.30	\$15.85	\$13.90	\$13.95	\$14.70	\$15.35	\$15.45	\$17.95	\$16.10	\$16.85	\$17.60	\$18.35	\$27.70	\$17.83	\$23.26
<b>7</b>	\$12.80	\$13.15	\$13.35	\$13.55	\$16.10	\$14.15	\$14.20	\$14.95	\$15.60	\$15.70	\$18.20	\$16.35	\$17.10	\$17.85	\$18.60	\$27.99	\$18.07	\$23.76
<b>8</b>	\$13.05	\$13.40	\$13.60	\$13.80	\$16.35	\$14.40	\$14.45	\$15.20	\$15.85	\$15.95	\$18.45	\$16.60	\$17.35	\$18.10	\$18.85	\$28.29	\$18.32	\$24.00
<b>9</b>	\$13.30	\$13.65	\$13.85	\$14.05	\$16.60	\$14.65	\$14.70	\$15.45	\$16.10	\$16.20	\$18.70	\$16.85	\$17.60	\$18.35	\$19.10	\$28.58	\$18.57	\$24.25
<b>10</b>	\$13.55	\$13.90	\$14.10	\$14.30	\$16.85	\$14.90	\$14.95	\$15.70	\$16.35	\$16.45	\$18.95	\$17.10	\$17.85	\$18.60	\$19.35	\$28.88	\$18.82	\$24.99
<b>11</b>	\$13.80	\$14.15	\$14.35	\$14.55	\$17.10	\$15.15	\$15.20	\$15.95	\$16.60	\$16.70	\$19.20	\$17.35	\$18.10	\$18.85	\$19.60	\$29.17	\$19.06	\$25.24
<b>12</b>	\$14.05	\$14.40	\$14.60	\$14.80	\$17.35	\$15.40	\$15.45	\$16.20	\$16.85	\$16.95	\$19.45	\$17.60	\$18.35	\$19.10	\$19.85	\$29.47	\$19.31	\$25.49
<b>13</b>	\$14.30	\$14.65	\$14.85	\$15.05	\$17.60	\$15.65	\$15.70	\$16.45	\$17.10	\$17.20	\$19.70	\$17.85	\$18.60	\$19.35	\$20.10	\$29.77	\$19.56	\$25.73
<b>14</b>	\$14.55	\$14.90	\$15.10	\$15.30	\$17.85	\$15.90	\$15.95	\$16.70	\$17.35	\$17.45	\$19.95	\$18.10	\$18.85	\$19.60	\$20.35	\$30.06	\$19.80	\$25.98
<b>15</b>	\$14.80	\$15.15	\$15.35	\$15.55	\$18.10	\$16.15	\$16.20	\$16.95	\$17.60	\$17.70	\$20.20	\$18.35	\$19.10	\$19.85	\$20.60	\$30.36	\$20.05	\$26.23
<b>16</b>	\$15.05	\$15.40	\$15.60	\$15.80	\$18.35	\$16.40	\$16.45	\$17.20	\$17.85	\$17.95	\$20.45	\$18.60	\$19.35	\$20.10	\$20.85	\$30.65	\$20.30	\$26.47
<b>17</b>	\$15.30	\$15.65	\$15.85	\$16.05	\$18.60	\$16.65	\$16.70	\$17.45	\$18.10	\$18.20	\$20.70	\$18.85	\$19.60	\$20.35	\$21.10	\$30.95	\$20.55	\$26.72
<b>18</b>	\$15.55	\$15.90	\$16.10	\$16.30	\$18.85	\$16.90	\$16.95	\$17.70	\$18.35	\$18.45	\$20.95	\$19.10	\$19.85	\$20.60	\$21.35	\$31.24	\$20.79	\$26.97

2023-2024 Job Description and Pay Scale

**PayScale's 2023-2024**

**A - R**

Experience	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	<b>19</b>	\$15.80	\$16.15	\$16.35	\$16.55	\$19.10	\$17.15	\$17.20	\$17.95	\$18.60	\$18.70	\$21.20	\$19.35	\$20.10	\$20.85	\$21.60	\$31.54	\$21.04
<b>20</b>	\$16.05	\$16.40	\$16.60	\$16.80	\$19.35	\$17.40	\$17.45	\$18.20	\$18.85	\$18.95	\$21.45	\$19.60	\$20.35	\$21.10	\$21.85	\$31.83	\$21.29	\$27.46
<b>21</b>	\$16.30	\$16.65	\$16.85	\$17.05	\$19.60	\$17.65	\$17.70	\$18.45	\$19.10	\$19.20	\$21.70	\$19.85	\$20.60	\$21.35	\$22.10	\$32.13	\$21.53	\$27.71
<b>22</b>	\$16.55	\$16.90	\$17.10	\$17.30	\$19.85	\$17.90	\$17.95	\$18.70	\$19.35	\$19.45	\$21.95	\$20.10	\$20.85	\$21.60	\$22.35	\$32.42	\$21.78	\$27.96
<b>23</b>	\$16.80	\$17.15	\$17.35	\$17.55	\$20.10	\$18.15	\$18.20	\$18.95	\$19.60	\$19.70	\$22.20	\$20.35	\$21.10	\$21.85	\$22.60	\$32.72	\$22.03	\$28.20
<b>24</b>	\$17.05	\$17.40	\$17.60	\$17.80	\$20.35	\$18.40	\$18.45	\$19.20	\$19.85	\$19.95	\$22.45	\$20.60	\$21.35	\$22.10	\$22.85	\$33.01	\$22.27	\$28.45
<b>25</b>	\$17.30	\$17.65	\$17.85	\$18.05	\$20.60	\$18.65	\$18.70	\$19.45	\$20.10	\$20.20	\$22.70	\$20.85	\$21.60	\$22.35	\$23.10	\$33.31	\$22.52	\$28.70
<b>26</b>	\$17.55	\$17.90	\$18.10	\$18.30	\$20.85	\$18.90	\$18.95	\$19.70	\$20.35	\$20.45	\$22.95	\$21.10	\$21.85	\$22.60	\$23.35	\$33.56	\$22.77	\$28.95
<b>27</b>	\$17.80	\$18.15	\$18.35	\$18.55	\$21.10	\$19.15	\$19.20	\$19.95	\$20.60	\$20.70	\$23.20	\$21.35	\$22.10	\$22.85	\$23.60	\$33.81	\$23.02	\$29.20
<b>28</b>	\$15.80	\$16.15	\$16.35	\$16.55	\$19.10	\$17.15	\$17.20	\$17.95	\$18.60	\$18.70	\$21.20	\$19.35	\$20.10	\$20.85	\$21.60	\$31.54	\$21.04	\$27.22

District will pay 7% of the Teacher Retirement Contributions

(Revised 2024)

(SECTIONXXX(30)OFTHEMASTERCONTRACTBETWEENCASEANDTHEBOARD)

APPENDIX – ATTACHMENT

SUPPORT EMPLOYEE SALARY SCHEDULES

- Salary Schedules will be attached each year, as per the approved negotiations agreement, and as adopted/ approved by the Chickasha Board of Education.
- The following salary/ pay related items were ratified by the negotiations teams and approved by the Chickasha Board of Education for the School Year 2018-2019.

A. NEW ARTICLE: SUPPORT PERSONNEL PAY INCREASES

**Explanation:** ~~To be incorporated with the existing review and discussion of HB 1026XX. (Revised by CPS 8/2/18)~~

Support employee pay raises were authorized in House Bill 1026XX (2018 Legislation). Chickasha Public Schools will implement the pay raises according to the following language from HB 2026XX.

- The raise of \$1,250.00 will be added to the annual contract amount for every full-time support employee employed by the district during the 2017-2018 school year, and continued employment with the district for the 2018-2019 school year. Full-time (FTE) employees are non-certified, support employees working 1,032 hours (172 days x 6 hours per day) or greater.
  - Any support employee who works less than 1,032 hours per year will receive a proportionate annual raise of a full-time employee, based on the percentage of hours employed compared to 1,032 hours and the percentage applied to the full-time raise.
  - Temporary support employees including substitutes and seasonal workers do not qualify for the 1026xx pay raise.
- B. Pay Scales & format (clean up) and add them at the end of contract. Example in contract book it would read 30.1-30.12 in the back of book.
- (a) 30.1 Child Nutrition/ Cook/ Servers: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and the correct amounts carried down through the schedule to step 25.
  - (b) 30.4 Custodians/ CN Delivery: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and the correct amounts carried down through the schedule to step 25.

**(c) 30.9 Building Assistant, Library Assistant, Permanent Substitute, Mail Delivery Person, ISS, Bus Monitor and any new person that would start as a Nurse Assistant: (Step 0-1) This is only a 10-cent differential. It needs to be corrected to a 15-cent step and correct amounts carried down through the schedule to step 25.**

**(d) Daycare workers need to be added to this salary schedule.**

**(e) (Number) Paraprofessionals.**

- C. Increase step to .25 (twenty-five cents). (Increased all steps intervals from 15-cents to 25-cents per step for steps 1-thru-25)**
- D. All support staff (shall) receive (a) step.**
- E. Paraprofessionals will be provided professional development for required training and certifications including CPR/ First-Aid not to exceed three (3) work days per their annual contract of employment.**
- F. Paraprofessional Pay Scales. (Tier I & Tier II). (These will need to be adjusted to 25-cents per step for steps 1-25)**
- G. The district agrees to reimburse Bus Drivers for the cost of their annual CDL license fee.**

CASE PROCEDURAL AGREEMENT

**PROCEDURAL AGREEMENT**

**Between**

**Chickasha Board of Education And**

**Chickasha Association of Support Employees**

PURPOSE

The Board of Education of the Chickasha Public Schools and the Chickasha Association of Support Employees recognize the need for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 70 O.S. §509.1 through 509.10.

I RECOGNITION

1.1

This Agreement is made and entered into by and between the Chickasha Association of Support Employees (CASE), hereinafter termed the "Association" and Chickasha Independent School District of Grady County, Oklahoma, hereinafter termed the "District". The governing body of the District is the Board of Education, hereinafter termed the "Board".

1.2

The Board hereby recognizes the Association as the exclusive negotiation representative for the bargaining unit consisting of all employees who are not required by the position for which they are employed to be a principal, licensed or certified as teachers, superintendent or other certified or non-certified administrator of Chickasha Public Schools. Employees of the district with access to confidential, labor relations information of the school district and managerial employees whose responsibilities include making employment recommendations to the superintendent and for which the position does not require a certificate, shall be excluded from this or other bargaining units. Also excluded is any employee position agreed to be excluded from the bargaining unit by the Association and the district. Any person who desires not to be represented by the Association may so state in writing to the Board.

1.3 The following positions shall be excluded from the bargaining unit:

- Administrative Assistant to the Superintendent
- Administrative Assistant to the Athletic Director
- Payroll Clerk
- Personnel Clerk
- Treasurer
- Encumbrance Clerk

1.4

The Board recognizes the right of all support personnel to join and participate in and support C.A.S.E. as well as to refrain from such activities. No support personnel shall be discriminated against by the Board or any administrative officer of the district, nor by C.A.S.E., or its representatives because of his/her membership, participation, support or non-membership, non-participation or non-support of C.A.S.E.

1.5

This recognition will remain in effect until verified election results show that C.A.S.E., no longer represents a majority of the support personnel of Chickasha Public Schools.

II SCOPE OF BARGAINING

2.1

The Board and C.A.S.E., agree to bargain in good faith on wages, hours, fringe benefits and other terms and conditions of employment. There will be no bargaining on managerial rights. (Managerial rights are defined as those rights and responsibilities assigned to the Board by the School Laws of Oklahoma).

III NEGOTIATION PROCEDURES

3.1 Negotiation Teams

3.1.1

The Board and C.A.S.E. shall each designate not more than six (6) representatives to serve as its negotiation team. Alternates may be designated; however, alternates will attend the meetings, only when serving in the place of a regular team member.

### 3.1.2

All negotiations will take place between the designated representatives of the Board and C.A.S.E., in regular negotiation sessions.

3.1.3 All negotiations will be conducted in closed sessions.

## 3.2 Opening Negotiations

### 3.2.1

A written request for a negotiation session between the Board and C.A.S.E., may be made by either party. This request for a negotiation session is to be made on or before May 31 of each year a negotiation session is to be held.

### 3.2.2

The first meeting of a negotiation session will be held within sixty (60) calendar days of the date of written request and/or after May 31. The date, time, and place of this meeting will be mutually agreed on by the spokesperson of the respective teams.

### 3.2.3

The Association shall submit all of its negotiation proposals at the first session. The Board shall submit all of its negotiation proposals at the first session.

### 3.2.4

Subsequent negotiation meetings shall be held at times and places mutually agreed at the first meeting of the session.

### 3.2.5

All Board Proposals and All C.A.S.E., proposals will be presented at the first negotiation meeting, EXCEPT: details on salary. Proposals may be provided after the Educational Appropriations have been made by the State Legislature. Subsequent proposals may only be submitted upon mutual agreement of the parties.

3.2.6 During meetings each party is free to caucus at any time.

### 3.3 Negotiations Sessions

#### 3.3.1

Only members of the respective negotiation teams may be present during negotiations sessions. Other parties may be permitted to be present only by mutual agreement of the parties. The chief negotiator of each team will be the spokesperson for his/her team, unless she/he designates another member to be spokesperson for that meeting. By mutual agreement of the parties, any team member may speak to an issue on the table.

#### 3.3.2

No recordings or official transcripts shall be made without mutual agreement of the parties.

#### 3.3.3

Negotiations will only be conducted between the representatives of the parties and only in regular negotiation sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

#### 3.3.4

Negotiation sessions shall be scheduled at times which will not interfere with the employee workday and the educational programs of the district.

### 3.4 Tentative Agreement

#### 3.4.1

Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.

#### 3.4.2

When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all

proposals, the total packages shall be submitted by C.A.S.E., to the support personnel for ratification. C.A.S.E. will notify the superintendent of the results of the ratification vote not later than ten (10) working days after the total agreement has been reached by the bargaining teams. After ratification by C.A.S.E., the superintendent will present the agreement to the Board at the next regularly scheduled and/or special meeting agenda. Upon ratification by the board, the written agreements shall be signed by the President of the Board and the President of C.A.S.E. The terms of the agreement will then be in full force and effect through the term of the agreement.

#### IV IMPASSE

##### 4.1

In the event the bargaining team cannot reach agreement on all items being negotiated, either party may declare that an impasse exists. Within two (2) working days after Declaration of impasse each party will provide to the other party, in writing, their last proposal on each of the items at impasse. The parties shall request mediation services of Federal Mediation and Conciliation Service within two (2) working days of the exchange of final proposals. If the mediator is unable to bring about agreement between the parties, the issues still in dispute will be submitted to fact finding. Within five (5) working days after mediation is completed, representatives of the Board and C.A.S.E., will implement the provisions of Oklahoma Statute 70-509.7

**The Board will be responsible for the fees and cost of its member on the Fact-finding committee. C.A.S.E., will be responsible for the cost and fees of its member on the Fact-finding committee.**

The Board and C.A.S.E., will share equally the cost and fees of the third member of the Fact-finding committee. By mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

##### 4.2

A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finder from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur

with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact-finding committee.

#### 4.2.1

The committee shall meet with the Board's and the Association's negotiation representatives for the purpose of fact finding. Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at issue. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact findings shall show the last position taken by each negotiating team.

#### 4.2.2 The cost for the services of the fact-

finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: The Board shall assume the expenses of the representatives selected by the Board, the Association shall assume the expenses of the representatives selected by the Association, and the expenses of the third members shall be shared equally by the Board and the Association.

#### 4.2.3 The fact-

finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.

#### 4.2.4 All hearings by the fact-finding committee shall be conducted in closed session.

#### 4.2.5

The chairperson shall convene the committee for fact finding. The committee shall meet with the representatives of both parties and, within twenty (20) days after the fact-finding meeting shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.

#### 4.3

If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.

#### 4.4 The Board shall file a copy of the fact-

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

### V. NOSTRIKE CLAUSE

#### 5.1

The procedure provided for herein for resolving impasses shall be the exclusive recourse of the Association. It shall be illegal and a violation of this Agreement for the Association or the members of the bargaining unit to strike or threaten to strike as a means of resolving differences with the Board. It shall also be a violation of this Agreement for the Association or the members of the bargaining unit to strike for any reason during the term of a contract negotiated in accordance with the provisions of this Agreement.

### VI. SAVINGS CLAUSE

#### 6.1

In the event that any provision of this agreement is declared invalid by statute or by a court of competent jurisdiction, nor hereinafter, then such provisions shall no longer be operative but all other provisions of this agreement shall continue in effect. Upon request by the Board or C.A.S.E., the teams repre

senting the Board and C.A.S.E., shall within twenty (20) working days commence negotiations for a legally permissible replacement for the provisions affected.

6.2.1

If a change in statute or decision of a court of last resort results in a change in benefits to the employees, the change will be incorporated.

VII DURATION OF AGREEMENT

7.1

This Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party, which the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice.

7.2

This agreement shall take effect upon ratification and signing by the president of the respective parties and will be in full force and effect through 12:00 midnight, June 30, of the following year. Either party may commence negotiations for the terms of a successor agreement by written notification to the other party if no notification is tendered prior to the expiration date set forth above, then all terms and conditions contained herein will be renewed automatically without modification, unless either party shall request an amendment.

ADOPTED \_\_\_\_\_ // \_\_\_\_\_

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
President of the Association

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PERFORMANCE APPRAISAL FOR SUPPORT PERSONNEL

**Chickasha Public Schools  
Performance Appraisal for Support Personnel**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Location: \_\_\_\_\_ Department: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Time In Present Position: \_\_\_\_\_ Years Continuous Service C.P.S.: \_\_\_\_\_

Major Job Duties:

<b>Attitudes, Responsibilities, and Work Skills</b>	<b>Outstanding</b>	<b>Commendable</b>	<b>Competent</b>	<b>Marginal</b>	<b>Unacceptable</b>
1. Quality of work (accuracy, completeness, neatness)					
2. Quality of work (volume, speed)					
3. Job knowledge (competency in performing assigned duties, proficiency, technical skill)					
4. Willingness to do assigned duties					
5. Acceptance of responsibilities for assigned duties					
6. Initiative (Self improvement, resourcefulness, self motivation)					
7. Adherence to high ethical standards					
8. Judgment (reason, logic, maturity)					
9. Attendance (regular presence at work)					
10. Punctuality (on time for work, appointments)					
11. Reliability (dependability, trustworthy)					
12. Enthusiasm (positive about job)					
13. Compliance with school rules, regulations and policies					
14. Attitude (agreeable, pleasant, willing, tact, consideration)					
15. Acceptance of authority					
16. Cooperation (teachers, other staff members and parents, teamwork, assisting others, offering suggestions)					
17. Rapport with students					
18. Adaptability (able to adjust, modify or change)					
19. Appropriateness of dress for job performed					
20. Neatness and cleanliness in personal appearance					
21. Ability, either oral or written to convey ideas and thoughts or to pass along pertinent information					
22. Ability to accept constructive criticism					
23. Follows work schedule as assigned					
24. Planning ahead and making effective use of materials and equipment					
25. Keeps accurate records at work					
26. Keeping equipment and assigned area up to good standard					
27. Keeping building up to standard by practicing good housekeeping					

**Definition of performance ratings:**

**Outstanding:** Performance is consistently characterized by exceptionally high quality work. Employees rated as excellent repeatedly make contributions to the organization, which are far above the requirements of their position. They require little or no supervision, have exceptional judgment and regularly exhibit mastery of their job assignments.

**Commendable:** Performance indicated through attention to and accomplishment of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.

**Competent:** Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. *Such personnel are not to be considered as marginal performance.*

**Marginal:** Performance meets the requirements of the position. Individuals may, however, possess the talent to earn a higher rating if special training and counseling are given or if they are transferred to another, more suitable position. If performance does not improve after a reasonable period of time, he/she could be demoted or terminated

**Unacceptable:** Performance does not meet the requirements of the position. Employees in this category may have a history of substandard performance and in management's judgment, will not achieve a higher rating in their current position. Disposition is generally demotion or termination. It is expected that very few such instances will occur.

**COMMENTS BY SUPERVISOR (STRENGTHS):**

**AREAS FOR CONTINUAL GROWTH:**

EMPLOYEE IS INVITED TO MAKE ANY COMMENTS, WHICH HE MAY WISH TO INCLUDE AS PART OF THE EVALUATION. COMMENTS WILL BE ADDED AS AN ATTACHMENT TO THE EVALUATION.

I CERTIFY THIS EVALUATION HAS BEEN DISCUSSED WITH ME. I UNDERSTAND MY SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT.

\_\_\_\_\_  
(SIGNATURE OF EMPLOYEE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF EVALUATOR)

\_\_\_\_\_  
(DATE)

EDUCATIONALSUPPORTPROFESSIONALOFTHEQUARTER(NOMINATIONFORM)

**EDUCATIONAL SUPPORT PROFESSIONAL OF THE QUARTER  
NOMINATION FORM**

Month \_\_\_\_\_ Year \_\_\_\_\_

Nominee's Name: \_\_\_\_\_ Site: \_\_\_\_\_

Submitted

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

Please write legibly one paragraph describing the reason this particular person deserves to be nominated as the *outstanding* nominee of the quarter. **MUST be (ABOVE AND BEYOND) their regular daily job description.**

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**Rules:**

**One submission per person per quarter.**

**No anonymous entries. Any anonymous entries will be discarded.**

**All nominations must be in a sealed envelope marked Support Professional of the Quarter**

**Nominations must be delivered to the office of the Superintendent by the 25<sup>th</sup> of the month ending the quarter.**

(Revised 2020)

SUPPORTPERSONNELVOLUNTARYTRANSFERREQUESTFORM

PERSONNEL DEPARTMENT  
SUPPORT PERSONNEL VOLUNTARY  
TRANSFER REQUEST FORM

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

Home Telephone Number: \_\_\_\_\_

Current Assignment:

\_\_\_\_\_

Requested Assignment:

\_\_\_\_\_

(If you submit more than one transfer request, please indicate whether this is your first, second, or third choice of assignments.) This is my \_\_\_\_\_ choice of assignment.

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

(Please note that this transfer request must be received in the Personnel Department by 4:00p.m. of the fifth (5th) working day after the posting date, except during the summer months, then, ten (10) days will be allotted. The Personnel Department will not be held responsible for forms delayed in the mail.)

Certification/Endorsements/Area of Interest or Expertise:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

CHICKASHAPUBLICSCHOOLSLEAVEREQUESTFORM

CHICKASHA PUBLIC SCHOOLS

LEAVE REQUEST

Employee's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Building: \_\_\_\_\_

I respectfully request a leave day(s) on the following date(s)/ (Recorded in whole-day; half-day; and/or quarter-day increments— Hourly employees leave recorded in hours; half-hour; and/or quarter-hour increments):

I certify this request will be used for:

- Personal Business Leave, Association Leave, Emergency Leave, Vacation (12 Month Employees), Legal Leave (Please attach a copy of your subpoena or jury summons)

And for no other reason as stipulated in the master contract between the Chickasha United Teachers' Association (CUTA) or Chickasha Association of Support Personnel (CASE) or Chickasha Organization of Professional Administrators (COPA) and the Chickasha Board of Education.

Employee's Signature

Principal's/Supervisor's Signature & Date

(Mark the appropriate box if requesting PERSONAL BUSINESS LEAVE)

- Personal Legal Business, Personal Business During Normal School Hours, Personal Household Business, Other (Explain)

(Written Explanation is required if requesting EMERGENCY LEAVE)

NOTE: After action is taken by the Superintendent, a copy of the leave request will be returned to the employee, one copy will be sent to the building Principal/Supervisor and the original will be retained in the employee's personnel file.

APPROVED DENIED

If denied (reason)

Superintendent's/Designee's Signature

Date



# Chickasha Public Schools

## Employee Change Form

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Position/Site: \_\_\_\_\_

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

*\*\*Please mark the appropriate boxes and write the changes in the change column.*

Request to Change	New	Cancel	Change Information and/or Comments
<b>Name</b> Attach marriage certificate			
<b>Address</b>			
<b>Phone Number</b>			
<b>Other</b>			
<b>Professional Organization Memberships</b>			
	<b>Join</b>	<b>Drop</b>	<b>Comments</b>
CASE			
COPA			
CUTA			
CPS Foundation			
POE			



**Office of Management and Enterprise Services**  
**Employees Group Insurance Division**  
3545 NW 58<sup>th</sup>, Suite 110  
Oklahoma City, Oklahoma 73112  
1-405-717-8701 or toll-free 1-800-543-6044  
TDD: 1-405-949-2281 or toll-free 1-866-447-0436  
FAX: 405-717-8939

## CHANGE OF ADDRESS

Member Name _____
SSN or Member ID # _____
Member Phone Number _____
New Address _____ _____
Member's Signature _____
Date _____

**Current Employees – Return this form to your Insurance Coordinator.**

**Former Employees – Return this form to EGID at the address or FAX number listed above.**

Revised 09/25/2012

EMPLOYEE RESIGNATION FORM

CHICKASHA PUBLIC SCHOOLS ♦ 900 WEST CHOCTAW AVENUE  
CHICKASHA ♦ OK ♦ 73018 ♦ (405) 222-6500

EMPLOYEE RESIGNATION FORM

If you would like to talk to an Assistant Superintendent or Superintendent before completing this form, please let us know. We will make every effort to arrange a meeting at this time or we will schedule an appointment for you as soon as possible.

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

Building: (Please select One)

- Adult Basic Education       Academy       Bill Wallace ECC
- Central Kitchen       Central Office       Grand Avenue
- High School       Lincoln       Middle School
- Transportation/Maintenance

Position: \_\_\_\_\_

Resignation Date(Last day to work): / \_\_\_\_ / \_\_\_\_

CURRENT INFORMATION:

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Reason for Resignation: (Please Select One)

- Accepted New Job       Relocation       Health
- Returning to School       Work Conditions       Job Dissatisfaction

Other, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that this resignation is executed by me voluntarily and of my own free will.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Form Received by

\_\_\_\_\_  
Date

cc: Personnel File, Payroll Office, Employee

EMPLOYEE EXIT INFORMATION FORM

**CHICKASHA PUBLIC SCHOOLS ♦ 900 WEST CHOCTAW AVENUE  
CHICKASHA ♦ OK ♦ 73018 ♦ (405) 222-6500**

**EXIT INFORMATION**

The employee has been advised that if he/she is a twelve month employee that depending on the effective date of this resignation his/her final check may not be for a full month's compensation. Twelve month support employees are paid two (2) weeks in-advance every month.

The employee has been advised that he/she will receive his/her final check on the next scheduled payday. The employee is also advised that he/she will need to obtain their final check from their supervisor unless the payroll office has been notified by the employee of other arrangements.

The employee has been advised that he/she may be entitled to continue insurance coverage through COBRA. Please contact the Insurance Coordinator.

The employee has been advised to return all equipment, computers, name tags, tools, uniforms, keys, etc., that are property of Chickasha Public Schools and to check with his/her supervisor for proper procedures.

The employee has been advised that if he/she would like compensation for unused sick leave that he/she must contact the payroll office and inform them of this decision.

The employee has been advised to notify the payroll office if he/she will be changing his/her address before the school mails his/her W-2 form in January.



I have read and understand the above information. I understand that it is my responsibility to take any necessary action.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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COVIDLEAVE

# ChickashaPublicSchools

August2022

## COVID-19StaffLeaveProtocols

### **COVID-19Leave**

- CPSisprovidingfive(5)daysofleaveforanystaffmemberthattestpositiveforCOVID-19duringthe2022-2023schoolyear.
- Canbeusedfortakingcareofimmediatefamilymembersthathavetestedpositive&/orquarantinedforCOVID-19.
- ThisleavewouldbeusedfirstintheeventofapositiveCOVID-19diagnosis.
- Thiscanbespreadoutovermultipleinstancesbutonceastaffmemberusesallfive(5)daysthisleavewillnotbereplenished.Thisleavedoesnotrollovernoraccumulate.
- Tousethisleave,providethePersonnelOfficewithproofofDoctor'sordertorequirequarantine. EnterthereasonforabsenceasCOVID-19onleaveforms.(Revised2023)

### **Once the COVID-19 leave has been used a staff member will be able to:**

- Use their leave provided by CPS per the negotiated agreement.
- Use any comp days that might have been accumulated.

If in the event this leave is depleted, then a staff member may request for sick leave days to be donated to them through the leave bank. (See the negotiated agreement for guidelines.)

### **Additional Notes**

- In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.
- For support staff members – please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Timesheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.

- In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be counted against a teacher as long as instruction occurs following the regular school days schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.

- In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.

- This leave is retroactive back to July 1, 2021. Any leave previously used for these purposes will be changed over to COVID-19 leave and their other leave restored.

**EXTRA DUTY PAY TABLE**

<b>DUTY/SCHOOL/LEVEL</b>		<b>AMOUNT</b>
62.1	<b>Academic, Hourly</b>	\$25 an hour
<b>Academic, High School</b>		
62.2	Head Coach	\$2,400.00
62.3.	Assistant Coach	\$1,000.00
<b>Academic, Middle School</b>		
62.4.	Head Coach	\$1,000.00
<b>AG</b>		
62.5.*	Sponsor	\$2,000.00
<b>62.6</b>	<b>Auditorium Manager (District 12mos)</b>	<b>\$3,500</b>
<b>Band, High School</b>		
62.57	Director	\$3,800.00
62.8	Pep & Musical	\$2,400.00
62.9.	Assistant	\$1,500.00
<b>Band, Middle School</b>		
62.10.	Director	\$1,700.00
62.11	Assistant	\$800.00
62.12.	Pep & Musical	\$500.00

62.13.	Auxiliary/Rifles	\$200.00
<b>Band, District Wide, All Levels</b>		
62.14.	Solo/Ensemble	\$450.00
62.15.	Assistant Auxiliary/Rifles	\$450.00
62.16.	Summer	\$2,400.00
62.17.	Stage Band	\$1,500.00
62.18.	Stage Band	\$400.00
62.19	Band Percussion	\$2,750.00
	Color Guard	\$2,000.00
<b>Class Sponsor, High School</b>		
62.20.	Seniors	\$500.00
62.21.	Juniors	\$1000.00
62.22.	Sophomore	\$500.00
62.23.	Freshman	\$500.00
<b>Department Head</b>		
62.24*.	High School	\$750.00
62.25.*	Middle School	\$750.00
62.26.*	Elementary School	\$750.00
62.27.	<b>District Faculty Liaison-</b> C.U.T.A. President (Liaison) to provide consultation and representation for the District. He/she will provide a written report monthly to the Superintendent for services to the District. The written monthly report is expected to provide a summary of the current "state of the Chickasha United Teachers Association" (membership activities, concerns, outreach, to the community, legislative goals, etc.)	\$750.00
62.28*.	<b>District Teacher of the Year after:</b> 1. Completion of the State application in its entirety 2. Expectation of remaining a classroom teacher in the following school year.	\$1,500.00

62.29	Drama, High School	\$2,000.00
<b>ESports (District)</b>		
62.30	Coach	\$1,500.00
<b>Gifted &amp; Talented, Middle School</b>		
62.31*	Coordinator- Grades 6th-8th	\$1,500.00
<b>Indian Education District Wide</b>		
62.32*	Coordinator	\$2,000
<b>Mentor Teacher</b>		
62.33*	Mentor	\$500
<b>National Honor Society, High School</b>		
62.34.	Sponsor	\$500.00
<b>National Honor Society, Middle School</b>		
62.35	Sponsor	\$450.00
<b>Media, High School</b>		
62.36	Director	\$750.00
<b>Newspaper, High School</b>		
62.37.	Director	\$600.00
<b>Odyssey of the Mind, District Wide</b>		
62.38.	Coach	\$250.00
62.39.	<b>Psychological Services, District Wide</b> *Individual serving as both Psychometrist/Psychologist	\$8,000.00
62.40.*	Psychologist	\$5,000.00
62.41.*	Psychometrist	\$4,000.00
<b>Robotics, High School</b>		
62.42.	Coach	\$2,200.00
<b>Robotics, Elementary Coach</b>		

62.43.	Coach	\$1,000.00
<b>Science Fair, District Wide</b>		
62.44.	Coordinator	\$250.00
<b>Special Education</b>		
62.45.*	Speech Pathologist	\$8,000.00
62.46.	Speech Therapist Assistant	\$2,500.00
62.47*	Special Education Over Caseload Stipend (Based on Oct. 1 child count)	\$1000 per year \$500 per semester \$250 per nine weeks
62.48*	Special Education IEP Writer	\$2,500.00
62.49	Special Education Bootcamp	\$1,500.00
<b>Student Government, High School</b>		
62.50.	Sponsor	\$2,000.00
<b>Student Government, Middle School</b>		
62.51.	Sponsor	\$300.00
62.52	Technology Mentor (Each Site)	\$1,000
<b>Trainers</b>		
62.53	Paraprofessional Trainer/CPI Trainer	\$20/hr
<b>Vocal Music, High School</b>		
62.54	Director	\$3,500.00
<b>Vocal Music, Middle School</b>		
62.55.	Director	\$1,000.00
<b>Vocal Music, Elementary</b>		
62.56.	Director- Select Choir	\$500.00
<b>Vocal Music- District Wide, All Levels</b>		
62.57.	Coordinator	\$500.00
<b>Website (Each Site)</b>		

62.58	Site webmaster	\$1,000.00
<b>Yearbook, High School</b>		
62.59	Sponsor	\$1,500.00
<b>Yearbook, Middle School</b>		
62.60.	Sponsor	\$750.00
<b>Yearbook,-Elementary</b>		
62.61.	Sponsor	\$500.00
<b>ATHLETICS</b>		
62.62.	<b>Assistant Student Activities Director</b>	\$6,500.00
62.63	<b>Archery (District)</b>	\$1,500.00
<b>Baseball, High School</b>		
62.64	Head Coach- Varsity	\$6,000.00
62.65.	Assistant- Varsity	\$3,000.00
62.66.	Assistant- Varsity	\$3,000.00
<b>Baseball, Middle School</b>		
62.67	Head Coach	\$1,750.00
62.68.	Assistant	\$1,000.00
62.69	Assistant	\$1,000.00
<b>Basketball, High School</b>		
62.70.	Head Coach- Varsity Boys	\$7,500.00
62.71	Assistant- Varsity Boys	\$3,000.00
62.72	Assistant- Varsity Boys	\$3,000.00
62.73	Head Coach- Varsity Girls	\$7,500.00
62.74	Assistant- Varsity Girls	\$3,000.00
62.75	Assistant- Varsity Girls	\$3,000.00
62.76	Head Coach- 9th Grade Boys	\$2,400.00

62.77	Head Coach- 9th Grade Girls	\$2,400.00
62.78	Video	\$600.00
<b>Basketball, Middle School</b>		
62.79.	Head Coach- 7th Grade Boys	\$1,500.00
62.80.	Head Coach- 7th Grade Girls	\$1,500.00
62.81.	Head Coach- 8th Grade Boys	\$1,500.00
62.82.	Head Coach- 8th Grade Girls	\$1,500.00
62.83.	Intramural	\$600.00
<b>Basketball, Elementary</b>		
62.84.	Head Coach	\$500.00
<b>Cheerleading, High School</b>		
62.85.	Head Coach	\$4,800
62.86.	Assistant Coach	\$1,750
62.87	Assistant Coach	\$1,750
<b>Cheerleading, Middle School</b>		
62.88.	Head Coach	\$2,000.00
62.89.	Assistant Coach	\$750.00
62.90.	Assistant Coach	\$750.00
62.91	<b>Clay Shooting (District)</b>	\$1,500.00
<b>Cross Country, High School</b>		
62.92	Head Coach- Boys	\$2,200.00
62.93.	Assistant Coach- Boys	\$1,000.00
62.94.	Head Coach- Girls	\$2,200.00
62.95	Assistant Coach- Girls	\$1,000.00
<b>Cross Country, Middle School</b>		
62.96.	Head Coach- Boys & Girls	\$2,000.00

<b>Football, High School</b>		
62.97.	Head Coach- Varsity	\$10,000.00
62.98.	Defensive Coordinator	\$5,000.00
62.99.	Offensive Coordinator	\$5,000.00
62.100.	Assistant	\$4,000.00
62.101	Assistant	\$4,000.00
62.102	Assistant	\$4,000.00
62.103	Assistant	\$4,000.00
62.104	Head Coach- 9th Grade	\$2,400.00
62.105	Spring Director	\$800.00
62.106	Video	\$800.00
<b>Football, Middle School</b>		
62.107	Head Coach- 7th Grade	\$2,400.00
62.108	Assistant	\$1,500.00
62.109	Assistant	\$1,500.00
62.110	Assistant	\$1,500.00
62.111.	Head Coach- 8th Grade	\$2,400.00
62.112	Assistant	\$1,500.00
62.113	Assistant	\$1,500.00
62.114	Assistant	\$1,500.00
<b>Golf- High School</b>		
62.115	Head Coach- Varsity Boys	\$2,200.00
62.116	Head Coach- Varsity Girls	\$2,200.00
62.117	Assistant Coach - Varsity	\$1500.00
<b>Golf- Middle School</b>		
62.118	Head Coach- Boys	\$750.00

62.119	Head Coach- Girls	\$750.00
<b>Pom, High School</b>		
62.120	Head Coach	\$4,800
62.121	Assistant	\$1,750
62.122	Assistant	\$1,750
62.123	Assistant	\$1,750
<b>Pom, Middle School</b>		
62.124	Head Coach	\$2,000.00
62.125	Assistant	\$750.00
62.126	Assistant	\$750.00
<b>Powerlifting, High School</b>		
62.127	Head Coach	\$2,200.00
<b>Powerlifting, Middle School</b>		
62.128	Head Coach	\$1000.00
<b>Soccer, High School</b>		
62.129	Head Coach- Varsity Boys	\$5,000.00
62.130	Assistant- Varsity Boys	\$1,750.00
62.131	Assistant- Varsity Boys	\$1,750.00
62.132	Head Coach- Varsity Girls	\$5,000.00
62.133	Assistant- Varsity Girls	\$1,750.00
62.134	Assistant- Varsity Girls	\$1,750.00
<b>Soccer, Middle School</b>		
62.135	Head Coach- Boys	\$1,750.00
62.136	Assistant- Boys	\$1,000.00
62.137	Head Coach- Girls	\$1,750.00
62.138	Assistant- Girls	\$1,000.00

<b>Softball, High School</b>		
62.139.	Head Coach- Varsity	\$5,700.00
62.140.	Assistant- Varsity	\$2,800.00
62.141	Assistant- Varsity	\$2,800.00
<b>Softball, Middle School</b>		
62.142.	Head Coach	\$1,750.00
62.143.	Assistant	\$1,000.00
<b>Special Olympics</b>		
62.144.	Head Coach	\$1,000.00
62.145.	Assistant Coach *if more than 5 students	\$500.00
<b>Spirit Squad, Grand/District Wide</b>		
62.146.	Head Coach	\$20.00 per hour
62.147.	Assistant	\$20.00 per hour
62.148.	Assistant	\$20.00 per hour
<b>Strength and Conditioning High School</b>		
62.149	Coach	\$4,000.00
<b>Swimming- High School</b>		
62.149.	Head Coach-Varsity Boys	\$2,200.00
62.150	Assistant- Varsity Boys	\$750.00
62.151.	Head Coach- Varsity Girls	\$2,200.00
62.152.	Assistant- Varsity Girls	\$750.00
<b>Swimming- Middle School</b>		
62.153	Head Coach- Boys & Girls	\$1,000.00
<b>Tennis- High School</b>		
62.154.	Head Coach- Varsity Boys	\$2,200.00
62.155	Assistant- Varsity Boys	\$750.00

62.156.	Head Coach- Varsity Girls	\$2,200.00
62.157.	Assistant- Varsity Girls	\$750.00
<b>Tennis- Middle School</b>		
62.158.	Head Coach- Boys	\$1,500.00
62.159.	Head Coach- Girls	\$1,500.00
<b>Track- High School</b>		
62.160.	Head Coach- Varsity Boys	\$4,000.00
62.161.	Assistant- Varsity Boys	\$2,000.00
62.162.	Head Coach- Varsity Girls	\$4,000.00
62.163	Assistant- Varsity Girls	\$2,000.00
<b>Track- Middle School</b>		
62.164.	Head Coach- Boys	\$1,000.00
62.165.	Assistant- Boys	\$750.000
62.166.	Head Coach- Girls	\$1,000.00
62.167	Assistant- Girls	\$750.00
<b>Volleyball- High School</b>		
62.168.	Head Coach- Varsity	\$2,900.00
62.169.	Assistant	\$750.00
<b>Volleyball- Middle School</b>		
62.170.	Head Coach	\$2,900.00
62.171.	Assistant	\$750.00
<b>Weight Room, High School/District Wide</b>		
62.172.	Program Supervision	\$10.00 per hour
<b>Wrestling, High School</b>		
62.173.	Head Coach- Varsity	\$6,000.00
62.174.	Assistant	\$1,750.00

62.175	Assistant	\$1,750.00
62.176	Assistant	\$1,750.00
<b>Wrestling, Middle School</b>		
62.177.	Head Coach	\$1,750.00
62.178.	Assistant	\$1,000.00
62.179	Assistant	\$1,000.00
62.180	Assistant	\$1,000.00

\*Only available to certified staff

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** CUTA Agreement.

**ADMINISTRATIVE RECOMMENDATION:** Accept agreement

**RATIONALE FOR RECOMMENDATION:** This is an annual approval between the Chickasha Board of Education and CUTA. School Year 2023-2024

**FINANCIAL IMPACT AND FUNDING:** Recommending raises as submitted in pay scales and adding an additional year to the pay scale. The increase will cost about 1.3 Million dollars. The State should increase funding to support these raises.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

**CONTACT PERSON:** Jennifer Stegman 405-222-6500 ext 1001 and Mr. Croslin  
Superintendent of Chickasha Public Schools

\*Forms are due to the Superintendent's Office by Tuesday, the week before the Board Meeting

**MASTER CONTRACT**

**BETWEEN THE**

**CHICKASHA UNITED TEACHING**

**ASSOCIATION**

**AND THE**

**CHICKASHA BOARD OF EDUCATION**

**SCHOOL YEAR 2023-2024**

**Summer 2023 negotiations are highlighted.**

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## FOREWORD

This negotiated agreement is the master contract of all items currently agreed upon by the Chickasha United Teaching Association, the exclusive bargaining representative for the certified teachers of Chickasha Public Schools and the Board of Education of Chickasha Public Schools. Should a grievance be filed alleging misapplication of this contract, parties involved in settling the grievances will use the applicable language of this master contract.

## 1. EXCLUSIVE RIGHTS

**1.1.** The rights granted herein to the Association that are not contrary to the statutory rights of any pupil, patron or certified employee shall not be granted to any competing association.

## 2. USE OF FACILITIES AND EQUIPMENT

**2.1.** The Association may use school facilities for meetings of the general membership and/or Association committees as designated by the Association President. The Association is permitted to use duplicating machines, copy machines, and audiovisual equipment without charge as long as this use does not interfere with the educational process for students. The Association is permitted to distribute ballots and meeting date notices/announcements through the school mail system and/or e-mail system. All other use of the school mail system or e-mail system must be reviewed prior to distribution by the Superintendent or his/her designee. The Association is permitted to use bulletin board space located in each teacher workroom/lounge for the posting of materials whose content has been reviewed prior to posting by the Principal or his/her designee.

**2.2.** The Association will be permitted to have a link on the District's official website. Materials to be posted to the link must be coordinated between the Association's President or his/her designee and the District's website coordinator. The link will be considered public domain and accessible by the general public.

## 3. NON-DISCRIMINATION STATEMENT

**3.1.** The Chickasha Public School District is an equal opportunity employer, and will abide by applicable laws dealing with discrimination.

## 4. SAVINGS CLAUSE

**4.1.** Should any part of this agreement be declared invalid by statute or a court of final jurisdiction, said part shall be automatically deleted from the agreement to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the agreement if not affected by the deleted parts. Upon receipt of notification of the final court action, the Board and the Association shall commence negotiations within thirty (30) calendar days for the purpose of arriving at a legally permissible replacement for the deleted part.

**4.2.** If a change in statute of court of last resort results in increased or improved benefit(s) to the certified employees, the change will be incorporated.

## 5. SITE-BASED DECISION-MAKING

~~5.1. The Board and the Association agree to continue in their efforts to develop and implement a site-based decision making procedure within the parameters established within the OEA/NEA Learning Laboratory Initiative document signed by the president of the Association and the superintendent, and the Chickasha Public Schools/NEA Learning Laboratory Initiative Site Based Improvement document as adopted by the Board.~~

~~5.2. The Board and the Association further agree that neither the Board nor the Association will lose any rights, privileges, duties or responsibilities currently provided to them by law, the negotiated contract, Board Policy, or State Department Regulations.—(Revised 2024)~~

## 6. WORK RELATED DISABILITY

6.1. The Board will provide Workers' Compensation coverage to Certified Teachers employed by Chickasha Public Schools who are injured while performing assigned duties. Said coverage will be based upon the District's Workers' Compensation Plan.

### 6.2. PROTECTION OF TEACHERS

- a. Teachers shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authorities. Teachers' concerns shall be reported to a building administrator who shall then take appropriate action.
- b. The procedure for handling complaints by a teacher regarding threats of harm by a student, parent or guardian, or other forms of harassment by a parent or guardian shall be developed by the District and included in the Administrative handbook at each site.
- c. Any teacher who is threatened with harm by a student, parent or guardian, or otherwise harassed by a parent or guardian while performing his/her duties shall immediately notify the principal verbally and in writing. The principal shall assist the teacher in notifying the proper authorities, if necessary, and provide whatever assistance is necessary. The teacher and administrator shall collaborate with updates to the status of the course of the investigation.
- d. Any student who threatens harm or assaults a teacher, and is removed from class, shall not be readmitted to the teacher's class or extracurricular activity without communication between the teacher and the immediate supervisor or appropriate administrator.
- e. Any student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without approval of the teacher.
- f. Any teacher who is unable to continue his/her contract of employment as a result of injury sustained in the reasonable performance of his/her duties from: assault by a pupil, relative of a pupil or person of the pupil's household, or injury sustained as a result of the quelling or attempting to quell or stop a fight, disorder and/or disturbance related to school function or activity, shall be paid his/her full contract salary for the period of time as he/she is prevented from working as a result of injuries sustained during the performance of his/her duties up to the remainder of the contract year in which he/she was injured. No more than 3 sick leave days shall be charged against the teacher. The implementation of this paragraph is subject to State

Workers Compensation rules and regulations.

- g. The purpose of this section (*Protection of Teachers*) is to inform employees of the law and is not intended to provide greater or lesser benefits than included in Okla. Stat. tit. 70 35F.

## 7. PROCEDURAL AGREEMENT

**7.1.** The procedural Agreement for Negotiations shall be attached to this contract for informational purposes only. (See Appendix)

## 8. DEFINITIONS

**8.1. SUBSTITUTE TEACHER** — Person (certified or non-certified) without regular classroom assignments who is employed to cover classroom duties of certified personnel.

**8.2. SUBSTITUTE TEACHER'S PAY** — The average between the certified, degreed, and non-certified substitute teacher rates.

**8.3. HOUR** — Fifty-five (55) minute class period.

**8.4. 1/2 HOUR** — Twenty-five (25) minutes.

**8.5. SENIORITY** — Continuous, contracted employment counted from the first day the employee performed contracted duty for compensation in the district.

**8.6. NORMAL ATTRITION** — The reduction of certified personnel in the system due to voluntary resignation and retirement.

## 9. TEACHING FACILITIES

**9.1.** The Board agrees to maintain health and safety conditions at each school site in compliance with applicable statutes and/or regulations. Teachers shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority

**9.2.** The Board shall continue in their efforts to provide adequate teaching facilities, clean and sanitary restrooms, running water in each building and teachers' lounge at each school site. Teachers shall report concerns of inadequacies to their building principal.

## 10. NEGOTIATED CONTRACT AND EMPLOYMENT CONTRACTS

**10.1.** The Board and the Association agree to have the negotiated contract available electronically to all staff members with enhanced access to the agreement in an accessible format. The negotiating teams (The Association Team and the Board Team) will collaboratively proof a draft copy of the negotiated contract prior to closing negotiations. The ratified C.U.T.A. Negotiated Contract/Agreement will be posted to the Chickasha Public Schools website within ten (10) days following ratification by the board and the association.

**10.2** If collective bargaining/negotiations are pending, the employment contracts will be signed within thirty (30) days following ratifications and board approval of the negotiated contract/agreement.

**10.3** All Certified Staff will have his/her employment contract ready to sign not later than November 15th of the current school year.

**10.4** Extra Duty employment contracts will be signed at the time the extra-duty assignment is confirmed, or not later than ten (10) days following approval by the Chickasha Board of Education.

**10.5** No salaries or extra duty compensation will be changed unilaterally without being brought to the C.U.T.A. President.

## 11. NOTIFICATION OF ASSIGNMENT

**11.1.** The Board of Education agrees to notify certified employees of their tentative assignment for the following school year. Such notification shall be made prior to the end of the current school year. Except in an emergency, a teacher will be given reasonable advance notice of a transfer of room and/or building and at least 24 hours' notice of moving date of classroom materials.

## 12. NOTICE OF VACANCIES/VOLUNTARY TRANSFER

**12.1.** The Superintendent shall cause notice of vacancies for any professional teaching position or extra duty position officially vacated by board action, except the position of Superintendent of Schools, to be emailed to the C.U.T.A. President and on the District's website as it is changed. Any new positions, including supervisory positions, shall be posted in like manner. Members of the faculty contemplating a request for a transfer shall notify the Superintendent, in writing, within five (5) working days after the vacancy is posted. This notification shall include the applicant's academic qualifications for the position and the reason for the request. Before any vacancies are filled, the teachers expressing an interest in the position shall be interviewed by the Superintendent or designee after it has been determined that the person is fully qualified (Standard certification or verification from a certification official stating the date by which the applicant is expected to meet qualifications for standard certification.) If the transfer is denied, the Superintendent or designee shall notify in writing the denial of transfer. When extra duty vacancies, including coaching positions, which necessitate the vacancies, be filled by certified staff or an administrator from within the Chickasha Public School District, preference will be given to qualified certified teaching staff as determined by the Superintendent or designee. When an extra duty vacancy exists for an assistant coach, the Head Coach of the program shall be consulted prior to the position being filled. The Board of Education agrees to notify certified employees of their tentative assignment for the following school year by the last teacher work day of the year.

## 13. INVOLUNTARY TRANSFER

**13.1.** If it becomes necessary to fill a vacancy by an involuntary transfer or reassignment every effort will be made to fill the vacancy with a Highly Qualified teacher, according to state standards. A meeting will be held between the teacher involved and the Superintendent or designee. At this time written reasons for making the transfer will be presented to the teacher. If the teacher objects to the transfer, reasons for the objection will be written to the Superintendent. According to state standards, also with consideration to certification, seniority within this school district and the overall good of the district shall be the major consideration in filling of positions.

## 14. TEACHER PERSONNEL FILE

**14.1.** The District shall maintain one (1) personnel file for each teacher. This file shall be kept in the Central Administration Office. The personnel file may contain the following: (a) the current and previous two teacher evaluations and responses, (b) annual teaching contracts, (c) teaching certificates, (d) letters of commendations, (e) letters of criticism, (f) official personnel action documents, including letter(s) of reprimand and/or admonishment, and (g) official transcripts and resumes, and other personnel related items. If the teacher is not given a copy of the material dealing with performance of professional services at the time it is prepared, a copy of such material will be sent to the teacher at the time of its inclusion in the personnel file, not to exceed ten (10) working days. Upon receipt of said material the teacher will have ten (10) working days to respond in writing to the material to which it refers. Said certified employees shall have the right to review the contents of his/her personnel file by appointment, when the Central Administration Office is open to conduct business. (Appointment will be within three regular business days by agreement. The Superintendent will designate two employees with access to certified employees personnel files.)

**14.2.** Any material over one (1) year old may be removed from the teacher's file by mutual agreement between the teacher and the Superintendent.

## 15. TEACHER WORK DAY

**15.1.** The teacher work day will be for 7 hours and 20 minutes and will be sufficient in length to meet the district's approved annual instructional calendar, including duty free lunch and preparation time.

**15.2** Teacher Workday Duties/Assignments and Rotations/and Required Meetings or Conferences: Teachers will not be assigned non-classroom duties outside the workday, during their duty-free lunch period or during preparation periods, except for the following rotations: duty before school, lunch or after school, not to exceed 40 minutes per week. A teacher may volunteer to work a lunch-duty that is within their teacher workday and is part of their duty-free lunch period. Duty rotations will be fair and equitable at each site. Seniority in the district will be used to resolve scheduling conflicts when necessary. There is no carry-forward of duty time from one week to the next, and duty missed will be expected to be made up. Meetings and/or conferences required by the administration may extend beyond the teacher workday.

**15.2a.** Traveling Teachers will be assigned a home site by Administration. During professional development days, conferences, meetings, and for the purpose of evaluations - traveling teachers will have a home site that they report to instead of having to report to ALL sites that they serve.

**15.3.** Site meetings will be confined to specific times, no more than three and one-half hours per month, excluding professional days. Each site will be expected to have a minimum of one Monthly staff meeting after school.

**15.4.** In the event of inclement weather or other conditions that require school to be closed, contract days will be reduced to ensure a minimum of 1080 hours of classroom instruction,

**15.5.** All Certified Employees will work 175 days, including parent conferences and professional days, according to the Instructional Year Calendar as approved by the Chickasha Public Schools Board of Education. The approved School Year Instructional Calendar will meet the standards according to the

State Board of Education regarding minimum number of days/hours and/or criteria for exceptions.

**15.6** New teachers in attendance will be paid for the two days outside of the contract for New Teacher Orientation at a rate of \$150/day.

## 16. PREPARATION TIME

**16.1.** All teachers in grades six (6) through twelve (12) will have a scheduled preparation time of at least the length of one class period each day. All teachers in Pre-Kindergarten through grade five (5) will have a scheduled preparation time of at least 225 minutes each five day school week. Preparation time shall not be scheduled before or after school or during the teacher's duty free lunch time.

Traveling teachers may have their preparation time in only one location if they so desire. Any teacher who is requested by administration, and mutually agrees to give up his/her preparation time/period, shall be compensated according to the Accreditation Standards as set by the Oklahoma State Department of Education.

**16.2.** All teachers will be provided access to a networked computer as well as a consistent work area that will include an individual desk and an individual file cabinet/storage area to keep their school material/records.

## 17. DUTY FREE LUNCH

**17.1.** Certified staff shall have a lunch period of at least thirty (30) minutes in length. This lunch period shall be duty free.

## 18. CLASS SIZE

**18.1.** The Board agrees to abide by current State Laws dealing with class size.

## 19. COMPENSATION FOR COVERING CLASSES

**19.1.** Any teacher who is assigned to cover a class which requires him/her to forfeit his/her preparation period shall be compensated at the rate of fifteen (\$15.00) dollars per hour or seven dollars and fifty cents (\$7.50) per 1/2 hour. In no case shall a teacher be compensated for supervision of his/her own class in the event of a schedule change or absence of a supplement teacher when a substitute is not hired. The payment for covering classes will be made monthly.

**19.2.** Any elementary teacher assigned to absorb students will be compensated \$15.00 per day. Teachers may not be assigned more than five (5) students.

**19.3.** Each Principal will develop a rotation plan by class period for substituting. Certified personnel will be notified of the need for a substitute by school email or by personal contact to those without computer access. In the event that no certified personnel volunteers to fill the position, certified personnel will be assigned to substitute on a rotating basis with all certified personnel to be included within the rotation.

## 20. COMMITTEE REPRESENTATION

**20.1.** The Association will be permitted to have one member, representing the Association, on each committee requiring or utilizing teacher participation. This member will be chosen by C.U.T.A. through

its president or his/her designee.

## 21. RIGHT TO REPRESENTATION

**21.1.** Certified staff members are entitled to a representative of their choice present during a scheduled conference with an administrator. If during a conference between a teacher and an administrator, either the administrator or the teacher feels that it would be in his/her best interest to have another person present, he/she may adjourn the conference and it shall be rescheduled when a representative may be present. The nature topic of the meeting shall be disclosed in writing 24 hours in advance of the meeting. (Revised 2024)

## 22. RIGHT TO REPRESENTATION AT BOARD MEETINGS

**22.1.** The Association has the right to representation at Board meetings either informally, by asking to address the Board in the time provided for visitors on the printed agenda; or formally, by requesting to have a particular item placed on the agenda, following the process specified in Board Policy.

**22.2.** C.U.T.A. President will be emailed the general public record information board packet when board members receive their board packets.

## 23. CONFERENCES

**23.1.** Conferences deemed necessary shall be arranged by the principal or designee after consultation with the teacher involved. Such conferences will be held during the teacher's work day whenever possible, but may be scheduled at the end of the work day if mutually agreed upon by all parties involved.

## 24. DIGNITY

**24.1.** While individual behavior cannot be negotiated or set into policy, it is nevertheless the desire of both the administration and the teachers of the Chickasha School District to state herein that they intend to treat each other with civility, dignity, and respect. Administrators and teachers agree to make every effort to insure that this message is conveyed not only to each other, but to the students and parents within the district, so that civility, dignity, and respect will be reciprocated as it is given. This includes, but is not limited to social media, verbal communication, written communication, text messages and email correspondence. By so doing, the district is working toward its goals of strengthening community relations and improving the quality of education in Chickasha.

## 25. PAY DAY

**25.1** For the current school year teachers shall be paid on the 15th of each month beginning in September and continuing monthly on the 15th of each month for the remainder of the contract period.

## 26. DIRECT DEPOSIT

**26.1.** Teachers will be required to participate in direct deposit this contract year.

**26.2.** Employees will only have access to payroll receipts through the employee web portal.

## 27. PAYROLL DEDUCTIONS

**27.1.** Educators Credit Union/Focus Credit Union.

**27.2.** United Teaching Profession dues.

**27.3.** Chickasha United Teachers Association dues.

**27.4.** Political Action Committee contribution.

**27.5.** Annuities.

**27.6.** School approved insurance programs.

**27.7.** Other tax sheltered programs may be added based on approval of the Board and the availability of computer slots. Payroll deductions are subject to the following procedures and limitations:

**27.8.** All deductions, additions/changes shall be in writing or sent by email.

## 28. C.U.T.A. DUES

**28.1.** C.U.T.A. dues of the authorized amount will be payroll deducted on the next appropriate pay date after authorization for this deduction has been received from the affected employee.

## 29. REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE

**29.1.** The Board shall reimburse teachers for the voluntary use of their personal automobile on school related business and/or activities if prior approval for such automobile use has been secured from the Superintendent or his/her designee. Teachers will be reimbursed at the IRS allowable rate that is in effect at the time the request for reimbursements is acted on by the Board of Education.

**29.2.** Those teachers assigned to two or more buildings as a part of their teaching contract and who use their own personal automobiles to travel between buildings will be reimbursed based on the following:

- Two sites - \$500
- Three sites - \$1000
- Four sites - \$1500
- Five sites - \$2000

This reimbursement will be in lieu of the IRS allowable rate. (Revised 2024)

non-contractual school business.

## 30. SCHOOL EVENTS PASSES

**30.1.** The employee, employee's spouse and his/her family members (children 18 years of age and under) will be granted free passes to all activities not sponsored by the Oklahoma Secondary Schools Activity Association.

## 31. SICK LEAVE

**31.1.** Each certified teacher will be granted ten (10) days of sick leave each year. The ten (10) days will be granted at the beginning of each school year. Unused sick leave will accumulate to a total of one

hundred twenty (120) days.

**31.2.** Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the teacher's immediate family. "Immediate family" shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, aunts, uncles, grandparents and grandchildren of employee or employee's spouse. Immediate family shall also include a person living in the teacher's home who is part of the family.

**31.3.** In case of extended illness or disability, after all accumulated sick leave has been exhausted, a teacher absent from his or her duties due to personal injury, illness or pregnancy, shall receive for a period not to exceed twenty (20) days his or her full contract salary less the amount actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired: or normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

**31.4.** After this time, a teacher will be placed on leave without pay until the end of the contract period, or until the teacher recovers sufficiently to perform regular duties and returns to work.

**31.5.** When a teacher is placed on an unpaid leave of absence due to illness, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance programs if there is no conflict with the provisions of the insurance policies.

**31.5.1.** Upon retirement or leaving the school district, certified teachers will be paid \$20.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools, if the teacher notifies the district by May 25 of his/her plan to leave the district. If notification is received after May 25, \$10.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools will be paid to that teacher.

**31.5.2.** Example: Teacher brings in 35 days of sick leave from another school district. If that teacher notifies the district after May 25 and upon leaving our district, teacher has 100 days of sick leave accumulated. Teacher will be paid for 65 days at \$10.00 per day or \$650.00. Had that teacher notified the district prior to May 25, upon leaving the teacher would be paid for 65 days at \$20.00 per day or \$1,300.00.

**31.5.3.** A teacher who has exhausted all his/her sick leave (not including the twenty days at sub pay) may apply for the leave sharing program. The teacher will need to follow board policy DEFA-R1 in regards to the leave sharing program. If donated sick days are received prior to any sick leave docks then the twenty days at substitute pay will not be imposed.

## 32. PROFESSIONAL LEAVE

**32.1.** One day of professional leave shall be granted to each teacher per year, cumulative to three (3), to be used for the purpose of visiting another school or attending a workshop that the Superintendent or his/her designee has determined would benefit the teacher's instructional program. The District would pay the substitute teacher for this day; however, all other expenses would be the responsibility of the certified teacher. Such leave must be requested at least three (3) school days in advance and be approved by the Superintendent or his/her designee. Unless previously excused by the administration, certified teachers granted professional leave must provide to the administration, within three (3) days of returning to school, verification of attendance at the approved out of school visit or workshop.

Failure to provide such verification within three (3) days of return to school could result in forfeiture of all accumulated professional leave.

### 33. REPLACEMENT DAYS

**33.1.** A certified staff member required in writing by an administrator to work one or more days (a minimum) block of 5.5 consecutive hours per day) beyond Contract requirements or who gains written administrative approval/support to work one or more days (a minimum Block of 5.5 consecutive hours per day) in order to meet the requirements of his/her professional assignment, will be permitted to 'replace' each of those days, within thirty (30) work days of the same contract year, with a commensurate number of days off during the same contract year, pending an agreement with his/her immediate supervisor. A certified staff member required by an administrator to work one or more days (a minimum block of 5.5 consecutive hours per day) beyond Contract requirements at the end of a contract year will be compensated at the rate of one full day's pay based on his/her contracted salary for each of those days. A staff member required to serve one or more additional days because of not fulfilling obligations for which adequate time was provided is not included in this item. Replacement days cannot be used on days that students are in regular school session.

### 34. STAFF WITH EXTENDED DAY

**34.1.** Non-administrative staff with extended day contracts (i.e. Guidance Counselors, etc.) will work with their immediate supervisors to determine when their contracts are to be served as long as such staff members are scheduled to be present on days that students are in regular school session.

### 35. EMERGENCY LEAVE

~~**35.1.** Each certified employee will be granted three (3) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the superintendent or his/her designee for emergency situations such as, but not limited to:~~

~~**35.2.** Incidents or circumstances which result in significant damage by unexpected acts or forces.~~

~~**35.3.** Illness or injury presenting a substantial likelihood of loss of life, limb, or significant bodily harm to members of the certified employee's immediate family.~~

~~**35.4.** If a request for emergency leave is denied the teacher may ask for the decision to be reviewed by the Superintendent. (Revised 2022)~~

**35.1** Each certified employee will be granted five (5) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the Superintendent or his/her designee for emergency situations such as, but not limited to:

- 1) Incidents or circumstances which result in significant damage by unexpected acts or forces.
- 2) Illness or injury presenting a substantial likelihood of loss of life, limb or significant bodily function harm to members of the certified employee's immediate family as defined in "Sick Leave."
- 3) Inclement weather

If the request for emergency leave is denied the teacher may ask for the decision to be reviewed by the Superintendent. (Revised 2022)

## 36. BEREAVEMENT LEAVE

**36.1.** Each certified teacher will be granted bereavement leave in each instance of the death of a member of the teacher's immediate family as follows:

**36.1.1.** Within the State.....4 school days

**36.1.2.** Outside the State.....6 school days

**36.2.** One of these days granted must be the day the burial service is held. These days will be in addition to days allowed in the Sick Leave Policy. Teachers may use one day of bereavement leave each year to attend funeral services of a person who is not a family member but attendance is justified by the teacher. In the case of a loss of a child, if all sick leave has been exhausted, the parent will be allowed ten (10) bereavement days for that death.

## 37. ASSOCIATION LEAVE

**37.1.** The Board shall provide the Association with twelve (12) days paid leave for the purpose of conducting Association business. The Board also agrees two (2) additional days will be made available which may be used by the Association president for conducting Association business. These days will be paid by the Association at the salary level defined below.

**37.2.** The Association president will advise the Superintendent of intention to use an Association leave day(s) at least one (1) day prior to the day the leave is to be taken. The employee taking such leave shall suffer no loss in salary, benefits or other contractual or statutory advantages to which he/she is entitled.

**37.3.** Any other days granted by the Administration will be paid by the Association at the salary level defined as the average between the certified, degreed and non-certified substitute teacher rates.

**37.3.1.** Any part of a half-day will be counted as a half-day and any part of a day over a half-day will be counted as a full day.

## 38. LEAVE OF ABSENCE

**38.1.** Any teacher who has earned career status may make application for one year's sabbatical leave under the following conditions:

**38.2.** Notice must be given to the Superintendent by registered mail prior to March 1.

**38.3.** A suitable replacement must be available during the teacher's absence.

**38.4.** The leave would be granted without pay; however, previously accumulated sick leave and career would remain valid.

**39.5.** Prior to March 1 of the year of the sabbatical leave, the teacher would notify the Superintendent by certified mail that it is that teacher's desire to return to the former teaching position. Failure to notify would relieve the school district of any responsibility for future employment.

**39.6.** Provisions may be made whereby the teacher on sabbatical leave may arrange payment of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

## **39. PERSONAL BUSINESS LEAVE**

**39.1.** The Board shall provide three (3) paid days of personal business leave to each certified employee each year.

**39.2.** Personal business leave may be used for personal business matters, such as: personal legal, household and/or business that must be conducted during normal school hours. Except in cases of emergency, personal business leave shall not be the first or last week of school, immediately preceding or following a holiday period, or during nine weeks or semester exams.

**39.3.** The certified employee requesting personal business leave shall sign a statement verifying that the leave is to be taken for reasons allowed in the article. The teacher must request personal business leave 48 hours in advance after determining the need to make such a request. Extenuating circumstances will be considered in the event of less than 48 hours' notice.

**39.4.** Unused board-paid personal business leave will be transferred to sick leave at the end of each school year.

### **39.5 Unanticipated Leave**

In the event that a teacher has exhausted personal business leave days, the Chickasha School District shall provide for all teachers a maximum of three (3) days for unanticipated leave, at the certified substitute cost to the District which will be assumed by the teacher. These days are non-cumulative. Such leave shall be limited to unanticipated events and spouse business events on which dates cannot be rescheduled.

Requests for unanticipated leave shall be made in writing and in advance to the Superintendent designee for approval. The types of situations that may qualify for unanticipated leave are varied and numerous; however, the Superintendent designee will judge each situation on its own merit.

## **40. LEGAL LEAVE**

**40.1.** Certified teachers employed by Chickasha Public Schools shall be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding and shall pay the teacher during such service the full contract salary.

**40.2.** Any money paid to the certified teacher for jury duty, excluding mileage may be required to be paid to the District by the teacher. However, this payment to the District will not be required to be paid to the District if upon completion of his/her legal responsibilities for the day, the teacher contacts his/her principal and is advised that his/her services are not needed for the remainder of the day.

## **41. PARENTAL AND MATERNITY LEAVE**

**41.1. Maternity Leave:** Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and
3. The leave is used immediately following the birth of the employee's child.

Paid maternity leave provided pursuant to this section shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to this section shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

**Additional Leave Less Cost of a Substitute Teacher:** If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:

1. Actually paid to a certified substitute teacher for his or her position if a certified substitute teacher is hired; or
2. Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired. (Revised 2024)

**41.2. PARENTAL LEAVE:** Upon approval by the Board of Education, certified teachers shall be granted an unpaid leave of absence of one year or the remainder of the school year if the request is made after the school year has begun, for the purpose of child care or child rearing. While on parental leave, other leave allowances will not accrue or diminish. Provisions may be made whereby the teacher on parental leave may arrange payments of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

**41.3.** Notification of return from parental leave shall be filed with the Superintendent on or before April 1. Any certified employee who fails to file a notification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Teachers returning from parental leave shall be assigned to the school and/or department from which his/her leave of absence was granted, if an appropriate vacancy exists.

**41.4.** Teachers returning from parental leave will be reinstated at the appropriate position on the salary schedule and at the same status of career that he/she qualified for at the time the leave began. This leave will run concurrent with the Family Medical Leave Act if it is Family Medical Leave Applicable.

## 42. MILITARY LEAVE

42.1. The Board agrees to abide by current State and Federal laws dealing with leave for military personnel.

## 43. COMPLAINTS AGAINST TEACHERS

43.1. To receive formal, written attention, complaints made against any teacher must be in written form, signed by all involved parties, and the teacher provided a copy prior to the meeting. (Revised 2024)

## 44. NOTIFICATION OF LEAVE ACCUMULATION

44.1. The Board agrees to inform the teacher of the number of accumulated leave days as of July 1.

## 45. GRIEVANCE PROCEDURE

### 45.1. Definitions

45.1.1. A "grievance" is a complaint by a teacher that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this agreement.

45.1.2. The term "grievant" shall mean the person or persons making the complaint.

45.1.3. The term "days" shall mean the working days of the supervisor involved at the level that the grievance is processed.

45.1.4. Parties in interest: A "party in interest" is the person or persons making the complaint, any person required to take action on the complaint or any person against whom an action might be taken to resolve the complaint.

### 45.2. Procedure for filing a Grievance:

#### 45.2.1. *Informal Resolution*

45.2.1.1. A teacher with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating the article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. The teacher and/or the immediate supervisor may have a representative present at this meeting, if they so desire.

45.2.1.2. Any teacher who does not wish to utilize the informal resolution procedure or whose grievance was not resolved in the informal discussion may file a written grievance with his/her immediate supervisor within fifteen (15) days of the alleged violation or within fifteen (15) days after the informal discussion of the alleged violation.

45.3. **Formal Resolution:** A copy of all grievances will be sent to the Superintendent and C.U.T.A. President. The Grievance Review Committee will give a written proposed solution to each grievance brought before the committee.

45.3.1. **Grievance Review Committee.** A grievance review committee consisting of **two (2)** C.U.T.A. members appointed by the C.U.T.A. president and one administrator, who cannot be the administrator involved in the grievance.

### **45.3.2. Level I**

**45.3.2.1.** The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violation with the citation of the specific article, section, and paragraph of this agreement alleged to have been violated and the specific remedy sought.

**45.3.2.2.** The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of his/her own choosing, and the immediate supervisor, and if the immediate supervisor so desires, a person of his/her own choosing.

**45.3.2.3.** The immediate supervisor will transmit his/her written decision with written reason within five (5) days after the Level I meeting to the grievant.

### **45.3.3. Level II**

**45.3.3.1.** If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the superintendent within five (5) days after the receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.

**45.3.3.2.** The Superintendent, or his/her designee, who shall act as a hearing officer, shall schedule a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her choosing and witnesses.

**45.3.3.3.** The Superintendent or his/her designee shall be free to admit any testimony, evidence, or exhibits deemed necessary before rendering a decision.

**45.3.3.4.** The Superintendent or his/her designee shall limit his/her decision to the facts as presented by the parties in interest and the impact on, or conflict with this agreement.

**45.3.3.5.** Within five (5) days after the hearing, the Superintendent or his/her designee shall transmit his/her decision in writing with written reasons therefore to the grievant and the grievants' immediate supervisor.

### **45.3.4. Level III**

**45.3.4.1.** If the grievant is not satisfied with the decision rendered at Level II, he/she may submit a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as hearing officer at the Level II hearing.

**45.3.4.1.1.** Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board a narrative together with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.

**45.3.4.2.** The Board of Education shall set a Level III hearing on the agenda of a regularly scheduled Board Meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable time after the receipt of the appeal and supporting materials. Persons present at the hearing will be the grievant and if the grievant so desires, a representative of his/her own choosing and witnesses for the grievant, the grievants' immediate

supervisor, and a representative of his/her own choosing.

**45.3.4.2.1.** If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.

**45.3.4.2.2.** At the conclusion of the hearing, the Board shall give its decisions by vote of the members present and shall transmit its decision in writing to the grievant, the immediate supervisor, and the Association within five (5) days.

#### **45.4. General Provisions**

**45.4.1.** If the meetings and hearings involving the grievance procedure are held during the teacher's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.

**45.4.2.** The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual teacher. Grievances, if properly filed by the Association, will be filed at Level I. The Association reserves the right to file a grievance as an Association regarding a violation of the Contract.

**45.4.3.** No reprisals of any kind will be taken by any party in interest because of his/her participation in any grievance procedure.

**45.4.4.** If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

## **46. EVALUATION POLICY STATEMENT**

**46.1.** The true purpose of evaluation is the improvement of instruction. The evaluation procedure is to determine areas of strengths and weaknesses and for employment decisions. Evaluation instruments are approved for librarians, counselors, nurses, psychometrist, psychologists, and coaches. Chickasha Schools will utilize the Tulsa Evaluation Model for teacher evaluations beginning in the 2013-2014 school term.

**46.2.** Video images shall not be used to conduct any evaluations of teacher performance required by law or the collective bargaining agreement, or as evidence to support the discipline of a teacher.

## **47. EVALUATION PROCEDURE**

**47.1.** All criteria associated with the Tulsa Evaluation System will be implemented as the evaluation procedure of Chickasha Public School Teachers beginning with the 2013-2014 school term.

**47.2.** All teachers will be evaluated by administrative personnel authorized by state law and district policy to evaluate teachers who have been trained in how to evaluate under the Tulsa Model and have participated in any required training of the State Department of Education.

~~**47.3.** Within the first two (2) weeks of school, the designated administrator will hold a meeting to acquaint all teachers with the evaluation policies of Chickasha Public Schools.~~

~~**47.4.** Every probationary status teacher will be evaluated at least two (2) times per school year, once during the fall semester and once during the spring semester.~~

~~47.5. Career teachers will be evaluated once each year prior to March 15. Career teachers may request an additional evaluation.~~

47.3 Within the first two weeks of school, the designated administrator will hold a meeting to acquaint all teachers with the evaluation policies of Chickasha Public Schools. Certified staff evaluations will be completed by April 15th by their designated administrator. Observations should not be conducted on the first day of school following a break in the school calendar (i.e. the day students return to classes after fall break). Also observations should not be conducted on the first day following a transition from in person to virtual classes or vice versa. Each classroom observation whether in person or virtual, should be a minimum of 20 minutes in length.

47.4 Probationary educators should be observed once during the first nine weeks, once during the second nine weeks, and again in the third nine weeks. All observations should be followed by a feedback conference. The final evaluation with actionable feedback should be held in the fourth nine weeks.

47.5 Career-status educators should be observed twice a year. One observation with actionable feedback should occur in the fall, and one observation with actionable feedback should occur in the spring. The final evaluation with actionable feedback should occur in the spring.(Revised 2022)

47.6. Every career status teacher will be evaluated once every year, except for career teachers receiving a “superior” or “highly effective” average rating under TLE, who may be evaluated once every two (2) years.

~~47.7. Before completing the evaluation of a teacher, the evaluator will conduct at least two scheduled observations of not less than thirty (30) minutes.~~

47.7 Before completing the evaluation of the teacher, the evaluator will conduct at least two (career) or three (probationary) scheduled observations of not less than twenty (20) minutes.(Revised 2022)

47.8. The evaluator will provide feedback to the teacher within five (5) working days after each scheduled observation. There must be at least ten (10) instructional days between an observation and the last observation conference.

47.9. A copy of each electronically generated observation, formal written evaluation, personal development plan and follow-up report shall be given to the teacher at a conference held between the teacher and the evaluating administrator. The administrator must electronically sign the observation, evaluation, and any relevant personal development plan and follow-up report, at or before the conference. The teacher shall acknowledge receipt of the observation, formal evaluation, personal development plan and follow-up reports shall not be sent through email unless specifically requested, in writing, by the teacher. Each formal evaluation, personal development plan and follow-up report shall be electronically deposited in the teacher’s personnel file. Each teacher shall have the ability to print any evaluation, personal development plan and follow-up report if a hard copy is desired. Each fully signed observation form held by the administrator will remain the possession of the administrator unless they become the foundational base for subsequent employment action.

47.10. Within twenty (20) working days of the evaluation conference, the teacher may make a written response to the evaluation and said response shall be attached to the evaluation report.

**47.11.** If the teacher feels that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this article he/she may file a grievance at Level I.

**47.12.** Each "Ineffective" and/or "Needs Improvements", ratings requires that the evaluator complete a Personal Development Plan, specifying what the teacher should do to overcome that particular inadequacy.

**47.13.** All career teacher contracts that will be renewed for the following school year will be addressed at the regular May Board meeting.

## 48 COACHING EVALUATIONS

**48.1.** In addition to the classroom teachers' evaluation, coaches shall be evaluated by their immediate supervisor in their specific sport following the same procedural steps outlined in the Athletic Policy and Procedure Manual. All coaches shall receive a copy of the Athletic Policy and Procedures manual at the beginning of the school year. As updates and/or revisions are made to the manual those new and/or revised policies will be provided to each coach.

## 49. CERTIFIED EMPLOYEE REDUCTION IN FORCE POLICY

**49.1.** In the event of a need to reduce the number of certified employees because of any or all of the following:

**49.1.1.** Existing or projected decreases in school revenue.

**49.1.2.** Existing or projected decreases in student enrollment.

**49.1.3.** Existing or projected decreases in educational programs or curriculum.

**49.1.4.** Such reduction will be made by the Board in accordance with the guidelines listed below:

**49.1.5.** Normal attrition throughout the District. **50.1.6.** If normal attrition does not sufficiently reduce the number of certified employees, the positions, not the personnel, will be the determining factor in further reductions.

**49.1.6.** Teachers holding eliminated positions will be placed in retained positions for which they are fully qualified (standard certification and meets State Board of Education requirements for teaching in that position) provided the retained positions are held by teachers who rank lower according to the RIF criteria.

**49.1.7.** The ensuing criteria will be used in the following order to determine which certified employees are to be released.

**49.1.8.** Seniority, as defined: the least senior released first. If seniority is equal, use criteria "B".

**49.1.9** Total TLE Score: Must have a total TLE score of effective or higher in order to be retained.(Revised 2024)

**49.1.10.** Certified areas: fewest areas released first. If certified areas are equal, use criteria "C". Documents verifying proof of certified areas must be in the employees personnel file on or before March 15 if they are to be used to determine employee release through RIF.

**49.1.11.** Degrees held: the lowest degree held released first. If degrees held are equal, use criteria "D".

Documents verifying proof of degrees held must be in the employees personnel file on or before March 15 if they are to be used in determining employee release through RIF. Current enrollment should be considered if it is critical for dismissal or retention.

**49.1.12.** Total teaching experience: Total teaching experience as accepted by the Oklahoma Teacher Retirement System. If total teaching experience is equal, use criteria "E".

**49.1.13.** Where the above criteria are equal, the determination shall be resolved by lot.

**49.2.** A rank order list of experience and a certification list of all certified employees will be provided to the Association by February 1st.

**49.2.1.** In the event that vacancies for certified positions occur within a period of twenty-four (24) months from the date of release, employees released as a result of RIF, who are fully qualified to hold that position will be rehired in reverse order of release. Failure to accept a certified position offered relieves the Board of any further rehire obligation to the released employee. However, certified employees released as a result of RIF may accept or reject the position of certified permanent substitute without forfeiting their rehire rights to certified positions that may become available.

**49.2.2.** Teachers released due to RIF who wish to be rehired will fill out a "Request for Rehire Information Form". Said form will be kept on file in the Central Administration Office for the duration of the released teacher's rehire period. The Board will use this information in compiling a rehire list for the teaching position to which the released teacher desires to be rehired. The rehired list will give the order of rehire for all released teachers desiring to be rehired to that particular teaching position. The "Rehire Information Form" will be attached to this article. **50.2.3.** No outside personnel may be hired for certified positions until all employees released as a result of RIF, who are fully qualified to hold the position, have had the opportunity to accept the vacant position.

**49.2.4.** All benefits to which teachers were entitled at the time of release, due to RIF, including seniority, career, retirement, accumulated sick leave, and professional leave will be restored to the teacher upon return to active employment and such teacher will be placed on the proper step on the salary schedule in accordance with the teacher's education and experience.

**49.2.5.** If there is no conflict with the provisions of the insurance policies, all teachers released as a result of RIF will have the option to continue their insurance program through the school throughout their rehire period. Said teachers will be responsible for the payment of the premiums.

## **50. SALARY CREDIT FOR DEGREES/CREDITS EARNED**

**50.1.** Salary credit for degrees and/or academic credits earned will be adjusted on a per semester basis following completion of documentation.

**50.2.** This documentation may include grade report forms, transcripts or other official materials from accredited colleges and universities.

## **51. SALARY SCHEDULE ADDENDUM**

**51.1.** Teachers who are in their entry-year shall be paid at the bachelor's degree level with 0 years of experience on the negotiated salary schedule unless they have earned an advanced degree prior to entering the education profession.

**51.2.** Beginning with the 2018 school year, hours used to qualify for the B+24 must meet the following criteria:

**51.2.1.** The hours must have been earned after the date the bachelor's degree was awarded.

**51.2.2.** The hours must be a part of a master's degree program at a regionally accredited college or university and hours toward completion of the master's degree or:

**51.2.3.** The hours must have been graduate college hours that directly relate to the teacher's current teaching assignment (approval of the building principal and superintendent required), or:

**51.2.4.** The hours must have been college hours taken to qualify for certification in another teaching field required by the school district or:

**51.3.** The hours must have been college hours taken to remain qualified for the teacher's present position for which he/she currently holds standard certification. The responsibility for certifying that the teacher is eligible for the horizontal step rests with the teacher. This certification involves an official transcript showing the hours and an official letter of acceptance as a degree student for those teachers involved in a master's degree program. All others must show proof of qualification by presenting an official transcript and written approval by the building principal to the Superintendent for his/her approval.

## 52. RETIREMENT CONTRIBUTION

**52.1.** The District agrees to pay seven (7) percent of the teacher's contract salary as the teacher's contribution to the Teacher Retirement System.

## 53. HOSPITALIZATION INSURANCE

**53.1.** The District will follow guidelines set by state statute for the flexible benefit allowance in regards to hospitalization insurance.

## 54. CO/EXTRACURRICULAR BUS DRIVING/ROUTE BUS DRIVING

**54.1.** The District will pay a \$20 stipend to a certified staff member for each time that staff member drives a bus to take students to co-curricular events that is part of that staff member's assignment. The number of trips will be maintained and will be paid to the respective staff member annually on the occasion of the May 15 warrant or mutually agreeable pay period.

**54.2.** If a staff member drives a co-curricular or extracurricular bus for a group of students not in an area of his/her responsibilities, he/she will be compensated \$20 per hour for driving time and \$10 per hour for wait time. No overnight time. Example: The Girls' Basketball Coach drives the soccer team to a game.

**54.3** Seasonal Bus Drivers Stipend will be available for the length of the equivalent one (1) semester, in addition to the negotiated district teaching contract. The semester length of extra duties does not have to be a continuous semester in length but must be at least two (2) individual quarters of the school year in length. The staff member hired for the extra duty will be assigned a morning or afternoon route, which will be consistent for the entire time equivalent to one semester and will be predetermined with the Director of Operations. Stipends will be offered, with a cost of \$2,000 for each

of the aforementioned extra duty positions. (Revised 2022)

## 55. PROFESSIONAL DEVELOPMENT DAYS

**55.1.** The teachers' annual calendar prior to the first day of classes will ensure either two partial days (three-hour periods) or one full day to work in their classrooms/departments. The Superintendent and C.U.T.A. President will coordinate this mutual effort each year.

**55.2.** If the district training does not specifically address non-core subjects, then every effort will be made to provide the non-core teachers with a different training or let them meet for curriculum alignment.

**55.3.** The district will recognize the Fall OEA Day as a day of Fall Break, which will allow teachers to attend OEA Professional Development if they choose.

**55.4.** The District will maintain an access portal located on a secure site on the district's website (*password protected*) available to teachers to check their individual staff development point status.

~~**55.5.** Beginning with the 2019–2020 school year, the district will add two (2) Professional Development Days within the teachers' 175 contract days. These two days will be ½ days without students, one per ¼. (Revised 2022)~~

## 56. PROFESSIONAL DEVELOPMENT AND CALENDAR COMMITTEE

**56.1.** A majority of the members of the professional and calendar development committee shall be composed of classroom teachers. The teacher members shall be selected by a designated administrator of the school district from a list of names submitted by the teachers in the school district. The members selected shall be subjected to the approval of the majority vote of the teachers in the district with representation from each building and one C.U.T.A. representative. At a minimum, once every four (4) years the committee shall include at least one school counselor in its membership. The local professional development committee shall be headed by a chairperson to be elected by the full committee. Chickasha professional development committee members shall serve a three (3) year consecutive term.

**56.2.** Use our own faculty to provide in-service training whenever possible.

**56.3.** The Board will have a vote of the teachers before they adopt a school calendar for the next school year. A copy of the calendar will be included in the contract and any variations shall be handled in a similar manner.

## 57. TEACHER & LEADER EFFECTIVENESS (TLE) TRAINING

**57.1.** Chickasha Public Schools will provide Teacher & Leader Effectiveness (TLE) training at each building.

## 58. OEA DAY REPLACEMENT

**58.1.** The District will coordinate Fall Break to coincide with the State OEA Fall Conference.

## 59. COMPLYING WITH STATE AND FEDERAL REGULATIONS

**59.1.** Notwithstanding any provision in this Contract to the contrary, the District shall not be prevented from taking any actions required by state law or otherwise imposed upon the District by a state or federal agency.

## 60. PERSONNEL DRESS CODE (Certified Teachers)

**60.1.** Clothing is expected to not distract from the educational process. Certified staff is expected to follow professional business casual dress standards and expectations. The exception to the rule would be for "special event days."

## 61. COMPENSATION SCHEDULE 2022-2023

**\*Salary based on 1080 hours of which a maximum of 30 hours will be professional development.**

Certified Pay Scale Bachelor's Degree

2023-2024 CERTIFIED PAY SCALES (Bachelor's Degree)

Step	FY24 BASE SALARY	TRS CREDIT (HB 1873)	TEACHER RETIREMENT	TOTAL DISTRICT COMPENSATION	DAILY RATE
0	\$40,400.00	\$60.15	\$3,040.86	\$43,440.86	\$230.86
1	\$40,850.00	\$103.41	\$3,074.73	\$43,924.73	\$233.43
2	\$41,300.00	\$145.65	\$3,108.60	\$44,408.60	\$236.00
3	\$41,750.00	\$188.15	\$3,142.47	\$44,892.47	\$238.57
4	\$42,200.00	\$233.33	\$3,176.34	\$45,376.34	\$241.14
5	\$43,650.00	\$278.76	\$3,285.48	\$46,935.48	\$249.43
6	\$44,100.00	\$325.26	\$3,319.35	\$47,419.35	\$252.00
7	\$44,550.00	\$372.82	\$3,353.23	\$47,903.23	\$254.57
8	\$45,000.00	\$421.44	\$3,387.10	\$48,387.10	\$257.14
9	\$45,500.00	\$471.12	\$3,424.73	\$48,924.73	\$260.00
10	\$47,200.00	\$521.87	\$3,552.69	\$50,752.69	\$269.71
11	\$47,700.00	\$573.67	\$3,590.32	\$51,290.32	\$272.57
12	\$48,200.00	\$626.54	\$3,627.96	\$51,827.96	\$275.43
13	\$48,700.00	\$680.48	\$3,665.59	\$52,365.59	\$278.29
14	\$49,200.00	\$735.47	\$3,703.23	\$52,903.23	\$281.14
15	\$50,700.00	\$791.53	\$3,816.13	\$54,516.13	\$289.71
16	\$51,200.00	\$848.65	\$3,853.76	\$55,053.76	\$292.57
17	\$51,700.00	\$906.83	\$3,891.40	\$55,591.40	\$295.43
18	\$52,200.00	\$966.07	\$3,929.03	\$56,129.03	\$298.29
19	\$52,700.00	\$1,026.38	\$3,966.67	\$56,666.67	\$301.14
20	\$53,200.00	\$1,087.75	\$4,004.30	\$57,204.30	\$304.00
21	\$53,700.00	\$1,150.18	\$4,041.94	\$57,741.94	\$306.86

Certified Pay Scale Bachelor's Degree

<b>Step</b>	<b>FY24 BASE SALARY</b>	<b>TRS CREDIT (HB 1873)</b>	<b>TEACHER RETIREMENT</b>	<b>TOTAL DISTRICT COMPENSATION</b>	<b>DAILY RATE</b>
22	\$54,200.00	\$1,213.68	\$4,079.57	\$58,279.57	\$309.71
23	\$54,700.00	\$1,278.23	\$4,117.20	\$58,817.20	\$312.57
24	\$55,200.00	\$1,343.85	\$4,154.84	\$59,354.84	\$315.43
25	\$55,950.00	\$1,410.53	\$4,211.29	\$60,161.29	\$319.71
26	\$56,450.00	\$1,410.53	\$4,248.92	\$60,698.92	\$322.57
27	\$56,950.00	\$1,410.53	\$4,286.56	\$61,236.56	\$325.43
28	\$57,450.00	\$1,410.53	\$4,324.19	\$61,774.19	\$328.29
29	\$57,950.00	\$1,410.53	\$4,361.83	\$62,311.83	\$331.14
30	\$58,450.00	\$1,410.53	\$4,399.46	\$62,849.46	\$334.00
31	\$58,950.00	\$1,410.53	\$4,437.10	\$63,387.10	\$336.86
32	\$59,450.00	\$1,410.53	\$4,474.73	\$63,924.73	\$339.71
33	\$59,950.00	\$1,410.53	\$4,512.37	\$64,462.37	\$342.57
34	\$60,450.00	\$1,410.53	\$4,550.00	\$65,000.00	\$345.43
35	\$60,950.00	\$1,410.53	\$4,587.63	\$65,537.63	\$348.29
36	\$61,450.00	\$1,410.53	\$4,625.27	\$66,075.27	\$351.14
37	\$61,950.00	\$1,410.53	\$4,662.90	\$66,612.90	\$354.00
38	\$62,500.00	\$1,410.53	\$4,704.30	\$67,204.30	\$357.14

2023-2024 CERTIFIED PAY SCALES (Bachelor's + 24)

<b>Step</b>	<b>BASE SALARY FY24</b>	<b>TRS CREDIT (HB 1873)</b>	<b>TEACHER RETIREMENT</b>	<b>TOTAL DISTRICT COMPENSATION</b>	<b>Daily Rate</b>
0	N/A	N/A	N/A	N/A	N/A
1	\$40,800.00	\$60.15	\$3,070.97	\$43,870.97	\$233.14
2	\$41,250.00	\$103.41	\$3,104.84	\$44,354.84	\$235.71
3	\$41,700.00	\$145.65	\$3,138.71	\$44,838.71	\$238.29
4	\$42,150.00	\$188.15	\$3,172.58	\$45,322.58	\$240.86
5	\$43,600.00	\$233.33	\$3,281.72	\$46,881.72	\$249.14
6	\$44,050.00	\$278.76	\$3,315.59	\$47,365.59	\$251.71
7	\$44,500.00	\$325.26	\$3,349.46	\$47,849.46	\$254.29
8	\$44,950.00	\$372.82	\$3,383.33	\$48,333.33	\$256.86
9	\$45,950.00	\$421.44	\$3,458.60	\$49,408.60	\$262.57
10	\$47,400.00	\$471.12	\$3,567.74	\$50,967.74	\$270.86
11	\$47,850.00	\$521.87	\$3,601.61	\$51,451.61	\$273.43
12	\$48,300.00	\$573.67	\$3,635.48	\$51,935.48	\$276.00
13	\$48,750.00	\$626.54	\$3,669.35	\$52,419.35	\$278.57
14	\$49,200.00	\$680.48	\$3,703.23	\$52,903.23	\$281.14
15	\$50,650.00	\$735.47	\$3,812.37	\$54,462.37	\$289.43
16	\$51,100.00	\$791.53	\$3,846.24	\$54,946.24	\$292.00
17	\$51,550.00	\$848.65	\$3,880.11	\$55,430.11	\$294.57
18	\$52,000.00	\$906.83	\$3,913.98	\$55,913.98	\$297.14
19	\$52,450.00	\$966.07	\$3,947.85	\$56,397.85	\$299.71
20	\$52,900.00	\$1,026.38	\$3,981.72	\$56,881.72	\$302.29
21	\$53,350.00	\$1,087.75	\$4,015.59	\$57,365.59	\$304.86
22	\$53,800.00	\$1,150.18	\$4,049.46	\$57,849.46	\$307.43

<b>Step</b>	<b>BASE SALARY FY24</b>	<b>TRS CREDIT (HB 1873)</b>	<b>TEACHER RETIREMENT</b>	<b>TOTAL DISTRICT COMPENSATION</b>	<b>Daily Rate</b>
23	\$54,250.00	\$1,213.68	\$4,083.33	\$58,333.33	\$310.00
24	\$55,350.00	\$1,278.23	\$4,166.13	\$59,516.13	\$316.29
25	\$56,150.00	\$1,343.85	\$4,226.34	\$60,376.34	\$320.86
26	\$56,650.00	\$1,410.53	\$4,263.98	\$60,913.98	\$323.71
27	\$57,150.00	\$1,410.53	\$4,301.61	\$61,451.61	\$326.57
28	\$57,650.00	\$1,410.53	\$4,339.25	\$61,989.25	\$329.43
29	\$58,150.00	\$1,410.53	\$4,376.88	\$62,526.88	\$332.29
30	\$58,650.00	\$1,410.53	\$4,414.52	\$63,064.52	\$335.14
31	\$59,150.00	\$1,410.53	\$4,452.15	\$63,602.15	\$338.00
32	\$59,650.00	\$1,410.53	\$4,489.78	\$64,139.78	\$340.86
33	\$60,150.00	\$1,410.53	\$4,527.42	\$64,677.42	\$343.71
34	\$60,650.00	\$1,410.53	\$4,565.05	\$65,215.05	\$346.57
35	\$61,150.00	\$1,410.53	\$4,602.69	\$65,752.69	\$349.43
36	\$61,650.00	\$1,410.53	\$4,640.32	\$66,290.32	\$352.29
37	\$62,150.00	\$1,410.53	\$4,677.96	\$66,827.96	\$355.14
38	\$62,650.00	\$1,410.53	\$4,715.59	\$67,365.59	\$358.00

2023-2024 CERTIFIED PAY SCALES (Master's Degree)

<b>Step</b>	<b>FY24 BASE SALARY</b>	<b>TRS CREDIT (HB 1873)</b>	<b>TEACHER RETIREMENT</b>	<b>TOTAL DISTRICT COMPENSATION</b>	<b>Daily Rate</b>
0	\$41,600.00	\$60.15	\$3,131.18	\$44,731.18	\$237.71
1	\$42,100.00	\$103.41	\$3,168.82	\$45,268.82	\$240.57
2	\$42,600.00	\$145.65	\$3,206.45	\$45,806.45	\$243.43
3	\$43,100.00	\$188.15	\$3,244.09	\$46,344.09	\$246.29
4	\$43,600.00	\$233.33	\$3,281.72	\$46,881.72	\$249.14
5	\$45,100.00	\$278.76	\$3,394.62	\$48,494.62	\$257.71
6	\$45,600.00	\$325.26	\$3,432.26	\$49,032.26	\$260.57
7	\$46,100.00	\$372.82	\$3,469.89	\$49,569.89	\$263.43
8	\$46,600.00	\$421.44	\$3,507.53	\$50,107.53	\$266.29
9	\$47,100.00	\$471.12	\$3,545.16	\$50,645.16	\$269.14
10	\$48,800.00	\$521.87	\$3,673.12	\$52,473.12	\$278.86
11	\$49,300.00	\$573.67	\$3,710.75	\$53,010.75	\$281.71
12	\$49,800.00	\$626.54	\$3,748.39	\$53,548.39	\$284.57
13	\$50,300.00	\$680.48	\$3,786.02	\$54,086.02	\$287.43
14	\$50,800.00	\$735.47	\$3,823.66	\$54,623.66	\$290.29
15	\$52,300.00	\$791.53	\$3,936.56	\$56,236.56	\$298.86
16	\$52,825.00	\$848.65	\$3,976.08	\$56,801.08	\$301.86
17	\$53,350.00	\$906.83	\$4,015.59	\$57,365.59	\$304.86
18	\$53,875.00	\$966.07	\$4,055.11	\$57,930.11	\$307.86
19	\$54,400.00	\$1,026.38	\$4,094.62	\$58,494.62	\$310.86
20	\$54,925.00	\$1,087.75	\$4,134.14	\$59,059.14	\$313.86
21	\$55,450.00	\$1,150.18	\$4,173.66	\$59,623.66	\$316.86
22	\$55,975.00	\$1,213.68	\$4,213.17	\$60,188.17	\$319.86

<b>Step</b>	<b>FY24 BASE SALARY</b>	<b>TRS CREDIT (HB 1873)</b>	<b>TEACHER RETIREMENT</b>	<b>TOTAL DISTRICT COMPENSATION</b>	<b>Daily Rate</b>
23	\$56,500.00	\$1,278.23	\$4,252.69	\$60,752.69	\$322.86
24	\$57,025.00	\$1,343.85	\$4,292.20	\$61,317.20	\$325.86
25	\$57,775.00	\$1,410.53	\$4,348.66	\$62,123.66	\$330.14
26	\$58,325.00	\$1,410.53	\$4,390.05	\$62,715.05	\$333.29
27	\$58,875.00	\$1,410.53	\$4,431.45	\$63,306.45	\$336.43
28	\$59,425.00	\$1,410.53	\$4,472.85	\$63,897.85	\$339.57
29	\$59,975.00	\$1,410.53	\$4,514.25	\$64,489.25	\$342.71
30	\$60,525.00	\$1,410.53	\$4,555.65	\$65,080.65	\$345.86
31	\$61,075.00	\$1,410.53	\$4,597.04	\$65,672.04	\$349.00
32	\$61,625.00	\$1,410.53	\$4,638.44	\$66,263.44	\$352.14
33	\$62,175.00	\$1,410.53	\$4,679.84	\$66,854.84	\$355.29
34	\$62,725.00	\$1,410.53	\$4,721.24	\$67,446.24	\$358.43
35	\$63,275.00	\$1,410.53	\$4,762.63	\$68,037.63	\$361.57
36	\$63,825.00	\$1,410.53	\$4,804.03	\$68,629.03	\$364.71
37	\$64,375.00	\$1,410.53	\$4,845.43	\$69,220.43	\$367.86
38	\$64,925.00	\$1,410.53	\$4,886.83	\$69,811.83	\$371.00

2023-2024 CERTIFIED PAY SCALES (Doctorate)

<b>Step</b>	<b>FY24 BASE SALARY</b>	<b>TRS CREDIT (HB 1873)</b>	<b>TEACHER RETIREMENT</b>	<b>TOTAL DISTRICT COMPENSATION</b>	<b>Daily Rate</b>
0	\$43,000.00	\$60.15	\$3,236.56	\$46,236.56	\$245.71
1	\$43,500.00	\$103.41	\$3,274.19	\$46,774.19	\$248.57
2	\$44,000.00	\$145.65	\$3,311.83	\$47,311.83	\$251.43
3	\$44,500.00	\$188.15	\$3,349.46	\$47,849.46	\$254.29
4	\$45,000.00	\$233.33	\$3,387.10	\$48,387.10	\$257.14
5	\$46,500.00	\$278.76	\$3,500.00	\$50,000.00	\$265.71
6	\$47,000.00	\$325.26	\$3,537.63	\$50,537.63	\$268.57
7	\$47,500.00	\$372.82	\$3,575.27	\$51,075.27	\$271.43
8	\$48,000.00	\$421.44	\$3,612.90	\$51,612.90	\$274.29
9	\$48,500.00	\$471.12	\$3,650.54	\$52,150.54	\$277.14
10	\$52,001.00	\$521.87	\$3,914.05	\$55,915.05	\$297.15
11	\$52,501.00	\$573.67	\$3,951.69	\$56,452.69	\$300.01
12	\$53,001.00	\$626.54	\$3,989.32	\$56,990.32	\$302.86
13	\$53,501.00	\$680.48	\$4,026.96	\$57,527.96	\$305.72
14	\$54,001.00	\$735.47	\$4,064.59	\$58,065.59	\$308.58
15	\$54,501.00	\$791.53	\$4,102.23	\$58,603.23	\$311.43
16	\$55,001.00	\$848.65	\$4,139.86	\$59,140.86	\$314.29
17	\$55,501.00	\$906.83	\$4,177.49	\$59,678.49	\$317.15
18	\$56,001.00	\$966.07	\$4,215.13	\$60,216.13	\$320.01
19	\$56,501.00	\$1,026.38	\$4,252.76	\$60,753.76	\$322.86
20	\$57,001.00	\$1,087.75	\$4,290.40	\$61,291.40	\$325.72
21	\$57,501.00	\$1,150.18	\$4,328.03	\$61,829.03	\$328.58
22	\$58,001.00	\$1,213.68	\$4,365.67	\$62,366.67	\$331.43

<b>Step</b>	<b>FY24 BASE SALARY</b>	<b>TRS CREDIT (HB 1873)</b>	<b>TEACHER RETIREMENT</b>	<b>TOTAL DISTRICT COMPENSATION</b>	<b>Daily Rate</b>
23	\$58,501.00	\$1,278.23	\$4,403.30	\$62,904.30	\$334.29
24	\$59,026.00	\$1,343.85	\$4,442.82	\$63,468.82	\$337.29
25	\$59,551.00	\$1,410.53	\$4,482.33	\$64,033.33	\$340.29
26	\$60,076.00	\$1,410.53	\$4,521.85	\$64,597.85	\$343.29
27	\$60,601.00	\$1,410.53	\$4,561.37	\$65,162.37	\$346.29
28	\$61,126.00	\$1,410.53	\$4,600.88	\$65,726.88	\$349.29
29	\$61,651.00	\$1,410.53	\$4,640.40	\$66,291.40	\$352.29
30	\$62,176.00	\$1,410.53	\$4,679.91	\$66,855.91	\$355.29
31	\$62,701.00	\$1,410.53	\$4,719.43	\$67,420.43	\$358.29
32	\$63,226.00	\$1,410.53	\$4,758.95	\$67,984.95	\$361.29
33	\$63,751.00	\$1,410.53	\$4,798.46	\$68,549.46	\$364.29
34	\$64,276.00	\$1,410.53	\$4,837.98	\$69,113.98	\$367.29
35	\$64,801.00	\$1,410.53	\$4,877.49	\$69,678.49	\$370.29
36	\$65,326.00	\$1,410.53	\$4,917.01	\$70,243.01	\$373.29
37	\$65,851.00	\$1,410.53	\$4,956.53	\$70,807.53	\$376.29
38	\$66,376.00	\$1,410.53	\$4,996.04	\$71,372.04	\$379.29

*\*Special Education 10%, Alternative School 5%, Title I 5%, GT 5% - Full-time, Certified Secondary Math and Science teachers who have completed subject area certification (Revised 2023)*

\*\*An additional \$1,000.00 will be added to the salary schedules for teachers obtaining National Board Certification after June 30, 2016. Certified teachers who received compensation from the Bachelor's +24 schedule in the 2017-18 school year will remain on that schedule for the duration of their continued employment with the district. (Revised 2023)

## 62. EXTRA DUTY PAY

At the option of the employee performing the extra-duty, the extra-duty pay may be paid on a monthly incremental basis for the entire school year. The Board agrees to pay the amount for extra duty as negotiated for the 2022-2023 school year as follows:

DUTY/SCHOOL/LEVEL		AMOUNT
<b>Academic, Hourly</b>		
62.1	Hourly Rate	\$25.00
<b>Academic, High School</b>		
62.2	Head Coach	\$2,400.00
62.3.	Assistant Coach	\$1,000.00
<b>Academic, Middle School</b>		
62.4.	Head Coach	\$1,000.00
<b>AG</b>		
62.5.	Sponsor	\$2,000.00
<b>Activity Manager (District 12mos)</b>		
62.6	Manager	\$3,500
<b>Band, High School</b>		
62.7	Director	\$3,800.00
62.8	Pep & Musical	\$2,400.00

62.9.	Assistant	\$1,500.00
<b>Band, Middle School</b>		
62.10.	Director	\$1,700.00
62.11	Assistant	\$800.00
62.12.	Pep & Musical	\$500.00
62.13.	Auxiliary/Rifles	\$200.00
<b>Band, District Wide, All Levels</b>		
62.14.	Solo/Ensemble	\$450.00
62.15.	Assistant Auxiliary/Rifles	\$450.00
62.16.	Summer	\$2,400.00
62.17.	Stage Band	\$1,500.00
62.18.	Stage Band	\$400.00
62.19	Band Percussion	\$2,750.00
62.20	Color Guard	\$2,000.00
<b>Building Test Coordinator</b>		
62.21	Building Test Coordinator	\$1,000.00
<b>Class Sponsor, High School</b>		
62.22.	Seniors	\$500.00
62.23.	Juniors	\$1000.00
62.24.	Sophomore	\$500.00
62.25.	Freshman	\$500.00
<b>Department Head</b>		
62.26.	High School	\$750.00
62.27.	Middle School	\$750.00
62.28.	Elementary School	\$750.00
<b>District Faculty Liaison</b>		

62.29.	C.U.T.A. President (Liaison) to provide consultation and representation for the District. He/she will provide a written report monthly to the Superintendent for services to the District. The written monthly report is expected to provide a summary of the current "state of the Chickasha United Teachers Association" (membership activities, concerns, outreach, to the community, legislative goals, etc.)	\$750.00
<b>District Teacher of the Year</b>		
62.30.	District Teacher of the Year after: 1. Completion of the State application in its entirety 2. Expectation of remaining a classroom teacher in the following school year.	\$1,500.00
<b>Drama</b>		
62.31	High School	\$2,000.00
<b>ESports (District)</b>		
62.32	Coach	\$1,500.00
<b>Gifted &amp; Talented, Middle School</b>		
62.33.	Coordinator- Grades 6th-8th	\$1,500.00
<b>High School Spirit Club</b>		
62.34	High School Spirit Club	\$3,000.00
<b>Indian Education District Wide</b>		
62.35	Coordinator	\$2,000
<b>McKinney-Vento Site Liaison</b>		
62.36	McKinney-Vento Site Liaison	\$1,000.00
<b>Mentor Teacher</b>		
62.37	Mentor	\$500
<b>National Honor Society, High School</b>		
62.38.	Sponsor	\$500.00
<b>National Honor Society, Middle School</b>		

62.39	Sponsor	\$450.00
<b>Media, High School</b>		
62.40	Director	\$750.00
<b>Newspaper, High School</b>		
62.41.	Director	\$600.00
<b>Odyssey of the Mind, District Wide</b>		
62.42.	Coach	\$250.00
<b>Psychological Services, District Wide</b>		
62.43.	*Individual serving as both Psychometrist/Psychologist	\$8,000.00
62.44.	Psychologist	\$5,000.00
62.45.	Psychometrist	\$4,000.00
<b>Robotics, High School</b>		
62.46.	Head Coach	\$4,000.00
62.47	Assistant Coach	\$1,000.00
<b>Robotics, Elementary Coach</b>		
62.48.	Head Coach	\$1,000.00
62.49	Assistant Coach	\$750.00
<b>Science Fair, District Wide</b>		
62.50.	Coordinator	\$250.00
<b>Special Education</b>		
62.51.	Speech Pathologist	\$8,000.00
62.52.	Speech Therapist Assistant	\$2,500.00
62.53	Special Education Over Caseload Stipend (Based on Oct. 1 child count)	\$1000 per year \$500 per semester \$250 per nine weeks
62.54	Special Education IEP Writer	\$2,500.00
62.55	Special Education Bootcamp	\$1,500.00

<b>Student Government, High School</b>		
62.56.	Sponsor	\$2,000.00
<b>Student Government, Middle School</b>		
62.57.	Sponsor	\$300.00
<b>Technology Mentor</b>		
62.58	Technology Mentor (Each Site)	\$1,000
<b>Trainers</b>		
62.59	Paraprofessional Trainer/CPI Trainer	\$20/hr
<b>Vocal Music, High School</b>		
62.60	Director	\$3,500.00
<b>Vocal Music, Middle School</b>		
62.61.	Director	\$1,000.00
<b>Vocal Music, Elementary</b>		
62.62.	Director- Select Choir	\$500.00
<b>Vocal Music- District Wide, All Levels</b>		
62.63.	Coordinator	\$500.00
<b>Website (Each Site)</b>		
62.64	Site webmaster	\$1,000.00
<b>Yearbook, High School</b>		
62.65	Sponsor	\$1,500.00
<b>Yearbook, Middle School</b>		
62.66.	Sponsor	\$750.00
<b>Yearbook,-Elementary</b>		
62.67.	Sponsor	\$500.00
<b>ATHLETICS</b>		
<b>Assistant Student Activities Director</b>		

62.68	Assistant Student Activities Director	\$6500.00
<b>Archery</b>		
62.69	High School Head Coach	\$1,500.00
62.70	Middle School Head Coach	\$1,500.00
62.71	Elementary Head Coach	\$1,500.00
62.72	Assistant Coach	\$1,000.00
<b>Baseball, High School</b>		
62.73	Head Coach- Varsity	\$6,000.00
62.74.	Assistant- Varsity	\$3,000.00
62.75.	Assistant- Varsity	\$3,000.00
<b>Baseball, Middle School</b>		
62.76	Head Coach	\$1,750.00
62.77.	Assistant	\$1,000.00
62.78	Assistant	\$1,000.00
<b>Basketball, High School</b>		
62.79.	Head Coach- Varsity Boys	\$7,500.00
62.80	Assistant- Varsity Boys	\$3,000.00
62.81	Assistant- Varsity Boys	\$3,000.00
62.82	Head Coach- Varsity Girls	\$7,500.00
62.83	Assistant- Varsity Girls	\$3,000.00
62.84	Assistant- Varsity Girls	\$3,000.00
62.85	Head Coach- 9th Grade Boys	\$2,400.00
62.86	Head Coach- 9th Grade Girls	\$2,400.00
62.87	Video	\$600.00
<b>Basketball, Middle School</b>		
62.88.	Head Coach- 7th Grade Boys	\$1,500.00

62.89.	Head Coach- 7th Grade Girls	\$1,500.00
62.90.	Head Coach- 8th Grade Boys	\$1,500.00
62.91.	Head Coach- 8th Grade Girls	\$1,500.00
62.92.	Intramural	\$600.00
<b>Basketball, Elementary</b>		
62.93.	Head Coach	\$500.00
<b>Cheerleading, High School</b>		
62.94.	Head Coach	\$4,800
62.95.	Assistant Coach	\$1,750
62.96	Assistant Coach	\$1,750
<b>Cheerleading, Middle School</b>		
62.97.	Head Coach	\$2,000.00
62.98.	Assistant Coach	\$750.00
62.99.	Assistant Coach	\$750.00
<b>Clay Shooting</b>		
62.100	Clay Shooting (District)	\$1,500.00
<b>Cross Country, High School</b>		
62.101	Head Coach- Boys	\$2,200.00
62.102.	Assistant Coach- Boys	\$1,000.00
62.103.	Head Coach- Girls	\$2,200.00
62.104.	Assistant Coach- Girls	\$1,000.00
<b>Cross Country, Middle School</b>		
62.105.	Head Coach- Boys & Girls	\$2,000.00
<b>Football, High School</b>		
62.106.	Head Coach- Varsity	\$10,000.00
62.107.	Defensive Coordinator	\$5,000.00

62.99.	Offensive Coordinator	\$5,000.00
62.108.	Assistant	\$4,000.00
62.109	Assistant	\$4,000.00
62.110	Assistant	\$4,000.00
62.111	Assistant	\$4,000.00
62.112	Head Coach- 9th Grade	\$2,400.00
62.113	Spring Director	\$800.00
62.114	Video	\$800.00
<b>Football, Middle School</b>		
62.115	Head Coach- 7th Grade	\$2,400.00
62.116	Assistant	\$1,500.00
62.117	Assistant	\$1,500.00
62.118	Assistant	\$1,500.00
62.119.	Head Coach- 8th Grade	\$2,400.00
62.120	Assistant	\$1,500.00
62.121	Assistant	\$1,500.00
62.122	Assistant	\$1,500.00
<b>Golf- High School</b>		
62.123	Head Coach- Varsity Boys	\$2,200.00
62.124	Head Coach- Varsity Girls	\$2,200.00
62.125	Assistant Coach - Varsity	\$1500.00
<b>Golf- Middle School</b>		
62.126	Head Coach- Boys	\$750.00
62.127	Head Coach- Girls	\$750.00
<b>Pom, High School</b>		
62.128	Head Coach	\$4,800

62.129	Assistant	\$1,750
62.130	Assistant	\$1,750
62.131	Assistant	\$1,750
<b>Pom, Middle School</b>		
62.132	Head Coach	\$2,000.00
62.133	Assistant	\$750.00
62.134	Assistant	\$750.00
<b>Powerlifting, High School</b>		
62.135	Head Coach	\$2,200.00
<b>Powerlifting, Middle School</b>		
62.136	Head Coach	\$1000.00
<b>Soccer, High School</b>		
62.137	Head Coach- Varsity Boys	\$5,000.00
62.138	Assistant- Varsity Boys	\$1,750.00
62.139	Assistant- Varsity Boys	\$1,750.00
62.140	Head Coach- Varsity Girls	\$5,000.00
62.141	Assistant- Varsity Girls	\$1,750.00
62.142	Assistant- Varsity Girls	\$1,750.00
<b>Soccer, Middle School</b>		
62.143	Head Coach- Boys	\$1,750.00
62.144	Assistant- Boys	\$1,000.00
62.145	Head Coach- Girls	\$1,750.00
62.146	Assistant- Girls	\$1,000.00
<b>Softball, High School</b>		
62.147.	Head Coach- Varsity	\$5,700.00
62.148.	Assistant- Varsity	\$2,800.00

62.149	Assistant- Varsity	\$2,800.00
<b>Softball, Middle School</b>		
62.150.	Head Coach	\$1,750.00
62.151.	Assistant	\$1,000.00
<b>Special Olympics</b>		
62.152.	Head Coach	\$1,000.00
62.153.	Assistant Coach *if more than 5 students	\$500.00
<b>Spirit Squad, Grand/District Wide</b>		
62.154.	Head Coach	\$20.00 per hour
62.155	Assistant	\$20.00 per hour
62.156	Assistant	\$20.00 per hour
<b>Strength and Conditioning High School</b>		
62.157	Coach	\$4,000.00
<b>Swimming- High School</b>		
62.158.	Head Coach-Varsity Boys	\$2,200.00
62.159	Assistant- Varsity Boys	\$750.00
62.160.	Head Coach- Varsity Girls	\$2,200.00
62.161.	Assistant- Varsity Girls	\$750.00
<b>Swimming- Middle School</b>		
62.162	Head Coach- Boys & Girls	\$1,000.00
<b>Tennis- High School</b>		
62.163.	Head Coach- Varsity Boys	\$2,200.00
62.164	Assistant- Varsity Boys	\$750.00
62.165.	Head Coach- Varsity Girls	\$2,200.00
62.166.	Assistant- Varsity Girls	\$750.00
<b>Tennis- Middle School</b>		

62.167.	Head Coach- Boys	\$1,500.00
62.168.	Head Coach- Girls	\$1,500.00
<b>Track- High School</b>		
62.169.	Head Coach- Varsity Boys	\$4,000.00
62.170.	Assistant- Varsity Boys	\$2,000.00
62.171.	Head Coach- Varsity Girls	\$4,000.00
62.172	Assistant- Varsity Girls	\$2,000.00
<b>Track- Middle School</b>		
62.173.	Head Coach- Boys	\$1,000.00
62.174.	Assistant- Boys	\$750.000
62.175.	Head Coach- Girls	\$1,000.00
62.176	Assistant- Girls	\$750.00
<b>Volleyball- High School</b>		
62.177.	Head Coach- Varsity	\$2,900.00
62.178.	Assistant	\$750.00
<b>Volleyball- Middle School</b>		
62.179.	Head Coach	\$2,900.00
62.180.	Assistant	\$750.00
<b>Weight Room, High School/District Wide</b>		
62.182.	Program Supervision	\$10.00 per hour
<b>Wrestling, High School</b>		
62.183.	Head Coach- Varsity	\$6,000.00
62.184.	Assistant	\$1,750.00
62.185	Assistant	\$1,750.00
62.186	Assistant	\$1,750.00
<b>Wrestling, Middle School</b>		

62.187.	Head Coach	\$1,750.00
62.188.	Assistant	\$1,000.00
62.189	Assistant	\$1,000.00
62.190	Assistant	\$1,000.00

The Superintendent will provide the C.U.T.A. President with a list of after-school extra duty teaching positions with the extra-duty salary/pay by September 30 of each year.

### 63. LAY COACH SUPERVISOR POSITION

a. Such a Supervisor will be assigned only in sports where it is not possible to assign certified staff to a coaching position and a lay coach is present. Such Supervisor must meet certification requirements for school athletics, supervision and sports safety. This position will receive 3/4 the head coach pay, if it is for one sport. This position will receive one and one-half the head coach pay if supervising both girls and boys programs in the same sport. Lay coaches shall not be paid more than their certified counterpart's extra-duty contract. If a head coaching position is filled by a lay coach, we will make every attempt to hire a certified assistant coach. (Revised 2024)

### 64. DISTRICT EXPERIENCE FACTOR (COACHES)

a. In order to maintain highly qualified coaches and to recognize the effort that they dedicate to their program, it is understood that the development of any program takes a considerable amount of time. Therefore, it is our intent to reward these individuals with a longevity bonus as follows:

b. Number of Years in Program	Amount
5-10 years	\$500.00
10-15 years	\$1,000.00
15-20 years	\$1,500.00
20+ years	\$2,000.00

c. If, in any given year, one of these duties cannot be performed by one person, and the Superintendent, the current C.U.T.A. President and all the employees involved, agree, in writing, that the above negotiated compensation can be proportionally divided, and then the compensation may be divided according to that agreement.

### 65. CERTIFIED STAFF ENGAGED IN NON-CERTIFIED DUTY

a. Certified staff that engages in non-certified duty such as working ball games, etc. shall be paid \$10.00 an hour for specific such assignments and as authorized by the Superintendent and/or his/her designee(s).

b. Certified staff who accepts an extra-duty assignment of driving a bus route/shuttle outside of certified contracted day will be paid a stipend. The Superintendent's designee for transportation monitors' and determines whether the route is a short or a long route.

Bus route/Shuttle	Amount
Short route- 1.5 hours or less per route	\$21.00
Long Route- More than 1.5 hours or less than 3.0 hours per route	\$28.00

## 66. INCENTIVE PROGRAM FOR ADVANCED PLACEMENT TEAMS

a. For each 3 scored	\$75.00
b. For each 4 scored	\$100.00
c. For each 5 scored	\$125.00

## Appendix Procedural Agreement and Forms

### PROCEDURAL AGREEMENT FOR NEGOTIATIONS BETWEEN THE BOARD OF EDUCATION OF CHICKASHA INDEPENDENT SCHOOL DISTRICT AND THE CHICKASHA UNITED TEACHING ASSOCIATION

#### I. PURPOSE

1.1 The Board of Education of the Chickasha Public Schools and the Chickasha United Teaching Association recognize the current requirement for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 70 O.S. § 509.1 through 509.10.

#### II. RECOGNITION

2.1 This Agreement is made and entered into by and between the Chickasha United Teaching Association, hereinafter termed the "Association" and the Board of Education of Oklahoma Independent School District I-001, Chickasha Public Schools of Grady County, Oklahoma, hereinafter termed the "Board".

2.2 The Board hereby recognizes the Association as the exclusive negotiation representative for the bargaining unit consisting of all employees who are required by the position in which they are employed to be **licensed or** certified as teachers, and who are not required by the position for which they are employed to be a principal, superintendent or other certified or non-certified administrator of the district with respect to other teachers of the Chickasha Public Schools. Any person who desires not to be represented by the Association may so state in writing to the Board. **(Revised 2024)**

#### III. SCOPE OF BARGAINING

3.1 The Board and the Association agree to negotiate in good faith on wages, hours, fringe

benefits and other terms and conditions of employment.

**3.2** The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement.

**3.3** There shall be no negotiations on inherent managerial responsibilities. Managerial rights are defined, but not limited to, those powers and duties granted to the Board by the School Laws of Oklahoma; inherent managerial responsibilities include but are not limited to the functions and programs of the District, the establishment of the District's budget, the organizational structure of the schools, and the selection of personnel.

#### **IV. NEGOTIATIONS PROCEDURES**

##### **4.1 Negotiation Teams**

**4.1.1** The Board and the Association shall each exchange in writing, at the first negotiation session, the names of not more than five (5) regular team members and two (2) alternates who shall serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each party shall also designate the person on its team who will serve as spokesperson. Each party shall have the right to the services of consultants; however said consultants may not attend negotiations meetings unless he/she is a member of the negotiation team he/she is serving. Neither party shall attempt to exert influence over the other party's selection of representatives.

##### **4.2 Opening Negotiations**

**4.2.1** Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for the ensuing year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

**4.2.2** The chairpersons of the teams shall set a time, date, and place for the initial negotiations meeting. The initial negotiations meeting shall occur prior to June 30th.

**4.2.3** The Association and the Board shall submit all of their negotiation proposals at the first session, except for salary and fringe benefits proposals which may be submitted following initial allocations notice to the district by the state department of education. Subsequent proposals may only be submitted upon mutual agreement of the parties. All items shall be disposed of by the first day of school in one of the following manners: (1) by tentative agreement, (2) by agreement to drop the item, or (3) by referring the item(s) to impasse. Time limits set forth herein may be extended by mutual agreement of the parties.

##### **4.3 Negotiations Sessions**

**4.3.1** Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties.

**4.3.2** No recordings or official transcripts shall be made without mutual agreement of the parties.

**4.3.3** Negotiations will only be conducted between the representatives of the parties and only in

regular negotiation sessions at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

**4.3.4** Negotiation sessions shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the district.

#### **4.4 Tentative Agreement**

**4.4.1** Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.

**4.4.2** When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first by the Association to the teachers for ratification and then by the Superintendent to the Board for ratification.

### **V. IMPASSE**

**5.1** If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

**5.2** Within two (2) working days of such declaration, the parties shall, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

**5.3** If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

**5.3.1** A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.

**5.3.2** The committee shall meet with the Board's and the Association's negotiation representatives for the purpose of fact finding.

**5.3.3** Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.

**5.3.4** The cost for the services of the fact finding committee, including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.

**5.3.5** The fact finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.

**5.3.6** All hearings by the fact finding committee shall be conducted in closed session.

**5.3.7** The chairperson shall convene the committee for fact finding. The committee shall meet with the representatives of both parties and, within twenty (20) days after the fact finding meeting shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.

**5.3.8** If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section, either party may discontinue such effort.

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

## **VI. NO STRIKE CLAUSE**

**6.1** The procedure provided for herein for resolving impasse shall be the exclusive recourse of the Association. It shall be illegal and a violation of this Agreement for the Association or the members of the bargaining unit to strike or threaten to strike as a means of resolving differences with the Board. It shall also be a violation of this Agreement for the Association or the members of the bargaining unit to strike for any reason during the term of a contract negotiated in accordance with the provisions of this Agreement.

## **VII. SAVINGS CLAUSE**

**7.1** If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or application of the Agreement shall continue in full force and effect.

**VIII. DURATION OF THE PROCEDURAL AGREEMENT**

**8.1** This Procedural Agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party that the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice.

**8.2** In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this Procedural Agreement shall be null and void on that date of such disbanding or cessation of representation.

**Adopted (Date) 9/2020**

**C.U.T.A. GRIEVANCE FORM**

Building Assignment Name of Grievant Date Filed

**LEVEL I**

• (Within 15 days from the time you became aware of condition for complaint)

o Date cause of grievance occurred: \_\_\_\_\_

• Statement of grievance: \_\_\_\_\_

• Relief Sought: \_\_\_\_\_

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

• (Building Principal will arrange a meeting within 5 days and provide in written form within 5 days of meeting.) o

Disposition of Principal: \_\_\_\_\_

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

• If additional space is needed in reporting Section B of Step I, attach an additional sheet.

**LEVEL II**

• (If not satisfied with disposition of Step I or no decision has been rendered within 9 days of presentation of grievance.)

• Date received by superintendent or his/her designee: \_\_\_\_\_  
(Superintendent or designee shall arrange a meeting within 5 days of and provide his decision within 5 days of meeting.)

• Disposition of superintendent or designee: \_\_\_\_\_

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

**LEVEL III**

• (If not satisfied with disposition of Step II or no decision has been rendered within 10 days of meeting with superintendent or designee.)

o Date submitted to Board: \_\_\_\_\_

• Disposition and award of Board: \_\_\_\_\_

• \_\_\_\_\_

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

• NOTE: All provisions of article \_\_\_\_\_ of the Agreement dated \_\_\_\_\_, 20\_\_\_\_ will be strictly observed in the settlement of grievance.

## COVID-19 LEAVE

### **COVID-19 Leave:**

- CPS is providing five (5) days of leave for any staff member that tests positive for COVID-19 during the 2022-2023 school year.
- Can be used for taking care of immediate family members that have tested positive and are quarantined, under medical orders from a doctor, for COVID-19.
- This leave would be used first in the event of a medically ordered quarantine due to a positive COVID-19 diagnosis.
- This can be spread out over multiple instances but once a staff member uses all five (5) days this leave will not be replenished. This leave does not roll over nor accumulate.
- To use this leave, provide the Personnel Office with medical documentation to quarantine and enter the reason for absence as COVID-19.

### **Once the COVID-19 leave has been used a staff member will be able to:**

- Use their leave provided by CPS per the negotiated agreement.
- Use any comp days that might have been accumulated.
- If or in the event this leave is depleted, then a staff member may request for sick leave days to be donated to them through the leave bank. (See the negotiated agreement for guidelines.)

### **Additional Notes**

- In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.
- For support staff members – please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Time sheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.
- In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be counted against a teacher as long as instruction occurs following the regular school day schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.
- In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.

## PLACEMENT INFORMATION / WISH LIST

**For the 2022-23 School Year**

**Certified**

NAME \_\_\_\_\_

Teacher (please print) Current Building and Assignment

Years in present position \_\_\_\_\_ Years in School System

Do you wish to teach in the Chickasha Public Schools next year? \_\_\_\_\_

If so, please list in order of preference the three different assignments you prefer:

- 1. \_\_\_\_\_ If you wish to stay at your current
- 2. \_\_\_\_\_ assignment, put that as first choice.
- 3. \_\_\_\_\_

If so, please list in order of preference the two different buildings you prefer?

- 1. \_\_\_\_\_ If you wish to stay at your current
- 2. \_\_\_\_\_ building, put that as first choice.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What "extra duty" stipend position(s) do you prefer?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

NOTE: "A Board of Education shall have authority to enter into written contracts with teachers for the ensuing fiscal year prior to the beginning of such year. If, prior to the first Monday in June, a Board of Education has not entered into a written contract with a regularly employed teacher or notified him/her in writing by registered or certified mail that he/she will not be employed for the ensuing fiscal year, and if, by fifteen (15) days after the first Monday in June, such a teacher has not notified the Board of Education in writing by registered or certified mail that he/she does not desire to be reemployed in such school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teachers in the school district for the ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and

on the school district.”

**(O.S.A. 70-6-101)**

**Form c**

**Please return to the Superintendent of Schools by \_\_\_\_\_.**

**Thank you!**

# House Bill 2957 (2016)-- Transitioning Probationary Educators to Career Status for TLE

## Transitioning to Career Status

In accordance with House Bill 2957 (2016), an educator hired for the first time in one school district under a written continuing or temporary teaching contract beginning in 2017-2018 must meet one of three options to transition from probationary to career status under TLE:

1. The educator completes three or more consecutive complete school years in one district and achieves an overall district evaluation score of superior (4.8 or higher) for two of the three years, or
2. The educator completes four or more consecutive complete school years in one district, averages at least effective (2.8 or higher) for the four-year period and attains an overall district evaluation score of at least effective (2.8 or higher) for the last two years of the four-year period, or
3. The educator completes four or more consecutive complete school years in one district and does not meet one of the above requirements, and the educator's building principal writes a petition requesting the educator be granted career status citing evidence of the educator's effectiveness. An example of evidence would be the observation scores attained earlier in same school year and/or walkthrough data collected by the evaluator. The petition is sent to the district superintendent for consideration. If the superintendent approves the petition, the petition moves to the local school board for a vote.

## TLE Statewide Waiver SY 2019-2020

The Oklahoma State Board of Education waived the TLE on the last day of in-person classes for SY 2019-2020, and most probationary educators had not completed the evaluation cycle at that time. For educators hired in 2017-2018, this state-wide waiver occurred during the third year of their four-year probationary period; therefore, they will need to follow option three, listed above, to transition from probationary to career status. The local school board will need to vote on the transition prior to the beginning of SY 2021-2022. The petition, school board agenda and minutes from the school board

meeting should be retained in the educator's personnel file and made available upon request to the district's Regional Accreditation Officer (RAO).

## **Districts Granted the TLE Waiver SY 2020-2021**

In districts granted the TLE Qualitative Waiver for SY 2020-2021, educators hired for the first time in a school district under a written continuing or temporary teaching contract beginning in 2017-2018 will not have evaluation scores for the final year of their four-year probation period. Principals should follow option three, listed above, to transition these educators from probationary to career status for SY 2021-2022.

For educators hired for the first time in a school district under a written continuing or temporary teaching contract beginning in 2018-2019, the TLE Qualitative Waiver was approved for applying districts during the third year of their four-year probationary cycle. Principals should follow option three, listed above, to document the educator's effectiveness for SY 2020-2021. The educator will also need to attain at least an effective (2.8 or higher) score on their district evaluation for SY 2021-2022 to transition from probationary to career status beginning in SY 2022-2023.

The petition, school board agenda and minutes from the school board meeting should be retained in the educator's personnel file and made available upon request to the district's Regional Accreditation Officer (RAO).

*Please direct questions to Jaycie Smith, Executive Director of Teacher and Leadership Development, at (405) 522-0282 or [jaycie.smith@sde.ok.gov](mailto:jaycie.smith@sde.ok.gov)*



**TLE Observation and Evaluation Rubric  
Teachers**

<i>Domain/Relative Weight</i>	<i>Dimension</i>	<i>Page</i>
<b>Classroom Management</b> 30%	1. Preparation	2
	2. Discipline	3
	3. Building-Wide Climate Responsibility	4
	4. Lesson Plans	5
	5. Assessment Practices	6
	6. Student Relations	7
<b>Instructional Effectiveness</b> 50%	7. Literacy	8
	8. Current State Standards	9
	9. Involves All Learners	10
	10. Explains Content	11
	11. Clear Instruction & Directions	12
	12. Models	13
	13. Monitors	14
	14. Adjusts Based upon Monitoring	15
	15. Establishes Closure	16
	16. Student Achievement	17
<b>Professional Growth &amp; Continuous Improvement</b> 10%	17. Professional Development	18
	18. Professional Accountability	19
<b>Interpersonal Skills</b> 5%	19. Effective Interpersonal Skills	19
<b>Leadership</b> 5%	20. Professional Involvement & Leadership	20

Indicator No.

1	Domain: Classroom Management		Dimension: Preparation		
Teacher plans for and executes a lesson relating to short-term and long-term objectives.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Does not plan for or execute instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Occasionally plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.	
Only develops a brief outline of the daily schedule, which shows little or no alignment with most current state standards.	Develops instructional plans that are not consistently in alignment with most current state standards.	Develops instructional plans that are in alignment with most current state standards and, as available and appropriate, curriculum maps and pacing guides.	Develops instructional plans that are in alignment with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.	Has long and short-term instructional plans that are aligned with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.	
Plans rarely address student diversity nor describe how instruction will be differentiated.	Plans inconsistently address student diversity and inconsistently describe how instruction will be differentiated.	Plans consistently address student diversity and describe how instruction will be differentiated.	Plans consistently and skillfully address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time.	Plans consistently and expertly address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time and foster self-directed learning.	
Materials and equipment are not ready at the start of the lesson or instructional activity.	Materials and equipment are usually ready at the start of the lesson or instructional activity.	Ensures materials and equipment are ready at the start of the lesson or instructional activity (most of the time).	Materials and equipment are ready at the start of the lesson or instructional activity.	Materials and equipment are ready at the start of the lesson or instructional activity and enhance learning.	

2		Domain: Classroom Management			Dimension: Discipline
Teacher clearly defines and effectively manages student behavior.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Standards of conduct have not been established.	Standards of conduct have been established with inconsistent implementation.	Establishes, communicates and consistently implements appropriate standards of conduct.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students; students constructively monitor their peers and intervene to implement standards.	
Students are almost always disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are often disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are usually engaged and clear as to the expectations of the classroom, requiring few reminders relative to the age and development of the students.	Students are engaged and clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.	Students are engaged and are clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.	
Does not monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Does not consistently monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Monitors the behavior of students during whole-class, small group and seat work activities and during transitions between instructional activities.	Monitors the behavior of all students during whole-class, small group and seat work activities and during transitions between instructional activities, lunch time, recess, assemblies, etc.	Monitors the behavior of all students at all times. Standards of conduct extend beyond the classroom.	
Usually ignores misbehavior and uses an inappropriate voice level / word choice when correction is attempted.	Does not consistently address misbehavior and / or uses an inappropriate voice level / word choice to attempt to bring correction.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, while maintaining the dignity of the student in a manner that promotes positive behavior and relationships.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, in a manner that promotes positive behavior and encourages students to self-discipline.	

3		Domain: Classroom Management		Dimension: Building-Wide Climate Responsibilities	
Teacher assures a contribution to building-wide positive climate responsibilities.					
1	2	3	4	5	
Ineffective	Needs Improvement	Effective	Highly Effective	Superior	
<p>Is not involved in school projects and initiatives that contribute to promoting orderly behavior throughout the school.</p> <p>Ignores the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.</p>	<p>Participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school when specifically requested and only for specified time.</p> <p>Inconsistently follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.</p>	<p>Regularly and routinely participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school.</p> <p>Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.</p>	<p>Participates actively in school projects and initiatives that promote orderly behavior throughout the school volunteering for extra assignments / time periods.</p> <p>Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Offers enhancements and suggestions to procedures and guidelines.</p>	<p>Makes substantial contribution to school projects and initiatives that promote orderly behavior throughout the school. Teacher assumes a leadership role in these projects and initiatives, inspiring others to participate.</p> <p>Always follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Is proactive in intervening on behalf of children and staff.</p>	

4		Domain: Classroom Management			Dimension: Lesson Plans	
Teacher develops daily lesson plans designed to achieve the identified objectives.						
1 Ineffective		2 Needs Improvement		3 Effective	4 Highly Effective	5 Superior
Plans are rarely or never completed.		Plans are not consistently completed.		Plans are developed consistently and on time based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.
Never plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).		Rarely plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).		Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus or based upon collegial decision-making).
Never provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.		Rarely provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.		Provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Provides in sequenced and organized fashion substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Can serve as a grade level, curricular area and/or building-wide model for substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.

5		Domain: Classroom Management		Dimension: Assessment Practices	
Teacher acknowledges student progress and uses assessment practices that are fair, based on identified criteria, and support effective instruction.					
1	2	3	4	5	
Ineffective	Needs Improvement	Effective	Highly Effective	Superior	
Rarely uses assessments to evaluate student learning and guide instruction.	Inconsistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide and support differentiated instruction.	Consistently uses assessments that evaluate student learning and guide and support differentiated instruction and are used to develop, refine and evaluate instruction.	
Grading is arbitrary and not in accordance with district's grading policies.	Grading is not consistently fair or in accordance with district's grading policies.	Grading is fair and in accordance with district's grading policies.	Grading is fair, transparent to students and in accordance with district's grading policies.	Grading systems are fair and in accordance with district's grading policies and, as appropriate, developed in collaboration with students.	
Assessments provide delayed and inadequate feedback for students to assess themselves.	Assessments provide delayed and inadequate feedback for students to assess themselves.	Provides adequate and timely feedback from assessment results for students to reflect and set goals.	Assessments provide useful and immediate feedback – separate and apart from grades—that assists students in assessing themselves in meeting their learning goals.	Assessments provide useful and immediate feedback— separate and apart from grades—that assists students in assessing themselves to develop and evaluate their progress with their learning goals.  Learning goals are not just designed by the teacher—the student has an opportunity to direct his/her own learning by contributing goals.	
There is no evidence that the teacher recognizes student progress or achievement.	There is some evidence that students are recognized for their progress and achievement; however, recognition is sporadic.	Recognizes student progress and achievement at significant intervals and encourages learning behaviors that would result in student success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success. The teacher informs parents on a timely basis of their student's progress and achievement through systematic communication procedures.	

6		Domain: Classroom Management			Dimension: Student Relations				
Teacher optimizes the learning environment through respectful and appropriate interactions with students, conveying high expectations for students and an enthusiasm for the curriculum.									
1 Ineffective		2 Needs Improvement		3 Effective		4 Highly Effective		5 Superior	
<p>Oral, written and nonverbal communication with students is inconsiderate, as characterized by insensitivity, demeaning language and condescension.</p> <p>Does not consistently display an interest in the curriculum or high academic expectations for most students.</p>		<p>Oral, written, and nonverbal communication may not be considerate or respectful.</p> <p>Does not consistently display an interest in the curriculum or high academic expectations for most students.</p>		<p>Oral, written and nonverbal communications with students are considerate and respectful.</p> <p>Consistently conveys a generally positive view of learning and of the curriculum, demonstrating high academic expectations for most students.</p>		<p>Oral, written, and nonverbal communications with students are considerate and positive, demonstrating genuine respect for individual students and the class as a whole.</p> <p>Consistently displays a genuine enthusiasm for the curriculum and high academic expectations for all students</p>		<p>Oral, written, and nonverbal communication with students is considerate and positive. There is abundant evidence of mutual respect and trust between teacher and student, as well as between students.</p> <p>Exudes a passion for the content and actively exploring the curriculum with students. Students appear to have internalized the value of the content as well as the teacher's high academic expectations for them.</p>	

7		Domain: Instructional Effectiveness			Dimension: Literacy
Teacher embeds the components of literacy into all instructional content.					
1	2	3	4	5	
Ineffective	Needs Improvement	Effective	Highly Effective	Superior	
<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is not embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.</p> <p>Instruction is rarely provided through text.</p>	<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is rarely embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.</p> <p>Instruction is occasionally provided through text.</p>	<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding.</p> <p>As appropriate for the content area, instruction is provided through text.</p>	<p>Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding. Its definition is expanded to include visual representations, expressions of ideas, making decisions and solving problems.</p> <p>Instruction is routinely provided through text and teacher requires students to cite text to support answers.</p>	<p>Includes the narrative descriptions in performance category 4, plus the additional definitional components of literacy to include: innovative use of multimedia, computer, information analysis and technology.</p> <p>Instruction is routinely provided through text and teacher requires students to cite text to support analysis, inference, or arguments.</p>	

**Note One:** Examples of literacy strategies include, but are not limited to, students: (1) using graphic organizers to cement/understand information; (2) presenting/explaining their learning, thinking or examples (“turn and talk”); (3) summarizing information into written notes; (4) using primary source documents (receipts, tickets, bills, advertisements, logs, game/sport statistics and rules, etc.) to glean information; (5) writing for communication; and (6) choral/echo reading, (7) researching and reporting.

**Note Two:** A teacher embeds literacy into the lesson when she/he plans for and implements a literacy strategy for delivering content and expects students to use one or more specific literacy strategies as a means for learning the content and literacy skills. In such cases, literacy is the “bonding agent” or “glue” for the content.

**Note Three:** Literacy is a stand-alone event when (1) there is no expectation or need for students to use literacy strategies within the lesson to learn the content objectives and demonstrate their understanding of the same, or (2) students’ use of literacy strategies is random, isolated or has no connection to the lesson objectives.

<b>8</b>	<b>Domain: Instructional Effectiveness</b>		<b>Dimension: Current State Standards</b>	
	<b>Teacher understands and optimizes the delivery focus of current state standards and the expectations derived from same on student learning and achievement.</b>			
<b>1</b> Ineffective	<b>2</b> Needs Improvement	<b>3</b> Effective	<b>4</b> Highly Effective	<b>5</b> Superior
Neither understands nor participates (at even the “conversation / awareness” level) in discussions about current state standards.	Neither understands nor participates (at even a minimal implementation level) in discussions about current state standards	Understands the current state standards as evidenced by use of alternate instructional strategies and modified content focus aligned with current state standards.	Has participated in available learning opportunities to assure a strong foundation of understanding the current state standards and regularly and routinely uses alternate instructional strategies and modified content focus aligned with current state standards.	Includes the narrative descriptions in performance category 4, plus serves as a “change agent” and/or grade level, curricular area, building-wide, or departmental presenter / facilitator for the implementation of current state standards. This participation level could be initiated via volunteering or being asked.

9 Domain: Instructional Effectiveness		Dimension: Involves All Learners		
Teacher uses active learning, questioning techniques and/or guided practices to involve all students.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not require student participation or the teacher discourages student involvement.	A few students dominate the lesson, or only a few students are engaged in the class. For example, typically calls only on students who raise their hands first or who blurt out answers.	Routinely uses strategies to ensure engagement of all students.	Routinely uses strategies to ensure engagement of all students.	Routinely uses strategies to ensure engagement of all students.
Students are not mentally engaged in active learning experiences during any significant portion of the class.	Students are engaged in active learning around 50 percent of the class time.	Engages most students in active learning experiences 80 percent of the class time.	Engages an overwhelming majority of students in active learning 80 percent of the class time with students connecting new information to former knowledge; or describing and evaluating their thinking processes.	Engages all students in active learning 80 percent of the class time, and students initiate or develop their own activities to enhance their learning.
Does not ask any type of questions or use questioning techniques during the lesson to involve all learners.	All or most questions used are recall questions.	Uses questioning techniques throughout the lesson, scaffolding to at least the mid-level of Bloom's taxonomy.	Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy.	Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy and leading students to formulate many of their own questions.
Displays no knowledge of students' interests and skills.	Displays little knowledge of students' interests and skills and rarely uses them as a strategy to engage them.	Provides adequate wait time for student response and engagement.	Skillfully uses wait time as a tool to engage students in active learning.	Skillfully uses wait time as a tool to engage students in active learning.
		Engages students by incorporating their general skills and interests into the lesson.	Engages students by incorporating their individual skills and interests into the lesson.	Engages students by incorporating and expanding their individual skills and interests.

**Note:** Active learning is learning that requires student to attain knowledge by participating or contributing. When students are active in their learning, they are involved in gathering information, questioning, thinking and problem solving. (Adapted from Collins & O'Brien, *The Greenwood Dictionary of Education*, 2011.) Examples of active learning are: cooperative learning activities, advance organizers, researching and reporting out, or other teaching strategies that foster participation and an understanding of the objectives.

10		Domain: Instructional Effectiveness			Dimension: Explains Content				
Teacher teaches the objectives through a variety of methods.									
1 Ineffective		2 Needs Improvement		3 Effective		4 Highly Effective		5 Superior	
<p>Students are provided with activities from the textbook, specific to the content, but there is no attempt to use a variety of activities to support instructional outcomes and no attempt to differentiate tasks to address a variety of student needs/learning styles / multiple intelligences.</p>		<p>Attempts, but does not successfully use a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.</p>		<p>Uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.</p>		<p>Successfully uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences. The activities maximize student potential and most require significant cognitive challenge.</p>		<p>Uses all of the characteristics of Level 4. In addition, continually seeks out new strategies to support instructional outcomes and cognitively challenge diverse learners. Willingly shares discoveries and successes with colleagues. Students are included in planning for methods of instructional delivery.</p>	
<p>Technology is not used as designed and not used as an instructional tool.</p>		<p>Technology is rarely included in the planning process to support instruction, and technology is not used on a regular basis as an instructional tool.</p>		<p>Technology is included in the planning process to support instruction, and technology is used on a regular basis as an instructional tool.</p>		<p>Technology is woven into / serves as a foundational base in the planning process to support instruction, and technology is used on a common-place basis as an instructional tool.</p>			

11

Domain: Instructional Effectiveness

Dimension: Clear Instruction &amp; Directions

Teacher provides clear instruction and direction.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
<p>Instruction, directions and procedures are not provided or are confusing. When instruction/directions are initially inaccurate or confusing to students, does not offer clarifying instruction or directions.</p> <p>Does not give students directions for transitions and does not plan for transitions.</p> <p>Spoken language is inaudible or written language is illegible. Spoken or written language contains errors of grammar or syntax. Vocabulary may be inappropriate, vague, or used incorrectly causing students to be confused.</p>	<p>When instruction, directions or procedures are inaccurate or initially confusing to students, teacher does not appropriately or successfully correct and clarify.</p> <p>Attempts to give students directions for transitions but does not plan for transitions.</p> <p>Spoken language is audible and written language is legible. Usage of both demonstrates many basic errors (mispronunciation, misspelled words, etc.). Vocabulary is correct, but limited, or is not appropriate to the students' ages or backgrounds.</p>	<p>Provides instruction, directions and procedures in a variety of delivery modes, e.g., verbal, modeling, visual, demonstration, etc., that are accurate, clearly stated / presented and relate to the learning objectives.</p> <p>Gives students directions for transitions and includes transitioning in the planning process to optimize academic learning time.</p> <p>Uses spoken and written language that is clear and correct, conforms to standard English, vocabulary, and is appropriate to students' ages and interests.</p>	<p>Provides instruction, directions and procedures in a variety of delivery modes that are accurate and clear. Teacher anticipates possible student misunderstanding and/or confusion and incorporates relevant clarifications in the initial directions and instructions.</p> <p>Gives clear directions for transitions between lessons and between instructional activities while optimizing academic learning time.</p> <p>Spoken and written language is clear and correct and conforms to standard English. Vocabulary is appropriate to the students' ages and interests. Teacher finds opportunities to extend students' vocabularies.</p>	<p>Uses all of the characteristics of Levels 3 and 4.</p> <p>Facilitates students in constructing their own understanding of how the directions relate to the learning objectives.</p> <p>Plans for smooth, structured transitions between lessons and instructional activities and gives clear, concise directions to accomplish same while optimizing academic learning time.</p> <p>Spoken and written language is correct and conforms to standard English. It is also expressive with well-chosen vocabulary that enriches the lesson and extends students' vocabularies. Teacher seizes opportunities to enhance learning by building vocabulary skills and experiences based on student interests or a spontaneous event.</p>

<b>12</b>	<b>Domain: Instructional Effectiveness</b>			<b>Dimension: Models</b>	
<b>Teacher demonstrates / models the desired skill or process.</b>					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Does not demonstrate or model the desired skill or process.	Demonstration or modeling of the desired skill or process is infrequent and unclear to students.	Provides demonstrations and modeling of the desired skill or process that are clear and precise to students.	Demonstrations are clear and precise to students with anticipation and preemptive action to avoid possible students' misunderstanding.	Demonstrations will match all characteristics of Level 4. Additionally, most students demonstrate the skill or process relating to the lesson's stated objective.	

13		Domain: Instructional Effectiveness			Dimension: Monitors
Teacher checks to determine if students are progressing toward stated objectives.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Never moves around the room while students are working on guided practice.	Seldom moves around the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When movement happens it is to the same area of classroom.	When appropriate, moves to all areas of the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives.	Moves to all areas of the room with efficiency and effectiveness while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. Makes eye contact with all students often.	Moves throughout the room to assure optimal instructional impact while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When a problem is observed reviews / re-teaches it to the whole class.	
Never uses student response techniques to check for understanding.	Seldom uses student response techniques to check for understanding.	Uses different types of student response techniques, both individual / group. Uses student response techniques to check for understanding.	Routinely uses developmentally appropriate student response techniques to check for understanding.	Delivers upon all of performance category 4 and varied response techniques are used to receive immediate feedback to re-teach / review the concept(s) misinterpreted or not learned, while actively engaging all students.	
Never uses feedback from students regarding their understanding.	Seldom uses feedback from students regarding their understanding.	Uses feedback from students regarding their understanding.	Immediately and adeptly uses immediate feedback concerning student's understanding.		
Never uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Seldom uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Uses wait time of 3-5 seconds (more for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence.	Routinely uses wait time of 3-5 seconds (additional time for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence. Re-phrases the question after hearing student response to probe for deeper understanding of concept utilizing appropriate wait time.	Delivers upon all of performance category 4 and is able to assess when question / wait time is no longer effective and employs a different strategy / technique.	

14		Domain: Instructional Effectiveness	Dimension: Adjusts Based Upon Monitoring		
Teacher changes instruction based on the results of monitoring.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
Does not adjust instructional plan to meet the needs of students. Lesson pace is too fast or slow to accommodate for students' questions or interest.	Inconsistently monitors student involvement and makes some effort to adjust instructional plans to engage more students.	Consistently monitors student involvement and makes efforts to adjust instructional plans to engage more students.	Is aware of student participation and smoothly makes appropriate adjustments to the lesson successfully accommodating student questions or interests.	Is always aware of student participation and successfully engages all students in the lesson. Is able to successfully make adjustments to the lesson to accommodate student questions or interests.	
Does not assess mastery of the new learning to determine if independent practice or re-teaching is appropriate.	Inconsistently assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate without making adjustments as necessary.	Assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate and makes adjustments to lessons.	Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate and restructures lessons to address various learning needs.	Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate. Works with individual students or small groups to reteach. Uses peer tutoring to facilitate mastery of skills.	
There is no evidence that the teacher uses data from various assessments to modify instruction and guide intervention strategies.	There is little evidence that data is used from various assessments to modify instruction and guide intervention strategies.	Reviews data from assessments to modify instruction and guide intervention strategies.	Uses data from various assessments to modify instruction and to determine what additional interventions can be implemented to assist students.	Multiple classroom evaluations, assessments and formal State assessments provide ample and varied opportunity for all students to demonstrate their knowledge and skill set levels. Ongoing assessment is systematically used to modify instruction and guide intervention strategies.	

15		Domain: Instructional Effectiveness			Dimension: Establishes Closure	
Teacher summarizes and fits into context what has been taught.						
1 Ineffective		2 Needs Improvement		3 Effective	4 Highly Effective	5 Superior
<p>The teacher rarely summarizes the main points of the instruction into the lesson. Students disengage at the end of the class with no teacher direction.</p> <p>Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.</p>		<p>The teacher does not consistently summarize the main points of the instruction into the lesson.</p> <p>Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.</p>		<p>Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context.</p> <p>Connects what is learned to prior learning.</p>	<p>Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context.</p> <p>Students summarize in a variety of ways and reflect on their own learning. Relates instruction to prior and future learning.</p>	<p>Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context.</p> <p>Students connect the lesson to prior learning and articulate how learned skills can be used in the future. Linkages with real world situations are woven into the lessons.</p>

16		Domain: Instructional Effectiveness		Dimension: Student Achievement	
Effective development and use of modified assessments and curriculum for special education students and other students experiencing difficulties in learning.					
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior	
<p>Gives up, blames the student, or blames the student's home environment if the student has difficulty learning</p> <p>There is no evidence that the teacher is knowledgeable of the IEP or that the teacher modifies instruction for all students on an IEP regardless of student's learning goals.</p>	<p>When a student has difficulty learning, the teacher makes an ineffectual effort and quickly gives up or blames the student or the student's home environment.</p> <p>There is some evidence that the teacher is aware of the IEP; however, the IEP is not being used to guide instruction for the student.</p>	<p>Accepts responsibility for the success of all students</p> <p>Modifies assessments for special education student populations in alignment with the IEPs and for other students experiencing difficulties in learning as appropriate.</p> <p>Provides required feedback to student, roster teacher and/or parent.</p> <p>Assures that all students have access to current state standards/district curriculum.</p>	<p>When a student has difficulty learning, the teacher perseveres to identify effective approaches to reach the student, drawing on a broad repertoire of strategies.</p> <p>Modifies assessments for special student populations as appropriate and as indicated in any IEP, working with individual students to develop a mutually acceptable plan for "success."</p> <p>Provides frequent / timely feedback to student, teacher or parent.</p> <p>Assures that all students have access and modifications to current state standards /district curriculum.</p>	<p>Perseveres in seeking effective approaches for students who need help using an extensive repertoire of strategies and soliciting additional resources from the school and community. Maintains contact with the student to monitor and support the student's success even after the student has moved on to another class.</p> <p>Modifies assessments and curriculum for special student populations as appropriate and as indicated in any IEP (as relevant), working with individual students to develop a mutually acceptable plan for "success."</p> <p>Provides frequent/timely feedback to student, roster teacher and parent of the results of modifications on student progress and participates as a team member in recommending needed changes in modifications.</p> <p>The teacher consistently advocates for all special needs students to have direct access to current state standards/district curriculum.</p>	

17		Domain: Professional Growth and Continuous Improvement		Dimension: Professional Learning	
Uses Professional Growth as a Continuous Improvement Strategy					
1	2	3	4	5	
Ineffective	Needs Improvement	Effective	Highly Effective	Superior	
Does not participate in professional development that updates their content knowledge and professional practices.	Participates in a portion of the required minimum hours of professional development. The professional development does not update their content knowledge and current professional practices.	Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.	Participates in the required hours of professional development and seeks additional training to update their content knowledge and professional practices beyond what is required.	In addition to participating in the required hours of prof. development and add'l training, the teacher makes a substantial contribution to the profession through activities such as, coaching and mentoring new teachers, training teachers in professional practices, making presentations, conducting action research, working towards Master Teacher Certification and/or writing articles for grade level, department level, internal / school-wide and/or external publication. Writings that could be used as "models" may include classroom newsletters, parent / community communications, etc.	

18 Domain: Professional Growth and Continuous Improvement				
Dimension: Professional Accountability				
Exhibits behaviors and efficiencies associated with professionalism.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3 – Effective.	Exhibits inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences; not complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits highly consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.

19 Domain: Interpersonal Skills				
Dimension: Effective Interpersonal Skills				
Effective Interactions and Collaboration with Stakeholders.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Provides minimal or no information to families and colleagues and makes no attempt to engage them in the educational program.  Does not consult or collaborate with other staff members.	Appears to be inconsistent and inaccurate in providing information to families and colleagues and engaging them in the educational program.  Plans and makes decisions assuming the result will be positive for everyone. Consults infrequently with other staff members.	Interacts with families and colleagues in a timely, consistent, positive and professional manner.  Complies with school procedures for communicating with families and colleagues and makes an effort to engage them in the educational program.  Collaborates appropriately and makes decisions that reflect genuine professional consideration.	Communicates frequently and sensitively with families and colleagues and engages them in the educational program.  Maintains an open mind and participates in collaborative planning, reflection and decision making, respecting and considering the thoughts of colleagues.	Communicates consistently and sensitively with families and colleagues and uses diverse methods to engage them in the educational program and supports their participation.  Communication is clearly understood by diverse stakeholders.  Takes a leadership role in ensuring that all collaborative decisions, planning and reflection activities with colleagues are based on the highest professional standards. Seeks out the expertise and opinion of other professionals before considering collaborative decisions.

20 Domain: Leadership		Dimension: Professional Involvement & Leadership		
Exhibits Positive Leadership through Varied Involvements.				
Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Consistently declines becoming involved in school or district events when asked.	Avoids becoming involved in school or district events.	Agrees to participate in school or district events when asked.	Volunteers or eagerly accepts an invitation to substantially contribute to a school or district event.	Develops or leads important school or district events.
Impedes colleagues' efforts to share their knowledge or assume professional responsibility.	Makes no effort to assume professional responsibilities or share professional knowledge with colleagues in the school or district.	Finds ways to contribute to the profession and follows through.	Actively participates in assisting other educators in their growth as professionals.	Initiates important activities contributing to the profession, such as mentoring new teachers, writing articles for publication or making presentations.
Perpetuates biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.	Rarely contributes to the modification of school practices that would result in students being better served by the school.	Assumes a proactive role in addressing student needs.	Works within a team of colleagues to ensure that all students have a fair and equal opportunity to learn and succeed in school.	Leads others to challenge and reject biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** COPA Agreement.

**ADMINISTRATIVE RECOMMENDATION:** Accept agreement

**RATIONALE FOR RECOMMENDATION:** This is an annual approval between the Chickasha Board of Education and COPA. School Year 2023-2024

**FINANCIAL IMPACT AND FUNDING:** Recommending a 34 dollar a day raise and adding an additional year to the payscale. The increase will cost approximately \$210,000.00 for all administrative salaries.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

**CONTACT PERSON:** *Jennifer Stegman 405-222-6500 ext 1001* and Mr. Croslin  
Superintendent of Chickasha Public Schools

\*Forms are due to the Superintendent's Office by *Tuesday*, the week before the Board Meeting

MASTER CONTRACT  
BETWEEN THE  
CHICKASHA ORGANIZATION  
OF  
PROFESSIONAL ADMINISTRATORS  
AND THE  
Chickasha Board of Education  
2023-2024

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## **Purpose**

This negotiated agreement is the master contract of all items currently agreed upon by the Chickasha Organization of Professional Administrators, the exclusive bargaining representative for all employees who are employed and certified as principals and assistant principals and who have responsibilities for the supervision of classroom teachers at Chickasha Public Schools and the Board of Education of Chickasha Public Schools. Should a grievance be filed alleging misapplication of this contract, parties involved in settling the grievances will use the applicable language of this master contract.

## **Definitions**

*Seniority – Continuous, contracted employment as an administrator, counted from the date of school board approved hire in an administrative position. If two or more administrators are hired at the same board meeting, it will then be based on the date of recommendation for hire.. (Revised 2023)*

*Normal Attrition - This is the reduction of certified personnel in the system due to voluntary resignation and retirement.*

### **Exclusive Rights**

1.1 The rights granted herein to the Association that are not contrary to the statutory rights of any pupil, patron or administrative employee shall not be granted to any competing association.

### **Association Use of School Facilities**

2.1 Upon approval of the superintendent or his/her designee, the Association may use school facilities for meetings of the general membership and/or Association committees as designated by the Association president.

### **Association Use Of Duplicating Machines, Copy Machines And Audiovisual Equipment**

3.1 After approval by the superintendent or his/her designee, the Association shall be permitted to use the duplicating machines, copy machines, and audiovisual equipment. A use charge may be mutually agreed upon by the superintendent and the Association president.

### **Association Use Of School Mail And E-Mail**

4.1 The Association will be allowed to distribute information through the school mail system and computer e-mail system after such information has been approved for distribution by the superintendent or his/her designee.

### **Association Use Of Bulletin Boards**

5.1 The Association will be permitted to use bulletin board space in each administrator's workroom/lounge for posting of materials, provided such materials have been approved by the superintendent or his/her designee prior to the posting.

### **Non-Discrimination Statement**

6.1 The Chickasha Public School District is an equal opportunity employer, and will abide by applicable laws dealing with discrimination.

### **Savings Clause**

7.1 Should any part of this agreement be declared invalid by statute or a court of final jurisdiction, said part shall be automatically deleted from the agreement to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the agreement if not affected by the deleted parts. Upon receipt of notification of the final court action, the Board and the Association shall commence negotiations within thirty (30)

calendar days for the purpose of arriving at a legally permissible replacement for the deleted part. If a change in statute or court of last resort results in increased or improved benefit(s) to the certified employees, the change will be incorporated.

## Work Related Disability

8.1 The Board will provide Worker's Compensation coverage to Administrators employed by Chickasha Public Schools who are injured while performing assigned duties. Said coverage will be based on the Comp Source Oklahoma Plan. The Board will also abide by appropriate School Law dealing with "Injuries sustained by school personnel in performance of duties continued payment of contract salary."

## Procedural Agreement

9.1 The procedural Agreement for Negotiations shall be attached to this contract for informational purposes only.

## 0 Master Contract Copy

10.1 The Board and Association agree to place the final contract on the District website so all interested parties will have access to the contract.

## 1 Notification Of Assignment

11.1 The Board of Education agrees to notify administrators of their tentative assignment for the following school year. Such notification shall be made prior to June 30th. (Revised 2023)

## 2 Transfer And Reassignment

12.1 During a period of District Reorganization, the administrative staff involved in the reorganization will complete a form designating their top three (3) preferences. These preferences will be considered along with certification, seniority within this school district, and the overall good of the District in the filling of positions.

## 3 Step Increase

13.1 Each step in the salary schedule is equal to one year of experience as an administrator.

## 4 Notice Of Vacancies involuntary Transfer

14.1 The Superintendent or designee shall cause notice of vacancies for any professional administrative position officially vacated by Board action, except the position of Superintendent of Schools, to be posted ~~on the faculty bulletin board at each school and on the District's Web-site~~ by Friday of the week the vacancy occurs. Exceptional cases occurring during vacation periods can be approved with the agreement of a quorum of the COPA Leadership Team and district administration. ~~Any new positions, including supervisory positions, shall be posted in like manner.~~ Members of the faculty contemplating a request for a transfer shall notify the Superintendent, in writing, within five (5) working days after the vacancy is posted. This notification shall include the applicant's academic qualifications for the position and the reason for the request. Before any vacancies are filled, the administrator expressing an interest in the position shall be interviewed by the Superintendent or his/her designee after it has been determined that the person is fully qualified (Standard certification or verification from a certification official stating the date by which the applicant is expected to meet qualifications for standard certification.) If the administrator does not receive the requested transfer, he/she may request a meeting with the Superintendent to discuss the matter. (Revised 2023)

## 5 Involuntary Transfer

15.1 If it becomes necessary to fill a vacancy by an involuntary transfer or reassignment, every effort will be made to fill the vacancy with an Administrator who has appropriate certification ~~state-mandated credentials~~. A meeting will be held between the administrator involved and the superintendent. At this time written reasons for making the transfer will be presented to the administrator. If the administrator objects to the transfer, reasons for

the objection will be written to the superintendent. According to state standards, also with consideration to certification, seniority within this school district and the overall good of the district shall be considered in filling of positions. (Revised 2023)

15.2 When changing positions involuntarily, the employee will be given credit for years of service on the appropriate salary schedule of the new position. A transfer based on administrative evaluation could be an exception to this policy. (Revised 2023)

## 6 Administrator Personnel File

16.1 The District shall maintain one (1) personnel file for each administrator. This file shall be kept in the Central Administration Office.

16.2 The personnel file may contain the following: (a) evaluations and responses, (b) annual administrative contracts, (c) teaching certificates, (d) letters of commendations, (e) letters of expectation ~~criticism~~, (f) official personnel action documents, including letter(s) of reprimand and/or admonishment, (g) official transcripts and resumes, and (h) other materials mutually agreed upon. (Revised 2023)

16.3 If the administrator is not given a copy of the material dealing with performance of professional services at the time it is prepared, a copy of such material will be sent to the administrator at the time of its inclusion in the personnel file, not to exceed ten (10) working days. Upon receipt of said material the administrator will have ten (10) working days to respond in writing to the material to which it refers.

16.4 Said certified employee shall have the right to review the contents of his/her personnel file at all times when the Central Administration Office is open to conduct business.

16.5 Any material over one (1) year old may be removed from the administrator's file by mutual agreement between the administrator and the superintendent.

## 7 Committee Representation

17.1 The Association will be permitted to have one member representing the Association on each committee, requiring or utilizing, administrator participation. The board/designee will select this member.

## 8 Right To Representation

18.1 Administrators are entitled to have ~~another person~~ a representative of their choice present during a scheduled conference with a supervisor. The nature of the meeting should be disclosed in writing at the time the meeting is scheduled if it is a meeting for disciplinary action of any kind. Notice of representation should be disclosed prior to the meeting. If, during a conference between an administrator and one of their supervisors, either the administrator or the supervisor feels that it would be in his/her best interest to have another person present, he/she may adjourn the conference and it shall be rescheduled when the other person may be present. (Revised 2023)

## 9 Right To Representation At Board Meetings

19.1 The Association has the right to representation at Board meetings either informally, by asking to address the Board in the time provided for visitors on the printed agenda; or formally, by requesting to have a particular item placed on the agenda, following the process specified in Board Policy. The COPA president or his/her designee will have access to the board meeting information on Assemble. ~~in order to view the board agenda able to pick up a Board meeting information packet prior to the time the Board offices close on the day of the Board meeting-Conferences~~ (Revised 2023)

19.2 Conferences deemed necessary shall be arranged by the superintendent or his/her designee after consultation with the administrator involved. Such conferences will be held during the administrator's work day whenever possible.

## 0 Dignity

20.1 While individual behavior cannot be negotiated or set into policy, it is nevertheless the desire of both the Board and the Administrators of the Chickasha School District to state herein that they intend to treat each other with civility, dignity, and respect.

20.2 Administrators and teachers agree to make every effort to ensure that this message is conveyed not only to each other, but to the students and parents within the district, so that civility, dignity, and respect will be reciprocated as it is given. By so doing the district is working toward its goals of strengthening community relations and improving the quality of education in Chickasha.

## 1 Payday

21.1 For the 2014-15 school year supervisors Administrators shall be paid on the 15<sup>th</sup> of September and on the 15<sup>th</sup> of each month. for the remainder of the contract period unless they are classified as twelve month employees. Twelve month employees will be paid on the 15<sup>th</sup> of each month. *Administrators will be paid on the last work day prior to the 15th if it falls on a holiday or weekend.* (Revised 2023)

## 2 Direct Deposit

22.1 Direct deposit will be utilized by the district. Administrators will be able to access direct deposit. for this contract year. Any administrator accessing direct deposit will have their June, July and August checks will be deposited at the same time of the month as the other checks. (Revised 2023)

## 3 Payroll Deductions

23.1 In addition to those deductions required by state and federal law each employee may, upon written authorization, initiate the following payroll deductions:

1. Educators Credit Union/Focus Credit Union
2. ~~United Teaching Profession dues.~~
3. Chickasha Organization of Professional Administrators
4. Political Action Committee contribution.
5. Annuities.
6. School approved insurance programs.
7. Other tax sheltered programs may be added based on approval of the Board and the availability of computer slots

23.2 Payroll deductions are subject to the following procedures and limitations. All requests for payroll deductions shall be in writing or by e-mail.

## 4 COPA Dues

24.1 C.O.P.A. dues of the authorized amount will be payroll deducted on the next appropriate pay date after authorization for this deduction has been received from the affected employee. ~~COPA will be reimbursed by CUTA for the dues administrators have paid if paid to CUTA.~~

24.2 Deduction form - see appendix

## 5 Reimbursement For Use Of Personal Automobile & Cell Phone

25.1 In the event that an administrator is required by the superintendent to use his/her personal vehicle for out-of-town school business, the administrator will be reimbursed according to board policy. All Principals/Assistant Principals will receive a \$600 car allowance. The transportation allowance will be allocated into the administrator's regular salary.

25.2 Administrators will receive a \$35 (taxable)/monthly allowance for cost associated with personal cell phone.

## 6 School Event Passes

26.1 Passes shall be made available to administrators. These passes shall be valid for all local school events and will admit the holder and his/her immediate family and shall be non-transferable. This shall not apply to special fund raising activities.

## 7 Calendar

27.1 The Board will consult with COPA or their representatives before they adopt a school calendar for the next school year. A copy of the calendar will be included in the contract and any variations shall be handled in a similar manner.

## 8 Sick Leave

28.1 Each administrator will be granted one (1) day of sick leave for each month employed each year. The days will be granted at the beginning of each school year. Unused sick leave will accumulate to a total of one hundred twenty (120) days.

28.2 Sick leave may be used for personal accidental injury, illness or pregnancy or accidental injury or illness of the administrator's immediate family. "Immediate family" shall include spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, aunts, uncles, grandparents and grandchildren of employee or employee's spouse. Immediate family shall also include a person living in the administrator's home who is part of the family.

28.3 In case of extended illness or disability, after all accumulated sick leave has been exhausted, an administrator absent from his or her duties due to personal injury, illness or pregnancy may request Sick Leave Sharing as outlined in Board Policy. ~~shall receive for a period not to exceed twenty (20) days his or her full contract salary less the amount:~~

~~a. Actually paid a certified substitute for his or her position if a certified substitute is hired; or~~

~~b. Normally paid a certified substitute for his or her position if a certified substitute is not hired.~~

28.4 After this time, an administrator will be placed on leave without pay until the end of the contract period, or until the administrator recovers sufficiently to perform regular duties and returns to work. When an administrator is placed on an unpaid leave of absence due to illness, provisions shall be made whereby the administrator can arrange payment for professional organization dues and insurance programs if there is no conflict with the provisions of the insurance policies.

28.5 Upon retirement or leaving the school district, administrators will be paid \$20.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools, if the administrator notifies the district by ~~April~~ May 25th or his/her plan to leave the district. If notification is received after ~~April~~ May 25th, \$10.00 per day for unused sick leave accumulated while employed at Chickasha Public Schools will be paid to that administrator. (Revised 2023)

28.6 Days earned from another school district will be used first before days earned in Chickasha Public Schools.

## 9 Professional Leave

29.1 ~~One day of~~ Requests for professional leave shall be granted to each administrator per year ~~cumulative to three (3)~~, to be used for the purpose of visiting another school or attending a workshop that the superintendent or his/her designee has determined would benefit the administrator's instructional program. Such leave must be requested at least three (3) school days in advance and be approved by the superintendent or his/her designee. Unless previously excused by the administration, administrators granted professional leave must provide to the superintendent or his/her designee, within three (3) days of returning to school, verification of attendance at the approved out-of-school visit or workshop. Failure to provide such verification within three (3) days of return to school could result in forfeiture of all accumulated professional leave.

## 0 Emergency Leave

30.1 Each administrator will be granted ~~three (3)~~ five (5) days paid emergency leave each school year. Emergency leave may be taken upon the approval of the superintendent or his/her designee for emergency situations such as, but not limited to:

- 30.1.1 Incidents or circumstances which result in significant damage by unexpected acts or forces.
- 30.1.2 Illness or injury presenting a substantial likelihood of loss of life limb, or significant bodily harm to members of the certified employee's immediate family as defined in "Sick Leave".
- 30.1.3 Inclement weather.
- 30.1.4 If a request for emergency leave is denied the administrator may ask for the decision to be reviewed by the superintendent.

## 1 Bereavement Leave

31.1 Each administrator will be granted bereavement leave in each instance of the death of a member of the administrator's ~~immediate family~~ relatives: spouse, child, mother, father, bother, sister, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step child, parent, step parent, sibling, grandchild, or grandparent of the employee or the employee's spouse or a person living in the employee's home who is part of the family. Bereavement leave must be approved by the employee's supervisor. Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used.

**Within the State      4 school days**

**Outside the State    6 school days**

**May use 1 day for someone outside the family.**

**10 days - spouse/immediate children**

~~32.1 One of these days granted must be the day the burial service is held. These days will be in addition to days allowed in the Sick Leave Policy.~~

~~32.2 Administrators may use one day of bereavement leave each year to attend funeral services of a person who is not a family member but attendance is justified by the administrator.~~

~~32.3 In the case of a loss of a child, if all sick leave has been exhausted, the parent will be allowed ten bereavement days for that death.~~

## 2 Personal Business Leave

32.1 The Board shall provide three (3) days personal leave to each administrative employee each year. Personal business leave may be used for personal business matters, such as: personal legal, household and/or

business that must be conducted during normal school hours. Except in cases of emergency, personal business leave shall not be the first or last week of school, immediately preceding or following a holiday period, or during nine weeks or semester exams.

32.2 Unused personal business leave will be transferred to sick leave at the end of each school year. The explanation area on the Leave Request form has been modified to include an explanation of the reason for the personal business leave. The purpose of this is to aid the superintendent in categorizing the leave being requested. Leave request form see appendix

### 3 Legal Leave

33.1 Administrators employed by Chickasha Public Schools shall be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding and shall pay the administrator during such service the full contract salary.

~~34.1—Any money paid to the administrator for jury duty, excluding mileage may be required to be paid to the District by the administrator. However, this payment to the District will not be required to be paid to the District if upon completion of his/her legal responsibilities for the day, the administrator contacts his/her superintendent and is advised that his/her services are not needed for the remainder of the day.~~

33.2 A building administrator required to make a school related court appearance during the summer outside the days of their regular contract will be allowed to deduct that time from their contracted days during the succeeding contract year. The court appearance should be pre-approved by the superintendent in order for replacement time to occur. A copy of the subpoena will be turned into the superintendent. The replacement time must be mutually approved by the immediate supervisor and shouldn't be taken on days that students are in regular school session.

### 4 Maternity and Parental Leave

34.1 **Maternity Leave:** Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child provided that:

- The employee has been employed by the District for at least one (1) year;
- The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and
- The leave is used immediately following the birth of the employee's child.

Paid maternity leave provided pursuant to this section shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to this section shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

**Additional Leave Less Cost of a Substitute Teacher:** If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:

Actually paid to a certified substitute teacher for his or her position if a certified substitute teacher is hired; or  
Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.  
(Revised 2024)

34.2 **Parental Leave:** Upon approval by the Board of Education, administrators shall be granted an unpaid leave of absence of up to twelve (12) weeks for the purpose of child care or child rearing. While on parental leave, other leave allowances will not accrue or diminish. Provisions may be made whereby the administrator on parental leave may arrange payments of professional organization dues and insurance program premiums as long as there is no conflict in the provisions of the insurance policy.

34.3 Notification of return from parental leave shall be filed with the superintendent on or before April 1. Any administrator who fails to file a notification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Administrators returning from parental leave shall be assigned to the school and/or department from which his/her leave of absence was granted, if an appropriate vacancy exists.

34.4 Administrators returning from parental leave will be reinstated at the appropriate position on the salary schedule and at the same status of tenure that he/she qualified for at the time the leave began. This leave will run concurrent with the Family Medical Leave Act if it is Family Medical Leave applicable. (Revised 2023)

## 5 Military Leave

35.1 The Board agrees to abide by current State and Federal laws dealing with leave for military personnel.

## 6 Notification Of Leave Accumulation

36.1 Leave accumulation can be found on the district's employee portal. The Board agrees to include the number of accumulated leave days as of July 1, of that year as a part of the administrator's individual contract. (Revised 2023)

## 7 Grievance Procedure

### 37.1 Definitions

37.1.1 A "grievance" is a complaint by an administrator that there has been a violation, misinterpretation, or misapplication of the provisions of this agreement.

37.1.2 The term "grievant" shall mean the person or persons making the complaint.

37.1.3 The term "days" shall mean working days of the administrator. Outside of the contract year of the administrator, "days" shall mean the working days of the supervisor involved at the level that the grievance is being processed.

37.1.4 Parties in interest: A "party in interest" is the person or persons making the complaint, any person required to take action on the complaint or any person against whom an action might be taken to resolve the complaint.

### 37.2 Procedure for Informal Resolution

37.2.1 An administrator with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating the article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. The administrator and/or the immediate supervisor may have a representative present at this meeting, if they so desire.

37.2.2 Any administrator who does not wish to utilize the informal resolution procedure or whose grievance was not resolved in the informal discussion may file a written grievance with his/her immediate supervisor within fifteen (15) days of the alleged violation or within fifteen (15) days after the informal discussion of the alleged violation.

### 37.3 Procedure for Formal Resolution

#### 37.3.1 Level I

37.3.1.1 The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violation with the citation of the specific article, section, and paragraph of this agreement alleged to have been violated and the specific remedy sought.

37.3.1.2 The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of his/her own choosing, and the immediate supervisor, and if the immediate supervisor so desires, a person of his/her own choosing.

37.3.1.3 The immediate supervisor will transmit his/her written decision with written reason within five (5) days after the Level I meeting to the grievant.

### **37.3.2 Level II**

- 37.3.2.1** If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the superintendent within five (5) days after receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.
- 37.3.2.2** The superintendent, or his/her designee, who shall act as a hearing officer, shall schedule a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her choosing and witnesses.
- 37.3.2.3** The superintendent or his/her designee shall be free to admit any testimony, evidence, or exhibits deemed relevant in order to build as complete a record as necessary before rendering a decision.
- 37.3.2.4** The superintendent or his/her designee shall limit his/her decision to the facts as presented by the parties in interest and the impact on, or conflict with this agreement.
- 37.3.2.5** Within five (5) days after the hearing, the superintendent or his/her designee shall transmit his/her decision in writing with written reasons therefore to the grievant and the grievant's immediate supervisor.

### **37.3.3 Level III**

- 37.3.3.1** If the grievant is not satisfied with the decision rendered at Level II, he/she may submit a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as hearing officer at the Level II hearing.
- 37.3.3.2** Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board a narrative together with copies of any exhibits or documents introduced at the Level II hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.
- 37.3.3.3** The Board of Education shall set a Level III hearing on the agenda of a regularly scheduled Board Meeting or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held

### **37.3.4 General Provisions**

- 37.3.4.1** within a reasonable time after the receipt of the appeal and supporting materials. Persons present at the hearing will be the grievant and if the grievant so desires, a representative of his/her own choosing and witnesses for the grievant, the grievant's immediate supervisor, and a representative of his/her own choosing.
- 37.3.4.2** If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.
- 37.3.4.3** At the conclusion of the hearing, the Board shall give its decisions by vote of the members present and shall transmit its decision in writing to the grievant, the immediate supervisor, and the Association within five days. If the meetings and hearings involving the grievance procedure are held during the administrator's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.
- 37.3.4.4** The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual teacher. Grievances, if properly filed by the Association, will be filed at Level I. The Association reserves the right to file a grievance as an Association regarding a violation of the Contract.
- 37.3.4.5** No reprisals of any kind will be taken by any party in interest because of his/her participation in any grievance procedure.

37.3.4.6 If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

## 8 Evaluation Policy Statement

38.1 The true purpose of evaluation is the improvement of instructional leadership. The evaluation procedure is to determine areas of strengths and weaknesses and for employment decisions.

## 9 Evaluation Procedure

39.1 All criteria associated with the McREL Evaluation System will be implemented as the evaluation procedure of Chickasha Public School Principals and Assistant Principals. ~~beginning with the 2012-2013 school terms.~~

## 0 Retirement Contribution

40.1 The District agrees to pay seven (7) percent of the administrator's contract salary to the Teacher's Retirement System.

## 1 Hospitalization Insurance

41.1 Administrative employees will be entitled to the same hospitalization insurance benefits that the certified personnel receive. In addition, an extra \$170.87 per month will be provided. This amount is above the flex benefit amount. If the administrator does not take the insurance then he/she will receive the \$170.87 per month as salary.

## 2 Terms Of Agreement/Signatures

42.1 This agreement shall take effect upon ratification and signing by the presidents of the respective parties and will be in full force and effect through 12:00 midnight June 30, 2024. However, the provisions contained in this agreement will be in force retroactively to 12:01 a.m. July 1, 2023. Either party may commence negotiations for the terms of a successor agreement by written notification to the other party. If no notification is tendered prior to the expiration date set forth above, then all terms and conditions contained herein will be renewed for a period of one year from the expiration date shown. This agreement will be automatically renewed on a year-to-year basis thereafter unless either party submits notification that they desire to begin negotiations for the terms of a successor agreement.

In witness hereof the Board has caused this agreement to be signed by its President and COPA has caused this agreement to be signed by its President.

**SCHOOL DISTRICT:**

**COPA:**

\_\_\_\_\_  
**Board President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**COPA President**

\_\_\_\_\_  
**Date**

# Appendix A Pay Scale

Site Administrator Salary Scale 2023-2024

	High School Principal	High School Asst. Principal	Middle School Principal	Middle School Asst. Principal	Elementary Principal	Elementary Asst. Principal
STEPS	220	196	210	196	200	194
1	\$76,055.00	\$66,839.00	\$72,515.00	\$66,339.00	\$68,890.00	\$63,671.00
2	\$76,855.00	\$67,639.00	\$73,315.00	\$67,139.00	\$69,690.00	\$64,471.00
3	\$77,655.00	\$68,439.00	\$74,115.00	\$67,939.00	\$70,490.00	\$65,271.00
4	\$78,455.00	\$69,239.00	\$74,915.00	\$68,739.00	\$71,290.00	\$66,071.00
5	\$79,255.00	\$70,039.00	\$75,715.00	\$69,539.00	\$72,090.00	\$66,871.00
6	\$80,355.00	\$71,139.00	\$76,815.00	\$70,639.00	\$73,190.00	\$67,971.00
7	\$81,155.00	\$71,939.00	\$77,615.00	\$71,439.00	\$73,990.00	\$68,771.00
8	\$81,955.00	\$72,739.00	\$78,415.00	\$72,239.00	\$74,790.00	\$69,571.00
9	\$82,755.00	\$73,539.00	\$79,215.00	\$73,039.00	\$75,590.00	\$70,371.00
10	\$83,555.00	\$74,339.00	\$80,015.00	\$73,839.00	\$76,390.00	\$71,171.00
11	\$84,355.00	\$75,139.00	\$80,815.00	\$74,639.00	\$77,190.00	\$71,971.00
12	\$85,155.00	\$75,939.00	\$81,615.00	\$75,439.00	\$77,990.00	\$72,771.00
13	\$85,955.00	\$76,739.00	\$82,415.00	\$76,239.00	\$78,790.00	\$73,571.00
14	\$86,755.00	\$77,539.00	\$83,215.00	\$77,039.00	\$79,590.00	\$74,371.00
15	\$87,555.00	\$78,339.00	\$84,015.00	\$77,839.00	\$80,390.00	\$75,171.00
16	\$88,355.00	\$79,139.00	\$84,815.00	\$78,639.00	\$81,190.00	\$75,971.00
17	\$89,155.00	\$79,939.00	\$85,615.00	\$79,439.00	\$81,990.00	\$76,771.00
18	\$89,955.00	\$80,739.00	\$86,415.00	\$80,239.00	\$82,790.00	\$77,571.00
19	\$90,755.00	\$81,539.00	\$87,215.00	\$81,039.00	\$83,590.00	\$78,371.00
20	\$91,555.00	\$82,339.00	\$88,015.00	\$81,839.00	\$84,390.00	\$79,171.00
21	\$92,555.00	\$83,339.00	\$89,015.00	\$82,839.00	\$85,390.00	\$80,171.00
22	\$93,355.00	\$84,139.00	\$89,815.00	\$83,639.00	\$86,190.00	\$80,971.00
23	\$94,155.00	\$84,939.00	\$90,615.00	\$84,439.00	\$86,990.00	\$81,771.00
24	\$94,955.00	\$85,739.00	\$91,415.00	\$85,239.00	\$87,790.00	\$82,571.00
25	\$95,755.00	\$86,539.00	\$92,215.00	\$86,039.00	\$88,590.00	\$83,371.00
26	\$96,555.00	\$87,339.00	\$93,015.00	\$86,839.00	\$89,390.00	\$84,171.00
27	\$97,355.00	\$88,139.00	\$93,815.00	\$87,639.00	\$90,190.00	\$84,971.00
28	\$98,155.00	\$88,939.00	\$94,615.00	\$88,439.00	\$90,990.00	\$85,771.00
29	\$98,955.00	\$89,739.00	\$95,415.00	\$89,239.00	\$91,790.00	\$86,571.00

Revised 2024)



# Administrative Office Absentee Form

**Absence Information**

Employee Name: \_\_\_\_\_

:

Type of Absence Requested:

- Sick                       Vacation                       Personal                       Professional  
 Emergency                       Bereavement

Reason for Absence \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Administrator's Signature*



# Appendix C Procedural Agreement

## PROCEDURAL AGREEMENT

Between

Chickasha Board of Education and Chickasha Organization of Professional Administrators

### PURPOSE

The Board of Education of the Chickasha Public Schools and the Chickasha Organization of Professional Administrators recognize the need for an orderly process of communication of administering employer/employee relations which conforms to Oklahoma Statutes, Title 70-509.1 et seq.

### RECOGNITION

This Agreement is made and entered into by and between the Chickasha Organization of Professional Administrators, hereinafter termed the "Organization", and the Board of Education of the Chickasha Public Schools, hereinafter termed the "Board".

The Board hereby recognizes the Organization as the exclusive representative for the bargaining unit consisting of all employees who are employed and certified as principals and assistant principals and who have responsibilities for the supervision of classroom teachers of the Chickasha Public Schools. The Board agrees not to bargain with any individual member of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit shall negotiate with the Board except through their duly recognized bargaining representative.

The Board and/or the Organization shall not discriminate against any person regardless of membership or non-membership in the Organization or for participation or non-participation in any phase of the bargaining process.

### SCOPE OF BARGAINING

The Board and the Organization agree to negotiate in good faith on wages, hours, fringe benefits, and other terms and conditions of employment.

The Board retains and reserves unto itself, without limitations, all powers, rights, and authority conferred upon and vested in it by State and Federal law, including the right to make policy and rules, and regulations.

The Board and Organization agree that no negotiations will occur on any duty or responsibility reserved to the Board by statute or applicable court decision. This includes the function and programs of the district, the establishment of the district's budget, the organizational structure of the schools and the selection of personnel.

Negotiation may occur on areas or items outside the scope of wages, hours, fringe benefits, and other terms and conditions of employment upon mutual agreement of the parties.

### NEGOTIATIONS PROCEDURES

The Board and the Organization shall each designate the names of not more than six (6) persons who shall serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each party shall also designate the person on its team who will serve as spokesperson. Alternates may be designated; however, alternates will attend meetings only when serving in the place of a regular team member or by mutual agreement of the parties.

### OPENING NEGOTIATIONS

By the May Board meeting of each ensuing year, either the Organization or the Board shall submit a written request for negotiations to commence to the other party if they desire there to be negotiation for that year. If no such request is made, negotiations will not take place for the ensuing year.

The first negotiations session shall occur on a mutually agreeable date no later than sixty (60) days after the written request is presented unless another date is mutually agreed upon by both parties.

Both parties should submit proposals for negotiations at the first session. Additional proposals to cover unforeseen situations may be submitted after the first session by mutual agreement.

## NEGOTIATION SESSIONS

Negotiations will be conducted between the representatives of the parties and only in regular negotiations sessions at the time, dates and places mutually agreed upon by the parties. Scheduling of subsequent sessions will be made prior to the close of each current negotiation session. Such scheduling will reflect times and places mutually acceptable to the spokesperson of the respective parties.

No recordings or official transcripts shall be kept without mutual agreement of the parties. Other meeting ground rules shall be set by mutual agreement at the table. During meeting each party is free to caucus at any time. Bargaining will be conducted in closed sessions.

## TENTATIVE AGREEMENT

Both parties agree it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Organization.

When tentative agreement is reached on any item, it shall be reached on all items, the package of agreements shall be submitted first to the membership of the Organization for ratification and then to the Board for ratification.

Parties recognize that it is their responsibility to provide rationale for any items upon which they can't reach agreement.

## IMPASSE

If negotiations are not successfully concluded by the first day of school, an impasse shall exist. At an earlier time following an initial negotiation, either party may declare an impasse, or by mutual agreement of the parties, the date declaring impasse may be extended beyond the first day of school.

Within two (2) days of such declaration, the Parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

- A. Fact finding committee consisting of three members shall be formed. One member shall be selected by the Organization and one member shall be selected by the Board, within five (5) days of the declaration of impasse or the conclusion of an unsuccessful mediation. These two members will notify the State Superintendent of Public Instruction that a fact-finder is needed. The State Superintendent of Public Instruction (or designee) shall provide a list of five (5) potential fact-finders to the parties. If the representative of the Board and the representative of the Organization cannot agree upon a name, then there shall be a coin toss. The winner of the toss shall decide whether to strike a name first or to have the loser of the toss strike a name first from the list. The two representatives of the parties shall then continue alternately striking a name from the list until only one name remains. That person shall then be named to serve as chairperson of the fact-finding committee.

Within five (5) days after the selection of the chairperson, the representatives of the parties shall meet to exchange written language of each item at impasse. The exchanged document shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiation team.

The cost for the services of the fact finding committee, including the per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Organization shall assume the expenses of the representative selected by the Organization, and the expenses of the third member shall be shared equally by the Board and the Organization.

The fact-finding committee shall have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party to the dispute shall be given the opportunity to present its case with supporting evidence.

The chairperson shall convene the committee for fact finding. The committee shall meet with representatives of both parties and within twenty (20) days after the fact-finding hearing, shall present its written recommendations to the Board and the Organization. The report shall set forth findings of fact and recommendations on the issues submitted.

If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives

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

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

The procedure provided herein for resolving impasses shall be the exclusive recourse of the Organization. It shall be illegal for the Organization to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Organization engaging in a strike shall be denied the full amount of his/her wages during the period of such violation. If the Organization or its members engage in a strike, then the Organization shall cease to be recognized as representative of the unit and the school district shall be relieved of the duty to negotiate with such organization or its representatives, as prescribed and outline in Oklahoma Statutes 70.509.8

## AVINGS CLAUSE

The Board and the Organization agree to abide by all applicable statutes, rules and regulations, and decisions of courts of competent jurisdiction. Should any part of this Agreement be affected or declared illegal by Oklahoma statutes, court of competent jurisdiction, or the Attorney General, said part shall automatically deleted from this agreement to the extent that it is affected, or violated the law.

The remaining provisions shall remain in full force and effect for the duration of the Agreement. Negotiation shall commence within thirty (30) days for the purpose of arriving at a legally permissible replacement of the deleted part.

## DURATION OF AGREEMENT

This Agreement shall become effective upon ratification by the Board and the Organization. The Agreement shall be effective for the period of one (1) fiscal year and shall be renewed automatically without modification unless the parties negotiate to modify, amend or terminate this agreement. Notice shall be given in writing, between January 1 and March 1 of any year, by either party, if the party desires to modify or amend this Agreement.

In the event that the Organization disbands or otherwise ceases to be the recognized bargaining agent, this agreement shall be null and void on the date of such disbanding or cessation of representation.

Adopted on the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
resident of the Board  
Signature

\_\_\_\_\_  
resident of the Association  
Signature

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** Bond Bid Package with CMS Willowbrook

**ADMINISTRATIVE RECOMMENDATION:** Approve the guaranteed maximum price contract with CMS Willowbrook for construction management for Chickasha Public Schools secure vestibule additions at Grand Elementary, Lincoln Elementary and Middle School

**RATIONALE FOR RECOMMENDATION:** Chickasha Public School conducted a sealed bidding process that included a pre-bid conference and the opening of bids on Thursday, July 27, 2023. This bid package is a result of that process with bids being recommended to companies that participated in the bidding process and were the lowest responsible bidder.

**FISCAL NOTE:** CMS Willowbrook = (GMP Amount) \$912,892.44 + (Pre-Con Fee Total) \$9,128.92 = (GT) \$922,021.36

**OPTIONS:**

1. Approve the contract
2. Not approve the contract
3. Request additional information.

**CONTACT PERSON:** Dan Turner, Executive Director Operation

Implemented: April 2020

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - BC - Safety Programs**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

- **Additional Safety Drills (pg 2)**
  - 1 or more additional safety drills developed by the District.
  - 1 or more drills conducted in accordance with the site Safe School Committee.
- **PD Requirements**
  - Changing many PD requirements to reduce from annually to every 5th year.
  - Change to Suicide Awareness and Training - 1st year employed then every 5th year.
- **Restrooms and Changing Areas**
  - Adds provisions for a coach to enter a locker room before, during or after a school-sponsored athletic activity.
  - Adds definitions of a Coach and School-sponsored athletic activity.

**FISCAL NOTE:**

None.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

## DISTRICT POLICY

### SAFETY PROGRAMS

**General:** The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

**Emergency Drills:** The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies such as tornados. Disaster plans shall be placed on file with District and with the local emergency management organization. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

In addition, District's board shall coordinate with the emergency medical services providers serving its area to develop an Emergency Action Plan for each facility and athletic practices, events or activities held at District facilities. Each sport or activity will have its own specific plan. The Emergency Action Plan shall meet all requirements provided for by law and shall be reviewed, updated, and rehearsed annually with school officials and local emergency medical services providers. The Emergency Action Plan shall be placed on file with the District and the emergency medical services provider and shall be updated to reflect any potential significant change that would affect implementation of the plan.

The Emergency Action Plan shall be digitally transmitted to a visiting school administrator or coach, or posted to District's website, prior to any athletic event or activity involving athletes from visiting schools.

**Security and Safety Drills:** Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two (2) security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted

at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

1. **Tornado Drills:** Disaster/Tornado drills shall be conducted at least two (2) times each school year with at least one (1) drill being conducted in September and one (1) being conducted in March.
2. **Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. **Additional Drills:** ~~The~~ In determining the additional safety drills to be performed, the principal and the superintendent shall ~~determine the additional safety drills to be performed~~ consider conducting additional drills of any type provided for herein, one (1) or more drills developed by the District that are consistent with the risks assessed for the particular facility, or to conduct one (1) or more drills in accordance with ~~or~~ the recommendations of the Safe School Committee and/or local fire and law enforcement.

**Emergency Closings:** The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

**Health and Safety Emergency:** District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

**Bomb Threats:** Bomb threats shall be handled according to District's Emergency Procedures Guide.

**Sexual Abuse of Students:** Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

- I. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
- II. Report situations where such behaviors by other employees take place.
  - a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.
  - b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
- III. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.
  - a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

**Reporting Child Abuse:** District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall **immediately** report or cause to be reported such situation to the Department of Human Services ("DHS") and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter **immediately** to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who knowingly or willfully fails to promptly report any incident may be reported to local law enforcement for criminal investigation and if convicted, guilty of a misdemeanor. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report.

The reporting obligations provided herein are required by law and are individual. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations.

In addition, during the first year of employment for a certified teacher and then at least once every fifth academic year, a program including the following information shall be completed:

1. Training on the recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse; and
4. Available resources.

**Safety Education:** The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science activities, shop activities, and physical education courses. The Superintendent shall be responsible for the supervision of such safety programs.

**Safe Schools Committee/Healthy and Fit School Advisory Committee:** District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools as well as other health issues. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who investigates reports of bullying. The committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies.

Each school site's principal shall appoint the members of the committee. The committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The committee will also assist the District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the committee shall study and make recommendations to the principal at least once each year regarding:

**Health Issues:**

- 1) health education
- 2) physical education and physical activity
- 3) nutrition and health services

**Safety Issues:**

- 1) unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
- 2) student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
- 3) professional development needs of faculty and staff to recognize and implement methods to decrease student bullying;
- 4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and other behavioral health and suicide prevention resources within or outside the school system; and
- 5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each committee to the Superintendent.

**Accidents:** Accidents involving employees, students, or visitors shall be reported to the Superintendent or the Superintendent's designee and investigated as deemed appropriate.

**Safe Room:** The safe room will be available to students and staff during school hours. The community will not be permitted to utilize the safe room when school is not in session as these are not open to the public.

**Hazard Communication Standard:** The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data ("MSD"), Asbestos Containing Materials ("ACM") and Chemical Information Listing ("CIL"). District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more

employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

**Searches for Contraband:** District will occasionally use trained dogs to search for drugs, alcohol, or contraband on District property. Searches of District property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school.

**Threatening Behavior:** Pursuant to Oklahoma law, any officer or employee of the District or a member of the Board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, which may or may not be directed at another person, and which indicates potential for future harm to students, school personnel, or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability. For guidance on the direct threat assessment inquiry process, see policy EP, EP-R and EP-F.

**Suicide Awareness and Training:** District will provide training to all staff members in their first year employed by the District, and then at least once every fifth academic year on a biennial basis that addresses suicide awareness and prevention. District will select curriculum for its training in accordance with the standards provided for by law and will post the course outline for the curriculum on its website. ~~Beginning with the 2022-2023 school year,~~ The board may also provide training to address suicide awareness and prevention to students in grades seven (7) through twelve (12).

Immediately upon determining that a student is at risk of attempting suicide, teachers, counselors, principals, administrators, or other school personnel shall notify the parents or legal guardians that such risk exists. Teachers, counselors, principals, administrators, and other school personnel shall be immune from liability and discipline as provided for by law.

**Restrooms and Changing Areas:** In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy, which may include a single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or inspection purposes; ~~or~~ 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; ~~or~~ 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room before, during or after a school-sponsored athletic activity provided that:

1. all students present are fully clothed;
  2. the coach is accompanied by at least one additional adult at all times; and
  3. any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present who is not a current high school student.
- I. **Discipline.** Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:
- a. **Students:** Students may be subject to disciplinary methods listed in the student discipline code.
  - b. **Staff:** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
  - c. **Patrons:** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.
- II. **Definitions.**
- a. **Sex:** the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.
  - b. **Multiple Occupancy Restroom or Changing Area:** an area that is designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. This may include, but is not limited to, a school restroom, locker room, changing room, or shower room.
  - c. **Individual:** any student, teacher, staff member, or other person on District property.
  - d. **Coach:** a person who is employed by the District and who is involved in the teaching or training of students who participate in school-sponsored athletic activity.
  - e. **School-sponsored athletic activity:** a sporting event that is supported and affiliated with the school such as games, matches, and tournaments.

Adopted: September 14, 2020

Revised: August 4, 2021; August 30, 2022; June 20, 2023; June 28, 2023, August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

Revised - Board Policy - BD Health Services and Communicable Diseases

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

- Adds the header “Epinephrine Injectors and Albuterol Inhalers” (pg 3)
- Adds Diabetes and Administration of Glucagon (pg 4)
  - Diabetes medical management plan
    - We have developed these plans for years.
    - Adds language about parent/guardian consent that a trained employee may administer glucagon to a student, who does not have a health care provider order if the employee believes in good faith that that students is having a hypoglycemic emergency or if the student’s prescribed glucagon is not available onsite or has expired.
  - Allows a District to stock glucagon to treat students with diabetes who experience a hypoglycemic emergency or whose prescribed glucagon is not available on site or has expired following specified requirements.
- Adds language about “Emergency Opioid Antagonist” (pg.5)
  - Nurse or designated person may administer an emergency opioid antagonist in the event of suspected overdose.
  - Training of designated staff
  - Good Samaritan Act
- Our district nurses provide training to support each of these regulations. A list of all trained employees is provided to the District office and each site principal.

**FISCAL NOTE:**

TBD

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

## DISTRICT POLICY

### **HEALTH SERVICES AND COMMUNICABLE DISEASES**

**Health Services:** District nurses or other designated personnel shall perform all first aid and emergency care in accordance with applicable laws and regulations. First aid may also be administered by any principal, administrator, secretary, counselor, and other qualified personnel as designated. In the event of a serious injury to or illness of a student, school personnel shall contact emergency services (911) if deemed appropriate. School personnel shall also attempt to notify the student's family or guardian as soon as possible. However, the determination to contact emergency services and to have a student treated by emergency services or transported by emergency services, shall be within the discretion of school personnel unless the student's parent/guardian is present at school. District is not responsible for any transportation and/or medical costs associated with emergency care.

**Automatic External Defibrillator:** District is in possession of automatic external defibrillators ("AED"), which will be stored in various locations around campus so that any victim may be reached right away in the event of an emergency. District will follow the American Heart Association guidelines for AED use and storage. Responders' use of the AED should not replace the care provided by emergency medical services ("EMS") but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

**Communicable Diseases:** Any employee or student with knowledge of a suspected or confirmed case of a communicable or contagious disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well-being of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable or contagious disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

In dealing with communicable or contagious diseases, District believes that:

1. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.
2. Public education should be provided in a safe and orderly environment.
3. Each student and employee should be treated with dignity and has a right to confidentiality.
4. Students or employees infected with HIV (the AIDS virus) or other communicable or contagious diseases will not be subjected to illegal discrimination but will be dealt with in a manner consistent with District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of District.

Communicable or contagious diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has been or should be confirmed with laboratory documentation.

All information concerning any medical information of any student or employee is strictly confidential. No board member or employee of District may negligently, knowingly or intentionally disclose or fail to protect medical or epidemiological information except as required by law. Any District official, officer or employee who discloses such information, except as required by law, will be subject to discipline as well criminal and civil sanctions under law.

- A. **Placement of Students:** In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the student's communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.
- B. **Placement of Employees:** No employee may be dismissed or have his or her contract not renewed merely as a result of having a communicable or contagious disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable or contagious disease shall be subject to the District's applicable sick leave policy and/or, if applicable, the Family Medical Leave Act. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer a direct threat to the health and/or safety of students and employees. No entry regarding a communicable or contagious disease shall be made in the employee's personnel file but may be maintained in a separate file.

**Bloodborne Pathogens:** Body fluids of any person may contain infectious or contagious bacteria or viruses which may be spread from one person to another by accidental or careless handling of body fluids during sanitation work, custodial work, or the administration of emergency first aid. In accordance with the Bloodborne Pathogens Act, the Board shall promote an environment within which all employees and students are protected from contagion.

The Superintendent shall establish regulations which shall include a control plan, the handling and disposal of body fluids, and exposure follow-up procedures in order to comply with the Bloodborne Pathogens Act. District shall provide appropriate instruction in the handling of body fluids through in-service presentations or other means. The Superintendent shall also direct the identification of employees who may, as a result of their job duties, be in contact with blood or other potentially infectious materials. Any employees so identified shall be offered Hepatitis B vaccinations at District's expense. District shall also make personal protective equipment available to employees for use in handling and disposing of body fluids.

**Head Lice:** According to Oklahoma State Law, “Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.” Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-economic class.

**Bed Bugs:** If a suspected bed bug is found on a student, the student will remain at school, but the parents or guardians will be notified and protocol will be followed according to District regulations.

**Administering Medication:** Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal’s designee in its original container with the written authorization of the student’s parent or guardian for administration of the medicine. The parent’s authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician’s prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

Epinephrine Injectors and Albuterol Inhalers: A school nurse or school employee who has been trained by a health care professional or in correlation with the State Department of Health’s Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the District prior to the administration of an Epinephrine injection pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine injectors at each school site.

In 2019, Oklahoma passed a law, referred to by many as Brendon’s Law, which allows districts to maintain and administer albuterol inhalers to treat students who experience life threatening respiratory distress while at school. Pursuant to this law, District has obtained a prescription from a licensed physician with prescriptive authority and stores asthma inhalers at each school site in case of an emergency. Several District staff members have been trained to administer these inhalers quickly and safely. A school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. The law allows this to be done without prior parental contact. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent or guardian of a student after administration of an inhaler. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or nondischarge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

“Respiratory Distress” – the perceived or actual presence or coughing, wheezing or shortness of breath.

“Inhaler” – a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

The school will return unused prescription or over-the-counter medication to the parent or guardian only on or before the last day of school or the medication will be disposed on in accordance with applicable law and/or regulations. Medication will not be sent home with students.

Diabetes and Administration of Glucagon: A diabetes medical management plan (“Plan”) will be developed for any student with diabetes who will seek care for diabetes while at school or involved in a school activity. The plan will be developed by the student’s personal health care team, consisting of the principal or designee, the school nurse, if applicable, the parent or legal guardian of the student and where practical, the student’s treating physician. The Plan shall indicate whether the parent or legal guardian has provided written consent for the student to receive diabetes care as provided for by law, including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

OPTIONAL: District will stock glucagon to treat students with diabetes who experience a hypoglycemic emergency or whose prescribed glucagon is not available on site or has expired pursuant to the following requirements, as provided for by law:

1. District will inform the parent or legal guardian of all students who have a medical management plan that a school nurse, volunteer diabetes care assistant, or employee trained by a health care professional may administer glucagon to a student with diabetes, with parent or legal guardian consent, but without a health care provider order, if the nurse, employee, or assistant as provided for by law believes in good faith that the student is having a hypoglycemic emergency or if the student’s prescribed glucagon is not available onsite or has expired.
2. The parent or legal guardian’s waiver of liability shall be on file with the District prior to the administration of the glucagon. Any written consent or waiver provided to the District pursuant to this policy shall be effective only for the school year for which it is granted and shall be renewed each subsequent school year.

3. The District will designate the employee responsible for obtaining the glucagon at each school site.

In the event that a hypoglycemic emergency is identified, 911 will be called and the parent or legal guardian will be contacted as soon as possible.

Emergency Opioid Antagonist: Any nurse or licensed practitioner as provided for by law, or other person designated by the administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual who is exhibiting signs of an opioid overdose.

The administration will authorize one or more employees to receive training, as provided for by law, in recognizing the signs of an opioid overdose, instruction in basic resuscitation techniques, instruction on proper administration of an emergency opioid antagonist and the importance of calling 911 for assistance. In the event that a person who has been designated and trained to administer an emergency opioid antagonist is unavailable, the administration may authorize any person, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual showing signs of an overdose. Any person administering an emergency opioid antagonist under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

For purposes of this policy, an “emergency opioid antagonist” is a drug, including but not limited to naloxone, that is approved by the United States Food and Drug Administration (“FDA”) for treatment of an opioid overdose and that blocks the effects of opioids.

**Self-administration of Certain Medication:** Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to the provisions of this policy. District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student’s parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by District authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.
2. Provide the school with a written statement from the student’s treating physician containing the following information:
  - a. That the student has asthma, anaphylaxis, or cystic fibrosis;

- b. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication;
  - c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
  - d. The prescribed dosage; and
  - e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or pancreatic enzyme medication is to be administered.
3. Provide the school with an emergency supply of the student's asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by school nurse or other authorized personnel.
  4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
    - a. Student's name;
    - b. Prescription number;
    - c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
    - d. Method of administration and dosage;
    - e. Date of prescription and refill;
    - f. Licensed prescriber's name;
    - g. Pharmacy name, address and telephone number; and
    - h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.

**Seizure-Safe Schools Act:** This Act shall apply to schools that have a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the United States Food and Drug Administration ("FDA") and any successor agency prescribed by the student's health care provider.

Beginning January 1, 2022 and subject to all corresponding laws and regulations, District shall have at least one employee at each school site who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the FDA and any successor agency; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider that contains the following information:
  - a. The student's name,
  - b. The name and purpose of the medication,
  - c. The prescribed dosage,
  - d. The route of administration,
  - e. The frequency that the medication must be administered, and
  - f. The circumstances under which the medication may be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

The written authorization, written statement, and seizure action plan will be stored in the office of the school nurse or school administrator and will be distributed to any school personnel or volunteers responsible for supervision or care of the student. The written authorization for administration of seizure rescue medication shall only be effective for the school year in which it is granted and must be renewed each subsequent school year. School employees will not be subject to disciplinary proceedings or liability resulting from any action taken in compliance with the Seizure-Safe Schools Act, as provided for by law.

**Sunscreen:** Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the Food and Drug Administration ("FDA") without the written authorization of a parent, legal guardian or physician.

Adopted: September 14, 2020

Revised: August 4, 2021; March 8, 2023; June 28, 2023, August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - BF District Services**

**ADMINISTRATIVE RECOMMENDATION:**

Approve revision to the board policy to align with new state law.

**RATIONALE FOR RECOMMENDATION:**

Allows the District to furnish transportation to a transfer student. Uses the word “may”. Revisions to this policy reflect the recent updates made to state law. We do not have immediate plans to act upon this new provision due to the additional cost and strain on our existing routes.

**FISCAL NOTE:**

TBD

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

## DISTRICT POLICY

### DISTRICT SERVICES

**Food Services:** District shall provide for a food service facility. Food services may include those meals provided through participation in the National School Lunch Program or other special program. District shall make breakfast and lunch available to all students and shall provide free and reduced-price meals for students who meet the federal guidelines. District's Director of School Nutrition Services or his/her designee shall determine students' eligibility for free and reduced-price meals. The criteria used for determining a student's needs and the steps taken to secure the free and reduced meals will be clearly established and made known to all lunchroom staff. Students participating in such meals will not be distinguished in any way from other students. Confidentiality will be expected in each case.

Students shall be permitted to bring their lunches from home and to purchase beverages and incidental items at the food service facility. Food services will comply with District's Wellness Policy - Policy BN. Upon the recommendation of the Superintendent, the Board shall determine whether to provide food services directly or to contract externally for the provision of food services.

District's food service program will operate as an integral part of the total school program and will be governed by the same principles and types of control as any other division. District's food services coordinator will supervise the program. School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. District will meet all state and federal requirements necessary for participation in state and federal programs. All money collected from payment for school meals shall be deposited in the school lunch fund.

School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

**Mail and Delivery Services:** District shall maintain a mail service for transmission of written communications from within District and for distribution of written communications received through the United States Postal Service. The use of District mail facilities, services, and personnel shall be limited to those materials and written communications which further the educational purposes of the District and/or those written communications which are authorized or required by policy or regulation.

District's mail service shall not be used to distribute political materials unless the materials are received through the United States Postal Service. However, District may use District's mail

services to distribute informational material regarding school bond elections or millage elections, as authorized by law.

**Transportation Services:** District shall furnish transportation to all resident students in accordance with the law and for students who live more than one and one-half (1½) miles from the school where the student is assigned to attend. **District may also furnish transportation to certain transfer students upon request of the student's parent/guardian and agreement by District, as provided for by law.** Students shall be expected to comply with any Administrative Regulations and Student Handbook regarding conduct on buses and may be subject to disciplinary action for failure to follow the Administrative Regulations and/or Student Handbook.

The Administration shall develop and implement appropriate schedules and routing for school buses as are necessary to transport all eligible students desiring to receive transportation to and from school in the most economical and effective manner. Prior to the beginning of the school year, schedules and routes for school buses may be printed, distributed, and published as the Administration deems appropriate. Only the Superintendent or the Superintendent's designee shall have the authority to modify schedules and/or routes.

Transportation services may also be provided for extra-curricular activities and field trips as approved by the Superintendent or the Superintendent's designee. All requests for trips should be made to the building principal for approval no later than two (2) weeks prior to the planned event. Expenses for such transportation services shall be paid by the students transported, the school activity sponsoring the trip, the school organization requiring the transportation, or from private sources. The Administration may also develop and implement regulations to provide for transportation using District vehicles for student activities and other District-authorized activities.

Adopted: September 14, 2020

Revised: August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - DA General Personnel Policies**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

Updates to Breastfeeding guidelines:

This location will not be a bathroom.

District will provide employees with a reasonable break time for breastfeeding or pumping for up to one year after the birth of the employee's child and will not lose any pay as a result.

**FISCAL NOTE:**

None.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

## DISTRICT POLICY

### GENERAL PERSONNEL POLICIES

District's personnel are an important resource for achieving a successful educational program. The District shall seek to employ those persons who have the highest capabilities, the strongest commitment to quality education, and the greatest probability of effectively implementing the District's educational program.

**Categories of Employees:** These provisions apply unless provided in a Collective Bargaining Agreement ("CBA"). District may employ certified administrators, certified teachers, and support employees. Full-time employment shall be employment on a regular basis, as opposed to temporary. Part-time employment shall be any employment for less than full-time employment. Temporary employment is employment to fill a position for a stated period of time on a non-continuing basis.

**Employment:** The Board shall determine whether to create new positions upon the Superintendent's recommendation which shall be accompanied by a proposed job description which contains the qualifications for the responsibilities of the proposed position. The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District. In determining the qualifications of candidates, the Superintendent may consult with other personnel and shall ensure that recommended candidates can produce legally sufficient proof of citizenship status. The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board. However, when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation for a term not to exceed sixty (60) days. The District shall utilize a Status Verification System to verify the federal employment authorization status of all new employees as required by law.

**Employment Contracts:** Every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent. Any person who fails to sign a contract of employment which accurately conveys the Board's offer, including salary and fringe benefits, within thirty (30) days after presentation shall be considered to have refused the offered employment, and the position shall be declared vacant.

**Employment Vacancies:** When a vacancy exists, notice of the vacant position shall be posted at the Superintendent's office for a reasonable amount of time and shall be posted and/or mailed as required by any applicable negotiated agreement. In addition, the District may advertise vacancies in local, statewide, or national newspapers, school-related publications, or such other sources as may be determined by the Superintendent or the Board.

**Employment Applications:** Applicants for employment may be required to complete an employment application on a form to be provided by the District. Applicants may be required to be tested as to certain skills, may be required to authorize the District to conduct various investigations as to the applicant's experience, employment history, and personal history, and shall be required to submit information for a felony record search. Any person who is determined to have falsified information on his or her employment application may be dismissed.

**Compensation:** The Administration may prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Such compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits. With respect to support personnel, only those support personnel employed a minimum of six (6) or more hours per day who hold a position that is defined as a minimum of one hundred seventy-two (172) days or a minimum of six (6) or more hours per day for a minimum of one thousand thirty-two (1,032) hours per year are eligible for the Flexible Benefit Allowance ("FBA").

Teachers who are in their entry-year shall be paid at the bachelor's degree level with zero ("0") years of experience on the negotiated salary schedule unless they have earned an advanced degree prior to entering the education profession. Salary credit for degrees and/or academic credits earned will be adjusted on a per semester basis following completion of documentation. Documentation may include grade report forms, transcripts or other official materials from accredited colleges and universities and shall be received by the District by September 1 and/or January 1 in order to implement the increase in pay.

District will provide all employees with the benefits afforded by the Oklahoma Workers' Compensation Act ("Act"). At the option of the employee, temporary total disability benefits may be supplemented by any sick leave or personal leave, or fractional use thereof, available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and sick leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay as it existed prior to injury.

**Job Descriptions:** The Administration shall prepare, periodically review, and update job descriptions for all positions within the District.

**Felony Record Searches:** The Administration shall conduct a felony record search for all new employees as required by law. Employment contracts issued to any new employee shall be on a temporary basis for sixty (60) days or pending the results of any felony record search. The applicant for employment shall pay the fee required for such search; however, the District shall reimburse the employee or prospective employee if the employee or prospective employee is employed for more than ninety (90) days, except as otherwise provided. A person applying for or employed as a substitute teacher shall only be required to have a felony record search as required by law.

If a felony record search reveals a prior felony, the applicant may not be hired and any temporary contract may be terminated. District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, length of time since the offense, whether the State Department of Education has issued certification, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee.

Except as otherwise provided by law, any teacher employed by an Oklahoma public school district prior to August 15, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation "OSBI") as well as a national criminal history record check on file with his or her employing district, shall complete the criminal history record checks upon the next renewal of his or her Standard Teaching Certificate. Except as otherwise provided by law, any other person employed by an Oklahoma public school district prior to August 15, 2020 who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall have until July 1, 2022 to complete the criminal history record checks. Any teacher eligible to retire from the Teachers' Retirement System of Oklahoma who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall complete the criminal history record checks by the earlier of: July 1, 2022 or the next renewal of his or her Standard Teaching Certificate.

**Personnel Files:** The Administration shall maintain a personnel file for each employee of the District. Each personnel file shall contain the employee's application for employment and any other documents submitted during the application process, all evaluations, admonishments, reprimands, complaints, commendations, plans of improvement, and any other documents which Administrative Regulations may designate for inclusion. Personnel files shall be confidential and shall not be released except as provided in this policy. However, an employee's personnel file may be provided to the following without the employee's notification and/or consent:

1. members of the Board with an established need to know;
2. administrators and/or supervisors with an established need to know;
3. agents of the District authorized by the Administration; or
4. when ordered to be released by court order or subpoena.

Except as otherwise provided by law, all records created pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) which identify a current or former public employee and contain any evaluation, observation, or other TLE record of such employee should be kept confidential. These records shall not be subject to disclosure under the Oklahoma Open Records Act and where disclosure of TLE records is required, all individually identifying information shall be removed to the fullest extent possible.

**Gifts and Solicitations:** Employees shall not engage in any activity involving commercial solicitations of students, parents, or colleagues except for District-sponsored fund raisers. All gifts or donations not of a personal nature, such as books, magazines, materials, or equipment, become the property of the school district and cannot be removed.

**Codes of Conduct:** District may adopt appropriate codes of conduct for various categories of employees.

**Conflicts of Interest:** A conflict of interest represents a conflict between the private interest and the public obligations of a person in an official position. Below are employee standards of conduct which prohibit specific acts which could lead to a conflict of interest. In addition to the standards of conduct adopted by the State Board of Education, the following standards of conduct apply:

1. Except for a substitute teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.
2. Supervisors involved in romantic or sexual relationships with those they supervise or evaluate erode confidence in their leadership and interject questions regarding possible conflicts of interest and favoritism in decisions. Therefore, no supervisor may influence (directly or indirectly) salary, promotion, performance evaluation, work assignments or other working conditions for an employee with whom such a relationship exists. Supervisors involved in a consensual romantic or sexual relationship, in the context of supervision, must discuss the matter on a confidential basis with their own supervisor or with the Human Resources Office to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. Although both employees involved in consensual relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in the management of the workplace and grounds for appropriate disciplinary action, including termination (particularly in cases where bias or harassment has occurred in connection with a benefit).
3. Family members related to an assistant principal or principal within the second degree by consanguinity or affinity shall not be assigned to the same building as

their related assistant principal or principal but may be employed in other departments or other division positions, including teaching positions. Teachers presently employed who are family members of a District administrator shall not be assigned to the same work site as the administrator. Non-certified individuals who are family members of an administrator shall not be assigned to the same supporting departments. Administrators shall not supervise a family member, and, in the event of a conflict, the administrator shall remove him or herself from any decision or attempt to influence decisions regarding a family member.

4. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
5. No employee, officer, or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial, or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Fifty Dollars (\$50.00) or less.
6. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.
7. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
8. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

**Alternative Arrangements:** Alternative arrangements may be made when necessary to avoid real or perceived conflicts of interest. Alternative arrangements mean removing the responsibility or influence to hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, recommend termination of employment, and recusal from influencing any employment related decision. This includes relationships that are established post-hire.

Individuals currently employed but whose employment would have been prohibited under this policy shall not be deemed in violation of this policy, but individuals may be reassigned as considered feasible by the administration. No current employee will be terminated because of such nonconformity with these standards or because reassignment was not feasible.

**Outside Employment:** District employees shall not accept outside employment which requires that the employee perform services during the employee's normal working hours for the District unless the employee utilizes vacation or personal leave. This provision shall not apply to employees who participate in military activities in accordance with federal and/or state statutes or who are on approved leave.

**Assignments and Transfers:** Employees shall be assigned to a position by the Superintendent and may be transferred to a position on the basis of the needs of the District, the employee's qualifications, and the employee's expressed desires and in accordance with any applicable negotiated agreement. The needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications.

**Work Hours:** The Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

**Overtime:** The District shall comply with the Fair Labor Standards Act ("FLSA"). Employees who are not exempt from the overtime provisions of the FLSA shall be entitled to overtime compensation or compensatory time for hours worked in excess of forty (40) per work week. The District's work week shall commence on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. An employee shall not work overtime unless authorized in writing by the employee's supervisor.

**Substitutes:** The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. A substitute teacher who holds a valid Oklahoma teaching certificate may teach for an unlimited number of days during the school year in areas and grade levels in which he or she holds a valid certificate. A substitute teacher without a current Oklahoma certificate (and who does not possess a lapsed or expired certificate, or a bachelor's level college degree) shall be employed for a maximum period of one hundred thirty-five (135) school days during a school year. A substitute teacher without a current Oklahoma certificate (and who possesses a lapsed or expired certificate, or a bachelor's level college degree) shall be employed for a maximum period of one hundred forty-five (145) school days during the school year. At the discretion of the District, a substitute teacher without a current Oklahoma certificate may be employed in the same teaching assignment for up to one hundred thirty-five (135) school days during the school year, or up to one hundred forty-five (145) school days during the school year if the teacher holds a lapsed or expired certificate or has a bachelor's level college degree.

**Volunteers:** District recognizes that volunteers may make valuable contributions to District's educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

**Supervision and Evaluation:** Supervisory personnel will observe the performance of any employee for whom the supervisor will be required to complete an evaluation. The Superintendent shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law or policy, all District employees shall be evaluated in writing, according to the standards provided for in law, at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file. In addition to its policy of evaluation, District must also create and maintain a corresponding professional development policy for all teachers and administrators.

It will be District's policy of professional development to:

1. Establish an annual professional growth goal for the teacher or administrator that is developed by the teacher or administrator in collaboration with the evaluator;
2. Address a specific area or criteria identified through the qualitative component of the TLE;
3. Allow the teacher or administrator to actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement; and
4. Refer to resources, in drafting and reviewing its policy of professional development, that are easily available and supplied by District and the State Department of Education.

District will monitor compliance with each individualized program of professional development. All professional development completed pursuant to an individualized program of professional development shall count toward the total number of points a teacher or administrator is required to complete as established by District's Board.

Individualized programs of professional development required by this subsection may include but are not limited to the following learning practices:

1. Presenter-led workshops;
2. Individual or faculty studies of books, scholarly articles and video productions,
3. Peer observations;
4. Committee studies to address student achievement issues;
5. Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification;
6. Action research projects designed to improve student achievement; and
7. Participation in local, regional or state initiatives associated with the development or implementation of curriculum standards.

**Resignation and Retirement:** Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent or designee. Except as otherwise provided, such resignation or retirement shall be effective and may not be revoked when submitted to and accepted by the Superintendent unless otherwise determined by the Board. In accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by the date required by law or else the teacher will be bound to perform pursuant to a continuing contract.

The superintendent shall report the names of all individuals tendering a resignation to the Board, no later than the next scheduled Board meeting, for the purpose of keeping them informed regarding resignations and employment.

**Breastfeeding:** District will provide a private, secure and sanitary location for any employee who is lactating to express her milk or breastfeed her child. **This location will not be a bathroom. District will provide** ~~Employees may utilize any break time provided by District with a reasonable break time for breastfeeding or pumping for up to one year after the birth of the employee's child~~ and will not lose any pay as a result.

**Medical Examinations:** In accordance with applicable laws, an employee or applicant for employment may be required to undergo a physical and/or medical examination to determine the employee's or applicant's ability to perform the essential functions of the job. The District shall pay for any required medical examination.

**Employee Produced Materials:** Any work product of employees which is produced during normal school hours or with the use of District-owned equipment and/or supplies shall be the property of the District. District shall not be obligated to compensate employees for material produced under these conditions.

Revised: January 25, 2021; August 4, 2021, August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - DI Leave**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

Adds the following:

- Maternity Leave
  - Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child under specific provisions.
  
- Cost of a Substitute Teacher
  - A teacher who exhausts all applicable sick leave and maternity leave shall receive for a period not to exceed 20 days his/her full contract salary less the amount of a substitute.

Removes COVID Leave

**FISCAL NOTE:**

We have been told we will file claims with the OSDE to be reimbursed for the costs associated with the 6-week maternity leave.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

# Chickasha Public Schools

DI

## DISTRICT POLICY

### LEAVE

**General:** The Board recognizes that District employees must occasionally be absent from work. Therefore, the Board will provide various forms of leave as required by law. This policy shall apply to all employees of District except those covered by an applicable collective bargaining agreement which has conflicting provisions for leave.

**Sick Leave:** An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed sick leave. Immediate family includes the employee's spouse, parents, grandparents, children, or corresponding in-laws. Sick leave may be used for dental and/or medical appointments. Hours per day of paid sick leave shall not exceed the number of hours per day for which the employee is regularly employed. Sick leave for part-time employees shall be proportionate to the hours worked by the employee.

The following accrual rates will apply to employees who are not covered by an applicable collective bargaining agreement:

**Support Employees:**

- 10-month contract (200 contract days or less) = 10 days per school year
- 11-month contract (201-220 contract days) = 11 days per school year
- 12-month contract (238 contract days or more) = 12 days per school year

Central office Administrators who work 12 months will be provided 15 days per school year.

Accrued but unused sick leave may be transferred to another school district, to the Oklahoma School for the Blind, or the Oklahoma School for the Deaf or may be used for service credit with the Oklahoma Teachers' Retirement System ("OTRS"). According to applicable law, employees may transfer up to sixty (60) accumulated and unused days of sick leave from another school district where the employee was employed in the previous school year, and such transferred days shall be used first in case of illness. Employees may accrue unused sick leave up to one hundred and twenty (120) days. Any accrued unused sick leave beyond that amount may be transferred to the Oklahoma Teachers' Retirement System but may not be utilized by the employee.

District shall not compensate an employee for any accrued, unused sick leave, except in the case of an employee declaring full retirement or resigning from employment with District. Full retirement is defined as an employee meeting OTRS guidelines for full retirement, declaring and subsequently beginning withdrawals from OTRS, and resigning employment from his/her current position with District. District will allow retiring or resigning employees to transfer accrued, unused sick leave to OTRS and will compensate such employees for sick leave accrued during employment with District and unused at \$20.00 per day upon retirement or resignation. Unused sick leave days from other agencies or school districts are not eligible for reimbursement upon

retirement or resignation.

When an employee is unable to work due to personal illness, injury, or pregnancy, or serious illness in the immediate family, the employee or employee's designee will notify his/her immediate supervisor or designee at the work site at a time as established by existing District/department policy/practice, unless extenuating circumstances preclude this notification.

Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Claiming sick leave on unusual or inclement weather days, claiming excessive sick leave during the last two months of employment, claiming sick leave on days immediately preceding or immediately following holidays or non-work days other than weekends, absences exceeding five (5) consecutive days or more, or presenting behaviors and/or patterns creating a reasonable suspicion that sick leave is being abused are all situations in which appropriate evidence may be requested from the employee by a supervisor. Appropriate evidence may include:

1. Medical professional's statement endorsed by the employee;
2. Employee statement endorsed by the principal or immediate supervisor;
3. Copies of claim submitted for insurance benefits; and
4. Other information, to include District form(s), as may be indicated by the circumstances.

**Sick Leave Sharing:** District hereby adopts a Sick Leave Sharing program to be administered in accordance with the applicable law and District Regulation.

**Personal Leave:** Certified employees shall be entitled to three (3) days for personal business leave. Support employees shall be entitled to three (3) days for personal business leave; four (4) days for (five) 5 or more consecutive years; five (5) days for 10 or more consecutive years. Personal business leave is not cumulative, and employees shall not be compensated for such leave if not used. Unused personal business leave shall be converted to sick leave at the end of the fiscal year. Personal business leave includes any personal business matters that must be conducted during normal school hours but shall not be used for the following purposes:

1. Participating in political activities except when pertaining to personal legal and household business;
2. Performing services for compensation; or
3. Participating in entertainment, recreation, or vacations.

Except in situations which are beyond the control of the employee, personal business leave may not be taken during the following periods of time:

1. The first or last week that school is in session; or
2. The day preceding or following a holiday or vacation period.

The Board may provide additional days of paid personal leave to employees in the event that District schools are closed as the result of a sudden emergency, natural disaster, epidemic, pandemic, or when school closure has been ordered by an authorized government official. In the

event support employees are required to work during school closure and at the discretion of the Superintendent or supervising administrator, those support employees may utilize such days of personal leave when schools have reopened.

**Emergency Leave:** At any time during the fiscal year, District's Board may grant up to five (5) days of emergency leave for all employees to be used for days when District's schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave will only be available in the year during which the Board approves such leave or during the following fiscal year. In approving District emergency leave, the Board or Superintendent may designate that employees whose services are essential are not allowed district emergency leave for the days designated as an emergency. Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.

**Bereavement Leave:** District will provide bereavement leave each year in the event of the death of one of the following relatives: spouse, child, mother, father, brother, sister, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step child, parent, step parent, sibling, grandchild, or grandparent of the employee or the employee's spouse or a person living in the employee's home who is part of the family. Bereavement leave must be approved by the employee's supervisor. Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used.

- 4 days – within state
- 6 days – out of state
- May use 1 day for someone outside the family.
- 10 days – spouse/immediate children

**Jury or Witness Leave:** All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding.

**Military Leave:** All employees shall be excused from employment for military leave according to applicable law. Upon receipt of the proper military orders, such leave shall be granted without loss of status and shall include his/her regular salary for a period of up to thirty (30) days.

**Family Medical Leave:** Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all full-time certified teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1) the birth or adoption of a child; 2) because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3) for the employee's own serious health condition; or, 4) to care for the employee's spouse, child, or parent who has a serious health condition.

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a

combined total of 26 workweeks of leave for any FMLA qualifying reason during the 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. Military caregiver leave is available to an eligible employee once per veteran, per serious injury or illness.

Prior to taking unpaid leave, an employee must utilize any accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity of such leave, including the date the condition began, the anticipated duration, and the medical facts regarding the condition.

With the exception of leave approved for military care-givers, District will abide by the Rolling 12-Month Period. The 12-month period is to be measured backward from the date an employee uses any FMLA Leave. Under the Rolling 12-Month Period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

**Maternity Leave:** Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee’s child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and
3. The leave is used immediately following the birth of the employee’s child.

Paid maternity leave provided pursuant to this section shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to this section shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher’s child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

**Additional Leave Less Cost of a Substitute Teacher:** If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:

1. Actually paid to a certified substitute teacher for his or her position if a certified substitute teacher is hired; or
2. Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

**Leave of Absence:** Any certified employee who has been employed full-time for at least three (3) consecutive years with District may request an unpaid leave of absence for a period which shall not exceed one (1) school year in duration. Requests for such leave must be made in writing, submitted to the superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. Requests for an initial Leave of Absence must be submitted no later than May 1 and be for an approved reason. Requests submitted after May 1 will be contingent on District's ability to find a suitable replacement. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of District. An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Employees on an approved leave of absence may participate in and pay for continued insurance coverage or professional memberships, however, sick leave, personal business leave, and vacation leave shall not accrue for the period of time the employee is on an approved leave of absence. Salary increments or years of experience will not increase and/or accumulate during a Leave of Absence except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education, provided said teaching experience is not a paid position.

Employees who are on an approved Leave of Absence must submit a written request for reinstatement or request an extension of the approved Leave of Absence by certified mail to the Superintendent on or before April 1 prior to the contractual year in which the employee wishes to return. An employee who is on an approved Leave of Absence who fails to submit a request for reinstatement or a request for extension of the approved Leave of Absence shall be considered to have resigned his/her employment with District. A Leave of Absence may only be extended one time, except in the case of an elected/appointed officer.

Leaves of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for the purpose of child rearing
2. Illness: Personal illness or caring for a sick member of the immediate family. Requests for such leave must be accompanied by a physician's statement. Immediate family is defined as spouse, children, step-children, parent(s), step-parent(s) and legal guardian of the

- employee.
3. **Educational Leave:** Employees pursuing the completion of an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.
  4. **Election/Appointed Officer:** Employees serving as a full-time elected/appointed officer of a professional organization at the state or national level for the duration of the term.

Decisions on whether to grant a leave of absence will be based on the benefit of the employee, the benefit of the District, and the availability of a replacement teacher who is willing to sign a Duration of Need contract. This does not apply to parental leave requested prior to May 1.

**Vacation Leave:** District will provide annual vacation with pay to those employees assigned to twelve-month positions (253-day contracts or longer). Vacation days are cumulative, up to a maximum balance of 10 days. It is the employee’s responsibility to monitor his or her vacation balances. No employee will be credited any days of vacation that result in the balance exceeding the maximum allowance of 10 days. Days in excess of 10 as of June 30 of each year will be removed from the employee’s vacation leave balance and will roll over into sick leave.

A full year of service is measured from July 1 to June 30. Vacation time will be accumulated only for months during which the employee works the majority of the month. Absences of an employee on sick leave, vacation leave, or other paid approved leave are considered days worked for the purpose of vacation time accrual. Paid vacation leave will not be accrued for leave taken for unapproved reasons, or for reasons that result in unpaid leave.

The following accrual rates will apply to those support employees eligible for paid vacation days:

1-3 years of continuous service as a 12-month employee	1 week
3-6 years of continuous service as a 12-month employee	2 weeks
6-15 years of continuous service as a 12-month employee	3 weeks
15 or more years of continuous service as a 12-month employee	4 weeks

**Twelve Month Administrators**

Certified Administrators and/or Superintendent receive 22 days of vacation to be used annually in addition to the days central office is closed.

An employee who leaves employment with District will be compensated at the employee’s daily rate of pay for any accrued vacation leave, up to a maximum of 10 days.

Both the supervisor and the employee should strive to arrange vacation times during periods that are the least disruptive to the mission of the District.

**Professional Leave:** The Board may authorize leave for certified employees to attend professional conferences, conventions, and/or meetings which contribute to the basic functioning of the certified employee’s assignment in accordance with District Regulation.

**Holidays:** District shall provide those holidays which are set forth on a school calendar and those which are specified by the Superintendent.

### ~~COVID-19 Staff Leave Protocols~~

~~¶~~

#### ~~COVID-19 Leave:~~

- ~~• CPS is providing ten (10) days of leave for any staff member that tests positive for COVID-19 during the 2021-2022 school year.~~
- ~~• Can be used for taking care of immediate family members that have tested positive and/or quarantined for COVID-19.~~
- ~~• This leave would be used first in the event of a positive COVID-19 diagnosis.~~
- ~~• This can be spread out over multiple instances but once a staff member uses all ten (10) days this leave will not be replenished. This leave does not roll over nor accumulate.~~
- ~~• To use this leave, provide the Personnel Office with proof of a positive COVID-19 test result and enter the reason for absence as COVID-19.~~

~~¶~~

#### ~~Once the COVID-19 leave has been used a staff member will be able to:~~

- ~~• Use their leave provided by CPS per the negotiated agreement.~~
- ~~• Use any comp days that might have been accumulated.~~
- ~~• If or in the event this leave is depleted, then a staff member may request for sick leave days to be donated to them through the leave bank. (See the negotiated agreement for guidelines.)~~

~~¶~~

#### ~~Additional Notes~~

- ~~• In the event a teacher is quarantined due to COVID-19 they may be able to teach remotely to their students. If this occurs, no leave will be entered that counts against a staff member on days that remote instruction is used for instruction. These days will have to be communicated with the site principal and Executive Director of Personnel. For a full day to be considered requires remotely teaching the regular day schedule.~~
- ~~• For support staff members — please contact your supervisor about online trainings, working remotely from home, or developing a plan to make up hours in the event you are quarantined. Note: Time sheets or proper documentation must be submitted by a given deadline to not have a disruption in payroll.~~
- ~~• In the event that schools are closed due to COVID-19, CPS will move over to remote instruction for all students enrolled in the traditional pathway. No leave will be counted against a teacher as long as instruction occurs following the regular school day schedule. Principals, teachers, and staff members will be expected to report to school sites unless instructed otherwise.~~
- ~~• In the event the district completely shuts down again, due to the pandemic, then the District administration will make announcements on how to proceed.~~
- ~~• This leave is retroactive back to July 1, 2021. Any leave previously used for these purposes will be changed over to COVID-19 leave and their other leave restored.~~

Adopted: September 14, 2020  
Revised: February 8, 2021, August 30, 2021, August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - DK Professional Development Program**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

Adds the following:

- The Board shall adopt Professional Development Programs based on the recommendations of the Professional Development Committee.
- The committee shall include teachers, administrators, school counselors or licensed mental health providers and parents/guardians/custodians of District students. The Committee shall also consult with a higher education faculty member...
- Teachers should maintain written documentation of all completed professional development courses.

**FISCAL NOTE:**

None.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

## DISTRICT POLICY

### PROFESSIONAL DEVELOPMENT PROGRAM

**Applicability:** All licensed and certified teachers and administrators employed by District, including teachers on temporary contracts, shall be required to meet the professional development requirements established by the Board in accordance with state law.

**Professional Development Program:** The Board shall adopt Professional Development Programs based on the recommendations of the Professional Development Committee. As provided for by law, ~~the~~ Professional Development Committee shall be composed of teachers, administrators, school counselors or licensed mental health providers, and parents/guardians/custodians of District students. The Committee shall also consult with a higher education faculty member and shall prepare and recommend ~~a~~ Professional Development Programs ~~as required by law~~ which comply with the regulations of the State Department of Education. The Professional Development Committee shall present such program to the Board for review, modification, and adoption.

**Penalties for Failure to Comply:** The failure of any certified employee to meet the Professional Development Program may be grounds for non-renewal of the certified employee's contract, withholding of salary increments, and/or withholding step increases. ~~Teachers should maintain written documentation of all completed professional development courses.~~

**Faculty Professional Growth:** The Board believes that teachers need to keep abreast of new knowledge in their fields of expertise.

#### Staff Development:

1. Each teacher shall satisfy the District required staff development points each year.
2. Teachers are encouraged to attend workshops and conferences in their fields of study.
3. Teachers are encouraged to attend summer school for refresher courses from time to time.
4. Counselors are encouraged to attend programs specifically designated for school counselors each year.

Adopted: September 14, 2023

Revised: July 6, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - EB Admission, Residency, Placement, Transfer, and Withdrawal**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

**District Responsibilities:**

Beginning with the 2024-2025 school year, the State of Oklahoma will require a parent or guardian of a student, or the student if he or she is not in the physical custody of a parent or guardian, to complete the form provided by the OSDE for students who are identified as homeless children and youth at the time of enrollment.

We already use the OSDE form as part of our enrollment process.

**FISCAL NOTE:**

None.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

**ADMISSION, RESIDENCY, PLACEMENT,  
TRANSFER, AND WITHDRAWAL**

**Admission:** The following students shall be admitted to District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of District;
- B. Students who have a legal transfer into District;
- C. Students who have been accepted by District on a tuition basis; and
- D. Foreign students who have been accepted by District as Non-immigrant (F-1) Students.

A home-schooled student who wishes to be admitted to District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

**Age Requirements:**

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade and are up to twenty-one (21) years old on or before September 1 shall be eligible to attend school in District; provided that upon submitting evidence to the Board of Education showing that the student was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reason of which it was impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in District until the student attains the age of twenty-six (26).
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.
- D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

**Immunization Requirements:** No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

**Good Standing Requirement:** A student must be in good standing at the time of withdrawal from any previous school in order to enroll in District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

**Residency Requirements:**

Categories of Residency: The following students shall be considered legal residents of District:

- 1. Students whose parent, legal guardian or legal custodian holds legal residence in District.
- 2. Students who have been placed in a foster home within District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that the home meets the legal requirements for a "foster home".
- 3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.
- 4. Students whose full-time care and custody is provided by an orphanage or a child care facility supported by charity.
- 5. Students who reside in District and are supporting themselves entirely by their own efforts.

6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by the law.
8. Any other students provided for by law.

Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in District:

1. An admissions form shall be completed for each student initially enrolling to attend school in District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency. Such proof may include but is not limited to proof of payment of local ad valorem taxes, proof of rental payment or title to residential property in district, utility bill voter or car registration.
3. If a student is denied admission to a school in District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to District's Residency Officer in writing, stating the reasons for the appeal. District's Residency Officer shall be the Superintendent. District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of District's Residency Officer shall be final.
4. If a student has been admitted to attend school in District after establishing a bona fide legal residence in District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if District determines that the student did not in fact establish a bona fide legal residence in District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

Residency by Military Order – A student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order will be considered in compliance with the residency requirements as provided by law. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or legal guardian shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:

1. A temporary on-base billeting facility,
2. A purchased or leased home or apartment, or
3. Federal government or public-private venture off-base military housing.

For purposes of this policy:

“Active military duty” means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and

“Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

**Power of Attorney:** A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and to have access to all education records., or those powers specifically delegated to the attorney-in-fact.

**Withdrawals:** Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student’s residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

**Placement and Assignment:** Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Students transferring into District from a school not accredited by the Oklahoma State Department of Education ("OSDE") or enrolling in District immediately after being a home-schooled student, shall be required to take comprehensive written examinations in the subjects studied or grades attended in the nonaccredited school. Results of the examinations will be utilized in determining the academic units or grade levels for which a student is to receive credit. In order for a student to enroll in courses that have prerequisites, the student must have passed the proficiency exam for that prerequisite. Proficiency must be demonstrated by exam on all courses required for graduation from District. Exams will be given only for courses offered at District. Copies of the exams and their results will be placed in the student's file.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

**Placement of Student Victims:** Upon the Superintendent's receipt of notice from a juvenile bureau that a student of District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

**Student Transfers:** Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE"). District's capacity is as follows:

- **Pre-kindergarten:** No more than 20 students per classroom or 10 students per adult in the classroom.
- **Kindergarten:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 1-3:** No more than 25 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 4-6:** No more than 25 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 16 students.
- **Secondary:** No more than 160 students per day (excludes PE and music classes).

In order for a student to be transferred, the parents of the student must first submit an application form specified by the State Board of Education ("SBE") to the District Superintendent. If the capacity of a grade level for each school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline as provided for in § 24-101.3 or for attendance issues. "Attendance Issues" are defined as 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. District will begin receiving applications for the subsequent school year on or after January 1<sup>st</sup> each school year. District will not approve or deny transfer applications until after the Board's July 1<sup>st</sup> capacity determination.

All student transfers previously granted will remain in effect unless the District takes action to deny a future year's attendance based on discipline or attendance issues as previously provided for herein. If District intends to deny a student's continued transfer, the parents or guardians will be notified by or before July 15<sup>th</sup>. If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved.

A student whose parent or legal guardian is employed by the District may be allowed to transfer to the District regardless of capacity. In addition, any student who has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity, provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services ("DHS") in foster care who is living in the home of a student who transfers to the District may attend the District as provided for by law.

The brother or sister of a student who transfers to District may attend school in the District regardless of capacity and so long as the brother or sister does not meet a criteria for denial as provided herein. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of the documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.

**Special Education and Gifted Education Transfers:** Transfers regarding these students will be considered in accordance with law and SDE regulations.

**Military Parent Transfers:** Students who are 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 a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity if: a) at least one (1) parent of the student has a Department of Defense-issued identification card; and b) at least one (1) parent can provide evidence that he or she will be on active duty status or active duty orders, meaning that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.

**McKinney-Vento Act:** The Education for Homeless Children and Youth ("EHCY") program is authorized under the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Act"), as amended by Every Student Succeeds Act ("ESSA"). The mission of the EHCY program at the Oklahoma State Department of Education ("OSDE") and District is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is Pam Ladyman and may be reached at 405-222-6500. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/unaccompanied youth and is in the best interest of the child;
4. To receive comparable services as other schoolmates including but not limited to transportation and supplemental services;
5. To attend school along with children who are not homeless;
6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.
7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act ("FERPA").

District Responsibilities: Beginning with the 2024-2025 school year, the State of Oklahoma will require a parent or guardian of a student, or the student if he or she is not in the physical custody of a parent or guardian, to complete the form provided by the OSDE for students who are identified as homeless children and youth at the time of enrollment.

District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child's best interest and will continue such enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the attendance area in which the child or youth is living and eligible to attend. District will consider student-centered factors related to the child or youth's best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth's living situation will be confidential and coordination efforts with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services, enrollment, and/or school selection. In most cases, issues can be resolved without outside

intervention. When a dispute arises over eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth “shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
- The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, participation, and transportation. Every effort will be made to resolve the complaint or dispute at the District level before it is taken to the OSDE. District will inform the Complainant of District’s Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify District’s homeless liaison:
  - a. Request a copy of or access to District’s Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
  - b. If the dispute is not resolved at the point, Complainant may file a complaint in writing to District’s homeless liaison for further review.
  - c. Complaint should include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the complaint in the shortest time possible.
2. If the dispute is not resolved at the District homeless liaison level, the complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The Complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the complainant may take the matter before the Board for resolution. If this effort for resolution fails, the complaint may be taken to the OSDE.

Adopted: September 14, 2020

Revised: August 3, 2021; October 25, 2021; November 8, 2021; June 8, 2022; June 28, 2023, August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - ED Grading, Promotion, Retention, and Graduation**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

Dyslexia Screening: Removed the Beginning with the 2022-2023 school year...

Added Graduation Attire:

Students who can verify their enrollment in a federally recognized Indian tribe or trive of another country will be allowed to wear tribal regalia during the District's official graduation ceremonies. (included additional guidelines)

Defines "Tribal Regalia".

**FISCAL NOTE:**

None.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

## DISTRICT POLICY

### **GRADING, PROMOTION, RETENTION, AND GRADUATION**

**Grading:** The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth District's grading system, including class ranking. Students attending school virtually will be subject to the same grading scale and policies as all other District students.

**Testing:** No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. No District employee (without written parental consent) shall elicit by written survey or written examination from any student information of a personal or private nature concerning any of the following areas:

1. Political affiliations;
2. Religious beliefs;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Mental or psychological problems potentially embarrassing to the student or his family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This policy does not require parental consent to regular classroom activities, the curriculum, or any teaching techniques or methods.

**Homework:** Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

**Supplies:** Students may be required to buy material for use in classroom activities or projects that are optional and/or extra-curricular projects that may be taken home when student has completed the project.

**Report Cards and Progress Reports:** District shall make report cards available to parents and/or guardians each nine (9) weeks. In addition, teachers may send progress reports, may make telephone calls, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled periodically.

**Transcripts:** A transcript is any record of a grade or grades given to a student by a teacher such as a report card. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any textbook or failed to make payment for a textbook which has not been returned, District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return a textbook or failure to remit payment for a textbook depending on the circumstances involved.

**Promotion:** Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

**Retention:** In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal. Criteria to be considered by the committee shall include attendance, testing, assignments, and the student's level of maturity. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefitting the student's development.
4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the Board by submitting a written request for an appeal to the Superintendent. The decision of the Board shall be final. There shall be no appeal

procedure for mandatory retention on the basis of item 4 set forth above.

**Reading Sufficiency Act:** Each student enrolled in kindergarten in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. Children at risk for reading difficulties at the beginning of the year will be monitored to measure mid-year and year-end reading progress. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

Any student enrolled in first, second, or third-grade shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education. The assessment shall determine the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary and comprehension. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading instruction program to help them acquire the appropriate grade level reading skills, as provided for by law. This program shall continue until the student is determined, through the results of approved reading assessments, to be meeting grade-level targets.

District shall update its reading sufficiency plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents, and if possible a reading specialist. Any first-grade, second-grade, or third-grade student who demonstrates end of year proficiency in reading at the third grade level through a screening instrument which meets the reading skills criteria pursuant to law shall not be subject to retention. Upon demonstration of proficiency, the District shall notify the parent(s) or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and the student will not be subject to retention.

If a third-grade student is identified at any point during the academic year as having a significant reading deficiency, meaning the student is not meeting grade-level targets on a screening instrument which meets the reading skills criteria, the District will immediately begin a student reading portfolio and provide notice to the parent or guardian of the deficiency. If a student has not satisfied proficiency requirements by the end of their third-grade year and still has a significant reading deficiency, has not accumulated evidence of third-grade proficiency through a portfolio, or is not subject to a good cause exemption, the student will not be eligible for automatic promotion to the fourth grade.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text.

A student not eligible for automatic promotion as provided for under the above listed paragraph and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade assessment may be evaluated for “probationary promotion” by the Student Reading Proficiency Team. The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the principal and the superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student.

If a student is allowed “probationary promotion”, the team will continue to review the reading performance of the student and repeat the process above each academic year until the student demonstrates grade-level reading proficiency through a screening instrument that meets the reading skills criteria for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third grade criterion-referenced test, who are not subject to a good cause exemption as provided below, and who do not qualify for promotion or “probationary promotion” as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports.

The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services being provided to the student pursuant to a conjoint measurement model such that a reader and a text are placed on the same scale;
- c. A description of the proposed supplemental instructional services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency;
- d. That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted as provided for by law or is exempt for good cause as set forth below;
- e. Strategies for parents to use in helping the student succeed in reading proficiency;
- f. The grade-level performance scores of the student;
- g. That while the results of the statewide criterion-referenced tests administered pursuant to law are the initial determinant, they are not the sole determiner of the promotion and that portfolio reviews and assessments are available; and
- h. The specific criteria and policies of District for midyear promotion implemented as provided for by law.

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

**Good Cause Exemptions:**

- a. English language learners who has had less than two (2) years of instruction in an English language learner (ELL) program;

- b. Student with a disability whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP);
- c. Student who demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- d. Student who demonstrates mastery of the state standards beyond the retention level, through a student portfolio, the student is reading on grade level;
- e. Student with a disability who participates in the statewide criterion referenced tests and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program;
- f. Student who has received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrates a deficiency in reading and who was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- g. Students who have been granted an exemption for medical emergencies by the State Department of Education.

Requests to exempt students from retention based on one of the good cause exemptions, shall be as follows:

- 1. The teacher of the student shall submit documentation to the school principal that indicates the student meets one of the exemptions and promotion is appropriate. The documentation shall include only: the alternative assessment results or student portfolio work and the IEP, as applicable;
- 2. The principal shall review and discuss the documentation with the teacher and, if applicable, the Reading Proficiency Team. If the principal determines that the student meets one of the exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the District Superintendent; and
- 3. After review, the superintendent shall accept or reject the recommendation to the principal in writing.

A retained student who can demonstrate that he or she is successful and independent reader, is reading at or above grade-level targets, and is ready to be promoted to fourth grade may be promoted mid-year. District may reevaluate the student using multiple tools, including: screening assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the SBE. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating that the student has met the performance criteria established by the Commission for

Educational Quality and Accountability on the reading portion of the statewide third-grade assessment administered pursuant to law, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered pursuant to law, and upon showing progress sufficient to master appropriate fourth-grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

A student who is otherwise promoted as provided herein or is promoted for good cause shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for each student until the student meets grade-level targets in reading. The District will annually report to the State Department of Education the number of students promoted to the fourth grade, as required by law.

**Dyslexia Screening:** ~~Beginning with the 2022-2023 school year and for each school year thereafter, a~~ Any student enrolled in kindergarten through third grade in an Oklahoma public school who is assessed through the Reading Sufficiency Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or guardian, teacher, counselor, speech-language pathologist or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

**Acceleration:** Based on results of assessments, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal.

**Concurrent College Enrollment:** As an additional opportunity, and in compliance with state law, the Board will approve the enrollment of high school students in college courses. Students who meet the concurrent enrollment credits established by the State Regents and the State Board of Education shall be entitled to receive a tuition waiver for up to eighteen (18) credit hours during their senior year. Subject to the concurrent enrollment program for seniors being fully funded, each high school junior who meets the eligibility requirements for concurrent enrollment may be entitled to receive a tuition waiver for up to nine (9) credit hours during their junior year.

**Individual Career and Academic Plan (ICAP):** Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student's parent/legal guardian, in collaboration with the student's school counselors, school administrators, teachers and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including but not limited to, military careers, apprenticeship programs, and career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid, and ultimately enter the workforce. Each year following a student's ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

- a. career and college interest surveys,

- b. written postsecondary workforce goals and information of progress toward these goals,
- c. intentional sequence of courses that reflect progress toward the postsecondary goal,
- d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery, and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- e. experience in-service learning and/or work environment activities.

**Graduation Requirements:** In order to graduate from District, students must complete certain course requirements and tests and be enrolled in District as set forth in Administrative Regulations or Student Handbook and state law.

**Graduation Exercises:** Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbook.

Graduation Attire: Students who can verify their enrollment in a federally recognized Indian tribe or tribe of another country will be allowed to wear tribal regalia during the District's official graduation ceremonies.

No alterations may be made to the graduation robe and any beading shall be attached to the mortar board and shall not exceed the edge of the mortar board such that it impedes an individual's ability to see or be seen. No discriminatory, intimidating or harassing items of any kind, profanity, anything relating to drug paraphernalia or the like, or any other obscenities of any kind may be incorporated with the regalia. Prior to the beginning of the graduation ceremony, each student celebrating their tribal heritage through expression on their regalia must check in with District personnel for approval of the items. Students are considered students of this District until graduation ceremonies have been completed and are required to abide by the District's policies and procedures. Failure to follow the aforementioned guidelines may result in disciplinary action and/or prohibition from participation in graduation exercises.

"Tribal Regalia" is defined as traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance. Tribal regalia shall not include a firearm or any other weapon. Tribal regalia also does not include any object otherwise prohibited by federal law unless it is in compliance with a properly obtained federal permit.

Adopted: September 14, 2020  
Revised: June 29, 2022; July 6, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - EJ Student Searches**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

Updated language regarding Searches and Reporting:

**Searches:**

Amended language regarding suspicion and alcoholic beverages.

Allowed...if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.

Added shoes, and hand and head coverings, except for religious head coverings, shall be removed prior to or during any warrantless search.

**Reporting:**

Minimal language changes.

**FISCAL NOTE:**

None.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

## DISTRICT POLICY

### STUDENT SEARCHES

**Searches:** As allowed by law, the Superintendent, any principal, teacher, or security personnel, ~~upon who has reasonable belief~~ ~~suspicion~~, shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, ~~intoxicating alcoholic~~ beverages, ~~low point beer~~, or ~~for~~ 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~~. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and ~~only~~ ~~no student's clothing, except~~ cold weather outerwear, shoes, and hand and head coverings, ~~except for religious head coverings~~, shall be removed prior to or during any ~~warrantless~~ search.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, back packs, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property. In addition, all student vehicles in any District parking lot shall be subject to search at any time.

If a student is searched and found to be in possession of any dangerous weapons, controlled dangerous substances, ~~intoxicating alcoholic~~ beverages, ~~low point beer~~, or missing or stolen property, such items may be taken from the student and preserved, and the student in possession of such items may be disciplined according to applicable law, District Policy, and Administrative Regulation.

In conducting any search authorized by this policy, District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student is under 18 years of age and the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student or the student's parent or guardian refuses to unlock the vehicle, District may contact appropriate law enforcement personnel to respond to the issue.

**Reporting:** Any employee who has reasonable ~~cause to suspect~~ ~~suspicion~~ that a student may be under the influence of or has in his or her possession, alcoholic beverages, ~~low point beer~~, or a controlled dangerous substance shall immediately notify the principal of such suspicions. The principal shall immediately notify the Superintendent or designee and, if possible, a parent or legal guardian of the student.

Adopted:

Revised: August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Revised - Board Policy - EP - Direct Threat Assessment**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve.

**RATIONALE FOR RECOMMENDATION:**

Updates include specific Policy and steps.

Any student or staff member who becomes aware of any act or threat of violence directed to students, staff or District property, including threats/statements regarding self-harm or suicide, are to immediately report such acts or threat to the building Principal, who shall report these occurrences to the Superintendent or designee.

When District intends to impose adverse action on a student with a disability or perceived disability based on a direct threat, written notice will also include Parents Rights in Special Education: Notice of Procedural Safeguards.

**FISCAL NOTE:**

None.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020

## DISTRICT POLICY

### Direct Threat Assessment

**Definition:** “Direct threat” means an individualized determination that a student poses a direct threat to the health or safety of others, based upon reasonable judgment that relies on current educational, psychological, and medical knowledge or on the best available evidence, to ascertain; the nature, duration, and severity of the risk; the probability that the potential injury will actually occur.

**Policy:** Any student or staff member who becomes aware of any act or threat of violence directed to students, staff or District property, including threats/statements regarding self-harm or suicide, are to immediately report such acts or threat to the building Principal, who shall report these occurrences to the Superintendent or designee. Law enforcement may be notified pursuant to Oklahoma law. The building Principal is also to report such acts or threats to the parents or guardians of any student victim and to the parent or guardian of the student who committed the violent act or made the threat, as well as to inform the school psychologist and/or counselor and the Special Education Coordinator, if a special education student is involved.

~~When District~~When District intends to impose adverse action on a student based on a direct threat, written notice of District direct threat inquiry will be provided to the parent of the student and/or the adult student who is the subject of the direct threat inquiry. This written notice, subject to exceptional circumstances (as defined below), will include:

- An invitation to provide documents and other information related to the inquiry and notice that if a response is not received within 24 hours, the direct threat inquiry will proceed with the documents and other information the district has available;
- The name and contact information of the district employee coordinating the inquiry;
- Notice that the student will not be subject to disciplinary action on the basis of unfounded fear, prejudice, and stereotypes;
- District’s determination that a student poses a direct threat to the health or safety of others will be an individualized assessment based upon reasonable judgment that relies on current educational, psychological, medical knowledge, threat assessment inquiry, and any other available evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices or procedures, or the provision of auxiliary aids or services will mitigate the risk;
- Notice that in exceptional circumstances, such as situations where safety is of immediate concern, District may take interim steps pending a final decision regarding adverse action against the student so long as minimal due process (i.e., notice of the proposed action, the opportunity to present information on the student’s behalf, and a right to appeal) is provided in the interim and more extensive due process is offered later;

- Notice of the student's applicable appeal rights in the event of discipline or other adverse action; and
- A copy of this policy.
- When District intends to impose adverse action on a student with a disability or perceived disability based on a direct threat, written notice will also include Parents Rights in Special Education: Notice of Procedural Safeguards.

Appropriate District personnel will complete the Threat Assessment Inquiry. See EP-F.

The Threat Assessment Team ("TAT") shall be responsible for determining whether the student poses a direct threat. The TAT will be appointed by the building principal, who will serve as the TAT Leader, and may be composed of an administrator other than the Superintendent, and other school personnel familiar with the student such as the school counselor, an SRO, and when feasible a parent/guardian.

The TAT may consult with the student's medical, psychological, or therapeutic professional providers, if the parent or adult student consents to such consultation.

If District determines that a student poses a direct threat to others, District will communicate the nature of the adverse action to the parent of the student and / or the adult student. Additionally, District may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing the student is no longer a threat. Such evidence may include, but is not limited to, a treatment plan or periodic reports from a physician. District will not condition the future receipt of a benefit or service on the showing by a student that he or she has eliminated behaviors that are a manifestation of a disability, unless District determines that such behavior significantly contributed to the direct threat.

In cases resulting in the interim suspension or other adverse action, an appeal may be filed with the Superintendent. The adversely affected student or the student's parent shall have ten (10) calendar days from the notice of the interim suspension or other adverse action to appeal to the Superintendent. The Superintendent shall schedule a meeting to consider the interim suspension or other adverse action and the objections of the affected student. Following this meeting the Superintendent may adopt the decision of the TAT, enter the Superintendent's own decision, adopt the relief requested by the affected student, or take other action deemed necessary to achieve a reasonable resolution of the appeal. The decision of the Superintendent shall be final. The Superintendent's decision shall be rendered within fifteen (15) calendar days from the appeal meeting scheduled to discuss and consider the appeal.

Upon a preliminary determination (by the TAT) that an individual poses: (1) a threat of violence to others or, (2) exhibits significantly disruptive behavior or, (3) need for assistance, members of the TAT may request & obtain criminal history record information, any previous psychological evaluations, and health records.

- No member of the TAT shall re-disclose any criminal history record information, psychological information, or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
- The TAT may not maintain the criminal history record printed from the criminal records system access terminal, nor may they make copies of it.
- Criminal history information may not be placed in a student's educational file.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur when required by Board policy or Oklahoma laws.

### ~~Special Education Direct Threat Policy~~

~~¶~~

~~Student discipline, suspension, and due process for students with disabilities as defined by the Individuals with Disabilities Act ("IDEA") and / or Section 504 of the Rehabilitation Act of 1973, shall be administered in accordance with "The Policies and Procedures Manual for Special Education in Oklahoma" published by the Oklahoma State Department of Education. Federal law or regulation and Oklahoma law or regulation pertaining to students with disabilities shall take precedence over District policy and regulations in all matters that are specifically addressed by the federal and state laws or regulations. Where Federal and Oklahoma law or regulation permit, are silent, or do not directly address issues dealing with students with disabilities, District policy and regulations will be followed.~~

~~¶~~

~~When the District intends to impose adverse action on a student with a disability or perceived disability based on a direct threat, the same procedures and appeal process will be followed as for district's general education students.~~

~~¶~~

~~However, District will not condition the future receipt of a benefit or service on a showing by the student that he or she has eliminated behaviors that are a manifestation of a disability, unless the district determines that such behavior significantly contributed to the direct threat.~~

~~¶~~

~~When adverse actions result in removals for more than ten (10) school days, a manifestation determination will be completed by the IEP team.~~

~~¶~~

### ~~Protections for Students Not Yet Eligible for Special Education~~

~~¶~~

~~A student who has not been determined eligible for special education and who is subject to adverse action may assert the protections of the IDEA if parents or school district staff suspects that the student may be a student with a disability or there is indication through educational records, psychological evaluations, or medical records that the student may be a student with a disability.~~

~~¶~~

~~If a request for an evaluation of a student who is not currently eligible for special education is made during the period in which the student is subject to disciplinary measures, the district will conduct the evaluation in an expeditious manner. Pending the results of the evaluation, the student will remain in the educational placement determined by the district officials, which can include suspension.~~

Adopted: September 14, 2020

Revised: June 20, 2023; August 14, 2023

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

New Job Descriptions

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve

**RATIONALE FOR RECOMMENDATION:**

Two new job descriptions for your consideration:

- Athletic Grounds Attendant
  - New position.
  - This person will be responsible for the landscaping of all athletic and sports complex areas on the high school campus.
  
- Operations Administrative Assistant/District Custodial Supervisor
  - We currently have an Operations Administrative Assistant.
  - We are proposing to add District Custodial Supervisor to this position.

**FISCAL NOTE:**

TBD

**OPTIONS:**

1. Approve the job description.
2. Not approve the job description.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** ATHLETIC GROUNDS ATTENDANT

**Required Qualifications:**

High school diploma or equivalency

**Primary Purpose:**

The Athletic Grounds Attendant is responsible for the landscape of all the athletic and sports complex areas on the high school campus.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Maintain the grounds of all the sports complexes, excluding the playing surfaces.
- Maintain the operations of all sprinkler systems of the athletic fields.
- Mark game fields with paint for practices and games.
- Maintain the mowing equipment and service equipment when needed.
- Set up facilities for game day events.
- Tear down facilities after game day events.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Operation of hand and power tools and equipment used in ground maintenance.

**Additional Essential Job Functions:**

- Understanding of methods, tools and materials to include but not limited to:
  - Cultivating and maintaining landscaped and athletic field areas;
  - Athletic fields and track boundaries and markings;
  - Basic methods and materials used in controlling weeds and other pests; and
  - Health and safety regulations.
- Complete other tasks that may be necessary to maintain an efficient operation of all the athletic and sports complex areas on the high school campus.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.



**Knowledge, Skills and Abilities:**

- Ability to establish and maintain effective working relationships with staff.
- Basic grounds maintenance procedures including mowing, edging, raking, and weeding.
- Methods, equipment, and materials used in gardening and grounds maintenance work.
- Ability to work without close supervision.
- Proficient in multitasking.
- Dependable and punctual

**Physical requirements:**

- Good health and high energy level.
- Ability to lift objects weighing 40 lbs or more.
- Ability to climb and descend a ladder.
- Extensive kneeling, crawling, and bending.
- Ability to tolerate a stressful environment.
- Ability to lift objects above shoulder level.
- Extensive pushing, pulling, and twisting.

**Training and Experience:**

- A valid Oklahoma drivers license, preferred.

**Coordinates With:** Executive Director of Operations, Director of Activities, and CPS coaching staff.

**Reports To:** Director of Activities and Executive Director of Operations

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Employee Signature

Date



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Operations Administrative Assistant/District Custodial Supervisor

**Required Qualifications:**

High school diploma or high school equivalency. Two (2) years of office experience, preferably in a school office. Advanced training related to office management and computers. Knowledge of accounting and bookkeeping procedures.

**Primary Purpose:**

To ensure the smooth and efficient operation of the Executive Director of Operations.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Accurate accounting procedures for activity funds and general budget funds.
- Collect and receipt monies and make deposits when necessary.
- Maintain records on employee absenteeism and forms for substitutes.
- Obtain substitutes as needed.
- Assist Executive Director of Operations in typing and disseminating letters, memos, newsletters, agendas, reports, handbooks, as requested by SDE, Superintendent, School Board and others deemed necessary.
- Answer the telephone and route calls and messages to proper individuals
- Receive and sort mail daily.
- Cheerfully greet all visitors, making them feel welcome; providing assistance or directing them to the appropriate persons for information.
- Responsible for accurate inventory of all supplies and materials, office and custodial; compiling, ordering , dispensing and storing.
- Keep records for all work orders. Responsible for assigning work order numbers to all work orders; entering information into the computer, printing reports as requested .
- Keep a log of all summer maintenance work.
- Contact applicants and arrange interviews and process all new employees.
- Keep record of appointments for the Executive Director of Operations.
- Make the Executive Director of Operations aware of problems.
- Make sure all custodial and maintenance employee timesheets are filled out completely and correctly.
- Organize and complete all bids and bonds during the year.
- Have invitations to bid placed in the newspaper.



- Provide a list of substitute custodians.
- Enroll employees in state mandated classes and have licenses updated each year.
- Keep asbestos books updated.
- Keep all MSDS information updated.
- Have supplies delivered to sites as needed.
- Notify supervisors when employees call in sick.
- Have all supply orders from each school signed and completed.
- Inform grounds employee of the commodity delivery each month.
- Contact power companies of any outages.
- Contact city with any sewer, water or garbage problems.
- Order equipment from rental companies.
- Coordinate repairs when using an outside company.
- Provide assistance to the bus employees, maintenance and custodial employees.
- Respects the privacy of confidential matters relative to students, patrons and personnel.
- Uses good judgment at all times.
- Attend quarterly safety meetings as scheduled by the district safety coordinator.

**Additional Essential Job Functions:**

- Supervise the custodial staff.
- Provide work schedule including allotted time for each assignment for the custodial staff.
- Keep informed of new cleaning methods.
- Keep written records of work completed.
- Keep up with fire and safety rules.
- Be on call as needed, above the regular hours.
- Make certain that no equipment or supplies are left outside.
- Provide supervision and/or custodial personnel for extra activities.
- Complete other tasks that may be necessary to achieve an efficient operation of the district.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

**Knowledge, Skills and Abilities:**

- Computer literacy
- Effective communication both orally and written
- Excellent interpersonal skills
- Knowledge of accounting procedures
- Work independently
- Plan, schedule and organize work
- Maintain a positive work environment
- Interpret and apply laws, regulations and policies
- Ensure the quality of work as measured against established standards
- Maintain confidentiality
- Proficient in multitasking



- Familiarity with machinery used in cleaning.
- Attention to detail.
- Familiarity with cleaning products and chemicals.
- Dependable and punctual

**Physical Requirements:**

- Good health and high energy level.
- Some bending and stooping.
- Ability to reach above shoulder level.
- Some climbing of short ladders.
- Ability to tolerate a stressful environment.
- Ability to lift objects weighing 20 lbs or more.
- Ability to tolerate a stressful environment.

**Coordinates With:** Executive Director of Operations, Site Principals, Maintenance, Custodians.

**Reports To:** Executive Director of Operations

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Employee Signature

Date

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

Updated Job Descriptions

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve

**RATIONALE FOR RECOMMENDATION:**

We are updating Job Descriptions. The following Job Descriptions have been revised and we are seeking approval. All staff members will be given a job description to sign and it will be placed in his/her Personnel File.

- School Nurse - Nurse Health Assistant
- Principal - Assistant Principal
- Site Head Custodian - Custodian
- Teacher - Teaching Assistant - Paraprofessional
- Extra Duty Expectations
  - Federal Programs Graduation Coach
  - Federal Programs Teacher
  - American Indian Education Teacher/Coordinator

We will continue to update Job Descriptions and will bring additional ones to the Board for approval.

**FISCAL NOTE:**

No new costs

**OPTIONS:**

1. Approve the job description.
2. Not approve the job description.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** School Nurse

**Required Qualifications:**

Current Oklahoma State License to practice as a Registered Nurse issued by the Oklahoma Board of Nursing Education and Nursing Registration, and Current Oklahoma Teacher Certificate.

Preferred - Three (3) years clinical experience as a registered nurse.

**Primary Purpose:**

To strengthen the educational process of Chickasha School students by assisting them to improve or adapt to their health status.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Follow requirements as outlined Federal, State, and District professional development.
- Evaluate and assess the physical and psycho-social needs of students and provide recommendations to individuals for appropriate action.
- Provide health counseling for students, staff, and parents as individuals or in groups.
- Establish and maintain liaison between school and community in all health related areas.
- Provide information and expertise as a resource person in health instruction, referral services, emergency planning, safety, and health related issues.
- Develop procedures and assist in the maintenance of health records of all students, inform necessary staff if students' health problems and keep staff apprised of appropriate emergency response procedures.
- Serve as a resource person for a nurse's assistant and coordinate this person's activities, such as record-keeping and stocking medical supplies.
- Perform emergency plan duties as outlined in the district's emergency procedures.
- Maintain thorough understanding and knowledge of established safety guidelines, and participate in district safety meetings as needed.
- Able to attend and participate in meetings and conferences as required by position.
- Demonstrate the ability to read, speak clearly and deliver cogent presentations.



- Follow the standards of conduct and performance as adopted by the State Board of Education and the District.
- Assist with Pre-K and Kindergarten enrollment.
- Perform vision and hearing screenings as required by District and State reports and assessments.
- Provide information to school personnel to help them protect themselves and the students from transmission of communicable diseases.
- Be on call and able to respond to emergencies to assess the extent of student's illnesses or injuries and direct the disposition of such causes.
- Monitor communicable disease control by determining which child's symptoms may be contagious and which children can safely remain in school.
- Introduce the on-going growth and development education.
- Supervise secretaries on maintaining current and complete immunization records on all students.
- Interpret medical reports and contact physicians for clarification of the child's medical status when situations arise that affect a student's individual education programs.
- Respects the privacy of confidential matters relative to students, patrons and personnel.
- Use good judgment at all times.
- Serve as a team member on 504 and IEP Team meetings.
- Work with medical providers, site teams and parents to create medical plans such as diabetes, seizures, etc.
- Recognizes learning differences, medical needs and makes referrals as appropriate.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Provide CPR/First Aid training to appropriate staff.
- Provide CPR training to high school seniors.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Establishes and maintains cooperative relationships with other staff members.
- Cooperates with the administration in planning appropriate in-service training programs at a school or at the district level.
- Attends staff, department, and committee meetings as required.
- Assists in the implementation of District Initiatives including but not limited to the District Strategic Plan.
- Will demonstrate respect and dignity in the workplace.

**Other Job Functions:**

- To complete other tasks that may be necessary to achieve an efficient operation of the district.



- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

**Skills, Knowledge and abilities:**

- Ability to be the liaison between physicians and the district.
- Exhibit leadership skills.
- Knowledge in management.
- Computer literacy.
- Ability to keep records and submit data for District and State reports.
- Effective communication both orally and written.
- Excellent interpersonal skills.
- Ability to relate courteously with children and adults.
- Work independently.
- Willing to travel between sites.
- Plan, schedule and organize work.
- Maintain a positive work environment.
- Interpret and apply laws, regulations and policies.
- Ensure the quality of work as measured against established standards.
- Maintain confidentiality.
- Proficient in multitasking.
- Ability to work effectively with community organizations.
- Able to react to change productively.

**Physical requirements:**

- Good health and high energy level.
- Ability to lift objects weighing 20 lbs or more.
- Extensive kneeling, crawling and bending.
- Ability to tolerate a stressful environment.
- Ability to lift objects above shoulder level.
- Extensive pushing/pulling and twisting.

**Coordinates With:** Site Staff and Administrators, Parents, Community Stakeholders, District Staff, Coordinators, and District Administrators

**Reports To:** Site Administrators and Executive Director of Personnel and Student Services

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Employee Signature

Date

August 2023



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Nurse/Health Assistant

**Required Qualifications:**

High School Diploma or equivalent. 1-2 years of healthcare and/or clerical experience preferred. .  
Current CMA or CNA license preferred.

**Primary Purpose:**

Under supervision of a licensed school Nurse, the health assistant will facilitate timely access to school-based healthcare, assist with basic first-aid needs, and perform accurate record keeping and reporting.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Follow requirements as outlined Federal, State, and District professional development.
- Effectively manages flow of office by receiving students and determining reason for visit and assistance needed.
- Assists nurse(s) in the provision of basic care.
- Administers medications and treatments as directed by a licensed physician and district policies and procedures.
- Maintains accurate medical records, logs and reports.
- Request supplies and maintain office stock.
- Sanitizes and maintains equipment.
- Contacts parents to disseminate student medical information. Stays abreast of and adheres to all federal, state and district regulations.
- May perform additional duties as assigned such as tube feeding, etc.
- Perform appropriate emergency plan duties as outlined in the district's emergency procedures.
- Maintain thorough understanding and knowledge of established safety guidelines, and participate in district safety meetings as needed.
- Responsible for basic first aid care for students sick or injured; taking temperatures, tending to minor cuts, scratches and other complaints of illness or injury and calling parents when necessary.
- Assist with Pre-K and Kindergarten enrollment.
- Assist with vision and hearing screenings as required by District and State reports and assessments.



- Resource person to site secretaries involving immunization information.
- Provide information to school personnel to help them protect themselves and the students from transmission of communicable diseases.
- Respects the privacy of confidential matters relative to students, patrons and personnel.
- Use good judgment at all times.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Establishes and maintains cooperative relationships with other staff members.
- Attends staff, department, and committee meetings as required.
- Will demonstrate respect and dignity in the workplace.

**Other Job Functions:**

- To complete other tasks that may be necessary to achieve an efficient operation of the district.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

**Skills, Knowledge and abilities:**

- Computer literacy.
- Effective communication both orally and written.
- Ability to remain calm and assist during moderately stressful situations.
- Ability to relate courteously with children and adults.
- Work independently.
- Willing to travel between sites.
- Plan, schedule and organize work.
- Maintain a positive work environment.
- Ensure the quality of work as measured against established standards.
- Maintain confidentiality.
- Proficient in multitasking.
- Ability to work effectively with community organizations.
- Able to react to change productively.

**Physical requirements:**

- Good health and high energy level.
- Must have adequate manual dexterity to write legibly and perform required duties on the computer.
- Must have adequate visual acuity to read, interpret and transcribe written material and other required duties.



- Requires normal range of hearing and clear speaking abilities to interact appropriately with others in person and on the telephone.
- Ability to lift objects weighing 20 lbs or more.
- Requires some stooping, stretching, kneeling, crawling and bending.
- Sitting for prolonged periods of time.
- Ability to tolerate a stressful environment.
- Ability to lift objects above shoulder level.
- Extensive pushing/pulling and twisting.

**Coordinates With:** District Nurses, Site Staff and Administrators, Parents, and Executive Director of Personnel and Student Services

**Reports To:** District Nurses, Site Administrators and Executive Director of Personnel and Student Services

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Employee Signature

Date



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Principal

**Required Qualifications:**

Masters Degree in Secondary or Elementary Education; Current Oklahoma Administrative Certificate; Three (3) years classroom teaching experience required; Previous experience as a school principal preferable.

**Primary Purpose:**

The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the District.

Achieving academic excellence requires that the school principal work collaboratively to direct and nurture all members of the school staff and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, professional development, facilitating professional learning communities, extracurricular activities, personnel management, emergency procedures, and facility operations.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy. Upholds and enforces board policy, administrative procedures, and school rules, regulations, and laws.
- Follow Federal, State, and District professional development, guidelines and requirements.
- Establish, promote and supervise in a fair consistent manner high standards and expectations for all students and staff for academic performance, effective discipline and responsibility consistent with the philosophy, values, and mission of the District.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the district including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional

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goals. Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.

- Establish procedures for evaluation and selection of instructional materials and equipment.
- Keep the Superintendent and/or designee advised of employees not meeting their contractual agreement.
- Research and collect data regarding the needs of students and other pertinent information.
- Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school.
- Implement the guideline and expectations for the Chickasha Public Schools Continuous Strategic Plan.
- Conduct meetings, as necessary, for the proper functioning of the school; including but not limited to monthly staff meetings, and Professional Learning Communities (PLC) data team meetings.
- Establish and maintain an effective inventory record for all school supplies, materials and equipment through each site library inventory.
- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
- Assume responsibility for the health, safety, and welfare of students, employees and visitors by ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Develop clearly understood procedures and provide regular drills for emergencies and disasters.
- Maintain a master schedule to be posted.
- Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
- Follow all expectations and requirements for Accreditation.
- Maintain visibility with students, teachers, parents and Leadership Team.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
- Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals and articulate and audible speech.
- Use excellent written and oral skills when communicating with students, parents and staff.
- Comply with required timelines regarding all records and reports as requested by the Superintendent and Leadership Team including but not limited to attendance, discipline, violence, and vandalism, etc.
- Establish a professional rapport with students and with staff that has their respect.
- Display the highest ethical and professional behavior and standards when working with students, parents and school personnel.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.



- Notify immediately the Superintendent or his/her designee and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.
- Maintain and account for all student activity funds and money collected for students.
- Communicate with the Superintendent about the needs, successes and general operation of the site.
- Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical and emotional needs.
- Maintain positive, cooperative and mutually supportive relationships with staff, parents and students.
- Attend required committee meetings and school sponsored activities/events.
- Perform and duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or in conflict with contract.
- Provide student grade and behavior reports to parents.
- Respects the privacy of confidential matters relative to students, patrons and personnel.
- Uses good judgment at all times.
- Attend all regular school board meetings.
- Has an understanding of the supplemental services - including but not limited to GT, SPED, EL, students experiencing homelessness, and trauma - beneficial to students as an extension of general classroom activities and assessments.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents/caregivers to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members including demonstrating respect and dignity in the workplace.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
- Prepares for and demonstrates an understanding of distance learning strategies and/or virtual days including but not limited to Google Classroom and Google Meets.

**Other Job Functions:**

- Complete other tasks that may be necessary to achieve an efficient operation of the school and other tasks as assigned.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

August 2023



**Skills, Knowledge and abilities:**

- Ability to cope with crises and emergencies.
- Exhibit leadership skills.
- Ability to tolerate confrontations with students, colleagues and patrons.
- Knowledge of curriculum design.
- Ability to work closely with a diverse student population.
- Views self as a change agent.
- Computer literacy.
- Filing, sorting, recording, tabulating and copying
- Effective communication both orally and written.
- Excellent interpersonal skills.
- Telephone etiquette
- Ability to relate courteously with children and adults.
- Work independently.
- Plan, schedule and organize work.
- Maintain a positive work environment.
- Interpret and apply laws, regulations and policies.
- Ensure the quality of work as measured against established standards.
- Maintain confidentiality.
- Proficient in multitasking.

**Physical requirements:**

- Good health and high energy level.
- Ability to lift objects weighing 20 lbs or more.
- Ability to climb and descend a ladder
- Extensive kneeling, crawling and bending.
- Ability to tolerate a stressful environment.
- Ability to lift objects above shoulder level.
- Extensive pushing/pulling and twisting.

**Coordinates With:** Site Staff and Administrators, Parents, Community Stakeholders, District Staff, Coordinators, and District Administrators

**Reports To:** Superintendent, Executive Director of Personnel and Student Services and/or Designee

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Employee Signature

Date

August 2023



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Assistant Principal

**Required Qualifications:**

Masters Degree in Secondary or Elementary Education; Current Oklahoma Administrative Certificate; Three (3) years classroom teaching experience required; Previous experience as a school assistant principal preferable.

**Primary Purpose:**

To assist the Principal and share responsibility with the Principal, in achieving his/her job purpose and the mission of the school.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy. Assists the Site Principal in upholding and enforcing board policy, administrative procedures, and school rules, regulations and laws.
- Follow Federal, State, and District professional development, guidelines and requirements.
- Provides the necessary background and leadership for organizing and administering the school.
- Assists the Principal in the planning, staffing, budgeting and evaluation of the school program.
- Assists the Principal in monitoring the teaching of the written curriculum.
- Participates in curriculum development activities commensurate with school and district goals.
- Provides opportunities and encouragement for staff to increase program expertise.
- Collaborates with teachers in order to assist the Principal in the development, revision and evaluation of the curriculum.
- Emphasizes student achievement and social/emotional development as the primary outcome of schooling.
- Demonstrates positive and supportive interactive skills and facilitates the development of good collegial relations skills among staff by providing opportunities for professional collaboration.
- Recognizes the efforts of students and teachers through written and verbal communications.
- Encourages and supports teacher and student initiated projects that foster a positive school climate.
- Collaborates with the Principal to develop and maintain positive staff morale.
- Maintains high visibility and accessibility in the school.



- Implements the district's discipline policies and works with the Principal to make policy revision recommendations to the Superintendent with appropriate.
- Coordinates and monitors the ISR program and the After School Detention program.
- Assists the Principal in developing and meeting school wide objectives/goals on an annual basis.
  
- Assists the Principal in organizing and supervising school related activities, keeping interruptions to the instructional process to a minimum.
- Shares the responsibility of discipline and student control with the Principal.
- Administers and monitors teachers supervisory assignments and duties.
- Conducts classroom observations and conferences and writes through, defensible and insightful evaluation narratives.
- Assists the Principal in making personnel assignments based on school/district need.
- Keeps the Principal informed of observed and documented borderline performance and recommendations made.
- Collaborates with the Principal regarding the evaluation system and assists the Principal in its implementation.
- Develops communications that reflect and support administrative team decisions and School Board Policies.
- Keeps district office administrators informed of district related activities and problem situations.
- Conferences with students individually and in groups as needed and keeps student informed of planned activities and procedural issues.
- Provides ongoing information to the Principal regarding school related activities, programs, and problem situations.
- Assist the Principal in the development of school policies and procedures giving careful consideration to related research, alternatives available and possible consequences.
- Demonstrates sound judgment in making decisions in the area of responsibility and establishes and communicates procedural requirements when implementing action plans.
- Consults Principal and other appropriate sources prior to making important school related decisions.
- Assists the Principal in the interviewing of candidates for professional positions in the school.
- Assists the Principal in identifying, planning and implementing staff development programs in accordance with assessed needs.
- Collaborates with the Principal to develop and implement individualized instructional improvement programs when necessary.
- Represents the Principal meetings and functions that the Principal is unable to attend.
- Views self as a role model for expected staff behavior.
- Participates in professional organizations, workshops and conferences.
- Recognizes own areas needing improvement and works toward self-growth and improvement.
- Assumes leadership of the school in the absence of the Principal.



- Collaborates with the Principal to establish and maintain rules and procedures for student and staff safety.
- Assist Principal in monitoring plant, office and equipment maintenance and submits appropriate work orders to maintenance services in a timely manner.
- Conducts periodic inspections of school buildings and grounds and reports needed work and repairs to the appropriate persons.
- Maintains accurate personnel, student and fiscal records.
- Works with the Principal to prepare accurate budgets and monitor expenditures.
  
- Provides information to the Principal for required district reports.
- Collaborates with the Principal to identify future building needs and plans of appropriate action.
- Respects the privacy of confidential matters relative to students, patrons and personnel.
- Use good judgment at all times.
- Has an understanding of the supplemental services - including but not limited to GT, SPED, EL, students experiencing homelessness, and trauma - beneficial to students as an extension of general classroom activities and assessments.
- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents/guardians/caregivers to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
- Prepares for and demonstrates an understanding of distance learning strategies and/or virtual days including but not limited to establishing a Google Classroom and providing instruction utilizing Google Meets.
- Actively participates in Professional Learning Communities (PLCs).
- Assists in the implementation of District Initiatives including but not limited to the District Strategic Plan.
- Will demonstrate respect and dignity in the workplace.

**Other Job Functions:**

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.



**Skills, Knowledge and abilities:**

- Ability to cope with crises and emergencies.
- Exhibit leadership skills.
- Ability to tolerate confrontations with students, colleagues and patrons.
- Knowledge of curriculum design.
- Ability to work closely with a diverse student population.
- Views self as a change agent.
- Computer literacy.
- Effective communication both orally and written.
- Excellent interpersonal skills.
- Ability to relate courteously with children and adults.
- Work independently.
- Plan, schedule and organize work.
- Maintain a positive work environment.
- Interpret and apply laws, regulations and policies.
- Ensure the quality of work as measured against established standards.
- Maintain confidentiality.
- Proficient in multitasking.

**Physical requirements:**

- Good health and high energy level.
- Ability to lift objects weighing 20 lbs or more.
- Extensive kneeling, crawling and bending.
- Ability to tolerate a stressful environment.
- Ability to lift objects above shoulder level.
- Extensive pushing/pulling and twisting.

**Coordinates With:** Site Staff and Administrators, Parents, Community Stakeholders, District Staff, Coordinators, and District Administrators

**Reports To:** Site Administrators, Executive Director of Personnel and Student Services, Superintendent.

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Employee Signature

Date

August 2023



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Site Head Custodian

**Required Qualifications:**

High school diploma or high school equivalency. Three years of satisfactory experience as a school custodian. Previous supervisory experience preferred. Physically capable of performing prescribed duties.

**Primary Purpose:**

To maintain the physical school facility in proper operating condition and maintain the proper degree of safety so the full educational use of the school facility is possible at all times.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Follow requirements as outlined Federal, State, and District professional development.
- Vacuum, sweep, dust, mop, wax and buff according to schedule.
- Be alert to safety conditions; anything found unsafe should be reported to the supervisor and rendered safe as soon as possible.
- Keep an up to date inventory of supplies.
- Visually inspect all building areas that need supplies, such as paper towels, toilet tissue, soap, etc., daily.
- Keep buildings and premises, including but not limited to sidewalks, driveways, parking lots, grounds and play areas neat, clean and free of hazards (limbs, snow, ice, trash, etc.) at all times.
- Perform assigned daily tasks on time.
- Communicate and confer frequently with the Principal.
- Keep custodial supply closets neat and clean.
- Comply with relevant laws and procedures for the storage, use and disposal of chemicals, trash, rubbish, waste and blood borne contaminated items.
- Move furniture and/or equipment within the building(s) as required for various activities and as directed by the supervisor.
- Remain on the work-site premises during work shift schedule unless excused by supervisor.
- Make such minor building repairs as an individual is capable of performing.
- Perform such yard keeping chores as grass cutting, edging, trimming as directed by supervisor.
- Secure and lock all entrances to buildings at close of day.



- Ensure the building is opened each day.
- Be alert to repair work that needs to be done.
- Prepare orders for supplies as needed and submit to the District Custodial Supervisor.
- Visually inspect all gilding areas that need supplies, such as paper towels, toilet tissue, soap, etc. daily.
- Clean and maintain all restrooms hourly located in the assigned area(s).
- Keep restrooms supplied with soap, toilet tissue and paper towels.
- If applicable; repair and maintain playground equipment.
- If applicable; ready lunchroom for breakfast and lunch and clean daily.
- Utilize all communications systems appropriately.
- Raise the U.S. and Oklahoma Flags daily.
- Supervise the custodial staff.
- Provide work schedule including allotted time for each assignment for the custodial staff.
- Keep informed of new cleaning methods.
- Keep written records of work completed.
- Keep up with fire and safety rules.
- Be on call as needed, above the regular hours.
- Make certain that no equipment or supplies are left outside.
- Provide supervision and/or custodial personnel for extra activities.
- Respects the privacy of confidential matters relative to students, patrons and personnel.
- Use good judgment at all times.
- Comply with all items contained in the district's Hazard Communication Program.
- If applicable; check the overflow drains in the basement daily.
- Attend quarterly safety meetings as scheduled by the district safety coordinator.

**Additional Essential Job Functions:**

- Complete other tasks that may be necessary to achieve an efficient operation of the site/district as assigned by the supervisor.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

**Knowledge, Skills and Abilities:**

- Ability to read warning labels and safety documents.
- Ability to comprehend and follow both written and oral instructions.
- Ability to communicate by giving comprehensible oral instructions.
- Ability to perform basic numerical calculations.
- Familiarity with machinery used in cleaning.
- Ability to relate courteously with students and adults.
- Attention to detail.



- Ability to work without close supervision.
- Familiarity with cleaning products and chemicals.
- Proficient in multitasking.
- Dependable and punctual

**Physical Requirements:**

- Good health and high energy level.
- Ability to lift objects weighing 30 lbs or more.
- Ability to climb and descend a ladder.
- Extensive kneeling, crawling and bending.
- Ability to lift objects above shoulder level.
- Extensive pushing/pulling and twisting.
- Ability to tolerate a stressful environment.

**Coordinates With:** Site Administrators, Site Custodial Staff, Operations Administrative Assistant/District Custodial Supervisor, Executive Director of Operations

**Reports To:** Site Administrators, Operations Administrative Assistant/District Custodial Supervisor, Executive Director of Operations

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Employee Signature

Date



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Custodian

**Required Qualifications:**

High school diploma or high school equivalency. Custodial experience, preferably in a school or related work environment. Physically capable of performing prescribed duties.

**Primary Purpose:**

To maintain the school facility in proper operating condition including but not limited to maintaining, cleaning, disinfecting and maintaining the proper degree of safety so the full education use of the school facility is possible at all times.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Follow requirements as outlined Federal, State, and District professional development.
- Vacuum, sweep, dust, mop, wax and buff according to schedule.
- Be alert to safety conditions; anything found unsafe should be reported to the supervisor and rendered safe as soon as possible.
- Be alert to repair work that needs to be done.
- Prepare orders for supplies as needed and submit to the Head Custodian.
- Visually inspect all gilding areas that need supplies, such as paper towels, toilet tissue, soap, etc. daily.
- Keep buildings and premises, including but not limited to sidewalks, driveways, parking lots, grounds and play areas neat, clean and free of hazards (limbs, snow, ice, trash, etc.) at all times.
- Perform assigned daily tasks on time.
- Communicate and confer frequently with the Head Custodian.
- Keep custodial supply closets neat and clean.
- Comply with relevant laws and procedures for the storage, use and disposal of chemicals, trash, rubbish, waste and blood borne contaminated items.
- Move furniture and/or equipment within the building(s) as required for various activities and as directed by the supervisor.
- Remain on the work-site premises during work shift schedule unless excused by supervisor.
- Make such minor building repairs as an individual is capable of performing.



- Perform such yard keeping chores as grass cutting, edging, trimming as directed by supervisor.
- Secure and lock all entrances to buildings.
- If applicable; open building each day.
- Raise and lower the U.S. and Oklahoma Flags daily.
- If applicable; check the overflow drains in the basement daily.
- Clean and maintain all restrooms hourly located in the assigned area(s).
- Keep restrooms supplied with soap, toilet tissue and paper towels.
- Be on call as needed, above regular hours.
- Attend custodial training meetings as scheduled by supervisor.
- Comply with all items contained in the district's Hazard Communication Program.
- Attend quarterly safety meetings as scheduled by the district safety coordinator.
- Remove trash regularly and appropriately.
- Respects the privacy of confidential matters relative to students, patrons and personnel.
- Use good judgment at all times.

**Additional Essential Job Functions:**

- Complete other tasks that may be necessary to achieve an efficient operation of the district that may be assigned by supervisor.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

**Knowledge, Skills and Abilities:**

- Ability to read warning labels and safety documents.
- Ability to comprehend and follow both written and oral instructions.
- Familiarity with machinery used in cleaning.
- Ability to relate courteously with students and adults.
- Attention to detail.
- Ability to work without close supervision.
- Familiarity with cleaning products and chemicals.
- Proficient in multitasking.
- Maintain confidentiality.
- Dependable and punctual



**Physical Requirements:**

- Good health and high energy level.
- Ability to lift objects weighing 30 lbs or more.
- Ability to climb and descend a ladder.
- Extensive kneeling, crawling and bending.
- Ability to lift objects above shoulder level.
- Extensive pushing/pulling and twisting.
- Ability to tolerate a stressful environment.

**Coordinates With:** Head Custodian, Site Administrators, Operations Administrative Assistant/District Custodial Supervisor, Executive Director of Operations

**Reports To:** Operations Administrative Assistant/District Custodial Supervisor, Executive Director of Operations

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Employee Signature

Date



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Teacher

**Required Qualifications:**

Bachelor's Degree from an accredited college/university. Current Oklahoma Teaching Certificate

**Primary Purpose:**

The teacher's job is to assure that all students learn the basic and essential skills at each grade level. Teachers will assist students in equipping them with the skills needed for post secondary opportunities.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Follow requirements as outlined Federal, State, and District professional development.
- Plans and implements a program of instruction that adheres to the district philosophy, goals and objectives as outlined in Oklahoma and District Standards.
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies, adhere to District curriculum maps and maximize time on task.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of good study habits.
- Provides progress and interim reports as required.
- Prepares a substitute folder containing appropriate information as required by the site leadership team.
- Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
- Recognizes learning differences and makes referrals as appropriate.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression. Keeps current in subject matter knowledge and learning theory and is willing to collaborate with colleagues to improve teaching practices and student learning.
- Assists on the ongoing curriculum revision process, including the study of and revision of essential standards and assessments.
- Has an understanding of the supplemental services - including but not limited to GT, SPED, EL, students experiencing homelessness, and trauma - beneficial to students as an extension of general classroom activities and assessments.



- Develops, in accordance with district school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.
- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents/guardians/caregivers to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.
- Continued professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Cooperates with the administration in planning appropriate in-service training programs at a school or at the district level.
- Attends staff, department, and committee meetings as required.
- Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, mastery skills checklists, criterion-referenced tests and norm-referenced tests.
- Makes appropriate adjustments in the instructional program and as required by the principal.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
- Use good judgment at all times.
- Prepares for and demonstrates an understanding of distance learning strategies and/or virtual days including but not limited to establishing a Google Classroom and providing instruction utilizing Google Meets.
- Actively participates in Professional Learning Communities (PLCs).
- Assists in the implementation of District Initiatives including but not limited to the District Strategic Plan.
- Will demonstrate respect and dignity in the workplace.

**Other Job Functions:**

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.



**Skills, Knowledge and abilities:**

- Ability to facilitate the personal, social, and intellectual development of students.
- Ability to establish a positive learning environment.
- Computer literacy.
- Effective communication both orally and written.
- Excellent interpersonal skills.
- Ability to work effectively with community organizations.
- Able to react to change productively.
- Ability to relate courteously with children and adults.
- Plan, schedule and organize work.
- Ensure the quality of work as measured against established standards.
- Maintain confidentiality.
- Proficient in multitasking.

**Physical requirements:**

- Good health and high energy level.
- Ability to lift objects weighing 20 lbs or more.
- Extensive kneeling, crawling and bending.
- Ability to tolerate a stressful environment.
- Ability to lift objects above shoulder level.
- Extensive pushing/pulling and twisting.

**Coordinates With:** Site Staff and Administrators, Parents, Community Stakeholders, District Staff, Coordinators, and District Administrators

**Reports To:** Site Administrators

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Employee Signature

Date



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Teacher Assistant

**Required Qualifications:** High School Diploma or equivalent, and Passing score on the PRAXIS PARAPRO test, or 48 semester hours from an accredited university or college.

**Primary Purpose:** To assist with the care, education, social development and nurturance of children so they can achieve educational success.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Follow requirements as outlined Federal, State, and District professional development.
- Supervise and assist at arrival and departure.
- Supervise and assist with breakfast, lunch and snacks.
- Supervise and assist students with transitions to include but not limited to playground, library, music, P.E. and on field trips.
- Assist teachers with classroom management.
- Assist students in classrooms with tasks completion and guided practice of skills being taught.
- Redirect students' attention toward the teacher's instructions.
- Give verbal directions and necessary language.
- Read to students.
- Encourage the use of good manners.
- Assist in the use of technology.
- Familiarize self with the program, regulations and procedures in the classroom and throughout the school setting.
- Work under the guidelines of the teacher.
- Supervise students when the teacher needs to leave the classroom.
- Maintain an atmosphere conducive to good student health and safety.
- Use good judgment at all times.
- Reward students with praise and other positive reinforcements for good behavior and work.
- Maintains appropriate work habits, including regular and punctual attendance
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Establishes and maintains cooperative relationships with staff members.



- Supports the classroom teacher in preparing work prior to distance learning/virtual days. Participate in Google Meet sessions as appropriate.
- Assists in the implementation of District Initiatives including but not limited to the District Strategic Plan.
- Will demonstrate respect and dignity in the workplace.

**Other Job Functions:**

- Respects the privacy of confidential matters relative to students, patrons and personnel.
- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

**Skills, Knowledge and abilities:**

- Computer literacy.
- Excellent computation skills
- Effective communication both orally and written.
- Excellent interpersonal skills.
- Ability to relate positively with children and adults.
- Plan, schedule and organize work.
- Maintain a positive work environment.
- Possess an understanding of child development.
- Interpret and apply laws, regulations and policies.
- Ensure the quality of work as measured against established standards.
- Maintain confidentiality.
- Proficient in multitasking.

**Physical requirements:**

- Good health and high energy level.
- Bending and stooping.
- Ability to lift objects above shoulder level.
- Ability to tolerate a stressful environment.
- Ability to lift objects weighing 20 lbs or more.
- Walking, occasional running, pushing, pulling.
- Strong and physical constitution.

**Coordinates With:** Teachers, Site Staff and Administrators

**Reports To:** Classroom teacher, Site Administrators

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Employee Signature

Date

August 2023



**Chickasha Public Schools  
JOB DESCRIPTION**

**Position:** Paraprofessional

**Required Qualifications:**

High School Diploma or equivalent, and Passing score on the PRAXIS PARAPRO test, or 48 semester hours from an accredited university or college.

**Primary Purpose:**

Paraprofessional provides support to a student with a disability in the general education classroom, special education classroom, other settings or in community based settings; assist teachers or other related service personnel in implementing IEP; assist in the the personal care of and safety of the student, and provide the supports necessary because of physical, health, or behavior concerns to enable the child to be successful.

**Essential Functions and Responsibilities:**

**(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)**

- Comply with School Board Policy.
- Follow requirements as outlined Federal, State, and District professional development.
- Supervise and assist at arrival and departure.
- Supervise and assist with restroom needs and/or changing diapers.
- Supervise and assist with breakfast, lunch and snacks.
- Supervise and assist students with daily transitions, assemblies and on field trips.
- Assist teachers with classroom management.
- Assist students in classrooms with tasks completion and guided practice of skills being taught.
- Redirect students' attention toward the teacher's instructions.
- Give verbal directions and necessary language.
- Require students to respond orally to questions and other language expansion opportunities.
- Read to students.
- Encourage the use of good manners.
- Assist in the use of technology.
- Maintain an atmosphere conducive to good student health and safety.
- Use good judgment at all times.
- Reward students with praise and other positive reinforcements for good behavior and work.
- Lifting students into and out of wheelchairs, other adaptive equipment, and off the floor as needed.
- Attend required State and District training.



- Work under the guidelines of the teacher.
- Maintains appropriate work habits, including regular and punctual attendance
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Establishes and maintains cooperative relationships with other staff members.
- Will demonstrate respect and dignity in the workplace.
- Avoid distractions which interfere with the needs of the students.

**Other Job Functions:**

- Respects the privacy of confidential matters relative to students, patrons and personnel.
- A paraprofessional is required to maintain current First Aid and CPR training, as well as complete an additional six hours of professional development each school year.
- Complete other tasks that may be necessary to achieve an efficient operation of the school.

**Skills, Knowledge and abilities:**

- Computer literacy.
- Effective communication both orally and written.
- Excellent interpersonal skills.
- Ability to relate positively with children and adults.
- Plan, schedule and organize work.
- Maintain a positive work environment.
- Ability to administer CPR/first aid.
- Interpret and apply laws, regulations and policies.
- Ensure the quality of work as measured against established standards.
- Proficient in multitasking.

**Physical requirements:**

- Good health and high energy level.
- Bending and stooping.
- Ability to lift objects above shoulder level.
- Ability to tolerate a stressful environment.
- Ability to lift objects weighing 20 lbs or more.
- Walking, occasional running, pushing, pulling.
- Strong and physical constitution.

**Coordinates With:** Teachers, Site Staff, Related Service Providers and Administrators

**Reports To:** Classroom teacher, Site Administrators, Special Education Coordinator

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Employee Signature

Date

August 2023



## Chickasha Public Schools Extra Duty Expectations

**Extra Duty Title:** Federal Programs Graduation Coach

**Required Qualifications:** Chickasha Public School Certified Teacher

The following are expectations that are tied to an extra-duty certified contract. These expectations are not all encompassing.

The Federal Programs Graduation Coach extra duty position will:

1. Be certified as a teacher and/or administrator by the Oklahoma State Department of Education.
2. Be a Chickasha Public School teacher.
3. Work with the school administration and counseling teams to support efforts and programs to keep students in school and from dropping out.
4. Work with site administrators to identify students at risk of dropping out of school.
  - a. Poor Attendance
  - b. Failing Courses
  - c. Discipline Issues
  - d. Other At-Risk Indicators
5. Meet with and mentor identified students.
6. Track student progress based on identified indicators.
7. Collaborate with administrators, staff, parents and/or community agencies to identify potential resources to reduce the barriers inhibiting school performance.
8. Participate in Parent/Teacher Conferences, IEP Meetings, ELAP Meetings as appropriate.
9. Collaborate with District Coordinators to prepare statistical and other reports for internal and external constituencies, including data required to validate federal programs.
10. Attend regular scheduled meetings with site Graduation Coaches.
11. Performs other duties as assigned.



**Coordinates With:** Curriculum Coordinator, Site Administrators, Counselors, and Classroom Teachers

**Reports To:** Site Administrators, Executive Director of Personnel and Student Services.

---

Employee Signature

Date



## Chickasha Public Schools Extra Duty Expectations

**Extra Duty Title:** Federal Programs Teacher

**Required Qualifications:** Chickasha Public School Certified Teacher

The following are expectations that are tied to an extra duty certified contract. These expectations are not all encompassing.

The Federal Programs Teacher extra duty position will:

1. Be certified as a teacher by the Oklahoma State Department of Education.
2. Be a Chickasha Public School teacher.
3. His/her primary role is to provide instruction, tutoring and the monitoring of identified Title I and Title III students.
4. Collaborate with teachers, paraprofessionals, parents and others to ensure the student's maximum participation in the general education classroom.
5. Collaborate with all concerned parties as necessary to adapt curriculum, environment, materials, assistance and/or instructions to meet the needs of each student.
6. Attend IEP and ELAP meetings to assist in developing goals and accommodations for students with disabilities and English Learners.
7. Administer WIDA Screeners and WIDA ACCESS.
8. Assist in planning Parent and Family Engagement Educational Activities.
9. Assist with Title I and Title III Site Plans and documentation required in the site notebooks.
10. Assist with documentation and implementation of Site Title I and Title III Budgets.
11. Attend regular scheduled meetings with district Title I and Title III personnel.
12. Performs other duties as assigned by District Coordinators and the Executive Director of Personnel and Student Services.

**Coordinates With:** Site Administrators and Classroom Teachers

**Reports To:** Site Administrators, District Coordinators and Executive Director of Personnel and Student Services.

---

Employee Signature

Date



**Chickasha Public Schools  
Extra Duty Expectations**

**Extra Duty Title:** American Indian Education Teacher/Coordinator

**Required Qualifications:** Chickasha Public School Certified Teacher

The following are expectations that are tied to an extra-duty certified contract. These expectations are not all encompassing.

The American Indian Education Teacher extra duty position will:

1. Be certified as a teacher by the Oklahoma State Department of Education.
2. Be a Chickasha Public School teacher.
3. Carry out and achieve all goals in the building and district Title VI and Johnson O'Malley
4. Monitors and provides tutoring to American Indian students.
5. Assists American Indian students in completing their Individual Career Academic Plan (ICAP).
6. Works with American Indian students to facilitate, advocate, and communicate their needs.
7. Implements, access, and provides a means of evaluation for the American Indian Education program.
8. Identifies and utilizes community resources. Uses established district goals as a guide for facilitating the American Indian Education Program.
9. Provides the American Indian Parent Advisory Committee with relevant information concerning legislature, school procedures/policies, and other pertinent items of interest.
10. Assist in planning Parent and Family Engagement Activities.
11. Serves as liaison between the American Indian Parent Advisory Committee and the Federal Programs Department.
12. Stays current on issues pertaining to the educational needs of American Indian youth.
13. Assists with preparation of grant applications, program evaluations, reports and child find.
14. Works with building principals, counselors and teachers to provide assistance to American Indian students to prepare for post-secondary education.
15. Performs other duties as assigned by the Executive Director of Personnel and Student Services and District Coordinators.

**Coordinates With:** Site Administrators, Counselors, and Classroom Teachers

**Reports To:** Site Administrators, Executive Director of Personnel and Student Services

---

Employee Signature

Date

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** Deregulation of Library Services: Bill Wallace Early Childhood Center

**ADMINISTRATIVE RECOMMENDATION:**

To approve the recommendation to request a waiver from the OSDE for a deregulation of library services for Bill Wallace Early Childhood Center.

**RATIONALE FOR RECOMMENDATION:**

Skyler Nichols is our new Library/Media Specialist at BWECC. Skyler has a Masters in Library and Information Science. She is in the process of taking the Library/Media Specialist OSAT assessment. We need to approve a library deregulation until such time that Skyler has completed her Library/Media Specialist Teaching Certification.

**FISCAL NOTE:**

No additional cost.

**OPTIONS:**

1. Approve the request for a waiver.
2. Not approve the request for a waiver.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020



# CHICKASHA

## PUBLIC SCHOOLS

900 West Choctaw Avenue | Chickasha Oklahoma 73018  
(405) 222-6500 | (405) 222-6590 Fax | www.chickasha.k12.ok.us

TO: Chickasha Public School Board of Education  
FROM: Pam Ladyman, Executive Director of Personnel and Student Services  
RE: Deregulation of Bill Wallace Early Childhood Center Library/Media Program  
DATE: August 14, 2023

CPS Board of Education,

Skyler Nichols is our new Library/Media Specialist at BWECC. Skyler has a Masters in Library and Information Science. She is in the process of taking the Library/Media Specialist OSAT assessment. We have submitted an Emergency Certification request while she completes the process. Skyler has experience working in libraries at Midwest City and Oklahoma City.

The Oklahoma State Department of Education no longer requires State Board approval for this deregulation. Local school board approval is required.

Respectfully submitted,

Pam Ladyman

### *Home of the Fightin' Chicks*

ADMINISTRATION	405-222-6500	BILL WALLACE ECC	405-222-6544	HEALTH SERVICES	405-222-6519
ADULT BASIC EDUCATION	405-222-6562	GRAND AVENUE	405-222-6524	MAINTENANCE	405-222-6500
ATHLETIC DEPARTMENT	405-222-6556	HIGH SCHOOL	405-222-6550	QUALITY ACADEMY	405-222-6506
CHILD NUTRITION	405-222-6573	LINCOLN	405-222-6520	TRANSPORTATION	405-222-6570
		MIDDLE SCHOOL	405-222-6530		

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**Deregulation of Brandon Willis's Plan Period**

**ADMINISTRATIVE RECOMMENDATION:**

Please Approve

**RATIONALE FOR RECOMMENDATION:**

Brandon Willis is teaching STEM classes and GT pull-out at Grand Elementary. This schedule has Mr. Willis teaching throughout the day instead of receiving a plan period. Mr. Willis will be compensated for working during his plan period.

**FISCAL NOTE:**

He will be paid for an additional teaching period.

**OPTIONS:**

1. Approve deregulation.
2. Not approve deregulation. .
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020



# CHICKASHA

## PUBLIC SCHOOLS

900 West Choctaw Avenue | Chickasha Oklahoma 73018  
(405) 222-6500 | (405) 222-6590 Fax | www.chickasha.k12.ok.us

TO: Chickasha Public School Board of Education  
FROM: Pam Ladyman, Executive Director of Personnel and Student Services  
RE: Deregulation of Brandon Willis's Plan Period  
DATE: August 14, 2023

CPS Board of Education,

Brandon Willis is teaching STEM classes and GT pull-out at Grand Elementary. This schedule has Mr. Willis teaching throughout the day instead of receiving a plan period. Mr. Willis will be compensated for working during his plan period.

The Oklahoma State Department of Education no longer requires State Board approval for this deregulation. Local school board approval is required.

Respectfully submitted,

Pam Ladyman

### *Home of the Fightin' Chicks*

ADMINISTRATION	405-222-6500	BILL WALLACE ECC	405-222-6544	HEALTH SERVICES	405-222-6519
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CHILD NUTRITION	405-222-6573	LINCOLN	405-222-6520	TRANSPORTATION	405-222-6570
		MIDDLE SCHOOL	405-222-6530		

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

MOU between CASE and Chickasha Schools

**ADMINISTRATIVE RECOMMENDATION:**

Please approve

**RATIONALE FOR RECOMMENDATION:**

We realized after Negotiations had been completed that we did not create a LPC / LPC-C pay scale. We have created a 210 day pay scale for these roles. The MOU has been agreed to by both parties.

**FISCAL NOTE:**

No new costs

**OPTIONS:**

1. Approve the MOU.
2. Not approve the MOU
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020



To: Chickasha Association of Support Employees  
From: Pam Ladyman, Executive Director of Personnel and Student Services  
Re: Memorandum of Understanding  
Date: August 14, 2023

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha Association of Support Employees (CASE) for the 2023-2024 school year, in regards to implementing an LPC / LPC-C pay scale.

All parties agree that this MOU is only issued for the current school year, and then it will be revisited by both parties, Prior to the beginning of the 2024-2025 school year.

The below signatures signify agreement of the above MOU.

M. Lavon Blalock  
Lavon Blalock  
President-CASE

8-9-2023  
Date

Pam Ladyman  
Pam Ladyman  
Ex. Director of Personnel and Student Services

8-9-23  
Date

\*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.

LPC Scales FY 24

Step:	LPC-C 210 Days	LPC 210	Step Increase
1	58,233	71,733	
2	59,033	72,533	800
3	59,833	73,333	800
4	60,633	74,133	800
5	61,433	74,933	800
6	62,533	76,033	1100
7	63,333	76,833	800
8	64,133	77,633	800
9	64,933	78,433	800
10	65,733	79,233	800
11	66,533	80,033	800
12	67,333	80,833	800
13	68,133	81,633	800
14	68,933	82,433	800
15	69,733	83,233	800
16	70,533	84,033	800
17	71,333	84,833	800
18	72,133	85,633	800
19	72,933	86,433	800
20	73,733	87,233	800
21	74,733	88,233	1000
22	75,533	89,033	800
23	76,333	89,833	800
24	77,133	90,633	800
25	77,933	91,433	800

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

MOU between Chickasha Association of Support Employees and Chickasha Public Schools Board of Education.

**ADMINISTRATIVE RECOMMENDATION:**

Approval of MOU with CASE

**RATIONALE FOR RECOMMENDATION:**

We failed to include our LPC and LPC-C in the Support Staff Mileage Reimbursement Form as part of the Negotiation Process. We need to add these to the form.

**FISCAL NOTE:**

\$1,200 - \$1,600

**OPTIONS:**

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman

Implemented: April 2020



To: Chickasha Association of Support Employees  
From: Pam Ladyman, Executive Director of Personnel and Student Services  
Re: Memorandum of Understanding  
Date: August 14, 2023


This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha Association of Support Employees (CASE) and Chickasha United Teaching Association (CUTA) for the 2023-2024 school year, in regards to CASE 35.1 and CUTA 29.2 Reimbursement for Use of Personal Automobile. We did not include District Nurses and District LPC/LPC-C in negotiations.

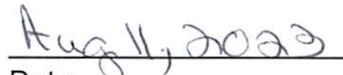
A stipend will be provided to support and certified employees based on position and/or job duties. Employees must have authorization form their immediate supervisor prior to using their personal vehicle for District business between work locations that qualify for reimbursement.

- B. Custodian/Maintenance/District LPC/LPC-C (2 site) .....\$350.00
- C. Custodian/Maintenance/District LPC/LPC-C (3 sites) ..... \$600.00
- D. Custodian/Maintenance//District LPC/LPC-C (over 3 sites) ...\$800.00

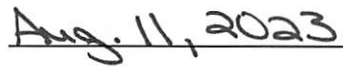
All parties agree that this MOU is only issued for the current school year, and then it will be revisited by all parties, prior to the beginning of the 2024-2025 school year.

The below signatures signify agreement of the above MOU.

  
\_\_\_\_\_  
LaVon Blalock  
President-CASE

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Pam Ladyman  
Ex. Director of Personnel and Student Services

  
\_\_\_\_\_  
Date

\*The implementation of this MOU is contingent upon CPS Board of Education approval.

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

Therapies United, LLC

**ADMINISTRATIVE RECOMMENDATION:**

This is a new Agreement for Speech Services. Please approve

**RATIONALE FOR RECOMMENDATION:**

This service agreement will provide in person speech/language services to our identified students at Chickasha Middle School.

**FISCAL NOTE:**

See agreement

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Tammy Swinburne  
Pam Ladyman

Implemented: April 2020

# Therapies United, LLC

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Amanda Paul MS, CCC, SLP

## **Agreement for Provision of: *Speech Language Pathology***

*Between*

**Therapies United, LLC**

*and*

**Chickasha Public Schools**

This agreement made by and between *Therapies United, LLC* and Chickasha Public Schools established for the mutual benefit of both organizations in order to provide coverage of specialized services as may be required to facilitate evaluation and treatment of students in the *Chickasha Public Schools*.

For and in consideration of the mutual covenants and agreements as hereinafter set out, the parties hereto agree as follows:

1. **Coverage of Service:** Under this agreement, *Therapies United, LLC* and associates will provide treatment services to Chickasha Public School students, as requested during regular business hours at Chickasha Public Schools.
2. **Compensations:** Services will be paid in the sum of \$75 an hour not to exceed 12 hours a week. This includes paperwork and travel time.
3. **Term:** The term of this contract is until either party gives written notice to nullify this contract.
4. **Proof of License:** *Therapies United, LLC* will maintain proof of licensure. These licenses may be inspected and copied annually by *Chickasha Public Schools* administration.
5. **Proof of Insurance:** Each organization, at no expense to the other, will maintain through a policy of insurance, coverage for professional liability and comprehensive general liability at levels which each reasonably determines are adequate. Proof of insurance will be provided by either party to the other upon request annually.
6. **Records:** *Therapies United, LLC* will promptly and accurately complete all records required in the performance of assignments under this agreement. Records include but are not limited to all medical notes and time logs. Amanda Paul will provide testing and IEP paperwork.

# Therapies United, LLC

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Amanda Paul MS, CCC, SLP

7. **Access to Records:** Each organization will own, maintain, and provide access to records as may be required under federal, state and local laws.
8. **Confidentiality:** The parties hereto shall maintain the confidentiality of any and all medical records which shall be in their possession and control, and such information shall only be released or disseminated pursuant to the valid authorization of the patient whose medical condition is reflected in such medical records or as shall be otherwise permitted under applicable law.
9. **Liability and Indemnification:** *Therapies United, LLC* and Chickasha Public Schools shall each be responsible for its own acts and omissions and shall not be responsible for the acts and omissions of the other. *Chickasha Public Schools* agrees to indemnify and hold harmless *Therapies United, LLC* from and against any and all claims, actions, suit proceedings, expenses, damages, losses, costs, or liabilities (*including reasonable attorneys' fees*) resulting from, arising out of and/or relating to the other failure to comply with the provisions of this agreement and/or negligent acts, omissions, or willful misconduct.
1. **Discrimination:** *Therapies United, LLC* and Chickasha Public Schools agree that in the performance of this agreement they will not discriminate or permit discrimination against any person or group of persons on the ground of race, color, gender, age, religion, national origin, or handicap in any manner prohibited by the laws to the United States and the state of Oklahoma.
2. **Supervening Law:** The parties recognize that this agreement at all times is subject to applicable state, local, and federal law, including both but not limited to the Social Security Act, the rules and regulations and policies of all public health and safety regulatory bodies. The parties further recognize that this agreement shall be subject to amendments to such laws and regulations and to new legislation. Any provisions of law that invalidate, or otherwise are inconsistent with, the terms of this agreement or that would cause one or both of the parties to be in violation of law, shall be deemed to have superseded the terms of this agreement provided, however, that the parties shall exercise their best efforts possible consistent with the requirements of the law and amend this agreement accordingly.
3. **Amendment:** This agreement may be amended only by written agreement signed by the parties hereto.
4. **Authorization for Agreement:** The execution and performance of the agreement by *Therapies United, LLC* and *Chickasha Public Schools* has been duly authorized by all necessary laws, resolutions, or corporate actions and this agreement constitutes the valid and enforceable obligation of each in accordance with its terms.

# Therapies United, LLC

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Amanda Paul MS, CCC, SLP

IN WITNESS WHEREOF, *Therapies United, LLC* and Chickasha Public Schools have hereunto caused this Agreement to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Name of Public Schools**

Chickasha Public Schools

Chickasha Ok., 73018

**Therapies United, LLC**

Amanda Paul M.S., CCC-SLP

111 South 5<sup>th</sup> St. , suite 5

Chickasha OK., 73018

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*Chickasha Public Schools Representative Signature / Date*

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*Therapies United Representative Signature /*

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

Keahbone SLP, LLC

**ADMINISTRATIVE RECOMMENDATION:**

This is a new Agreement for Speech Services. Please approve

**RATIONALE FOR RECOMMENDATION:**

This service agreement will provide speech/language services to our identified students at Grand Elementary. These services will be in person.

**FISCAL NOTE:**

See agreement

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Tammy Swinburne  
Pam Ladyman

Implemented: April 2020

**CHICKASHA PUBLIC SCHOOL  
SPEECH THERAPY  
SERVICES AGREEMENT**

This agreement is made and entered into as of this \_\_\_ day of \_\_\_\_\_, by and between Keahbone SLP, LLC (agency) and Chickasha Public Schools (school) for the school year 2023-2024.

The purpose of this agreement is to provide speech and language therapy to students of the school in accordance with an evaluation and IEP, which plan of therapy cannot be altered in type, frequency or duration unless by mutual agreement of the agency and the school. All such therapy services shall be provided at the school.

The agency agrees to:

1. Provide documentation of qualifications to the agency according to federal and state requirements necessary to perform therapy services;
2. Prepare and complete forms for clinical records according to the latest standards including evaluations, treatment plans and progress notes according to school policies;
3. Provide updated files, which contain Oklahoma State Licensure;
4. Provide consultations to teachers and parents with regard to student's IEP and current progress;
5. Provide evaluations as needed in accordance with federal and state regulations;
6. Arrange times and schedules for therapy and evaluations
7. Submit time sheet documenting time providing services and/or attending conferences/training;
8. Services will be provided weekly for the 2023-2024 school year.

The school agrees to:

1. Initiate requests for services and notify the agency in a timely manner of said referrals;
2. Provide an area and materials to effectively render services;
3. Notify the agency in a timely manner of changes or discontinuance of student therapy;
4. Provide the agency with necessary medical information relative to the therapy of the student;
5. Provide support for completion of due process requirements.

The parties agree as follows:

1. As full compensation for its services hereunder, Chickasha Public Schools agrees to pay Agency \$80.00 per hour, which will also include one hour of drive time per day of travel to Chickasha Public Schools from the agency's address 177 Lake Crest Drive, Lawton, Ok 73507, for duties performed to be paid in monthly installments, beginning the month for September 2023 and ending in June 2024;
2. Both the agency and the school agree that this agreement shall be effective from

August 1, 2023 to May 30, 2024 and shall remain binding unless terminated as herein provided;

3. This agreement shall also be terminated upon the first to occur of the following:
  - (i) In the event the agency and school shall agree in writing, this Agreement may be terminated;
  - (ii) This Agreement may be terminated at any time for any reason whatsoever by either party upon 30 days prior written notice of Termination;
  - (iii) This Agreement shall terminate forthwith in the event the school shall fail to pay to agency any compensation payable;
4. This Agreement is to be construed according to the laws of the State of Oklahoma;
5. This Agreement contains the entire understanding of the parties with respect to the subject matter of this Agreement. This Agreement supersedes all prior agreements and understandings between the parties with respect to its subject matter;
6. Only a written instrument duly executed by all of the parties involved may amend this Agreement.

Chickasha Public Schools:

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Superintendent

Date

---

Jennifer Keahbone-Owner  
Keahbone SLP, LLC

Date

---

School Board Member

Date

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

TinyEYE Therapy Services

**ADMINISTRATIVE RECOMMENDATION:**

This is a new Agreement for Speech Services. Please approve

**RATIONALE FOR RECOMMENDATION:**

This service agreement will provide teletherapy speech/language services to our identified students at Lincoln Elementary and Chickasha High School. The students will have a paraprofessional present during the sessions.

**FISCAL NOTE:**

See agreement

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Tammy Swinburne  
Pam Ladyman

Implemented: April 2020



Growing Smiles, Mending Spirits, Engaging Children in Their Lives

## TinyEYE Service Agreement

This Service Agreement (this "Agreement") along with its accompanying addenda is entered into as of this Effective Date: **August 7, 2023**

**BETWEEN:**  
(the "Service Provider")

**TinyEYE Technologies Corporation** of  
109-15 Innovation Boulevard, Saskatoon, SK S7N 2X8

**And**  
(the "Customer")

**Chickasha Public Schools** of  
900 W Choctaw Ave, Chickasha, OK, US, 73018

### **BACKGROUND:**

The Parties to this Agreement are the Service Provider and the Customer.

The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide the Services (as hereinafter defined) to the Customer.

The Service Provider is agreeable to providing such Services to the Customer on the terms and conditions set out in this Agreement.

**Now, therefore, IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties agree as follows:

### **Services Provided**

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") from credentialed professionals including, but not limited to, speech-language pathologists, occupational therapists, psychologists, social workers, and counselors. These Services shall, unless otherwise agreed to by the parties, include those Services described in **Schedule "B"** attached hereto or any other future Addenda. The Services will also include any other tasks which the parties may agree on. The Service Provider hereby agrees to provide such Services to the Customer.
2. The Service Provider will provide a license (which shall consist of a username and password) to the TinyEYE Therapy Software to all students and support staff that are encompassed by this Agreement. All such licences shall be deemed to be immediately revoked upon the expiration or termination of this Agreement.
3. The Service Provider follows best practices in data privacy and data security, meeting or exceeding federal and regional guidelines.



Growing Smiles, Mending Spirits, Engaging Children in Their Lives

#### Participant Requirements

4. Each participating location must also meet the following requirements:

- Internet, Computer & Software as per **Schedule "A" - Technical Requirements**
- A minimum of one (1) designated contact person per school (each, a "**Contact Person**") for communicating with the students:
  - Each Contact Person will also receive some guidance from the Service Provider for supporting the students' development.
  - Each Contact Person will also be generally available to help the students log in to their virtual backpack outside of the therapy sessions.
- The criteria for becoming a TinyEYE therapy student shall include:
  - The Customer will help the Service Provider ensure that all participants have consented, in the form required by the Service Provider, to receive therapy services.
  - The parties acknowledge and agree that all referrals might not qualify for therapy. Children will be seen when the Service Provider has received (i) a referral request, (ii) background information. The Service Provider will provide templates for these forms.
- Customer Acknowledgements Regarding Student/Parent Consent
  - The Customer hereby agrees:
    - The Customer represents that any student/parent receiving services hereunder, as applicable, has been informed that Service Provider will deliver services virtually and that the student/parent does not object to virtual services.
    - The Customer acknowledges that it has informed and received consent from any student/parent receiving services hereunder that, as part of the services provided, sessions may be recorded by the Service Provider, and data from the recorded sessions may be shared among other similar professional contractors to the Service Providers that are bound by confidentiality agreements and are able to contribute to the outcome of the services provided. Data from the recorded sessions may also be shared with confidentiality-bound employees of the Service Provider, with the Customer at its request, or be used for research purposes without any identifiable information of the participants of the sessions.
    - The Customer acknowledges that education-related information about students and the services provided hereunder to those students may be transmitted between Customer and Service provider by electronic mail.
    - The Customer represents that it shall immediately notify Service Provider if student/parent consent for any of the items above has been withheld or withdrawn.
    - The Customer shall defend, indemnify and hold the Service Provider harmless from any and all losses, damages, and/or claims that the Service Provider may incur as a result of parental or student consent being withheld or withdrawn for any of the items acknowledged above.

#### Term of Agreement

5. The term of this Agreement will commence on the date this Agreement is executed and will be terminated as provided in this Agreement. If an End Date is specified in **Schedule B** or an **Addendum** to this Agreement, the service order will terminate on that End Date.



## Growing Smiles, Mending Spirits, Engaging Children in Their Lives

- If the Customer or Service Provider wishes to extend the End Date of the service order, they can do so by sending a written request by email to the other party stating the new date. If agreeable, the new date will be confirmed by email response to the suggesting party. An extension of the End Date can be instigated by either party, must be confirmed by the other party, as outlined above, and does not require any further or other amendment to this Agreement.

### Performance

6. The parties agree to take commercially reasonable steps to ensure that the terms of this Agreement take effect.

### Compensation

7. In consideration for the Services rendered by the Service Provider as required by this Agreement, the Customer shall pay to the Service Provider the Total Minimum Fee of the ordered services for the agreed upon Start Date and End Date per Schedule B regardless of whether the Customer elects to utilize the full amount of ordered services. The Customer agrees to pay for the additional services provided by the Service Provider. All fees shall be prorated.

The Total Minimum Fee per Schedule B or any other future Addenda will be payable on a monthly basis while this agreement is in force. If the Customer's monthly utilized services are more than the monthly ordered amount, the Customer will be billed the difference on every third invoice and the final reconciliation on the last invoice of the School Year. Terms of payment are 15 days upon receipt of invoice, with interest charged at 15% per annum after 45 days.

If the Service Provider is not ready to start by the Start Date outlined in Schedule B, the Service Provider will apply the accrued credit of the missed time to the Customer's account. If the Customer is not ready by the Start Date outlined in Schedule B, the Service Provider is entitled to the full payment in accordance with the signed Agreement. Any delays because of the failure in meeting the following requirements will be considered the Customer's lack of readiness to start the services:

- Customer must provide caseload information ("Caseload Spreadsheet") at least three (3) weeks before the Start Date per Schedule B.
- Customer must provide the name and contact information of each designated contact person per school ("E-Helper") at least three (3) weeks before the Start Date per Schedule B. The assigned E-Helper's availability must match to the agreed-upon times without scheduling restrictions Per Schedule B.
- Each school must meet the TECHNICAL REQUIREMENTS per Schedule A. Customer must provide the Name and contact information of each School IT at least three (3) weeks before the Start Date per Schedule B.
- Any changes to the Customer's specified Licensing Requirements per Schedule B that lead to delays in the start of Services. These requirements only indicate the licenses and credentials required beyond the legal requirements of the Customer's state.

8. **Absence** - The Customer will inform the Service Provider through the TinyEYE Therapy System if (i) school is cancelled due to field trips, assemblies, funerals, or any other planned Interruption to the regular school schedule (ii) session(s) are cancelled due to student absences, Contact Person absences, parent or legal guardian absences. The Customer must provide at least 24 hours of notice to the Service Provider of such interruptions. Without 24 hours' notice, the cost of the session shall be applied toward the monthly amount in which the session was scheduled to occur. For sessions cancelled with 24 hours' notice, the Service Provider will apply the accrued credit of the missed time for the assigned student(s) to the Customer's account.



## Growing Smiles, Mending Spirits, Engaging Children in Their Lives

9. **Technical Interruptions** - The Customer and the Service Provider will make every effort to ensure the therapy environment meets the required technical specifications and enough bandwidth is available for each session. Should technical issues arise, the Customer and the Service Provider will work together to resolve the technical issues to resume therapy, and schedule alternate sessions. Should the technical interruption be deemed the responsibility of the Service Provider and result in lost session time, the accrued credit will be applied to the Customer's account. Should the technical interruption be deemed the responsibility of the Customer, and result in lost session time, the Service Provider will invoice for lost session time, unless otherwise agreed in writing.

10. The Service Provider may, at its sole option:

- lend to the Customer therapy materials including, but not limited to, document cameras, occupational therapy prompts, computer hardware, or other items requested by the Customer (collectively, the "Therapy Materials"). Upon the expiry or termination of this Agreement, the Customer will return all such Therapy Material lent by the Service Provider (or shall pay for the actual cost of said Therapy Materials and the Service Provider will provide receipts upon request). Normal wear and tear of Therapy Materials is expected and will not be charged for; or
- sell to the Customer, for an amount equal to the actual cost, the Therapy Materials and, in such event, the Service Provider will provide receipts upon request. The purchase price for such Therapy Materials shall be payable on or before the date of the first payment of Service Fees hereunder.

11. The hourly compensation rate for all Services provided by the Service Provider as outlined in this Agreement is subject to an annual adjustment. The adjustment shall be based upon the increase in the Consumer Price Index, U.S. Department of Labor, Bureau of Labor Statistics-Group: Medical care services, Not Seasonally Adjusted. The Adjustment date will be August 1st of each year.

### Confidentiality

12. The Service Provider agrees that it will not disclose, divulge, reveal, report or use, for any purpose whatsoever, any confidential information with respect to the business of the Customer, which the Service Provider has obtained, except as may be necessary or desirable to further the business interests of the Customer. This obligation will survive 3 years upon termination of this Agreement.

13. The Customer agrees that it will not disclose, divulge, reveal, report or use, for any purpose whatsoever, any confidential information with respect to the business of the Service Provider, which the Customer has obtained, except as may be necessary or desirable to further the business interests of the Service Provider. This obligation will survive 3 years upon termination of this Agreement.

### Non-Solicitation

14. The Customer agrees that, during the term of this Agreement and for a period of one (1) year after the termination or expiration of this Agreement, the Customer will not in any way, directly or indirectly:

- Induce or attempt to induce any employee or other service provider of the Service Provider to quit employment or retainer with the Service Provider;
- Otherwise interfere with or disrupt the Service Provider's relationship with its employees or other service providers;
- Discuss employment opportunities or provide information about competitive employment to any of the Service Provider's employees or other service providers; or
- Solicit, entice, or hire away any employee or other service provider of the Service Provider.



**Growing Smiles, Mending Spirits, Engaging Children in Their Lives**

**Ownership of Materials, Intellectual Property**

15. All materials developed, produced, or in the process of being so under this Agreement, will be and shall remain the sole and exclusive property of the Service Provider and the Customer shall, to the extent necessary, be granted a limited revocable license to use such mentioned materials during the term of this Agreement and for the sole and exclusive purpose of giving effect to this Agreement.

16. The Customer agrees that the Service Provider shall have exclusive ownership in all ideas, discoveries, inventions, formulae, algorithms, techniques, processes, know-how, trade secrets and other intellectual property, including all expressions of such intellectual property in tangible form, which are used in or relate to the Service Provider's business (including, without limitation, the TinyEYE Therapy Software) and which the Consumer is licensed to use under this Agreement, or conceives of or makes for the Service Provider, during the term of this Agreement.

**Return of Property**

17. Upon the expiry or termination of this Agreement:

- the Service Provider will return to the Customer any property, documentation, records, or confidential information which is the property of the Customer; and
- the Customer will return to the Service Provider any property, documentation, records, or confidential information which is the property of the Service Provider.

**Capacity/Independent Contractor**

18. It is expressly agreed that the Service Provider and its Agents and Contractors are acting as independent contractors not as employees in providing the Services under this Agreement. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

**Modification of Agreement**

19. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

**Notice**

20. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be submitted by email to the parties of this Agreement.

**Costs and Legal Expenses**

21. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.



**Growing Smiles, Mending Spirits, Engaging Children in Their Lives**

**Time of the Essence**

22. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

**Entire Agreement**

23. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

**Limitation of Liability**

24. It is understood and agreed that the Service Provider will have no liability to the Customer or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of the Services.

**Enurement**

25. This Agreement will ensure to the benefit of and be binding on the parties and their respective successors and permitted assigns.

**Currency**

26. All monetary amounts referred to in this Agreement are in the currency specified in the Addenda.

**Titles/Headings**

27. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

**Gender**

28. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

**Governing Law**

29. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the Province of Saskatchewan, without regard to the jurisdiction in which any action or special proceeding may be instituted.



**Growing Smiles, Mending Spirits, Engaging Children in Their Lives**

**Severability**

30. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

**Waiver**

31. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**Force Majeure**

32. No party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity or telephone/internet service, and no other Party will have a right to terminate this Agreement under in such circumstances. Any party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

**Counterparts**

33. This Agreement may be executed in any number of counterparts and each is deemed to be an original and the counterparts together will constitute one agreement. A party may deliver to the other an executed counterpart by fax or other email and such transmission shall constitute valid and effective delivery.

**Finality**

34. This Agreement contains the final and entire agreement and understanding between the Parties and is the complete and exclusive statement of its terms. This Agreement supersedes all prior agreements and understandings, whether oral or written, in connection therewith.

**IN WITNESS WHEREOF** the parties have duly executed this Service Agreement along with its Addenda as of the Effective Date.

A handwritten signature in blue ink, appearing to read "Greg Sutton", is written over a horizontal line.

Greg Sutton, CEO  
TinyEYE Therapy Services

Tammy Swinburne, SPECIAL EDUCATION  
COORDINATOR  
Chickasha Public Schools



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## Schedule "A"

### TECHNICAL REQUIREMENTS

Internet speed must be at least 384 Kbps available for both upload and download, with ports open to TinyEYE's FQDNs.

Computers are required with the following minimum requirements:

#### Chromebook

- RAM: 2GB or more
- CPU /Processor: Dual Core or better, 2.4 GHz or above
- Video Processor: Integrated GPU

#### Windows 7, 8 or 10

- RAM: 4GB or more
- CPU /Processor: Dual Core or better, 2.4 GHz or above
- Video Processor: Dedicated or Integrated GPU

#### macOS 10.11 or later

- RAM: 4GB or more
- CPU /Processor: Dual Core or better, 2.4 GHz or above
- Video Processor: Dedicated or Integrated GPU

#### Supported Browsers

- Chrome, Firefox, Edge, Safari (on Mac computers)
- **Recommended:** Chrome, Firefox
- Browsers must have the latest updates installed.

#### Equipment

- Web camera
- Headset with Microphone
  - If group therapy is requested or if the student cannot wear a headset, TinyEYE can provide a desktop speaker and microphone setup.



Growing Smiles, Mending Spirits, Engaging Children in Their Lives

### Schedule "B"

The amounts listed in this order are estimated based on the agreed upon service requirements. The amounts of services required can be increased throughout the Service Period through the change process outlined in our Service Agreement. Product prices and rates are only valid for the Service Period listed below.

#### Service Delivery Information

Start Date: 08/28/2023

End Date: 05/20/2024

Scheduling Restrictions: None

Required Licenses:

Required Clearances:

Additional Licensing Requirements:

#### Service Products

Product	Price	Total Therapy Hrs	Subtotal
SLP Therapy	\$82.00	990	\$81,180.00

#### Totals

Therapy Hours include both Direct and Indirect times.  
Indirect times may include but is not limited to:  
Planning, Reporting, Consulting, Communication, Assessment,  
Reporting, Session Notes, Quarterly Progress Reports.

Total Minimum Fees **\$81,180.00**  
All Prices are in **U.S. Dollars**

30-60 Students

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:**

**ACT Determination for the high school College Career-Readiness Assessment**

**ADMINISTRATIVE RECOMMENDATION:**

No Action Needed. We are required to notify the District School Board if we have selected the ACT over the SAT as our state assessment.

**RATIONALE FOR RECOMMENDATION:**

I am providing you with a handout that explains some of the reasons we have selected the ACT over SAT. This is an opportunity for all juniors to take the ACT free of charge.

**FISCAL NOTE:**

There is no cost to the district for this assessment.

**OPTIONS:**

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

**CONTACT PERSON:**

Pam Ladyman  
Mona Greenfield

Implemented: April 2020

# 8 REASONS TO CHOOSE THE ACT<sup>®</sup> TEST



1

## STEM Readiness

The ACT<sup>®</sup> test is the only admissions test to measure science skills, including a STEM score to let you know if you are ready for a STEM major.

2

## Scholarships

Taking the ACT<sup>®</sup> test can increase your chances of earning new or better scholarships.

3

## You've already been studying for the ACT for years

The test is designed so by the end of your junior year, you've likely covered all the material that you will see on the test.

4

## More Opportunity

Many colleges and universities require or consider college entrance scores as part of a holistic admissions process.

5

## English Learner Support

The ACT<sup>®</sup> test is the only college entrance exam that provides support to English learners on national test dates.

6

## You can use your calculator for the whole math test—we don't mind

ACT lets you use your calculator for the entire math section! That is not true on the SAT.

7

## Prep for All Learning Styles

ACT offers test prep programs with live video lessons, interactive practice questions, full-length practice tests, and on-demand tutorials.

8

## College and Career Planning

The ACT includes an education and career planning section to help you plan for life after high school.

## Comparison of the ACT to the SAT\*

	<b>ACT</b>	<b>SAT</b>
Accepted at all US colleges	✓	✓
Calculator allowed for entire math test	✓	✗
Essay is optional	✓	✓
No penalty for guessing	✓	✓
Free daily practice questions	✓	✓
Free comprehensive test practice	✓	✓
Test fees waived for eligible students	✓	✓
Fee waiver students eligible for college application fee waiver	✓	✓
Free score reports	✓	✓
All tests 1 hour or less	✓	✗
Measures what you learn in high school	✓	✓
You have access to English learner supports	✓	✗
You get a STEM score	✓	✗
Subject scores are balanced	✓	✗
Testing time	2 hours 55 minutes + 40-minute essay (optional)	3 hours + 50-minute essay (optional)
Structure	4 tests + optional writing test	3 tests + optional essay test
Longest test	1 hour	1 hour 20 minutes
Shortest test	35 minutes	35 minutes
Score range	Composite 1–36 (writing domain scores: 2–12)	Composite 400–1600 (SAT Essay: reported in 3 dimensions, each 2–8)

\*Based on publicly released SAT information.

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** Bill Wallace Early Childhood Center's After School Programs 2023-2024

**ADMINISTRATIVE RECOMMENDATION:** Approval of Site After School Programs

**RATIONALE FOR RECOMMENDATION:** The program provides care to students after school and on school breaks. After-school care is offered every school day unless after-school activities are cancelled. Care is provided on breaks if there is enough interest/participation. Students participate in indoor learning stations, outdoor play opportunities, and snack time.

**Parents:**

After school rate: \$10.00

Summer rate: 3 days or more \$100.00 per week – 1-2 days \$50.00 per week

**Staff:**

After school rate: \$8.00

Summer rate: 3 days or more \$80.00 per week – 1-2 days \$40.00 per week

**FISCAL NOTE:** N/A

**OPTIONS:**

1. Approval of the program.
2. Not approve the program.
3. Request additional information.

**CONTACT PERSON:** Amanda Townley and Melissa Josey

Implemented: April 2020

**ITEM OF CONSIDERATION**  
**Chickasha Public Schools**  
**Board of Education**  
**August 14, 2023**

**TOPIC:** Grand Day Care Programs 2023-2024

**ADMINISTRATIVE RECOMMENDATION:** Approval of Site Day Care Programs

**RATIONALE FOR RECOMMENDATION:** The program provides care to students after school and on school breaks. After-school care is offered every school day unless after-school activities are canceled. Care is provided on breaks if there is enough interest/participation. Students participate in homework time, outdoor play opportunities for cooperative learning (games, problem-solving activities), and a snack.

**Parents:**

After-school rate: \$10.00 hour

Summer rate: 3 days or more \$100.00 a week – 1-2 days \$50.00 a week

**Staff:**

After-school rate: \$8.00 hour

Summer rate: 3 days or more \$80.00 a week – 1-2 days \$40.00 a week

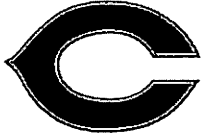
**FISCAL NOTE:** N/A

**OPTIONS:**

1. Approval of the program.
2. Not approve the program.
3. Request additional information.

**CONTACT PERSON:** Amy Adams or Lisa Youngblood

Implemented: April 2020



**Regular Meeting of the Board of  
Education  
Monday, July 10, 2023 6:00 PM Central**

**Board Room, Administration Building  
900 W Choctaw Ave  
Chickasha, Oklahoma 73018**

**1. Call Meeting to Order**

**2. Roll Call**

**Attendance Taken at 6:00 PM.**

**Laurie Allen: Present**

**Christy Clift: Present**

**Cara Gerdes: Present**

**Zack McGill: Absent**

**Robyn Morse: Present**

**3. Pledge of Allegiance**

**4. Public Comment**

**No public comment**

**5. Superintendent's Report**

**Superintendent Croslin gave his report.**

**6. Discussion and possible action regarding FieldTurf USA - Change Order**

**Motion to approve FieldTurf USA - Change Order Request. This motion, made by Christy Clift and seconded by Laurie Allen, passed.**

**Laurie Allen: Yea**

**Christy Clift: Yea**

**Cara Gerdes: Yea**

**Zack McGill: Absent**

**Robyn Morse: Yea**

**Yea: 4, Nay: 0, Absent: 1**

**7. Discussion and possible action regarding New and Revised Food Service Job Descriptions**

**Motion to approve New and Revised Food Service Job Descriptions. This motion, made by Christy Clift and seconded by Laurie Allen, passed.**

**Laurie Allen: Yea**

Christy Clift: Yea  
Cara Gerdes: Yea  
Zack McGill: Absent  
Robyn Morse: Yea  
Yea: 4, Nay: 0, Absent: 1

**8. Discussion and possible action regarding Adjunct Todd Davis to teach US History at Chickasha Middle School**

Motion to approve to Adjunct Todd Davis to teach US History at Chickasha Middle School. This motion, made by Laurie Allen and seconded by Christy Clift, passed.

Laurie Allen: Yea  
Christy Clift: Yea  
Cara Gerdes: Yea  
Zack McGill: Absent  
Robyn Morse: Yea  
Yea: 4, Nay: 0, Absent: 1

**9. Discussion and possible action regarding Transferring the Textbook and Equipment Funds to General Fund**

Motion to approve transferring the textbook and equipment funds to general funds. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea  
Christy Clift: Yea  
Cara Gerdes: Yea  
Zack McGill: Absent  
Robyn Morse: Yea  
Yea: 4, Nay: 0, Absent: 1

**10. Consent Agenda**

Motion to approve Consent Agenda. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea  
Christy Clift: Yea  
Cara Gerdes: Yea  
Zack McGill: Absent  
Robyn Morse: Yea  
Yea: 4, Nay: 0, Absent: 1

**10.a. Minutes of the June 5, 2023 special meeting**

10.b. Minutes of the June 12, 2023 regular meeting

10.c. Finance Report; 2022-2023

1. General Fund Nos 826-847
2. Building Fund Nos none
3. 2010 Bond #31 none
4. 2021 Bond #32 none
5. 2010 A&B Bond none
6. FY23 Safety & Security Bond none
7. Sinking Fund #41 none
8. Gifts #81 21
9. BJ Clack Nos. none
10. Athletic Fund Nos. 977-993
11. Activity Fund Nos. 771-795
12. Federal Program

10.d. Finance Report; 2023-2024

1. General Fund Nos 1-70
2. Building Fund Nos 1
3. 2010 Bond #31 none
4. 2021 Bond #32 1
5. 2010 A&B Bond none
6. FY23 Safety & Security Bond none
7. Sinking Fund #41 1
8. Gifts #81 none
9. BJ Clack Nos. none
10. Athletic Fund Nos. none
11. Activity Fund Nos. none
12. Federal Program

10.e. Annual renewal of Bloodborne Pathogen Exposure Control Plan

10.f. Annual renewal of CVTECH 2023-2024 Cooperative Math and Science Agreement

10.g. Annual renewal of Notable Inc. (Kami) Service Agreement

10.h. Annual renewal of MOU with Delta Community Action Foster Grandparent Program

10.i. Annual renewal of MOU with South Central Oklahoma Workforce Board

10.j. Annual renewal of MobyMax, LLC

10.k. Travel:

- CPS Coaching Staff - OCA Coach Clinic - Tulsa, Ok.
- Chickasha Pom - Senior Trip - Broken Bow, Ok
- Chickasha Football - Team Building 2023 Senior Football Class - Illinois River Tahlequah or Lake of the Arbuckles
- Chickasha Wrestling - Team Wrestling Camp - Justin, Tx
- Chickasha Agriculture - OK Dept of Career Tech Summit - Tulsa, Ok

10.l. Sanctioning:

- Grand PTO
- Lincoln PTO
- Band
- Baseball
- Basketball
- Cheer - HS
- Cheer - MS
- Football
- POM - HS
- POM - MS
- Robotics
- Soccer
- Softball
- Swim
- Volleyball

10.m. Purpose of Account - ABE/HSE (SCHOLARSHIPS)

11. Discussion and possible action regarding proposed Executive Session to Discuss:  
Motion to convene into executive session. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Absent

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

Board entered into executive session at 6:21PM

11.a. Employment, hiring, or resignation and retirements of individual salaried public officers or employees listed on Exhibit A and the employment of an Elementary Principal. Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1).

12. Acknowledge return to open session and executive session compliance statement

Board returned from executives session at 7:36PM

13. Discussion and possible action regarding the hiring of individuals listed on Exhibit A  
Motion to approve the hiring of individuals listed on Exhibit A. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Absent

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

14. Discussion and possible action regarding the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A

No action taken/no transfer/reassignment/workday adjustments

15. Discussion and possible action regarding the resignations of individuals listed on Exhibit A

No action taken/no resignations

16. Discussion and possible action regarding the retirement of individuals listed on Exhibit A

No action taken/no retirements

17. Discussion and possible action regarding the hiring of the Lincoln Elementary Principal  
Motion to approve Superintendent Croslin's recommendation to hire Angie Morgan as Lincoln Elementary Principal. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Absent

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

18. New Business

No new business

19. Motion to Adjourn

Motion to adjourn at 7:38PM. This motion, made by Cara Gerdes and seconded by Laurie Allen, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Absent

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

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Board President

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Clerk



Board Room, Administration Building  
900 W Choctaw Ave  
Chickasha, Oklahoma 73018

**Special Meeting of the Board of Education**  
Monday, July 24, 2023 12:00 PM Central

1. Call Meeting to Order

2. Roll Call

Attendance Taken at 12:00 PM.

Laurie Allen: Absent

Christy Clift: Present

Cara Gerdes: Present

Zack McGill: Present

Robyn Morse: Present

3. Pledge of Allegiance

4. Discussion and possible action regarding Field Event Irrigation

Motion to approve Field Event Irrigation. This motion, made by Zack McGill and seconded by Christy Clift, passed.

Laurie Allen: Absent

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

5. Discussion and possible action regarding MOU between Chickasha Association Support Employees and Chickasha Public Schools Board of Education

Motion to approve MOU between Chickasha Association Support Employees and Chickasha Public Schools Board of Education. This motion, made by Christy Clift and seconded by Zack McGill, passed.

Laurie Allen: Absent

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

**6. Discussion and possible action regarding Emergency/Provisional Certification and Nondisclosure Agreement with Dr. Nancy Hector**

**Motion to approve Emergency/Provisional Certification and Nondisclosure Agreement with Dr. Nancy Hector. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.**

**Laurie Allen: Absent**

**Christy Clift: Yea**

**Cara Gerdes: Yea**

**Zack McGill: Yea**

**Robyn Morse: Yea**

**Yea: 4, Nay: 0, Absent: 1**

**7. Consent Agenda**

**Motion to approve consent agenda. This motion, made by Zack McGill and seconded by Christy Clift, passed.**

**Laurie Allen: Absent**

**Christy Clift: Yea**

**Cara Gerdes: Yea**

**Zack McGill: Yea**

**Robyn Morse: Yea**

**Yea: 4, Nay: 0, Absent: 1**

**7.a. Annual renewal of Eduskills LLC**

**7.b. Travel:**

- Chickasha High School Softball - Softball Tournament - Perry, Ok**

**8. Discussion and possible action regarding proposed Executive Session to Discuss:**

**Motion to not convene into executive session. This motion, made by Christy Clift and seconded by Zack McGill, passed.**

**Laurie Allen: Absent**

**Christy Clift: Yea**

**Cara Gerdes: Yea**

**Zack McGill: Yea**

**Robyn Morse: Yea**

**Yea: 4, Nay: 0, Absent: 1**

**Board did not enter executive session**

8.a. Employment, hiring, or resignations and retirement of individual salaried public officers or employees listed on Exhibit A and the employment of an Elementary Assistant Principal. Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1).

9. Acknowledge return to open session and executive session compliance statement

Board did not enter into executive session

10. Discussion and possible action regarding the hiring of individuals listed on Exhibit A  
Motion to approve the hiring of individuals listed on Exhibit A. This motion, made by Zack McGill and seconded by Christy Clift, passed.

Laurie Allen: Absent

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

11. Discussion and possible action regarding the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A

No actions taken/ no transfer/reassignment/workday adjustments

12. Discussion and possible action regarding the resignations of individuals listed on Exhibit A  
Motion to approve the resignations of individuals listed on Exhibit A. This motion, made by Zack McGill and seconded by Christy Clift, passed.

Laurie Allen: Absent

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 4, Nay: 0, Absent: 1

13. Discussion and possible action regarding the retirement of individuals listed on Exhibit A

No action taken/no retirements

14. Discussion and possible action regarding the hiring of the Lincoln Elementary Assistant Principal

Motion to approve Superintendent Croslin's recommendation to hire Jennifer Phillips as Lincoln Elementary Assistant Principal. This motion, made by Zack McGill and seconded by Cara Gerdes, passed.

Laurie Allen: Absent

Christy Clift: Yea  
Cara Gerdes: Yea  
Zack McGill: Yea  
Robyn Morse: Yea  
Yea: 4, Nay: 0, Absent: 1

15. Motion to Adjourn

Motion to adjourn at 12:12PM. This motion, made by Cara Gerdes and seconded by Christy Clift, passed.

Laurie Allen: Absent  
Christy Clift: Yea  
Cara Gerdes: Yea  
Zack McGill: Yea  
Robyn Morse: Yea  
Yea: 4, Nay: 0, Absent: 1

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Board President

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Clerk

## Budget Analysis

Options: Year: 2023-2024, Date Range: 7/1/2023 - 7/31/2023, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
<b>2023-2024</b>						
11 GEN FUND-FOR OP	30,982,651.00	2,883,761.24	1,009,995.52	1,873,765.72	28,098,889.76	9.31%
21 Building	3,482,828.00	985,966.95	81,913.43	904,053.52	2,496,861.05	28.31%
32 2021 Bond Fund	300,000.00	117,237.89	300.00	116,937.89	182,762.11	39.08%
34 2023 Bond Fund	300.00	300.00	300.00	0.00	0.00	100.00%
41 Sinking	3,207,744.00	2,654,918.75	2,654,918.75	0.00	552,825.25	82.77%
61 ACTIVITY FUND	0.00	52,986.05	5,476.87	47,509.18	-52,986.05	100.00%
62 ATHLETIC FUND	0.00	38,128.46	5,583.79	32,544.67	-38,128.46	100.00%
<b>Total 2023-2024</b>	<b>\$37,973,523.00</b>	<b>\$6,733,299.34</b>	<b>\$3,758,488.36</b>	<b>\$2,974,810.98</b>	<b>\$31,240,223.66</b>	<b>17.73 %</b>
<b>Report Total</b>	<b>\$37,973,523.00</b>	<b>\$6,733,299.34</b>	<b>\$3,758,488.36</b>	<b>\$2,974,810.98</b>	<b>\$31,240,223.66</b>	<b>17.73 %</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2023

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Fund - 11 GEN FUND-FOR OP</b>						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$264,476.44	\$0.00	\$264,476.44	N/A	\$264,476.44
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$1,817.68	\$0.00	\$1,817.68	N/A	\$1,817.68
Source - 1214 GED TESTING FEES	\$0.00	\$627.50	\$0.00	\$627.50	N/A	\$627.50
Source - 1310 INTEREST EARNINGS	\$0.00	\$15,071.70	\$0.00	\$15,071.70	N/A	\$15,071.70
Source - 1350 INTEREST ON TAXES	\$0.00	\$277.00	\$0.00	\$277.00	N/A	\$277.00
Source - 1460 COMMISSIONS	\$0.00	\$103.96	\$0.00	\$103.96	N/A	\$103.96
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$5,193.11	\$0.00	\$5,193.11	N/A	\$5,193.11
Source - 1660 MINERAL ROYALTIES/LEASE REV.	\$0.00	\$63.68	\$0.00	\$63.68	N/A	\$63.68
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$287,631.07</b>	<b>\$0.00</b>	<b>\$287,631.07</b>	<b>N/A</b>	<b>\$287,631.07</b>
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$0.00	\$38,472.13	\$0.00	\$38,472.13	N/A	\$38,472.13
Source - 2200 COUNTY APPORT. (MORTGAGE TAX)	\$0.00	\$6,165.33	\$0.00	\$6,165.33	N/A	\$6,165.33
<b>Series - 2000 Total</b>	<b>\$0.00</b>	<b>\$44,637.46</b>	<b>\$0.00</b>	<b>\$44,637.46</b>	<b>N/A</b>	<b>\$44,637.46</b>
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$0.00	\$282,225.85	\$0.00	\$282,225.85	N/A	\$282,225.85
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$0.00	\$14,828.00	\$0.00	\$14,828.00	N/A	\$14,828.00
Source - 3130 RURAL ELECTRIC COOP.TAX	\$0.00	\$1,327.91	\$0.00	\$1,327.91	N/A	\$1,327.91
Source - 3140 STATE SCHOOL LAND EARNINGS	\$0.00	\$33,847.02	\$0.00	\$33,847.02	N/A	\$33,847.02
Source - 3150 VEHICLE TAX STAMPS	\$0.00	\$145.19	\$0.00	\$145.19	N/A	\$145.19
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$978.79	\$0.00	\$978.79	N/A	\$978.79
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$333,352.76</b>	<b>\$0.00</b>	<b>\$333,352.76</b>	<b>N/A</b>	<b>\$333,352.76</b>
Series - 4000						
Source - 4140 Title VI Indian, Hawaiian, & Alaska	\$0.00	\$16,618.89	\$0.00	\$16,618.89	N/A	\$16,618.89
Source - 4210 TITLE I-BASIC PROGRAM	\$0.00	\$141,840.01	\$0.00	\$141,840.01	N/A	\$141,840.01
Source - 4310 INDIV.WITH DISABIL.IDEA --B	\$0.00	\$72,606.62	\$0.00	\$72,606.62	N/A	\$72,606.62
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$0.00	\$1,508.11	\$0.00	\$1,508.11	N/A	\$1,508.11
Source - 4480 Title IX-Education for the Homeless	\$0.00	\$6,373.14	\$0.00	\$6,373.14	N/A	\$6,373.14
Source - 4689 OTHER MISC. SOURCES OF FED.REV	\$0.00	\$86,162.88	\$0.00	\$86,162.88	N/A	\$86,162.88
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$325,109.65</b>	<b>\$0.00</b>	<b>\$325,109.65</b>	<b>N/A</b>	<b>\$325,109.65</b>
Series - 5000						
Source - 5160 ACTIVITY FUND REIMBURSEMENT	\$0.00	\$3,495.00	\$0.00	\$3,495.00	N/A	\$3,495.00
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$3,495.00</b>	<b>\$0.00</b>	<b>\$3,495.00</b>	<b>N/A</b>	<b>\$3,495.00</b>
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$0.00	\$7,754,804.28	\$0.00	\$7,754,804.28	N/A	\$7,754,804.28
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$7,754,804.28</b>	<b>\$0.00</b>	<b>\$7,754,804.28</b>	<b>N/A</b>	<b>\$7,754,804.28</b>
<b>Fund - 11 GEN FUND-FOR OP Total</b>	<b>\$0.00</b>	<b>\$8,749,030.22</b>	<b>\$0.00</b>	<b>\$8,749,030.22</b>	<b>N/A</b>	<b>\$8,749,030.22</b>
<b>Fund - 21 Building</b>						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$37,771.79	\$0.00	\$37,771.79	N/A	\$37,771.79

# Chickasha Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 7/31/2023

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$259.60	\$0.00	\$259.60	N/A	\$259.60
Source - 1510 INSURANCE LOSS RECOVERIES	\$0.00	\$1,249,798.05	\$0.00	\$1,249,798.05	N/A	\$1,249,798.05
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$1,287,829.44</b>	<b>\$0.00</b>	<b>\$1,287,829.44</b>	<b>N/A</b>	<b>\$1,287,829.44</b>
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$139.79	\$0.00	\$139.79	N/A	\$139.79
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$139.79</b>	<b>\$0.00</b>	<b>\$139.79</b>	<b>N/A</b>	<b>\$139.79</b>
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$0.00	\$165,380.18	\$0.00	\$165,380.18	N/A	\$165,380.18
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$165,380.18</b>	<b>\$0.00</b>	<b>\$165,380.18</b>	<b>N/A</b>	<b>\$165,380.18</b>
<b>Fund - 21 Building Total</b>	<b>\$0.00</b>	<b>\$1,453,349.41</b>	<b>\$0.00</b>	<b>\$1,453,349.41</b>	<b>N/A</b>	<b>\$1,453,349.41</b>
Fund - 32 2021 Bond Fund						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$0.00	\$302,743.56	\$0.00	\$302,743.56	N/A	\$302,743.56
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$302,743.56</b>	<b>\$0.00</b>	<b>\$302,743.56</b>	<b>N/A</b>	<b>\$302,743.56</b>
<b>Fund - 32 2021 Bond Fund Total</b>	<b>\$0.00</b>	<b>\$302,743.56</b>	<b>\$0.00</b>	<b>\$302,743.56</b>	<b>N/A</b>	<b>\$302,743.56</b>
Fund - 33 2022 Bond Fund						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$0.00	\$71,956.09	\$0.00	\$71,956.09	N/A	\$71,956.09
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$71,956.09</b>	<b>\$0.00</b>	<b>\$71,956.09</b>	<b>N/A</b>	<b>\$71,956.09</b>
<b>Fund - 33 2022 Bond Fund Total</b>	<b>\$0.00</b>	<b>\$71,956.09</b>	<b>\$0.00</b>	<b>\$71,956.09</b>	<b>N/A</b>	<b>\$71,956.09</b>
Fund - 34 2023 Bond Fund						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$0.00	\$103,714.73	\$0.00	\$103,714.73	N/A	\$103,714.73
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$103,714.73</b>	<b>\$0.00</b>	<b>\$103,714.73</b>	<b>N/A</b>	<b>\$103,714.73</b>
<b>Fund - 34 2023 Bond Fund Total</b>	<b>\$0.00</b>	<b>\$103,714.73</b>	<b>\$0.00</b>	<b>\$103,714.73</b>	<b>N/A</b>	<b>\$103,714.73</b>
Fund - 41 Sinking						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)	\$0.00	\$207,338.30	\$0.00	\$207,338.30	N/A	\$207,338.30
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$1,288.55	\$0.00	\$1,288.55	N/A	\$1,288.55
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$208,626.85</b>	<b>\$0.00</b>	<b>\$208,626.85</b>	<b>N/A</b>	<b>\$208,626.85</b>
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$767.33	\$0.00	\$767.33	N/A	\$767.33
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$767.33</b>	<b>\$0.00</b>	<b>\$767.33</b>	<b>N/A</b>	<b>\$767.33</b>
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.	\$0.00	\$3,299,310.65	\$0.00	\$3,299,310.65	N/A	\$3,299,310.65
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$3,299,310.65</b>	<b>\$0.00</b>	<b>\$3,299,310.65</b>	<b>N/A</b>	<b>\$3,299,310.65</b>
<b>Fund - 41 Sinking Total</b>	<b>\$0.00</b>	<b>\$3,508,704.83</b>	<b>\$0.00</b>	<b>\$3,508,704.83</b>	<b>N/A</b>	<b>\$3,508,704.83</b>
Fund - 60 BJ Clack Scholarships						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$50.12	\$0.00	\$50.12	N/A	\$50.12
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$50.12</b>	<b>\$0.00</b>	<b>\$50.12</b>	<b>N/A</b>	<b>\$50.12</b>
<b>Fund - 60 BJ Clack Scholarships Total</b>	<b>\$0.00</b>	<b>\$50.12</b>	<b>\$0.00</b>	<b>\$50.12</b>	<b>N/A</b>	<b>\$50.12</b>
Fund - 61 ACTIVITY FUND						
Series - 1000						
Source - 1214 GED TESTING FEES	\$0.00	\$40.00	\$0.00	\$40.00	N/A	\$40.00
Source - 1260 EXTENDED SCHOOL CARE	\$0.00	\$26,642.40	\$0.00	\$26,642.40	N/A	\$26,642.40
Source - 1310 INTEREST EARNINGS	\$0.00	\$518.89	\$0.00	\$518.89	N/A	\$518.89

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2023

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.	\$0.00	\$924.00	\$0.00	\$924.00	N/A	\$924.00
Source - 1970 STUDENT CLUBS & ORGANIZATIONS	\$0.00	\$100.00	\$0.00	\$100.00	N/A	\$100.00
Source - 1990 OTHER SCHOOL ACT.FUND RECEIPTS	\$0.00	\$150.00	\$0.00	\$150.00	N/A	\$150.00
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$28,375.29</b>	<b>\$0.00</b>	<b>\$28,375.29</b>	<b>N/A</b>	<b>\$28,375.29</b>
<b>Fund - 61 ACTIVITY FUND Total</b>	<b>\$0.00</b>	<b>\$28,375.29</b>	<b>\$0.00</b>	<b>\$28,375.29</b>	<b>N/A</b>	<b>\$28,375.29</b>
Fund - 62 ATHLETIC FUND						
Series - 1000						
Source - 1410 RENTAL OF SCHOOL FACILITIES	\$0.00	\$4,000.00	\$0.00	\$4,000.00	N/A	\$4,000.00
Source - 1810 ADMISSIONS	\$0.00	\$75.00	\$0.00	\$75.00	N/A	\$75.00
Source - 1830 CONCESSIONS	\$0.00	\$3,035.00	\$0.00	\$3,035.00	N/A	\$3,035.00
Source - 1850 FEES, PENALTIES, AND FINES	\$0.00	\$275.00	\$0.00	\$275.00	N/A	\$275.00
Source - 1970 STUDENT CLUBS & ORGANIZATIONS	\$0.00	\$25,830.85	\$0.00	\$25,830.85	N/A	\$25,830.85
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$33,215.85</b>	<b>\$0.00</b>	<b>\$33,215.85</b>	<b>N/A</b>	<b>\$33,215.85</b>
Series - 5000						
Source - 5120 CASH OR CHANGE	\$0.00	\$1,000.00	\$0.00	\$1,000.00	N/A	\$1,000.00
<b>Series - 5000 Total</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>N/A</b>	<b>\$1,000.00</b>
<b>Fund - 62 ATHLETIC FUND Total</b>	<b>\$0.00</b>	<b>\$34,215.85</b>	<b>\$0.00</b>	<b>\$34,215.85</b>	<b>N/A</b>	<b>\$34,215.85</b>
<b>Report Total</b>	<b>\$0.00</b>	<b>\$14,252,140.10</b>	<b>\$0.00</b>	<b>\$14,252,140.10</b>	<b>N/A</b>	<b>\$14,252,140.10</b>

# Chickasha Public Schools

## Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 7/1/2023 - 7/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
<b>Project - 001 Activity Offices</b>							
901 Bill Wallace Office	\$0.00	\$0.00	\$15,988.21	\$0.00	\$15,988.21	\$0.00	\$15,988.21
910 Grand Office	\$0.00	\$0.00	\$30,999.32	\$0.00	\$30,999.32	\$1,972.44	\$29,026.88
917 Grand Staff Account	\$0.00	\$0.00	\$425.15	\$0.00	\$425.15	\$275.00	\$150.15
920 Lincoln Office	\$0.00	\$0.00	\$4,320.27	\$0.00	\$4,320.27	\$772.46	\$3,547.81
930 Middle School Office	\$0.00	\$0.00	\$8,993.76	\$0.00	\$8,993.76	\$1,279.00	\$7,714.76
950 High School Office	\$0.00	\$924.00	\$11,236.04	\$0.00	\$12,160.04	\$3,843.53	\$8,316.51
970 ABE	\$0.00	\$100.00	\$367.53	\$0.00	\$467.53	\$0.00	\$467.53
971 ABE	\$0.00	\$40.00	\$1,192.00	\$0.00	\$1,232.00	\$0.00	\$1,232.00
980 Facilities	\$0.00	\$0.00	\$1,779.42	\$0.00	\$1,779.42	\$0.00	\$1,779.42
990 CPS Administration	\$0.00	\$518.89	\$9,297.02	\$3,495.00	\$6,320.91	\$4,294.24	\$2,026.67
991 CPS Nurse	\$0.00	\$0.00	\$233.78	\$0.00	\$233.78	\$0.00	\$233.78
993 Textbook/Equipment	\$0.00	\$0.00	\$3,495.00	\$0.00	\$3,495.00	\$0.00	\$3,495.00
<b>Total Project - 001 Activity Offices</b>	<b>\$0.00</b>	<b>\$1,582.89</b>	<b>\$88,327.50</b>	<b>\$3,495.00</b>	<b>\$86,415.39</b>	<b>\$12,436.67</b>	<b>\$73,978.72</b>
<b>Project - 002 Activity Media Centers</b>							
902 Bill Wallace Media Center	\$0.00	\$0.00	\$1,418.28	\$0.00	\$1,418.28	\$0.00	\$1,418.28
911 Grand Media Center	\$0.00	\$0.00	\$489.96	\$0.00	\$489.96	\$0.00	\$489.96
921 Lincoln Media Center	\$0.00	\$0.00	\$2,359.32	\$1,981.87	\$377.45	\$0.00	\$377.45
931 Middle School Media Center	\$0.00	\$0.00	\$1,474.34	\$0.00	\$1,474.34	\$0.00	\$1,474.34
<b>Total Project - 002 Activity Media Centers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,741.90</b>	<b>\$1,981.87</b>	<b>\$3,760.03</b>	<b>\$0.00</b>	<b>\$3,760.03</b>
<b>Project - 005 Activity Clubs</b>							
913 Grand Spirit Squad	\$0.00	\$0.00	\$4,652.58	\$0.00	\$4,652.58	\$0.00	\$4,652.58
915 Robotics	\$0.00	\$150.00	\$13,689.40	\$0.00	\$13,839.40	\$631.42	\$13,207.98
922 Lincoln Clubs	\$0.00	\$0.00	\$1,595.97	\$0.00	\$1,595.97	\$0.00	\$1,595.97
933 Middle School Science	\$0.00	\$0.00	\$225.55	\$0.00	\$225.55	\$0.00	\$225.55
934 Middle School Enrichment	\$0.00	\$0.00	\$229.17	\$0.00	\$229.17	\$0.00	\$229.17
935 Middle School F.C.C.L.A.	\$0.00	\$0.00	\$176.37	\$0.00	\$176.37	\$0.00	\$176.37
936 Middle School Academic Programs	\$0.00	\$0.00	\$66.62	\$0.00	\$66.62	\$0.00	\$66.62
938 Middle School Honor Society	\$0.00	\$0.00	\$594.80	\$0.00	\$594.80	\$0.00	\$594.80
939 Middle School Indus. Arts-AT/AE	\$0.00	\$0.00	\$2,334.62	\$0.00	\$2,334.62	\$0.00	\$2,334.62
941 Middle School Council	\$0.00	\$0.00	\$1,283.39	\$0.00	\$1,283.39	\$0.00	\$1,283.39
942 Middle School Vocal Music	\$0.00	\$0.00	\$304.17	\$0.00	\$304.17	\$0.00	\$304.17
957 High School Key Club	\$0.00	\$0.00	\$315.16	\$0.00	\$315.16	\$0.00	\$315.16
958 High School Jr Optimist Club	\$0.00	\$0.00	\$1,868.88	\$0.00	\$1,868.88	\$64.80	\$1,804.08
959 High School National Honor	\$0.00	\$0.00	\$161.75	\$0.00	\$161.75	\$0.00	\$161.75
960 High School Academic Club	\$0.00	\$0.00	\$11.01	\$0.00	\$11.01	\$0.00	\$11.01
961 High Special Olympics/Spec Ed	\$0.00	\$0.00	\$4,353.59	\$0.00	\$4,353.59	\$0.00	\$4,353.59
962 High School Student Council	\$0.00	\$0.00	\$2,409.24	\$0.00	\$2,409.24	\$0.00	\$2,409.24
963 JOM	\$0.00	\$0.00	\$18,378.91	\$0.00	\$18,378.91	\$0.00	\$18,378.91
968 Mentor Program	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00
<b>Total Project - 005 Activity Clubs</b>	<b>\$0.00</b>	<b>\$150.00</b>	<b>\$53,351.18</b>	<b>\$0.00</b>	<b>\$53,501.18</b>	<b>\$696.22</b>	<b>\$52,804.96</b>
<b>Project - 007 Activity FFA/Horticulture</b>							
964 High School F.F.A/Horticulture	\$0.00	\$0.00	\$11,834.55	\$0.00	\$11,834.55	\$0.00	\$11,834.55
<b>Total Project - 007 Activity FFA/Horticulture</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,834.55</b>	<b>\$0.00</b>	<b>\$11,834.55</b>	<b>\$0.00</b>	<b>\$11,834.55</b>
<b>Project - 008 Activity Daycare</b>							
903 Bill Wallace Daycare	\$0.00	\$18,272.40	\$90,715.44	\$0.00	\$108,987.84	\$26,950.24	\$82,037.60
916 Grand Daycare	\$0.00	\$8,370.00	\$24,389.23	\$0.00	\$32,759.23	\$7,426.05	\$25,333.18
<b>Total Project - 008 Activity Daycare</b>	<b>\$0.00</b>	<b>\$26,642.40</b>	<b>\$115,104.67</b>	<b>\$0.00</b>	<b>\$141,747.07</b>	<b>\$34,376.29</b>	<b>\$107,370.78</b>
<b>Project - 009 Activity Electives</b>							
951 High School Art	\$0.00	\$0.00	\$255.26	\$0.00	\$255.26	\$0.00	\$255.26
952 High School Band	\$0.00	\$0.00	\$7,905.56	\$0.00	\$7,905.56	\$0.00	\$7,905.56
953 High School Yearbook	\$0.00	\$0.00	\$5,114.51	\$0.00	\$5,114.51	\$0.00	\$5,114.51
954 High School Drama	\$0.00	\$0.00	\$271.73	\$0.00	\$271.73	\$0.00	\$271.73
955 High School Library	\$0.00	\$0.00	\$533.16	\$0.00	\$533.16	\$0.00	\$533.16
956 High School Vocal Music	\$0.00	\$0.00	\$13,668.78	\$0.00	\$13,668.78	\$0.00	\$13,668.78
<b>Total Project - 009 Activity Electives</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,749.00</b>	<b>\$0.00</b>	<b>\$27,749.00</b>	<b>\$0.00</b>	<b>\$27,749.00</b>
<b>Project - 010 Activity Classes</b>							

**Chickasha Public Schools**  
**Revenue/Expenditure Summary****Options:** Fund: 61, Date Range: 7/1/2023 - 7/31/2023

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
Project - 010 Activity Classes							
965 High School Classes	\$0.00	\$0.00	\$17,992.97	\$0.00	\$17,992.97	\$0.00	\$17,992.97
<b>Total Project - 010 Activity Classes</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,992.97</b>	<b>\$0.00</b>	<b>\$17,992.97</b>	<b>\$0.00</b>	<b>\$17,992.97</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$28,375.29</b>	<b>\$320,101.77</b>	<b>\$5,476.87</b>	<b>\$343,000.19</b>	<b>\$47,509.18</b>	<b>\$295,491.01</b>

**Chickasha Public Schools**  
**Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 7/1/2023 - 7/31/2023

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
Project - 001 Activity Offices							
995 BJ Clack Scholarships	\$0.00	\$50.12	\$47,590.21	\$0.00	\$47,640.33	\$0.00	\$47,640.33
<b>Total Project - 001 Activity Offices</b>	<b>\$0.00</b>	<b>\$50.12</b>	<b>\$47,590.21</b>	<b>\$0.00</b>	<b>\$47,640.33</b>	<b>\$0.00</b>	<b>\$47,640.33</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$50.12</b>	<b>\$47,590.21</b>	<b>\$0.00</b>	<b>\$47,640.33</b>	<b>\$0.00</b>	<b>\$47,640.33</b>

# Chickasha Public Schools

## Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 7/1/2023 - 7/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
<b>Project - 003 Athletics</b>							
801 Athletic Misc.	\$0.00	\$0.00	\$878.19	\$0.00	\$878.19	\$0.00	\$878.19
802 Archery	\$0.00	\$0.00	\$7,861.61	\$0.00	\$7,861.61	\$0.00	\$7,861.61
803 Baseball	\$0.00	\$500.00	\$2,653.27	\$0.00	\$3,153.27	\$0.00	\$3,153.27
804 Basketball-Boys	\$0.00	\$1,000.00	\$1,840.73	\$0.00	\$2,840.73	\$0.00	\$2,840.73
805 Basketball-Girls	\$0.00	\$1,500.00	\$5,272.52	\$0.00	\$6,772.52	\$0.00	\$6,772.52
806 Cheer	\$0.00	\$4,436.00	\$260.79	\$0.00	\$4,696.79	\$4,295.16	\$401.63
807 Concession	\$0.00	\$4,035.00	\$17,480.45	\$2,456.91	\$19,058.54	\$802.50	\$18,256.04
808 Cross Country-Boys	\$0.00	\$0.00	\$560.70	\$0.00	\$560.70	\$0.00	\$560.70
809 Cross Country-Girls	\$0.00	\$0.00	\$1,107.04	\$0.00	\$1,107.04	\$0.00	\$1,107.04
810 Football	\$0.00	\$1,075.00	\$5,656.34	\$0.00	\$6,731.34	\$1,931.00	\$4,800.34
813 Clay Shooting	\$0.00	\$0.00	\$2,332.25	\$0.00	\$2,332.25	\$0.00	\$2,332.25
815 Gate	\$0.00	\$18,669.85	\$71,065.73	\$3,126.88	\$86,608.70	\$25,516.01	\$61,092.69
816 Golf Boys	\$0.00	\$500.00	\$1,975.47	\$0.00	\$2,475.47	\$0.00	\$2,475.47
817 Golf Girls	\$0.00	\$500.00	\$2,380.42	\$0.00	\$2,880.42	\$0.00	\$2,880.42
818 Pom	\$0.00	\$500.00	\$487.65	\$0.00	\$987.65	\$0.00	\$987.65
819 Powerlifting	\$0.00	\$0.00	\$837.56	\$0.00	\$837.56	\$0.00	\$837.56
820 Softball	\$0.00	\$1,500.00	\$1,688.21	\$0.00	\$3,188.21	\$0.00	\$3,188.21
821 Soccer-Boys	\$0.00	\$0.00	\$184.27	\$0.00	\$184.27	\$0.00	\$184.27
822 Soccer-Girls	\$0.00	\$0.00	\$555.44	\$0.00	\$555.44	\$0.00	\$555.44
823 Swim-Boys	\$0.00	\$0.00	\$416.50	\$0.00	\$416.50	\$0.00	\$416.50
824 Swim-Girls	\$0.00	\$0.00	\$2,459.18	\$0.00	\$2,459.18	\$0.00	\$2,459.18
825 Tennis-Boys	\$0.00	\$0.00	\$620.68	\$0.00	\$620.68	\$0.00	\$620.68
826 Tennis-Girls	\$0.00	\$0.00	\$386.89	\$0.00	\$386.89	\$0.00	\$386.89
827 Track-Boys	\$0.00	\$0.00	\$1,513.48	\$0.00	\$1,513.48	\$0.00	\$1,513.48
828 Track-Girls	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
829 Volleyball	\$0.00	\$0.00	\$3,245.00	\$0.00	\$3,245.00	\$0.00	\$3,245.00
830 Wrestling	\$0.00	\$0.00	\$999.46	\$0.00	\$999.46	\$0.00	\$999.46
<b>Total Project - 003 Athletics</b>	<b>\$0.00</b>	<b>\$34,215.85</b>	<b>\$136,219.83</b>	<b>\$5,583.79</b>	<b>\$164,851.89</b>	<b>\$32,544.67</b>	<b>\$132,307.22</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$34,215.85</b>	<b>\$136,219.83</b>	<b>\$5,583.79</b>	<b>\$164,851.89</b>	<b>\$32,544.67</b>	<b>\$132,307.22</b>

# Chickasha Public Schools

## Revenue/Expenditure Summary

Options: Fund: 81, Date Range: 7/1/2023 - 6/30/2024

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
000 NON-CATEGORICAL EXP	\$0.00	\$0.00	\$24,653.70	\$0.00	\$24,653.70	\$0.00	\$24,653.70
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,653.70</b>	<b>\$0.00</b>	<b>\$24,653.70</b>	<b>\$0.00</b>	<b>\$24,653.70</b>

Balance Sheet

Options: Fiscal Years: 2022,2023, Funds: 11,21,31,32,33,34,41, As Of Date: 7/1/2023

Assets					
<b>Cash</b>					
11	2022	GEN FUND-FOR OP			\$0.00
11	2023	GEN FUND-FOR OP			\$2,971,111.56
			Fund 11 Total		\$2,971,111.56
21	2022	Building			\$0.00
21	2023	Building Fund			\$57,683.09
			Fund 21 Total		\$57,683.09
31	2022	2020 Bond Fund			\$0.00
31	2023	2020 Bond Fund			\$25,919.27
			Fund 31 Total		\$25,919.27
32	2022	2021 Bond Fund			\$0.00
32	2023	2021 Bond Fund			\$1,436.07
			Fund 32 Total		\$1,436.07
33	2022	2022 Bond Fund			\$0.00
33	2023	2022 Bond Fund			\$0.00
			Fund 33 Total		\$0.00
34	2023	2023 Bond Fund			\$131,492.65
			Fund 34 Total		\$131,492.65
41	2022	Sinking			\$0.00
41	2023	Sinking Fund			\$0.00
			Fund 41 Total		\$0.00
			Cash Total		\$3,187,642.64
<b>Investments</b>					
			Investments Total		
<b>Revenue Receivable</b>					
11	2022	GEN FUND-FOR OP			\$0.00
11	2023	GEN FUND-FOR OP			\$0.00
			Fund 11 Total		\$0.00
21	2022	Building			\$0.00
21	2023	Building Fund			\$0.00
			Fund 21 Total		\$0.00
31	2022	2020 Bond Fund			\$0.00
31	2023	2020 Bond Fund			(\$25,919.27)
			Fund 31 Total		(\$25,919.27)
32	2022	2021 Bond Fund			\$0.00
32	2023	2021 Bond Fund			\$0.00
			Fund 32 Total		\$0.00
33	2022	2022 Bond Fund			\$0.00
33	2023	2022 Bond Fund			\$0.00
			Fund 33 Total		\$0.00
34	2023	2023 Bond Fund			\$0.00
			Fund 34 Total		\$0.00
41	2022	Sinking			\$0.00
41	2023	Sinking Fund			\$0.00
			Fund 41 Total		\$0.00
			Revenue Receivable Total		(\$25,919.27)
			Assets Total		\$3,161,723.37

## Balance Sheet

Options: Fiscal Years: 2022,2023, Funds: 11,21,31,32,33,34,41, As Of Date: 7/1/2023

## Liabilities, Reserves and Fund Balance

## Outstanding Warrants

11	2022	GEN FUND-FOR OP	\$0.00
11	2023	GEN FUND-FOR OP	\$2,641,764.11
Fund 11 Total			\$2,641,764.11
21	2022	Building	\$0.00
21	2023	Building Fund	\$28,688.09
Fund 21 Total			\$28,688.09
31	2022	2020 Bond Fund	\$0.00
31	2023	2020 Bond Fund	\$0.00
Fund 31 Total			\$0.00
32	2022	2021 Bond Fund	\$0.00
32	2023	2021 Bond Fund	\$0.00
Fund 32 Total			\$0.00
33	2023	2022 Bond Fund	\$0.00
Fund 33 Total			\$0.00
34	2023	2023 Bond Fund	\$1,289.50
Fund 34 Total			\$1,289.50
41	2022	Sinking	\$0.00
41	2023	Sinking Fund	\$0.00
Fund 41 Total			\$0.00
Outstanding Warrants Total			\$2,671,741.70

## Fund Balance

11	2022	GEN FUND-FOR OP	\$0.00
11	2023	GEN FUND-FOR OP	\$329,347.45
Fund 11 Total			\$329,347.45
21	2022	Building	\$0.00
21	2023	Building Fund	\$28,995.00
Fund 21 Total			\$28,995.00
31	2022	2020 Bond Fund	\$0.00
31	2023	2020 Bond Fund	\$0.00
Fund 31 Total			\$0.00
32	2022	2021 Bond Fund	\$0.00
32	2023	2021 Bond Fund	\$1,436.07
Fund 32 Total			\$1,436.07
33	2023	2022 Bond Fund	\$0.00
Fund 33 Total			\$0.00
34	2023	2023 Bond Fund	\$130,203.15
Fund 34 Total			\$130,203.15
41	2022	Sinking	\$0.00
41	2023	Sinking Fund	\$0.00
Fund 41 Total			\$0.00
Fund Balance Total			\$489,981.67
Liabilities, Reserves and Fund Balance Total			\$3,161,723.37

## JULY 5 - AUGUST 9, 2023

<b>Accounts Payable</b>			
	Fund	PO's	Amount
11	General Fund	71-210	\$2,154,540.42
21	Building Fund	2 TO 39	\$649,876.33
31	2010 Bond Fund		
32	2021 GO Bond Fund	2	\$560.98
33	2010 A&B bond		
34	23 Safety & Security Bo	ONE	\$300.00
41	Sinking Fund	1 & 2	\$2,661,331.25
60	Clack Scholarship Fun		
61	Activity Fund	1 TO 75	\$58,439.31
62	Athletic Fund	1 TO 36	\$58,811.19
81	Gift Fund		
<b>Total</b>			<b>\$5,583,859.48</b>
<b>Accounts Payable Change Orders</b>			
	Fund	Numbers	Amount
11	General Fun	1-Jan	\$215.19
21	uilding Fun		
<b>TOTAL</b>			<b>\$215.19</b>
<b>GRAND TOTAL</b>			<b>\$5,584,074.67</b>

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 71 - 210, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	71	07/01/2023	66	BRANDT'S ACE HARDWARE	Shop Supplies	1,000.00
11	72	07/01/2023	847	OKLAHOMA CORP COMMISSION	Fuel Tank Tags	75.00
11	73	07/01/2023	4862	GLASS SHOP	Windshield- Window Repairs	1,000.00
11	74	07/01/2023	4063	Chickasha Pit Stop LLC	Vehicle Maintenance	2,000.00
11	75	07/01/2023	555	WAL MART	Shop Supplies	200.00
11	76	07/01/2023	1831	HARBOR FREIGHT TOOLS	Tools and Shop Supplies	1,000.00
11	77	07/01/2023	66375	BK Towing and Recovery	Towing Services	2,000.00
11	78	07/01/2023	6789	FIVE OAKS MEDICAL GROUP	Physicals	2,000.00
11	79	07/01/2023	6235	ST. ANTHONY NORTH/SCORE	Drug Testing	1,000.00
11	80	07/01/2023	4033	MARSHALL AUTO PARTS	Bus Parts	10,000.00
11	81	07/01/2023	446	ROSS SEED COMPANY	Building and Shop Needs	500.00
11	82	07/01/2023	3672	EXPRESS TIRE, BRAKE, &	Vehicle Tires and Repairs	10,000.00
11	83	07/01/2023	1459	ROSS TRANSPORTATION INC	Bus repairs and parts	17,000.00
11	85	07/01/2023	65686	Hwy 81 Tire & Auto LLC	Tires and Service	2,000.00
11	86	07/01/2023	1039	Johnson's Wreckers & Salvage	Tow Services	2,000.00
11	87	07/01/2023	75197	OFFICE DEPOT	Office Supplies	300.00
11	88	07/01/2023	4156	CHARLES ALLEN FORD	Vehicle Repairs and Maintenance	3,000.00
11	89	07/01/2023	5846	INTERSTATE BATTERIES/CHICKASHA	Vehicle Batteries	1,000.00
11	90	07/01/2023	3989	McBRIDE CLINIC	Drug Testing	400.00
11	91	07/01/2023	66566	Cowboy Express Fuel LLC	Fuel	50,000.00
11	92	07/01/2023	6392	JUSTIN'S TIRE SERVICE	Bus Tires	4,000.00
11	93	07/01/2023	66721	Link's Mojo LLC	Vehicle Maintenance	500.00
11	94	07/01/2023	65770	Interstate Billing Servie	Bus Repairs	10,000.00
11	95	07/10/2023	66460	Holt Truck Centers of Oklahoma, LLC	Bus Repairs and Parts	10,000.00
11	96	07/01/2023	6528	BATES REPAIR	Bus Repairs	10,000.00
11	97	07/01/2023	4605	DUNCAN OVERHEAD	OVERHEAD DOOR REPAIR	1,000.00
11	98	07/01/2023	5727	AIRGAS USA, LLC	WELDING EQUIPMENT	511.90
11	99	07/01/2023	6308	DASH EQUIPMENT SERVICES	MAINTENANCE	1,000.00
11	100	07/01/2023	89897	JANET E. DUNAVANT	MILEAGE	1,000.00
11	101	07/01/2023	71269	PATRICIA A BALLINGER	MILEAGE	1,000.00
11	102	07/01/2023	65686	Hwy 81 Tire & Auto LLC	TIRE REPAIR	500.00
11	103	07/01/2023	467	SHEPPARD SUPPLY	PARTS	1,000.00
11	104	07/01/2023	65950	Waller Ice LLC	PURCHASE ICE	1,500.00
11	105	07/01/2023	7367	ABSOLUTE RESTAURANT SERVICE	REPAIR AND REPLACE	5,000.00
11	106	07/01/2023	2516	DOC SAVAGE SUPPLY	SPRINKLER SYSTEMS	9,000.00
11	107	07/01/2023	7275	ALLEN PEST CONTROL	SPRAY SERVICE	20,000.00
11	108	07/01/2023	7033	DUNCAN LOCK & KEY	REPAIR SERVICES	5,000.00
11	109	07/01/2023	4033	MARSHALL AUTO PARTS	SUPPLIES	3,000.00
11	110	07/01/2023	66568	BRADY INDUSTRIES OF NEVADA LLC	SUPPLIES	40,000.00
11	111	07/01/2023	66186	Waxie's Enterprises, LLC	SUPPLIES	90,000.00
11	112	07/01/2023	446	ROSS SEED COMPANY	DISTRICT WIDE USE	9,000.00
11	113	07/05/2023	881	OKLAHOMA STATE DEPT. OF HEALTH	Site Food License	625.00
11	114	07/05/2023	572	US FOODSERVICE INC.	Food and Supplies Central Kltchen	320,000.00

## Chickasha Public Schools

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 71 - 210, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	115	07/05/2023	2257	HILAND DAIRY FOODS COMPANY	Milk Products	143,000.00
11	116	07/05/2023	66522	EVELYN L TAYLOR-GRISWOLD	Mileage for summer feeding	50.00
11	117	07/05/2023	66917	ANGELA C WILKERSON	Mileage summer feeding	27.51
11	118	07/05/2023	66749	Debbie Lynn	Mileage for summer food	20.96
11	119	07/01/2023	4235	COMPSOURCE OKLAHOMA	Workers Comp	127,125.00
11	120	07/12/2023	7115	MOBY MAX	MobyMax renewal 23-24 K-8 Curriculum	4,639.00
11	121	07/12/2023	3861	Arvest/Amazon	School Supplies - Prime Day	500.00
11	122	07/12/2023	89338	JERRY DON BRAY	OCA Coaches Camp Per Diem	195.00
11	123	07/12/2023	70605	CHAD A. RANDLE	OCA Coaches Camp Per Diem	195.00
11	124	07/12/2023	66317	CRISTIE A OLIVER	OCA Coaches Camp Per Diem	195.00
11	125	07/12/2023	66572	KEVIN G JAMES	OCA Coaches Camp Per Diem	130.00
11	126	07/12/2023	89979	JOE D MOLDER	OCA Coaches Camp Per Diem	195.00
11	127	07/12/2023	66578	TRAVIS A OWEN	OCA Coaches Camp Per Diem	65.00
11	128	07/12/2023	66332	JAMES E HALL	OCA Coaches Camp Per Diem	130.00
11	129	07/12/2023	89731	LISA I. TURNER	OCA Coaches Camp Per Diem	130.00
11	130	07/12/2023	65819	KARLYE M. WEBER	OCA Coaches Camp Per Diem	130.00
11	131	07/12/2023	66708	Glena M. Brock	MILEAGE 2023-2024	300.00
11	132	07/12/2023	3861	Arvest/Amazon	Supplies for administration	5,000.00
11	133	07/01/2023	4166	VIDEO REALITY	ACTIVITY CENTER AND BOARDROOM UPDATE	56,152.86
11	134	07/13/2023	67063	Christoher Peschl - 1099	Summer Baseball Camp	1,500.00
11	135	07/13/2023	67062	Kevin G. James - 1099	Summer Baseball Camp	1,500.00
11	136	07/13/2023	67060	Dalotn Streber - 1099	summer baseball camp	1,500.00
11	137	07/13/2023	67061	Douglas Chase Johnson - 1099	Summer Baseball Camp	1,500.00
11	138	07/13/2023	67064	Brayden Barron Bingham - 1099	Summer Baseball Camp	1,500.00
11	139	07/01/2023	363	OSSBA	Registration for Board Members	3,600.00
11	140	07/01/2023	65564	AUBREY L MILLS	PER DIEM FOR WENGAGE CONFERENCE	132.66
11	141	07/01/2023	65817	ROCHELLE R. BOWENS	TRAVEL REIMBURSEMENT	59.56
11	142	07/01/2023	90079	CARLA J. NICHOLAS	TRAVEL REIMBURSEMENT	166.72
11	143	07/01/2023	66526	TONI L. SIMON	TRAVEL REIMBURSEMENT	171.96
11	144	07/01/2023	90053	RAYLEE H BUTLER	TRAVEL REIMBURSEMENT	100.00
11	145	07/01/2023	66324	KRISTI L DAVIS	TRAVEL REIMBURSEMENT	100.00
11	146	07/01/2023	66323	BRIAN K COLLUMS	TRAVEL REIMBURSEMENT	100.00
11	147	07/01/2023	67032	ClearCompany LLC	EMPLOYMENT SOFTWARE	15,600.00
11	148	07/01/2023	1873	FOLLETT Content Solutions	FOLLETT DESTINY	13,682.27
11	149	07/01/2023	3533	CDW GOVERNMENT INC	SMART BOARD CARTS	1,097.34
11	150	07/01/2023	3533	CDW GOVERNMENT INC	GOOGLE LICENSES	6,600.00
11	151	07/01/2023	3533	CDW GOVERNMENT INC	GOOGLE AUDIT SOFTWARE	4,000.00
11	152	07/01/2023	1	MUNICIPAL ACCOUNTING SYSTEMS	WARRANTS FOR APPROPRIATED AND ACTIVITY	500.00
11	153	07/01/2023	5281	OPTIMUM	TELEVISION-07705116092015	2,500.00
11	154	07/20/2023	66025	Arvest	DAN'S CARD	1,500.00
11	155	07/20/2023	555	WAL MART	MAINTENANCE	1,000.00
11	156	07/24/2023	363	OSSBA	ELA Registration	800.00

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 71 - 210, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	157	07/24/2023	143	DeHART AIR COND. & ELECTRONICS	Freezer for CN	15,900.00
11	158	07/20/2023	67048	Tucker Contracted Services LLC	Mechanic - Bus Inspections	30,000.00
11	159	07/20/2023	71	CCOSA	New Principal Academy-A Morgan	850.00
11	160	07/20/2023	71	CCOSA	TLE training for Principals and Administration	2,000.00
11	161	07/20/2023	71	CCOSA	McREL New Administrative Training	2,000.00
11	162	07/20/2023	3602	STAPLES Contract & Commercial LLC	COPY PAPER	17,495.00
11	163	07/18/2023	66116	KAMI	23-24 District Wide Licenses	6,480.00
11	164	07/13/2023	7430	LEXIA LEARNING SYSTEMS LLC	LETRS Participant Materials Bundle	7,980.00
11	165	07/15/2023	3861	Arvest/Amazon	District wide technology supplies	5,000.00
11	166	07/25/2023	3533	CDW GOVERNMENT INC	Anti Virus Software	4,186.00
11	167	07/25/2023	3533	CDW GOVERNMENT INC	firewall protection	5,960.60
11	168	07/25/2023	67087	Imagine Learning LLC	Credit recovery and Alt Ed PD	40,000.00
11	169	07/19/2023	5293	SOLUTION TREE	Global PD for teams-Building License 23-24	24,500.00
11	170	07/24/2023	66817	Central Restaurant Products	Central Kitchen	2,038.85
11	171	07/24/2023	66025	Arvest	Metal shelves-Sam's Club	179.96
11	172	07/24/2023	3157	JOE'S MAYTAG	2 ranges 2 dishwashers	2,605.00
11	173	07/24/2023	66853	Kolby Schmidt	Meal reimbursement for Summit	100.00
11	174	07/24/2023	66770	Emily Schmidt	Meal Reimbursement for Summit	100.00
11	175	07/24/2023	66025	Arvest	Fuel for Summit Conference	150.00
11	176	07/24/2023	66025	Arvest	Registration for Summit Ag Teacher Registration	100.00
11	177	07/25/2023	67089	Stoney Creek Hotel & Conf Ctr	Hotel for Summit Conference	280.00
11	178	07/25/2023	66586	NATIONAL JOHNSON-O'MALLEY ASSOC.	National JOM Convention 23-24	750.00
11	179	07/25/2023	66025	Arvest	Southwest Airline Flight Amanda Patty	350.00
11	180	07/25/2023	66025	Arvest	National Convention Johnson-Omalley Hotel	1,200.00
11	181	07/31/2023	67096	PDQ.com	remote & monitoring software	2,550.00
11	182	07/31/2023	66764	Dell Inc.	Teacher Laptops	7,802.70
11	183	07/31/2023	67078	Travis Owen - 1099	Summer Baseball Camp	1,500.00
11	185	07/31/2023	66025	Arvest	app for new teacher orientation	99.99
11	186	07/27/2023	66781	National Dropout Prevention Center	33rd National Dropout Conv DDavis, TWeber	1,190.00
11	187	07/27/2023	67095	Sarah Drake	Perdium for Oklahoma Summit Career Tech	395.19
11	188	07/31/2023	66764	Dell Inc.	Dell Chromebook 3110 x 150-- J Molder	47,304.00
11	189	07/31/2023	66991	Instructure Inc	Mastery complete PD virtual session M Bowens	5,480.00
11	190	08/01/2023	5351	MARY WHITE	OT/PT	75,000.00
11	191	08/01/2023	4453	CARLA GARLING	OT/PT	57,000.00

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 71 - 210, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	192	08/01/2023	3327	NIKKI KECK	VISUAL SERVICES	2,500.00
11	193	08/01/2023	66025	Arvest	Flight to National Drop-out Conference	900.00
11	194	08/01/2023	66025	Arvest	Embassy Suites Hotel stay National Drop-out	609.50
11	195	08/01/2023	81368	LISA K. JOHNSON	Travel Mileage	300.00
11	196	08/01/2023	66577	SIMONIZE SPORTS FIELD SERVICES LLC.	SOFTBALL FIELDS	15,000.00
11	197	08/01/2023	5118	NCS PEARSON INC.	Testing material-Beery VMI-district wide	723.56
11	198	08/07/2023	60432	Eduskills LLC	EL Technical support 23-24	8,580.00
11	199	08/08/2023	67101	TRICORPS	DISTRICT WIDE SECURITY CAMERAS	672,198.96
11	200	08/02/2023	89725	TORI L CLARK	Per Diem National drop-out Conv Oct 15-18, 23	227.50
11	201	08/02/2023	90325	DEBBY E DAVIS	Per Diem National drop-out Conv Oct 15-18, 23	347.50
11	202	08/02/2023	66308	AMANDA A PATTY	Per Diem for Amanda Patty JOM Conf Sept 10-14, 23	325.00
11	203	08/03/2023	65791	Petty Cash	Beginning Change	600.00
11	204	08/04/2023	71	CCOSA	K20 Creating Uplifting Classrooms 23-24	9,000.00
11	205	08/07/2023	66799	Eighth Generation, LLC	JOM 13 Blankets	2,630.36
11	206	08/08/2023	67088	North Texas Tollway Authority	Tolls	100.00
11	207	08/04/2023	497	STANDLEY'S SYSTEMS	Workroom Supplies	129.13
11	208	08/04/2023	6475	RUNNING WAREHOUSE	SHOES	88.88
11	209	08/07/2023	70125	KENDRA S. SCHENK	Contracted Services for the teachers-LETRS 23-24	24,000.00
11	210	08/09/2023	459	SCHOOL SPECIALTY	Classroom Supplies	250.00

<b>Non-Payroll Total:</b>	<b>\$2,154,540.42</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$2,154,540.42</b>

## Chickasha Public Schools

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 2 - 39, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	2	07/01/2023	60479	Enviromental Loop Service, Inc	BW Geo Thermal Repair	3,000.00
21	3	07/01/2023	1831	HARBOR FREIGHT TOOLS	TOOLS	1,000.00
21	4	07/01/2023	66795	CM Trailer Repair	REPAIR TRAILERS	1,000.00
21	5	07/01/2023	4862	GLASS SHOP	REPLACE WINDOWS	1,000.00
21	6	07/01/2023	6421	Herc Rentals	RENT EQUIPMENT	1,000.00
21	7	07/01/2023	66271	WO Roll Offs	DUMPSTERS	1,000.00
21	8	07/01/2023	476	SMALL ENGINE SERVICE	MOWERS	500.00
21	9	07/01/2023	266	DOLESE CO.COMPANY	CONCRETE	1,000.00
21	10	07/01/2023	143	DeHART AIR COND. & ELECTRONICS	A/C REPAIR	4,000.00
21	11	07/01/2023	66	BRANDT'S ACE HARDWARE	REPAIR AND REPLACE	5,600.00
21	12	07/01/2023	312	LOCKE SUPPLY	REPAIR AND REPLACE	55,000.00
21	13	07/01/2023	97	CHICKASHA LUMBER COMPANY	REPAIR AND REPLACE	7,500.00
21	14	07/01/2023	6352	A & C FIRE EXTINGUISHER INC.	FIRE EXTINGUISHER INSPECTION	4,500.00
21	15	07/01/2023	605	P & K Equipment, INC	REPAIR EQUIPMENT	2,000.00
21	16	07/01/2023	6224	ALL AMERICAN HOME CENTER	DISTRICT WIDE MATERIALS	5,000.00
21	17	07/01/2023	1107	G & H ATHLETIC & TRAFFIC PAINT	FIELD PAINT	3,000.00
21	18	07/01/2023	3836	TK Elevator Corporation	ELEVATOR INSPECTIONS	6,500.00
21	19	07/01/2023	468	SHERWIN WILLIAMS	PAINT AND SUPPLIES	5,000.00
21	20	07/01/2023	65777	Gymco Inc	ACTIVITY CENTER & MYERS	4,175.00
21	21	07/01/2023	1071	CITY OF CHICKASHA	District Wide Water	190,000.00
21	22	07/01/2023	38	Summit Utilities of Oklahoma Inc.	District wide heat	202,900.00
21	23	07/01/2023	7443	Alert 360	SECURITY FOR DISTRICT	37,000.00
21	24	07/01/2023	66264	Southwest Oklahoma Plumbing, LLC	SEWER REROUT	13,199.00
21	25	07/01/2023	67065	Field & Clayburn Contruction LLC	EMERGENCY CONCRETE REPAIR	9,550.00
21	26	07/01/2023	66296	Intrado Interactive Services Corp	SCHOOL MESSENGER	3,000.00
21	27	07/13/2023	67067	Tarkett Sports Contruction LLC	FENCE FOR STADIUM	7,285.00
21	28	07/10/2023	3026	RICHARD'S PRINTING	PRINTING NEEDS	1,000.00
21	29	07/10/2023	515	TAYLOR & SONS PIPE & STEEL	DISTRICT WIDE	1,000.00
21	30	07/13/2023	3015	Dormakaba	HIGH SCHOOL	3,257.95
21	31	07/13/2023	143	DeHART AIR COND. & ELECTRONICS	LINCOLN	6,950.00
21	32	07/20/2023	67066	Spic & Span Commercial Cleaning	HIGH SCHOOL	8,000.00
21	33	07/31/2023	67090	OK Carpet LLC	Flooring for Football	11,050.00
21	34	08/01/2023	3026	RICHARD'S PRINTING	Bank of stadium scoreboard	3,490.00
21	35	08/09/2023	4138	BANCFIRST	rental payment 08/20/23	4,769.38
21	36	08/02/2023	3861	Arvest/Amazon	MAINTENANCE	500.00
21	37	08/02/2023	4642	MAHAN'S LAWN & LANDSCAPE	LANDSCAPING	20,000.00
21	38	08/02/2023	60479	Enviromental Loop Service, Inc	BWECC	13,150.00
21	39	08/07/2023	6084	JONATHAN'S CARPET SERVICE	GRAND	2,000.00

<b>Non-Payroll Total:</b>	<b>\$649,876.33</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$649,876.33</b>
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### Chickasha Public Schools

#### Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 2 - 2, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	2	07/12/2023	3861	Arvest/Amazon	OFFICE FURNITURE FOR STEGMAN	560.98
<b>Non-Payroll Total:</b>						<b>\$560.98</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$560.98</b>

### Chickasha Public Schools

#### Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 10, Fund Codes: 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	1	07/01/2023	6512	UMB BANK, N. A.	PAYING AGENT FEE	300.00
<b>Non-Payroll Total:</b>						<b>\$300.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$300.00</b>

**Chickasha Public Schools**

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 5, Fund Codes: 41

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
41	1	07/01/2023	7517	UMB -WIRE TRANSFER	Bond Payment	2,654,918.75
41	2	08/09/2023	7517	UMB -WIRE TRANSFER	QK63 - bds srs 2021 due 9/1/23	6,412.50
<b>Non-Payroll Total:</b>						<b>\$2,661,331.25</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$2,661,331.25</b>

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 61

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
61	1	07/07/2023	45	BSN Sports, LLC	Staff Shirts	1,846.80
61	2	07/10/2023	6000	CHICKASHA PUBLIC SCHOOLS	Textbooks/Equip fees 22-23	3,495.00
61	3	07/10/2023	75781	WING T'S	school shirts	630.00
61	4	07/12/2023	75781	WING T'S	Tshirts for staff	400.00
61	5	07/12/2023	75456	OZARKA / EUREKA WATER	33674942/SC51302s	12.44
61	6	07/12/2023	66025	Arvest	Wal-GR071723	135.60
61	7	07/12/2023	4309	SCHOLASTIC BOOK FAIRS	W5220463BF	1,981.87
61	8	07/17/2023	3861	Arvest/Amazon	BW-0720&0725	325.19
61	9	07/13/2023	75197	OFFICE DEPOT	307704394001	396.46
61	10	07/19/2023	3861	Arvest/Amazon	Amz-BW072023	223.93
61	11	07/19/2023	66025	Arvest	Wal-BW072023	211.49
61	12	07/20/2023	66349	REBECCA D. DUNCAN	Mileage for CK	213.79
61	13	07/20/2023	75159	IMPERIAL COFFEE	36333/034204	80.45
61	14	07/20/2023	75159	IMPERIAL COFFEE	coffee service - August	100.00
61	15	07/20/2023	75159	IMPERIAL COFFEE	coffee service-September	100.00
61	16	07/20/2023	75159	IMPERIAL COFFEE	coffee service - october	100.00
61	17	07/20/2023	75159	IMPERIAL COFFEE	coffee service november	100.00
61	18	07/20/2023	75159	IMPERIAL COFFEE	coffee service december	100.00
61	19	07/20/2023	75159	IMPERIAL COFFEE	coffee service January	100.00
61	20	07/20/2023	75159	IMPERIAL COFFEE	coffee service february	100.00
61	21	07/20/2023	75159	IMPERIAL COFFEE	coffee service march	100.00
61	22	07/20/2023	75159	IMPERIAL COFFEE	coffee service april	100.00
61	23	07/20/2023	75159	IMPERIAL COFFEE	coffee service may	100.00
61	24	07/20/2023	75159	IMPERIAL COFFEE	coffee service June	100.00
61	25	07/24/2023	3861	Arvest/Amazon	New Teacher books and tumblers for new teachers.	2,500.00
61	26	07/24/2023	66025	Arvest	Paradise-HS012023	64.80
61	27	07/24/2023	66025	Arvest	LEGO CAMP LUNCHES AND SNACKS	382.70
61	28	07/24/2023	66025	Arvest	STAFF MEETING/MEAL	200.00
61	29	07/25/2023	6962	ELIZABETH REED	FLOWERS	75.00
61	31	07/25/2023	66025	Arvest	CAMP STUDENTS LUNCH	100.00
61	32	07/25/2023	66025	Arvest	LEGO CAMP STUDENT LUNCHES	100.00
61	33	07/25/2023	67082	Procare Software	Daycare program	707.97
61	34	07/25/2023	99999	Chickasha Public Schools	GRAND DAYCARE SALARIES - JUNE 2023	7,290.45
61	35	07/25/2023	3861	Arvest/Amazon	TEACHER OFFICE CHAIR	100.00
61	36	07/26/2023	66025	Arvest	Snacks for students	1,000.00
61	37	07/26/2023	3026	RICHARD'S PRINTING	Parking Passes	381.80
61	38	07/26/2023	3026	RICHARD'S PRINTING	Canvas	83.20
61	39	07/26/2023	3861	Arvest/Amazon	OFFICE AND TEACHER SUPPLIES	440.00
61	40	07/26/2023	6000	CHICKASHA PUBLIC SCHOOLS	Daycare payroll June	24,761.66
61	41	07/26/2023	75197	OFFICE DEPOT	Binders for teachers	80.00
61	42	07/26/2023	1711	Wright Culligan Water	monthly water rental and water	34.00
61	43	07/26/2023	1711	Wright Culligan Water	water rental and water bottles	40.00
61	44	07/26/2023	3026	RICHARD'S PRINTING	Tickets	79.50

## Chickasha Public Schools

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 61

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
61	45	07/26/2023	3861	Arvest/Amazon	STAPLERS	140.00
61	46	07/27/2023	66025	Arvest	STAFF MEETING MEAL	100.00
61	47	07/27/2023	66025	Arvest	Supplies	155.21
61	48	07/27/2023	6725	INTERURBAN	Lunch for staff	720.00
61	49	07/27/2023	66025	Arvest	COOKIES, WATER, (SNACKS) (FRESHMAN ORIENTATION)	150.00
61	50	07/28/2023	3861	Arvest/Amazon	WHAT'S YOUR WORD	235.00
61	51	07/31/2023	66025	Arvest	TEACHER MEETING MEAL	150.00
61	52	07/31/2023	67093	Chickasha Bowling Center LLC	Admin Retreat	400.00
61	53	07/31/2023	3567	RAINBOW PENNANT	US AND OKLAHOMA FLAGS	504.00
61	54	07/31/2023	259	JAKE'S RIB	teacher lunch	495.00
61	55	07/31/2023	66213	Jungle Ice Fun Zone	CHS Team Building	357.00
61	56	08/01/2023	3861	Arvest/Amazon	Teacher chairs	305.95
61	57	08/01/2023	66025	Arvest	Carabiner clips, Water/ 008	100.00
61	58	08/01/2023	66025	Arvest	Bulletin Board / Classroom Supplies	250.00
61	59	08/01/2023	66897	Roberto's Tex Mex & Cantina	Staff lunch/ 008	670.00
61	60	08/02/2023	66025	Arvest	Printer and Ink	150.00
61	61	08/02/2023	3861	Arvest/Amazon	DISPLAY WALL LIGHTS/ART	137.98
61	62	08/02/2023	66025	Arvest	Back to School Supplies for Teachers	250.00
61	63	08/02/2023	3861	Arvest/Amazon	Water caps, Metal clips, plastic holders	140.00
61	64	08/03/2023	66903	Chickasha Shirt Company	staff shirts	806.00
61	65	08/03/2023	66025	Arvest	new teacher orientation gift bags	100.00
61	66	08/07/2023	3861	Arvest/Amazon	poster markers	46.78
61	67	08/07/2023	5054	PERMABOUNDBOOKS	BOOKS	404.24
61	68	08/07/2023	3861	Arvest/Amazon	PENCIL SHARPENER, KEYBOARD W/MOUSE	70.00
61	69	08/08/2023	75456	OZARKA / EUREKA WATER	Bill for water	5.05
61	70	08/08/2023	66025	Arvest	POP & SNACK VENDING	350.00
61	71	08/09/2023	66025	Arvest	NAME LABELS FOR STUDENTS	50.00
61	72	08/09/2023	75781	WING T'S	T-shirts for spirit Night	780.74
61	73	08/09/2023	67100	Mackin Educational Resources	BOOKS	728.51
61	74	08/09/2023	3861	Arvest/Amazon	TEACHER CHAIRS	180.00
61	75	08/09/2023	75159	IMPERIAL COFFEE	Coffee	33.75

<b>Non-Payroll Total:</b>	<b>\$58,439.31</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$58,439.31</b>
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## Chickasha Public Schools

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 62

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	1	07/06/2023	66025	Arvest	Wal-Ath070623	135.16
62	2	07/11/2023	4852	INDIAN NATION WHOLESale	7738175	648.63
62	3	07/12/2023	4055	DR PEPPER	W-349558	602.50
62	4	07/12/2023	4055	DR PEPPER	CONCESSION-CHIPS	200.00
62	5	07/13/2023	1129	OKLAHOMA COACHES ASSN.	2024-075	2,420.00
62	6	07/17/2023	66921	SSR Jackets	149	409.00
62	7	07/19/2023	66025	Arvest	815 -MATT CLEANER	220.46
62	8	07/19/2023	3647	VARSITY SPIRIT FASHIONS	14770924	2,789.70
62	9	07/19/2023	3647	VARSITY SPIRIT FASHIONS	815-HS POM UNIFORMS	3,034.85
62	10	07/19/2023	66025	Arvest	815-CHAIR BANKS	11,748.00
62	11	07/20/2023	60494	Nfinity Athletic LLC	806-CHEER / UNIFORMS	3,667.64
62	12	07/20/2023	65668	CHAMPION TEAMWEAR AR	806-CHEER / UNIFORMS	627.52
62	13	07/25/2023	75781	WING T'S	12517	1,319.00
62	14	07/25/2023	66426	Vype Media	2023 SOFTBALL PREVIEW	116.00
62	15	07/25/2023	66426	Vype Media	2023-2024 TECH / WEBSITE FEES	1,890.00
62	16	07/27/2023	66025	Arvest	BANNERS-PASSES	369.00
62	17	07/31/2023	75192	USAO	LIGHTNING DETECTION APP	1,200.00
62	18	07/31/2023	72	Petty Cash Athletics	VB VS BLANCHARD 8-8-23	1,200.00
62	19	07/31/2023	72	Petty Cash Athletics	HS SB VS BRIDGE CREEK 8-10-23	600.00
62	20	07/31/2023	72	Petty Cash Athletics	VB VS LAWTON C 8-14-23	1,200.00
62	21	07/31/2023	72	Petty Cash Athletics	VB VS JOHN M 8-15-23	1,200.00
62	22	07/31/2023	72	Petty Cash Athletics	MS SB VS LONGFELLOW 8-15-23	600.00
62	23	07/31/2023	65682	AU Concepts & Designs, LLC	FB HELMET DECALS	1,931.00
62	24	08/01/2023	4852	INDIAN NATION WHOLESale	CANDY-CHIPS-PRETZELS	1,282.16
62	25	08/01/2023	65950	Waller Ice LLC	ICE	2,000.00
62	26	08/02/2023	60468	ADAM BURNS	CARE & PREVENTION CLASS	500.00
62	27	08/02/2023	18	ALERT SERVICES INC	TRAINING SUPPLIES	2,126.00
62	28	08/02/2023	6337	HUDL	RENEWAL-VIDEO SYSTEM	12,600.00
62	29	08/02/2023	67098	Stitchco Custom Embroidery, LLC	EMBROIDERY ON HATS	360.00
62	30	08/02/2023	1129	OKLAHOMA COACHES ASSN.	OCA CARDS	260.00
62	31	08/02/2023	66025	Arvest	CONCESSION	200.00
62	32	08/03/2023	3861	Arvest/Amazon	LANYARDS	32.57
62	33	08/08/2023	4055	DR PEPPER	POP-WATER	794.00
62	34	08/08/2023	66818	Dragon Graphics LLC	POM- EMBROIDERY	288.00
62	35	08/09/2023	66481	Katelynn Hall	Official VB vs Blanchard 8.8.23	140.00
62	36	08/09/2023	67103	Kristal Shields	Official VB vs Blanchard 8.8.23	100.00

<b>Non-Payroll Total:</b>	<b>\$58,811.19</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$58,811.19</b>
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**TO:** Board of Education  
**FROM:** Jennifer L. Stegman, Assistant Superintendent  
**DATE:** August 9, 2023  
**SUBJECT:** Approval of Change Order General- Fund 11- #1

Change Order #1 in the amount of \$215.19 from General Fund 11 has been submitted for approval. Costs incurred exceeded original estimated amounts. The change order is comprised as follows:

**Building Fund**

CO Number	Description	Original PO	Additional Funds	Total PO
#1	Sarah Drake-Original PO was not made to include mileage and parking fees	180.00	215.19	395.19
			<b>TOTAL Change Order</b>	<b>\$395.19</b>



Public Finance Division  
499 W. Sheridan Avenue, Suite 2500  
Oklahoma City, Oklahoma 73102

## ENGAGEMENT LETTER

August 14, 2023

Chickasha Public Schools  
900 West Choctaw Avenue  
Chickasha, OK 73018

RE: Financial Advisory Services Provided to the Chickasha School District

The purpose of this Engagement Letter (the “Letter”) is to set forth the role BOK Financial Securities, Inc. (“BOKFS”) proposes to serve and the responsibilities BOKFS proposes to assume as financial advisor to the Chickasha School District (the “Issuer”). Upon Issuer’s acceptance, this Letter will serve as our mutual agreement with respect to the terms and conditions of our engagement as Issuer’s financial advisor, effective on the date this Letter is executed by Issuer (the “Effective Date”).

1. **Scope of Services.** BOKFS will provide, on an on-going basis, professional financial advisory services to the Issuer on any financial matters, including but not limited to the issuance and term of new debt (“Issue” or “Issues”), primarily general obligation bonds. BOKFS will assist the Issuer with each of the following tasks associated with the planning, structuring, marketing, pricing, and closing of the proposed financing(s).

- (a) The Services shall be limited to the services described in **Appendix A** (the “Scope of Services”).
- (b) Except as otherwise provided in the Scope of Services, BOKFS shall not be responsible for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about BOKFS provided by BOKFS for inclusion in such documents.
- (c) The Scope of Services does not (i) include tax, legal, accounting or engineering advice with respect to any Issue, Product or opinion or certificate rendered by counsel or other person at closing, or (ii) include review or advice with respect to any feasibility study, except, in either case, as may be prepared by BOKFS as provided for in the Scope of Services.
- (d) Issuer agrees not to represent, publicly or to any specific person, that BOKFS is Issuer’s independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption”) without BOKFS’s prior written consent.
- (e) When BOKFS is designated by Issuer as its IRMA, BOKFS shall be Issuer’s IRMA solely with respect to the Scope of Services. BOKFS shall not be



responsible for verifying that it is independent (within the meaning of the IRMA exemption as interpreted by the SEC) from another party wishing to rely on the exemption from the definition of municipal advisor afforded under the IRMA exemption. Any reference to BOKFS, its personnel and its role as IRMA in Issuer's written representation contemplated under SEC Rule 15Ba1-1(d)(3)(vi)(B), shall be subject to prior approval by BOKFS.

2. **BOKFS's Regulatory Obligations When Providing Services to Issuer.**

- (a) MSRB Rule G-42 requires that BOKFS (i) make a reasonable inquiry as to the facts that are relevant to Issuer's determination whether to proceed with a course of action or that form the basis for any advice provided by BOKFS to Issuer, (ii) undertake a reasonable investigation to determine that BOKFS is not basing any recommendation on materially inaccurate or incomplete information, and (iii) use reasonable diligence to know the essential facts about Issuer and the authority of each person acting on Issuer's behalf.
- (b) Issuer agrees to cooperate, and to cause Issuer's agents to cooperate, with BOKFS in carrying out the foregoing requirements, including providing to BOKFS accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such requirements. In addition, Issuer agrees that, to the extent Issuer requests BOKFS provide advice with regard to any recommendation made by a third party, Issuer will provide to BOKFS written direction to do so and all information Issuer has received from such third party relating to its recommendation.

3. **Compensation.** For the above services, you agree to pay us the following:

- \$20,000 per General Obligation bond issue completed

The above fees are payable only upon a successful election, if applicable, and subsequent receipt of proceeds from the bonds. However, if your election is held and fails, and another election is called for the issuance of bonds within one year from this date, you hereby agree to employ us under the terms of this contract.

In addition to the above fees, you agree to pay or reimburse us for our payment of the following expenses:

1. All Election Board Expenses, if applicable
2. Legal Publication Fees
3. Secretary of State Filing Fees
4. Official Statement Printing & Distribution, if applicable
5. Credit Rating Agency Fees, if applicable
6. Overnight courier service charges associated with distribution of bond material

4. **Term of this Engagement.** This Agreement may be terminated with or without cause by either party upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. If Issuer exercises its option to terminate this Agreement, Issuer agrees to reimburse BOKFS for any of the expenses described in paragraph 3 advanced by BOKFS pursuant to paragraph 3 above and to pay BOKFS for its services rendered



prior to such termination in a mutually acceptable amount which shall be negotiated in good faith between the parties.

5. **Limitation on Liability.** In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of the obligations of BOKFS arising under this Letter:

- (a) The liability of BOKFS and its associated persons to Issuer for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, shall be limited to the fees paid or otherwise due and payable under this Agreement; and,
- (b) BOKFS and its associated persons shall have no liability to Issuer for any other loss arising out of any issuance of municipal securities, any municipal financial product or any other investment, or for any financial or other damages resulting from Issuer's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by BOKFS to Issuer; and,
- (c) No recourse shall be had against BOKFS for loss, damage, liability, cost or expense (whether direct, indirect or consequential) arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any Issue or Product or otherwise relating to the tax treatment of any Issue or Product, or in connection with any opinion or certificate rendered by counsel or any other party.

6. **Required Disclosures.** MSRB Rule G-42 requires that BOKFS provide Issuer with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided in BOKFS's Disclosure Statement attached hereto as **Appendix B.**

7. **Waiver of Jury Trial.** EACH PARTY AGREES TO WAIVE ANY RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY CLAIM, COUNTERCLAIM OR ACTION ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY OR THE RELATIONSHIP BETWEEN THE PARTIES. PARTIES AGREE TO WAIVE CONSEQUENTIAL AND PUNITIVE DAMAGES.

8. **Choice of Law.** This Agreement shall be construed and given effect in accordance with the laws (excluding conflict of law provisions) of Oklahoma.

9. **Litigation Expenses.** In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the opposing party to such action such party's reasonable litigation costs and attorney's fees and expenses (including court costs, reasonable fees of accountants and experts, and other expenses incidental to the litigation).

10. **Binding Effect; Assignment.** This Agreement shall be binding upon and inure to the benefit of Issuer and BOKFS, their respective successors and permitted assigns; provided however, neither party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

11. **Entire Agreement.** This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. This



Agreement may not be amended, supplemented or modified except by means of a written instrument executed by both parties. This Agreement and all of the provisions of this Agreement shall be deemed drafted by all of the parties hereto.

12. **Course of Dealing.** No course of prior dealing involving any of the parties hereto and no usage of trade shall be relevant or advisable to interpret, supplement, explain or vary any of the terms of this Agreement, except as expressly provided herein.

13. **Interpretation.** This Agreement shall not be interpreted strictly for or against any party, but solely in accordance with the fair meaning of the provisions hereof to effectuate the purposes and intent of this Agreement.

14. **No Reliance.** Each party hereto has entered into this Agreement based solely upon the agreements, representations and warranties expressly set forth herein and upon its own knowledge and investigation. No party has relied on any representation or warranty of any other party hereto except any such representations and warranties as are expressly set forth herein.

15. **Authority.** Each of the persons signing below on behalf of a party hereto represents and warrants that he or she has full requisite power and authority to execute and deliver this Agreement on behalf of the party for whom he or she is signing and to bind such party to the terms and conditions of this Agreement.

16. **Severability.** If any provision of this Agreement is, or is held or deemed to be, invalid, inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions because it conflicts with any provisions of any constitution, statute, rule or public policy, or for any other reason, such circumstances shall not make the provision in question invalid, inoperative or unenforceable in any other case or circumstance, or make any other provision or provisions of this Agreement invalid, inoperative or unenforceable to any extent whatever.

17. **No Third Party Beneficiary.** This Agreement is made solely for the benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

18. **Amendment.** This Agreement may be amended or modified only in a writing that has been signed by the parties hereto and which specifically references this Agreement.

19. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but which taken together, shall constitute one and the same instrument. This Agreement shall become effective only when all of the parties hereto shall have executed the original or counterpart hereof. This Agreement may be executed and delivered by digitized transmission of a counterpart signature page hereof.

[Signatures on Following Page]



IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of the Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

Dated this 14th day of August, 2023.

BOK FINANCIAL SECURITIES, INC.

\_\_\_\_\_  
ZACK ROBINSON  
VICE PRESIDENT

In a session legally assembled on the 14th day of August, 2023, the above offer was duly considered and approved and accepted. Witness our official hands this 14th day of August, 2023.

(SEAL)

ATTEST: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
President



## APPENDIX A SCOPE OF SERVICES

1. We shall prepare a written Financial Analysis based upon the capital improvement and other needs of the School District which shall include a survey of the financial resources of the School District. This document shall also contain an analysis of the existing debt and tax structure and compare this analysis to the projected debt. On the basis of information thus developed, we shall devise a financing program to fund the proposed maturities, the estimated interest rate and cost on the proposed bonds, the resulting overall amount of projected annual debt service and tax requirements, and the relationship of these items to existing corresponding projected items of the School District.
2. We shall provide the following services related to a bond election:
  - (A) Provide the School District with information concerning the most advisable dates for holding an election to approve such issuance;
  - (B) Provide the necessary Resolution to call for the election;
  - (C) Provide for filing the necessary documentation with the County Election Board;
  - (D) Assist in providing printed ballots for such election;
  - (E) Arrange for proper legal notices to be published at the appropriate times regarding the notice of such election;
  - (F) Appear at public meetings informing the public as to the use of bond proceeds and the effect on ad valorem taxes (if desired);
  - (G) Assist in the formation of informational brochures discussing the items concerning the election such as taxes and use of proceeds (if desired);
  - (H) Provide the County Election Board with the appropriate material to canvass the election returns; and
  - (I) Assist in the analysis of and provide the School District with election results.
3. Upon approval by the voters of the School District, we shall undertake the following tasks:
  - (A) We shall advise the Board of Education of current bond market conditions, forthcoming bond issues, and other general information and economic data that might normally be expected to influence interest rates or bidding conditions so that the date for the sale of the bonds may be set at a time which, in our opinion, would be favorable to the School District.
  - (B) We shall assist the School District, if necessary, in the identification, evaluation, and negotiations with prospective paying agents, registrars and transfer agents.
  - (C) We shall prepare an Official Notice of Sale that establishes the specifications for bidding; i.e. bond maturity and interest coupon arrangements, interest rate limitations, and other pertinent details.
  - (D) We shall also prepare a Preliminary Official Statement that describes the Bonds offered, including complete information as to the security for the Bonds, the School District and other pertinent details.
  - (E) We shall prepare a uniform Bid Form which would prevent deviation by any bidders when any such deviation would be costly to the issuing body.
  - (F) We shall submit to the national rating services or credit enhancement providers, an application necessary to obtain a rating or enhancement on the Bonds. If such service(s) are determined to be



necessary for the most effective marketing of the bonds, we shall assist the School District with the following:

1. Provide financial, economic and demographic information to such organizations for their review;
2. Coordinate and negotiate with the rating agencies to obtain the highest possible rating for the Bonds.

(G) We shall prepare the necessary Resolution to set the date, time and place for the sale of the Bonds.

(H) We shall be present at the sale of bonds to aid the Board of Education in the tabulation and comparison of bids. We shall also advise the members of the Board of Education as to the bond market conditions at the time of the sale and the advisability of accepting or rejecting the bids submitted.

(I) We shall prepare the necessary Resolution to authorize the issuance of the Bonds.

(J) We shall prepare a final Official Statement that describes the Bonds offered, including complete information as to the security for the Bonds, the School District and other pertinent details for use by the successful bidder of the Bonds.

(K) We shall complete the necessary applications so that the bond issue can be bid electronically (via PARITY's electronic bond bidding system).

(L) Assuming a favorable interest rate is received and accepted by the School District, BOK Financial Securities, Inc., shall then proceed to take all steps necessary to expedite the preparation of all other documentation necessary to achieve delivery of the Bonds, including delivery of the Transcript of Proceedings to the Attorney General's Office.

(M) We shall work with the purchaser and the school district to effectuate the closing of the bond issue and the delivery of bond proceeds to the School District.

4. We shall advise the Board of Education and Administration on the investment of bond proceeds that would, in our opinion, allow the School District to benefit the most from the investment of said proceeds (if desired).
5. We shall advise the School District officials as to any pending legislation in the Oklahoma Legislature and the United States Congress which may have an effect upon the School District's proposed and existing indebtedness.



## APPENDIX B DISCLOSURE STATEMENT

This Disclosure Statement is provided by BOK Financial Securities, Inc. (“BOKFS”) to the Chickasha School District (the “Issuer”) in connection with the Engagement Letter (the “Letter”) and is dated as of the same date as the Letter.

### **Part A - Disclosures of Conflicts of Interest**

MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interests, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable.

Accordingly, BOKFS makes the following disclosures with respect to material conflicts of interest in connection with the Scope of Services, together with explanations of how BOKFS addresses or intends to manage or mitigate each conflict. To that end, with respect to all of the conflicts disclosed below, BOKFS mitigates such conflicts through its adherence to its fiduciary duty to Issuer, which includes a duty of loyalty. This duty of loyalty obligates BOKFS to deal honestly and with the utmost good faith with Issuer and to act in Issuer’s best interests without regard to BOKFS’s financial or other interests. Furthermore, because BOKFS is a broker-dealer, its financial advisory supervisory structure provides strong safeguards against individuals at BOKFS potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

***Affiliate Conflict.*** Any affiliate of BOKFS (the “Affiliate”) may provide certain advice, services and/or products to Issuer that may be directly related to BOKFS’s activities. The Affiliate’s business with Issuer could create an incentive for BOKFS to recommend to Issuer a course of action designed to increase the level of Issuer’s business activities with the Affiliate or to recommend against a course of action that would reduce or eliminate Issuer’s business activities with the Affiliate. This potential conflict is mitigated by the fact that Affiliate is subject to comprehensive regulatory review.

***Compensation-Based Conflicts.*** If the fees due under the Engagement Letter are in a fixed amount established at the outset of the Engagement Letter. The amount is usually based upon an analysis by Issuer and BOKFS of, among other things, the expected duration and complexity of the transaction and the Scope of Services. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, BOKFS may suffer a loss. Thus, BOKFS may recommend less time-consuming alternatives. This conflict of interest is mitigated by the general mitigations described above.

***Other Financial Advisor or Underwriting Relationships.*** BOKFS serves a wide variety of other clients that may have interests that could have an impact on Issuer’s interests. For example, BOKFS serves as financial advisor to other financial advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Issuer under this Engagement Letter. These other clients may have competing interests. BOKFS could face a conflict of interest arising from these competing client interests. None of these other engagements or relationships would impair BOKFS’s ability to fulfill its regulatory duties to Issuer.

***Municipal Activities with Other Issuer Financing Team Members.*** In the normal course of business, BOKFS may engage in municipal trading and underwriting activities with other members of the Issuer’s financing team, including but not limited to, bond counsel, underwriter’s counsel and bond underwriters. This may include BOKFS serving as a bond underwriter for a municipal issuer in which the Issuer’s bond counsel is serving as BOKFS’s counsel, an Issuer’s underwriter is serving as a municipal advisor and/or Issuer’s underwriter is serving as an underwriting syndicate member with BOKFS. Such a



situation could present a conflict as BOKFS and members of its financing team jointly participate, from time to time, in other municipal security transactions for compensation. None of these other engagements or relationships would impair BOKFS's ability to fulfill its regulatory duties to the Issuer and the potential conflicts of interest are mitigated as BOKFS relies upon the issuer to select its other financing team members, including bond counsel and bond underwriters.

***Broker-Dealer and Investment Advisory Business.*** BOKFS is a broker-dealer and investment advisory firm that engages in a broad range of securities-related activities, in addition to serving as a financial advisor or underwriter. Such securities-related activities may be undertaken on behalf of, or as counterparty to, Issuer, Issuer's personnel, and current or potential investors in Issuer's securities. These other clients may have interests in conflict with Issuer's interests and the interests of such other clients could create the incentive for BOKFS to make recommendations to Issuer that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from BOKFS effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of BOKFS that operate independently from BOKFS's financial advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by BOKFS to Issuer.

***Secondary Market Transactions in Issuer's Securities.*** BOKFS may take a principal position in securities, including Issuer's securities, and therefore BOKFS could have interests in conflict with Issuer with respect to the value of Issuer's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, BOKFS or its affiliates may submit orders for and acquire Issuer's securities issued in an Issue under the Engagement Letter from members of the underwriting syndicate, either for its own account or for the accounts of its customers. This activity may result in a conflict of interest with Issuer in that it could create the incentive for BOKFS to make recommendations to Issuer that could result in more advantageous pricing of Issuer's securities in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through units of BOKFS that operate independently from BOKFS's financial advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by BOKFS to Issuer.

***Related Disclosure Relevant to Client.*** While we do not believe that the following creates a conflict of interest on the part of BOKFS, we note that BOKFS has made charitable contributions to support community events. Client may wish to consider any impact such contribution may have on how it conducts its activities with BOKFS.

***Payment to or from Third Parties.*** While we do not believe the following creates a conflict of interest on the part of BOKFS, we note that BOKF NA, an affiliate of BOKFS, has entered into an Independent Contract Agreement with Dr. Joe Siano to provide consulting services related to bond election planning and community relations for Oklahoma school districts. Dr. Siano is also employed by the Oklahoma State School Boards Association with a focus on state education policy development. The District may wish to consider any impact this agreement or Dr. Siano's employment may or may not have on the way BOKFS conducts its activities with the District.

## **Part B - Disclosures of Information Regarding Legal Events and Disciplinary History**

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to the client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, BOKFS sets out below required disclosures and related information in connection with such disclosures.



**Material Legal or Disciplinary Event.** Other than the disclosures summarized below, which may be material to the Issuer's evaluation of BOKFS or the integrity of BOKFS's management or advisory personnel there are no legal or disciplinary events that should be disclosed, on any Form MA or Form MA-I filed with the SEC.

October 21, 2015 – A regulatory action against BOKFS by FINRA was resolved via an Acceptance, Waiver & Consent. The allegations were related to “fair and reasonable” pricing of corporate bond transactions.

June 18, 2015 – An order was issued against BOKFS by the U.S. Securities and Exchange Commission. The allegation was related to the due diligence conducted by the firm to establish a reasonable basis that certain material representations made by issuers in official statements connected with the offerings were accurate. The violations were self-reported by BOKFS pursuant to the SEC's Municipalities Continuing Disclosure Cooperation (“MCDC”) Initiative.

March 11, 2019 – An order was issued against BOKFS by the U.S. Securities and Exchange Commission. The allegations were related to inadequate disclosure language in the firm's ADV brochures regarding the selection of mutual fund share classes that contain 12b-1 fees when share classes that did not contain 12b-1 fees were potentially available. The violations were self-reported by BOKFS pursuant to the SEC's Share Class Selection Disclosure (“SCSD”) Initiative.

Details of the events disclosed above can be found in the firm's Form MA available through the SEC's EDGAR Filing System

(<https://www.sec.gov/edgar/searchedgar/companysearch.html>). Search for “BOK Financial Securities, Inc.” to view the firm's most recent Form MA filing.

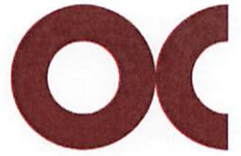
**Future Supplemental Disclosures.** As required by MSRB Rule G-42, this Section may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest, or to provide updated information with regard to any legal or disciplinary events of BOKFS. BOKFS will provide Issuer with any such supplement or amendment as it becomes available throughout the term of the Engagement Letter.

### **Part C - Disclosures of Information Related to MSRB Rule G-10**

MSRB Rule G-10 requires disclosure of the following:

1. BOK Financial Securities, Inc. (“BOKFS”) is registered with the Securities Exchange Commission (“SEC”) and the MSRB.
2. The MSRB's website address is [www.msrb.org](http://www.msrb.org).
3. The MSRB's “Information for Municipal Advisory Clients” brochure describes the protections that may be provided by the MSRB and how to file a complaint with the appropriate regulatory authority. That brochure can be found at the following web address:

<http://www.msrb.org/~media/files/resources/msrb-ma-clients-brochure.ashx?>

**Chickasha Public School Board**

July 28, 2023

Dear Board Members,

We are asking that Oklahoma Christian nursing students be allowed to work with school nurses in the Chickasha Public Schools during the 23-24 school year. These experiences help students meet the objectives of our Community Health Nursing course. We are excited that our program enrollment has grown quickly because Oklahoma ranks 46th on the list of states for number of nurses per capita. Due to our growth, we are seeking additional clinical locations for the students.

Oklahoma Christian University in Oklahoma City has had a 4-year nursing program on campus since 2006. Since 2022, the School of Nursing has partnered with Integris Health System, Mercy Oklahoma, and Chickasaw National Medical Center to offer the curriculum online for their employees. Students' clinical rotations are scheduled in their employer's facilities when appropriate. We will graduate our first class of approximately 50 students the end of November. These academic-clinical partnerships were developed to address the nursing shortage in Oklahoma.

Community Health Nursing is one of the required courses in OC's nursing curriculum. Clinical rotations for the course occur in ambulatory settings such as schools, county health departments, outpatient departments, home health care agencies, and hospices. Students complete 50 in-person clinical hours for the course by working with BSN-educated registered nurses (RNs). Students may complete all their hours in one location or split their hours between different settings. For the Community Health Nursing course, students can assist with screenings, patient assessments, routine clinic visits, mobile clinics, health education activities, and other activities helpful to the RN with whom they are working.

As noted in the attached clinical affiliation agreement, our students have undergone drug testing and criminal background checks; received required immunizations; and have been certified in CPR. We are happy to answer additional questions you may have. My email address and cellphone number are below.

Sincerely,

Jennifer Gray, RN, PhD, FAAN  
Professor of Nursing  
Dean, College of Sciences and Education

[Jennifer.gray@oc.edu](mailto:Jennifer.gray@oc.edu); 817-994-9963

# CLINICAL ROTATION AGREEMENT

Between  
Chickasha Public Schools  
And  
Oklahoma Christian University

THIS AGREEMENT is made and entered into between **Oklahoma Christian University** (“OC”), and Chickasha Public Schools (the “Facility”) and it’s entities.

1. Clinical Rotations.

The University shall arrange clinical rotation experience (“Clinical Rotations”) for nursing students at the Facility. OC and the Facility shall mutually determine the scope of the Clinical Rotation program, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term.

The term of this Clinical Affiliate Agreement shall be for the period of three (3) years, commencing January 1, 2023, and ending December 31, 2026, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one (1) year each, unless one party notifies the other in writing, at least ninety (90) days prior to the end of the initial term, or any succeeding term, of its intent to terminate this Agreement. Following such notice, the Agreement shall terminate December 31 of the term in which such notice is given. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of OC

- a. If Clinical Instructors or Instructors do not accompany Students to the Facility for Clinical Rotations, or do not participate in the clinical rotations, then any part of this agreement referring to “Clinical Instructors” or “Instructors” shall apply to Students only.
- b. OC shall designate a University employee or another individual retained by the University (the “Clinical Instructor”) to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.
- c. OC shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the “Roster”), along with a rotation schedule, to the Facility before the Clinical Rotations begin.
- d. Each Student and on-site Clinical Instructor who will participate in the Clinical Rotations have submitted documentation of the following immunizations and tests: (i) A complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer

by a physician or a physician's designee; and (v) annual flu shot or signed declination.

- e. OC also has had a 10 panel drug screen and comprehensive national criminal background check run on each nursing student prior to their first clinical rotation. OC agrees not to refer any Student/Instructor with a job-related adverse finding on his/her criminal background check.
- f. Prior to participation in the Clinical Rotation, OC shall require that each Student and on-site Clinical Instructor hold a current CPR certification that meets standards acceptable to the Facility.
- g. OC shall ensure that the Students and Clinical Instructors have been trained in applicable CDC and OSHA regulations concerning "Occupational Exposure to Bloodborne Pathogens", including training information about Bloodborne Diseases/Universal Precautions, Exposure Control Plan and Hazardous Communication Program, prior to the assignment to the Facility.
- h. If applicable to the clinic or facility. OC shall instruct Students that they are not permitted to perform any of the following: (i) accept on orders from physicians or other health care professionals in person or by telephone or to directly call a physician or physician's office to obtain an order; (ii) double-check on medications or blood products; or (iii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.
- i. OC shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.
- j. OC shall be responsible for all actions, activities and affairs of Students, the Clinical Instructor and all Instructors during the Clinical Rotations to the extent required by law.
- k. OC shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all academic aspects of the Clinical Rotation programs.

#### 4. Responsibilities of the Facility.

- a. The Facility shall designate a Facility employee to serve as its coordinator (the "Clinical Liaison") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

- b. The Facility shall provide the Clinical Instructor or course representative with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.
- c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility, addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations, and may include the receipt, completion and return of the Facility's Orientation packet.
- d. The Facility shall permit Students and Instructors to assist in the provision of allied health care services to Facility patients, (for which the students have been prepared academically), but the Facility may restrict their activities, including any patient care activities, at the Facility.
- e. The Facility shall provide parking in designated areas for Students and Instructors.
- f. The Facility shall permit OC and its accreditation agencies to visit, tour, and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.
- g. The Facility shall make its classrooms, conference rooms and library facilities available to OC for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.
- h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, which may include an Emergency Room setting in a hospital environment or a 911 notification for other facilities. The Students and Instructors will be responsible for any charges incurred for the emergency care and treatment.
- i. The Facility shall not consider OC faculty and Students employees of the Facility during scheduled clinical rotations. Students will not be monetarily or otherwise compensated in any way for their time spent in the clinical education practicum.
- j. The Facility acknowledges that the Family Education Rights and Privacy Act (FERPA) governs the protection of certain Personally Identifiable Information (PII) related to Students participating in the Clinical Rotation. With regard to such protected information the Facility agrees as follows
  - 1. to only use such information as necessary to accomplish the purposes of this Agreement;
  - 2. to identify processes, procedures, and potential datasets where such protected information may be stored and subject to inadvertent disclosure;
  - 3. to treat such information as confidential and not disclose such information further without the written consent of the Student or OC;

4. to appoint the Clinical Liaison as the Facility's custodian of such information;
5. that such information remains the property of OC;
6. to destroy all such protected information upon a Student's completion of the Clinical Rotation, and upon request of OC document through the Facility's Custodian of such records, that such records have been either destroyed or returned to OC;

5. Conflicts and Removal of Students or Instructors.

If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Clinical Liaison shall intervene in an attempt to resolve the matter. The Facility may require that OC immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster the Facility may refuse to allow any Student or Instructor to participate in the Clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation, or any other reason.

6. Representations and Warranties of OC.

OC represents and warrants to, and covenants with, the Facility as follows:

- a. Each Student is currently enrolled at OC. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.
- b. Students are required to wear uniforms with name badges issued by OC, be well-groomed and make a neat appearance while at the Facility.
- c. OC shall monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.
- d. The Instructors are duly licensed to practice in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.
- e. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.
- f. OC, Instructors and Students shall receive training on the facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996.

- g. OC has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).
- h. All information that has been furnished to the Facility concerning OC, Students and Instructors is true and correct in all respects.
- i. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties becomes inaccurate in any way, the University shall immediately notify the Facility.
- j. Other than any Facility employee designated as an Instructor as permitted in this Agreement, OC, and not the Facility, is the employer of the Instructors and Clinical Instructors. OC shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

7. Insurance Coverage for Non-State-Operated Institutions.

- a. OC agrees to furnish verification of professional liability insurance covering the participating Students and Instructors. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. During the term of this Agreement, OC shall require Students and Instructors to maintain, and each Student and Instructor shall continuously maintain professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. OC shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policies shall provide that they may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination.
- b. OC affirms that its employees and agents who will be on the Facility's property and acting in accordance with this agreement are covered by the OC Workers Compensation Insurance as required by law and shall in no event be entitled to any such coverage from the Facility.

8. Termination.

- a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to OC upon the occurrence of any of the following events: (i) the failure of OC to maintain insurance coverage as required by this Agreement; or (ii) OC fails to bar a Student from participating in a Clinical Rotation after the Facility has informed OC to remove a Student for reasons permitted under this Agreement; or (iii) OC fails to provide the information

requested in this Agreement on Instructors and/or Students prior to the beginning of a Student's Rotation(s).

- b. **Termination for Material Breach.** If either party defaults by the failure to materially comply with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 days prior written notice to the defaulting party. Such Notice of Termination for Material Breach shall specify in reasonable detail the nature of the default. The breaching party shall have thirty (30) days in which to cure such breach. If the breaching party fails to cure within the thirty (30) day period, the non-breaching party may terminate the Agreement immediately, without regard to the Termination Provisions of Section 2 above. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.
- c. **Responsibility for Actions.** Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement.

9. **Disclaimer of Intent to Become Partners.**

The Facility and OC shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

10. **Notices.**

Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

11. **Confidentiality.**

OC shall require Clinical Instructors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by OC or any of the Clinical Instructors, Instructors, or Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. OC, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

12. **HIPAA Compliance.**

- a. OC shall require the Clinical Instructors, Instructors and Students to, appropriately safeguard the protected health information of patients, in

accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time (“HIPAA”) and other applicable law. Clinical Instructors, Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

- b. With respect to information obtained or received from the Facility, OC shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which OC becomes aware; and (iv) require that any agents, including a subcontractor, to whom OC provides protected health information received from, or created or received by OC on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

13. Change in Control.

Should any change of control of Facility take place, either party shall have the right to terminate this Agreement upon written notice by Facility to OC that such change of control has taken place, or upon receipt of either party or other definitive information reflective of any such change in control. For purposes of this Agreement, a “change in control” of facility shall be deemed to have occurred to the extent there is a change in ownership and/or control over ten percent (10%) or more of the aggregate membership or control interests in Facility.

14. Rights in Property.

All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility, along with all like property, shall remain the sole property of the Facility.

15. Non-Discrimination.

Except to the extent permitted by law, the Facility, OC, Clinical Instructors, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. OC represents that, except to the extent it is exempt on the grounds of religious belief, or as otherwise permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran’s status; that it does not maintain nor provide for its employees any segregated facilities, nor will OC permit its employees to perform their services at any location where segregated facilities are maintained. In addition, OC agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. Section 4212.

16. Facility Policies and Procedures.

OC shall, require Clinical Instructors, Instructors and Students to, comply with the policies, rules, and regulations of the Facility as provided to OC by the Facility.

17. Severability.

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

18. No Assignment.

Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

19. Binding Effect.

This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

20. Governing Law.

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

23. Rights Cumulative; No Waiver.

No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or OC to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

24. No Third-Party Beneficiaries.

This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

25. Entire Agreement.

This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

*INTENTIONALLY LEFT BLANK: SIGNATURE PAGE FOLLOWS*

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

**OC**

**Oklahoma Christian University**

By Jennifer Gray, RN, PhD  
Jennifer Gray, Dean, College of Sciences and Education

7/27/2023  
Date

Address: Oklahoma Christian University  
Box 11000  
Oklahoma City, Oklahoma 73136

Phone: 405-425-1920

Email: [jennifer.gray@oc.edu](mailto:jennifer.gray@oc.edu)

**FACILITY**

**Chickasha Public Schools**

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

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

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

Address: 900 West Choctaw Avenue

City: Chickasha

State: OK 73018

Phone: 405-222-6500 Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**AGREEMENT FOR EDUCATIONAL SERVICES  
BETWEEN  
CHICKASHA PUBLIC SCHOOLS  
AND  
SOUTHWEST YOUTH AND FAMILY SERVICES**

This agreement is entered into on the 14th of August 2023, by and between Chickasha Public Schools (hereinafter referred to as District), and Southwest Youth and Family Services (hereinafter referred to as Facility) for educational services at the Resident Facility. For purposes of this contract, "Facility" shall mean a facility, center, program, or agency.

**WHEREAS** the District is required by state and federal regulations to provide educational services to all eligible students; and,

**WHEREAS** the Facility is responsible for the operation and maintenance of the community-based Residential Facility which houses students who are entitled to a public education; and,

**WHEREAS** the District and the Facility are authorized by the 70 O.S. Supp. 1997, & 1-113 to enter into agreements for the provision of these educational services,

**NOW THEREFORE**, the District and the Facility do mutually agree as follows:

**1. SERVICES**

District agrees to provide educational services as are required by law and which meet or exceed state accreditation standards for eligible students placed in the Facility pursuant to the provisions of 70 O.S. Supp. 1997, & 1-113. District shall provide such educational services and related services as are required by law, including but not limited to the Individuals with Disabilities Education Act ("IDEA"). Eligible students are defined as those being placed in the Facility by court order or by the person or agency having legal custody of the child pursuant to state law.

The Facility shall have the responsibility for providing to the district reasonable satisfaction that each youth is an eligible student. If the District determines that a youth is not an eligible student, the District will advise the Facility within five (5) working days. The Facility will have five (5) working days thereafter to produce evidence to demonstrate to the District that the youth is eligible to participate in the District's educational services. The Facility and the District agree that a copy of a placement letter or other appropriate placement documentation from the Oklahoma Department of Human Services to the Facility with respect to the youth shall constitute sufficient evidence that the youth is entitled to participate in the District's educational services. The District shall make the final determination as to whether a youth is an eligible student and may deny educational services to any ineligible person.

The District shall, according to the District's school calendar, provide educational services during the school year as defined by law. The District's obligations to provide educational services shall cease at the end of the school term.

## **2. STAFF**

The District shall meet with the Facility to plan an appropriate course of study based on each individual student. The District will provide hands-on curriculum and on-line curriculum to the Facility. The District will monitor the on-line curriculum and student progress.

The District will arrange for appropriate instruction at our grade level sites. The Facility will transport the students and supply the appropriate number of staff to assist the students while on campus.

Any additional requirements, including but not limited to summer instruction, shall be pursuant to a separate written agreement between the parties.

The District shall also provide appropriate administrative support for the educational program and maintenance of educational records. At the District's request, the Facility will provide assistance to the District in completing registrar duties for students at the Facility, without charge to the District.

## **3. FUNDING FOR DISTRICT FOR EDUCATIONAL SERVICES**

In consideration for educational services by the District, the District will be entitled to receive any and all state aid for students enrolled in the Facility. In addition to state aid, the District shall agree to take steps necessary to access any other state appropriated funds designated for the purpose of education of out-of-home placement students in the Facility.

## **4. FACILITIES**

The Facility agrees to provide and maintain areas appropriate for the District to conduct the educational program pursuant to this agreement. The Facility shall be responsible for all services and costs associated with such services, which are not directly related to education. The District shall have no responsibility for directly or indirectly financing any of the Facility's programs or services.

Any areas to be provided for educational services shall be smoke free, tobacco free, and sufficient size to accommodate the number of students.

The Facility agrees to notify the student's resident school district of the students and admittance into the Facility as required by 70 O.S.5.-113

## **5. MATERIALS**

The District shall furnish textbooks, workbooks, teacher guides, and other educational materials of the nature and type provided and utilized in other District schools. District shall have no obligation to furnish or provide any special materials not otherwise used or required by District schools. The Facility will be responsible for providing and maintaining all classroom furniture and equipment such as teacher desks, student desks, technology, chalkboards, storage cabinets, locking file cabinet, etc. The Facility will supply non-instructional materials including pencils, erasers, paper, etc. The Facility will also provide appropriate access to a copier, telephone, fax machine and a computer. Any additionally requested materials, furniture, equipment, computers, or other specialized technology will be subject to agreement between the Facility and District.

## **6. DISCIPLINE**

Discipline policy and procedures used in the classroom shall be in accordance with state and federal law and District policy, including suspension, time-out, and detention procedures. The Facility shall provide assistance in severe, disruptive situations. The Facility will provide management and supervision of out-of-classroom suspension, time-out, and detention during school.

## **7. ATTENDANCE AND CREDIT**

District will be responsible for a student's enrollment, days on roll, student absences, withdrawals, and other pertinent educational records according to the policies of the District and state and federal law. This information will be provided to Facility personnel upon request. Students served in the Facility will earn credit for successfully completed classes in which they are enrolled in the same manner as other students within the District. The District shall provide maintenance of permanent school records for students served with assistance from the Facility. Release of information and transfer of records by the Facility and District shall be governed by state and federal law. The Facility is to provide a secure place for the records to be kept at the Facility.

Facility personnel will complete enrollment forms and other paperwork necessary for the District to secure financial reimbursement from the State of Oklahoma and other sources. The Facility agrees to abide by all rules and regulations issued by the State Department of Education related to certification of the residence of students and their attendance in the District's educational program.

## **8. RESPONSIBILITIES FOR SPECIAL EDUCATION STUDENTS**

Procedural safeguards shall be followed for eligible children with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA), which includes the requirements for Individualized Education Programs (IEPs) (where applicable) and placement in the least restrictive environment, and with Section 504 of the Rehabilitation Act. For disabled students who are admitted to the Facility but were not residents of the District for school purposes prior to admission to the Facility, the Facility shall provide the District with the current IEP or Accommodation Plan within five (5) school days. The Facility will inform the District of all behavior history that may pose a threat to staff. The instructional program for each disabled student shall be in accordance with the provisions of the IEP or Accommodation Plan.

The eligible student's school district of residence shall be notified immediately by the District upon finding that the eligible student requires special education and related services and notified as to the time, date and location of meetings for the purpose of planning the student's IEP and subsequent reviews in accordance with the IDEA. The Facility may have a representative present at the IEP conference to advise the IEP team of any concerns or information the Facility has to offer regarding the eligible student's educational needs and eligibility for related services. The Facility and the District shall coordinate with the eligible student's school district of residence regarding evaluation services, as necessary, and for the development of the IEP.

## **9. RELATED SERVICES**

The cost for related services, therapies, treatments, or support services for eligible students as determined necessary by student IEP teams and specified in student IEP's, shall be the responsibility of the Facility unless otherwise agreed by the parties. or as otherwise specified in an IEP and agreed to with all required representatives participating in the development of the IEP. Otherwise valid obligations to provide or pay for such services, such as Medicaid, shall remain in effect for children who are eligible for the services from sources other than the District.

## **10. TRANSPORTATION**

The Facility shall arrange and provide without charge to the District daily transportation between the schools within the District attended by students at the Facility for whom attendance at a site is determined to be appropriate. To ease a student's transition from the Facility-based classroom to a school site-based classroom, the Facility will send an adult to accompany the student at a time mutually determined by the District and the Facility.

## **11. INSURANCE PROVISION**

Prior to commencement of education services, the Facility agrees to furnish the District a certificate of public liability insurance naming the District as a co-insured in the minimum amounts of \$1,000.00 to any claimant for any number of claims for damages to or destruction of property. Including consequential damages arising out of a single occurrence or accident, and \$1,000.00 to any claimant for all other claims arising out of a single occurrence or accident, and \$1,000.00 for any number of claims arising out of a single occurrence or accident.

## **12. LIABILITY**

In addition, the Facility shall indemnify and hold District, its agents, employees, and officers harmless from and against any claim, demand, or cause of action which arises from the actions of the Facility and its employees, agents, and officers. Each party hereto shall be responsible for any liability arising from the negligence of its own employees, agents, and officers to the extent authorized by law.

## **13. TERMS OF AGREEMENT**

This agreement shall begin on August 15, 2023 and shall terminate on the last day of the fourth quarter of the 2023-2024 school year.

## **14. TERMINATION OF AGREEMENT**

Either party may terminate this Agreement, with or without cause, upon thirty (30) days written notice to the other party. In the event either party terminates this Agreement prior to the completion date of the Agreement, the Facility shall reimburse the District for any costs, including staff salaries, fringe benefits, and other related costs that the District incurred or will incur for the remainder of the Agreement period.

## **15. AMMENDMENT**

This Contract constitutes the entire agreement between the parties and may only be amended by mutual written consent of the parties.

**16. OKLAHOMA LAW**

This Agreement shall be interpreted and construed according to the laws of the state of Oklahoma, and venue for any action arising out of this contract shall be in Grady County, Oklahoma.

**IN WITNESS, WHEREOF**, the parties, through their duly authorized representatives, have accepted the terms of this contract on this 14th day of August, 2023.

**ATTEST:**

\_\_\_\_\_  
**SCHOOL DISTRICT**

\_\_\_\_\_  
**SW YOUTH AND FAMILY SERVICES**



# EMERGENCY ACTION PLAN



**SPORT:** <insert sport here>

**YEAR:** 2023-2024

**PROCEDURES:**

1. FIRST TO ARRIVE ON SCENE PROVIDES FIRST AID.
2. SEND A COACH, MANAGER, OR UNINJURED ATHLETE TO NOTIFY ATHLETIC TRAINER AND GET AED.
3. IF THE ATC CANNOT BE LOCATED, THE HEAD COACH WILL BECOME TO LEADER.

**LEADER:** <insert name here>

- Will be in charge of the emergency situation and will instruct others on the emergency team.

**LEADER'S ASSISTANT:** <insert name here>

- Will assist the leader in the evaluation of the injured athlete.

**PHONE CALLER:** <insert name here>

- Will go to the nearest phone and activate the EMS
- Will inform the dispatcher of:
  - The nature of the injury and the age of the athlete
  - The location of the athlete and directions to the site
  - Will not hang up until the dispatcher advises him/her to do so

**NEAREST PHONE:** Cell Phone

**AMBULANCE ENTRANCE:** <insert information here>

**PERSON TO MEET EMS:** <insert name here>

- Will contact any necessary staff to assure access to the ambulance
- Will meet the ambulance at the designated entrance and lead them to the injured person

**PERSON TO ACCOMPANY ATHLETE TO HOSPITAL:** <insert name here>

- Will ride with the athlete in the ambulance in the event the parents cannot be found
- Will take the athlete's emergency info to the hospital

- ★ Emergency medical information for each athlete is to be with the team at all times.
- ★ The School Athletic Trainer and/or Coach will inform administration about the incident.
- ★ The School Athletic Trainer and/or Coach will inform the athlete's parents immediately.
- ★ The School Athletic Trainer and/or Coach will document the circumstances surrounding the activity and all actions taken.

**Important Contact Numbers:**

**EMS (Fire, Police, Ambulance): 911**

**AD: Jerry Don Bray (405) 401-3975**

**Assistant AD: Jace Johnson (405) 830-0647**

**Chickasha High School: (405) 222-6550**

**Chickasha Middle School: (405) 222-6530**

**Assistant AD: Kevin James (405) 535-5148**

**Chickasha Public School Emergency Medical Coordination  
(in compliance with SB 1198)**

Chickasha Public Schools requires every sport to develop an emergency action plan. In addition to these emergency action plans we have an agreement with the Chickasha Fire Department to have an emergency response team at every varsity football game. For all other sporting &/or activity events, an administrator will be on campus at every school. They will be able to assist in helping coaches &/or sponsors respond to emergencies. All emergencies will be reported to the Athletic/Activities Director and the Superintendent.

**BILL SUMMARY**  
2<sup>nd</sup> Session of the 57<sup>th</sup> Legislature

<b>Bill No.:</b>	<b>SB 1198</b>
<b>Version:</b>	<b>ENGR</b>
<b>Request Number:</b>	
<b>Author:</b>	<b>Rep. Conley</b>
<b>Date:</b>	<b>5/15/2020</b>
<b>Impact:</b>	<b>No Impact</b>

**Research Analysis**

SB 1198 creates the Riley Boatwright Act which requires school districts to coordinate with area emergency medical service providers to develop a plan for providing emergency services at athletic events or activities held at school facilities. The plan shall be reviewed and updated annually and placed on file with the school district and emergency medical services provider.

Prepared By: Emily Wendler

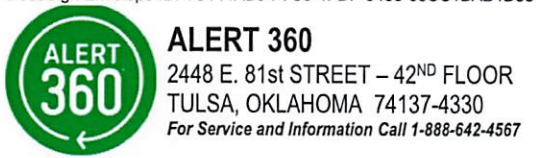
**Fiscal Analysis**

As written, it is anticipated that the measure will not have any additional impact on the state budget or appropriations.

Prepared By: Cole Stout

**Other Considerations**

None.



**ALERT 360**  
 2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	ADC064838	BILLING #	8976086
CR REF #	000		

**ALARM SYSTEM MONITORING AGREEMENT**

**BURGLAR**

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 28th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

**PLEASE PRINT**

**CUSTOMER INFORMATION**

<b>First Customer Name:</b> CHICKASHA SCHOOLS - ADULT LEARNING CENTER	<b>Premises Owner:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Email:</b> dtuner@chickasha.k12.ok.us
<b>Primary Phone:</b> (405) 222-6500	<b>Cell Phone:</b> (405) 850-5573	<b>Password:</b> CHICKASHA87
<b>Second Customer Name:</b>	<b>Premises Owner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Email:</b>
<b>Primary Phone:</b>	<b>Cell Phone:</b>	<b>Password:</b>
for the premises located at: 1208 S 17TH ST the "Monitored Location"	<b>Monitored Location Telephone Number:</b>	
<b>City:</b> CHICKASHA	<b>St:</b> OK <b>Zip:</b> 73018	
<b>Billing address if different than above:</b>		
<b>Billing Name:</b>	<b>Attn:</b>	
<b>Billing Address:</b>	<b>City:</b>	<b>St:</b> <b>Zip:</b>

**EMERGENCY CALL LIST**

<b>First Contact Name:</b> DAN TURNER	<b>Email:</b> dtuner@chickasha.k12.ok.us
<b>Level of Authority*:</b> 1 - Full Access	
<b>Call First:</b> (405) 222-6500 <b>Type:</b> Phone	<b>Call Second:</b> (405) 850-5573 <b>Type:</b> Cell Phone
<b>Second Contact Name:</b> MARK CROWDER	<b>Email:</b>
<b>Level of Authority*:</b> 1 - Full Access	
<b>Call First:</b> (405) 574-5600 <b>Type:</b> Cell Phone	<b>Call Second:</b> <b>Type:</b>
<b>Password Challenge Question:</b> 1. First Concert?	<b>Answer:</b> NA

**\*LEVEL OF AUTHORITY:**  
 1. Full access to the account. Authorized to cancel alarms and put system on test.  
 2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.  
 3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.  
 4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.

<b>1.1 BILLING FREQUENCY:</b> Monthly	<b>1.2 Primary Transmission Type:</b> Cell (Primary)	<b>Carrier:</b> Alarm.com
<b>Additional Services Available:</b> <input checked="" type="checkbox"/> TWV	<b>Service Plans:</b> Without Warranty	

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

**1.4 CONTRACT TERMS and TERMINATION**

1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.  
 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.  
 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.  
 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

A. The installation price is..... \$0.00 , plus applicable tax.  
 B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

**NOTICE TO SUBSCRIBER:** I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

**V. CANCELLATION:** YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<u>Dan Turner</u> Customer's Signature	<u>07-28-2021</u> Date	<u>DAN TURNER</u> Customer's Printed Name	<u>Arkansas Lic#</u> CMPY.00903
<u>Jabitha Fiser</u> Consultant's Signature	_____ Consultant's License #	<u>Bryan Jackson</u> Manager's Approval	<u>Florida License#</u> EF20000672 <u>OK Lic# 002</u>

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL

For all other states please see page 3



**ALERT 360**  
2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

CENTRAL STATION #	OKC52755	BILLING #	8976086
CR REF #	upgrade SKY55828		

# ALARM SYSTEM MONITORING AGREEMENT

*Fire*

Sales Rep ID # 297

THIS AGREEMENT is made this 27th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: Chickasha Schools - Adult Learning Center	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 850-5573	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 1208 S. 17th Street	Monitored Location Telephone Number:	
City: Chickasha	St: OK Zip: 73018	
Billing address if different than above:	Attn:	
Billing Name: Chickasha Schools	City: Chickasha	St: OH Zip: 73018
Billing Address: 900 W. Choctaw		

EMERGENCY CALL LIST	First Contact Name: Dan Turner		Email: dturner@chickasha.k12.ok.us	*LEVEL OF AUTHORITY:
	Level of Authority*: 1 - Full Access			1. Full access to the account. Authorized to cancel alarms and put system on test.
	Call First: (405) 850-5573 Type: Cell Phone	Call Second:	Type:	2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
	Second Contact Name: Mark Crowder	Email:		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
	Level of Authority*: 1 - Full Access			4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
	Call First: (405) 574-5600 Type: Cell Phone	Call Second:	Type:	
	Password Challenge Question: 1. First Concert?	Answer: n/a		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Other

Additional Services Available:      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

### 1.4 CONTRACT TERMS and TERMINATION

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$660.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

### Installation Price and Services Fee:

- A. The installation price is..... \$378.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$55.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<i>Dan Turner</i>	07-28-2021	Dan Turner	Arkansas Lic#
Customer's Signature	Date	Customer's Printed Name	CMFY.00903
<i>Maria Karpona</i>	A6257	<i>John Byrne</i>	Florida License#
Consultant's Signature	Consultant's License #	Manager's Approval	EF20000672
SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL			OK Lic# 002
			For all other states please see page 3



**ALERT 360**  
2448 E. 81st STREET – 4<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	ADC064988	BILLING #	8976086
CR REF #	000		

### ALARM SYSTEM MONITORING AGREEMENT

*BUAGLAR*

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 27th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: CHICKASHA ART COUNCIL	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 222-6500	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 1319 S 7TH ST	Monitored Location Telephone Number:	
City: CHICKASHA	St: OK Zip: 73018	
Billing address if different than above:		
Billing Name:	Attn:	
Billing Address:	City:	St: Zip:

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: DAN TURNER	Email: dturner@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 222-6500 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: MARK CROWDER	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second:	Type:	
Password Challenge Question: 1. First Concert?	Answer: NA		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULAR, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

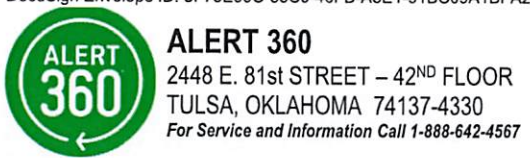
**1.4 CONTRACT TERMS and TERMINATION**  
 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.  
 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.  
 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.  
 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

Installation Price and Services Fee:  
 A. The installation price is..... \$0.00 , plus applicable tax.  
 B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<i>Dan Turner</i> Customer's Signature	07-28-2021 Date	DAN TURNER Customer's Printed Name	Arkansas Lic# CMPY.00903
<i>Staci Coffey</i> Consultant's Signature	_____ Consultant's License #	<i>Bryan Jackson</i> Manager's Approval	Florida License# EF20000672 OK Lic# 002



**ALERT 360**  
 2448 E. 81st STREET – 4<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	ADC064964	BILLING #	8976086
CR REF #	000		

**ALARM SYSTEM MONITORING AGREEMENT**

*BURGLAR*

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 7th day of September, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: GRAND ELEMENTARY	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 850-5573	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 1415 W GRAND AVE	Monitored Location Telephone Number:	
City: CHICKASHA	St: OK Zip: 73018	
Billing address if different than above:		
Billing Name:	Attn:	
Billing Address:	City:	St: Zip:

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: DAN TURNER	Email: dturner@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 850-5573 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: MARK CROWDER	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second:	Type:	
Password Challenge Question: 1. First Concert?	Answer: NA		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBER'S PREMISES.

1.4 CONTRACT TERMS and TERMINATION  
 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.  
 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.  
 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.  
 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

Installation Price and Services Fee:  
 A. The installation price is..... \$0.00 , plus applicable tax.  
 B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

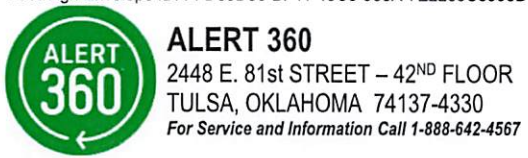
NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<u>Dan Turner</u> Customer's Signature	09-07-2021 Date	DAN TURNER Customer's Printed Name	Arkansas Lic# CMPY.00903
<u>Staci Coffey</u> Consultant's Signature		<u>Bryan Jackson</u> Manager's Approval	Florida License# EF20000672
	Consultant's License #		OK Lic# 002

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL

For all other states please see page 3



**ALERT 360**  
 2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	OKC52767	BILLING #	8976086
CR REF #	upgrade SKY55837		

**ALARM SYSTEM MONITORING AGREEMENT**

**FIRE**

Sales Rep ID # 297

THIS AGREEMENT is made this 27th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: Grand Elementary	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 850-5573	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 1415 Grand Avenue	Monitored Location Telephone Number:	
City: Chickasha	St: OK Zip: 73018	
Billing address if different than above:	Attn:	
Billing Name: Chickasha Schools	City: Chickasha	St: OK Zip: 73018
Billing Address: 900 W. Choctaw		

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: Dan Turner	Email: dturner@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 850-5573 Type: Cell Phone	Call Second: Type:		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: Mark Crowder	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second: Type:		
Password Challenge Question: 1. First Concert?	Answer: n/a		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Other

Additional Services Available:      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULAR, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

**1.4 CONTRACT TERMS and TERMINATION**

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$660.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

- A. The installation price is..... \$378.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$55.00 , plus applicable tax.

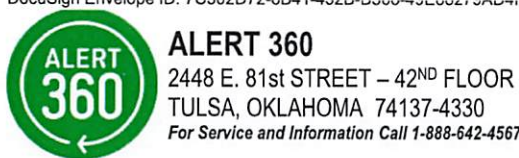
NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

**V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.** VI – FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<u>Dan Turner</u> Customer's Signature	07-28-2021 Date	Dan Turner Customer's Printed Name	Arkansas Lic# CMPY.00903
<u>Maria Karpona</u> Consultant's Signature	A6257 Consultant's License #	<u>John Byrne</u> Manager's Approval	Florida License# EF20000672 OK Lic# 002

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL

For all other states please see page 3



**ALERT 360**  
 2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	ADC064887	BILLING #	8976086
CR REF #	000		

**ALARM SYSTEM MONITORING AGREEMENT**

*BURGLAR*

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 28th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: CHICKASHA HIGH SCHOOL	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 222-6500	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 101 JOHN P COWAN ST	Monitored Location Telephone Number:	
City: CHICKASHA	St: OK Zip: 73018	
Billing address if different than above:		
Billing Name:	Attn:	
Billing Address:	City:	St: Zip:

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: DAN TURNER	Email: dturner@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 222-6500 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: MARK CROWDER	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second:	Type:	
Password Challenge Question: 1. First Concert?	Answer: NA		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

**1.4 CONTRACT TERMS and TERMINATION**

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

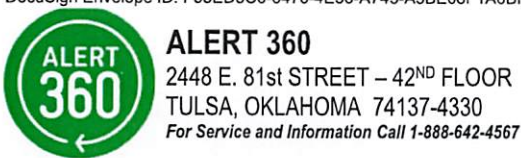
- A. The installation price is..... \$0.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

**V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.** VI – FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. \_\_\_\_\_ THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<i>Dan Turner</i>	07-28-2021	DAN TURNER	Arkansas Lic#
Customer's Signature	Date	Customer's Printed Name	COMPY.00903
<i>Jabitha Fiser</i>		<i>Bryan Jackson</i>	Florida License#
Consultant's Signature	Consultant's License #	Manager's Approval	EF20000672
			OK Lic# 002
			For all other states
			please see page 3

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL



**ALERT 360**  
 2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	OKC527811	BILLING #	8976086
CR REF #	upgrade SKY55829		

**ALARM SYSTEM MONITORING AGREEMENT**

*FIAR*

Sales Rep ID # 297

THIS AGREEMENT is made this 27th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: Chickasha High School	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 850-5573	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 101 John P. Cowan Street	Monitored Location Telephone Number:	
City: Chickasha	St: OK Zip: 73018	
Billing address if different than above:	Attn:	
Billing Name: Chickasha Schools	City: Chickasha	St: OH Zip: 73018
Billing Address: 900 W. Choctaw		

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: Dan Turner	Email: dturner@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 850-5573 Type: Cell Phone	Call Second: Type:		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: Mark Crowder	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second: Type:		
Password Challenge Question: 1. First Concert?	Answer: n/a		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Other

Additional Services Available:      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

**1.4 CONTRACT TERMS and TERMINATION**

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$660.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

- A. The installation price is..... \$378.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$55.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

**V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.** VI – FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. DNF THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<i>Dan Turner</i>	07-28-2021	Dan Turner	Arkansas Lic#
Customer's Signature	Date	Customer's Printed Name	CMPY.00903
<i>Maria Karpova</i>	A6257	<i>John Byrne</i>	Florida License#
Consultant's Signature	Consultant's License #	Manager's Approval	EF20000672
SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL			OK Lic# 002
			For all other states please see page 3



**ALERT 360**  
2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

CENTRAL STATION #	OKC52786	BILLING #	8976086
CR REF #	upgrade SKY55831		

# ALARM SYSTEM MONITORING AGREEMENT

# FIRE

Sales Rep ID # 297

THIS AGREEMENT is made this 27th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: Chickasha High School Activity Center	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 850-5573	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 201 John P. Cowan Street	Monitored Location Telephone Number:	
City: Chickasha	St: OK Zip: 73018	
Billing address if different than above:	Attn:	
Billing Name: Chickasha Schools	City: Chickasha	St: OH Zip: 73018
Billing Address: 900 W. Choctaw		

EMERGENCY CALL LIST	First Contact Name: Dan Turner		Email: dturner@chickasha.k12.ok.us	*LEVEL OF AUTHORITY:
	Level of Authority*: 1 - Full Access			1. Full access to the account. Authorized to cancel alarms and put system on test.
	Call First: (405) 850-5573 Type: Cell Phone	Call Second: Type:		2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
	Second Contact Name: Mark Crowder	Email:		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
	Level of Authority*: 1 - Full Access			4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
	Call First: (405) 850-5573 Type: Cell Phone	Call Second: Type:		
	Password Challenge Question: 1. First Concert?	Answer: n/a		

1.1 BILLING FREQUENCY: Monthly	1.2 Primary Transmission Type: Cell (Primary)	Carrier: Other
Additional Services Available:	Service Plans: Without Warranty	

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

### 1.4 CONTRACT TERMS and TERMINATION

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$660.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

### Installation Price and Services Fee:

- A. The installation price is..... \$378.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$55.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<u>Dan Turner</u> Customer's Signature	07-28-2021 Date	Dan Turner Customer's Printed Name	Arkansas Lic# CMPY.00903
<u>Maria Karpova</u> Consultant's Signature	A6257 Consultant's License #	<u>John Byrne</u> Manager's Approval	Florida License# EF20000672 OK Lic# 002

For all other states please see page 3

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL





ALERT 360
2448 E. 81st STREET - 42ND FLOOR
TULSA, OKLAHOMA 74137-4330
For Service and Information Call 1-888-642-4567

Table with columns: CENTRAL STATION #, ADC064985, BILLING #, 8976086, CR REF #, 000

ALARM SYSTEM MONITORING AGREEMENT

BURGLAR

Sales Rep ID #

THIS AGREEMENT is made this 28th day of July, 2021, by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT

CUSTOMER INFORMATION

Form containing customer information: First Customer Name: LINCOLN ELEMENTARY, Premises Owner: Yes, Email: dturner@chickasha.k12.ok.us, etc.

EMERGENCY CALL LIST

Form containing emergency contact information: First Contact Name: DAN TURNER, Level of Authority: 1 - Full Access, etc.

Form containing billing and transmission details: 1.1 BILLING FREQUENCY: Monthly, 1.2 Primary Transmission Type: Cell (Primary), Carrier: Alarm.com

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT.

1.4 CONTRACT TERMS and TERMINATION

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1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

Installation Price and Services Fee:

- A. The installation price is..... \$0.00 , plus applicable tax.
B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

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V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL.

Dan Turner

Customer's Signature: Sabittha Fiser

Consultant's Signature

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL

07-28-2021

Date

Consultant's License #

DAN TURNER

Customer's Printed Name

Bryan Jackson

Manager's Approval

Arkansas Lic# CMPY.00903
Florida License# EF20000672
OK Lic# 002

For all other states please see page 3



**ALERT 360**  
 2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

CENTRAL STATION #	ADC207248	BILLING #	8976086
OPP TYPE	Customer Save	REF CODE	000
SYNCHRONY #			

**ALARM SYSTEM MONITORING AGREEMENT**

**BURGLAR**

Sales Rep ID # 3472

THIS AGREEMENT is made this 4<sup>th</sup> day of August, 2022 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

**CUSTOMER INFORMATION**

**First Customer Name:** CHICKASHA SCHOOLS - ENROLLMENT  
 Primary Phone: (405) 850-5573  
**Second Customer Name:**  
 Primary Phone:

**Premises Owner:**  Yes  No  
 Cell Phone: (405) 850-5573  
**Premises Owner:**  Yes  No  
 Cell Phone:

Email: dtturner@chickasha.k12.ok.us  
 Password: CHICKASHA87  
 Email:  
 Password:

for the premises located at:  
 the "Monitored Location" 628 W KANSAS AVE  
 City: CHICKASHA  
 St: OK Zip: 73018

**Monitored Location Telephone Number:**

**Billing address if different than above:**  
 Billing Name: Attn:  
 Billing Address: City: St: Zip:

**EMERGENCY CALL LIST**

**First Contact Name:** DAN TURNER  
 Level of Authority\*: 1 - Full Access  
 Call First: (405) 850-5573 Type: Phone  
**Second Contact Name:** MARK CROWDER  
 Level of Authority\*: 1 - Full Access  
 Call First: (405) 574-5600 Type: Cell Phone  
 Password Challenge Question: 1. First Concert?

Email: dtturner@chickasha.k12.ok.us  
 Call Second: (405) 850-5573 Type: Cell Phone  
 Email:  
 Call Second: Type:  
 Answer: N/A

**\*LEVEL OF AUTHORITY:**  
 1. Full access to the account. Authorized to cancel alarms and put system on test.  
 2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.  
 3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.  
 4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.

1.1 BILLING FREQUENCY: Monthly  
 Additional Services Available:  TWV

1.2 Primary Transmission Type: Cell (Primary)  
 Service Plans: Warranty on Alert 360 Equipment

Carrier: Alarm.com

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBER'S PREMISES.

**CONTRACT TERMS and TERMINATION**

1.4 Original contract term is 12 months and automatically renews month to month thereafter under the same terms and conditions, unless either party gives written notice to the other by certified mail, return receipt requested, of their intention not to renew the agreement at least 30 days prior to the expiration of any term.

Oklahoma Consumers: TERM OF AGREEMENT: RENEWALS: Buyer must acknowledge that this agreement does NOT contain an early termination clause applicable to MILITARY PERSONNEL by initialing in the space provided after paragraph 1.4.

1.4.1 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.

1.4.2 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

A. The installation price is..... \$0.00 , plus applicable tax.  
 B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

**NOTICE TO SUBSCRIBER:** I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT. V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI. DO NOT SIGN THIS AGREEMENT UNTIL YOU HAVE READ SECTION 17 REGARDING TCPA CONSENT AND PRIVACY. VII. FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL.

THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

**DAN TURNER**  
 Customer's Signature

8/4/2022  
 Date

DAN TURNER  
 Customer's Printed Name

Arkansas Lic#  
 CMPY.00903  
 Florida License#  
 EF20000672  
 OK Lic# 002  
 For all other states  
 please see page 3

**Staci Coffey**

PENDING

**Bryan Jackson**

7588



**ALERT 360**  
2448 E. 81st STREET – 4<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	ADC064886	BILLING #	8976086
CR REF #	000		

# ALARM SYSTEM MONITORING AGREEMENT **BURGLAR** Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 28th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: CHICKASHA SCHOOLS - BILL WALLACE ECC	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 222-6500	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 2301 S 16TH ST	Monitored Location Telephone Number:	
City: CHICKASHA	St: OK Zip: 73018	
Billing address if different than above:	Attn:	
Billing Name:	City:	St: Zip:

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: DAN TURNER	Email: dturner@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 222-6500 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: MARK CROWDER	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second: Type:		
Password Challenge Question: 1. First Concert?	Answer: NA		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

**1.4 CONTRACT TERMS and TERMINATION**

1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.

1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.

1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.

1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

A. The installation price is..... \$0.00 , plus applicable tax.

B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

**NOTICE TO SUBSCRIBER:** I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

**V. CANCELLATION:** YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI – FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

Dan Turner      07-28-2021      DAN TURNER      Arkansas Lic# CMPY.00903  
 Customer's Signature      Date      Customer's Printed Name      Florida License# EF20000672  
Jabitra Fiser           Bryan Jackson      OK Lic# 002  
 Consultant's Signature      Consultant's License #      Manager's Approval      For all other states please see page 3

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL



**ALERT 360**  
2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

CENTRAL STATION #	SKY55834	BILLING #	8976086
CR REF #	000		

### ALARM SYSTEM MONITORING AGREEMENT

*BURGLAR*

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 28th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: CHICKASHA MIDDLE SCHOOL	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 222-6530	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 1000 S 9TH ST	Monitored Location Telephone Number:	
City: CHICKASHA	St: OK Zip: 73018	
Billing address if different than above:		
Billing Name:	Attn:	
Billing Address:	City:	St: Zip:

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: DAN TURNER	Email: dturner@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 222-6530 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: MARK CROWDER	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second:	Type:	
Password Challenge Question: 1. First Concert?	Answer: NA		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULAR, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

#### 1.4 CONTRACT TERMS and TERMINATION

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

#### Installation Price and Services Fee:

- A. The installation price is..... \$0.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<i>Dan Turner</i>	07-28-2021	DAN TURNER	Arkansas Lic#
Customer's Signature	Date	Customer's Printed Name	CMPY.00903
<i>Jasitha Fiser</i>		<i>Bryan Jackson</i>	Florida License#
Consultant's Signature	Consultant's License #	Manager's Approval	EF20000672
			OK Lic# 002
SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL			For all other states please see page 3



**ALERT 360**  
2448 E. 81st STREET – 42ND FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

CENTRAL STATION #	OKC52783	BILLING #	8976086
CR REF #	upgrade SKY55834		

### ALARM SYSTEM MONITORING AGREEMENT

*PIRB*

Sales Rep ID # 297

THIS AGREEMENT is made this 27th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: Chickasha Middle School	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us
Primary Phone: (405) 850-5573	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 1000 South 9th Street	Monitored Location Telephone Number:	
City: Chickasha	St: OK Zip: 73018	
Billing address if different than above:	Attn:	
Billing Name: Chickasha Schools	City: Chickasha	St: OK Zip: 73018
Billing Address: 900 W. Choctaw		

EMERGENCY CALL LIST	First Contact Name: Dan Turner		Email: dturner@chickasha.k12.ok.us	*LEVEL OF AUTHORITY:
	Level of Authority*: 1 - Full Access			1. Full access to the account. Authorized to cancel alarms and put system on test.
	Call First: (405) 850-5573 Type: Cell Phone	Call Second:	Type:	2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
	Second Contact Name: Mark Crowder	Email:		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
	Level of Authority*: 1 - Full Access			4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
	Call First: (405) 574-5600 Type: Cell Phone	Call Second:	Type:	
	Password Challenge Question: 1. First Concert?	Answer: n/a		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Other

Additional Services Available:      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

#### 1.4 CONTRACT TERMS and TERMINATION

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$660.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

#### Installation Price and Services Fee:

- A. The installation price is..... \$378.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$55.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<i>Dan Turner</i>	07-28-2021	Dan Turner	Arkansas Lic#
Customer's Signature	Date	Customer's Printed Name	CMPY.00903
<i>Maria Karpova</i>	A6257	<i>John Byrne</i>	Florida License#
Consultant's Signature	Consultant's License #	Manager's Approval	EF20000672
			OK Lic# 002

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL

For all other states please see page 3



**ALERT 360**  
2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

CENTRAL STATION #	ADC064963	BILLING #	8976086
CR REF #	000		

# ALARM SYSTEM MONITORING AGREEMENT

## BURGLAR

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 28th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
<b>First Customer Name:</b> CHICKASHA PUBLIC SCHOOL FOUNDATION	<b>Premises Owner:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Email:</b> dturner@chickasha.k12.ok.us
<b>Primary Phone:</b> (405) 850-5573	<b>Cell Phone:</b> (405) 850-5573	<b>Password:</b> CHICKASHA87
<b>Second Customer Name:</b>	<b>Premises Owner:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Email:</b>
<b>Primary Phone:</b>	<b>Cell Phone:</b>	<b>Password:</b>
for the premises located at: the "Monitored Location" 1327 S 7TH ST	<b>Monitored Location Telephone Number:</b>	
<b>City:</b> CHICKASHA	<b>St:</b> OK <b>Zip:</b> 73018	
<b>Billing address if different than above:</b>	<b>Attn:</b>	
<b>Billing Name:</b>	<b>City:</b>	<b>St:</b> <b>Zip:</b>
<b>Billing Address:</b>		

EMERGENCY CALL LIST	First Contact Name:	Email:	*LEVEL OF AUTHORITY:
	DAN TURNER	dturner@chickasha.k12.ok.us	1. Full access to the account. Authorized to cancel alarms and put system on test.
	Level of Authority*: 1 - Full Access		2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
	Call First: (405) 850-5573 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone	3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
	<b>Second Contact Name:</b> MARK CROWDER	<b>Email:</b>	4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
	Level of Authority*: 1 - Full Access		
	Call First: (405) 574-5600 Type: Cell Phone	Call Second: Type:	
	Password Challenge Question: 1. First Concert?	Answer: NA	

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

**1.4 CONTRACT TERMS and TERMINATION**

1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.

1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.

1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.

1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

A. The installation price is..... \$0.00 , plus applicable tax.

B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

**NOTICE TO SUBSCRIBER:** I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

**V. CANCELLATION:** YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<u>over turner</u> Customer's Signature	07-28-2021 Date	DAN TURNER Customer's Printed Name	Arkansas Lic# CMPY.00903
<u>Savitha Fiser</u> Consultant's Signature		<u>Bryan Jackson</u> Manager's Approval	Florida License# EF20000672
	Consultant's License #		OK Lic# 002



**ALERT 360**  
2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

CENTRAL STATION #	ADC064887	BILLING #	8976086
CR REF #	000		

# ALARM SYSTEM MONITORING AGREEMENT

*BURGLAR*

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 28th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION		
First Customer Name: CHICKASHA HIGH SCHOOL	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us	
Primary Phone: (405) 222-6500	Cell Phone: (405) 850-5573	Password: CHICKASHA87	
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:	
Primary Phone:	Cell Phone:	Password:	
for the premises located at: the "Monitored Location" 101 JOHN P COWAN ST	Monitored Location Telephone Number:		
City: CHICKASHA	St: OK Zip: 73018		
Billing address if different than above:			
Billing Name:	Attn:		
Billing Address:	City:	St:	Zip:

EMERGENCY CALL LIST	First Contact Name: DAN TURNER		Email: dturner@chickasha.k12.ok.us	*LEVEL OF AUTHORITY:
	Level of Authority*: 1 - Full Access			1. Full access to the account. Authorized to cancel alarms and put system on test.
	Call First: (405) 222-6500 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone		2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
	Second Contact Name: MARK CROWDER	Email:		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
	Level of Authority*: 1 - Full Access			4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
	Call First: (405) 574-5600 Type: Cell Phone	Call Second:	Type:	
	Password Challenge Question: 1. First Concert?	Answer: NA		

1.1 BILLING FREQUENCY: Monthly	1.2 Primary Transmission Type: Cell (Primary)	Carrier: Alarm.com
Additional Services Available: <input checked="" type="checkbox"/> TWV	Service Plans: Without Warranty	

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

### 1.4 CONTRACT TERMS and TERMINATION

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

### Installation Price and Services Fee:

- A. The installation price is..... \$0.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

### V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

<i>Dan Turner</i> Customer's Signature	07-28-2021 Date	DAN TURNER Customer's Printed Name	Arkansas Lic# CMPY.00903 Florida License# EF20000672 OK Lic# 002
<i>Jabitha Fiser</i> Consultant's Signature		<i>Bryan Jackson</i> Manager's Approval	For all other states please see page 3

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL



**ALERT 360**  
2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
TULSA, OKLAHOMA 74137-4330  
For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	ADC064965	BILLING #	8976086
CR REF #	000		

# ALARM SYSTEM MONITORING AGREEMENT

**BURGLAR**

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 7th day of September, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

PLEASE PRINT	CUSTOMER INFORMATION	
First Customer Name: CHICKASHA SCHOOLS	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dtumer@chickasha.k12.ok.us
Primary Phone: (405) 850-5573	Cell Phone: (405) 850-5573	Password: CHICKASHA87
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:
Primary Phone:	Cell Phone:	Password:
for the premises located at: the "Monitored Location" 706 N 16TH ST - TRANSPORTATION/MAINTENANCE BUILDING	Monitored Location Telephone Number:	
City: CHICKASHA	St: OK Zip: 73018	
Billing address if different than above:		
Billing Name:	Attn:	
Billing Address:	City:	St: Zip:

EMERGENCY CALL LIST	CUSTOMER INFORMATION		*LEVEL OF AUTHORITY:
First Contact Name: DAN TURNER	Email: dtumer@chickasha.k12.ok.us		1. Full access to the account. Authorized to cancel alarms and put system on test.
Level of Authority*: 1 - Full Access			2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.
Call First: (405) 850-5573 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone		3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.
Second Contact Name: MARK CROWDER	Email:		4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
Level of Authority*: 1 - Full Access			
Call First: (405) 574-5600 Type: Cell Phone	Call Second: Type:		
Password Challenge Question: 1. First Concert?	Answer: NA		

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULAR, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBER'S PREMISES.

### 1.4 CONTRACT TERMS and TERMINATION

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

### Installation Price and Services Fee:

- A. The installation price is..... \$0.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

### V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

Dan Turner  
Customer's Signature  
Staci Coffey  
Consultant's Signature  
SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL

09-07-2021  
Date  
DAN TURNER  
Customer's Printed Name  
Bryan Jackson  
Manager's Approval

Arkansas Lic#  
CMPY.00903  
Florida License#  
EF20000672  
OK Lic# 002  
For all other states  
please see page 3



**ALERT 360**  
 2448 E. 81st STREET – 42<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

CENTRAL STATION #	OKC52956	BILLING #	8976086
OPP TYPE	Additional System	REF CODE	Existing customer
SYNCHRONY #			

**ALARM SYSTEM MONITORING AGREEMENT**

**FIRE**

Sales Rep ID # 297

THIS AGREEMENT is made this 13<sup>th</sup> day of June, 2022 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

**CUSTOMER INFORMATION**

**First Customer Name:** Chickasha Schools - Wrestling Building  
**Primary Phone:** (405) 850-5573  
**Second Customer Name:**  
**Primary Phone:**  
 for the premises located at: the "Monitored Location" 101 John P. Cowan Street  
**City:** Chickasha  
**Billing address if different than above:**  
**Billing Name:** Chickasha Schools  
**Billing Address:** 900 W. Choctaw Ave.

**Premises Owner:**  Yes  No  
**Cell Phone:** (405) 850-5573  
**Premises Owner:**  Yes  No  
**Cell Phone:**  
**Monitored Location Telephone Number:**  
**St:** OK **Zip:** 73018  
**Attn:**  
**City:** Chickasha **St:** OK **Zip:** 73018

**Email:** dtturner@chickasha.k12.ok.us  
**Password:** CHICKASHA87  
**Email:**  
**Password:**

**EMERGENCY CALL LIST**

**First Contact Name:** Dan Turner  
 Level of Authority\*: 1 - Full Access  
 Call First: (405) 850-5573 Type: Cell Phone  
**Second Contact Name:** Mark Crowder  
 Level of Authority\*: 1 - Full Access  
 Call First: (405) 574-5600 Type: Cell Phone  
 Password Challenge Question: 1. First Concert? Answer: NONE

**\*LEVEL OF AUTHORITY:**  
 1. Full access to the account. Authorized to cancel alarms and put system on test.  
 2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account.  
 3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test.  
 4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.

**1.1 BILLING FREQUENCY:** Monthly  
**1.2 Primary Transmission Type:** Cell (Primary) **Carrier:** Other  
**Additional Services Available:** **Service Plans:** Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY, IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBER'S PREMISES.

**CONTRACT TERMS and TERMINATION**

1.4 Original contract term is 12 months and automatically renews month to month thereafter under the same terms and conditions, unless either party gives written notice to the other by certified mail, return receipt requested, of their intention not to renew the agreement at least 30 days prior to the expiration of any term.

Oklahoma Consumers: TERM OF AGREEMENT: RENEWALS: Buyer must acknowledge that this agreement does NOT contain an early termination clause applicable to MILITARY PERSONNEL by initialing in the space provided after paragraph 1.4.

1.4.1 The total sum you will pay for the initial term is \$660.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.

1.4.2 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

A. The installation price is..... \$378.00 , plus applicable tax.  
 B. The total Monthly services fee is..... \$55.00 , plus applicable tax.

NOTICE TO SUBSCRIBER: I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT. V. CANCELLATION: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI. DO NOT SIGN THIS AGREEMENT UNTIL YOU HAVE READ SECTION 17 REGARDING TCPA CONSENT AND PRIVACY. VII. FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL.

THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

*Dan Turner*  
 Customer's Signature

6/15/2022  
 Date

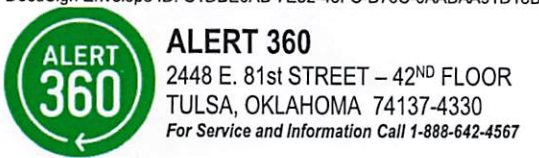
Dan Turner  
 Customer's Printed Name

Arkansas Lic#  
 CMPY.00903  
 Florida License#  
 EF20000672  
 OK Lic# 002  
 For all other states  
 please see page 3

*Maria Karpova*

6257

*Bryan Jackson*  
 7588



**ALERT 360**  
 2448 E. 81st STREET – 4<sup>ND</sup> FLOOR  
 TULSA, OKLAHOMA 74137-4330  
 For Service and Information Call 1-888-642-4567

This is a copy view of the Authoritative Copy held by the designated custodian

CENTRAL STATION #	ADC064834	BILLING #	8976086
CR REF #	000		

**ALARM SYSTEM MONITORING AGREEMENT**

**BURGLAR**

Sales Rep ID # \_\_\_\_\_

THIS AGREEMENT is made this 28th day of July, 2021 by and between CENTRAL SECURITY GROUP-NATIONWIDE, INC., dba ALERT 360 or in Oklahoma only GUARDIAN SECURITY SYSTEMS, INC. dba ALERT 360 ("hereinafter ALERT 360") a wholly owned subsidiary of Central Security Group, Inc. a Delaware Corporation, and:

<b>PLEASE PRINT</b>		<b>CUSTOMER INFORMATION</b>	
First Customer Name: CHICKASHA SCHOOLS - ADMINISTRATION BUILDING	Premises Owner: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Email: dturner@chickasha.k12.ok.us	
Primary Phone: (405) 222-6500	Cell Phone: (405) 850-5573	Password: CHICKASHA87	
Second Customer Name:	Premises Owner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Email:	
Primary Phone:	Cell Phone:	Password:	
for the premises located at: the "Monitored Location" 900 W CHOCTAW AVE	Monitored Location Telephone Number:		
City: CHICKASHA	St: OK Zip: 73018		
Billing address if different than above:			
Billing Name:	Attn:		
Billing Address:	City:	St:	Zip:

<b>EMERGENCY CALL LIST</b>	First Contact Name: DAN TURNER	Email: dturner@chickasha.k12.ok.us	<b>*LEVEL OF AUTHORITY:</b> 1. Full access to the account. Authorized to cancel alarms and put system on test. 2. Authorized to cancel alarms or put system on test. Not authorized to make changes on the account. 3. Authorized to cancel alarms only. Not authorized to make changes on account or put system on test. 4. Call list only. Not authorized to make changes on account, put system on test, or cancel alarms.
	Level of Authority*: 1 - Full Access		
	Call First: (405) 222-6500 Type: Phone	Call Second: (405) 850-5573 Type: Cell Phone	
	Second Contact Name: MARK CROWDER	Email:	
	Level of Authority*: 1 - Full Access		
	Call First: (405) 574-5600 Type: Cell Phone	Call Second: Type:	
	Password Challenge Question: 1. First Concert?	Answer: NA	

1.1 BILLING FREQUENCY: Monthly      1.2 Primary Transmission Type: Cell (Primary)      Carrier: Alarm.com  
 Additional Services Available:  TWV      Service Plans: Without Warranty

1.3 YOU STATE THAT YOU HAVE RECEIVED A COPY OF THIS AGREEMENT AND THE NOTICE OF CANCELLATION. ALL OF THE TERMS AND CONDITIONS ON ALL PAGES OF THIS AGREEMENT AND ALL ATTACHMENTS ARE PART OF THIS AGREEMENT. PLEASE READ THEM CAREFULLY. IN PARTICULARLY, SECTION 12: ALERT 360 IS NOT AN INSURER / LIMITATION OF LIABILITY AND SECTION 13: THIRD PARTY INDEMNIFICATION / NO SUBROGATION. YOUR SIGNATURE REPRESENTS ACCEPTANCE OF THIS AGREEMENT AND ITS TERMS. YOU AND ALERT 360 HEREBY ENTER INTO AN AGREEMENT FOR THE MONITORING OF THE SECURITY SYSTEM INSTALLED AT THE SUBSCRIBERS PREMISES.

**1.4 CONTRACT TERMS and TERMINATION**

- 1.4.1 Original contract term is 12 months. Each renewal term is 12 months, unless specified otherwise in section 1.4.3.
- 1.4.2 The total sum you will pay for the initial term is \$384.00. The total sum (excluding applicable taxes) is the total cash price you will pay us for the monitoring services during the initial term. There is no finance charge or cost of credit (0% APR) associated with this agreement.
- 1.4.3 Renewal terms for AR, FL, GA, KS, and OK are month to month.
- 1.4.4 You may terminate this agreement, without additional cost or penalty, at the end of the original term or any renewal term by providing us with written notice at least thirty (30) days before the end of the current contract term.

**Installation Price and Services Fee:**

- A. The installation price is..... \$0.00 , plus applicable tax.
- B. The total Monthly services fee is..... \$32.00 , plus applicable tax.

**NOTICE TO SUBSCRIBER:** I. DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF ANY OF THE SPACES INTENDED FOR THE AGREED TERMS TO THE EXTENT OF THEN AVAILABLE INFORMATION ARE LEFT BLANK. II. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT. III. YOU MAY PAY OFF THE FULL UNPAID BALANCE DUE UNDER THIS AGREEMENT AT ANY TIME, AND IN SO DOING, YOU SHALL BE ENTITLED TO A FULL REBATE OF THE UNEARNED FINANCE AND INSURANCE CHARGES, IF ANY. IV. IT SHALL NOT BE LEGAL FOR THE SELLER TO ENTER YOUR PREMISES UNLAWFULLY OR COMMIT ANY BREACH OF THE PEACE TO REPOSSESS PURCHASED GOODS UNDER THIS AGREEMENT.

**V. CANCELLATION:** YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. VI - FLORIDA LOCATIONS ONLY: IF THIS IS A HOME SOLICITATION SALE, AND IF YOU DO NOT WANT THE GOODS OR SERVICES, YOU MAY CANCEL THIS AGREEMENT BY PROVIDING WRITTEN NOTICE TO THE SELLER IN PERSON, BY TELEGRAM, OR BY MAIL. 30 THIS NOTICE MUST INDICATE THAT YOU DO NOT WANT THE GOODS OR SERVICES AND MUST BE DELIVERED OR POSTMARKED BEFORE MIDNIGHT ON THE FIFTH BUSINESS DAY AFTER YOU SIGN THIS AGREEMENT. IF YOU CANCEL THIS AGREEMENT, THE SELLER MAY NOT KEEP ALL OR PART OF ANY CASH DOWN PAYMENT. YOU MAY ALSO CANCEL THIS CONTRACT IF UPON A DOCTOR'S ORDER YOU CANNOT PHYSICALLY RECEIVE THE SERVICES, OR YOU MAY CANCEL THE CONTRACT IF THE SERVICES CEASE TO BE OFFERED AS STATED IN THE CONTRACT. IF YOU CANCEL THE CONTRACT FOR EITHER OF THESE REASONS, THE SELLER MAY KEEP ONLY A PORTION OF THE CONTRACT PRICE EQUAL TO A PRO RATA PORTION OF THE TOTAL PRICE REPRESENTING THE PROPORTION OF SERVICES YOU USED OR COMPLETED, PLUS THE COST TO THE SELLER OF ANY RELATED GOODS WHICH YOU HAVE CONSUMED OR RETAINED. THIS CONTRACT OR NOTE IS FOR FUTURE CONSUMER SERVICES AND PUTS ALL ASSIGNEES ON NOTICE OF THE CONSUMER'S RIGHT TO CANCEL UNDER CHAPTER 2-18, FLORIDA ADMINISTRATIVE CODE.

Dan Turner  
 Customer's Signature  
Jabitha Fiser  
 Consultant's Signature

07-28-2021  
 Date  
 \_\_\_\_\_  
 Consultant's License #

DAN TURNER  
 Customer's Printed Name  
Bryan Jackson  
 Manager's Approval

Arkansas Lic#  
 CMPY.00903  
 Florida License#  
 EF20000672  
 OK Lic# 002  
 For all other states  
 please see page 3

SIGNATURE OF CONSULTANT DOES NOT CONSTITUTE APPROVAL

Chickasha Public Schools

Overnight Travel Form

Organization: Tori Clark & Debra Davis Date: Oct 15-18<sup>th</sup>

Sponsor: Chickasha Public Schools Cell: \_\_\_\_\_

Travel Destination: Kissimmee, Florida

Dates of Travel Departure: Oct 15<sup>th</sup> Time: 10:00am

Return: Oct 18<sup>th</sup> Time: 6:00pm

School days missed: 3

Purpose of Travel: 33<sup>rd</sup> Nat'l Dropout Conference

Method of Travel: Southwest Airlines

Number of students attending: 0

(Please attach a list of students by grade to this form when being submitted for review.)

Names of Additional Sponsors:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Note: Background checks must be completed and on file with site or district administration prior to departure.

Checklist:

- Room assignments have been made and approved by admin. ( )
- Parent permission forms have been collected for each student. ( )
- A plan is in place for all students to complete and submit work. ( )
- Emergency contact information has been collected for all travelers. ( )

Principal Signature: Jennifer Stegman Date: 8-2-23

Request Approved: ✓ Denied: \_\_\_\_\_ (give reason)

Date submitted to Supt Office for review: 8-2-23

**33rd Annual National Dropout Prevention Conf**

Registration \$595 each

**Tori L Clark ( and Deborah Elaine Davis (**

**Southwest Airlines:**

Depart Sunday, Oct 15th @ 10:50 am from OKC landing in Orlando Florida @ 5:30 pm

Return Wednesday, Oct 18th @ 4:05 pm Orlando landing in OKC @ 6:00 pm

Total airfare for 2 \$823.90

**Hotel:**

Embassy Suites by Hilton Orlando Lake Buena Vista South

4955 Kyngs Heath Rd

Kissimmee, FL 34746

3 nights hotel accommodations - we will share a room

\$179 a night plus 13.5% taxes for a total of \$609.50

**Per Diem:**

\$65 a day

Tori Clark - 3.5 full days \$227.50

Deborah Davis - 3.5 full days \$227.50 plus transportation to and from hotel \$120 (I will pay the transportation and that's a guess)

## Electronics Ready for Disposal - August 2023 - Technology

- 2 Acer LCD Monitor - SN-90803223539
- 1 Acer 17" LCD Monitor - SN-81511297540
- 1 Acer LCD Monitor - SN-ETLJE0W1681130EF874309
- 1 Acer LCD Monitor - SN - ETLJE0W169227037B34326
- 1 Acer LCD Monitor - SN -ETLBN0C0238151B71C4000
- 1 Magnavox Video Cassette Recorder/DVD Player - SN-U20640753MWD2206
- 1 Desktop Tower (Intel CORE i3) - SN - 1623B019500219
- Logitech K120 Keyboard - SN - 1339MG009M88
- Logitech K120 Keyboard - SN - 1427MG02VWP8
- Logitech K120 Keyboard - SN-1427MG02VWL8
- Logitech K120 Keyboard - SN - 1427MG02VWQ8
- Logitech K120 Keyboard - SN - MG215A1
- Logitech K120 Keyboard - SN - SC110CZ
- Logitech K120 Keyboard - SN - 1339MG003XH8
- Logitech Deluxe Keyboard - SN - BT545DG5833

Deleted Date	Title	Author	Standard	Published Call Number	Barcode	Price	Curre Acquisition I	Removed B	Status
8/2/2023	Califone Spirit 1776.			Equip	T 57331	60.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	projector			Equip	T 58202	899.00	USD 4/21/2009	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57305	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57306	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57307	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57308	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57309	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57310	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57313	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57314	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57316	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57317	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57318	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57319	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
8/2/2023	School Smart Jack System SS-JB6SV.			Equip	T 57320	5.00	USD 11/10/2008	tanderson	Was Available -- Weeded
7/25/2023	DVD player.			AV DVD connector	T 57128	16.94	USD 9/22/2008	tanderson	Was Available -- Weeded

## 2023-24 Lincoln Surplus

Description	Quantity	Title	ISBN#	Copyright Date
Nystrom World Atlas	42	Nystrom World Atlas 5th edition	9-780782-523263	
textbook	26	National Geographic World Cultu	978-0-7362-8999-3	2013
textbook	4	Prentice Hall Mathematics	0-13-125092-2	
Write source	26	Write Source 2000	0-939045-33-8	
Encyclopedia Set	28	Encyclopedia Americana 1989	071720120-1	1989
DVD-VHS player	1	Magnavox		
Dictionary	13	dictionary		
chairs	2			
Dictionary	1	Marriam Webster	0-87779-479-0	
Dictionary	1	Websters New World		
broken office chair	1			
Encyclopedia Set	29	Colliers		1965
Encyclopedia Set	22	World Book		1991
Almanac	1	World Almanac	T-6607	1987
Encyclopedia Set	2	Young Students		
Workbooks	21	Write in Readers	978-0-547-90903-5	
Workbooks	11	Close Reader-Journeys	978-0-544-86948-6	2017
Atlases	16	Nystrom Atlas	0-7825-1076-0	
SRA 2002 kit	1	McGraw Hill		
Prentice Hall Math Workbook	3	McGraw Hill		
Daily Math reinforcers kit	1	ETA Cuisenaire	978-0-7406-7432-7	
Small white bookshelf	1			
4 Drawer File Cabinet	3			
2 Drawer Rolling file cabinet	1			
office chair	1			
Plastic Storage Container	2			
Blue Student Chairs	12			
Keyboards	8			
Leveled Readers	8 sets			
Wooden Cabinet	1			
Monitors	6			
extension cords	4			
Clasroom library	30	Various		
5th Math workbook	30	HMH Math	978-1328-96597-4	
5th Social Studies	22	My World Social Studies	978-0328-63929-8	
Math Manipulatives	15			
Stool	1			
Student Desk	1			
English book	29	English	0-395-50265-9	
Reading street Oklahoma	26	Oklahoma	978-0-328-33670-8	
Spelling and Vocabulary	19	Spelling and Vocabulary	0-395-85524-1	
Reading street Okla Teacher Ed	6	Oklahoma	978-0-328-26715-6	
Science	24	Science	978-0-618-49227-5	
Science Teacher Edition	6	Science	978-0-618-59213-5	

Dictionary	13	dictionary	0-395-38392-7	
Stapler	1			
English book	1	HM English	618310010	
Teacher Edition	1	Soar to Success	618116826	
Teacher Edition	1	HM English		
textbook	1	Grammer for Writing	618566163	
Writing book	11	Writer Express	669471631	
Book	13	Building Character	42516183839	
Textbook	2	Readers Handbook	669488585	
textbook	27	Language Network	395967368	2004
Research Book	29	Writing Research Reports	618052720	
Textbook	1	Impact	30086234	
Readers	2	Soar to Success level5	395936845	
Reading Kit	1	Achieve it		
SRA 2002 kit	1	Reading Laboratory Gr 3	765043210	
Reading Book	1	HM Reading Legacy of Lit	618012311	
Teacher Book	1	Soar to Success	618165185	
Teacher Edition	1	Word Matters	325000514	
Reading Book	1	Literature		
Textbook	34		618902104	
Broken Chairs	6			
Shelf	1			
Journeys Book Set	40	Journeys	9780544872561	2017
Desk organizer	4			
4 shelf organizer	1			
Science Teacher Edition	3	HM Science	9780618592135	
Thesaurus	13	Merriam Webster Thesaurus	877791783	
Achieve It	1	Achieve it	9993989320	
Speakers	1		9780544872561	
Journeys Book Set	25	National Journeys	9780544872561	2017
Journeys Teacher Edition	5	National Journeys TE	9780544872561	2017
Student Atlas	32	Nystrom World Atlas 5th edition	9780782510768	
Math Workbook	1	PH study guide and practice wor	97801631254558	
Workbooks	5	write source skillsbook	9780547484587	
Readers Notebook	2	journeys reader notebook	9780544592667	2017
4 drawer filing cabinet	2			
textbook	31	HM Science	9780618492275	
Reading textbook	25	National Journeys	9780544872554	2017
Prentice Hall Teachers	2	Mathmatics course 1	0-13-122154-x	
Journeys TE 6th	6	National Journeys	978-0-544-87293-6	2017
Vocabulary workshop	20	Sadlier	978-0-85215-8006-6	
vocab in context cards	5	Journeys	978-0-547-866873-4	
literary and language guide	6	HMH Math	978-0-547-86652-9	
sports in american life	24	Blackwell publishing	978-1-4051-0648-1	
science textbook	20	Earths waters	9780131150935	
science workbook	1	Environmental Science	9780131665439	
overhead projector	1		BC#15608	

printer title 1	1	Laser Jet	326	
Writing Grammer Textbook	114	write Source	547485026	2012
Social Studies Textbook	7	Nat Geographic World Cultures	73628992	2013
Literature Textbook	61	Oklahoma McDougal Littell Lit	618902104	2008
Teachers edition-Reading	1	Nationals Journeys	544872983	2017
Teachers edition-Readers notebook	1	Journey's Reader's Notebook	544847113	2017
Box of leveled Social Studies Read	1	Pearson SocStudies Leveled Read	328984876	2021
Box of Leveled Science Readers	2	Pearson Science Leveled Books	13403161	2021
Science Textbook	8	Sound and Light	9780131151017	
Science Textbook	18	Electricity and Magnetism	9780131151000	
science textbook	20	From Bacteria to Plants	9780131150867	
Motivation Reading	1	Motivation Reading	978-1-935123-91-0	
Social Studies Textbook	19	My Word	978-0-328-63929-8	
Journeys	24	Journeys	978-0-544-87255\	
Social Studies Textbook	1	My World Social Studies	978-0-328-63965-6	
Journeys Teacher Edition	1	Journeys	978-0-544-87290-5	2017
Journey's Teacher Edition	1	Journeys	978-0-544-87291-2	2017
Journey's Teacher Edition	1	Journeys	978-0-544-87288-2	2017
Journey's Teacher Edition	1	Journeys	978-0-544-87289-9	2017
Journey's Teacher Edition	1	Journeys	978-0-544-87287-5	2017
science textbook	18	Environmental Science	978-0-131-50904	
Leveled Reading Books	1	Jouneys Leveled Reader	5479052468	
Dictionary	1	First Dictionary	0-618-28007-3	
Literature Textbook	28	Oklahoma Literature	9780618902101	2008
Reading textbook	19	Journeys	978-0-944-8726-7	2017
Level Readers	1 Box	Level Readers		
Dictionary	1	Ryhming Dictionary	0-89009-365-2	1980
Leveled Reading Books	1 Set	Journeys Leveled Readers	978054790534	
Science Workbook	1	Earths waters	9780131901766	
science workbook	1	From Bacteria to Plants	9780131901681	
science workbook	1	Sound and Light	9780131901841	
Geography Textbook	47	Nationl Geographic World	9780736289993	2013
Speakers	1		YFMF1625347R00513G3	
Journeys Textbook	24	National Journeys	978-0544-87256-1	2017
Geography Textbook	29	Nat Geographic World Cultures	9780736289993	2013
Geography TE	3	Nat Geographic World Cultures	978-0-7362-9014-2	
Journeys TE	4	National Journeys	978-0544-87296-7	2017
science workbook	1	Elevate Sciemce	97814183645662	
Reading Workbook	1	Journeys Write In	9780547909035	
Professional Learning Guide	1	Journeys Prof Learning Guide	9781328846242	
Social Studies TE	1	Early US Volume 1	9780153159961	
Social Studies Reference Guide	1	Nat Geographic World Cultures	97807396290142	
Social Studies Geography TE	1	Nat Geographic South America	97807362900436	
Social Studies Geography TE	1	Nat Geographic Central America	9780736290036	
Social Studies Geography TE	1	National Geographic Europe	9780736290050	
Social Studies Geography TE	1	National Geographic Russia	9780736290067	
Social Studies Geography TE	2	National Geographic	9780736290012	

Reading Teacher's Edition	1	National Journeys 6-Unit 1	9780544872936	
Reading Teacher's Edition	1	" "Unit 2	9780544872943	
Reading Teacher's Edition	1	"" Unit 3	9780544872950	
Reading Teacher's Edition	1	"" Unit 4	9780544872967	
Reading Teacher's Edition	1	"" Unit 5	9780544872974	
Reading Teacher's Edition	1	"" Unit 6	9780544872981	
Science DVD	1	Geo Adventure		
Energy DVD	1	The energy behind finding energy		
Well Sites DVD	3	Well Sites Dangerous		
The Energy Behind Energy	1	Energy Behind Finding Energy		
Common Core Reading	1	Motivation Reading	978-1-935123-87-3	
Common Core Maps	1	Common Core ELA	978-1-118-10822-2	
Journeys	1	Write-in Reader	978-0-547-87423-4	
Journeys	1	Standards Based Assess	978-0-544-59328-2	
Journeys	1	Benchmark	978-0-547-87398-5	
Journeys	1	Benchmark and Unit test	978-0-547-87163-9	
Practice Book	1	Reading Street Practice	0-328-14522-x	
Spelling and Vocabulary	1	Teacher Resource Book	0-395-85551-9	
Spelling and Vocabulary	1	Spelling and Vocabulary	0-395-85524-1	
Mathematics	1	Mathmatics	0-88012-455-5	
Math	1	Benchmark & Assess	978-1-935123-67-5	
Reading	1	Motivation Reading	978-1-935123-87-3	
Math	1	Motivation Math	978-1-935123-7-2-9	
Literacy	1	Literacy and Language	978-0-547-86651-2	
Project Wet	1	Project Wet		
Math	1	Envision Math	978-0-328-34178-8	
Social Studies Workbook	1	Pearson my world social studies	9780328639298	
Writing and Grammar Textbook	6	H&M writesource	9780547485027	2012
Dictionary	1	Intermediate Dictionary	673123847	
Dictionary	1	Wevster's New World Dictionary	139445129	
Thesaurus	1	Merriam Webster Thesaurus	9780877791782	
OCCT	26	Buckle Down OCCT	0-7836-4700-x	
OCCT	20	Buckle Down OCCT	0-7836-4686-0	
Cuisenaird Rods	1	Cuisenair Rods	0-201-48099-9	
Journeys 6	18	Journeys 6	978-0-544-87256-1	
The Skin I'm In	3	The Skin I'm In	0-7868-1-1307-5	
Homecoming	2	Homecoming	978-0-395-85802-8	
Roll of Thunder Hear My Cry	20	Roll of Thunder Hear My Cry	978-0-395-77530-1	2002
Desks	2	Desks		
typewriter	1	typewriter		
desk w/attached chair	1	desk w/attached chair		
desks standing cart	2	desks standing cart		
geography puzzle	1	geography puzzle		



**PURPOSE OF ACCOUNT FORM**

**SCHOOL YEAR 2023/2024**

**ACCOUNT NAME:** Clubs, Key Club, Jr. Optimist, National Honor Society, Academics  
Student Council, Chickasha Mentor Program, Robotics

**PURPOSE OF ACCOUNT:** To provide activities for club expenditures, dues, registration fees  
and service projects. To support mentor program with food, snacks  
and incentives for students.

**REVENUE:** Dues, fundraisers, donations, t-shirts sales. Entry fees, travel  
Expenses, contests, reimbursements and refunds, field trips. Prizes  
And awards.

**LIST FUND RAISERS** (you must list specific fund raiser i.e. candy)

Candy/Food Sales  
Penny Wars  
Battle of the Bands  
Recycling

Food Pantry  
Ping Pong Ball Roll  
Donations  
T-shirts

Tournaments  
Penny Drive  
Catalog Sales  
Car Wash

**EXPENSES:** Dues, registration fees, donations, fundraiser, food pantry, supplies  
food. Gifts for facility & students, reimbursements, field trips  
ceremony supplies, trophies and awards, supplies, travel expenses,  
homecoming events, postage, adverting, yearbook page, food drive,  
incentives for students.

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**ACTIVITY FUND USE ONLY**

  
CUSTODIAN'S SIGNATURE

8-8-23  
DATE

---

BOARD PRESIDENT

---

DATE APPROVED

**Chickasha Public Schools**  
**Exhibit A**  
**August 14, 2023**

<b>2023-24 SY Certified Temporary Hire(s)</b>			
Grand	Position	Effective Date	Status
Kassity Griggs	Elementary/Long Term SPED Sub	8/7/2023	Emergency Certified
<b>2023-24 SY Resignation(s)</b>			
Grand	Position	Effective Date	Status
Dereth Harrison	Principal	8/8/2023	Career Certified
Candeeta Joy Oliver	Special Education Teacher	7/10/2023	Certified Temporary
Kristen Holcomb	Paraprofessional	7/27/2023	Support
CMS	Position	Effective Date	Status
Regina Brasher Stuart	Perm Special Ed Substitute/Para	5/18/2023	Support
Raven Hayworth	Paraprofessional	5/18/2023	Support
<b>2023-24 SY Transfers/Promotions/Re-assignments/Workday Adjustments(s)</b>			
Administration	From:	To:	Effective Date
Milton Bowens	Coordinator II	Coordinator IV	7/24/2023
CMS	From:	To:	Effective Date
Courtney Troxell	SPED Perm Sub at Grand	SPED Perm Sub at CMS	8/8/2023
Bill Wallace	From:	To:	Effective Date
Darla Williams	Paraprofessional at BW	Teacher Assistant at BW	8/8/2023
Kathy Wenzel	Asst Principal at BW	Interim Principal at Grand	8/7/2023
Jentri Foster	STEM Teacher at BW	PreK Teacher at BW	8/7/2023
<b>2023-24 SY Support Hire(s)</b>			
Bill Wallace	Position	Effective Date	Status
Joyce Seat	Paraprofessional	8/8/2023	Probationary Support
Melissa Johnston	Teacher Assistant	8/8/2023	Probationary Support
Amy Avila	Paraprofessional	8/8/2023	Probationary Support
Flor Zubiate	Paraprofessional	8/8/2023	Probationary Support

Shelbi Walley	Paraprofessional	8/8/2023	Probationary Support
Macy Ferguson	Teacher Assistant	8/11/2023	Probationary Support
Lincoln	Position	Effective Date	Status
Michael Schoonover	Paraprofessional	8/10/2023	Probationary Support
Central Kitchen	Position	Effective Date	Status
Giselle Durbin	CN Claims and Reimbursement Manager	8/7/2023	Probationary Support
Jasmine Strait	Cook/Server	8/8/2023	Probationary Support

<b>2023-24 SY Extra Duty(s)</b>			
Bill Wallace	Position	Effective Date	Status
Thomas Jeffries	Title I Tutor	8/10/2023	Certified Temporary
Susan Bogle	Title I Tutor	8/10/2023	Certified Temporary
Donna Osborn	Title I Tutor	8/10/2023	Certified Temporary
Grand	Position	Effective Date	Status
Sandy Crowder	Title I Tutor	8/10/2023	Certified Temporary
Jennifer Bates	Title I Tutor	8/10/2023	Certified Temporary
Amy Adams	Building Test Coordinator	8/10/2023	Career Certified
Kayla Jackson	Building Test Coordinator	8/10/2023	Career Certified
Lincoln	Position	Effective Date	Status
Mary Jeffries	Title I Tutor	8/10/2023	Certified Temporary
Angie Morgan	Building Test Coordinator	8/10/2023	Career Certified
Jennifer Phillips	Building Test Coordinator	8/10/2023	Career Certified
CMS	Position	Effective Date	Status
Cheryl Music-Sweeden	Title I Tutor	8/10/2023	Career Certified
Sonja Pierson	Title I Tutor	8/10/2023	Emergency Certified
Dawnshaye Davis	Building Test Coordinator	8/10/2023	Emergency Certified
Tori Clark	Building Test Coordinator	8/10/2023	Career Certified
CHS	Position	Effective Date	Status
Jason Schmitt	Title I Tutor	8/10/2023	Certified Temporary
Whitney Broussard	Title I Tutor	8/10/2023	Certified Temporary

Stacy O'Neal	Title I Tutor	8/10/2023	Career Certified
Meredith Noland	Title I Tutor	8/10/2023	Emergency Certified
Jennifer Jantzen	Title I Tutor	8/10/2023	Emergency Certified
Dana Turpin	Title I Tutor	8/10/2023	Career Certified
Kristi Davis	Building Test Coordinator	8/10/2023	Career Certified

<b>2023-24 SY Athletics and Activity Hire(s)</b>		
Activity Center	Position	Effective Date
Matthew Givens	Auditorium Manager	2023-2024
Esports	Position	Effective Date
Dana Turpin	Head Coach	2023-2024
High School Band	Position	Effective Date
Julianne Annesley	Band Director	2023-2024
Julianne Annesley	Pep & Musical	2023-2024
Jon Annesley	Assistant Director	2023-2024
Middle School Band	Position	Effective Date
Jon Annesley	Band Director	2023-2024
Julianne Annesley	Assistant Director	2023-2024
Jon Annesley	Pep & Musical	2023-2024
District Wide Band	Position	Effective Date
Julianne Annesley	Solo/Ensemble	2023-2024
Annette Shaw	Color Guard	2023-2024
Julianne Annesley	Summer Band	2023-2024
Jon Annesley	Summer Band	2023-2024
Julianne Annesley	Stage Band	2023-2024
Jon Annesley	Stage Band	2023-2024
High School Baseball	Position	Effective Date
Chase Johnson	Assistant	2023-2024
Travis Owen	Assistant	2023-2024
Middle School Baseball	Position	Effective Date

Chris Peschl	Head Coach	2023-2024
Brayden Bingham	Assistant	2023-2024
Dalton Streber	Assistant	2023-2024
High School Basketball - Boys	Position	Effective Date
EJ Golightly	Assistant	2023-2024
Todd Davis	Assistant	2023-2024
James Hall	Video	2023-2024
High School Basketball - Girls	Position	Effective Date
Cristie Oliver	Assistant	2023-2024
Chase Rodgers	Assistant	2023-2024
Cristie Oliver	Video	2023-2024
Middle School Basketball - Boys	Position	Effective Date
Todd Davis	7th Head Coach	2023-2024
EJ Golightly	8th Head Coach	2023-2024
James Hall	9th Head Coach	2023-2024
Middle School Basketball - Girls	Position	Effective Date
Dominique Golightly	7th Head Coach	2023-2024
Cristie Oliver	8th Head Coach	2023-2024
Jace Johnson	9th Head Coach	2023-2024
High School Cheer	Position	Effective Date
Karlye Weber	Assistant	2023-2024
High School Pom	Position	Effective Date
Meredith Noland	Assistant	2023-2024
Middle School Cheer	Position	Effective Date
Lisa Turner	Head Coach	2023-2024
Karlye Weber	Assistant	2023-2024
Middle School Pom	Position	Effective Date
Abby Gibson	Head Coach	2023-2024
Shannon Gibson	Assistant	2023-2024
High School Drama	Position	Effective Date
Francis Reding	Drama	2023-2024

HS Cross Country - Boys	Position	Effective Date
Zach Widener	Assistant	2023-2024
HS Cross Country - Girls	Position	Effective Date
Zach Widener	Assistant	2023-2024
MS Cross Country - Boys	Position	Effective Date
Anthony Klipp	Head Coach	2023-2024
MS Cross Country - Girls	Position	Effective Date
Anthony Klipp	Head Coach	2023-2024
High School Football	Position	Effective Date
JT Cobble	Offensive Coordinator	2023-2024
Chris Peschl	Defensive Coordinator	2023-2024
Grahme Croslin	Assistant	2023-2024
Dominic Neff	Assistant	2023-2024
Chase Rodgers	Assistant	2023-2024
Talon Satepauhoodle	Assistant	2023-2024
JW Morrow	Assistant	2023-2024
Tom Cobble	Assistant	2023-2024
Chase Rodgers	Video	2023-2024
Joe Molder	Spring Coordinator	2023-2024
Middle School Football	Position	Effective Date
Talon Satepauhoodle	7th Head Coach	2023-2024
Chase Johnson	7th Assistant	2023-2024
Chase Rodgers	7th Assistant	2023-2024
James Hall	7th Assistant	2023-2024
Chris Peschl	8th Head Coach	2023-2024
JT Cobble	8th Assistant	2023-2024
Chad Randle	8th Assistant	2023-2024
Kevin James	8th Assistant	2023-2024
JT Cobble	9th Head Coach	2023-2024
JW Morrow	9th Assistant	2023-2024
Grahme Croslin	9th Assistant	2023-2024

Chase Rodgers	9th Assistant	2023-2024
High School Golf - Boys	Position	Effective Date
Jerry Ray Osborn	Assistant	2023-2024
High School Golf - Girls	Position	Effective Date
Jerry Ray Osborn	Assistant	2023-2024
Middle School Golf - Boys	Position	Effective Date
JT Cobble	Head Coach	2023-2024
Middle School Golf - Girls	Position	Effective Date
Max Matthes	Head Coach	2023-2024
Middle School Powerlifting	Position	Effective Date
Talon Satepauhoodle	Head Coach	2023-2024
Elementary Robotics	Position	Effective Date
Cara DeTurk	Assistant	2023-2024
High School Soccer - Boys	Position	Effective Date
Anthony Klipp	Assistant	2023-2024
Middle School Soccer - Girls	Position	Effective Date
Jim Hammons	Head Coach	2023-2024
Anthony Klipp	Assistant	2023-2024
High School Softball	Position	Effective Date
Jonathan Pearson	Assistant	2023-2024
Jason Schmitt	Assistant	2023-2024
Middle School Softball	Position	Effective Date
Dalton Streber	Head Coach	2023-2024
Brayden Bingham	Assistant	2023-2024
High School Swim Boys & Girls	Position	Effective Date
Jason Schmitt	Assistant	2023-2024
High School Tennis - Boys	Position	Effective Date
Angela Widener	Assistant	2023-2024
High School Tennis - Girls	Position	Effective Date
Zach Widener	Assistant	2023-2024
Middle School Tennis - Boys	Position	Effective Date

Chase Rodgers	Head Coach	2023-2024
Middle School Tennis - Girls	Position	Effective Date
Meredith Noland	Head Coach	2023-2024
High School Track - Boys & Girls	Position	Effective Date
Talon Satepauhoodle	Assistant	2023-2024
Middle School Track - Boys	Position	Effective Date
EJ Golightly	Head Coach	2023-2024
Jace Johnson	Assistant	2023-2024
Middle School Track - Girls	Position	Effective Date
Jace Johnson	Head Coach	2023-2024
EJ Golightly	Assistant	2023-2024
High School Vocal Music	Position	Effective Date
Gena Conder	Director	2023-2024
Middle School Vocal Music	Position	Effective Date
Gena Conder	Director	2023-2024
High School Volleyball	Position	Effective Date
Dawnshaye Blakes Davis	Assistant	2023-2024
Middle School Volleyball	Position	Effective Date
Max Matthes	Head Coach	2023-2024
Dawnshaye Blakes Davis	Assistant	2023-2024
High School Wrestling	Position	Effective Date
Michael Mitchell	Assistant	2023-2024
Stacy Knight	Assistant	2023-2024
Middle School Wrestling	Position	Effective Date
Michael Mitchell	Head Coach	2023-2024
Chad Randle	Assistant	2023-2024
Stacy Knight	Assistant	2023-2024