



Regular Meeting of the Board of Education
Board Room, Administration Building, 900 W Choctaw Ave, Chickasha, Oklahoma 73018
Monday, September 9, 2024 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:
 - Chickasha Middle School
4. Recognitions:
Chicken Express Employee of the Month:
 - Certified - Dominique Golightly - Lincoln School Intermediate Center
 - Support - Jill Euwins - Lincoln School Intermediate Center
5. 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.
6. Superintendent's Report
Rick Croslin
7. Discussion and possible action regarding 2024-2025 Cooperative Math & Science Agreement with Canadian Valley Technology Center (revised)
Rick Croslin and Milton Bowens

8. Discussion and possible action regarding Schedule Y from estimate of need for millage requirements
Jennifer Stegman
9. Discussion and possible action regarding Agreement with Tyler Technologies (Bus Routing and Student Transport)
Dan Turner and Jerry Johnson
10. Discussion and possible action regarding Revised - Board Policies:
 - BC - Safety Program
 - BD - Health Services and Communicable Diseases
 - EE - Student Activities**Pam Ladyman**
11. Discussion and possible action regarding Revised - Board Policy - BJ - Internet Access and Acceptable Use Policy
Pam Ladyman
12. Discussion and possible action regarding Revised - Board Policy - DI Leave
Pam Ladyman
13. Discussion and possible action regarding Revised - Board Policy - EA General Student Policies
Pam Ladyman
14. Discussion and possible action regarding Revised - Board Policy - EB Admission, Residency, Placement, Transfer, and Withdrawal
Pam Ladyman
15. Discussion and possible action regarding Revised - Board Policy - EC Attendance
Pam Ladyman
16. Discussion and possible action regarding Revised - Board Policy - ED Grading, Promotion, Retention and Graduation
Pam Ladyman
17. Discussion and possible action regarding Revised - Board Policy EO - Parent's Bill of Rights
Pam Ladyman
18. Discussion and possible action regarding MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education
Pam Ladyman
19. Discussion and possible action regarding MOU between Chickasha Public Schools and 29th Street Therapy Center
Pam Ladyman
20. Discussion and possible action regarding MOU between Chickasha Association of Support Employees and Chickasha Public Schools Board of Education
Pam Ladyman
21. Discussion and possible action regarding Service Agreement between Chickasha Public Schools and 29th Street Therapy Center for Speech Services
Pam Ladyman
22. Discussion and possible action regarding New Job Descriptions
Pam Ladyman
23. Discussion and possible action regarding District Gifted/Talented Committee
Pam Ladyman and Tammy Swinburne

24. Discussion and possible action to review and amend the Sudden Cardiac Emergency Plan

Pam Ladyman

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 August 12, 2024 regular meeting
 - b. Minutes of the August 26, 2024 special meeting
 - c. Finance Report; 2024-2025
 - General Fund Nos 195-280
 - Building Fund Nos 36-45
 - 2010 Bond #31 2-3
 - 2021 Bond #32 none
 - 2010 A&B Bond none
 - FY23 Safety & Security Bond none
 - 2024 Bond Fund 3
 - Sinking Fund #41 4
 - Gifts #81 none
 - BJ Clack Nos none
 - Athletic Fund Nos. 67-186
 - Activity Fund Nos. 62-100
 - Federal Program
 - d. Annual renewal of Art/Life Skills and Health Program MOU between Chickasha Public Schools and Southwest Youth and Family Services
 - e. Annual renewal of Oklahoma Department of Career and Technology Education Contract for 2024-2025 SY
 - f. Annual renewal of Child and Adult Care Food Program Agreement with Washita Valley CAC
 - g. Travel:
 - Adult Learning Center - Oklahoma Adult Ed & Literacy Conference - Oklahoma City, Ok
 - Chickasha Agriculture - Travel to purchase livestock projects for students - Various locations (see attachment)
 - Chickasha FFA - Tulsa State Fair - Tulsa Ok.
 - Chickasha High School Cheer - State Cheer Competition - Tulsa, Ok.
 - h. Sanctioning:
 - Robotics
 - i. Surplus:
 - Lincoln Surplus
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 6th day of September 2024, 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 10:59 a.m. on the 10th day of October 2023

Rochelle Bowens

Board Clerk

Welcome to Chickasha Public Schools
Board Session Public Attendance

Please PRINT your name, title, and company below.

Date: September 9, 2024

Name (Print)	Representation, Title, Company
Tammy Sabinere	Admin
DAN TURNER	Admin
Milton Bowens	Admin
See Molder	Admin
Debbie Davis	CHS
Tom Clark	AMS
Elizabeth Fechner	CQA
Ange Morgan	Lincoln
Dominique Edightly	Lincoln
Jill Ewins	Lincoln
Kristyn Albritten	Parent
Josh Woods	Parent
Gretchen Slate	Admin
Kathy Wenzel	Grad
Brad & Kelly Wilkerson	Chicken E.
Cody & Erica Alexander	Citizen
JD Brum	Admin

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC: 2024-2025 Cooperative Math & Science Agreement with Canadian Valley Technology Center (revised)

ADMINISTRATIVE RECOMMENDATION: Approval of the revised agreement.

RATIONALE FOR RECOMMENDATION: This revised agreement between CPS and CV Tech has added the course of “Algebra II” to the list of mathematic courses that students from Chickasha High School will be offered during this academic year.

FISCAL NOTE: N/A

OPTIONS:

1. Approve the agreement.
2. Not approve the agreement.
3. Request additional information.

CONTACT PERSON: Rick Croslin, Superintendent
Milton Bowens, Director of Curriculum & Instruction

Implemented: April 2020



1401 Michigan Avenue * Chickasha, OK 73018
(405) 224-7220 * FAX (405) 222-3839

2024-2025 COOPERATIVE MATH AND SCIENCE AGREEMENT
BETWEEN

CHICKASHA PUBLIC SCHOOLS AND
CANADIAN VALLEY TECHNOLOGY CENTER SCHOOL
DISTRICT NO. 6

Purpose: To allow students enrolled in a Canadian Valley Technology Center major to participate in mathematics courses in **Algebra II, Pre-Calculus, AP Calculus BC, AP Physics C-Mechanics, Accelerated Physics I and Computer Science and Biological Sciences courses in Anatomy & Physiology** that is taught by a teacher certified in the secondary subject area when taken in the tenth, eleventh or twelfth grade, upon approval of the State Board of Education and the independent district Board of Education. These courses will be transcribed through your high school for high school graduation. * SS 70-11-103.6

Board President

Date of Board Approval

Superintendent

Date

ITEM OF CONSIDERATION

Board of Education

September 09, 2024

TOPIC: Schedule Y from estimate of need for millage requirements

ADMINISTRATIVE RECOMMENDATION: Accept schedule Y

RATIONALE FOR RECOMMENDATION: The district is using the School District Budget Act to determine budgets and allocations. However, the district still needs to complete the Schedule Y of the Estimate of Needs to determine Millage requirements.

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

**School District
2024-2025 Estimate of Needs
and
Financial Statement of the Fiscal Year 2023-2024

Board of Education of Chickasha Public Schools
District No. I-001
County of Grady
State of Oklahoma**

To the Excise Board of said County and State, Greetings:

Pursuant to the requirements of 68 O. S. 2001 Section 3002, we submit herewith, for your consideration the within statement of the financial condition of the Board of Education of Chickasha Public Schools, District No. I-001, County of Grady, State of Oklahoma for the fiscal year beginning July 1, 2024, and ending June 30, 2025, together with an itemized statement of the estimated Income and Probable Needs of said School District for the ensuing fiscal year. We have separately prepared, executed and submit Financial Statements for the Fiscal Year so terminated, and Estimate of Requirements for the ensuing Fiscal Year, for such Sinking Fund, if any, as pertains to this District for the Bond, Coupon, and Judgment indebtedness, if any, outstanding and unpaid as of June 30, 2025, and also for the Sinking Fund of any disorganized District whose area or the major portion thereof is now embraced within the boundaries of this District; and this Certificate is as applicable thereto as if fully embodied therein. The same have been prepared in conformity with Statute.

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than September 30 for all School Districts. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd Room 100, Oklahoma City, OK 73105-4801 and one copy will be retained by the County Clerk. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

Prepared by: Angel, Johnston, & Blasingame, P.C.

Submitted to the Grady County Excise Board

This _____ Day of _____, 2024

School Board Member's Signatures

Chairman: _____

Clerk: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

Member: _____

Treasurer _____

In addition,

1. We, the undersigned, duly elected, qualified and acting officers of the Board of Education of the aforesaid School District located wholly or in major area in the County and State aforesaid, do hereby certify that, at regular session begun at the time provided by law, we carefully considered the reports submitted by the several officers and employees as required by 68 O. S. 2001 Section 3004, carefully considered the statements and estimate of needs heretofore prepared for the purpose of ascertaining any additional or emergency levy necessary for the ensuing fiscal year and revised, corrected or amended the same to disclose the true fiscal condition as of June 30, 2024, and to provide for the needs of the District for the ensuing fiscal year as now ascertained; and we do hereby certify that the within statement of the financial condition is true and correct, and that the within estimates for all purposes for the ensuing fiscal year are reasonably necessary for the proper conduct of the affairs of said School District, and that the statement of Estimated Income from sources other than ad valorem taxes is not in excess of the lawfully authorized ratio of the actual collections from such sources during the previous fiscal year.
2. We further certify that any cash fund balance reported in our Building Fund is required for immediate or cumulative program of construction unless there be attached within a verified copy of a resolution signed by a majority of the members of this Board to the effect the program of building has been completed or abandoned. If attached, then the Excise Board is directed to apply said Balance to reduce Levies in accordance with 62 O. S. 2001, Section 333.
3. We also certify that a levy of 15.000 Mills over and above the number of mills allocated by the County Excise Board will be reasonably necessary for the proper conduct of the affairs of said school district during the fiscal year 2024-2025.
4. We also certify that, after due and legal notice of an election thereon, an emergency levy of 5.000 Mills, over and above the number of mills provided by Law and allocated by the County Excise Board in addition thereto for school purposes, were made permanent by election.
5. We also certify that, after due and legal notice of an election thereon, a local support levy of 10.000 Mills, in addition to the levies hereinbefore provided, were made permanent by election.
6. We also certify that, after due and legal notice of an election thereon, pursuant to Article 10, Section 10, of the Constitution of Oklahoma, an additional levy of 5.000 Mills, were made permanent by election.

Clerk of Board of Education

President of Board of Education

Treasurer of Board of Education

Subscribed and sworn to before me this ____ day of _____, 2024.

Notary Public

My Commission Expires

Affidavit of Publication

State of Oklahoma, County of Grady

I, _____, the undersigned duly qualified and acting Clerk of the Board of Education of Chickasha Public Schools, School District No. I-001, County and State aforesaid, being first duly sworn according to law, hereby depose and say:

1. That I complied with 68 O. S. 2001 Section 3002, (both independent and dependent) by having the within Financial Statement and Estimate of Needs which was prepared at the time and in the manner provided by law, published as required by law, in a legally-qualified newspaper of general circulation in the district, there being no legally-qualified newspaper published in the school district, as evidenced by a copy of such published statement and estimate together with proof of publication thereof attached hereto marked Exhibit No. 1 and made a part hereof (strike inapplicable phrases).
2. That I complied with currently effective statutes, by having the Notice of Emergency Levy Election and the call for such Election on the date hereinbefore certified by the Governing Board, the Itemized Statements and the Itemized Estimate of the amount necessary for the ensuing fiscal year requiring such emergency levy for the current expense purposes as prepared by the Board of Education duly published or posted, as the case may be, in full compliance with law for this class of school district, and as provided by law duly made public in the manner and at the time provided by law, for this class of district and in all respects according to law, in relation to said election on such emergency levy as hereinbefore certified by said Governing Board.
3. That I complied with the statute by having published or posted (if required for this class of district) the notice of local support levy election, and the call for such election on the date hereinbefore certified by the Board of Education. That the Estimate of Needs as prepared by the Board of Education required such local support levy in addition to other tax levies, to fully meet the current expense purposes of the school district for the ensuing year.
4. That in conformity to resolution by said Board of Education, I caused Notice of Building Fund Levy Election under the provisions of Article 10, Section 10, Oklahoma Constitution, and the Call of such Election on the date hereinbefore certified by the Governing Board, together with Itemized Statements and an Estimate of the amount necessary for the ensuing fiscal year requiring such levy for the purpose of erecting, remodeling or repairing school buildings, and for purchasing school furniture, in said District, published or posted to contain such Notice and Call, fixing the number of voting places and particularly describing each and every such place or places, and fixing the day on which such election should be had after the expiration of such notice, duly published or posted as is required by law for this class of district.

Clerk, Board of Education

Subscribed and sworn to before me this _____ day of _____, 2024.

Notary Public

My Commission Expires

Secretary and Clerk of Excise Board
Grady County, Oklahoma

Independent Accountant's Compilation Report

To the Board of Education
Chickasha Public Schools
District No. I-001, Grady County

Management is responsible for the accompanying 2023-2024 prescribed financial statements as of and for the fiscal year ended June 30, 2024, and the 2024-2025 Estimate of Needs (SA&I Form 2661R06) and Publication Sheet (SA&I Form 2662R06) for District No. I-001, Grady County, included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the prescribed financial statements, estimate of needs and publication sheet, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these prescribed financial statements.

The prescribed financial statements, estimate of needs and publication sheet forms are presented in accordance with the requirements prescribed by the Office of the Oklahoma State Auditor and Inspector per 68 OS § 3003.B., as defined by rules promulgated by the Oklahoma State Department of Education per 70 OS § 5-134.1.D., and are not intended to be a complete presentation of the School's assets and liabilities. As a result, the prescribed financial statements, estimate of needs and publication sheet forms may not be suitable for another purpose.

This report is intended solely for the information and use of the Oklahoma State Department of Education, the School District, Grady County Excise Board, and for filing with the State Auditor and Inspector and is not intended to be and should not be used by anyone other than these specified parties.

Angel, Johnston & Blasingame, P.C.

Angel, Johnston, & Blasingame, P.C.
Chickasha, OK

September 4, 2024

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SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2021 General Obligation Bond
Date Of Issue						3/1/2021
Date Of Sale By Delivery						3/1/2021
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						3/1/2023
Amount Of Each Uniform Maturity						\$ 540,000.00
Final Maturity Otherwise:						
Date of Final Maturity						3/1/2027
Amount of Final Maturity						\$ 540,000.00
AMOUNT OF ORIGINAL ISSUE						\$ 2,700,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						\$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						\$ 2,700,000.00
Years To Run						5
Normal Annual Accrual						\$ 540,000.00
Tax Years Run						3
Accrual Liability To Date						\$ 1,620,000.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2023						\$ 540,000.00
Bonds Paid During 2023-2024						\$ 540,000.00
Matured Bonds Unpaid						\$ 0.00
Balance Of Accrual Liability						\$ 540,000.00
TOTAL BONDS OUTSTANDING 6-30-2024:						
Matured						\$ 0.00
Unmatured						\$ 1,620,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons	3/1/2025	\$ 540,000.00	0.500%	8 Mo.	\$ 1,800.00	
Bonds and Coupons	3/1/2026	\$ 540,000.00	0.625%	12 Mo.	\$ 3,375.00	
Bonds and Coupons	3/1/2027	\$ 540,000.00	0.750%	12 Mo.	\$ 4,050.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						\$ 2,700.00
Years To Run						5
Accrue Each Year						\$ 540.00
Tax Years Run						3
Total Accrual To Date						\$ 1,620.00
Current Interest Earned Through 2024-2025						\$ 9,225.00
Total Interest To Levy For 2024-2025						\$ 9,765.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2023:						
Matured						\$ 0.00
Unmatured						\$ 4,275.00
Interest Earnings 2023-2024						\$ 11,925.00
Coupons Paid Through 2023-2024						\$ 12,825.00
Interest Earned But Unpaid 6-30-2024:						
Matured						\$ 0.00
Unmatured						\$ 3,375.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:					2022 Bond Issue	
Date Of Issue					7/1/2022	
Date Of Sale By Delivery					7/1/2022	
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins					7/1/2024	
Amount Of Each Uniform Maturity					\$ 2,485,000.00	
Final Maturity Otherwise:						
Date of Final Maturity					7/1/2025	
Amount of Final Maturity					\$ 2,730,000.00	
AMOUNT OF ORIGINAL ISSUE					\$ 5,215,000.00	
Cancelled, In Judgement Or Delayed For Final Levy Year					\$ 0.00	
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy					\$ 5,215,000.00	
Years To Run					2	
Normal Annual Accrual					\$ 2,730,000.00	
Tax Years Run					1	
Accrual Liability To Date					\$ 2,485,000.00	
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2023					\$ 0.00	
Bonds Paid During 2023-2024					\$ 0.00	
Matured Bonds Unpaid					\$ 0.00	
Balance Of Accrual Liability					\$ 2,485,000.00	
TOTAL BONDS OUTSTANDING 6-30-2024:						
Matured					\$ 0.00	
Unmatured					\$ 5,215,000.00	
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons	7/1/2024	\$ 2,485,000.00	3.875%	0 Mo.	\$ 0.00	
Bonds and Coupons	7/1/2025	\$ 2,730,000.00	3.875%	12 Mo.	\$ 105,787.50	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue					\$ 0.00	
Years To Run					0	
Accrue Each Year					\$ 0.00	
Tax Years Run					0	
Total Accrual To Date					\$ 0.00	
Current Interest Earned Through 2024-2025					\$ 105,787.50	
Total Interest To Levy For 2024-2025					\$ 105,787.50	
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2023:						
Matured					\$ 0.00	
Unmatured					\$ 0.00	
Interest Earnings 2023-2024					\$ 404,162.50	
Coupons Paid Through 2023-2024					\$ 0.00	
Interest Earned But Unpaid 6-30-2024:						
Matured					\$ 0.00	
Unmatured					\$ 404,162.50	

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule I: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2022 Combined Purpose Bond
Date Of Issue						11/1/2022
Date Of Sale By Delivery						11/1/2022
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						11/1/2024
Amount Of Each Uniform Maturity						\$ 285,000.00
Final Maturity Otherwise:						
Date of Final Maturity						11/1/2025
Amount of Final Maturity						\$ 360,000.00
AMOUNT OF ORIGINAL ISSUE						\$ 570,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						\$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						\$ 570,000.00
Years To Run						2
Normal Annual Accrual						\$ 360,000.00
Tax Years Run						1
Accrual Liability To Date						\$ 210,000.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2023						\$ 0.00
Bonds Paid During 2023-2024						\$ 0.00
Matured Bonds Unpaid						\$ 0.00
Balance Of Accrual Liability						\$ 210,000.00
TOTAL BONDS OUTSTANDING 6-30-2024:						
Matured						\$ 0.00
Unmatured						\$ 570,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons	11/1/2024	\$ 210,000.00	3.750%	4 Mo.	\$ 2,625.00	
Bonds and Coupons	11/1/2025	\$ 360,000.00	3.750%	12 Mo.	\$ 13,500.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Bonds and Coupons				Mo.	\$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						\$ 4,500.00
Years To Run						2
Accrue Each Year						\$ 2,250.00
Tax Years Run						1
Total Accrual To Date						\$ 2,250.00
Current Interest Earned Through 2024-2025						\$ 16,125.00
Total Interest To Levy For 2024-2025						\$ 18,375.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2023:						
Matured						\$ 0.00
Unmatured						\$ 0.00
Interest Earnings 2023-2024						\$ 35,625.00
Coupons Paid Through 2023-2024						\$ 32,062.50
Interest Earned But Unpaid 6-30-2024:						
Matured						\$ 0.00
Unmatured						\$ 3,562.50

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule I: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)					
PURPOSE OF BOND ISSUE:					2020 General Obligation Bond
Date Of Issue					7/1/2020
Date Of Sale By Delivery					7/1/2020
HOW AND WHEN BONDS MATURE:					
Uniform Maturities:					
Date Maturity Begins					7/1/2022
Amount Of Each Uniform Maturity					\$ 2,507,500.00
Final Maturity Otherwise:					
Date of Final Maturity					7/1/2023
Amount of Final Maturity					\$ 2,645,000.00
AMOUNT OF ORIGINAL ISSUE					\$ 5,015,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year					\$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:					
Bond Issues Accruing By Tax Levy					\$ 5,015,000.00
Years To Run					2
Normal Annual Accrual					\$ 0.00
Tax Years Run					2
Accrual Liability To Date					\$ 5,015,000.00
Deductions From Total Accruals:					
Bonds Paid Prior To 6-30-2023					\$ 2,370,000.00
Bonds Paid During 2023-2024					\$ 2,645,000.00
Matured Bonds Unpaid					\$ 0.00
Balance Of Accrual Liability					\$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2024:					
Matured					\$ 0.00
Unmatured					\$ 0.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Bonds and Coupons				Mo.	\$ 0.00
Requirement for Interest Earnings After Last Tax-Levy Year:					
Terminal Interest To Accrue					\$ 0.00
Years To Run					0
Accrue Each Year					\$ 0.00
Tax Years Run					0
Total Accrual To Date					\$ 0.00
Current Interest Earned Through 2024-2025					\$ 0.00
Total Interest To Levy For 2024-2025					\$ 0.00
INTEREST COUPON ACCOUNT:					
Interest Earned But Unpaid 6-30-2023:					
Matured					\$ 0.00
Unmatured					\$ 9,918.75
Interest Earnings 2023-2024					\$ 0.00
Coupons Paid Through 2023-2024					\$ 9,918.75
Interest Earned But Unpaid 6-30-2024:					
Matured					\$ 0.00
Unmatured					\$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	Total All Bonds
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Amount Of Each Uniform Maturity	\$ 5,817,500.00
Final Maturity Otherwise:	
Amount of Final Maturity	\$ 6,275,000.00
AMOUNT OF ORIGINAL ISSUE	\$ 13,500,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	\$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:	
Bond Issues Accruing By Tax Levy	\$ 13,500,000.00
Normal Annual Accrual	\$ 3,630,000.00
Accrual Liability To Date	\$ 9,330,000.00
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2023	\$ 2,910,000.00
Bonds Paid During 2023-2024	\$ 3,185,000.00
Matured Bonds Unpaid	\$ 0.00
Balance Of Accrual Liability	\$ 3,235,000.00
TOTAL BONDS OUTSTANDING 6-30-2024:	
Matured	\$ 0.00
Unmatured	\$ 7,405,000.00
Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	\$ 7,200.00
Accrue Each Year	\$ 2,790.00
Total Accrual To Date	\$ 3,870.00
Current Interest Earned Through 2024-2025	\$ 131,137.50
Total Interest To Levy For 2024-2025	\$ 133,927.50
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2023:	
Matured	\$ 0.00
Unmatured	\$ 14,193.75
Interest Earnings 2023-2024	\$ 451,712.50
Coupons Paid Through 2023-2024	\$ 54,806.25
Interest Earned But Unpaid 6-30-2024:	
Matured	\$ 0.00
Unmatured	\$ 411,100.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 2: Detail of Judgment Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)						
Judgments For Indebtedness Originally Incurred After January 8, 1937. (New)						
IN FAVOR OF						TOTAL ALL JUDGMENTS
BY WHOM OWNED						
PURPOSE OF JUDGMENT						
Case Number						
NAME OF COURT						
Date of Judgment						
Principal Amount of Judgment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Rate Assigned by Court	0.00%	0.00%	0.00%	0.00%	0.00%	
Tax Levies Made	0	0	0	0	0	
Principal Amount Provided for to June 30, 2023	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Principal Amount Provided for in 2023-2024	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PRINCIPAL AMOUNT NOT PROVIDED FOR	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
AMOUNT TO PROVIDE BY TAX LEVY FISCAL YEAR 2024-2025						
Principal 1/3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FOR ALL JUDGMENTS REPORTED						
LEVIED FOR BUT UNPAID JUDGMENT OBLIGATIONS						
OUTSTANDING JUNE 30, 2023						
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
JUDGMENT OBLIGATIONS SINCE LEVIED FOR:						
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
JUDGMENT OBLIGATIONS SINCE PAID:						
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LEVIED BUT UNPAID JUDGMENT OBLIGATIONS						
OUTSTANDING JUNE 30, 2024						
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Schedule 3: Prepaid Judgments as of June 30, 2024						
Prepaid Judgments On Indebtedness Originating After January 8, 1937						
NAME OF JUDGMENT						TOTAL ALL PREPAID JUDGMENTS
CASE NUMBER						
NAME OF COURT						
Principal Amount of Judgment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tax Levies Made	0	0	0	0	0	
Unreimbursed Balance At June 30, 2023	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reimbursement By 2023-2024 Tax Levy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Annual Accrual On Prepaid Judgments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Stricken By Court Order	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Asset Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 4: Sinking Fund Cash Statement		
Revenue Receipts and Disbursements (Fund 41)	SINKING FUND	
	Detail	Extension
Cash on Hand June 30, 2023		\$ 3,299,310.65
Investments Since Liquidated	\$ 0.00	
COLLECTED AND APPORTIONED:		
Contributions From Other Districts	\$ 0.00	
2022 and Prior Ad Valorem Tax	\$ 64,343.52	
2023 Ad Valorem Tax	\$ 3,745,075.13	
Miscellaneous Receipts	\$ 5,991.23	
TOTAL RECEIPTS		\$ 3,815,409.88
TOTAL RECEIPTS AND BALANCE		\$ 7,114,720.53
DISBURSEMENTS:		
Coupons Paid	\$ 54,806.25	
Interest Paid on Past-Due Coupons	\$ 0.00	
Bonds Paid	\$ 3,185,000.00	
Interest Paid on Past-Due Bonds	\$ 0.00	
Commission Paid to Fiscal Agency	\$ 0.00	
Judgments Paid	\$ 0.00	
Interest Paid on Such Judgments	\$ 0.00	
Investments Purchased	\$ 0.00	
Judgments Paid Under 62 O.S. 1981, Sect 435	\$ 0.00	
TOTAL DISBURSEMENTS		\$ 3,239,806.25
CASH BALANCE ON HAND JUNE 30, 2024		\$3,874,914.28

Schedule 5: Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2024		\$ 3,874,914.28
Legal Investments Properly Maturing	\$ 0.00	
Judgments Paid to Recover by Tax Levy	\$ 0.00	
TOTAL LIQUID ASSETS		\$ 3,874,914.28
DEDUCT MATURED INDEBTEDNESS:		
a. Past-Due Coupons	\$ 0.00	
b. Interest Accrued Thereon	\$ 0.00	
c. Past-Due Bonds	\$ 0.00	
d. Interest Thereon After Last Coupon	\$ 0.00	
e. Fiscal Agent Commission On Above	\$ 0.00	
f. Judgements and Interest Levied for But Unpaid	\$ 0.00	
TOTAL Items a. Through f. (To Extension Column)		\$ 0.00
BALANCE OF ASSETS SUBJECT TO ACCRUALS		\$ 3,874,914.28
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	\$ 411,100.00	
h. Accrual on Final Coupons	\$ 3,870.00	
i. Accrued on Unmatured Bonds	\$ 3,235,000.00	
TOTAL Items g. Through i. (To Extension Column)		\$ 3,649,970.00
EXCESS OF ASSETS OVER ACCRUAL RESERVES		\$ 224,944.28

Schedule 6: Estimate of Sinking Fund Needs		
	SINKING FUND	
	Computed By Governing Board	Provided By Excise Board
Interest Earnings on Bonds	\$ 133,927.50	\$ 133,927.50
Accrual on Unmatured Bonds	\$ 3,630,000.00	\$ 3,630,000.00
Annual Accrual on "Prepaid" Judgments	\$ 0.00	\$ 0.00
Annual Accrual on Unpaid Judgments	\$ 0.00	\$ 0.00
Interest on Unpaid Judgments	\$ 0.00	\$ 0.00
Participating Contributions (Annexations):	\$ 0.00	\$ 0.00
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
Annual Accrual From Exhibit KK	\$ 0.00	\$ 0.00
TOTAL SINKING FUND PROVISION	\$ 3,763,927.50	\$ 3,763,927.50

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 7: Ad Valorem Tax Account - Sinking Funds				
ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024				
			28.77 Mills	Amount
Gross Value	\$	0.00	Net Value	\$ 131,021,784.00
Total Proceeds of Levy as Certified				\$ 3,769,988.88
Additions:				\$ 0.00
Deductions:				\$ 0.00
Gross Balance Tax				\$ 3,769,988.88
Less Reserve for Delinquent Tax				\$ 179,523.28
Reserve for Protests Pending				\$ 0.00
Balance Available Tax				\$ 3,590,465.60
Deduct 2023 Tax Apportioned				\$ 3,745,075.13
Net Balance 2023 Tax in Process of Collection				\$ 0.00
Excess Collections				\$ 154,609.53

Schedule 8: Sinking Fund Contributions From Other Districts Due To Boundary Changes			
SCHOOL DISTRICT CONTRIBUTIONS		SINKING FUND	
		Actually Received	Provided For in Budget of Contributing School District
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
From School District No.		\$ 0.00	\$ 0.00
TOTALS		\$ 0.00	\$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 10: Miscellaneous Revenue		2023-24 ACCOUNT
Source		Amount
1000 DISTRICT SOURCES OF REVENUE:		
1200 Tuition & Fees	\$	0.00
1300 EARNINGS ON INVESTMENTS AND BOND SALES		
1310 Interest Earnings	\$	0.00
1320 Dividends on Insurance Policies	\$	0.00
1330 Premium on Bonds Sold	\$	0.00
1340 Accrued Interest on Bond Sales	\$	0.00
1350 Interest on Taxes	\$	0.00
1360 Earnings From Oklahoma Commission on School Funds Management	\$	0.00
1370 Proceeds From Sale of Original Bonds	\$	0.00
1390 Other Earnings on Investments	\$	0.00
TOTAL EARNINGS ON INVESTMENTS AND BOND SALES	\$	0.00
1400 RENTAL, DISPOSALS AND COMMISSIONS		
1410 Rental of School Facilities	\$	0.00
1420 Rental of Property Other Than School Facilities	\$	0.00
1430 Sales of Building and/or Real Estate	\$	0.00
1440 Sales of Equipment, Services and Materials	\$	0.00
1450 Bookstore Revenue	\$	0.00
1460 Commissions	\$	0.00
1470 Shop Revenue	\$	0.00
1490 Other Rental, Disposals and Commissions	\$	0.00
TOTAL RENTAL, DISPOSALS AND COMMISSIONS	\$	0.00
1500 Reimbursements	\$	0.00
1600 Other Local Sources of Revenue	\$	0.00
1700 Child Nutrition Programs	\$	0.00
1800 Athletics	\$	0.00
TOTAL DISTRICT SOURCES OF REVENUE	\$	0.00
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	\$	0.00
2200 County Apportionment (Mortgage Tax)	\$	0.00
2300 Resale of Property Fund Distribution	\$	0.00
2900 Other Intermediate Sources of Revenue	\$	0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$	0.00
3000 STATE SOURCES OF REVENUE:		
3100 Total Dedicated Revenue	\$	5,979.73
3200 Total State Aid - General Operations - Non-Categorical	\$	0.00
3300 State Aid - Competitive Grants - Categorical	\$	0.00
3400 State - Categorical	\$	0.00
3500 Special Programs	\$	0.00
3600 Other State Sources of Revenue	\$	11.50
3700 Child Nutrition Program	\$	0.00
3800 State Vocational Programs - Multi-Source	\$	0.00
TOTAL STATE SOURCES OF REVENUE	\$	5,991.23
4000 FEDERAL SOURCES OF REVENUE:		
TOTAL FEDERAL SOURCES OF REVENUE	\$	0.00
5000 NON-REVENUE RECEIPTS:		
TOTAL NON-REVENUE RECEIPTS		0.00
GRAND TOTAL	\$	5,991.23

CERTIFICATE OF EXCISE BOARD

State of Oklahoma, County of Grady

We, do further certify that we have examined the statement of estimated needs for the current fiscal year ending June 30, 2024, as certified by the Board of Education of Chickasha Public Schools, District Number I-001 of said County and State, and its financial statement for the preceding year, and in so doing we have diligently performed the duties imposed upon this Excise Board by 68 O. S. 2001 Section 3007, by (1) ascertaining that the financial statements, as to the statistics therein contained, reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefor; (3) supplemented such estimate, after appropriate action, by an estimate of needs prepared by this Excise Board to make provision for mandatory functions based upon statistics authoritatively submitted; (4) computed the total means available to each fund in the manner provided, applying the Governing Board's estimate of revenue to be derived from surplus tax of the immediately preceding year and from sources other than ad valorem tax, or reduced such estimate to not less than the lawfully authorized ratio of the several sums realized from such sources during the preceding fiscal year or to such lesser sum as may reasonably be anticipated under altered law or circumstance and using for such determination the basic collections of the preceding year and the ratios on which distribution or apportionment must be made during the ensuing or current year.

To the several and specific purposes of the estimated needs as certified, we have and do hereby appropriate the surplus balances of cash on hand of the prior year, estimates of income from sources other than ad valorem taxation within the limitation fixed by law, and the proceeds of ad valorem tax levy within the number of mills authorized, either by apportionment by the Legislature, allocation by the excise board or by legal election, all of which appropriations are made in so far as the available surpluses, revenues, and levies will permit, except in that we have also provided that, after deducting items consisting of cash and the revenue from all sources other than the 2024 tax and the proceeds of the 2024 tax levy are in excess of the residue of such appropriations, by a sum included for delinquent tax, computed at 5.0% of such residue. And provided further, if said School District has been ascertained to be a well defined State Aid District, the local budget, as approved and appropriated for, has been applied wholly to its operating accounts.

We further certify that the amount required to be raised from tax, excluding Homesteads, for General Revenue Fund purposes as approved, requires a total ad valorem tax levy of 35.000 Mills. Said levy is within the statutory limit, and if in excess, is within the constitutional limit and has been authorized by a vote of the people of said district, as shown by certificate of the School Board to-wit:

To this District, with valuations shown below, the Excise Board allocated 5.000 Mills, plus 15.000 Mills authorized by the Constitution, plus an emergency levy of 5.000 Mills; plus local support levy of 10.000 Mills; for a total levy for the General Fund of 35.000 Mills.

We further certify that the amount required to be raised for building fund purposes as approved requires a tax levy of 5.000 Mills, and said levy has been certified as authorized by a vote of the people at an election held for that purpose. We further certify that Assessed Values used in computing Mill-vote levies have been applied as certified by the County Assessor.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of Chickasha Public Schools, School District No. I-001 of said County and State, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 2001 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit Y and any other legal deduction, including a reserve of 5.0% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "Y"					
County Excise Board's Appropriation of Income and Revenue	General Fund	Building Fund	Co-op Fund	Child Nutrition Fund	New Sinking Fund (Exc. Homesteads)
Appropriation Approved and Provision Made	\$ 17,908,203.79	\$ 2,581,639.58	\$ 0.00	\$ 0.00	\$ 3,763,927.50
Appropriation of Revenues:					
Excess of Assets Over Liabilities	\$ 6,905,031.04	\$ 1,916,122.95	\$ 0.00	\$ 0.00	\$ 224,944.28
Unclaimed Protest Tax Refunds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Miscellaneous Estimated Revenues	\$ 6,343,253.99	\$ (0.00)	\$ 0.00	\$ 0.00	None
Est. Value of Surplus Tax in Process	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	None
Sinking Fund Contributions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Surplus Building Fund Cash	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Other Than 2024 Tax	\$ 13,248,285.03	\$ 1,916,122.95	\$ 0.00	\$ 0.00	\$ 224,944.28
Balance Required	\$ 4,659,918.76	\$ 665,516.63	\$ 0.00	\$ 0.00	\$ 3,538,983.22
Add Allowance for Delinquency	\$ 465,991.88	\$ 66,551.66	\$ 0.00	\$ 0.00	\$ 176,949.16
Total Required for 2024 Tax	\$ 5,125,910.64	\$ 732,068.29	\$ 0.00	\$ 0.00	\$ 3,715,932.38
Rate of Levy Required and Certified	-----	-----	-----	-----	25.94 Mills

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said School District as finally equalized and certified by the Board of Equalization for the current year 2024-2025 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS				
County	Real	Personal	Public Service	Total
This County Grady	\$ 103,272,271	\$ 29,658,075	\$ 10,331,550	\$ 143,261,896
Joint County	\$ 0		\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Joint County	\$ 0	\$ 0	\$ 0	\$ 0
Total Valuations, All Counties	\$ 103,272,271	\$ 29,658,075	\$ 10,331,550	\$ 143,261,896

The assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, be raised by ad valorem taxation, we thereupon made the above levies therefor as provided by law as follows:

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "Y" Continued:		Primary County And All Joint Counties					
Levies Required and Certified:		Valuation And Levies Excluding Homesteads				Total Required For 2024 Tax	
County		General Fund		Building Fund		Total Valuation	
This County	Grady	35.78 Mills		5.11 Mills		\$ 143,261,896	\$ 5,125,911 \$ 732,068
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Joint Co.		0.00 Mills		0.00 Mills		\$ 0	\$ 0 \$ 0
Totals						\$ 143,261,896	\$ 5,125,911 \$ 732,068

Sinking Fund: 25.94 Mills

We do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2024 without regard to any protest that may be filed against any levies, as required by 68 O. S. 2001, Section 2869.

Signed at _____, Oklahoma, this _____ day of _____,

Excise Board Member

Excise Board Chairman

Excise Board Member

Excise Board Secretary

Joint School District Levy Certification for Chickasha Public Schools I-001

Career Tech District Number _____ : General Fund _____

State of Oklahoma) Building Fund _____

County of Grady) ss

I, _____, Grady County Clerk, do hereby certify that the above levies are true and correct for the taxable year 2024.

Witness my hand and seal, on _____,

Grady County Clerk

ALL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
STATISTICAL DATA FOR 2024-2025

EXHIBIT "Z"

Schedule 1: SUMMARY RECAPITULATION OF SCHOOL COSTS FOR THE FISCAL YEAR ENDING JUNE 30, 2024, AND APPORTIONMENT THEREOF						
CLASSIFICATION	ACCUMULATION OF EXPENDITURES AND UNLIQUIDATED COMMITMENTS TO DETERMINE PER CAPITA COSTS					
Expenditures and Reserves	GENERAL REVENUE FUND	CHILD NUTRITION FUND	BUILDING FUND	SINKING FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS
Current Exp. - Educational	\$ 24,032,596.15	\$ 0.00	\$ 1,754,098.09	\$ 0.00	\$ 0.00	\$ 0.00
Current Exp. - Transportation	\$ 1,448,881.92	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Current Res. - Educational	\$ 230,089.56	\$ 0.00	\$ 160,518.87	\$ 0.00	\$ 0.00	\$ 0.00
Current Res. - Transportation	\$ 5,770.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Exp. - Educational	\$ 8,346.25	\$ 0.00	\$ 0.00	\$ 3,239,806.25	\$ 0.00	\$ 0.00
Capital Exp. - Transportation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Res. - Educational	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Res. - Transportation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Paid and Reserved	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 25,725,684.63	\$ 0.00	\$ 1,914,616.96	\$ 3,239,806.25	\$ 0.00	\$ 0.00
Enumeration 2,242.04 Average Daily Attendance 2,071.94 Average Daily Haul 1,172.59						

Expenditures and Reserves	ENTERPRISE FUNDS	ACTIVITY FUNDS	EXPENDABLE TRUST FUNDS	NON-EXPENDABLE TRUST FUNDS	INTERNAL SERVICE FUNDS
Current Expenditures - Educational	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Current Expenditures - Transportation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Current Reserves - Educational	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Current Reserves - Transportation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Expenditures - Educational	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Expenditures - Transportation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Reserves - Educational	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Reserves - Transportation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Paid and Reserved	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Per Capita Cost for: Education \$ 14,201.89 Transportation \$ 1,240.55					

Expenditures and Reserves	TOTAL OF ALL APPLICABLE COSTS 2023-2024	OPERATION COSTS ONLY	TRANSPORTATION COSTS ONLY
Current Expenditures - Educational	\$ 25,786,694.24	\$ 25,786,694.24	\$ 0.00
Current Expenditures - Transportation	\$ 1,448,881.92	\$ 0.00	\$ 1,448,881.92
Current Reserves - Educational	\$ 390,608.43	\$ 390,608.43	\$ 0.00
Current Reserves - Transportation	\$ 5,770.75	\$ 0.00	\$ 5,770.75
Capital Expenditures - Educational	\$ 3,248,152.50	\$ 3,248,152.50	\$ 0.00
Capital Expenditures - Transportation	\$ 0.00	\$ 0.00	\$ 0.00
Capital Reserves - Educational	\$ 0.00	\$ 0.00	\$ 0.00
Capital Reserves - Transportation	\$ 0.00	\$ 0.00	\$ 0.00
Interest Paid and Reserved	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 30,880,107.84	\$ 29,425,455.17	\$ 1,454,652.67

✓

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC: Agreement with Tyler Technologies (Bus Routing and Student Transport Software)

ADMINISTRATIVE RECOMMENDATION:

To approve the Agreement

RATIONALE FOR RECOMMENDATION:

Student safety and wellbeing is of the utmost concern while students are riding our buses. Knowing that our students are on the correct bus and accounted for is paramount. This software will allow our students to scan on and scan off as well as allow parents to use an app to track their students while they are on the bus. We will also have the routing software to help us efficiently plan our daily routes.

FISCAL NOTE:

TBD

OPTIONS:

1. Approve agreement.
2. Not approve agreement.
3. Request additional information.

**CONTACT PERSON: Dan Turner Executive Director of Operation,
Jerry Johnson Operation Coordinator**

Implemented: April 2020



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client"** means Chickasha Public Schools, an Oklahoma public school district.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary.
- **"Defined Vehicles"** means the number of vehicles identified in the Investment Summary for which Client is authorized to use the Tyler Software for routing, avl, field trips and other related K12 transportation activities.
- **"White Fleet Vehicles"** means the number of vehicles which are not used for routing, avl, field trips or other related K12 transportation activities for which Client is authorized to use the Tyler Software and is calculated by subtracting fifty percent (50%) from the number of Defined Vehicles. White Fleet Vehicles have reduced functionality and use the Tyler Software.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement.

- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Invoicing and Payment Policy"** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **"Third Party Hardware"** means the third party hardware, if any, identified in the Investment Summary.
- **"Third Party Products"** means the Third Party Software and Third Party Hardware.
- **"Third Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third Party Services"** means the third party services, if any, identified in the Investment Summary.
- **"Third Party Software"** means the third party software, if any, identified in the Investment Summary.
- **"Third Party Terms"** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties' products or services, as applicable, and attached hereto.
- **"Transportation Solution Terms"** means the terms, including terms applicable to items or services provided by third parties, applicable to Tyler's transportation solutions. Copies of current Transportation Solution Terms are included at Exhibit D.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we", "us", "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. **Rights Granted.** We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users or Defined Vehicles only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.
2. **SaaS Fees.** You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users or Defined Vehicles and, if applicable, the amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users, Defined Vehicles or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).
3. **Ownership.**
 - 3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
 - 3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
 - 3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
4. **Restrictions.** You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. **Software Warranty.** We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.

6. SaaS Services.

- 6.1** Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.
- 6.2** You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.
- 6.3** Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.
- 6.4** We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.5** We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.6** We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.7** We provide secure Data transmission paths between each of your workstations and our servers.

6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.

6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.

SECTION C – PROFESSIONAL SERVICES

1. **Professional Services.** We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. **Professional Services Fees.** You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. **Additional Services.** The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. **Cancellation.** If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (b) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
5. **Services Warranty.** We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. **Site Access and Requirements.** At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide

implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. **Background Checks.** For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. **Client Assistance.** You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
9. **Maintenance and Support.** For so long as you timely pay applicable fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:
 - 9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
 - 9.2 provide support during our established support hours;
 - 9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
 - 9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
 - 9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no

charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) week's advance notice.

10. Expiration of Services. Training services for which payment has been made that are not used prior to twenty-four (24) months from the Effective Date of the Agreement shall expire without refund or credit of fees paid to Client.
11. Planned Continuing Annual Education (PACE). PACE is an annual services program, which establishes credits used for training classes and other ongoing product education offerings. If PACE is applicable to this Agreement, the total credits available for use are set forth in the Investment Summary and the term and invoicing of PACE are indicated in the Invoicing and Payment Policy.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
 - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. **Invoicing and Payment.** We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. **Invoice Disputes.** If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. **Term.** This Agreement is binding when signed. The initial term of this Agreement is equal to the number of years indicated for SaaS Services in Exhibit A, commencing on the first day of the first month following connectivity to the software, unless earlier terminated as set forth below. If no duration is indicated in Exhibit A, the initial term is one (1) year. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. The foregoing notwithstanding, the initial term for Tyler Drive SaaS commences upon availability of the applicable SaaS Services. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. **Termination.** This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
 - 2.1 **Failure to Pay SaaS Fees.** You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
 - 2.2 **For Cause.** If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).

- 2.3 **Force Majeure.** Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
- 2.4 **Lack of Appropriations.** If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

- 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

- 2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.
3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.
4. **LIMITATION OF LIABILITY.** EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION H – GENERAL TERMS AND CONDITIONS

1. **Additional Products and Services.** You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12)

months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. **Optional Items.** Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. **Dispute Resolution.** You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. **Taxes.** The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. **Nondiscrimination.** We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. **E-Verify.** We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. **Subcontractors.** We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. **Binding Effect; No Assignment.** This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

9. **Force Majeure.** Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. **No Intended Third Party Beneficiaries.** This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. **Entire Agreement; Amendment.** This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. **Severability.** If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. **No Waiver.** In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. **Independent Contractor.** We are an independent contractor for all purposes under this Agreement.
15. **Notices.** All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. **Client Lists.** You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. **Confidentiality.** Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of

such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:

- (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
- (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
- (c) a party receives from a third party who has a right to disclose it to the receiving party; or
- (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Quarantining of Client Data. Some services provided by Tyler require us to be in possession of your Data. In the event we detect malware or other conditions associated with your Data that are reasonably suspected of putting Tyler resources or other Tyler clients' data at risk, we reserve the absolute right to move your Data from its location within a multi-tenancy Tyler hosted environment to an isolated "quarantined" environment without advance notice. Your Data will remain in such quarantine for a period of at least six (6) months during which time we will review the Data, and all traffic associated with the Data, for signs of malware or other similar issues. If no issues are detected through such reviews during the six (6) month period of quarantine, we will coordinate with you the restoration of your Data to a non-quarantined environment. In the event your Data must remain in quarantine beyond this six (6) month period through no fault of Tyler's, we reserve the right to require payment of additional fees for the extended duration of quarantine. We will provide an estimate of what those costs will be upon your request.
19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve

the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

23. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Policy
	Schedule 1: Business Travel Policy
Exhibit C	Service Level Agreement
	Schedule 1: Support Call Process
Exhibit D	Transportation Solution Terms
	Schedule 1: Additional Tyler Drive Terms & Conditions
	Schedule 2: Professional Hardware Installation Terms
	Schedule 3: Return Merchandise Authorization Process & Termination of GPS & Tyler Drive Units
	Schedule 4: HERE End User Terms
	Schedule 5: GeoTab Equipment Warranty
Exhibit E	Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Chickasha Public Schools

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

Chickasha Public Schools
900 West Choctaw Avenue
Chickasha, OK 73018
Attention: _____



Exhibit B Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. **SaaS Fees.** SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
2. **Professional Services, Third Party Hardware, and Third Party Services.**
 - 2.1. Fees for hourly and fixed fee professional services, Third Party Hardware, and Third Party Services (including shipping and handling fees), set forth in the Investment Summary are invoiced in two (2) equal annual payments. The first invoice will be issued upon commencement of the initial term as set forth in Section F(1) of this Agreement, and the second invoice will be issued on the first anniversary thereof.
 - 2.2. Fees for professional services or Third Party products and services added after the Effective Date shall be invoiced in accordance with an applicable Order Form or amendment to the Agreement.
3. **Expenses.** The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



**Exhibit B
Schedule 1
Business Travel Policy**

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

II. **Definitions.** Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the live production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. **Service Availability**

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



Exhibit C
Schedule 1
Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

- (1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most “how-to” and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
- (2) Email – for less urgent situations, users may submit emails directly to the software support group.
- (3) Chat – for less urgent and less complex questions, users may use the chat link to connect to software support
- (4) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
- (2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
- (3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (4) Tyler University – online training courses on Tyler products.

Support Availability

Tyler Technologies support is available from 6:30 AM Eastern to 8:00 PM Eastern (Monday – Friday) and Saturdays in August from 9:00 AM Eastern to 3:00 PM Eastern. Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of

such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Incident Handling

Incident Tracking

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler's Customer Portal or by calling software support directly.

Incident Priority

Each incident is assigned a priority level, which corresponds to the Client's needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a "confirmed support incident" mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Resolution Targets*
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote locations; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets*
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

**Response and Resolution Targets may differ by product or business need*

Incident Escalation

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

Remote Support Tool

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



Exhibit D
Transportation Solution Terms

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Exhibit D
Schedule 1
Tyler Drive Terms and Conditions

Hardware Terms and Conditions

1. **Warranty.** Tyler passes through any applicable third-party hardware or services warranties provided by the provider of such hardware or services.
2. **Installation and Acceptance.** Unless otherwise noted in the Investment Summary, the Tyler Software Product installation fee includes installation of the Hardware Products, provided, however, that additional charges for installation may be required in the event vehicles are not available for installation services when the installation personnel arrive at the client location. Upon completion of installation, Client will obtain from Tyler a certification of completion, or similar document, which will constitute Client's acceptance of the Hardware Products. Such acceptance will be final and conclusive except for latent defect, fraud, and a gross mistake as amount to fraud.
3. **Disclaimer of Liability.** In no event will Tyler be liable for any claims, losses, liabilities, damages, costs, or expenses arising out of or in any way related to the operation of the vehicle on which the tablet is installed. Client's installation and use of such tablet will operate as acknowledgement of, and agreement with, the foregoing disclaimer of liability.
4. **Disclaimer for Installation of Tablet.** Except as may be provided in the Professional Hardware Installation terms in Schedule 2 to this Exhibit D, and subject to paragraph 2 "Installation and Acceptance" above, in no event will Tyler be liable for any claims, losses, liabilities, damages, costs, or expenses arising out of or in any way related to the installation of the tablet. In no event will Tyler be liable for any claims, losses, liabilities, damages, costs, or expenses arising out of, or in any way related to, where on the vehicle the Tyler Drive tablet is installed. Your use of the tablet will operate as your acknowledgement of, and agreement with, the foregoing disclaimer of liability.
5. **Site Requirements.** Client shall provide a suitable environment, location and space for the installation and operation of the Hardware Products.

Tyler Drive Embedded Software Terms and Conditions

1. Client's use of the third party software included on Third Party Hardware (for the purpose of this Agreement, "Embedded Third Party Software") is restricted to executable code.
2. Client is prohibited from (i) transferring the Embedded Third Party Software except for temporary CPU transfer in the event of computer malfunction; (ii) assigning, time-sharing, lending, leasing, or renting the Embedded Third Party Software or using for commercial network services or interactive cable or remote processing services.
3. Title to the Embedded Third Party Software shall not pass to Client or any other party.

4. Client is prohibited from reverse engineering, disassembling, or decompiling the Embedded Third Party Software and duplicating the Embedded Third Party Software except for a single archival copy. Reasonable Client backup copies are permitted.
5. To the extent permitted by applicable law, the Embedded Third Party Software developer and its licensors shall have no liability for any damages or loss of any kind, whether direct, special, indirect, incidental, or consequential, arising from the use of the Embedded Third Party Software including, but not limited to, liability for use of Embedded Third Party Software in high-risk activities or liability related to any Data supplied by the software developer.
6. Client, at the time of termination of its Embedded Third Party Software license, is required to certify in writing to Tyler that Client has discontinued use and has destroyed or will return to Tyler all copies of the Embedded Third Party Software and Documentation.
7. Client is required to comply fully with all relevant export laws and regulations of the United States to ensure that Embedded Third Party Software, or any direct product thereof, is not exported, directly or indirectly, in violation of United States law.
8. Client is prohibited from removing or obscuring any software developer copyright, trademark notice, or restrictive legend.
9. All terms in the software developer click-through License Agreement (E204 and E300) included with Embedded Third Party Software are disclaimed. This Agreement is the sole agreement governing Client's use of the Embedded Third Party Software. Any warranty offered by Tyler on the Tyler Software Products shall only apply between Tyler and its client(s). The software developer does not offer any warranties or indemnities to Client for the Embedded Third Party Software.
10. Tyler may terminate Client's license in the event Client uses the Embedded Third Party Software separately from the Tyler Software Products and require Client to acquire a Full Use Software license directly from the software developer to permit any further use of Embedded Third Party Software.
11. ANY THIRD PARTY SOFTWARE, PROGRAM MATERIALS, PREPRODUCTION MATERIALS, CONFIDENTIAL INFORMATION, OR TRADE SECRETS ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. THE SOFTWARE DEVELOPER DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SYSTEM INTEGRATION, AND NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.
12. Tyler is prohibited from providing Client with updated versions of the Embedded Third Party Software in Tyler Software Products.

Tyler Drive Wireless Service Terms and Conditions

1. Under no circumstances shall wireless provider be responsible for or obligated to make any changes to its equipment, operations, network, or systems to accommodate Client.
2. A mobile telephone number may be changed, reassigned, or eliminated upon reasonable notice to Client under certain circumstances, including fraud prevention, area code changes, and regulatory or statutory law enforcement requirements.
3. All equipment activated on a wireless service line at a fixed location must be located by Client within the areas served by the wireless provider owned and operated network.
4. When a Client's wireless service line is terminated, Client shall cooperate with Tyler and the wireless provider to ensure that the equipment that was activated on that line does not register or attempt to register on the wireless provider's network.
5. WIRELESS PROVIDER AND ITS AFFILIATES AND CONTRACTORS MAKE NO WARRANTIES WHATSOEVER, DIRECTLY, OR INDIRECTLY, EXPRESS OR IMPLIED, AS TO THE SUITABILITY, DURABILITY, FITNESS FOR USE, QUALITY, PERFORMANCE OR NON-INFRINGEMENT OF THE WIRELESS SERVICE OR EQUIPMENT OR

- THEIR USE IN CONNECTION WITH THE TYLER PROVIDED EQUIPMENT OR THE TYLER PRODUCT OR SERVICE. THE EQUIPMENT IS PROVIDED "AS IS." EQUIPMENT PURCHASED UNDER THIS AGREEMENT SHALL BE SUBJECT TO ANY WARRANTIES PROVIDED TO TYLER BY THE EQUIPMENT MANUFACTURER.
6. WIRELESS PROVIDER AND ITS AFFILIATES AND CONTRACTORS WILL HAVE NO LIABILITY TO CLIENT:
 - A) IF CHANGES IN THE WIRELESS SERVICE OR IN THE WIRELESS PROVIDER NETWORK, SYSTEMS, OPERATIONS, EQUIPMENT, POLICIES OR PROCEDURES RENDER OBSOLETE OR OUTDATED ANY EQUIPMENT, HARDWARE, DEVICES OR SOFTWARE PROVIDED BY TYLER TO CLIENT IN CONJUNCTION WITH ITS USE OF THE TYLER PRODUCT OR SERVICE;
 - B) FOR ANY CAUSES OF ACTION, LOSSES OR DAMAGES OF ANY KIND WHATSOEVER ARISING OUT OF (I) MISTAKES, OMISSIONS, INTERRUPTIONS, ERRORS, OR DEFECTS IN FURNISHING WIRELESS SERVICE, (II) FAILURES OR DEFECTS IN THE WIRELESS PROVIDER NETWORK OR SYSTEMS, (III) USE OF THE TYLER PRODUCT OR SERVICE OR TYLER'S EQUIPMENT, OR (IV) DISABLING OF EQUIPMENT.
 - C) FOR ANY INJURY TO PERSONS OR PROPERTY, LOSSES (INCLUDING ANY LOSS OF BUSINESS), DAMAGES, CLAIMS OR DEMANDS OF ANY KIND OR NATURE, INCLUDING, BUT NOT LIMITED TO, USE OR INABILITY TO USE THE WIRELESS SERVICE OR EQUIPMENT, RELIANCE BY CLIENT ON ANY DATA PROVIDED OR OBTAINED THROUGH USE OF THE WIRELESS SERVICE OR EQUIPMENT, ANY INTERRUPTION, DEFECT, ERROR, VIRUS, OR DELAY IN OPERATION OR TRANSMISSION, ANY FAILURE TO TRANSMIT OR ANY LOSS OF DATA ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT. IN NO EVENT SHALL WIRELESS PROVIDER OR ITS VENDORS BE LIABLE FOR LOSSES, DAMAGES, CLAIMS OR EXPENSES OF ANY KIND ARISING OUT OF THE USE OR ATTEMPTED USE OF, OR THE INABILITY TO ACCESS, LIFE SUPPORT OR MONITORING SYSTEMS OR DEVICES, 911 OR E911, OR OTHER EMERGENCY NUMBERS OR SERVICES.
 7. IN NO EVENT SHALL WIRELESS PROVIDER, ITS AFFILIATES AND CONTRACTORS BE LIABLE TO END USER, OR ANY OF ITS EMPLOYEES OR AGENTS, OR ANY THIRD PARTY, FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES.
 8. CLIENT EXPRESSLY UNDERSTANDS AND AGREES THAT IT HAS NO CONTRACTUAL RELATIONSHIP WHATSOEVER WITH THE UNDERLYING WIRELESS SERVICE PROVIDER OR ITS AFFILIATES OR CONTRACTORS AND THAT CLIENT IS NOT A THIRD PARTY BENEFICIARY OF ANY AGREEMENT BETWEEN CLIENT AND THE UNDERLYING CARRIER. IN ADDITION, CLIENT ACKNOWLEDGES AND AGREES THAT THE UNDERLYING CARRIER AND ITS AFFILIATES AND CONTRACTORS SHALL HAVE NO LEGAL, EQUITABLE, OR OTHER LIABILITY OF ANY KIND TO CLIENT AND CLIENT HEREBY WAIVES ANY AND ALL CLAIMS OR DEMANDS THEREFOR.
 9. Wireless service uses radio technologies and is subject to transmission and service area limitations, interruptions and dropped calls caused by atmospheric, topographical, or environmental conditions, cell site availability, equipment or its installation, governmental regulations, system limitations, maintenance or other conditions or activities affecting wireless service operation. Wireless service and/or features may not be available in all areas. Wireless service is only available within each applicable calling plan coverage area, within the operating range of the wireless systems, and with equipment that is authorized to operate on wireless provider's network.
 10. Due to regulatory requirements regarding wireless provider's network licenses, Client shall obtain wireless provider's prior approval and written agreement before it may install, deploy, or use any regeneration equipment or similar mechanism (for example, a repeater) to originate, amplify, enhance, retransmit, or regenerate wireless service. Wireless provider may terminate lines and, upon legal notice, may terminate this Agreement and pursue any other available remedies if Client violates this section.
 11. In order to protect the wireless provider's network, operations and other customers, wireless provider may suspend or terminate service to affected lines if Client uses the wireless service or equipment: (a) in an illegal or unauthorized manner (including "spamming" or other abusive messaging); (b) in a

manner prohibited by the applicable plan, option, feature, or application; or (c) in a manner that has an adverse impact on wireless provider's network, operations, or customers. If Client continues using the wireless service in such a manner, wireless provider may deny activation to new wireless service lines or, upon legal notice, may terminate this Agreement.

12. Client's use of the wireless service under this Agreement for purposes other than operating the Tyler Drive application is strictly prohibited. Client may not use the SIM card in the Tyler Drive tablet, or remove the SIM card from the Tyler Drive tablet for use in another device, for any purpose other than operating the Tyler Drive application. Client may not circumvent the Tyler Drive tablet management software for any purpose, including in prohibition of this paragraph. In the event of a violation of this paragraph or usage of data above the Data Streaming Limit, Tyler may (a) invoice Client at a cost of \$1.00 per megabyte (\$1/MB) above the Data Streaming Limit and (b) suspend Client's use of the Tyler Drive SaaS Services. The "Data Streaming Limit" is a maximum of 350 megabytes (MB) per Tyler Drive tablet per month.



Exhibit D
Schedule 2
Professional Hardware Installation Terms

The Investment Summary contains hardware installation services for the quoted number of vehicles.

Additional costs may apply to include both tech-day (see below) rates and travel expenses for unscheduled, unanticipated after hours or weekend installations, or expedited installations requested by Client.

Additional labor and/or parts charges may be required for non-standard vehicles, or installations outside the approved scope of work.

Listed prices do not cover extenuating circumstances beyond the control of Tyler (or Tyler's 3rd Party installer) that lengthen or delay the installation time. If additional time is required due to, but not limited to, any of the following, additional charges may apply: Inadequate lighting; non-covered space in poor weather conditions; power outages; dangerous work environment, etc.

If multiple vehicles are located at one site for installation, the Client shall make enough vehicles available for a technician to fill up one day of work (this will vary based on auxiliary connections, etc.). If Client chooses to not make all vehicles available and the installer must make two or more trips when one trip would have been sufficient to complete installation on all vehicles, then additional tech-day rates (plus travel expenses) may apply for such subsequent trips.

We warrant that the hardware installation services shall be performed in a professional, competent, and workmanlike manner. In the event a breach of this warranty is detected within one (1) year of installation, we shall re-perform such services at no additional cost to you. This warranty shall be void in the event you alter or modify the hardware installation settings in any manner.

Tyler (or Tyler's 3rd Party installer) will identify additional costs required in advance, and such costs shall only be incurred if approved by Client. Client acknowledges that a delay in providing such approval may negatively impact the timeliness of the provision of services.

During installation, Client will have personnel available to move vehicles if necessary.



**Exhibit D
Schedule 3**

**Return Merchandise Authorization Process & Termination of GPS
& Tyler Drive Hardware Units**

1. **TERMINATED UNITS.** Client is responsible for reporting terminated units to end their maintenance agreement on said unit(s). Client will continue to be billed until Tyler is notified of such termination. To notify Tyler, the Client must submit a completed GPS termination form, as shown attached, including the exact serial number(s) of the unit(s) being terminated, to our accounting department so invoices can be adjusted to reflect the termination. The date used to calculate the termination and any associated credits will be the date that Tyler's accounting department receives the completed notification.
2. **LIMITED WARRANTY ON PRO PLUS.** The "Warranty Period" means either: (a) the one (1) year period commencing on the activation date for the device; or (b) the lifetime of the device, provided that the device is activated on certain rate plans (currently the ProPlus rate plan and any other applicable rate plan as announced by us from time to time ("Limited Lifetime Warranty")). Provided you properly complete and we receive from you, a justified written warranty claim and, if applicable, all affected devices (returned at your expense), prior to the expiration of the Warranty Period, we will either repair or replace such device. We reserve the right to replace any device and software with a more current version or model or refurbished device units in our sole discretion. We also reserve the right to charge you return shipping and a reasonable service fee if we determine that your warranty claim was not justified. Additionally, for claims under the Limited Lifetime Warranty we will replace the device in accordance with the process specified above if the network on which the device operates no longer provides adequate coverage in your usage area (as determined by us in our sole discretion). To the maximum extent permitted by applicable law, the foregoing constitutes your sole and exclusive remedy and our sole and exclusive obligation for any breach of the foregoing warranty.
3. **CONDITIONS AND EXCLUSIONS.** Warranty claims must be submitted promptly after the date when you noticed the defect. In order to make a warranty claim, you may be required to prove that the installation did not cause the defect, unless the installation was performed by a Geotab-certified installer. Any products, services or items made or supplied by third parties (including vehicles tracked with our units) are not covered by this process, and we are not responsible for malfunctions by, in, or caused by such products, services, or items.



Tyler GPS Termination Form

Client Name:

Please list all serial numbers that you are requesting to have terminated, along with your reason for termination:

Serial Number	Reason for Termination

Note: All listed units will be terminated upon receipt of this signed document. Additional charges will apply for reactivation of a terminated unit. Hardware Maintenance for terminated units will be adjusted for the renewal following the request for termination. Partial credit/refund of annual fees paid is not available.

Signature:

Printed Name and Title:

Date:



AFFIDAVIT

Please sign and return to cancel products

In regards to the following listed product(s):

Support for GPS and related products

Customer acknowledges that it no longer will receive software updates, "bug fixes", services or telephone support for the listed products.

Customer acknowledges that, if it decides to later utilize the listed products, it must either pay for the products at then-current pricing or remit payment for support fees that would have been due if the products had remained in continual use.

Note: I understand that I am terminating the selected device(s) whereby they will no longer function in any capacity. I also understand that, for purchased devices, if I wish to reuse the terminated device(s) in the future, I will have to return the device(s) to Geotab for reactivation, from which additional charges may incur.

Authorized Representative

Printed Name and Title

Date

Please return this form via email to: AR@tylertech.com or by Fax: 806-797-4849



**Exhibit D
Schedule 4
HERE End User Terms**

Your receipt and use of the HERE data, if required, is subject to the following terms and conditions:

Use of Data. Your use of the HERE data is restricted to your own use for use with the Tyler Software. You are prohibited from using the HERE data with geographic data from competitors of HERE.

Reverse Engineering and Archiving. You are prohibited from reverse engineering or Archiving the HERE data.

Export. You are prohibited from exporting the HERE data (or derivative thereof) except in compliance with applicable export laws, rules, and regulations.

Cessation of Use. You will be required to cease using the HERE data if you fail to comply with the terms and conditions herein.

Regulatory and Third-Party Supplier Restrictions and Obligations. The applicable regulatory and third-party supplier restrictions and obligations (including copyright notices) are available for review at <https://legal.here.com/en-gb/terms/general-content-supplier-terms-and-notice>.

Commercial Item. The HERE data is a "commercial item", as that term is defined at 48 C.F.R. ("FAR") 2.101 and is licensed in accordance with the terms and conditions herein.

Disclaimer of Warranties. Any warranties, express or implied of quality, performance, merchantability, fitness for a particular purpose and non-infringement are hereby disclaimed. Tyler does not make or imply any warranties on behalf of HERE or its data suppliers.

Disclaimer of Liability. Liability is hereby disclaimed for any claim, demand or action, irrespective of the nature of the cause of the claim, demand or action arising out of the use or possession of the HERE data; or for any loss of profit, revenue, contracts or savings, or any other direct, indirect, incidental, special or consequential damages arising out of the use of, or inability to use the HERE data, any defect or inaccuracy in the HERE data, or the breach of these terms or conditions, whether in an action in contract or tort or based on a warranty, even if Tyler, HERE or their suppliers have been advised of the possibility of such damages. Tyler does not provide any right of liability or indemnity against HERE or its data suppliers.



Exhibit D
Schedule 5
Geotab Equipment Warranty

GEOTAB warrants that during the Warranty Period each Product (including beta products obtained through the GEOTAB beta program but excluding other test or demonstration products or product versions) will perform in accordance with the written specifications that GEOTAB issues with respect to such Product, subject to the limitations and conditions set forth in GEOTAB's specifications and this Agreement, when used in accordance with GEOTAB's documentation and specifications. "Warranty Period" means either: (a) the one-year period commencing on the activation date; or (b) the lifetime of the device, provided that the device is activated on certain rate plans (currently the ProPlus rate plan and any other rate plan as announced by GEOTAB from time to time ("Limited Lifetime Warranty")). Provided Client properly completes and GEOTAB receives from Client, directly or through an authorized reseller, a justified written warranty claim and, if applicable, all affected devices (returned at Client's expense to the reseller from whom Client purchased the devices or as otherwise specified by GEOTAB), prior to the expiration of the Warranty Period, GEOTAB will either repair or replace such device or use commercially reasonable efforts to correct any material defects in software and services. GEOTAB reserves the right to replace any device and software with a more current version or model or refurbished device units in GEOTAB's sole discretion. GEOTAB also reserves the right to charge Client return shipping and a reasonable service fee if GEOTAB determines that Client's warranty claim was not justified. The remaining Warranty Period for any purchased Products GEOTAB repairs or replaces under warranty is deemed to be the greater of: (aa) the actual remaining Warranty Period for the replaced or repaired Product; and (bb) 90 days following the completion of such repair or replacement. Additionally, under the Limited Lifetime Warranty GEOTAB will replace the device in accordance with the process specified above if the network on which the device operates no longer provides adequate coverage in Client's usage area (as determined by GEOTAB in GEOTAB's discretion). To the maximum extent permitted by applicable law, the foregoing constitutes Client's sole and exclusive remedy and GEOTAB's sole and exclusive obligation for any breach of the foregoing warranty.

Warranty claims must be submitted promptly after the date when Client noticed the defect. In order to make a warranty claim, Client may be required to prove that the installation did not cause the defects or failures of the Product, unless the installation was performed by a GEOTAB -certified installer. Any products, services or items made or supplied by third parties (including vehicles tracked with our Products) are not covered by our limited warranty and GEOTAB is not responsible for malfunctions by or in such products, services, or items. Client may need to purchase, license, or procure products, software, data, or services from third parties to enable the full use or functionality of GEOTAB's Products. Client is responsible for ensuring that all such third party products, software, data, or services meet GEOTAB's minimum requirements, including without limitation, processing speed, memory, client software, internet access, internet, or other communication channel bandwidth.

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, GEOTAB DISCLAIMS ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY TERMS, REPRESENTATIONS, WARRANTIES OR CONDITIONS OF MERCHANTABILITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, TITLE, QUIET ENJOYMENT OR QUIET POSSESSION AND THOSE ARISING BY STATUTE OR IN LAW, OR FROM A COURSE OF

DEALING OR USAGE OF TRADE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, GEOTAB CANNOT AND DOES NOT REPRESENT, WARRANT OR COVENANT THAT: (A) ANY OF THE PRODUCTS WILL MEET CLIENT'S BUSINESS OR OTHER REQUIREMENTS; (B) THE PRODUCTS WILL OPERATE OR BE PROVIDED WITHOUT INTERRUPTION; (C) THE PRODUCTS WILL BE ERROR-FREE, VIRUS-FREE OR THAT THE RESULTS OBTAINED FROM THEIR USE WILL BE ACCURATE, RELIABLE OR CURRENT (D) ANY ERRORS IN THE PRODUCTS CAN BE CORRECTED OR FOUND IN ORDER TO BE CORRECTED. MOREOVER, GEOTAB DOES NOT ENDORSE, AND MAKES NO REPRESENTATION, OR WARRANTY WITH RESPECT TO, AND ASSUMES NO RESPONSIBILITY, OBLIGATION OR LIABILITY FOR, ANY NON-GEOTAB PRODUCTS, SOFTWARE, DATA OR SERVICES INCLUDING BUT NOT LIMITED TO WIRELESS SERVICES, MAPPING SERVICES, POSTED ROAD SPEED SERVICES, INTERNET BANDWIDTH AND CLOUD STORAGE.

NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES, INCLUDING LOSS OF REVENUE OR PROFITS, LOSS OF DATA, BUSINESS INFORMATION OR LOSS OF USE THEREOF, FAILURE TO REALIZE EXPECTED PROFITS OR SAVINGS, COST OF CAPITAL, LOSS OF BUSINESS OPPORTUNITIES, LOSS OF GOODWILL OR ANY OTHER NON-DIRECT, PECUNIARY, COMMERCIAL OR ECONOMIC LOSS OR DAMAGE OF ANY KIND WHETHER FORESEEN OR UNFORESEEN ARISING FROM OR INCIDENTAL TO THIS AGREEMENT. FOR GREATER CERTAINTY, THE FOREGOING LIMITATIONS AND EXCLUSIONS OF LIABILITY SHALL NOT APPLY TO (A) EITHER PARTY'S INDEMNIFICATION OBLIGATIONS HEREUNDER; OR (B) INFRINGEMENT OR MISAPPROPRIATION OF THE OTHER PARTY'S INTELLECTUAL PROPERTY RIGHTS.

GEOTAB makes no representation nor provides any warranty with respect to third party software. Third party software not manufactured by GEOTAB is limited, in warranty and guarantee, to the warranty and/or guarantee of the supplier and expires upon the expiration of such warranty. GEOTAB will not be responsible for updating or fixing any errors or inconsistencies in the third party software.

It is understood that GEOTAB has no special knowledge of Client's operation or requirements, and Client confirms and agrees that the GEOTAB Equipment are purchased because of the independent determination by Client of its suitability for intended use.

In the event Client discontinues support services on Client's GPS devices and subsequently desires to reinstate such services, Client will be required to repurchase the GPS devices at the then-current rate.



Exhibit E
Statement of Work

Statement of Work follows.

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Chickasha Public Schools

SOW from Tyler Technologies, Inc.

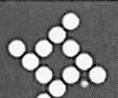
9/4/2024

Presented to:
Jerry Johnson
900 West Choctaw Avenue
Chickasha, OK 73018

Contact:
Jim Ash
Email: Jim.Ash@TylerTech.com
5101 Tennyson Parkway

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the Chickasha PS (collectively the "Project").

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage student transportation functions
- Provide for and expand parent communication tools
- Efficient student transportation planning.
- A single system that every Chickasha Public Schools employee can access regarding student transportation

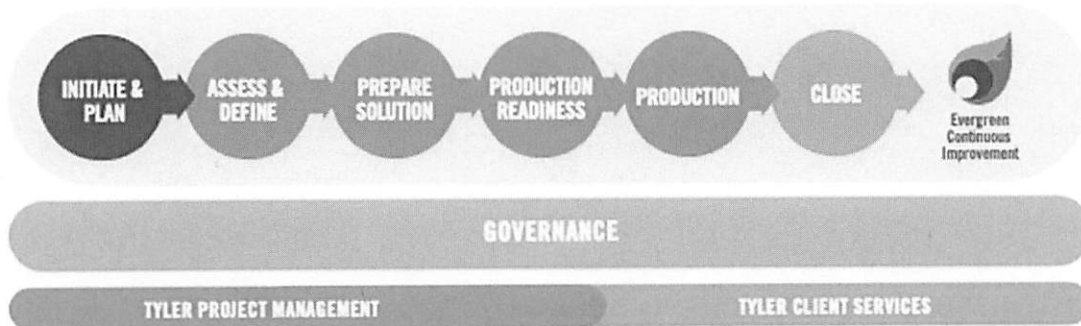
1.3 Methodology

This is accomplished by the Chickasha PS and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Chickasha PS's complexity and organizational needs.



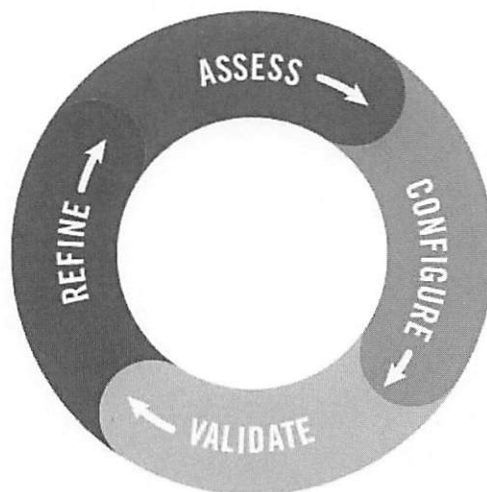
Tyler's Six Stage Project Methodology



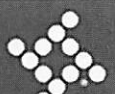
The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the Chickasha PS and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the Chickasha PS and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the Chickasha PS's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.



Part 2: Project Foundation

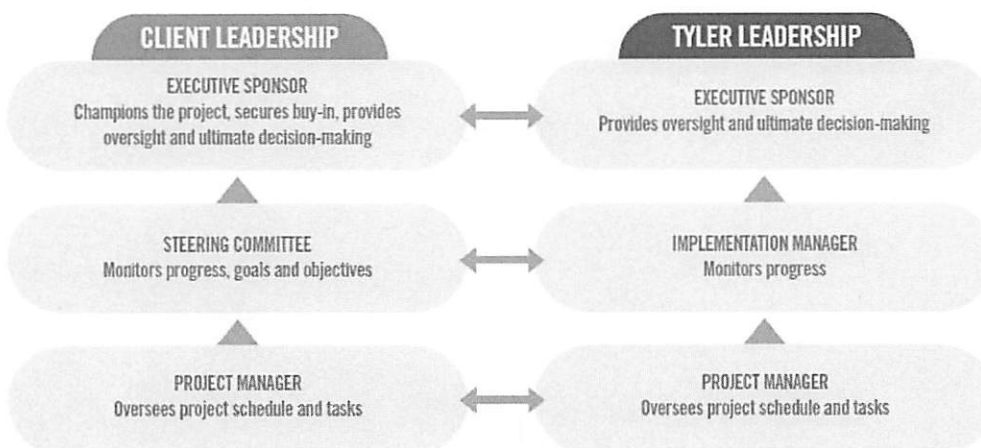
2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the Chickasha PS collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the Chickasha PS Steering Committee become the escalation points to triage responses prior to escalation to the Chickasha PS and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The Chickasha PS and Tyler executive sponsors serve as the final escalation point.

Project Governance Relationships



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the “triple constraints” or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



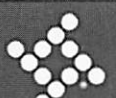
A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

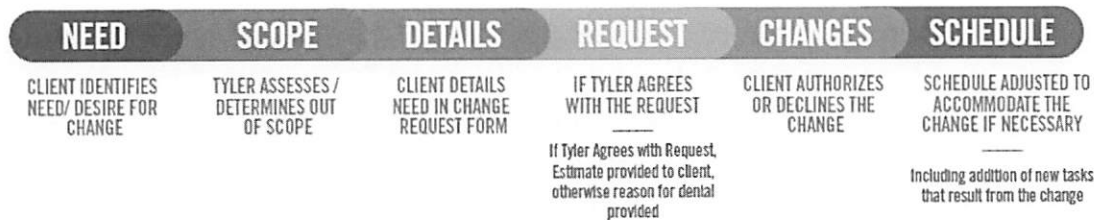
Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the Chickasha PS; for example, the Chickasha PS may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:



- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the Chickasha PS, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The Chickasha PS will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the Chickasha PS). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

Change Request Process



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each Chickasha PS office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the Chickasha PS will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining Chickasha PS feedback and approval on Project deliverables will be critical to the success of the Project. The Chickasha PS project manager will strive to gain deliverable and decision approvals from all authorized Chickasha PS representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each Chickasha PS department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The Chickasha PS shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the Chickasha PS does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the Chickasha PS does not agree the Deliverable or Control Point meets requirements, the Chickasha PS shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Chickasha PS shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Chickasha PS does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the Chickasha PS and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the Chickasha PS, but are roles defined within the Project. It is common for individual resources on both the Tyler and Chickasha PS project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.



5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the Chickasha PS 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the Chickasha PS 's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with Chickasha PS management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

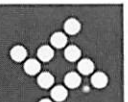
- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the Chickasha PS, the Tyler Project Manager provides regular updates to the Chickasha PS Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the Chickasha PS project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.



- Collaborates with the Chickasha PS project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the Chickasha PS and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the Chickasha PS any items that may impact the outcomes of the Project.
- Collaborates with the Chickasha PS 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the Chickasha PS 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the Chickasha PS and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

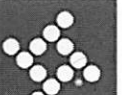
- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the Chickasha PS through software validation process following configuration.
- Assists during Go-Live process and provides support until the Chickasha PS transitions to Client Services.
- Facilitates training sessions and discussions with the Chickasha PS and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.



- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.
- Conducts GIS Planning.
- Reviews GIS data and provides feedback to the Chickasha PS.
- Loads Chickasha PS provided GIS data into the system.

5.2 Chickasha PS Roles & Responsibilities

Chickasha PS resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 Chickasha PS Executive Sponsor

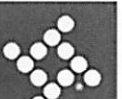
The Chickasha PS executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the Chickasha PS steering committee, project manager(s), and functional leads to make critical business decisions for the Chickasha PS.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 Chickasha PS Steering Committee

The Chickasha PS steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the Chickasha PS project manager and Project through participation in regular internal meetings. The Chickasha PS steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The Chickasha PS steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - Chickasha PS Policies
 - Needs of other client projects



5.2.3 Chickasha PS Project Manager

The Chickasha PS shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The Chickasha PS Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the Chickasha PS project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The Chickasha PS project manager(s) are responsible for reporting to the Chickasha PS steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

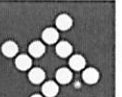
- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the Chickasha PS project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the Chickasha PS and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the Chickasha PS staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all Chickasha PS resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.



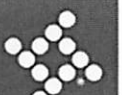
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to Chickasha PS technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 Chickasha PS Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the Chickasha PS project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Meeting
 - Project Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of Chickasha PS resources
 - Attendance at scheduled sessions
 - Change management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Data analysis assistance
 - Decentralized end user training
 - Process testing
 - Solution Validation

5.2.5 Chickasha PS Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the Chickasha PS business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.



- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the Chickasha PS staff during and after implementation.

5.2.6 Chickasha PS End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 Chickasha PS Technical Lead

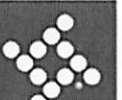
- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for Chickasha PS third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.

5.2.7.1 Chickasha PS GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of Chickasha PS GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.
- Provides Tyler implementation team with GIS data/service access information.

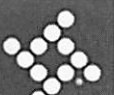
5.2.7.2 Chickasha PS Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the Chickasha PS's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with Chickasha PS and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.



5.2.8 Chickasha PS Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.



Part 3: Project Plan

6. Project Stages

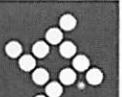
Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point", confirming the work performed during that stage of the Project has been accepted by the Chickasha PS.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as "This work package is not applicable" in Section 6 of the Statement of Work.*



6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

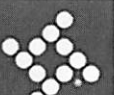
6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the Chickasha PS with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the Chickasha PS gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the Chickasha PS's team. During this step, Tyler will work with the Chickasha PS to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify Chickasha PS project team.

STAGE 1	Initial Coordination																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
Chickasha PS project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the Chickasha PS		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						



Inputs	Contract documents
	Statement of Work
Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

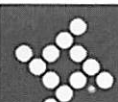
Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the Chickasha PS to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all Chickasha PS Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the Chickasha PS's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the Chickasha PS Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the Chickasha PS with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning														
	Tyler								Chickasha PS						
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads
															End Users
															Technical Leads



Schedule and conduct planning session(s)		A	R						I		C	C	I				
Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	Chickasha PS provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- Chickasha PS has reviewed and completed the Guide to Starting Your Project document.

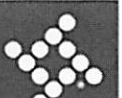
6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. . The Chickasha PS is responsible for the installation, setup and maintenance of all peripheral devices.

Objectives:

- Ensure the Chickasha PS's infrastructure meets Tyler's application requirements.
- Ensure the Chickasha PS's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
		A	R		C		C				C						C
Initial Infrastructure Communication		A	R		C		C				C						C



Schedule Environment Availability		A	R					C				I					
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Inputs	Initial Infrastructure Requirements
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the Chickasha PS Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the Chickasha PS team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

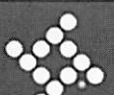
Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
	Create Stakeholder Meeting Presentation	I	A	R	I	I			I	I	C		I				
	Review Stakeholder Meeting Presentation		I	C					A		R		C				
	Perform Stakeholder Meeting Presentation	I	A	R	I	I			I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	



Work package assumptions:

- None

6.1.5 GIS Planning

GIS data is a core part of many Tyler applications. Other Chickasha PS offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

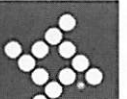
- Identify all Chickasha PS GIS data sources and formats.
- Tyler to understand the Chickasha PS's GIS needs and practices.
- Ensure the Chickasha PS's GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation																
	Tyler							Chickasha PS									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C
Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C
Review GIS Data and Provide Feedback		A	R				C				I						C

Inputs	GIS Requirements Document															
Outputs / Deliverables											Acceptance Criteria [only] for Deliverables					
	Production Ready Map Data										Meets Tyler GIS Requirements.					

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- Chickasha PS is responsible for maintaining the GIS data.



6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the Chickasha PS
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document
- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current Chickasha PS business processes. This information will be used to identify and define business processes utilized with Tyler software. The Chickasha PS collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

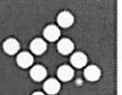
The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on Chickasha PS team knowledge transfer such as: eLearning, documentation, or walkthroughs. The Chickasha PS team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the Chickasha PS for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	Chickasha PS



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

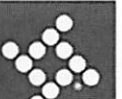
The Chickasha PS and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The Chickasha PS will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the Chickasha PS's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	Chickasha PS



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	Chickasha PS current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- Chickasha PS attendees possess sufficient knowledge and authority to make future state decisions.
- The Chickasha PS is responsible for any documentation of current state business processes.
- The Chickasha PS can effectively communicate current state processes.

6.2.3 This work package is not applicable.

6.2.4 This work package is not applicable.

6.2.5 This work package is not applicable.

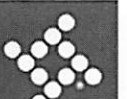
6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.



- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the Chickasha PS against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

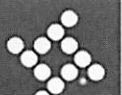
6.3.1 Initial System Deployment

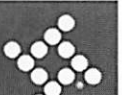
The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The Chickasha PS can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*																
	Tyler							Chickasha PS									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on Chickasha PS Devices (if applicable)			I				C				A						R
Tyler System Administration			A				R				I						C



[illegible]

Complete Chickasha PS configuration tasks (where applicable)			I	C						A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C			I	C		C			C
Updates to Solution Validation testing plan			C	C						A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The Chickasha PS is responsible for making decisions when multiple options are available.

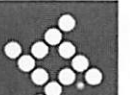
6.3.3 Process Refinement

Tyler will educate the Chickasha PS users on how to execute processes in the system to prepare them for the validation of the software. The Chickasha PS collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the Chickasha PS understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement														
	Tyler								Chickasha PS						
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads
Conduct process training			A	R							I	C	I	C	



Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (Chickasha PS Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update Chickasha PS-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed Chickasha PS-specific process documentation (completed by Chickasha PS)	

Work package assumptions:

- None

6.3.4 This work package is not applicable.

6.3.5 This work package is not applicable.

6.3.6 This work package is not applicable.

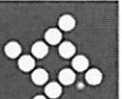
6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.



Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the Chickasha PS team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the Chickasha PS to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

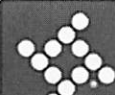
Solution Validation is the end-to-end software testing activity to ensure that the Chickasha PS verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the Chickasha PS organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)



Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	Chickasha PS updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the Chickasha PS will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the Chickasha PS has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the Chickasha PS will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C



Final system infrastructure review (where applicable)			A				R				C					C
---	--	--	---	--	--	--	---	--	--	--	---	--	--	--	--	---

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the Chickasha PS

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

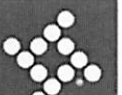
Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. Chickasha PS users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop Chickasha PS specific business process documentation. Chickasha PS-led training labs using Chickasha PS specific business process documentation if created by the Chickasha PS can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The Chickasha PS is prepared for on-going training and support of the application.

STAGE 4	End User Training														
	Tyler								Chickasha PS						
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads
Update training plan		A	R	C							C		I		C
End User training (Tyler-led)		A	R	C							C	C	I	C	C
Train-the-trainer		A	R	C							C	C	I	C	



End User training (Chickasha PS-led)			C	C							A	R	I	C	C	C	
---	--	--	---	---	--	--	--	--	--	--	---	---	---	---	---	---	--

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	Chickasha PS signoff that training was delivered

Work package assumptions:

- The Chickasha PS project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the Chickasha PS as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of Chickasha PS departments.
- The Chickasha PS will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

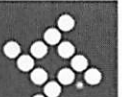
- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the Chickasha PS will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the Chickasha PS to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the Chickasha PS and Tyler will complete work assigned to prepare for Go-Live.



Tyler staff collaborates with the Chickasha PS during Go-Live activities. The Chickasha PS transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- Chickasha PS data available in Production environment.

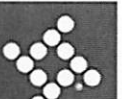
STAGE 5	Go-Live																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live														
	Final source data (if applicable)														

Outputs / Deliverables								Acceptance Criteria [only] for Deliverables							
	Data is available in production environment							Chickasha PS confirms data is available in production environment							

Work package assumptions:

- The Chickasha PS will complete activities documented in the action plan for Go-Live as scheduled.



- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The Chickasha PS business processes required for Go-Live are fully documented and tested.
- The Chickasha PS Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The Chickasha PS Project Team and Power User's provide business process context to the end users during Go-Live.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the Chickasha PS onto the Tyler Client Services team, who provides the Chickasha PS with assistance following Go-Live, officially transitioning the Chickasha PS to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the Chickasha PS teams for key processes and subject areas.

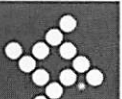
STAGE 5	Transition to Client Services																
	Tyler							Chickasha PS									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer Chickasha PS to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List
--------	-----------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.



6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler							Chickasha PS									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities
--------	---------------------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

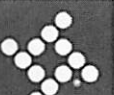
- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:



- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The Chickasha PS transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the Chickasha PS for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the Chickasha PS teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	Chickasha PS
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	



Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

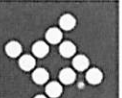
At this time the Chickasha PS may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the Chickasha PS teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								Chickasha PS								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to Chickasha PS and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work



Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	Chickasha PS acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

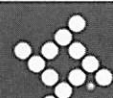
- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the Chickasha PS will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The Chickasha PS Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the Chickasha PS project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the Chickasha PS is responsible for making decisions based on the options available.



- Implementation of new software may require changes to existing processes, both business and technical, requiring the Chickasha PS to make process changes.
- The Chickasha PS is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, Chickasha PS is responsible for managing Organizational Change. Impacted Chickasha PS resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted Chickasha PS resources understand the value of the change, and why they are being asked to change.

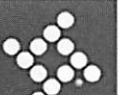
7.3 Resources and Scheduling

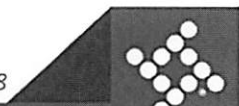
- Chickasha PS resources will participate in scheduled activities as assigned in the Project Schedule.
- The Chickasha PS team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the Chickasha PS will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The Chickasha PS will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The Chickasha PS makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The Chickasha PS will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The Chickasha PS will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 This work package is not applicable.

7.5 Facilities

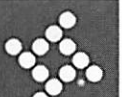
- The Chickasha PS will provide dedicated space for Tyler staff to work with Chickasha PS resources for both on-site and remote sessions. If Phases overlap, Chickasha PS will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The Chickasha PS will provide staff with a location to practice what they have learned without distraction.



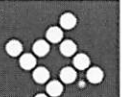


8. Glossary

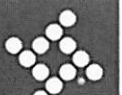
Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]



Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

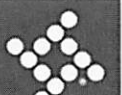


Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

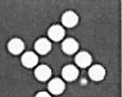


Part 4: Appendices

9. No Conversion - This work package is not applicable.

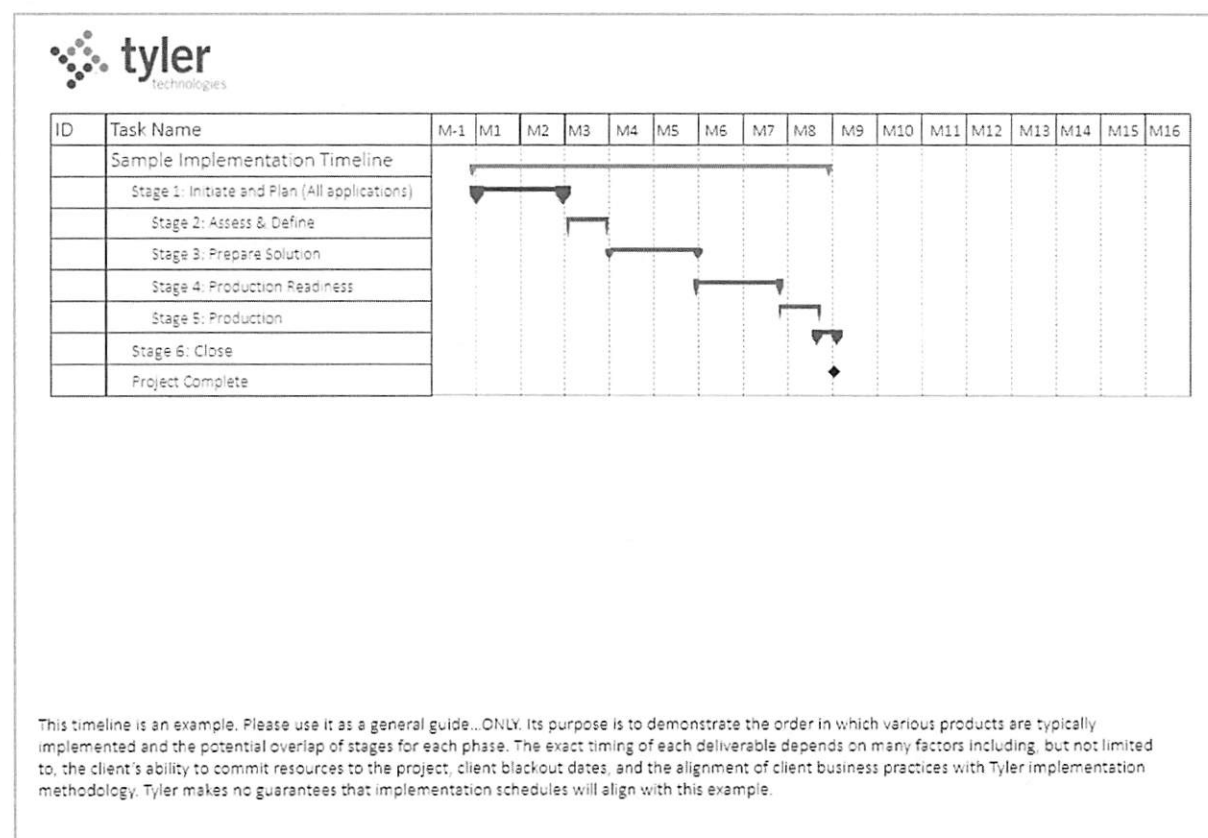


10. Additional Appendices



11. Project Timeline

11.1 Student Transportation Timeline



ITEM OF CONSIDERATION

Chickasha Public Schools

Board of Education

September 9, 2024

TOPIC:

Revised - Board Policies

- **BC - Safety Programs**
- **BD - Health Services and Communicable Diseases**
- **EE - Student Activities**

ADMINISTRATIVE RECOMMENDATION:

Please Approve.

RATIONALE FOR RECOMMENDATION:

- BC - Remove language about Emergency Action Plan and move to Board Policy EE. (Same language as Board Policy BC)
- BD - Removed language about Automatic External Defibrillator and move to Board Policy EE. (Same language with the addition of the following: *Any person using an AED under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.*)
- Board Policy EE - adds language about head injury or concussion on page 2.
- Board Policy EE - adds language about new required training for all coaches: first aid, CPR, and use of AED.

All of these revisions were submitted by legal counsel based on new legislation.

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

Chickasha Public Schools

DISTRICT POLICY

BC

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: In determining the additional safety drills to be performed, the principal and the superintendent shall 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 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 District, and then **no less than** at least once every fifth academic year 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. 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.

Mental Health Protocol: A mental health crisis is any situation in which a person's

behavior or distress puts them at risk of hurting themselves or others and/or prevents them from being able to function or care for themselves. District staff members are trained to identify warning signs including, but not limited to, self-harm or substance abuse, an inability to perform daily tasks, increased agitation, isolation, loss of touch with reality, paranoia, and rapid mood swings. In the event of a suspected or identified mental health crisis, District staff members shall begin with an assessment of the situation followed by holding a conversation with the student in a safe, quiet space. The student should be supervised at all times and safety protocol will be followed, which may include a referral to crisis services. The 9-8-8 Mental Health Lifeline offers 24/7 call, text and chat access to trained crisis counselors for those who are experiencing mental distress including but not limited to suicidal thoughts and mental health crisis. Parents/guardians will be contacted as soon as possible and asked to come to the school. District staff will provide the parent/guardian with Form BC-F and will provide additional referral information as it deems necessary, up to and including services provided through its mental health partner.

In the event that a student is out of school for more than two (2) school days due to a mental health crisis, the student's caregiver should expect to meet with the student and District's counselor prior to returning to school. The meeting will consist of discussing and documenting a re-entry procedure relating to both academic and emotional transition as well as address any concerns the student or parent/guardian may have. Any necessary accommodations should be documented and designated staff, in addition to the counselor, should continue to monitor and communicate with the student and the parent/guardian regarding the ease or difficulty of the transition. District staff will maintain detailed documentation regarding the steps taken and concerns addressed. District staff will comply with the Health Insurance Portability and Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act ("FERPA") at all times.

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; 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 or changing area 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, December 4, 2023;
September 9, 2024

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

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 of 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.

If District is able to coordinate with a physician to receive a prescription for glucagon, District will utilize the following ~~to~~ guidelines 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.

With written consent from the parent or guardian of a student with continuous glucose monitoring with electronic access to glucose numbers, a school nurse, diabetes care assistant, or employee trained by a health care professional may download the necessary electronic applications or software to a district-provided electronic device. If a district-provided device is unavailable, the applications or software may be downloaded to the school nurse, diabetes care assistant, or trained employee's personal electronic device.

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; September 9, 2024

DISTRICT POLICY

STUDENT ACTIVITIES

General: Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

Organizations: District shall permit the formation of student organizations as provided by Administrative regulations and procedures. Student organizations shall have at least one (1) faculty advisor and shall comply with state law, District policy, and any Administrative Regulations regarding funds from student activities.

Government: District shall permit the formation and operation of student government which shall provide students with an opportunity to participate in the workings of the democratic process. The student government shall not have any authority to make policies and/or regulations for District, nor shall they have any authority regarding disciplinary matters except for recommending the removal of a member. The student government may make recommendations to the Administration on any topic.

Publications: District may establish official District-sponsored publications as a forum for student expression. Official District-sponsored publications may include newspapers and yearbooks. The preparation, publication, and distribution of such student publications shall be done by students working under the supervision of a faculty advisor and shall be done in accordance with the law, District policy, and any applicable Administrative Regulations and procedures.

Contests and Competitions: Students may participate in various contests and competitions whether sponsored by District or by other organizations when approved by the appropriate administrator. In determining participation in contests and competitions, District administrator shall consider the primary educational aims of District and the needs and interests of the students. Contests shall not be used to promote private or commercial interests or to promote the sale of competitive goods or services. All contests to be conducted shall comply with any applicable Administrative Regulations and procedures. District may provide funds for transportation, registration, and lodging, when necessary, for students who are approved to attend district, regional, state, or other competitions.

Other Extra-curricular Activities: A well-organized and well-conducted extra-curricular program is a potent factor in the morale of the student body and an important phase of good community-school relations. Students benefit through opportunities to grow physically and intellectually, to develop self-discipline, and to contribute to a team effort which is made possible

by participation in extra-curricular and athletic activities. The eligibility of students to participate in the District's extra-curricular programs shall be monitored by coaches, sponsors, and principals.

Insurance against accident or injury, if required by any applicable law or regulation or desired by the parent or guardian of the student, shall be provided by the student who engages in extra-curricular activities, and will not be provided by the school.

Head Injury and Concussion Prevention and Management: In an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, District will work in conjunction with the Oklahoma Secondary Schools Activities Association ("OSSAA") to educate coaches, students, and parents/guardians about head injuries and concussions, the risks associated with head injuries and concussions, and about continuing to play after a head injury or concussion, as follows:

1. Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the District. The District will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website; www.ossaa.com.
2. Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the District. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.
3. Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time. If a game or team official who is responsible for the care and safety of an athlete at an athletic event suspects or becomes aware that an athlete is exhibiting signs, symptoms or behaviors consistent with having sustained a concussion or head injury and does not remove the athlete from practice or competition, the official shall be subject to additional concussion recognition and management education as predetermined by the board. If the official fails to remove an athlete under suspicion of a concussion or head injury a second time, the official shall be suspended from the sport until he or she appears before the board.
4. An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:

- a. The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and
- b. Said health care provider issues a written clearance for the student to return to participation; and
- c. The written clearance is on file with District.

*The health care provider should also offer guidance as to the appropriate levels of cognitive and physical activities in which the student should partake when returning to school.

- 5. Students who are recovering from a concussion are advised to limit their activities. Exercising or activities involving a lot of concentration may cause concussion symptoms to reappear or worsen. Academic adjustments for a student who returns to school while recovering from a concussion should be tailored on a case by case basis. A variety of services are offered to assist students who experience prolonged recovery in accordance with law and policy. These services include, but are not limited to, interventions, 504 Plans, and Individualized Education Plans (IEPs).
- 6. When an athlete is cleared to return to participation in a sport, such return should consist of a graduated progression. Game officials and team officials shall keep a close eye on returning athletes and shall undergo concussion training as required by law so that they can identify any signs or symptoms of initial or recurring concussions.
- 7. In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussions who might participate in multiple sports within the District, the District Athletic Director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been removed from athletic participation due to a suspected head injury or concussion:
 - a. The athlete's name;
 - b. The date the suspected head injury or concussion occurred;
 - c. The sport in which the athlete was participating at the time of injury; and
 - d. Any other sports in which the student participates or may be participating within the District in the given school year; and

- e. Date of return to athletic participation, along with confirmation that all three conditions for return were met.

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. Any person using an AED under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

Chase Morris Sudden Cardiac Arrest Prevention Act: Each year prior to participation in any athletic activity, students in grades six through twelve and their parents/guardians shall be required to complete and sign an acknowledgment of receipt and review of sudden cardiac arrest symptoms and warning signs information sheet prepared by the State Department of Health and the State Department of Education.

District may hold an informational meeting prior to the beginning of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. Informational meetings may include parents, students, coaches, other school officials, physicians, pediatric cardiologists and athletic trainers.

A student who collapses or faints without concurrent head injury while participating in an athletic activity shall be immediately removed by the coach from participation and shall not return to participation until the student has been evaluated and cleared for return to participation in writing by a health care provider as defined by law.

Annually and prior to coaching an athletic activity, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an AED. Guidelines for the training shall be set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care.

Emergency Response Plans: 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. 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.

In addition, District shall develop a sudden cardiac emergency response plan. The plan shall activate in response to sudden cardiac arrest and shall establish members for each school site, including a site administrator. The plan shall also implement clearly marked and easily accessible AED placement and routine maintenance within the school in accordance with guidelines for the training set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care. The plan will be disseminated throughout campus and practiced through periodic drills. District administration will coordinate with emergency medical service providers that serve in the area near District's school sites. The plan shall address athletic events and athletic facilities at each middle and high school site as follows:

1. An AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or
2. A mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care.

District will identify and ensure appropriate staff, including but not limited to athletic coaches, school nurses, and athletic trainers, are trained in first aid, pulmonary resuscitation, and in the use of an AED in accordance with guidelines for the training set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care. The board and the sudden cardia response team will review and update the plan annually.

Field Trips: Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Any out-of-state travel must be approved by the Board.

Overnight Student Trips: A request for overnight travel involving students will be made to the Superintendent or designee. If the Superintendent or designee approves, all overnight student trips will be submitted to the Board for approval and will include adult sponsors who have been approved by the Superintendent or designee. Any rooming assignments will be determined in advance of the trip by the Superintendent or a designee. The Superintendent or designee will ensure that there are an appropriate number of adult sponsors and adult sponsors will be expected to perform random inspections to ascertain whether students are in assigned locations.

Adopted: September 14, 2020

Revised: September 9, 2024

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Revised - Board Policy - BJ - Internet Access and Acceptable Use Policy

ADMINISTRATIVE RECOMMENDATION:

Approve revision to the board policy.

RATIONALE FOR RECOMMENDATION:

Adds language on page 3.

- Exceptions to this requirement include non-school related communications between family members...

This revision was submitted by legal counsel based on new legislation.

FISCAL NOTE:

None

OPTIONS:

1. Approve the policy revisions.
2. Not approve the policy revisions.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman and Joe Molder

Implemented: April 2020

DISTRICT POLICY

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students and employees to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, District cannot guarantee that students and employees will not access such material. However, District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use.

Acceptable Uses: District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals.

Prohibited Uses: According to Administrative Regulations, District's computers and available Internet access (including e-mail) provided by District shall not be used:

- a. To violate an individual's right to privacy;
- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt District's property or the property of any other individual or organization;
- f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or

degrading to others;

- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board;
- j. To engage in any illegal activity; or
- k. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse: The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student or employee who inappropriately uses District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by District's computers or District-provided Internet access. District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Internet-based Instruction: District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education. Only regularly enrolled students of District shall qualify for such course credit and students enrolling in Internet courses shall be full-time students unless designated as suspended students or dropout students.

Education: District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

Web Filtering: All internet usage will be monitored and recorded to ensure compliance with the Children's Internet Protection Act ("CIPA"), as codified at 47 U.S.C. § 254. District shall provide filtered access to the Internet per standards pursuant to CIPA. Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors. The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

District will enforce the operation of the technology protection measures on its computers with Internet access. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

Records Retention: District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy - BM.

Employee and Student Communications:

I. Definitions:

- A. Electronic or Digital Communication may include, but is not limited to, emails, text messages, instant messages, direct messages, social media messages or communication of any kind, messages sent through software applications, and any other electronic digital means of communication.
- B. School personnel or District employee refers to teachers, coaches, administrators, school bus drivers, and any other person who is employed either full-time or part-time by District.

II. Employee Guidelines:

- A. Any time a District employee engages in electronic or digital communication with an individual student, the employee shall include the student's parent or guardian in the communication. Exceptions to this requirement include **non-school related communications between family members**, circumstances where the communication is through a school-approved platform and is related to school and academic communications or in the event of an emergency. However, in the event of an emergency, the employee must subsequently and in a timely manner, notify the parent or guardian of the communication.
- B. District employees shall make reasonable efforts to utilize District-approved platforms, systems and/or applications where at all possible such that parents or guardians may be automatically included in communications with students.
- C. The Administration will designate the forums that qualify as District-approved

platforms and will publish those designations on District's website as well as in its handbooks.

III. Violations:

- A. Any District employee who is reported to be in violation of this policy shall be placed on administrative leave during the pendency of the District's investigation of the matter. District's board and local law enforcement will be notified as provided for by law. If no misconduct is found during the course of the investigation, the employee shall return to work and the incident will be noted in his or her personnel file. If misconduct is found, the employee will be subject to discipline in accordance with District policy, up to and including termination.

Employee and Student Use of Social Media: District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

- I. **Employee Guidelines:** The Superintendent, school principals and/or other members of District administration will annually remind all staff members the importance of maintaining proper decorum in the online/digital world, as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process and complies with all state and federal laws and any applicable District policies. The reminders will give special emphasis to the following **prohibited behaviors:**

- A. Improper socializing and improper private contact with students using social media sites, online networks, phones, technology and all communications.
- B. Inappropriateness of posting items with sexual content.
- C. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol or use of obscene, profane or vulgar language or engaging in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory.

- D. Monitoring and penalties for improper use of District computers and technology.
- E. Intentional misinformation regarding District with purpose to damage and/or slander students, organizations, employees, schools, or administration. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.
- F. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

Per state law at 74 O.S. § 840-8.1, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- A. Obscene sexual content or links to obscene sexual content;
- B. Abusive behavior and bullying language or tone;
- C. Conduct or encouragement of illegal activity; and
- D. Disclosure of any information required to be maintained as confidential by law, regulation or internal policy.

"Social networking" or "social media" means interaction with external websites or services based upon participant contributions to the context. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking; and "Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designee will periodically conduct internet searches to see if employees have posted inappropriate materials/communications online. When violation of this policy is discovered, the material will be downloaded and promptly brought to the attention of the Superintendent or designee and District's legal counsel for review. Employees who engage in any of the above referenced prohibited behaviors are subject to disciplinary action, including possible dismissal from employment, for failure to follow district policy and/or state law.

A copy of this policy shall be distributed to each employee via e-mail. If information in violation of this policy and/or state law is posted on district social media, it will be immediately removed.

III. Student Guidelines:

- A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
- B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content

of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats or advocates or depicts illegal activity and/or causes a substantial disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.
- D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

IV. Consequences for Violations of Social Media Policy: Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

- A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
- B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
- C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Adopted: September 14, 2020

Revised: June 29, 2022; July 1, 2024; September 9, 2024

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Revised - Board Policy - DI Leave

ADMINISTRATIVE RECOMMENDATION:

Please Approve.

RATIONALE FOR RECOMMENDATION:

Adds language about Leave of Absence to the statement following: *An employee who returns to work after an approved leave of absence...Except for employees on an approved leave of absence to hold office as an officer, director, trustee or agent of a nation, statewide, or school district employee association,...*

This revision was submitted by legal counsel based on new legislation.

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

Chickasha Public Schools

DISTRICT POLICY

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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

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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. **Except for employees on an approved leave of absence to hold office as an officer, director, trustee or agent of a national, statewide, or school district employee association,** 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.

Adopted: September 14, 2020
Revised: February 8, 2021, August 30, 2021, July 7, 2023; September 9, 2024

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Revised - Board Policy - EA General Student Policies

ADMINISTRATIVE RECOMMENDATION:

Please Approve.

RATIONALE FOR RECOMMENDATION:

- Adds language about “minute of silence”.
- Adds language about Voluntary Prayer.

This revision was submitted by legal counsel based on new legislation.

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

Chickasha Public Schools

DISTRICT POLICY

EA

GENERAL STUDENT POLICIES

School Calendar: School shall actually be in session and instruction offered:

- For not less than 1080 hours each school year. The Board will notify the State Board of Education ("SBE") prior to October 15 of the applicable school year; or
- Beginning with the 2021-2022 school year, for not less than 1,080 hours with a minimum of 165 days of instruction each school year. The Board will notify the SBE prior to October 15 of the applicable school year; or

Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. In addition, the superintendent shall have the authority to make short-term adjustments to the calendar as necessary, including but not limited to distance learning schedules and related planning and redefining attendance and absence requirements for students and staff.

School Day: A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law or as a result of extenuating circumstances such as a health and safety emergency. The Administration shall establish the school hours within the school day and class schedules for the schools within District and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. That information will be provided to students, parents and the public in the school handbooks.

Class Size: The Administration shall maintain appropriate class sizes as required by state law and applicable regulations.

School Ceremonies and Observances: According to state law, each school is expected to conduct a daily pledge of allegiance to the flag of the United States of America and may fly the United States and Oklahoma flags on school grounds on school days when weather permits. Schools within District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within District may conduct programs commemorating events in the history of Oklahoma and the United States. Student assemblies shall be considered part of the school program and shall be held during school hours.

Minute of Silence: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

The minute of silence shall commence with an announcement substantially mirror the following statement: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices." Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

Voluntary Prayer: District acknowledges the right to engage in voluntary prayer. Those who wish to participate in voluntary prayer will be permitted to do so pursuant to the Oklahoma Administrative Code at OAC 210:35-3-251. Voluntary prayer is permitted at school events, including but not limited to sporting events or graduation ceremonies, so long as it is non-disruptive and respectful of the rights of other individuals present. Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

Release of Students: All students are to remain on the school campus between the time of arrival and the close of their assigned school day. Parents and/or guardians must check out students through the school office before taking the student from campus. Students shall only be released from schools to a parent or guardian listed in District's student information system unless the parent or guardian has provided the Principal with a written statement authorizing the release of the student to a third party. The Principal may contact the parent or guardian to authenticate or verify the written authorization. Students who leave campus without permission shall be subject to disciplinary action.

Open Campus Lunch: District may permit high school students the option to leave campus for lunch. This would include students enrolled in Quality Academy, and traditional students. Parents assume responsibility for student welfare and safety while students are away from campus during the lunch period. If open campus lunch is not permitted or students prefer not to leave campus for lunch, students will be permitted to purchase a school lunch, use vending machines and/or bring their lunch. Any student who is late returning to school from lunch or those who demonstrate inappropriate behavior could be subject to loss of off campus privileges.

Adopted: September 14, 2020

Revised: September 9, 2024

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Revised - Board Policy - EB Admission, Residency, Placement, Transfer, and Withdrawal

ADMINISTRATIVE RECOMMENDATION:

Please Approve.

RATIONALE FOR RECOMMENDATION:

Added language regarding Student Transfers.

- Timelines for notifying parents of the decision to approve or deny transfer applications.
- Moved to the July 1st capacity determination to “beginning on May 1st”.
- Adds additional language about the child of a District employee.
- Adds language about a student in Foster Care.
- Adds language about Special Education and Gifted Education Transfers.

This revision was submitted by legal counsel based on new legislation.

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

Chickasha Public Schools

DISTRICT POLICY

EB

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 **or within the District by a student attending a different school site within the 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 **or the desired 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. District will approve or deny transfer applications and notify the parents of the decision in writing within thirty (30) days of receiving an application. If the capacity of a grade level for each school site or the desired 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. If the transfer application is accepted, the parents shall notify District in writing within ten (10) days of receiving notice of approval that the student will be enrolling in the District. Failure to provide such notice may result in District’s decision to cancel the transfer, which will be provided in writing immediately upon the cancellation. If the transfer application is denied, the parents may appeal such denial as set forth in law and regulation.

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 new applications for the subsequent school year on or after ~~June~~ July 1st each school year. However, any currently approved transfers may be approved for the next school year beginning on May 1st. ~~District will not approve or deny transfer applications until after the Board’s July 1st 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 15th. 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. The child of a District employee who resides in the

District, but wishes to attend a different school site within the District where the student resides may be granted an intra-district transfer as long as the student does not meet the criteria as a basis for denial as provided for herein. 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 or to another school site within the District may attend school in the District or at the school site as provided for by law. Except for a child in the custody of DHS in foster care, a transfer student shall not transfer more than two times per school year to one or more districts in which the student does not reside or to other school sites within the District where the student resides, provided that the student may reenroll in his or her district or school site of residence at any time.¶¶

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. The brother or sister of a student who transfers intra-district may attend the school site to which his or her sibling transferred so long as the district has capacity and the brother or sister does not meet a basis for denial as provided for herein.

A student who changes residence within the District, but wishes to attend the same school site may be granted an intra-district transfer provided that the student does not meet the criteria as a basis for denial as provided for herein.

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 with disabilities will be considered in accordance with law and SDE regulations. Prior to approving the transfer of a student with disabilities, the receiving district shall establish availability of the appropriate program, staff, and services. In addition, a joint IEP conference shall be required between the district of residence and the receiving district prior to approval of the transfer. If a request to transfer a student with disabilities to a district other than the resident district is denied, the parent or legal guardian or an adult student who is eighteen (18) years of age or older, but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the denial to the receiving district's board of education. The receiving district's board shall consider the appeal at its next regularly scheduled meeting. If the receiving district's board denies the appeal, the parent, legal guardian, or qualifying adult student may appeal the denial to the State Board of Education within ten (10) days of notification of the denial. The appeal process shall be conducted as provided for in law and regulation.

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;
April 24, 2024; September 9, 2024

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Revised - Board Policy - EC Attendance

ADMINISTRATIVE RECOMMENDATION:

Please Approve.

RATIONALE FOR RECOMMENDATION:

- Adds language about excused absences for students participating in 4-H activities.
- Adds language about Released Time Courses for students to attend a course in religious or moral instruction conducted off District property.

This revision was submitted by legal counsel based on new legislation.

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

ATTENDANCE

General: Every student shall attend school regularly. Regular attendance at school is necessary for students to successfully progress in and fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbook.

Absences: Students are expected to attend all classes if possible. Absences from scheduled classes due to participation in school-sponsored or endorsed activities shall be excused absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise excepted as set forth herein. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level shall not be considered for purposes of the ten (10) day limitation. Additionally, the sponsor of an extra-curricular activity may submit a request for an exception to the principal when a student has a GPA for the current semester of 3.0 or higher. **Included in the excused absences shall be absences for the purpose of receiving speech therapy, occupational therapy, or any other service related to the child's IEP so long as the parent, guardian, or other person with custody or control over the child submits a prior written request for the absence and provides subsequent documentation from the provider.**

In addition, students who are absent in order to participate in a scheduled 4-H activity or program as approved by the 4-H educator shall receive an excused absence under this policy so long as the absence is not during scheduled statewide student assessments or during any period for which the student is subject to discipline that would preclude participation in an educational field trip or extracurricular activity. Students shall be given the opportunity to make up any missed schoolwork without having their grades adversely affected due to participation in activities or programs sponsored by 4-H. Documentation of proof of student participation shall be provided by a 4-H educator upon request by a school principal or attendance officer. ¶

Released Time Courses: A student will be excused from school to attend a course in religious or moral instruction that is conducted off of District property and by an independent entity. The student may be excused for up to three (3) class periods per week, but no more than one hundred twenty-five (125) class periods per school year. The student's parent or legal guardian must provide the District with written consent prior to the student's participation in the course and any transportation provided to and/or from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian. District and its board shall be provided access to the independent entity's attendance records regarding District students. The student will be responsible for any missed school work and will complete such work in accordance with District policy. The student will not be excused to participate in the course during any classes in which the subject matter is subject to the assessment requirements of Section 1210.508 of Title 70 of the Oklahoma Statutes.

A student who attends the course will still be considered in attendance at the District. The student may also be awarded elective credit for the course provided that the work is substantiated by a valid transcript from the independent entity and additional criteria is met as provided for by law.¶¶

Chronic Absenteeism: Chronic absenteeism occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, ten percent (10%) or more of school days on a one thousand and eighty hour (1,080) hour school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by District's medical exemption review committee.

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

- A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school;
- B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound education is not appropriate due to brief recurring absences for treatment purposes;
- C. District has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature, that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests.
- D. Examples of significant medical conditions may include, but are not limited to:
 - a. Student has a terminal disease or degenerative illness, or has been placed in hospice care;
 - b. Student is comatose;
 - c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis);

- d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
- e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
 - i. A natural disaster or other event;
 - ii. An act of violence (ie. physical assault, sexual assault, kidnapping, homicide, torture, or terrorism);
 - iii. Drowning;
 - iv. Poisoning, fall ,or a traumatic brain injury; or
 - v. Fire or explosion in student's home.
- E. Absent another qualifying condition, a significant medical condition does not include:
 - a. Minor illness or injury that does not incapacitate the student or require recurring treatment;
 - b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days;
 - c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
 - d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Student absences that are classified as “excused” under Oklahoma law and/or district policies should be classified as “excused” in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a “significant medical condition”. Furthermore, if a student has been determined to have a significant medical condition under the terms of this policy, only absences that are related to the student’s identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator.

District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. All documentation considered during the medical exemption review committee’s consideration of potentially eligible absences shall be maintained by the district.

Attendance Policy: The student Attendance Policy is set forth in the Student Handbook. Students must comply with the attendance policy. However, the Superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

Virtual Attendance Policy: District recognizes that circumstances may create a need for the implementation of its virtual education program. In the event that this situation arises, the first date of attendance for a student beginning a virtual education program with District shall be the first date the student completes a virtual instructional activity. “Instructional activities” shall include instructional meetings with a teacher, completed assignments that are used to record a

grade for a student that is factored into the student's grade for the semester during which the assignment is completed, testing, and other activities identified as such by District.

A student who is attending a virtual educational program through District shall be considered in attendance for a quarter if the student:

- a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter,
- b. Is on pace for on-time completion of the course as defined by District's board of education, or
- c. Completes no less than seventy-two (72) instructional activities within the quarter of the academic year.

For students who do not meet any of the above-mentioned criteria, the amount of the attendance recorded shall be the greater of:

- a. The number of school days during which the student completed instructional activities during the quarter,
- b. The number of school days proportional to the percentage of the course that has been completed, or
- c. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Students are expected to login and work daily on assignments and tasks as assigned by District employees or the assigned learning platform. All assignments must be completed by the assigned due date and will be graded and recorded in the gradebook weekly. The same grading scale and policies with respect to completion of work will be applicable. Teachers will monitor student work on a regular basis and meet with each student virtually at least one (1) or two (2) times each week. Teacher attendance will be monitored with respect to their availability to their students and performance of their daily teaching duties. Students who violate the District's attendance requirements are subject to disciplinary action, including but not limited to academic probation.

For students who are participating in a part-time or temporary remote learning program, attendance and participation will be monitored in accordance with district policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the student/teacher/course interaction demonstrates student progress toward learning objectives as well as regular engagement in course activity. Regular engagement in the course activity includes, but is not limited to, daily log-ins to the assigned learning platform and completion of required activities. Daily log-in times must meet duration requirements necessary to complete the required activities.

Students who are interested in participating in extracurricular activities must attend at least one (1) class period on campus each day. This class period can be the class for the co-curricular or extra-curricular activity if it is a part of the school day.

Adopted: September 14, 2020
Revised: September 9, 2024

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Revised - Board Policy - ED Grading, Promotion, Retention, and Graduation

ADMINISTRATIVE RECOMMENDATION:

Please Approve.

RATIONALE FOR RECOMMENDATION:

Change the Reading Sufficiency Act (RSA) to the Strong Readers Act (SRA).

- Adds language about exceptions from screening requirements.
- Adds language about instructional time and services.
- Adds timelines and notification of parents.
- Kdg students will now be screened at the BOY instead of MOY.
- Removes language about 3rd grade retention.

This revision was submitted by legal counsel based on new legislation.

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 at the end of each semester with progress reports sent home 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~~ **Strong Readers Act:** The Strong Readers Act ensures that the progression from one grade to the next is at least partially determined by proficiency in reading and that reading instruction and intervention services are implemented to address student reading needs. Students and their parents or legal guardians will be informed of reading progress.

In order to identify students who have a reading deficiency including identifying students with characteristics of dyslexia, ~~Each student enrolled in kindergarten, first grade, second grade, and third grade in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. These reading skills shall include, but not be limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. District will utilize an approved screening instrument that meets the requirements under the law. 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.~~

Beginning in the 2025-2026 school year, the State Board of Education (SBE) will approve screening instruments that meet the criteria provided for by law. Students who provide documented evidence that they meet at least one of the following criteria may be exempt from the screening requirements provided for by law:

1. The student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods;
2. The student's primary expressive or receptive communication is sign language;
3. The student's primary form of written or read text is Braille; or
4. The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

If an exemption is granted, evidence of progression toward English language acquisition will be provided with the same frequency as administration of screening instruments.

Students who are administered a screening instrument and are determined not to be meeting grade-level targets shall be provided with a program of reading instruction that is designed to enable students to acquire appropriate grade-level reading skills. The program shall be based on scientific research and align with SBE standards and shall include:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;
2. If funding is available and it is determined to be necessary, tutorial instruction

outside of regular school hours;

3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's reading instruction program;
4. High-quality instructional materials grounded in scientifically based reading research; and
5. A means of providing every prekindergarten, kindergarten, first grade, second grade, and third grade student's family access to free online, evidence-based literacy instruction resources to support literacy development at home.

~~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.¶~~

The parent or legal guardian of a student who is enrolled in kindergarten, first grade, second grade, or third grade and who shows a deficiency in reading, based on the results of the screening instrument administered by the district, shall be notified and the student shall receive an individual reading intervention plan no later than thirty (30) days after the reading deficiency is identified. The reading intervention plan shall be provided in addition to core reading instruction and shall:

1. Describe the research-based reading intervention services that the student will receive to remedy the reading deficiency;
2. Provide explicit and systematic instruction in phonological awareness, decoding, fluence, vocabulary, and comprehension, as applicable;
3. Monitor each student's reading skills progress throughout the school year and adjust instruction according to the student's needs; and
4. Continue until the student is determined to be meeting grade-level targets in reading based on the results of the screening instruments or assessments administered pursuant to law.

The reading intervention plan for each student identified as having a deficiency in reading shall be developed by a Student Reading Proficiency Team composed of the parent or legal guardian of the student, the teacher assigned to the student who was responsible for reading instruction during that academic year, a teacher who is responsible for reading instruction in the next grade level of the student, and a certified reading specialist, if available.

District shall adopt and implement a strong readers plan with input from administrators,

teachers, parents and legal guardians, and a reading specialist, where possible. District shall update its ~~reading sufficiency~~ **strong readers** plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents and legal guardians, 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 **grade-level appropriate** screening instrument **approved** ~~which meets the reading skills criteria~~ pursuant to law shall not ~~be subject to retention~~ **require a program of reading instruction or an individual reading intervention plan**. Upon demonstration of proficiency, the District shall notify the parent(s) or **legal** guardian(s) of the student that ~~they have~~ **he or she has** satisfied the requirements of the ~~Reading Sufficiency Act and the student will not be subject to retention~~ **Strong Readers Act**. District shall continue to monitor the student in the next successive grade level in order to ensure that he or she maintains proficiency.

~~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.~~

Beginning with the 2025-2026 school year, if a third-grade student is identified as having a significant reading deficiency, which means that he or she is not meeting grade-level targets on a screening instrument, district shall provide the student with intensive intervention services for the appropriate amount of the instructional day consistent with the student's individual reading intervention plan and as determined by the Student Reading Proficiency Team. Intensive intervention services shall continue until the student demonstrates proficiency at his or her grade level based on the administration of a screening instrument.

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~~ **law**;
- c. A description of the proposed ~~supplemental instructional~~ **intensive intervention** services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency **as provided for by law**;
- d. That ~~the a student will not be who is~~ 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 **shall receive supplemental intensive intervention services**;
- e. Strategies for parents to use in helping the student succeed in reading proficiency; **and**
- 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.

A teacher who determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, shall notify the parent or legal guardian of the student's reading level, the program of reading instruction for the student as required by the Strong Readers Act, and the potential need for summer academy or another

program designed to assist students in attaining grade-level reading skills.

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: Any student enrolled in kindergarten through third grade in an Oklahoma public school who is assessed through the ~~Strong Readers 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 ~~legal~~ 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. For purposes of this policy, students are considered students of District until graduation ceremonies have been completed and are required to abide by 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; October 11, 2023; September 9, 2024



Strong Readers

Quick Guide 2024-2025

THE STRONG READERS ACT PURPOSE:

70 O.S. § 1210.508B(B)

The Strong Readers Act aims to **strengthen literacy** among Oklahoma's students by integrating reading proficiency into the criteria for grade progression, **ensuring appropriate instructional support**, and maintaining **clear communication with families** about student progress.

ASSESSMENT REQUIREMENTS

- Every student in kindergarten, first, second and third grades shall be assessed at the beginning, middle, and end of each school year for the acquisition of reading skills (phonics, phonemic awareness, vocabulary, comprehension, and reading fluency) for the grade level in which enrolled with a screening assessment approved by the State Board of Education.
- Each student who does not meet the grade-level target on the beginning of the year screener must be screened for risk of characteristics of dyslexia.
- Any student assessed and found not to be meeting grade-level targets shall be provided a Student Literacy Intervention Plan (SLIP) designed to enable the students to acquire the appropriate reading skills.
- Any student who does not meet the grade-level target on the screener should be given a diagnostic assessment to determine the focus of the intervention and supports that will be provided.
- Students that are on a Student Literacy Intervention Plan (SLIP) should be given progress monitoring assessments regularly. Recommended frequency: Tier 2 - monthly, Tier 3 - weekly.

EXEMPTIONS

70 O.S. §1210.508C(C)

Exemptions to the provisions of the Strong Readers Act may be provided for students who meet at least one of the following criteria.

- The student participates in the Oklahoma Alternate Assessment Program (**OAAP**), as indicated on the Individual Education Program (IEP), and is taught using alternate methods.

- The student's primary expressive or receptive communication is **sign language**.

- The student's primary form of written or read text is **Braille**.

- The student's primary expressive or receptive language is not English, the student is identified as an **English learner** using a state-approved identification assessment, **AND** the student has had **less than one (1) school year** of instruction in an **English-learner program**.

Decisions to exempt a student should be made with the IEP team or an EL teacher working with the student. Documentation is required and should remain in the student's permanent record. Documentation will cover the student through 3rd grade, with the exception of the EL exemption, which only applies for the current year. Schools that grant exemptions shall provide ongoing evidence of student progression toward goals with the **same frequency** as the administration of **screening assessments**.

READING PROFICIENCY

70 O.S. §1210.508C(F)

Students who demonstrate proficiency on an approved screener will not require a SLIP. The district will provide notification to the family that the student has satisfied the requirements of the Strong Readers Act. Monitoring will continue to ensure that the student remains proficient.



Strong Readers

Quick Guide 2024-2025

INSTRUCTIONAL RECOMMENDATIONS

	TIER ONE	TIER ONE + DIFFERENTIATION	TIER TWO	TIER THREE
Who	All K-3 students	K-3 students with gaps in specific skills	K-3 students who are 6 months to 1 year below grade level	K-3 students who more than 1 year below grade level
What	Grade-level instruction using the district's core reading program through whole-group instruction	Small group, targeted, skills-based instruction to accelerate progress and achieve grade-level proficiency	Small group, targeted, skills-based instruction to accelerate progress and achieve grade-level proficiency	Small group, intensive skills-based instruction; requires more systematic skill focus than previously received in Tier 2
Diagnostic	Not required	Required	Required	Required
Progress Monitor	Through core program	Recommended monthly	Recommended monthly	Recommended weekly
Time	Minimum of 90 minutes of daily reading instruction	As needed based on student needs (may occur in small groups during Tier 1)	As needed based on student needs (in addition to Tier 1)	As needed based on student needs (in addition to Tier 1)

FAMILY NOTIFICATION REQUIREMENTS

Student Literacy Intervention Plan (SLIP)	CHARACTERISTICS OF DYSLEXIA
Families of students who do not meet the grade-level target must be informed of the following in writing within 30 days of the identification of the reading deficiency. • Identified substantial deficiency in reading. • A description of proposed supplemental instructional services and supports • The grade-level performance score on an approved assessment • Strategies for parents to use in helping their child succeed in reading proficiency • Free online evidence-based literacy instruction resources to support the student's literacy development at home.	If a student was screened for characteristics of dyslexia, inform families of the results within 15 days of the close of the dyslexia screening window. Families of students who are at-risk for the characteristics of dyslexia should also receive the following: • Information on the characteristics of dyslexia • Resources for additional information on dyslexia. Sample information sheet can be found on the Strong Readers for Schools webpage.

SUMMER SCHOOL

70 O.S. §1210.508E

A student who is not meeting grade-level targets may, after consultation of the teacher with the family, be recommended for summer school. The summer school program should incorporate the content of a scientifically researched-based program and be taught by trained and qualified teachers.

REQUIRED DOCUMENTATION

- ☐ SLIP (including scores from universal screening, dyslexia screening and progress monitoring)
- ☐ Exemption to Strong Readers Provisions (if applicable) and ongoing progress
- ☐ Notice of Proficiency (if applicable)
- ☐ Recommendation to attend Summer School

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Revised - Board Policy EO - Parent's Bill of Rights

ADMINISTRATIVE RECOMMENDATION:

Please Approve.

RATIONALE FOR RECOMMENDATION:

Adds language about "Independent Contractor" on page 3.

- *Independent contractor is defined ... as an individual, organization, or entity that is engaged by and/or contracted by District to provide services or instruction, directly or indirectly, to students or within District on a temporary or contractual basis, and who is not an employee of District.*

This revision was submitted by legal counsel based on new legislation.

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

Chickasha Public Schools

DISTRICT POLICY

EO

PARENT'S BILL OF RIGHTS

District's board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;
2. Parents may request additional information from the administration regarding their child's course of study and learning materials, including the source of any supplemental educational methods;
3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;
4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child's participation in the sex education curricula to the administration;
5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;
6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school;
7. If written consent is provided to a district for assessment or treatment of a minor as permitted by law, such consent shall only be effective for the school year for which it is granted and shall be renewed each subsequent school year; and

8. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:
- a. the right to opt out of sex education curriculum if offered by the District;
 - b. open enrollment rights;
 - c. the right to opt out of assignments as allowed by Section 2003 of Title 25 of the Oklahoma Statutes;
 - d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;
 - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
 - h. the right to review test results;
 - i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
 - j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
 - k. the right to receive a school report card;
 - l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
 - m. the right to public review of courses of study and textbooks;
 - n. the right to be excused from school attendance for religious reasons;
 - o. policies related to parental involvement pursuant to Section 2003 of Title 25 of the Oklahoma Statutes;
 - p. the right to participate in parent-teacher associations and organizations that are

sanctioned by the Board of Education of District; and

- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.
9. Within thirty (30) days of learning information regarding material changes related to a student's health, social, or psychological development, District shall disclose such information to the student's parent or guardian. This includes **any information known to a District employee or independent contractor, including** identity information.
- a. **Independent Contractor is defined in 210: 10-2-2 of the Oklahoma Administrative Code (OAC) as an individual, organization, or entity that is engaged by and/or contracted by District to provide services or instruction, directly or indirectly, to students or within District on a temporary or contractual basis, and who is not an employee of District.**
 - b. Identity Information is defined in 210:10-2-2 of the ~~Oklahoma Administrative Code~~ **OAC** as names or pronouns used by a student and any social or other transition to a gender that differs from the student's sex as listed on the student's original birth certificate.

Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District's Board. The Board will formally consider the request at the next scheduled public meeting. However, if the request cannot be properly noticed on the agenda for the next scheduled meeting, the Board shall formally consider the request at the next subsequent public meeting of the Board.

Adopted: September 14, 2020

Revised: February 2, 2024; September 9, 2024

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

MOU between Chickasha United Teaching Association and Chickasha Public Schools Board of Education.

ADMINISTRATIVE RECOMMENDATION:

Approval of MOU with CUTA

RATIONALE FOR RECOMMENDATION:

The Band Directors have requested to reduce the High School Band stipend by \$900 and increase the Middle School Band stipend \$900. The stipends were adjusted in this year's negotiated agreement.

FISCAL NOTE:

This is a \$50 overall increase.

OPTIONS:

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020



To: Chickasha United Teaching Association
From: Pam Ladyman, Assistant Superintendent of Personnel and Student Services
Re: Memorandum of Understanding
Date: August 26, 2024

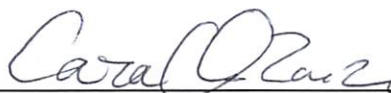
This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha United Teaching Association (CUTA) for the 2024-2025 school year, in regards to the following extra duty stipends:

- Decrease the High School Band Director Stipend from \$12,250 to \$11,350.
- Increase the Middle School Band Director Stipend from \$6,000 to \$6,950.

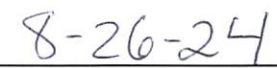
This request was initiated by the band directors.

Both 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.



Cara DeTurk
President-CUTA



Date



Pam Ladyman
Asst. Superintendent Personnel and Student Services



Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

MOU between Chickasha Public Schools and 29th Street Therapy Center

ADMINISTRATIVE RECOMMENDATION:

Approval of MOU

RATIONALE FOR RECOMMENDATION:

- Allows for the provision of speech-language-feeding-swallowing therapy services for identified students.

FISCAL NOTE:

None

OPTIONS:

1. Approve the MOU.
2. Not approve the MOU.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020

Colette Ellis M.Ed., CCC-SLP & Associates
dba 29th Street Therapy Center Inc., P.C.
1211 S. 29th Street
Phone: 405-224-0002 Fax: 405-224-0133

This Memorandum of Understanding ("MOU") is entered into this 28th day of August, by and between 29th Street Therapy Center located at 1211 S. 29th Street Chickasha, OK 73018, hereinafter referred to as "Provider," and Chickasha Public Schools, located at Chickasha, Oklahoma, hereinafter referred to as "District."

WHEREAS, the Provider offers speech-language-feeding-swallowing therapy services tailored to meet the needs of children with autism and related developmental disorders; and

WHEREAS, the District aims to provide comprehensive educational services to students within its jurisdiction, including those with special needs; and

WHEREAS, both parties recognize the benefits of collaboration in supporting the educational and developmental goals of children with special needs; NOW, THEREFORE, the parties agree as follows:

1. **Scope of Services:** a. The Provider agrees to offer speech-language-feeding-swallowing therapy services to eligible students within the District, as determined by Individualized Education Programs (IEPs) or other relevant assessments. b. The services provided by the Provider may include but are not limited to: speech/feeding/swallowing assessments, individualized treatment planning, direct therapy sessions, parent training, and collaboration with school staff. c. The Provider will ensure that all services are delivered by qualified and licensed professionals in accordance with applicable state regulations and industry standards.
2. **Background Check:** Provider agrees to provide a background report to District for any ABA Therapist or Assistant sent to District to provide services at a school and written assurance that the person has no history of sex offending, assault, abuse or felony charges or convictions, including a deferred sentence or judgment pursuant to state law.
3. **Authority in the Classroom:** Provide and District agree that the classroom teacher or other school staff such as a principal or assistant principal shall have authority over any situation in a District school and that the role of SLP assigned to a District School is to offer supports to the student. Provider agrees to inform all persons assigned to a school site about the authority of school personnel. Additionally, all persons assigned to work at a school site shall follow District's check in and out procedures and respect the time constraints provided by District.
4. **Removal of Service Provider:** It is within the discretion of District or a school site administrator to restrict, refuse or remove a service provider from campus at any time for any reason. District or a site administrator may also request any additional information it feels is necessary prior to the approval of a service provider's request to provide services on campus.
5. **Collaboration:** a. The Provider agrees to collaborate with District staff, including special education teachers, therapists, and administrators, to ensure continuity of care and alignment with educational objectives. b. The District agrees to facilitate communication between the Provider and relevant school personnel to support the implementation of ABA strategies within the educational setting. c. Both parties will designate a liaison responsible for coordinating communication and resolving any issues that may arise during the provision of services.
6. **Data Sharing and Privacy:** a. The Provider and District agree to share relevant student information, including assessment results, progress reports, and treatment plans, as necessary to facilitate collaboration and ensure the provision of appropriate services. b. All parties will adhere to federal and state regulations regarding the confidentiality and privacy of student records, including but not limited to the Family Educational Rights and

Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

7. Duration and Termination: a. This MOU shall become effective upon signature by both parties and shall remain in force until specified otherwise b. Either party may terminate this agreement with written notice to the other party.
8. Governing Law: This MOU shall be governed by and construed in accordance with the laws of Oklahoma, without regard to its conflict of law principles.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be duly executed as of the date first above written.

Colette Ellis M.Ed., CC-SLP & Associates dba 29th Street Therapy Center

By: Colette Ellis Name: Colette Ellis Tara Ellis Tara Kautz MS. CC-SLP
Chickasha Public Schools 8/28/24

By: _____ Name: _____ Title: _____

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ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

MOU between Chickasha Association of Support Employees and Chickasha Public Schools Board of Education.

ADMINISTRATIVE RECOMMENDATION:

Please Approve

RATIONALE FOR RECOMMENDATION:

We have worked with CASE to enter into two MOUs:

- **IEP Specialist - Support:** Place an IEP Specialist on the Support Pay Scale (P) while she works to complete her school psychometrist certification.
- **District McKinney-Vento Liaison:** Pay our school based social worker to be a District McKinney-Vento Liaison. She has taken on the responsibility of accounting for paperwork related to McKinney-Vento students including by not limited to identification and updating our Student Information System. This stipend will be paid with Federal Program McKinney-Vento funds.

FISCAL NOTE:

TBD

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, Assistant Superintendent Personnel and Student Services
Re: Memorandum of Understanding
Date: September 4, 2024

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha Association of Support Employees (CASE) for the 2024-2025 school year, in regards to placing the IEP Specialist - Support to the Support Pay Scale (P).

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 2025-2026 school year.

The below signatures signify agreement of the above MOU.

Melissa James
Melissa James
President-CASE

9-5-24
Date

Pam Ladyman
Pam Ladyman
Asst. Superintendent of Personnel and Student Services

9-5-24
Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.



To: Chickasha Association of Support Employees
From: Pam Ladyman, Executive Director of Personnel and Student Services
Re: Memorandum of Understanding
Date: September 4, 2024

This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha Association of Support Employees (CASE) for the 2024-2025 school year, in regards to implementing a District McKinney-Vento Stipend for our School Based Social Worker. This will be a \$5,000 stipend and will be paid with McKinney-Vento grant funds.

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 2025-2026 school year.

The below signatures signify agreement of the above MOU.


Melissa James
President-CASE

9-5-24
Date


Pam Ladyman
Asst. Superintendent of Personnel and Student Services

9-5-24
Date

*The implementation of this Memorandum of Understanding is contingent upon CPS Board of Education approval.

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Service Agreement between Chickasha Public Schools and 29th Street Therapy Center for Speech Services

ADMINISTRATIVE RECOMMENDATION:

Approval of Service Agreement

RATIONALE FOR RECOMMENDATION:

- Allows for the provision of speech-language services for identified student(s).

FISCAL NOTE:

See attached agreement

OPTIONS:

1. Approve the Service Agreement.
2. Not approve the Service Agreement.
3. Request additional information.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020

SERVICE AGREEMENT

THIS SERVICE AGREEMENT ("Agreement"), is made as of the 28th day of August, 2019 (the "Effective Date") by and between Colette Ellis, M.Ed., CCC & Associates, Inc., P.C. d/b/a 29th Street Therapy Center ("the Agency") and Chickasha Public Schools.

WHEREAS, SLP wishes to perform certain services for the Agency upon the terms and conditions set forth in this Agreement; and

WHEREAS, the Agency desires to engage SLP as an independent SLP for the purpose of performing the services hereafter described upon the terms and conditions set forth in this Agreement;

NOW, THEREFORE, for and in consideration of the above stated premises and the mutual covenants and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Independent Contractor. The parties agree that SLP's relationship to the Agency is that of an independent SLP and that nothing contained in this Agreement shall be construed as creating any other type of relationship. Nothing contained herein shall be construed to create a relationship of employer and employee between the Agency and SLP. SLP has the sole discretion to adopt such arrangements as she desires with regard to the details of the means, methods and manner of performing her SLP services, provided that those arrangements are consistent with the proper accomplishment pursuant to industry standards and all applicable laws, regulation, and rules of professional conduct, and provided that such services are to be performed by SLP in a manner calculated to attain results satisfactory to the Agency. Further, SLP will not represent to any person or entity that she is an agent or employee of the Agency.

5. Responsibilities and Expectation.

(a) SLP agrees that she will be available to provide SLP school services on site required under this Agreement on a weekly basis between the regular business hours of 8:00 a.m. and 3:00 p.m., or as otherwise deemed necessary to serve the needs of the Agency's students.

(b) SLP shall be responsible for the delivery of SLP services on site result of the provision of her services under this Agreement, with charge to the Agency. Listed under Addendum A. SLP shall provide all equipment and supplies necessary to the performance of her responsibilities pursuant to this Agreement.

(c) SLP understands and agrees that she is not entitled to any benefits provided by the Agency to its contractors (e.g., group insurance, pension, etc.)

(d) SLP agrees that she will maintain all licenses required by the State of Oklahoma for the provision of the services required under this Agreement. SLP will maintain proof of all applicable licenses will be kept in Contractor's file with the Agency.

(e) SLP agrees to comply with all applicable federal, state, county and local laws, ordinances, regulation and codes in the performance of her duties under this Agreement.

6. Indemnification and Hold Harmless. SLP shall indemnify and hold harmless the Agency from any and all claims arising from the conduct of her business, or from any activity of work done and/or permitted by Assistant pursuant to this Agreement. SLP shall further indemnify and hold harmless the Agency against and from any and all claims arising from and breach or default in the performance of any obligation on Assistant's part to be performed under the terms of this Agreement. Assistant shall also indemnify and hold harmless the Agency from any and all claims arising from any act, neglect, fault, or omission of Assistant in connection with the performance of her services pursuant to this Agreement and Assistant shall further indemnify and hold harmless the Agency for any attorney's fees, expenses, and liabilities incurred by the Agency due to such act, neglect, fault or omission of Contractor.

7. Termination. In the event that the Agency is dissatisfied with the services performed by SLP prior written notice of the Agency's intent to terminate this Agreement. In the event that Assistant's performance improves, in the Agency's sole opinion, during such thirty (30) calendar day period, the Agency may, but is not obligated to, withdraw its notice of termination. The Agency further reserves the right to terminate this Agreement immediately if SLP breaches and of the terms or conditions of this Agreement. Contractor may terminate this Agreement at any time upon thirty (30) calendar days' written notice to the Agency. If As SLP's desire to terminate this Agreement is due to any dissatisfaction on her part, she shall provide the Agency with thirty (30) days in which to cure any defects. If after the thirty (30) day cure period has passed, SLP

reasonably believes that the Agency has cured any defect, she shall withdraw her notice of intent to terminate this Agreement. In the event that either SLP or the Agency terminates this Agreement, SLP shall not remove any patient files or records or equipment, or any business or financial materials, from the Agency's premises.

8. Non-Solicitation. SLP agrees that, during the period of this Agreement and for one (1) year thereafter, SLP will not directly or indirectly: approach, contact solicit or induce any individual, corporation or other entity which is a patient, client, or customer of the Agency, about which SLP obtained knowledge by reason of her contractual relationship with the Agency, in an attempt to:

- (a) enter into any business relationship with a patient, client, or customer of the Agency if the business relationship is competitive with any aspect of the Agency's business in which SLP worked during the one (1) year preceding termination of this Agreement, or
- (b) reduce or eliminate the business such patient, client, or customer conducts with the Agency.

As used in this Paragraph 8: "Patient" or "customer" or "client" includes any person or entity who is then a patient, customer or client of the Agency and its related companies, subsidiaries, and affiliates, or anyone who was a patient, customer or client at any time during Assistant's relationship with the Agency.

SLP hereby acknowledges and warrants that she is not subject to any non-solicitation agreement, which would preclude, hinder, or affect, in any way, this Agreement between SLP and the Agency. SLP further acknowledges and warrants that this Agreement between SLP and the Agency does not and will not breach any agreement or duty that Contractor has with or owes to any third-party with such third-party.

9. Non-Disclosure. SLP covenants and agrees that, except as required by the proper performance of Assistant's duties with regard to the Agency's patients, Assistant shall not use, disclose or divulge the period of the Agreement and following the termination of this Agreement, whether voluntary or involuntary. For purposes of this Agreement, "Confidential Information" shall mean information not generally known by the Agency's competitors or the general public concerning the Agency, which the Agency takes reasonable measures to keep secret, including but not limited to: the Agency's financial affairs, sales, and marketing strategy, acquisition plans, pricing and cost; patient profiles consisting of patient needs as well; as patient names, address, telephone numbers, case histories, medical history, status, and diagnostic testing information as well as patient contact person such as parents, guardians or schools: the names, address, telephone numbers, skill sets, availability and wage rates of the Agency's temporary or contract personnel; forms, processes for acquiring and recording information, patient insurance and therapeutic-related information; and management practices, procedures and processes, and company policies, manuals and brochures.

SLP hereby acknowledges and warrants that she is not subject to any agreement providing for the confidentiality of information of any third-party and that SLP's relationship with the Agency does not and will not breach any agreement or duty that SLP has with any third-party concerning the confidentiality of information belonging to such third-party.

10. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same Agreement.

11. Governing Laws. This Agreement shall be construed and interpreted according to the laws of the State of Oklahoma. The Agency and Contractor agree that, in the event of a dispute arising out of this Agreement, venue is proper in the State of Oklahoma.

12. Partial Invalidity. If any term or provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be valid and enforced to the fullest extent permitted by law.

13. No Election of Remedy. The exercise of any right of termination by the Agency hereunder shall not be deemed a waiver by the Agency of any other rights the Agency may have at law or otherwise for damages or any other remedy and the right to terminate herein provided and any other right of the Agency at law shall be deemed cumulative and not exclusive. No term, provision or clause of this Agreement shall be deemed waived and no breach of this Agreement by Contractor excused by the Agency unless such waiver or consent to excise such breach is in writing and executed by Colette Ellis, President and Owner of the Agency.

14. Amendments or Modifications. No amendments or modifications to this Agreement shall be binding on any of the parties unless such amendment or modification is in writing and executed by all of the parties to this Agreement.

15. Attorneys' Fees and Cost. In the event of any dispute arising out of or with respect to this Agreement, the non-prevailing party shall pay costs of the prevailing party, including its

reasonable attorneys' fees, incurred in connection therewith. The parties hereto further agree that should suit be instituted and then voluntarily dismissed by the plaintiff, for whatever reason, the defendant to the suit is not a "prevailing party" for the purpose of recovering attorneys' fees and cost as a result of the voluntary dismissal.

16. Merger – Complete Agreement. This Agreement sets forth the entire agreement among the parties with respect to the subject matter hereof and supersedes all prior written and oral understandings and agreements with respect thereto. Any representations or agreements regarding the subject matter of this Agreement not explicitly included in this Agreement are considered waived and thus unenforceable. This Agreement may not be orally modified.

17. Construction. Language in all parts of this Agreement shall be construed as a whole according to its fair meaning. The parties agree that this Agreement is the product of joint authorship, and in the event of any ambiguity the Agreement shall not be construed against any party.

18. Captions. The captions and headings used in this Agreement are for the convenience and means of reference only and shall not be used to construe, interpret, expand, or limit the terms of this Agreement.

19. Acknowledgement. Contractor acknowledges having read this Agreement in full and completely understands all; of its terms and obligation and enters into this Agreement freely and voluntarily.

20. Authorization to Sign. As evidenced by their signatures below, the parties hereto represent that they are duly authorized to enter into this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

Colette Ellis M.ED., CCC-SLP, BCS 8/28/24
Tara K. Quinn M.S., CCC-SLP

COLETTE ELLIS M.ED., CCC-SLP, BCS-

S

PRESIDENT/OWNER

DATE

DATE

Chickasha Public Schools

Representative

29TH STREET THERAPY CENTER

Exhibit A

1. 29th Street Therapy Center specializes in the evaluation and treatment of language, speech, swallowing & feeding disorders, and because of the complexity of some referrals, evaluation will be distributed according to demonstrated levels of expertise.
2. Contractor will inform Agency of any evaluation and/ or treatment referrals believed to fall beyond the current level of competence or scope of practice. Agency reserves the right to make this decision as well, secondary to seniority and years of practice. Agency will serve as a mentor to Contractor in developing areas of interest within the scope of practice of speech-language pathology.
3. Agency will pay Contractor *monthly* for the previous pay period.
4. Agency will reimburse Contractor \$100.00 of billable/received payment for OHCA and contracted sites where services are rendered. This included all evaluation, treatment and out-of-clinic contract work.

5. Contractor will be provided space to practices at current clinical sites, will access to materials, patient charts, fax machine etc. Contractor is responsible to clean this personal space by picking up post sessions, sanitizing tables, etc. and returning materials to their proper location.
6. Contractor will adhere to professional dress during the work week, which can be inclusive of scrubs or business casual.

DC:80298.1

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

New Job Descriptions

ADMINISTRATIVE RECOMMENDATION:

Please Approve

RATIONALE FOR RECOMMENDATION:

New Support Job Descriptions:

- **Adjunct Teacher - Support**
 - New job description requested during CASE Negotiations.
 - This specifically applies for Adjunct Teachers on a support contract.
- **IEP Specialist - Support**
 - We had this job description on the certified side. We have a need for this job description on the support side.
- **Interpreter/Translator Extra Duty**
 - New job description requested during CASE Negotiations.
 - Provides a current staff member 5% on their hourly rate of pay for providing interpreter/translator services.
- **Intervener Paraprofessional Extra Duty**
 - New job description requested during CASE Negotiations.
 - Provides a paraprofessional who has completed the 27 professional development hours in working with students who have a disability diagnosis of Deaf/Blind. It pays them an additional 5% on their hourly rate of pay when working with a student who needs these services.

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: Adjunct Teacher - Support

Required Qualifications:

Experience working with students or youth, Working on completing a degree in education preferred

Primary Purpose:

The adjunct teacher's job is to assure that all students learn the basic and essential skills at each grade level. Adjunct 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.
- Make purposeful and appropriate lesson plans that provide for effective teaching strategies, adhere to District curriculum maps and maximize time on task.
- Create 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.
- Provide progress and interim reports as required.
- Prepare a substitute folder containing appropriate information as required by the site leadership team.
- Demonstrate a strong grasp of subject matter.
- Use effective oral and written expressions.
- Develop, in accordance with district school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Share responsibility during the school day for the supervision of students in all areas of the school.
- Provide for the supervision of assigned students when circumstances require a brief absence from the assignment.
- Uphold and enforce board policy, administrative procedures, and school rules, regulations, and is supportive of them to the public.
- Establish and maintain cooperative relationships with other staff members.



- 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.
- Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strive to communicate the positive aspects of our school program to the public in word and deed.
- Work cooperatively with parents/guardians/caregivers to strengthen the educational program for their children.
- Continued professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Attend staff, department, and committee meetings as required.
- Make appropriate adjustments in the instructional program and as required by the principal.
- Respect 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.
- Prepare for and demonstrate an understanding of distance learning strategies and/or virtual days including establishing a Google Classroom and providing instruction utilizing Google Meets.
- Actively participates in Professional Learning Communities (PLCs).
- Assist 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.

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, District Staff, Coordinators, and District Administrators

Reports To: Site Administrators

Employee Signature

Date

September 2024



Chickasha Public Schools JOB DESCRIPTION

Position: IEP Specialist - Support

Purpose of Position:

To coordinate, plan and communicate with the Special Education Coordinator, special education teachers and be available to parents as a resource person.

Required Qualifications:

Master's Degree from an accredited college/university

Experience in special education

Working toward completion of special education and/or psychometrist certification.

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.
- Reports directly to the Coordinator of Special Services.
- Provides a variety of interventions/remediation for students with special education needs.
- Monitors documentation related to the pre-referral, IEP, Eligibility and reevaluation process.
- Performs assessments as eligible and monitored by Coordinator of Special Services.
- Files and maintains special education records.
- Assis with state reports and monitoring as appropriate and with the supervision of the Coordinator of Special Services.
- Assist special education teachers in incorporating ICAPs.
- Assist teachers with needed resources and training. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
- Uses good judgment.
- Other duties as assigned.

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.



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, District Staff, Coordinators and District Administrators

Reports To: Coordinator of Special Services, District Administrators

Employee Signature

Date



Chickasha Public Schools Extra Duty Expectations

Extra Duty Title: Interpreter/Translator

Required Qualifications: Chickasha Public School employee, ability to serve as a translator

Interpreters translate spoken, written, or signed languages to help people who don't speak the same language communicate effectively.

An Interpreter position carries the responsibility of conveying another individual's thoughts and intentions. While the translation itself may not be exactly what the person is saying, the interpreter has to discern how the comment is meant to be received while maintaining the integrity of the conversation. The following are expectations in addition to the employee's contract. These expectations are not all encompassing.

- Translate a question or request clearly and accurately, conveying phrasing and intention as it relates to the subject.
- Convert dialogue and convey the intent of the original speaker, understanding that many idioms and slang terms do not translate exactly between languages.
- Assist in meetings and conferences with staff and parents.
- Assist in contacting family members in emergency situations and to convey messages.
- Assist parents/family members in communicating with school staff.
- Participate as an active member of a student's educational team.
- Attend approved professional development activities that may improve professional competence.
- Maintain confidentiality.
- Assist at multiple sites as needed.
- Perform other duties as assigned.

Coordinates With: Site Administrators, Staff and Families.

Reports To: Site Administrators, Federal Programs Site Educator, and Assistant Superintendent/Director of Personnel and Student Services.

Employee Signature

Date



Chickasha Public Schools Extra Duty Expectations

Extra Duty Title: Intervener Paraprofessional

Required Qualifications: Chickasha Public School employee, Tier II Paraprofessional, Completion of the Intervener training

Interveners, through the provision of intervener services, provide access to information and communication and facilitate the development of social and emotional well-being for children who are deaf-blind. These expectations are not all encompassing.

Working under the direction of a student's classroom teacher or other individual responsible for ensuring implementation of a student's IEP, an intervener's primary roles are to:

- Provide consistent access to instruction and environmental information usually gained by typical students through vision and hearing, but unavailable or incomplete to an individual who is deaf-blind;
- Facilitate concept development;
- Provide access to and/or assist in the development and use of receptive and expressive communication skills;
- Facilitate the development and maintenance of trusting, interactive relationships that promote social and emotional well-being;
- Provide support to form relations with others and increase social connections and participation in activities;
- Participate as an active member of a student's educational team.
- Assist at multiple sites as needed.
- Perform other duties as assigned.

Coordinates With: The student's educational team.

Reports To: Site Administrators, Special Education Coordinator, and Assistant Superintendent/Director of Personnel and Student Services.

Employee Signature

Date

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

District Gifted / Talented Committee

ADMINISTRATIVE RECOMMENDATION:

Please Approve this annual requirement

RATIONALE FOR RECOMMENDATION:

For the purpose of meeting the duty of each school district as set forth in Section 1210.307 of Title 70 of the Oklahoma Statutes, each district board of education shall create a local advisory committee for gifted and talented education. The committee shall be appointed September of each school year for two-year terms and shall consist of parents of children identified as gifted and talented and community members who may be but are not required to be parents of students within the district.

FISCAL NOTE:

None.

OPTIONS:

1. Approve the committee.
2. Not approve the committee.
3. Request additional information.

CONTACT PERSON:

Tammy Swinburne
Pam Ladyman

Implemented: April 2020



September 9, 2024

Memo To: Rick Croslin, Superintendent
Chickasha Board of Education

From: Tammy Swinburne, Coordinator of Special Services
Pam Ladyman, Assistant Superintendent of Personnel and Student Services

Re: Gifted and Talented Committee

For the purpose of meeting the duty of each school district as set forth in Section 1210.307 of Title 70 of the Oklahoma Statutes, each district board of education shall create a local advisory committee for gifted and talented education. The committee shall be appointed September of each school year for two-year terms and shall consist of parents of children identified as gifted and talented and community members who may be but are not required to be parents of students within the district.

Those recommended for the 2024-25 Chickasha Gifted and Talented Committee pending your approval include:

<u>Parent</u>	<u>Role</u>
Brian Steele	Parent - CHS
Teresa DeLuna	Parent - Lincoln
AStacey Ryans	Parent - Grand and Lincoln
Whitney Molder	Parent - CMS
Christian McArter	Teacher/Parent - Grand
Buffy Sullivan	Teacher - Grand
Mandy Brooks	Teacher - Lincoln
Tawnia Anderson	Librarian/GT - Lincoln
Kathy Wenzel	Principal - Grand
Brandon Willis	Co-Chair, GT at BW, Grand
Michael Voyles	Co-Chair, GT at Chickasha Middle School
Tammy Swinburne	Ex-Officio, Special Services Coordinator
Pam Ladyman	Ex-Officio, Ex. Director of Personnel and Student Services

ITEM OF CONSIDERATION
Chickasha Public Schools
Board of Education
September 9, 2024

TOPIC:

Chase Morris Sudden Cardiac Arrest Response Plan

ADMINISTRATIVE RECOMMENDATION:

Accreditation informational purposes. No action required.

RATIONALE FOR RECOMMENDATION:

Identify response teams and actions. Required for grades 7 - 12.

- Lincoln School Intermediate Center
- Chickasha Middle School
- Chickasha High School
- Chickasha Quality Academy

FISCAL NOTE:

None

OPTIONS:

No action required.

CONTACT PERSON:

Pam Ladyman

Implemented: April 2020



Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

Lincoln School Intermediate Center

Lincoln School Intermediate Center

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Lincoln School Intermediate Center has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Grady County EMS**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team MUST include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Janice Cockrum RN	School nurse
Mike Elliott	Student Resource Teacher
Jill Euwins	Secretary
Angie Morgan	Principal
Jerry Osborn	PE teacher
Dominique Golightly	Counselor
Michelle Fowler	Secretary

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches

All school nurses

All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

******Explain how the team will be activated for fastest response time

The cardiac Emergency Response Team will be notified immediately when a cardiac emergency is suspected. They will be notified by announcement over an intercom and cell phone notification.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

The plan will be delivered in person and electronically to participating staff and administration, with a master copy in the nurse’s office.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

******These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
September 23, 2024	
January 6, 2025	

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

****Example: Local Ambulance, Fire Department, Police Department, Sheriff Department**

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
Grady County EMS	911
Grady County Fire	911
Chickasha Police Department	911
Grady County Sheriff Office	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

[illegible]

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)
 ***Check with your manufacturer for the recommended maintenance of your AED.

<u>Site</u>	<u>Location</u>	<u>Last Maintenance Date</u>
Middle School	<i>Myers Fieldhouse Concessions</i>	8/12/2024
High School AC	Ticket Booth	8/12/2024
High School Soccer	Traveler 1 (Soccer)	8/12/2024
High School Baseball	Traveler 2 (Baseball)	8/12/2024
High School Wrestling	Wrestling/Weight Room	8/12/2024
High School Cheer Barn	Cheer Barn	8/12/2024
POM/CQA	Quality Academy-main office	8/12/2024

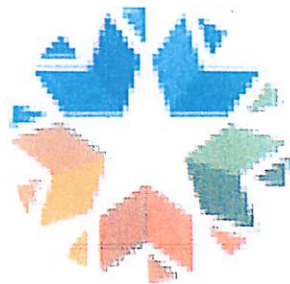
DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: _____



**Chickasha Middle School
Emergency Operations Site Plan
Chase Morris Sudden Cardiac
Arrest Response Plan**



**OKLAHOMA
Education**

Chickasha Middle School

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Chickasha Middle School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Grady County EMS** on 8 /16/2024 **Here**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team MUST include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Mary Hall- School Nurse</i>	<i>Team Leader</i>
<i>Tori Clark- Principal</i>	<i>Team Member</i>
<i>Chase Rodgers- Coac</i>	<i>Team Member</i>
<i>Dawnshaye Davis-Counselor</i>	<i>Team Member</i>
<i>Cassidy Fletcher-Para</i>	<i>Team Member</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches All school nurses

All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time Announcements over PA

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

****Example: Local Ambulance, Fire Department, Police Department, Sheriff Department**

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
Grady County EMS	911
Grady County Fire	911
Chickasha Police Department	911
Grady County Sheriff Office	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

****Check with your manufacturer for the recommended maintenance of your AED.**

[illegible]

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<u>Site</u>	<u>Location</u>	<u>Last Maintenance Date</u>
Middle School	<i>Myers Fieldhouse Concessions</i>	8/12/2024
High School AC	Ticket Booth	8/12/2024
High School Soccer	Traveler 1 (Soccer)	8/12/2024
High School Baseball	Traveler 2 (Baseball)	8/12/2024
High School Wrestling	Wrestling/Weight Room	8/12/2024
High School Cheer Barn	Cheer Barn	8/12/2024
POM/CQA	Quality Academy-main office	8/12/2024

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: _____



Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

Chickasha High School

Chickasha High School

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Chickasha High School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Grady County EMS**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team MUST include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Chelsea Ince	Registered Nurse
Karlye Weber	Teacher/Coach
Jonathan Pearson	Teacher/Coach
Pam Brandt	Para
Eric Golightly	Para
Raylee Butler	Counselor
Chase Johnson	Teacher/Coach
Meredith Noland	Teacher/Coach
Yvonne Kennedy	Asst. Principal
Debby Davis	Principal

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All school nurses

All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

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<i>Date of Drill</i>	<i>Notes</i>
September 23, 2024	
January 6, 2025	

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

****Example: Local Ambulance, Fire Department, Police Department, Sheriff Department**

*****Identify who on your team will contact these providers**

<i>Name of Provider</i>	<i>Contact Information</i>
Grady County EMS	911
Grady County Fire	911
Chickasha Police Department	911
Grady County Sheriff Office	911

LOCATION OF AED’S IN SCHOOL SITE AND MAINTENANCE DATE:

****Check with your manufacturer for the recommended maintenance of your AED.**

<i>AED Location</i>	<i>Maintenance Date</i>
Main Building-Nurse Office Hallway	8/12/2024
Freshman Building- Main Hallway	8/12/2024
Weight Room/Wrestling	8/12/2024
Cheer Barn	8/12/2024
Ag Barn	8/12/2024

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)
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High School Cheer Barn	Cheer Barn	8/12/2024
POM/CQA	Quality Academy-main office	8/12/2024

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: _____



Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

Chickasha Quality Academy

Chickasha Public Schools

Chickasha High School Quality Academy

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Chickasha High School Quality Academy has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Grady County EMS**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<u>Team Member</u>	<u>Role</u>
Elizabeth Fechner	Administrator
Trish Smith	Secretary
Chelsea Ince	Registered Nurse

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches

All school nurses

All athletic trainers Your team members for response plan at all sites

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IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

****Example: Local Ambulance, Fire Department, Police Department, Sheriff Department**

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
Grady County EMS	911
Grady County Fire	911
Chickasha Police Department	911
Grady County Sheriff Office	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

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[illegible]

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DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: _____



Regular Meeting of the Board of
Education
Monday, August 12, 2024 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: Present
Robyn Morse: Present

3. Pledge of Allegiance

4. Public Comment

1 public comment

5. Superintendent's Report

Superintendent gave his report

6. Discussion and possible action regarding Adoption Resolution with Grady County
Motion to approve Adoption Resolution with Grady County. This motion, made by Christy Clift and seconded by Robyn Morse, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

7. Discussion and possible action regarding Interlocal Agreement with Grady County
Motion to approve Interlocal Agreement with Grady County. This motion, made by Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Yea

Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

8. Discussion and possible action regarding Contract with Instructional Empowerment/Marzano Evaluation Center

Motion to approve Contract with Instructional Empowerment/Marzano Evaluation Center. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

9. Discussion and possible action regarding Operations & Athletic Support Contract

Motion to approve Operations & Athletic Support Contract. This motion, made by Christy Clift and seconded by Robyn Morse, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

10. Discussion and possible action regarding ACT Determination for the high school College Career-Readiness Assessment

No action taken

11. Discussion and possible action regarding Revised - Board Policy - BJ Internet Access and Acceptable Use Policy

Motion to approve Revised - Board Policy - BJ Internet Access and Acceptable Use Policy. This motion, made by Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea

Yea: 5, Nay: 0

12. Discussion and possible action regarding MOU with Alpha Autism Therapy

Motion to approve MOU with Alpha Autism Therapy. This motion, made by Christy Clift and seconded by Zack McGill, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 5, Nay: 0

13. Discussion and possible action regarding MOU with Brighter Strides

Motion to approve MOU with Brighter Strides. This motion, made by Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 5, Nay: 0

14. Discussion and possible action regarding Deregulation of Brandon Willis's Plan Period

Motion to approve Deregulation of Brandon Willis's Plan Period. This motion, made by Christy Clift and seconded by Robyn Morse, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 5, Nay: 0

15. Discussion and possible action regarding Deregulation of Library Services: Bill Wallace Early Childhood Center

Motion to approve Deregulation of Library Services: Bill Wallace Early Childhood Center. This motion, made by Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea
Yea: 5, Nay: 0

16. Discussion and possible action regarding Adjunct Jimmy Brandon Willis in Elementary Education at Grand Elementary

Motion to approve Adjunct Jimmy Brandon Willis in Elementary Education at Grand Elementary. This motion, made by Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

17. Discussion and possible action regarding Adjunct Damon Mantooth to teach Physical Education/Health/Safety at Chickasha High School

Motion to approve Adjunct Damon Mantooth to teach Physical Education/Health/Safety at Chickasha High School. This motion, made by Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

18. Discussion and possible action regarding Adjunct Justin Croke to teach Physical Education/Health/Safety at Bill Wallace Early Childhood Center

Motion to approve Adjunct Justin Croke to teach Physical Education/Health/Safety in first grade. This motion, made by Christy Clift and seconded by Robyn Morse, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

19. Discussion and possible action regarding CHS Baseball Mower Shed Proposal

Motion to approve CHS Baseball Mower Shed Donation. This motion, made by Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Abstain (With Conflict)
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 4, Nay: 0, Abstain (With Conflict): 1

20. Discussion and possible action regarding CO-OP agreement with Verden Public Schools for Middle School and High School wrestling

Motion to approve CO-OP agreement with Verden Public Schools for Middle School and High School wrestling. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

21. Consent Agenda

Motion to approve Consent Agenda. This motion, made by Christy Clift and seconded by Robyn Morse, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

21.a. Minutes of the July 8, 2024 regular meeting

21.b. Finance Report; 2024-2025

1. General Fund Nos 124-194
2. Building Fund Nos 31-35
3. 2010 Bond #31 1
4. 2021 Bond #32 1 to 5
5. 2010 A&B Bond none
6. FY23 Safety & Security Bond none
7. 2024 Bond Fund 1&2
8. Sinking Fund #41 3
9. Gifts #81 none

10. BJ Clack Nos. none
11. Athletic Fund Nos. 1-66
12. Activity Fund Nos. 1-61
13. Federal Program

21.c. Annual renewal of Specialty Care Medical/Pediatrics, Inc.

21.d. Annual renewal of MobyMax Education, LLC

21.e. Annual renewal of Follett/Destiny

21.f. Annual renewal of Bloodborne Pathogen Exposure Control Plan

21.g. Annual renewal of Agreement for Educational Services between Chickasha Public Schools and Southwest Youth and Family Services

21.h. Annual renewal of After-School Program 2024-2025 school year

21.i. Annual renewal of Emergency Action Plan 2024-2025

21.j. Annual renewal of Alert 360 Agreement

21.k. Purpose of Account - Grand Art Club (updated)

21.l. Surplus:

- Transportation Surplus - Buses
- Curriculum Surplus - Math Books
- Chickasha Public Schools - Technology Surplus

21.m. Sanctioning:

- Chickasha Band

21.n. Advertising Sale Addendums:

- Baseball

- Basketball
- CHS Cheer
- CMS Cheer
- Football
- CHS Pom
- CHS Soccer
- CHS Softball
- Volleyball
- Wrestling

22. 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: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

The board entered into executive session at 7:16PM.

22.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).

22.b. Proposed executive session for the purpose of discussing negotiations concerning employees and representatives of employee groups pursuant to 25 O.S. 307(B)(2).

22.c. Evaluation, contract and employment of the Superintendent Executive Session Authority: Okla. Stat. Tit. 25, 307(B)(1).

23. Acknowledge return to open session and executive session compliance statement

The board returned from executive session at 9:56PM

24. Discussion and possible action regarding the hiring of individuals listed on Exhibit A
Motion to approve the hiring of individuals listed on Exhibit A with these correction. Removal of Kevin James from the exhibit A, EJ Golightly's site is Lincoln not Grand and position is Intermediate Head Basketball Coach Boys, and Dawnshaye Blakes position is HS & MS Volleyball Assistant Coach. This motion, made by Christy Clift and seconded by Robyn Morse, passed.

Laurie Allen: Yea

Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

25. Discussion and possible action regarding the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A

Motion to approve the transfer/reassignment/workday adjustment for the individuals listed on Exhibit A with the correction Jeremy Lucas' position is custodian not grounds. This motion, made by Christy Clift and seconded by Robyn Morse, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

26. 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 Robyn Morse and seconded by Christy Clift, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea
Zack McGill: Yea
Robyn Morse: Yea
Yea: 5, Nay: 0

27. Discussion and possible action regarding the retirement of individuals listed on Exhibit A

No action taken/no retirements

28. New Business

No new business

29. Motion to Adjourn

Motion to adjourn at 9:56PM. This motion, made by Cara Gerdes and seconded by Robyn Morse, passed.

Laurie Allen: Yea
Christy Clift: Yea
Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Yea

Yea: 5, Nay: 0

Board President

Clerk



Special Meeting of the Board of Education
Monday, August 26, 2024 12:00 PM Central

Board Room, Administration Building
900 W Choctaw Ave
Chickasha, Oklahoma 73018

1. Call Meeting to Order

2. Roll Call

Attendance Taken at 12:02 PM.

Laurie Allen: Present

Christy Clift: Present

Cara Gerdes: Absent

Zack McGill: Present

Robyn Morse: Absent

3. Pledge of Allegiance

Attendance Update Taken at 12:03 PM.

Cara Gerdes: Present

4. Discussion and possible action regarding CASE negotiated agreement

Motion to approve CASE negotiated agreement. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Absent

Yea: 4, Nay: 0, Absent: 1

5. Discussion and possible action regarding CUTA negotiated agreement

Motion to approve CUTA negotiated agreement. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Absent

Yea: 4, Nay: 0, Absent: 1

6. Discussion and possible action regarding COPA negotiated agreement

Motion to approve COPA negotiated agreement. This motion, made by Christy Clift and seconded by Cara Gerdes, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Absent

Yea: 4, Nay: 0, Absent: 1

7. Discussion and possible action regarding Administration, Coordinator's, LPC's and Exempt Employee Pay Scales

Motion to approve Administration, Coordinator's, LPC's and Exempt Employee Pay Scales. This motion, made by Christy Clift and seconded by Laurie Allen, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Absent

Yea: 4, Nay: 0, Absent: 1

8. Motion to Adjourn

Motion to adjourn at 12:07pm. This motion, made by Cara Gerdes and seconded by Laurie Allen, passed.

Laurie Allen: Yea

Christy Clift: Yea

Cara Gerdes: Yea

Zack McGill: Yea

Robyn Morse: Absent

Yea: 4, Nay: 0, Absent: 1

Board President

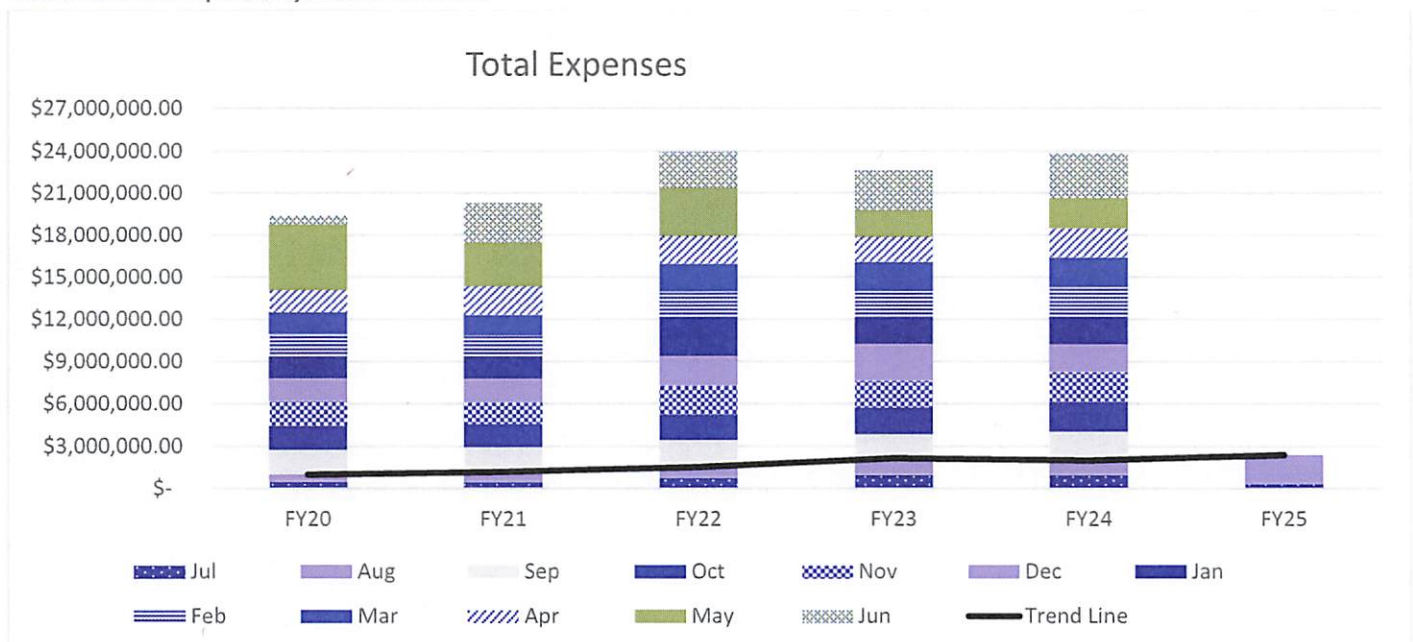
Clerk

DRAFT

To: Members of the Board of Education
From: Jennifer Stegman
Date: September 9, 2024

Chickasha's General Fund expenditures over the past five fiscal years and year-to-date (YTD) for the current fiscal year are detailed in Exhibits 1 and 2. Exhibit 1 delineates monthly salary and benefit expenses for all Chickasha Public School employees, while Exhibit 2 provides a breakdown of General Fund total expenses (including both salary and operational costs) by month.

Exhibit 1: Payroll Expenses by Month and Year



Revenues:

Exhibit 3 provides the General Fund receipts by month, covering FY20 through FY24, with year-to-date figures for FY25. These receipts include funding from State, Local, and Federal Sources. Current receipts have increased compared to the same period last year, likely due to delays in federal reimbursements and the disbursement of salary increase funds for expenses incurred in the previous year.

Exhibit 3: Receipts by Month

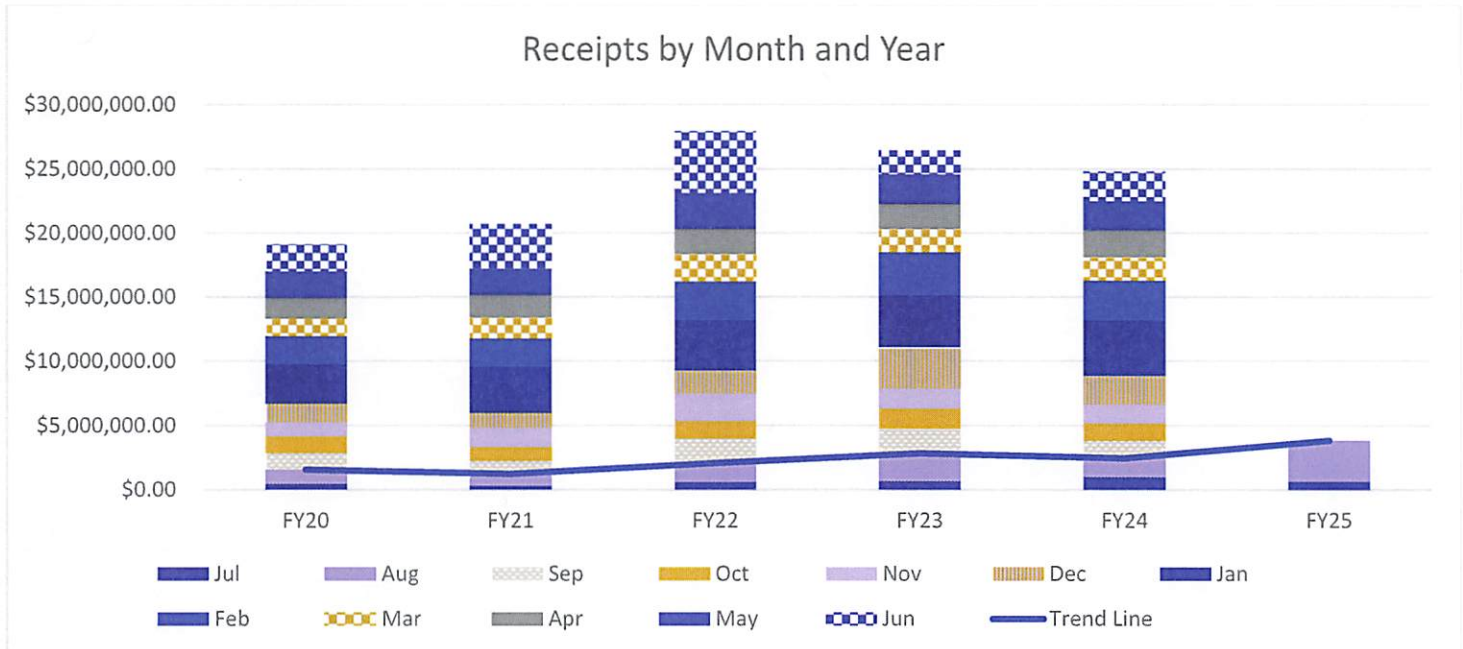
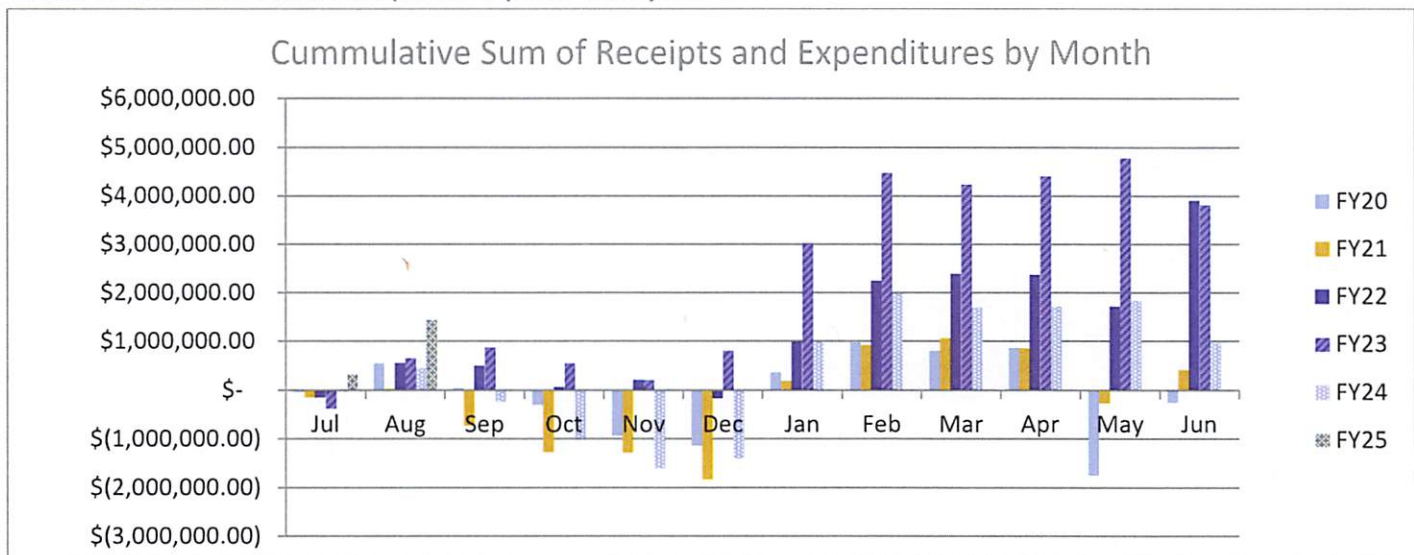


Exhibit 4 delineates General Fund revenues and expenses by month spanning from FY20 to FY24, along with year-to-date figures for FY25. These values represent the cumulative sum of revenues and expenses at the end of each month. These values reflect revenue and expenses generated within the designated year, excluding fund balances carried forward from prior years. This information serves as a valuable tool for analyzing cash flow trends and guiding the district in projecting the required cash fund balances.

Exhibit 4: Cumulative Sum of Receipts and Expenditures by Month



Chickasha Public Schools
Budget Analysis

Options: Year: 2024-2025, Date Range: 7/1/2024 - 8/31/2024, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2024-2025						
11 11- General Fund	23,306,330.00	5,498,474.74	2,374,089.64	3,124,385.10	17,807,855.26	23.59%
21 21-Building Fund	2,119,856.00	1,241,294.32	136,806.64	1,104,487.68	878,561.68	58.56%
30 30-Lease Purchase Safety and Security	10,224,477.31	890,592.66	625,449.96	265,142.70	9,333,884.65	8.71%
31 31-2020 Bond Fund	5,471,096.38	5,373,550.00	5,365,800.00	7,750.00	97,546.38	98.22%
32 32-2021 Bond Fund	128,140.14	127,153.30	28,865.74	98,287.56	986.84	99.23%
33 33-2022 Bond Fund	71,956.09	0.00	0.00	0.00	71,956.09	0.00%
34 34-2023 Bond Fund	70,550.70	0.00	0.00	0.00	70,550.70	0.00%
35 35-2024 Bond Fund	525,000.00	388,850.00	0.00	388,850.00	136,150.00	74.07%
41 41-Sinking Fund	3,000,000.00	2,894,225.00	2,894,225.00	0.00	105,775.00	96.47%
61 61-Activity Fund	0.00	83,772.01	61,536.73	22,235.28	-83,772.01	100.00%
62 62-Athletic Fund	0.00	126,224.57	83,706.25	42,518.32	-126,224.57	100.00%
Total 2024-2025	\$44,917,406.62	\$16,624,136.60	\$11,570,479.96	\$5,053,656.64	\$28,293,270.02	37.01 %
Report Total	\$44,917,406.62	\$16,624,136.60	\$11,570,479.96	\$5,053,656.64	\$28,293,270.02	37.01 %

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT)						
11 11- General Fund	\$0.00	\$259,185.14	\$0.00	\$259,185.14	N/A	\$0.00
21 21-Building Fund	\$0.00	\$37,016.09	\$0.00	\$37,016.09	N/A	\$0.00
41 41-Sinking Fund	\$0.00	\$208,405.71	\$0.00	\$208,405.71	N/A	\$0.00
Source - 1110 AD VALOREM TAX LEVY (CURRENT) Total	\$0.00	\$504,606.94	\$0.00	\$504,606.94	N/A	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)						
11 11- General Fund	\$0.00	\$25,061.56	\$0.00	\$25,061.56	N/A	\$22,112.92
21 21-Building Fund	\$0.00	\$3,579.23	\$0.00	\$3,579.23	N/A	\$3,158.11
41 41-Sinking Fund	\$0.00	\$19,950.91	\$0.00	\$19,950.91	N/A	\$17,762.33
Source - 1120 AD VALOREM TAX LEVY (PR.YRS) Total	\$0.00	\$48,591.70	\$0.00	\$48,591.70	N/A	\$43,033.36
Source - 1130 REVENUE IN LIEU OF TAXES						
11 11- General Fund	\$0.00	\$7,536.13	\$0.00	\$7,536.13	N/A	\$7,536.13
21 21-Building Fund	\$0.00	\$1,076.29	\$0.00	\$1,076.29	N/A	\$1,076.29
41 41-Sinking Fund	\$0.00	\$6,059.65	\$0.00	\$6,059.65	N/A	\$6,059.65
Source - 1130 REVENUE IN LIEU OF TAXES Total	\$0.00	\$14,672.07	\$0.00	\$14,672.07	N/A	\$14,672.07
Source - 1214 GED TESTING FEES						
11 11- General Fund	\$0.00	\$1,500.01	\$0.00	\$1,500.01	N/A	\$775.63
61 61-Activity Fund	\$0.00	\$1,140.00	\$0.00	\$1,140.00	N/A	\$780.00
Source - 1214 GED TESTING FEES Total	\$0.00	\$2,640.01	\$0.00	\$2,640.01	N/A	\$1,555.63
Source - 1260 EXTENDED SCHOOL CARE						
61 61-Activity Fund	\$0.00	\$46,406.00	\$0.00	\$46,406.00	N/A	\$21,192.00
Source - 1260 EXTENDED SCHOOL CARE Total	\$0.00	\$46,406.00	\$0.00	\$46,406.00	N/A	\$21,192.00
Source - 1310 INTEREST EARNINGS						
11 11- General Fund	\$0.00	\$57,736.37	\$0.00	\$57,736.37	N/A	\$30,617.19
60 60-BJ Clack Scholarships	\$0.00	\$1,239.82	\$0.00	\$1,239.82	N/A	\$620.26
61 61-Activity Fund	\$0.00	\$1,298.31	\$0.00	\$1,298.31	N/A	\$643.93
Source - 1310 INTEREST EARNINGS Total	\$0.00	\$60,274.50	\$0.00	\$60,274.50	N/A	\$31,881.38
Source - 1340 ACCRUED INTEREST ON BOND SALES						
31 31-2020 Bond Fund	\$0.00	\$19,385.27	\$0.00	\$19,385.27	N/A	\$0.00
34 34-2023 Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
35 35-2024 Bond Fund	\$0.00	\$1,917.23	\$0.00	\$1,917.23	N/A	\$0.00
Source - 1340 ACCRUED INTEREST ON BOND SALES Total	\$0.00	\$21,302.50	\$0.00	\$21,302.50	N/A	\$0.00
Source - 1350 INTEREST ON TAXES						
11 11- General Fund	\$0.00	\$654.09	\$0.00	\$654.09	N/A	\$518.83
Source - 1350 INTEREST ON TAXES Total	\$0.00	\$654.09	\$0.00	\$654.09	N/A	\$518.83
Source - 1410 RENTAL OF SCHOOL FACILITIES						
11 11- General Fund	\$0.00	\$6,150.00	\$0.00	\$6,150.00	N/A	\$3,000.00
61 61-Activity Fund	\$0.00	\$285.00	\$0.00	\$285.00	N/A	\$285.00
62 62-Athletic Fund	\$0.00	\$750.00	\$0.00	\$750.00	N/A	\$0.00
Source - 1410 RENTAL OF SCHOOL FACILITIES Total	\$0.00	\$7,185.00	\$0.00	\$7,185.00	N/A	\$3,285.00
Source - 1420 RENTAL NOT SCHOOL FACILITIES						
11 11- General Fund	\$0.00	\$2,365.00	\$0.00	\$2,365.00	N/A	\$0.00
Source - 1420 RENTAL NOT SCHOOL FACILITIES Total	\$0.00	\$2,365.00	\$0.00	\$2,365.00	N/A	\$0.00
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL						
11 11- General Fund	\$0.00	\$1,820.00	\$0.00	\$1,820.00	N/A	\$1,620.00
Source - 1440 SALES OF EQUIP,SERV,& MATERIAL Total	\$0.00	\$1,820.00	\$0.00	\$1,820.00	N/A	\$1,620.00
Source - 1460 COMMISSIONS						
11 11- General Fund	\$0.00	\$437.93	\$0.00	\$437.93	N/A	\$254.99

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
61 61-Activity Fund	\$0.00	\$65.22	\$0.00	\$65.22	N/A	\$16.07
Source - 1460 COMMISSIONS Total	\$0.00	\$503.15	\$0.00	\$503.15	N/A	\$271.06
Source - 1510 INSURANCE LOSS RECOVERIES						
21 21-Building Fund	\$0.00	\$11,772.62	\$0.00	\$11,772.62	N/A	\$11,772.62
Source - 1510 INSURANCE LOSS RECOVERIES Total	\$0.00	\$11,772.62	\$0.00	\$11,772.62	N/A	\$11,772.62
Source - 1520 LIFE INSURANCE PREMIUM REIM.						
61 61-Activity Fund	\$0.00	\$300.00	\$0.00	\$300.00	N/A	\$300.00
62 62-Athletic Fund	\$0.00	\$600.00	\$0.00	\$600.00	N/A	\$600.00
Source - 1520 LIFE INSURANCE PREMIUM REIM. Total	\$0.00	\$900.00	\$0.00	\$900.00	N/A	\$900.00
Source - 1540 LOST TEXTBOOKS						
61 61-Activity Fund	\$0.00	\$35.00	\$0.00	\$35.00	N/A	\$30.00
Source - 1540 LOST TEXTBOOKS Total	\$0.00	\$35.00	\$0.00	\$35.00	N/A	\$30.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS						
11 11- General Fund	\$0.00	\$6,436.59	\$0.00	\$6,436.59	N/A	\$1,435.54
61 61-Activity Fund	\$0.00	\$10.00	\$0.00	\$10.00	N/A	\$10.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS Total	\$0.00	\$6,446.59	\$0.00	\$6,446.59	N/A	\$1,445.54
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV.						
61 61-Activity Fund	\$0.00	\$1,108.15	\$0.00	\$1,108.15	N/A	\$1,108.15
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIV. Total	\$0.00	\$1,108.15	\$0.00	\$1,108.15	N/A	\$1,108.15
Source - 1710 STUDENTS' LUNCHES/BREAKFASTS						
11 11- General Fund	\$0.00	\$331.00	\$0.00	\$331.00	N/A	\$331.00
Source - 1710 STUDENTS' LUNCHES/BREAKFASTS Total	\$0.00	\$331.00	\$0.00	\$331.00	N/A	\$331.00
Source - 1720 ALA CARTE FOODS/CATERING						
11 11- General Fund	\$0.00	\$1,602.50	\$0.00	\$1,602.50	N/A	\$1,602.50
Source - 1720 ALA CARTE FOODS/CATERING Total	\$0.00	\$1,602.50	\$0.00	\$1,602.50	N/A	\$1,602.50
Source - 1730 ADULT LUNCHES/BREAKFASTS						
11 11- General Fund	\$0.00	\$30.00	\$0.00	\$30.00	N/A	\$30.00
Source - 1730 ADULT LUNCHES/BREAKFASTS Total	\$0.00	\$30.00	\$0.00	\$30.00	N/A	\$30.00
Source - 1810 ADMISSIONS						
62 62-Athletic Fund	\$0.00	\$15,668.00	\$0.00	\$15,668.00	N/A	\$9,668.00
Source - 1810 ADMISSIONS Total	\$0.00	\$15,668.00	\$0.00	\$15,668.00	N/A	\$9,668.00
Source - 1830 CONCESSIONS						
62 62-Athletic Fund	\$0.00	\$6,900.00	\$0.00	\$6,900.00	N/A	\$1,003.50
Source - 1830 CONCESSIONS Total	\$0.00	\$6,900.00	\$0.00	\$6,900.00	N/A	\$1,003.50
Source - 1850 FEES, PENALTIES, AND FINES						
62 62-Athletic Fund	\$0.00	\$350.00	\$0.00	\$350.00	N/A	\$0.00
Source - 1850 FEES, PENALTIES, AND FINES Total	\$0.00	\$350.00	\$0.00	\$350.00	N/A	\$0.00
Source - 1890 OTHER ATHLETIC REVENUE						
62 62-Athletic Fund	\$0.00	\$44,252.65	\$0.00	\$44,252.65	N/A	\$33,932.85
Source - 1890 OTHER ATHLETIC REVENUE Total	\$0.00	\$44,252.65	\$0.00	\$44,252.65	N/A	\$33,932.85
Source - 1950 RESALE MERCH.(NOT STU. STORE)						
61 61-Activity Fund	\$0.00	\$1,688.30	\$0.00	\$1,688.30	N/A	\$1,688.30
Source - 1950 RESALE MERCH.(NOT STU. STORE) Total	\$0.00	\$1,688.30	\$0.00	\$1,688.30	N/A	\$1,688.30
Source - 1970 STUDENT CLUBS & ORGANIZATIONS						
61 61-Activity Fund	\$0.00	\$6,508.28	\$0.00	\$6,508.28	N/A	\$6,508.28
Source - 1970 STUDENT CLUBS & ORGANIZATIONS Total	\$0.00	\$6,508.28	\$0.00	\$6,508.28	N/A	\$6,508.28
Source - 1990 OTHER SCHOOL ACT.FUND RECEIPTS						

Chickasha Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
61 61-Activity Fund	\$0.00	\$1,411.25	\$0.00	\$1,411.25	N/A	\$961.25
Source - 1990 OTHER SCHOOL	\$0.00	\$1,411.25	\$0.00	\$1,411.25	N/A	\$961.25
ACT.FUND RECEIPTS Total						
Series - 1000 Total	\$0.00	\$810,025.30	\$0.00	\$810,025.30	N/A	\$189,011.32
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX						
11 11- General Fund	\$0.00	\$43,735.82	\$0.00	\$43,735.82	N/A	\$3,858.56
Source - 2100 COUNTY 4 MILL AD VALOREM TAX Total	\$0.00	\$43,735.82	\$0.00	\$43,735.82	N/A	\$3,858.56
Source - 2200 COUNTY APPORT.(MORTGAGE TAX)						
11 11- General Fund	\$0.00	\$14,065.94	\$0.00	\$14,065.94	N/A	\$7,868.29
Source - 2200 COUNTY APPORT.(MORTGAGE TAX) Total	\$0.00	\$14,065.94	\$0.00	\$14,065.94	N/A	\$7,868.29
Series - 2000 Total	\$0.00	\$57,801.76	\$0.00	\$57,801.76	N/A	\$11,726.85
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX						
11 11- General Fund	\$0.00	\$462,474.10	\$0.00	\$462,474.10	N/A	\$230,159.11
Source - 3110 GROSS PRODUCTION TAX Total	\$0.00	\$462,474.10	\$0.00	\$462,474.10	N/A	\$230,159.11
Source - 3120 MOTOR VEHICLE COLLECTIONS						
11 11- General Fund	\$0.00	\$91,487.62	\$0.00	\$91,487.62	N/A	\$88,248.40
Source - 3120 MOTOR VEHICLE COLLECTIONS Total	\$0.00	\$91,487.62	\$0.00	\$91,487.62	N/A	\$88,248.40
Source - 3130 RURAL ELECTRIC COOP.TAX						
11 11- General Fund	\$0.00	\$2,801.58	\$0.00	\$2,801.58	N/A	\$1,566.42
Source - 3130 RURAL ELECTRIC COOP.TAX Total	\$0.00	\$2,801.58	\$0.00	\$2,801.58	N/A	\$1,566.42
Source - 3140 STATE SCHOOL LAND EARNINGS						
11 11- General Fund	\$0.00	\$57,356.99	\$0.00	\$57,356.99	N/A	\$25,374.81
Source - 3140 STATE SCHOOL LAND EARNINGS Total	\$0.00	\$57,356.99	\$0.00	\$57,356.99	N/A	\$25,374.81
Source - 3150 VEHICLE TAX STAMPS						
11 11- General Fund	\$0.00	\$543.13	\$0.00	\$543.13	N/A	\$238.97
Source - 3150 VEHICLE TAX STAMPS Total	\$0.00	\$543.13	\$0.00	\$543.13	N/A	\$238.97
Source - 3160 FARM IMPLEMENT TAX STAMP						
11 11- General Fund	\$0.00	\$2,334.47	\$0.00	\$2,334.47	N/A	\$1,510.30
21 21-Building Fund	\$0.00	\$333.41	\$0.00	\$333.41	N/A	\$215.70
41 41-Sinking Fund	\$0.00	\$1,877.11	\$0.00	\$1,877.11	N/A	\$1,214.41
Source - 3160 FARM IMPLEMENT TAX STAMP Total	\$0.00	\$4,544.99	\$0.00	\$4,544.99	N/A	\$2,940.41
Source - 3210 FOUNDATION AND SALARY INCEN.						
11 11- General Fund	\$0.00	\$1,387,594.08	\$0.00	\$1,387,594.08	N/A	\$1,387,594.08
Source - 3210 FOUNDATION AND SALARY INCEN. Total	\$0.00	\$1,387,594.08	\$0.00	\$1,387,594.08	N/A	\$1,387,594.08
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW.						
11 11- General Fund	\$0.00	\$205,561.57	\$0.00	\$205,561.57	N/A	\$205,561.57
Source - 3250 EDUCATION FLEX.BENEFIT ALLOW. Total	\$0.00	\$205,561.57	\$0.00	\$205,561.57	N/A	\$205,561.57
Source - 3420 STATE TEXTBOOK						
11 11- General Fund	\$0.00	\$142,818.82	\$0.00	\$142,818.82	N/A	\$142,818.82
Source - 3420 STATE TEXTBOOK Total	\$0.00	\$142,818.82	\$0.00	\$142,818.82	N/A	\$142,818.82
Source - 3430 ADULT EDUCATION MATCHING						
11 11- General Fund	\$0.00	\$4,944.84	\$0.00	\$4,944.84	N/A	\$4,944.84
Source - 3430 ADULT EDUCATION MATCHING Total	\$0.00	\$4,944.84	\$0.00	\$4,944.84	N/A	\$4,944.84
Source - 3436 School Resource Officer Program						
11 11- General Fund	\$0.00	\$91,829.62	\$0.00	\$91,829.62	N/A	\$91,829.62

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3436 School Resource Officer	\$0.00	\$91,829.62	\$0.00	\$91,829.62	N/A	\$91,829.62
Program Total						
Series - 3000 Total	\$0.00	\$2,451,957.34	\$0.00	\$2,451,957.34	N/A	\$2,181,277.05
Series - 4000						
Source - 4140 Title VI Indian, Hawaiian, & Alaska						
11 11- General Fund	\$0.00	\$12,907.47	\$0.00	\$12,907.47	N/A	\$0.00
Source - 4140 Title VI Indian, Hawaiian, & Alaska Total	\$0.00	\$12,907.47	\$0.00	\$12,907.47	N/A	\$0.00
Source - 4210 TITLE I-BASIC PROGRAM						
11 11- General Fund	\$0.00	\$159,649.59	\$0.00	\$159,649.59	N/A	\$159,649.59
Source - 4210 TITLE I-BASIC PROGRAM Total	\$0.00	\$159,649.59	\$0.00	\$159,649.59	N/A	\$159,649.59
Source - 4271 Part A, Supp Effective Instruction						
11 11- General Fund	\$0.00	\$923.23	\$0.00	\$923.23	N/A	\$923.23
Source - 4271 Part A, Supp Effective Instruction Total	\$0.00	\$923.23	\$0.00	\$923.23	N/A	\$923.23
Source - 4310 INDIV.WITH DISABIL.IDEA--B						
11 11- General Fund	\$0.00	\$95,301.19	\$0.00	\$95,301.19	N/A	\$95,301.19
Source - 4310 INDIV.WITH DISABIL.IDEA--B Total	\$0.00	\$95,301.19	\$0.00	\$95,301.19	N/A	\$95,301.19
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B						
11 11- General Fund	\$0.00	\$1,574.64	\$0.00	\$1,574.64	N/A	\$1,574.64
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B Total	\$0.00	\$1,574.64	\$0.00	\$1,574.64	N/A	\$1,574.64
Source - 4480 Title IX-Education for the Homeless						
11 11- General Fund	\$0.00	\$7,392.42	\$0.00	\$7,392.42	N/A	\$7,392.42
Source - 4480 Title IX-Education for the Homeless Total	\$0.00	\$7,392.42	\$0.00	\$7,392.42	N/A	\$7,392.42
Source - 4611 ADULT BASIC EDUCATION TIT.XIII						
11 11- General Fund	\$0.00	\$60,202.88	\$0.00	\$60,202.88	N/A	\$60,202.88
Source - 4611 ADULT BASIC EDUCATION TIT.XIII Total	\$0.00	\$60,202.88	\$0.00	\$60,202.88	N/A	\$60,202.88
Source - 4689 OTHER MISC. SOURCES OF FED.REV						
11 11- General Fund	\$0.00	\$502,988.60	\$0.00	\$502,988.60	N/A	\$502,988.60
21 21-Building Fund	\$0.00	\$60,325.53	\$0.00	\$60,325.53	N/A	\$60,325.53
Source - 4689 OTHER MISC. SOURCES OF FED.REV Total	\$0.00	\$563,314.13	\$0.00	\$563,314.13	N/A	\$563,314.13
Source - 4740 SUMMER FOOD SERV.PROG.						
11 11- General Fund	\$0.00	\$39,169.16	\$0.00	\$39,169.16	N/A	\$39,169.16
Source - 4740 SUMMER FOOD SERV.PROG. Total	\$0.00	\$39,169.16	\$0.00	\$39,169.16	N/A	\$39,169.16
Source - 4821 EQUALIZATION (CARL PERKINS)						
11 11- General Fund	\$0.00	\$23,584.43	\$0.00	\$23,584.43	N/A	\$23,584.43
Source - 4821 EQUALIZATION (CARL PERKINS) Total	\$0.00	\$23,584.43	\$0.00	\$23,584.43	N/A	\$23,584.43
Series - 4000 Total	\$0.00	\$964,019.14	\$0.00	\$964,019.14	N/A	\$951,111.67
Series - 5000						
Source - 5112 PROCEEDS SALE ORIGINAL BONDS						
31 31-2020 Bond Fund	\$0.00	\$5,426,391.84	\$0.00	\$5,426,391.84	N/A	\$0.00
34 34-2023 Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
35 35-2024 Bond Fund	\$0.00	\$406,137.66	\$0.00	\$406,137.66	N/A	\$0.00
Source - 5112 PROCEEDS SALE ORIGINAL BONDS Total	\$0.00	\$5,832,529.50	\$0.00	\$5,832,529.50	N/A	\$0.00
Source - 5120 CASH OR CHANGE						
62 62-Athletic Fund	\$0.00	\$11,100.00	\$0.00	\$11,100.00	N/A	\$10,100.00
Source - 5120 CASH OR CHANGE Total	\$0.00	\$11,100.00	\$0.00	\$11,100.00	N/A	\$10,100.00
Source - 5160 ACTIVITY FUND REIMBURSEMENT						
11 11- General Fund	\$0.00	\$43,714.95	\$0.00	\$43,714.95	N/A	\$43,714.95

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2024

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 5160 ACTIVITY FUND REIMBURSEMENT Total	\$0.00	\$43,714.95	\$0.00	\$43,714.95	N/A	\$43,714.95
Source - 5600 CORRECTING ENTRY						
11 11- General Fund	\$0.00	\$2.80	\$0.00	\$2.80	N/A	\$2.80
Source - 5600 CORRECTING ENTRY Total	\$0.00	\$2.80	\$0.00	\$2.80	N/A	\$2.80
Series - 5000 Total	\$0.00	\$5,887,347.25	\$0.00	\$5,887,347.25	N/A	\$53,817.75
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH FWD.						
11 11- General Fund	\$0.00	\$6,905,031.04	\$0.00	\$6,905,031.04	N/A	\$0.00
21 21-Building Fund	\$0.00	\$1,916,122.95	\$0.00	\$1,916,122.95	N/A	\$0.00
31 31-2020 Bond Fund	\$0.00	\$25,319.27	\$0.00	\$25,319.27	N/A	\$0.00
32 32-2021 Bond Fund	\$0.00	\$138,959.34	\$0.00	\$138,959.34	N/A	\$0.00
33 33-2022 Bond Fund	\$0.00	\$71,956.09	\$0.00	\$71,956.09	N/A	\$0.00
34 34-2023 Bond Fund	\$0.00	\$71,200.56	\$0.00	\$71,200.56	N/A	\$0.00
35 35-2024 Bond Fund	\$0.00	\$119,000.00	\$0.00	\$119,000.00	N/A	\$0.00
41 41-Sinking Fund	\$0.00	\$3,874,914.28	\$0.00	\$3,874,914.28	N/A	\$0.00
Source - 6110 CASH FORWARD-SURPLUS CASH FWD. Total	\$0.00	\$13,122,503.53	\$0.00	\$13,122,503.53	N/A	\$0.00
Series - 6000 Total	\$0.00	\$13,122,503.53	\$0.00	\$13,122,503.53	N/A	\$0.00
Report Total	\$0.00	\$23,293,654.32	\$0.00	\$23,293,654.32	N/A	\$3,386,944.64

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 8/1/2024 - 8/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 001 Activity Offices							
901 Bill Wallace Office	\$28,228.50	\$0.00	\$0.00	\$201.85	\$28,026.65	\$0.00	\$28,026.65
910 Grand Office	\$31,971.39	\$1,000.00	\$0.00	\$2,732.97	\$30,238.42	\$975.00	\$29,263.42
917 Grand Staff Account	\$422.35	\$0.00	\$0.00	\$0.00	\$422.35	\$0.00	\$422.35
920 Lincoln Office	\$6,395.57	\$225.62	\$0.00	\$1,005.20	\$5,615.99	\$600.00	\$5,015.99
930 Middle School Office	\$5,472.04	\$390.00	\$0.00	\$1,397.32	\$4,464.72	\$1,104.94	\$3,359.78
950 High School Office	\$18,839.84	\$2,380.15	\$0.00	\$2,095.99	\$19,124.00	\$4,041.56	\$15,082.44
970 ABE	\$979.25	\$500.00	\$0.00	\$496.55	\$982.70	\$0.00	\$982.70
971 ABE	\$1,661.28	\$280.00	\$0.00	\$0.00	\$1,941.28	\$0.00	\$1,941.28
975 ABE Scholarships	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
980 Facilities	\$1,527.03	\$8.00	\$0.00	\$210.00	\$1,325.03	\$0.00	\$1,325.03
985 Chickasha Quality Academy	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00
990 CPS Administration	\$18,000.94	\$928.93	\$0.00	\$5,102.98	\$13,826.89	\$0.00	\$13,826.89
991 School Based Services Program	\$3,143.84	\$0.00	\$0.00	\$0.00	\$3,143.84	\$0.00	\$3,143.84
993 Textbook/Equipment	\$4,486.00	\$310.00	\$0.00	\$4,486.00	\$310.00	\$0.00	\$310.00
Total Project - 001 Activity Offices	\$121,978.03	\$6,022.70	\$0.00	\$17,728.86	\$110,271.87	\$6,721.50	\$103,550.37
Project - 002 Activity Media Centers							
902 Bill Wallace Media Center	\$1,578.30	\$0.00	\$0.00	\$0.00	\$1,578.30	\$0.00	\$1,578.30
911 Grand Media Center	\$2,253.80	\$0.00	\$0.00	\$0.00	\$2,253.80	\$230.00	\$2,023.80
921 Lincoln Media Center	\$1,154.80	\$30.00	\$0.00	\$0.00	\$1,184.80	\$0.00	\$1,184.80
931 Middle School Media Center	\$2,271.67	\$0.00	\$0.00	\$0.00	\$2,271.67	\$0.00	\$2,271.67
Total Project - 002 Activity Media Centers	\$7,258.57	\$30.00	\$0.00	\$0.00	\$7,288.57	\$230.00	\$7,058.57
Project - 005 Activity Clubs							
913 Grand Spirit Squad	\$4,942.58	\$2,270.00	\$0.00	\$0.00	\$7,212.58	\$0.00	\$7,212.58
914 Grand Art Club	\$0.00	\$1,900.00	\$0.00	\$0.00	\$1,900.00	\$100.00	\$1,800.00
915 Robotics	\$3,163.91	\$150.00	\$0.00	\$349.19	\$2,964.72	\$0.00	\$2,964.72
922 Lincoln Clubs	\$2,346.47	\$0.00	\$0.00	\$0.00	\$2,346.47	\$0.00	\$2,346.47
933 Middle School Science	\$225.55	\$0.00	\$0.00	\$0.00	\$225.55	\$0.00	\$225.55
934 Middle School Enrichment	\$84.11	\$0.00	\$0.00	\$0.00	\$84.11	\$0.00	\$84.11
935 Middle School F.C.C.L.A.	\$202.37	\$0.00	\$0.00	\$0.00	\$202.37	\$75.00	\$127.37
936 Middle School Academic Programs	\$276.23	\$0.00	\$0.00	\$0.00	\$276.23	\$0.00	\$276.23
938 Middle School Honor Society	\$795.92	\$0.00	\$0.00	\$0.00	\$795.92	\$0.00	\$795.92
939 Middle School Indus. Arts-AT/AE	\$2,334.62	\$0.00	\$0.00	\$0.00	\$2,334.62	\$0.00	\$2,334.62
941 Middle School Council	\$1,283.39	\$0.00	\$0.00	\$0.00	\$1,283.39	\$0.00	\$1,283.39
942 Middle School Vocal Music	\$304.17	\$0.00	\$0.00	\$0.00	\$304.17	\$0.00	\$304.17
958 High School Jr Optimist Club	\$1,557.54	\$0.00	\$0.00	\$0.00	\$1,557.54	\$0.00	\$1,557.54
959 High School National Honor	\$239.43	\$0.00	\$0.00	\$0.00	\$239.43	\$0.00	\$239.43
960 High School Academic Club	\$11.01	\$0.00	\$0.00	\$0.00	\$11.01	\$0.00	\$11.01
961 High Special Olympics/Spec Ed	\$3,585.48	\$0.00	\$0.00	\$97.04	\$3,488.44	\$0.00	\$3,488.44
962 High School Student Council	\$2,943.17	\$0.00	\$0.00	\$0.00	\$2,943.17	\$0.00	\$2,943.17
963 Native American Cultural Club	\$19,522.84	\$0.00	\$0.00	\$0.00	\$19,522.84	\$0.00	\$19,522.84
968 Mentor Program	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
969 HS Robotics	\$8,749.94	\$0.00	\$0.00	\$0.00	\$8,749.94	\$150.00	\$8,599.94
Total Project - 005 Activity Clubs	\$53,268.73	\$4,320.00	\$0.00	\$446.23	\$57,142.50	\$325.00	\$56,817.50
Project - 007 Activity FFA/Horticulture							
964 High School F.F.A/Horticulture	\$23,863.36	\$0.00	\$0.00	\$443.91	\$23,419.45	\$11,600.00	\$11,819.45
Total Project - 007 Activity FFA/Horticulture	\$23,863.36	\$0.00	\$0.00	\$443.91	\$23,419.45	\$11,600.00	\$11,819.45
Project - 008 Activity Daycare							
903 Bill Wallace Daycare	\$113,694.07	\$17,102.00	\$0.00	\$33,470.25	\$97,325.82	\$798.95	\$96,526.87
916 Grand Daycare	\$39,200.54	\$4,090.00	\$0.00	\$9,279.81	\$34,010.73	\$0.00	\$34,010.73
Total Project - 008 Activity Daycare	\$152,894.61	\$21,192.00	\$0.00	\$42,750.06	\$131,336.55	\$798.95	\$130,537.60
Project - 009 Activity Electives							
950 High School Office	\$0.00	\$1,120.00	\$0.00	\$0.00	\$1,120.00	\$0.00	\$1,120.00
951 High School Art	\$255.26	\$0.00	\$0.00	\$0.00	\$255.26	\$0.00	\$255.26
952 High School Band	\$5,845.51	\$338.28	\$0.00	\$0.00	\$6,183.79	\$2,559.83	\$3,623.96
953 High School Yearbook	\$5,821.23	\$0.00	\$0.00	\$0.00	\$5,821.23	\$0.00	\$5,821.23
954 High School Drama	\$271.73	\$0.00	\$0.00	\$0.00	\$271.73	\$0.00	\$271.73

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 8/1/2024 - 8/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 009 Activity Electives							
955 High School Library	\$56.05	\$0.00	\$0.00	\$0.00	\$56.05	\$0.00	\$56.05
956 High School Vocal Music	\$16,758.91	\$0.00	\$0.00	\$0.00	\$16,758.91	\$0.00	\$16,758.91
Total Project - 009 Activity Electives	\$29,008.69	\$1,458.28	\$0.00	\$0.00	\$30,466.97	\$2,559.83	\$27,907.14
Project - 010 Activity Classes							
965 High School Classes	\$23,198.14	\$500.00	\$0.00	\$167.67	\$23,530.47	\$0.00	\$23,530.47
Total Project - 010 Activity Classes	\$23,198.14	\$500.00	\$0.00	\$167.67	\$23,530.47	\$0.00	\$23,530.47
Total	\$411,470.13	\$33,522.98	\$0.00	\$61,536.73	\$383,456.38	\$22,235.28	\$361,221.10

Chickasha Public Schools

Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 8/1/2024 - 8/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 003 Athletics							
801 Athletic Misc.	\$878.19	\$0.00	\$0.00	\$0.00	\$878.19	\$0.00	\$878.19
802 Archery	\$6,997.87	\$0.00	\$0.00	\$0.00	\$6,997.87	\$0.00	\$6,997.87
803 Baseball	\$1,889.92	\$500.00	\$0.00	\$0.00	\$2,389.92	\$258.33	\$2,131.59
804 Basketball-Boys	\$4,990.73	\$1,000.00	\$0.00	\$462.50	\$5,528.23	\$696.56	\$4,831.67
805 Basketball-Girls	\$4,403.71	\$0.00	\$0.00	\$0.00	\$4,403.71	\$237.44	\$4,166.27
806 Cheer	\$7,181.03	\$6,910.00	\$0.00	\$4,864.57	\$9,226.46	\$6,555.21	\$2,671.25
807 Concession	\$27,510.71	\$2,803.50	\$0.00	\$11,779.30	\$18,534.91	\$2,329.41	\$16,205.50
808 Cross Country-Boys	\$1,560.70	\$0.00	\$0.00	\$0.00	\$1,560.70	\$0.00	\$1,560.70
809 Cross Country-Girls	\$1,471.43	\$0.00	\$0.00	\$0.00	\$1,471.43	\$0.00	\$1,471.43
810 Football	\$8,688.51	\$1,200.00	\$0.00	\$4,212.01	\$5,676.50	\$3,953.38	\$1,723.12
812 ESports	\$142.71	\$0.00	\$0.00	\$0.00	\$142.71	\$0.00	\$142.71
813 Girls Powerlifting	\$6,599.43	\$0.00	\$0.00	\$0.00	\$6,599.43	\$0.00	\$6,599.43
815 Gate	\$67,083.02	\$36,368.00	\$0.00	\$57,442.93	\$46,008.09	\$25,299.71	\$20,708.38
816 Golf Boys	\$620.99	\$2,250.00	\$0.00	\$0.00	\$2,870.99	\$0.00	\$2,870.99
817 Golf Girls	\$1,934.23	\$250.00	\$0.00	\$0.00	\$2,184.23	\$0.00	\$2,184.23
818 Pom	\$3,178.56	\$2,522.85	\$0.00	\$0.00	\$5,701.41	\$1,660.00	\$4,041.41
819 Boys Powerlifting	\$1,418.78	\$0.00	\$0.00	\$0.00	\$1,418.78	\$0.00	\$1,418.78
820 Softball	\$1,858.18	\$500.00	\$0.00	\$1,843.50	\$514.68	\$0.00	\$514.68
821 Soccer-Boys	\$751.26	\$0.00	\$0.00	\$0.00	\$751.26	\$0.00	\$751.26
823 Swim-Boys	\$1,816.50	\$0.00	\$0.00	\$0.00	\$1,816.50	\$0.00	\$1,816.50
824 Swim-Girls	\$3,859.18	\$0.00	\$0.00	\$0.00	\$3,859.18	\$0.00	\$3,859.18
825 Tennis-Boys	\$498.64	\$0.00	\$0.00	\$0.00	\$498.64	\$0.00	\$498.64
826 Tennis-Girls	\$335.39	\$0.00	\$0.00	\$0.00	\$335.39	\$0.00	\$335.39
827 Track-Boys	\$2,937.63	\$0.00	\$0.00	\$0.00	\$2,937.63	\$0.00	\$2,937.63
828 Track-Girls	\$2,860.50	\$0.00	\$0.00	\$0.00	\$2,860.50	\$0.00	\$2,860.50
829 Volleyball	\$3,110.82	\$500.00	\$0.00	\$0.00	\$3,610.82	\$153.00	\$3,457.82
830 Wrestling	\$4,013.84	\$500.00	\$0.00	\$1,974.24	\$2,539.60	\$1,375.28	\$1,164.32
Total Project - 003 Athletics	\$168,592.46	\$55,304.35	\$0.00	\$82,579.05	\$141,317.76	\$42,518.32	\$98,799.44
Total	\$168,592.46	\$55,304.35	\$0.00	\$82,579.05	\$141,317.76	\$42,518.32	\$98,799.44

Chickasha Public Schools
Revenue/Expenditure Summary

Options: Fund: 81, Date Range: 8/1/2024 - 8/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 000 NON-CATEGORICAL EXP							
000 UNDISTRIBUTED EXP	\$33,536.65	\$0.00	\$0.00	\$0.00	\$33,536.65	\$0.00	\$33,536.65
Total Project - 000 NON-CATEGORICAL EXP	\$33,536.65	\$0.00	\$0.00	\$0.00	\$33,536.65	\$0.00	\$33,536.65
Total	\$33,536.65	\$0.00	\$0.00	\$0.00	\$33,536.65	\$0.00	\$33,536.65

Aug 7- Sept 5, 2024

Accounts Payable			
	Fund	PO's	Amount
11	General Fund	195-280	\$548,372.44
21	Building Fund	36-45	\$192,110.80
31	2010 Bond Fund	2&3	\$5,373,250.00
32	2021 GO Bond Fund		
33	2010 A&B bond		
34	FY23 Safety & Security Bond		
35	2024 Bond Fund	three	\$133,850.00
41	Sinking Fund	4	\$5,062.50
60	BJ Clack Scholarship Fund		
61	Activity Fund	62-100	\$22,154.39
62	Athletic Fund	67-186	\$57,778.48
81	Gift Fund		
Total			\$6,332,578.61
Accounts Payable Change Orders			
	Fund	Numbers	Amount
11	General Fund		
21	Building Fund		
TOTAL			\$0.00
GRAND TOTAL			

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 195 - 280, Fund(s): 11- General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	195	08/07/2024	90291	AMBER M JOHNSON	ASA refund-American fidelity	2.80
11	196	08/08/2024	3533	CDW GOVERNMENT INC	temporary badge printer	1,673.40
11	197	08/12/2024	67355	Avaya LLC	Hardware for phones yearly lease	9,040.26
11	198	08/06/2024	3861	Arvest/Amazon	dry erase board 72"x40" whiteboard w/pen tray	629.97
11	199	08/07/2024	7430	LEXIA LEARNING SYSTEMS LLC	Lexia Core 5 Reading/Power-up Literacy	25,840.00
11	200	08/07/2024	66989	Super Duper Publications	SLPA-Cards and Games Lincoln, CMS, CHS	650.00
11	201	08/07/2024	3861	Arvest/Amazon	Nurse Office Supplies	358.90
11	202	08/08/2024	66025	Arvest	Walmart Card	250.00
11	203	08/08/2024	66025	Arvest	Wal-Mart Office Supplies-SPED	500.00
11	204	08/08/2024	66722	ODP Business Solution, LLC	Office Supplies	330.00
11	205	08/09/2024	6640	EDMENTUM	Study Island Lincoln Q#639568	8,030.00
11	206	08/13/2024	67356	RingCentral, Inc	DISTRICT WIDE PHONE SERVICE	37,298.22
11	207	07/29/2024	66770	Emily Schmidt	Meal Reimbursement Summit Conference	130.00
11	208	07/29/2024	66853	Kolby Schmidt	Meal Reimbursement Summit Conference	130.00
11	209	08/06/2024	67376	WILLIAM M MCPEAK	Meal Reimbursement for CareerTech Summit	130.00
11	210	08/09/2024	75235	OKLAHOMA FFA ASSOCIATION	Oklahoma FFA Dues	2,154.00
11	211	08/09/2024	4052	APACHE FARMERS CO-OP	Supplies for SAE Programs	1,000.00
11	212	08/09/2024	446	ROSS SEED COMPANY	Supplies for classes and SAE	1,000.00
11	213	08/09/2024	75328	ATWOODS	Supplies for classroom instruction and SAE	1,000.00
11	214	08/09/2024	66722	ODP Business Solution, LLC	Supplies for Ag Classes	1,000.00
11	215	08/09/2024	66025	Arvest	Ink & Sports Equipment	177.91
11	216	08/09/2024	66577	SIMONIZE SPORTS FIELD SERVICES LLC.	SOCCER FIELD	2,645.00
11	217	08/09/2024	66577	SIMONIZE SPORTS FIELD SERVICES LLC.	BASEBALL FIELD	3,115.00
11	218	08/12/2024	66025	Arvest	Basketballs	235.86
11	219	08/12/2024	66025	Arvest	GIRL'S BSK UNIFORMS	2,688.92
11	220	08/12/2024	5876	OK Literacy Coalition, Inc.	Literacy Conference Registration	145.00
11	221	08/13/2024	66917	ANGELA C WILKERSON	Mileage for summer	15.72
11	222	08/13/2024	2476	RENAISSANCE LEARNING	Grand Ave Accelerated Reader & guides Title 1	4,623.00
11	223	08/13/2024	90019	KARLA D. SCHENK	Mileage for summer feeding (July)	13.75
11	224	08/13/2024	67378	Speech Savvy, LLC	Speech Pathology-Linc, CMS, CHS 24-25	10,000.00
11	225	08/13/2024	66309	Specialty Care Pediatrics, Inc.	Nursing service for Karli Hammons 24-25	15,000.00
11	226	08/14/2024	18	ALERT SERVICES INC	ATHLETIC SUPPLIES	2,500.00
11	227	08/21/2024	2060	MIDWEST BUS SALES, INC	BUS	133,850.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 195 - 280, Fund(s): 11- General Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	228	08/19/2024	66875	Arvest/Southwest Airlines Co	Flight to purchase livestock for students	300.00
11	229	08/19/2024	66025	Arvest	Hotel for livestock purchasing trip	800.00
11	230	08/15/2024	70756	ANGIE J. HUMPHREY	OLC Meal Money	100.00
11	231	08/15/2024	80117	ALICE L HURRY	OLC Meal Money	100.00
11	232	08/15/2024	81368	LISA K. JOHNSON	OLC - Meal Money	100.00
11	233	08/15/2024	6726	UNIVERSITY OF OKLAHOMA	Classroom Management PD Aug. 6th	1,000.00
11	234	08/19/2024	66025	Arvest	Sports Equipment	100.00
11	235	08/19/2024	90407	EMILY O SCHMIDT	Meal Reimbursement for Travel	1,000.00
11	236	08/19/2024	90408	KOLBY K SCHMIDT	Meal Reimbursement for Travel	1,000.00
11	237	08/19/2024	67376	WILLIAM M MCPEAK	Meal Reimbursement for Travel	1,000.00
11	238	08/19/2024	66025	Arvest	Fuel outside of Chickasha	1,000.00
11	239	08/19/2024	66025	Arvest	WR GEAR	1,655.68
11	240	08/19/2024	66025	Arvest	BOYS BSK SHIRTS	337.08
11	241	08/19/2024	66025	Arvest	BOYS BSK HOODIES	796.70
11	242	08/20/2024	71	CCOSA	New Principal Academy-Gretchen Slate	850.00
11	243	08/20/2024	66025	Arvest	BSE EQUIP	830.98
11	244	08/20/2024	67427	MBA Research & Curriculum Center	Curriculum	855.40
11	245	08/20/2024	2957	CEV MULTIMEDIA	Curriculum for 24-25	3,850.00
11	246	08/21/2024	66308	AMANDA A PATTY	Per Diem for JOM Conference \$65 per day	195.00
11	247	08/21/2024	66025	Arvest	Choctaw Casino Hotel for JOM Conf Sept 9-11, 24	266.86
11	248	08/21/2024	66586	NATIONAL JOHNSON-O'MALLEY ASSOC.	JOM Convention 2024-2025 Sept. 9-11, 24 APatty	850.00
11	249	08/22/2024	67390	Hertz Furniture Systems, LLC	GRAND AND LINCOLN	18,468.62
11	250	08/22/2024	67390	Hertz Furniture Systems, LLC	DISTRICT WIDE	22,867.20
11	251	08/22/2024	66264	Southwest Oklahoma Plumbing, LLC	DISTRICT WIDE	64,375.00
11	253	07/15/2024	3861	Arvest/Amazon	Supplies for administration	5,000.00
11	254	08/27/2024	67190	Compliance Resource Group	student drug testing	2,500.00
11	255	08/27/2024	67326	Unfold The Soul, Inc	PD Speaker Convocation 24-25	10,500.00
11	256	08/28/2024	3533	CDW GOVERNMENT INC	blank badges	3,279.92
11	257	08/28/2024	3861	Arvest/Amazon	privacy screens	600.00
11	258	08/28/2024	3533	CDW GOVERNMENT INC	laptops for teachers	99,107.20
11	259	08/28/2024	67446	Instructional Empowerment Inc.	Marzano Focused PD, Evaluation Model Year	9,360.95
11	260	09/03/2024	66025	Arvest	Library Books	2,500.00
11	261	09/03/2024	66100	Drew Eichelberger	Classroom management that works PD-10 people	1,350.00
11	262	09/03/2024	65765	Hog Slat	Shop Supplies and School Farm	500.00
11	263	09/03/2024	7438	HULL MACHINE TOOLS INC.	Shop Supplies	1,000.00
11	264	09/03/2024	67224	Valley Athletics	GIRLS BSK T-SHIRTS	310.81
11	265	08/28/2024	66991	Instructure Inc	Math Subscription-Grand, Lincoln, CMS, CHS	3,600.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 36 - 45, Fund(s): 21-Building Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	36	08/09/2024	4862	GLASS SHOP	REPLACE GLASS	1,178.14
21	37	08/12/2024	67253	Buster Paint Striping	MIDDLE SCHOOL	612.00
21	38	08/13/2024	143	DeHART AIR COND. & ELECTRONICS	DISTRICT USE	100,000.00
21	39	08/16/2024	4138	BANCFIRST	Rental Payment	4,769.38
21	40	08/21/2024	67425	Chickasha Sod & Grass Farm, LLC	BASEBALL FIELD	500.00
21	41	08/22/2024	66048	Exterior Solutions Group, LLC AND	DISTRICT WIDE	33,998.00
21	42	08/22/2024	67298	Advanced Commercial Painting LLC	EDUCATIONAL SERVICE CENTER	21,850.00
21	43	08/23/2024	6224	ALL AMERICAN HOME CENTER	ATHLETICS	3,940.00
21	44	09/03/2024	67296	Jani-King of Oklahoma Inc	HIGH SCHOOL	18,300.00
21	45	09/05/2024	67101	TriCorps Surveillance ,LLC	CAMERA UPGRADE	6,963.28
Non-Payroll Total:						\$192,110.80
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$192,110.80

Chickasha Public Schools
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 2 - 3, Fund(s): 31-2020 Bond Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	2	08/07/2024	66905	Stewart Signs	install marquee	7,750.00
31	3	08/16/2024	4138	BANCFIRST	Bond Payment	5,365,500.00
Non-Payroll Total:						\$5,373,250.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$5,373,250.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 3 - 3, Fund(s): 35-2024 Bond Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	3	08/27/2024	2060	MIDWEST BUS SALES, INC	Bus	133,850.00
Non-Payroll Total:						\$133,850.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$133,850.00

Chickasha Public Schools
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 4 - 4, Fund(s): 41-Sinking Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	4	08/16/2024	7517	UMB -WIRE TRANSFER	Bond Payment	5,062.50
Non-Payroll Total:						\$5,062.50
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$5,062.50

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 62 - 100, Fund(s): 61-Activity Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
61	62	08/09/2024	66025	Arvest	Wal-BW081124	131.93
61	63	08/09/2024	89234	DENA G. PIKE	REIMBURSEMENT FOR PER DIEM/PLC INSTITUTE IN TULSA	75.00
61	64	08/13/2024	66025	Arvest	Paradise Donuts-HS081524	167.67
61	65	08/13/2024	75159	IMPERIAL COFFEE	2878:118840	73.70
61	66	08/13/2024	66025	Arvest	Office Supplies	140.00
61	67	08/13/2024	4076	GRADY COUNTY FAIR GROUNDS	Robotics Booth Rental	150.00
61	68	08/13/2024	66025	Arvest	La Fiesta-Adm081424	403.65
61	69	08/14/2024	66025	Arvest	Wal-HS081524	97.04
61	70	08/15/2024	66025	Arvest	Wal-Lin082124	107.20
61	71	08/16/2024	1711	Wright Culligan Water	water for staff and students	75.00
61	72	08/16/2024	67082	Procure Software	842226	707.97
61	73	08/20/2024	75781	WING T'S	Shirts for Spirit Night	1,500.00
61	74	08/20/2024	3026	RICHARD'S PRINTING	Notary Stamp	45.00
61	75	08/19/2024	66025	Arvest	Amz-Lin082124	171.02
61	76	08/20/2024	66025	Arvest	Back to school Bash	1,000.00
61	77	08/20/2024	66025	Arvest	Tulsa State Fair Entries	8,000.00
61	78	08/20/2024	66025	Arvest	Oklahoma State Fair Entries	1,500.00
61	79	08/20/2024	3026	RICHARD'S PRINTING	Tickets for Sprit Night	200.00
61	80	08/21/2024	446	ROSS SEED COMPANY	534996	179.85
61	81	08/21/2024	66025	Arvest	Amz-Lin082124	45.98
61	82	08/22/2024	66025	Arvest	Fundraiser	600.00
61	83	08/23/2024	3861	Arvest/Amazon	tissue paper for gifts	29.94
61	84	08/23/2024	3861	Arvest/Amazon	Accelrated Reading Labels	250.00
61	85	08/23/2024	139	DEMCO	ACCELERATED READING LABELS	300.00
61	86	08/26/2024	3026	RICHARD'S PRINTING	new address stamp	35.00
61	87	08/26/2024	4080	FCCLA	FCCLA leadership conference	75.00
61	88	08/27/2024	3861	Arvest/Amazon	BOOKS	230.00
61	89	08/27/2024	3861	Arvest/Amazon	OFFICE SUPPLIES	350.00
61	90	08/28/2024	2077	JIMMY'S CLEANERS	Uniform Dry Cleaning	840.00
61	91	08/28/2024	75781	WING T'S	Shirts	1,458.00
61	92	08/28/2024	2593	MIDWEST MUSIC	Gloves, Essential Elements	261.83
61	93	08/30/2024	66025	Arvest	Binder clips	30.00
61	94	08/30/2024	3861	Arvest/Amazon	Office supplies	563.95
61	95	08/30/2024	66025	Arvest	BRUSH MARKERS	100.00
61	96	09/03/2024	66025	Arvest	SNACKS & DRINKS/SPIRIT SQUAD	400.00
61	97	09/03/2024	65723	Petty Cash Activity Fund	Starting Cash for Book Fair	100.00
61	98	09/03/2024	75781	WING T'S	Shirts for Spirit Night	1,000.00
61	99	09/03/2024	66025	Arvest	food for work session and material for meetings	250.00
61	100	09/05/2024	66025	Arvest	Lanyards for students	509.66

Non-Payroll Total: **\$22,154.39**Payroll Total: **\$0.00**Balance Forward: **\$0.00**Report Total: **\$22,154.39**

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 67 - 186, Fund(s): 62-Athletic Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	67	08/07/2024	66025	Arvest	Amz-Ath080824	179.96
62	68	08/07/2024	4055	DR PEPPER	W-376218	1,249.50
62	69	08/07/2024	66025	Arvest	Amz-Ath080824	89.98
62	70	08/08/2024	66025	Arvest	J&W-Ath080724	159.64
62	71	08/08/2024	66025	Arvest	ChickInd-Ath080824	119.67
62	72	08/09/2024	67417	Kameron C Photography	COACHES PICTURES	100.00
62	73	08/09/2024	5166	PERRY OWENS	122	250.00
62	74	08/09/2024	3647	VARSITY SPIRIT FASHIONS	75501985	2,724.35
62	75	08/09/2024	4852	INDIAN NATION WHOLESALE	7875859	557.48
62	76	08/09/2024	66025	Arvest	ChickLumber/Ath080924	157.16
62	77	08/13/2024	66025	Arvest	RICHARD'S-Ath081224	219.00
62	78	08/12/2024	75781	WING T'S	13859	126.00
62	79	08/13/2024	67127	Michael Cherenyock	OFFICIAL MS S-BALL VS DUNCAN 8-12-24	110.00
62	80	08/13/2024	66094	R.D.. Robnett III	OFFICIAL MS S-BALL VS DUNCAN 8-12-24	110.00
62	81	08/14/2024	67423	Dillon Pittman	OFFICIAL MS S-BALL VS NEWCASTLE 8-13-24	110.00
62	82	08/14/2024	89850	JOSEPH C. FOUST	OFFICIAL MS S-BALL VS NEWCASTLE 8-13-24	110.00
62	83	08/14/2024	3533	CDW GOVERNMENT INC	VIDEO TECHNOLOGY	999.00
62	84	08/15/2024	66025	Arvest	Williams-Ath081524	34.90
62	85	08/16/2024	66829	Paoli Public Schools	ACADEMIC CONFERENCE DUES 24	120.00
62	86	08/16/2024	66611	Carol Chappell	OFFICIAL MS S-BALL VS BC 8-15- 24	110.00
62	87	08/16/2024	66094	R.D.. Robnett III	OFFICIAL MS S-BALL VS BC 8-15- 24	110.00
62	88	08/19/2024	72	Petty Cash Athletics	BEG CHANGE MS S-BALL VS LONGFELLOW 8-20-24	600.00
62	89	08/19/2024	66025	Arvest	ChickLumber/Ath081624	32.64
62	90	08/19/2024	75781	WING T'S	13856	126.00
62	91	08/19/2024	66025	Arvest	WR GEAR	866.99
62	92	08/19/2024	75781	WING T'S	SPONSOR SHIRTS	1,402.00
62	93	08/20/2024	72	Petty Cash Athletics	BEG CHANGE HS S-BALL VS TUTTLE 8-26-24	600.00
62	94	08/20/2024	72	Petty Cash Athletics	BEG CHANGE V-BALL VS LAWTON CENTRAL 8-26-24	1,200.00
62	95	08/20/2024	72	Petty Cash Athletics	BEG CHANGE HS S-BALL VS MARLOW 9-26-24	600.00
62	96	08/20/2024	72	Petty Cash Athletics	BEG CHANGE V-BALL VS SANTA FE SOUTH 8-27-24	1,200.00
62	97	08/20/2024	72	Petty Cash Athletics	BEG CHANGE V-BALL VS CLINTON 8-29-24	1,200.00
62	98	08/20/2024	72	Petty Cash Athletics	BEG CHANGE MS S-BALL TOURN 8-30 & 8-31	2,000.00
62	99	08/20/2024	66223	Pauls Valley Athletics	HS S-BALL TOURN 8-16 & 8-17	250.00
62	100	08/20/2024	7273	EL RENO VOLLEYBALL	V-BALL TOURN 8-17-24	250.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 67 - 186, Fund(s): 62-Athletic Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	101	08/20/2024	618	CACHE PUBLIC SCHOOLS	JV V-BALL TOURN 8-19-24	200.00
62	102	08/20/2024	67426	Phillip Bailey	OFFICIAL V-BALL VS SOUTHEAST 8-15-24	120.00
62	103	08/20/2024	65929	Johnathan Noel	OFFICIAL V-BALL VS SOUTHEAST 8-15-24	120.00
62	104	08/20/2024	67423	Dillon Pittman	OFFICIAL HS S-BALL VS DARKO 8-19-24	132.00
62	105	08/20/2024	67424	Lance Winslett	OFFICIAL HS S-BALL VS DARKO 8-19-24	132.00
62	106	08/20/2024	66854	Chickasha Basketball	STADIUM CLEAN-UP / BOYS BSK 8-23-24	300.00
62	107	08/20/2024	66854	Chickasha Basketball	STADIUM CLEAN-UP / BOYS BSK 9-6-24	300.00
62	108	08/20/2024	67128	Chickasha Softball	STADIUM CLEAN-UP / S-BALL 9-13-24	300.00
62	109	08/20/2024	5782	CHICKASHA BASEBALL	STADIUM CLEAN-UP / BSE 9-27-24	300.00
62	110	08/20/2024	66815	Chickasha Soccer	STADIUM CLEAN-UP / SOCCER 10-11-24	300.00
62	111	08/20/2024	5782	CHICKASHA BASEBALL	STADIUM CLEAN-UP / BSE 11-1-24	300.00
62	112	08/21/2024	66025	Arvest	Sams-Ath082024	594.48
62	113	08/21/2024	67423	Dillon Pittman	OFFICIAL MS S-BALL VS LONGFELLOW 8-20-24	165.00
62	114	08/21/2024	75781	WING T'S	13865	213.00
62	115	08/21/2024	66572	KEVIN G JAMES	REIMB / PHYSICAL	75.00
62	116	08/22/2024	66025	Arvest	WR MAT TAPE	508.29
62	117	08/22/2024	66025	Arvest	BOYS BSK REFUEL PACKAGES	510.00
62	118	08/22/2024	66025	Arvest	COACHES SHIRTS	131.18
62	119	08/22/2024	4055	DR PEPPER	W-377356	902.50
62	120	08/22/2024	66267	AaHeilman Art	FB SCHEDULE WALL	250.00
62	121	08/22/2024	66025	Arvest	BOYS BSK CAPS	186.56
62	122	08/22/2024	66025	Arvest	Williams-Ath082224	35.88
62	123	08/22/2024	66025	Arvest	61231	78.00
62	124	08/23/2024	65986	Elite Trophies	V-BALL MEDALS	153.00
62	125	08/23/2024	67401	DEMI R JENNINGS	REIMB - NFHS	85.00
62	126	08/23/2024	66025	Arvest	BSE EQUIP	127.15
62	127	08/26/2024	6232	Dean Hodge	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	128	08/26/2024	4727	DARIN FOSTER	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	129	08/26/2024	65872	Christopher Mulvaney	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	130	08/26/2024	67009	Lance Knight	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	132	08/26/2024	71040	Coy Bruce Troxell	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	133	08/26/2024	66025	Arvest	SMALL ENGINE-Ath082324	57.18
62	134	08/26/2024	66025	Arvest	Sams-Ath082424	76.65

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 67 - 186, Fund(s): 62-Athletic Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	135	08/26/2024	66025	Arvest	ChickExp/Jakes-Ath082324	587.61
62	136	08/27/2024	72	Petty Cash Athletics	BEG CHANGE HS FB VS Marlow 9-6-24	3,500.00
62	137	08/27/2024	72	Petty Cash Athletics	Beg Change V-BALL TOURN 9-7-24	1,500.00
62	138	08/27/2024	72	Petty Cash Athletics	BEG CHANGE 7/8/JV FOOTBALL 9-9-24	2,000.00
62	139	08/27/2024	72	Petty Cash Athletics	BEG CHANGE HS S-BALL VS CACHE 9-9-24	600.00
62	140	08/27/2024	72	Petty Cash Athletics	BEG CHANGE MS S-BALL VS TUTTLE 9-10-24	600.00
62	141	08/27/2024	72	Petty Cash Athletics	BEG CHANGE HS S-BALL VS DIBBLE 9-12-24	600.00
62	142	08/27/2024	72	Petty Cash Athletics	BEG CHANGE HS FB VS ANADARKO 9-13-24	3,500.00
62	143	08/27/2024	72	Petty Cash Athletics	BEG CHANGE MS S-BALL VS DARKO 9-16-24	600.00
62	144	08/27/2024	67437	Greyson Russell	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	145	08/27/2024	67436	Jeffrey Miller	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	146	08/27/2024	67438	Lonny Cobble	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	147	08/27/2024	67435	Chris Gregg	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	148	08/27/2024	67434	Jay Lesseig	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	149	08/27/2024	67433	Marlon Douglas	OFFICIAL FB SCRIMMAGE 8-23-24	50.00
62	150	08/27/2024	66094	R.D.. Robnett III	OFFICIAL HS S-BALL VS TUTTLE 8-26-24	132.00
62	151	08/27/2024	67127	Michael Cherenyock	OFFICIAL HS S-BALL VS TUTTLE 8-26-24	132.00
62	152	08/27/2024	2886	ELGIN PUBLIC SCHOOLS	ELGIN MS S-BALL TOURN 8-22 TO 8-24	200.00
62	153	08/27/2024	72	Petty Cash Athletics	BEG CHANGE V-BALL VS EL RENO 9-3-24	1,200.00
62	154	08/27/2024	67134	Marie Noel	OFFICIAL V-BALL VS SE South 8-27-24	165.00
62	155	08/27/2024	65929	Johnathan Noel	OFFICIAL V-BALL VS SE SOUTH 8-27-24	165.00
62	156	08/27/2024	66025	Arvest	Williams-Ath082724	21.92
62	157	08/28/2024	3157	JOE'S MAYTAG	145794	188.99
62	158	08/28/2024	60468	ADAM BURNS	CARE & PREVENTION CLASS	375.00
62	159	08/28/2024	65950	Waller Ice LLC	ICE	391.35
62	160	08/28/2024	3647	VARSITY SPIRIT FASHIONS	HS CHEER UNIFORMS	4,625.15
62	161	08/30/2024	90412	IRMA L MOELLING	AUG WORKER	270.00
62	162	08/30/2024	66150	Dayanna Daniels	AUG WORKER	222.00
62	163	08/30/2024	90037	KARI J. MOLDER	AUG WORKER	147.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 67 - 186, Fund(s): 62-Athletic Fund

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	164	08/30/2024	66822	Staci Franklin	OFFICIAL V-BALL VS CLINTON 8-29-24	65.00
62	165	08/30/2024	67426	Phillip Bailey	OFFICIAL V-BALL VS CLINTON 8-29-24	165.00
62	166	08/30/2024	67175	TRISHA D PROULX	AUG WORKER / V-BALL	114.00
62	167	08/30/2024	66025	Arvest	HOSPITALITY- MS S-BALL TOURN	469.00
62	168	08/30/2024	4852	INDIAN NATION WHOLESale	CONCESSION FOOD	1,469.06
62	169	08/30/2024	75192	USAO	WEATHER APP	1,565.69
62	170	09/03/2024	66025	Arvest	HOSPITALY MS S-BALL	104.00
62	171	09/03/2024	67401	DEMI R JENNINGS	REIMB - NFHS CLASS	85.00
62	172	09/03/2024	89163	BEVERLY J. DANIELS	AUGUST WORKER	555.00
62	173	09/03/2024	4700	TERRY JONES	OFFICIAL MS S-BALL TOURN 8-30-24	325.00
62	174	09/03/2024	66611	Carol Chappell	OFFICIAL MS S-BALL TOURN 8-30 & 8-31	455.00
62	175	09/03/2024	89850	JOSEPH C. FOUST	OFFICIAL MS S-BALL TOURN 8-30 & 8-31	520.00
62	176	09/03/2024	66094	R.D.. Robnett III	OFFICIAL MS S-BALL TOURN 8-31-24	260.00
62	177	09/03/2024	67444	Daniel Selfridge	OFFICIAL MS S-BALL TOURN 8-31	260.00
62	178	09/03/2024	67445	Hunter Horry	OFFICIAL MS S-BALL TOURN 8-30	260.00
62	179	09/03/2024	66025	Arvest	BUNS-CHIPS	18.28
62	180	09/03/2024	65929	Johnathan Noel	OFFICIAL V-BALL VS EL RENO 9-3-24	165.00
62	181	09/03/2024	67134	Marie Noel	OFFICIAL V-BALL VS EL RENO 9-3-24	165.00
62	182	09/04/2024	72	Petty Cash Athletics	BEG CHANGE HS V-BALL TOURN 9-7-24	750.00
62	183	09/04/2024	66025	Arvest	HOSPITALITY SUPPLIES/VACCUUM	401.82
62	184	09/05/2024	75192	USAO	CALENDARS	1,437.75
62	185	09/05/2024	7269	RANK ONE SPORT	SUBSCRIPTION RE-NEWAL	1,000.00
62	186	09/05/2024	66025	Arvest	BOYS BASKETBALLS	168.72

Non-Payroll Total: **\$57,778.48**Payroll Total: **\$0.00**Balance Forward: **\$0.00**Report Total: **\$57,778.48**

Payment Register

Options: Year: 2024-2025, Fund Account: 11- General Fund, Date Range: 8/7/2024 - 9/5/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
251100119	08/07/2024	90291	AMBER M JOHNSON				\$2.80
251100262	08/16/2024	7275	ALLEN PEST CONTROL				\$12,900.00
251100263	08/16/2024	3861	Arvest/Amazon				\$705.98
251100264	08/16/2024	66025	Arvest				\$946.70
251100265	08/16/2024	5257	AT & T MOBILITY				\$254.77
251100266	08/16/2024	5276	AT & T				\$2,102.36
251100267	08/16/2024	67355	Avaya LLC				\$6,780.15
251100268	08/16/2024	65817	ROCHELLE R. BOWENS				\$26.11
251100269	08/16/2024	71	CCOSA				\$525.00
251100270	08/16/2024	3533	CDW GOVERNMENT INC				\$15,810.00
251100271	08/16/2024	4235	COMPSOURCE OKLAHOMA				\$4,265.99
251100272	08/16/2024	66566	Cowboy Express Fuel LLC				\$5,126.49
251100273	08/16/2024	6223	CRISIS PREVENTION INSTITUTE				\$200.00
251100274	08/16/2024	6640	EDMENTUM				\$8,030.00
251100275	08/16/2024	90	EXPRESS STAR				\$262.50
251100276	08/16/2024	4156	CHARLES ALLEN FORD				\$308.71
251100277	08/16/2024	65633	Grady County Sheriff's Office				\$11,950.18
251100278	08/16/2024	66036	Heartland School Solutions				\$2,400.00
251100279	08/16/2024	2257	HILAND DAIRY FOODS COMPANY				\$493.02
251100280	08/16/2024	66460	Holt Truck Centers of Oklahoma,				\$119.90
251100281	08/16/2024	66991	Instructure Inc				\$17,165.00
251100282	08/16/2024	4033	MARSHALL AUTO PARTS				\$989.74
251100283	08/16/2024	7115	MOBY MAX				\$5,116.00
251100284	08/16/2024	67337	Ok Center for Comm and Engage				\$1,000.00
251100285	08/16/2024	66722	ODP Business Solution, LLC				\$711.40
251100286	08/16/2024	881	OKLAHOMA STATE DEPT. OF HEA				\$125.00
251100287	08/16/2024	65949	OPTIMUM				\$88.17
251100288	08/16/2024	913	OTA PikePass Center				\$325.69
251100289	08/16/2024	67405	Remind101, Inc.				\$13,650.00
251100290	08/16/2024	4063	Chickasha Pit Stop LLC				\$390.23
251100291	08/16/2024	1381	ALL AMERICAN SPORTS CORP.				\$6,263.30
251100292	08/16/2024	497	STANDLEY'S SYSTEMS				\$4,524.78
251100293	08/16/2024	67052	TD SYNEX Capital, LLC				\$15,592.47
251100294	08/16/2024	67048	Tucker Contracted Services LLC				\$49,598.43
251100295	08/16/2024	572	US FOODSERVICE INC.				\$963.70
251100296	08/16/2024	65950	Waller Ice LLC				\$100.00
251100297	08/16/2024	66186	Waxie's Enterprises, LLC				\$924.96
251100298	08/21/2024	2060	MIDWEST BUS SALES, INC				\$133,850.00
251100299	08/29/2024	4171	OSIG				\$906,119.00
251100300	08/29/2024	6312	OKTLE				\$7,000.00
251100301	08/29/2024	363	OSSBA				\$3,933.00
251100302	08/29/2024	65876	OSSBA Employment Services				\$300.00
251100303	08/29/2024	363	OSSBA				\$250.00
251100304	08/29/2024	363	OSSBA				\$3,000.00
251100305	08/29/2024	5293	SOLUTION TREE				\$7,690.00
251100306	08/29/2024	81	CENTER FOR EDUCATION LAW IN				\$895.05
251100307	08/29/2024	66559	Summit Mailing & Shipping LLC				\$385.95
251100308	08/29/2024	6823	DE LAGE LANDEN PUBLIC FINANC				\$3,565.54
251100309	08/29/2024	5281	OPTIMUM				\$843.06

Payment Register

Options: Year: 2024-2025, Fund Account: 11- General Fund, Date Range: 8/7/2024 - 9/5/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
251100310	08/29/2024	90	EXPRESS STAR				\$25.81
251100311	08/29/2024	3026	RICHARD'S PRINTING				\$2,142.50
251100312	08/29/2024	363	OSSBA				\$3,450.00
251100313	08/29/2024	67052	TD SYNnex Capital, LLC				\$15,592.47
251100314	08/29/2024	66025	Arvest				\$980.00
251100315	08/29/2024	66566	Cowboy Express Fuel LLC				\$5,603.38
251100316	08/29/2024	446	ROSS SEED COMPANY				\$56.95
251100317	08/29/2024	3672	EXPRESS TIRE, BRAKE, &				\$102.90
251100318	08/29/2024	66025	Arvest				\$479.47
251100319	08/29/2024	4063	Chickasha Pit Stop LLC				\$52.95
251100320	08/29/2024	1459	ROSS TRANSPORTATION INC				\$315.84
251100321	08/29/2024	66025	Arvest				\$209.00
251100322	08/29/2024	3327	NIKKI KECK				\$487.50
251100323	08/29/2024	5351	MARY WHITE				\$4,900.00
251100324	08/29/2024	67221	Red Rover Technologies LLC				\$7,786.44
251100325	08/29/2024	66025	Arvest				\$275.71
251100326	08/29/2024	66568	BRADY INDUSTRIES OF NEVADA L				\$4,038.69
251100327	08/29/2024	66186	Waxie's Enterprises, LLC				\$1,418.21
251100328	08/29/2024	7275	ALLEN PEST CONTROL				\$520.00
251100329	08/29/2024	4033	MARSHALL AUTO PARTS				\$18.66
251100330	08/29/2024	66471	Interquest Detection Canines				\$290.00
251100331	08/29/2024	88	CHICKASHA CHAMBER OF COM				\$700.00
251100332	08/29/2024	67379	OTA-PlatePay				\$84.45
251100333	08/29/2024	81368	LISA K. JOHNSON				\$65.00
251100334	08/29/2024	66025	Arvest				\$104.10
251100335	08/29/2024	2257	HILAND DAIRY FOODS COMPANY				\$3,441.79
251100336	08/29/2024	66025	Arvest				\$553.28
251100337	08/29/2024	66025	Arvest				\$54.19
251100338	08/29/2024	3533	CDW GOVERNMENT INC				\$2,735.95
251100339	08/29/2024	65866	Committee for Children				\$2,595.00
251100340	08/29/2024	572	US FOODSERVICE INC.				\$14,697.59
251100341	08/29/2024	66025	Arvest				\$8,039.09
251100342	08/29/2024	6223	CRISIS PREVENTION INSTITUTE				\$484.90
251100343	08/29/2024	66722	ODP Business Solution, LLC				\$413.62
251100344	08/29/2024	66722	ODP Business Solution, LLC				\$604.88
251100345	08/29/2024	3533	CDW GOVERNMENT INC				\$1,673.40
251100346	08/29/2024	3861	Arvest/Amazon				\$548.07
251100347	08/29/2024	66989	Super Duper Publications				\$517.50
251100348	08/29/2024	67356	RingCentral, Inc				\$37,298.22
251100349	08/29/2024	66025	Arvest				\$177.91
251100350	08/29/2024	66025	Arvest				\$235.86
251100351	08/29/2024	66025	Arvest				\$145.00
251100352	08/29/2024	66917	ANGELA C WILKERSON				\$15.72
251100353	08/29/2024	90019	KARLA D. SCHENK				\$13.75
251100354	08/29/2024	66309	Specialty Care Pediatrics, Inc.				\$1,833.75
251100355	08/29/2024	18	ALERT SERVICES INC				\$1,716.00
251100356	08/29/2024	66025	Arvest				\$92.60
251100357	08/29/2024	3861	Arvest/Amazon				\$751.52
251100358	08/29/2024	67190	Compliance Resource Group				\$32.00

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
253100002	08/16/2024	4138	BANCFIRST				\$5,365,500.00
Non-Payroll Total:							\$5,365,500.00
Payroll Total:							\$0.00
Balance Forward:							\$300.00
Total:							\$5,365,800.00

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
253200001	08/29/2024	3533	CDW GOVERNMENT INC				\$28,865.74
Non-Payroll Total:							\$28,865.74
Payroll Total:							\$0.00
Balance Forward:							\$0.00
Total:							\$28,865.74

Total: \$2,894,225.00

Payment Register

Options: Year: 2024-2025, Fund Account: 61-Activity Fund, Date Range: 8/7/2024 - 9/5/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
256100017	08/15/2024	75781	WING T'S				\$583.00
256100018	08/15/2024	66025	Arvest				\$43.96
256100019	08/15/2024	66025	Arvest				\$273.23
256100020	08/15/2024	66025	Arvest				\$32.00
256100021	08/15/2024	75781	WING T'S				\$681.00
256100022	08/15/2024	3861	Arvest/Amazon				\$638.54
256100023	08/15/2024	66025	Arvest				\$108.80
256100024	08/15/2024	3861	Arvest/Amazon				\$687.40
256100025	08/15/2024	1711	Wright Culligan Water				\$45.70
256100026	08/15/2024	3861	Arvest/Amazon				\$336.88
256100027	08/15/2024	66025	Arvest				\$158.40
256100028	08/15/2024	99999	Chickasha Public Schools				\$444.45
256100029	08/15/2024	66818	Dragon Graphics LLC				\$319.02
256100030	08/15/2024	66025	Arvest				\$699.24
256100031	08/15/2024	66025	Arvest				\$117.14
256100032	08/15/2024	66025	Arvest				\$379.23
256100033	08/15/2024	66025	Arvest				\$49.91
256100034	08/15/2024	66025	Arvest				\$82.40
256100035	08/15/2024	75781	WING T'S				\$556.00
256100036	08/15/2024	66025	Arvest				\$75.95
256100037	08/15/2024	3861	Arvest/Amazon				\$237.91
256100038	08/15/2024	67419	Ootsies Blossoms & Boutique				\$75.00
256100039	08/15/2024	66025	Arvest				\$251.68
256100040	08/15/2024	66025	Arvest				\$44.45
256100041	08/15/2024	66025	Arvest				\$210.00
256100042	08/15/2024	66025	Arvest				\$391.92
256100043	08/15/2024	66025	Arvest				\$131.93
256100044	08/15/2024	66025	Arvest				\$403.65
256100045	08/30/2024	66025	Arvest				\$443.91
256100046	08/30/2024	67029	Anthony Klipp dba Our House De				\$690.00
256100047	08/30/2024	3026	RICHARD'S PRINTING				\$328.00
256100048	08/30/2024	45	BSN Sports, LLC				\$307.56
256100049	08/30/2024	66722	ODP Business Solution, LLC				\$79.92
256100050	08/30/2024	66025	Arvest				\$60.39
256100051	08/30/2024	66025	Arvest				\$155.55
256100052	08/30/2024	66025	Arvest				\$107.48
256100053	08/30/2024	66025	Arvest				\$458.94
256100054	08/30/2024	3861	Arvest/Amazon				\$241.48
256100055	08/30/2024	66025	Arvest				\$167.67
256100056	08/30/2024	75159	IMPERIAL COFFEE				\$73.70
256100057	08/30/2024	66025	Arvest				\$97.04
256100058	08/30/2024	66025	Arvest				\$107.20
256100059	08/30/2024	67082	Procare Software				\$707.97
256100060	08/30/2024	66025	Arvest				\$171.02
256100061	08/30/2024	446	ROSS SEED COMPANY				\$179.85
256100062	08/30/2024	66025	Arvest				\$45.98

Payment Register

Options: Year: 2024-2025, Fund Account: 61-Activity Fund, Date Range: 8/7/2024 - 9/5/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
				Non-Payroll Total:			\$12,482.45
				Payroll Total:			\$0.00
				Balance Forward:			\$49,054.28
				Total:			\$61,536.73

Payment Register

Options: Year: 2024-2025, Fund Account: 62-Athletic Fund, Date Range: 8/7/2024 - 9/5/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
256200038	08/13/2024	67127	Michael Cherenyock				\$110.00
256200039	08/13/2024	66094	R.D.. Robnett III				\$110.00
256200040	08/14/2024	67423	Dillon Pittman				\$110.00
256200041	08/14/2024	89850	JOSEPH C. FOUST				\$110.00
256200042	08/15/2024	66921	SSR Jackets				\$211.00
256200043	08/15/2024	67143	Laci Haslam-Walker				\$160.00
256200044	08/15/2024	66025	Arvest				\$38.14
256200045	08/15/2024	66025	Arvest				\$2,728.01
256200046	08/15/2024	66025	Arvest				\$87.18
256200047	08/15/2024	66025	Arvest				\$3,319.92
256200048	08/15/2024	66025	Arvest				\$881.79
256200049	08/15/2024	67409	Sevie Francis				\$1,029.00
256200050	08/15/2024	6337	HUDL				\$13,100.00
256200051	08/15/2024	66025	Arvest				\$76.58
256200052	08/15/2024	66025	Arvest				\$32.97
256200053	08/15/2024	65950	Waller Ice LLC				\$293.52
256200054	08/15/2024	66025	Arvest				\$1,581.12
256200055	08/15/2024	4055	DR PEPPER				\$1,249.50
256200056	08/15/2024	66025	Arvest				\$159.64
256200057	08/15/2024	66025	Arvest				\$119.67
256200058	08/15/2024	67417	Kameron C Photography				\$100.00
256200059	08/15/2024	5166	PERRY OWENS				\$250.00
256200060	08/15/2024	4852	INDIAN NATION WHOLESALE				\$557.48
256200061	08/15/2024	66025	Arvest				\$157.16
256200062	08/15/2024	66025	Arvest				\$219.00
256200063	08/20/2024	72	Petty Cash Athletics				\$600.00
256200064	08/20/2024	72	Petty Cash Athletics				\$600.00
256200065	08/20/2024	72	Petty Cash Athletics				\$1,200.00
256200066	08/20/2024	72	Petty Cash Athletics				\$600.00
256200067	08/20/2024	72	Petty Cash Athletics				\$1,200.00
256200068	08/20/2024	72	Petty Cash Athletics				\$1,200.00
256200069	08/20/2024	72	Petty Cash Athletics				\$2,000.00
256200070	08/20/2024	66611	Carol Chappell				\$110.00
256200071	08/20/2024	66094	R.D.. Robnett III				\$110.00
256200072	08/20/2024	67426	Phillip Bailey				\$120.00
256200073	08/20/2024	65929	Johnathan Noel				\$120.00
256200074	08/20/2024	67423	Dillon Pittman				\$132.00
256200075	08/20/2024	67424	Lance Winslett				\$132.00
256200076	08/21/2024	67423	Dillon Pittman				\$165.00
256200077	08/27/2024	72	Petty Cash Athletics				\$3,500.00
256200078	08/27/2024	72	Petty Cash Athletics				\$1,500.00
256200079	08/27/2024	72	Petty Cash Athletics				\$2,000.00
256200080	08/27/2024	72	Petty Cash Athletics				\$600.00
256200081	08/27/2024	72	Petty Cash Athletics				\$600.00
256200082	08/27/2024	72	Petty Cash Athletics				\$600.00
256200083	08/27/2024	72	Petty Cash Athletics				\$3,500.00
256200084	08/27/2024	72	Petty Cash Athletics				\$600.00
256200085	08/27/2024	72	Petty Cash Athletics				\$1,200.00
256200086	08/27/2024	6232	Dean Hodge				\$50.00

Payment Register

Options: Year: 2024-2025, Fund Account: 62-Athletic Fund, Date Range: 8/7/2024 - 9/5/2024, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
256200087	08/27/2024	4727	DARIN FOSTER				\$50.00
256200088	08/27/2024	65872	Christopher Mulvaney				\$50.00
256200089	08/27/2024	67009	Lance Knight				\$50.00
256200090	08/27/2024	71040	Coy Bruce Troxell				\$50.00
256200091	08/27/2024	67437	Greyson Russell				\$50.00
256200092	08/27/2024	67436	Jeffrey Miller				\$50.00
256200093	08/27/2024	67438	Lonny Cobble				\$50.00
256200094	08/27/2024	67435	Chris Gregg				\$50.00
256200095	08/27/2024	67434	Jay Lesseig				\$50.00
256200096	08/27/2024	67433	Marlon Douglas				\$50.00
256200097	08/27/2024	66094	R.D.. Robnett III				\$132.00
256200098	08/27/2024	67127	Michael Cherenyock				\$132.00
256200099	08/28/2024	67134	Marie Noel				\$165.00
256200100	08/28/2024	65929	Johnathan Noel				\$165.00
256200101	08/30/2024	65668	CHAMPION TEAMWEAR AR				\$2,050.24
256200102	08/30/2024	66025	Arvest				\$1,028.78
256200103	08/30/2024	66025	Arvest				\$287.04
256200104	08/30/2024	66025	Arvest				\$581.94
256200105	08/30/2024	66025	Arvest				\$179.96
256200106	08/30/2024	66025	Arvest				\$89.98
256200107	08/30/2024	3647	VARSITY SPIRIT FASHIONS				\$2,724.35
256200108	08/30/2024	75781	WING T'S				\$126.00
256200109	08/30/2024	66025	Arvest				\$34.90
256200110	08/30/2024	66829	Paoli Public Schools				\$120.00
256200111	08/30/2024	66025	Arvest				\$32.64
256200112	08/30/2024	75781	WING T'S				\$126.00
256200113	08/30/2024	66223	Pauls Valley Athletics				\$250.00
256200114	08/30/2024	7273	EL RENO VOLLEYBALL				\$250.00
256200115	08/30/2024	618	CACHE PUBLIC SCHOOLS				\$200.00
256200116	08/30/2024	66025	Arvest				\$594.48
256200117	08/30/2024	75781	WING T'S				\$213.00
256200118	08/30/2024	66572	KEVIN G JAMES				\$75.00
256200119	08/30/2024	4055	DR PEPPER				\$902.50
256200120	08/30/2024	66267	AaHeilman Art				\$250.00
256200121	08/30/2024	66025	Arvest				\$35.88
256200122	08/30/2024	66025	Arvest				\$78.00
256200123	08/30/2024	66025	Arvest				\$57.18
256200124	08/30/2024	66025	Arvest				\$76.65
256200125	08/30/2024	66025	Arvest				\$587.61
256200126	08/30/2024	2886	ELGIN PUBLIC SCHOOLS				\$200.00
256200127	08/30/2024	66025	Arvest				\$21.92
256200128	08/30/2024	3157	JOE'S MAYTAG				\$188.99
256200129	09/03/2024	66822	Staci Franklin				\$65.00
256200130	09/03/2024	67426	Phillip Bailey				\$165.00
256200131	09/03/2024	4700	TERRY JONES				\$325.00
256200132	09/03/2024	66611	Carol Chappell				\$455.00
256200133	09/03/2024	89850	JOSEPH C. FOUST				\$520.00
256200134	09/03/2024	66094	R.D.. Robnett III				\$260.00
256200135	09/03/2024	67444	Daniel Selfridge				\$260.00

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
256200136	09/03/2024	67445	Hunter Horry				\$260.00
256200137	09/04/2024	72	Petty Cash Athletics				\$750.00
256200138	09/05/2024	65929	Johnathan Noel				\$165.00
256200139	09/05/2024	67134	Marie Noel				\$165.00
Non-Payroll Total:							\$65,077.72
Payroll Total:							\$0.00
Balance Forward:							\$22,018.53
Total:							\$87,096.25

**ART/LIFE SKILLS AND HEALTH PROGRAM
MEMORANDUM OF UNDERSTANDING**

PURPOSE

The purpose of this Letter of Agreement is to establish a formal understanding between Chickasha Public Schools (CPS) and Southwest Youth and Family Services, Inc. (SWYFS) for the provision of curriculum-based services at the following sites.

Art/Life Skills – Chickasha Quality Academy, Chickasha Alternative Placement
Health – Chickasha Alternative Placement.

BACKGROUND

Southwest Youth and Family Services began facilitating an Art/Life Skills Program for CPS at Chickasha Middle School in August, 2013. The program was developed based on community need and provided at no charge to the district or its students. In 2021, this program was moved to Lincoln Elementary based on need.

PROGRAM DESCRIPTIONS

Services will be provided during school either as part of a student's regular class schedule or individually. The Botvin LifeSkills (excluding Social Skills part B) and Building Resiliency Through Visual Arts curriculums will be utilized. While students are learning about the basic elements of art and principles of design they will also be developing social skills. In this unique class lessons on the basic elements of art and principles of design are woven with life lessons on responsibility, bullying, gangs, peer pressure, relationships, values, communication, stress, anxiety, life skills, problem solving, culture, anger, character, alcohol and other drugs, and manners.

SWYFS will use both the Taking Care of Your Health and SPARK curriculums for the health program. Topics such as eating healthy foods and being physically active will be highlighted.

ROLES AND RESPONSIBILITIES

- I. **Southwest Youth and Family Services, Inc. will:**
 1. Provide at least 1 staff to facilitate programs for each period assigned.
 2. Provide all curriculum, materials, and training necessary to facilitate programs.
- II. **Chickasha Public Schools will:**
 1. Provide a classroom for instructional use.
 2. Provide a substitute, upon request, in the extremely rare instance that SWYFS does not have staff available for facilitation.
 3. Require all students to complete a permission slip for enrollment in the Health/Art/Life Skills Program.

COMMUNICATION

Both parties maintain an open line of communication and it is understood that Liz Fechner is the primary decision maker for both CPS sites and Shanna Rice for SWYFS. Though program implementation may be delegated to other staff, significant changes in programming will not be made without consultation with both decision makers.

This agreement shall be in effect beginning in the 2024-2025 school year and will continue until either party notifies the other in writing of their intent to modify the agreement giving of a thirty (30) day's notice.

Pam Ladyman, Executive Director of Personnel and Student Services – Chickasha Public Schools Date



Shanna M. Rice, CEO/Executive Director - Southwest Youth and Family Services, Inc.

08/12/2024

Date

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2024-2025**

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, due by **September 30, 2024** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to renae.burke@careertech.ok.gov no later than **September 30, 2024**.

Approved:

President, Board of Education	Date
Superintendent of Schools	Date
Chickasha School System	
Brent Haken, State Director	District Name (please print)
Date	

AGREEMENT TO FURNISH FOOD SERVICE

INSTRUCTIONS: This agreement should be used when contracting for food service between SFAs or outside entities that are not food service management companies (FSMCs).

The Washita Valley CAC (Recipient) and the Chickasha Public Schools (Preparer) enter into this agreement to prepare meals.

The site preparing the meals agrees to:

1. Furnish meals as ordered during the period of 8/15/2024 (Beginning Date) to 5/22/2025 (Ending Date). Meals shall be prepared/served 5 day(s) a week.
2. Provide meals that meet or exceed United States Department of Agriculture (USDA) requirements as set forth in program regulations.
3. Prepare meals in accordance with Oklahoma State Department of Health guidelines.
4. Provide the following meals to the receiving site.

☒	Breakfast	<u>6:30</u> a.m.
☒	Lunch	<u>10:30</u> a.m./p.m.
☐	Snack	_____ a.m./p.m.
5. Furnish meals in the following manner:

☐	Meals will be served at receiving site.
☐	Meals will be available for pick up.
☒	Meals will be delivered to the receiving site.
☐	Food will be portioned in bulk containers.
☐	Site preparing the food will provide portioning utensils.
☐	Site preparing the food will not provide portioning utensils.
☐	Food will be portioned in individual serving containers.
6. Provide a food production record (Contract Meal Service Delivery Receipt) for the Recipient that documents each meal service, including the following information: complete menu and food items, quantities delivered, number of meals ordered/delivered, crediting information (Child Nutrition [CN] label and/or product formulation statement and/or recipe information, when applicable), and a signature indicating delivery of meals. The Preparer will also retain a copy of these food production records and make additional supporting documents available upon request (copy of CN label and/or product formulation statement or recipe information, when applicable). *The Preparer is obligated to relay daily the correct portion size required for each bulk item (if applicable) along with the quantity of each bulk item that is delivered to the Recipient.*
7. Provide meals to the receiving site based on the number of meals ordered, with adjustments made as needed.
8. Do not claim reimbursement for all or part of the meals provided to the receiving site under any other program administered by the SDE.
9. Charge/invoice the receiving site, itemizing the number of child/adult meals provided and the total amount owed for each month that meals are provided.

The site receiving the meals agrees to (Recipient):

1. Inform the preparing site of the number of meals needed by the receiving site for each meal service. The preparation site will be notified of any adjustments in meals ordered within the predetermined time frame of 9am For Breakfast 9am For Lunch to cancel 1 day in advance.
2. Notify the preparing site of any children who may require special dietary considerations to fulfill their nutritional needs.
3. Pick up or accept meals for each meal service prepared within contractual requirements for the receiving site.
4. Serve meals to children/adults in accordance with Oklahoma State Department of Health guidelines.
5. Reimburse the preparing site for meals at the following rates:

\$ 2.37 For each child's breakfast
\$ 4.43 For each child's lunch
\$ _____ For each child's snacks
\$ _____ For each adult's breakfast
\$ _____ For each adult's lunch
\$ _____ For each adult's snacks

For SFAs ONLY: Meal prices must be, at a MINIMUM:

6. Lunch charge equals free reimbursement rate for lunch plus additional incentive payment plus the value of USDA Foods. See Schedule B in CARS system.
7. Breakfast charge equals free reimbursement rate for regular breakfast.
8. Snack charge equals free reimbursement rate for snack.

I agree with all provisions of this contract.

(Signature of Preparing Site)

(Date)

(Signature of Receiving Site)

(Date)

Attachments: Meal Pattern Requirements

MEMORANDUM

TO: Authorized Representatives of Child and Adult Care Food Program (CACFP)
FROM: Jennifer Weber, Executive Director of Child Nutrition Programs (CNP)
DATE: July 2024
SUBJECT: Annual Reimbursement Rates and Income-Eligibility Scale

Following are the meal reimbursement rates for the CACFP effective July 1, 2024, through June 30, 2025.

MEALS SERVED IN CHILD OR ADULT CENTERS

BREAKFASTS	Free	\$ 2.37
	Reduced-Price	2.07
	Not Eligible	.39
LUNCHES/SUPPERS	Free	\$ 4.43
	Reduced-Price	4.03
	Not Eligible	.42
SNACKS	Free	\$ 1.21
	Reduced-Price	.60
	Not Eligible	.11
CASH-IN-LIEU OF COMMODITIES		\$.3000

Chickasha Public Schools

Overnight Travel Form

Organization: ALC

Date: 8/12/2024

Sponsor: Dr. Lisa Johnson Cell: 405-209-7497

Travel Destination: Metro Tech - OKC

Dates of Travel Departure: 9/8/24 Time: 3:00 pm

Return: 9/10/24 Time: 5:00 pm

School days missed: 2

Purpose of Travel: Oklahoma Adult Ed & Literacy Conference

Method of Travel: School Vehicle

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. Angie Humphrey | 6. |
| 2. Alice Hurry | 7. |
| 3. MaryAnn Ward | 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: Lisa Johnson

Date: 8-12-24

Request Approved: [Signature] Denied: _____ (give reason)

Date submitted to Supt Office for review: 9/3/24

Chickasha Public Schools

Overnight Travel Form

Organization: Ag, M. McPeak, E. Schmidt, K. Schmidt

Date: 8/23/24

Sponsor: M. McPeak, E. Schmidt, K. Schmidt

Cell: 405-600-8994, 636-358-8987

Travel Destination: Kansas, Iowa, Minnesota, Wisconsin, Missouri, Illinois, Indiana, Ohio, Arkansas, Louisiana, Texas, Colorado, New Mexico

Dates of Travel Departure: August 2024-June 2025 Time: _____ Return: _____

Time: _____

School days missed: _____

Purpose of Travel: _Travel to purchase livestock projects for students

Method of Travel: Ag Truck

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: *Debra Davis* Date: 8-23-24

Request Approved: ✓ Denied: _____ (give reason)

Date submitted to Supt Office for review: 09/03/24

Developed: December 2021

Overnight Travel Form

Date: 8/23/24

Organization: Ag. M. McPeak, E. Schmidt, K. Schmidt

Cell: 405-600-8944, 405-158-3287

Sponsor: M. McPeak, E. Schmidt, K. Schmidt

Travel Destination: Kansas, Iowa, Minnesota, Wisconsin, Missouri, Illinois, Indiana, Ohio, Arkansas

Location: Texas, Oklahoma, New Mexico

Dates of Travel/Departure: August 2024-June 2025 Time: Return: _____

Time: _____

School days missed: _____

Purpose of Travel: I _____ travel to purchase livestock products for students

Method of Travel: Air Travel

Number of students attending: _____

(Please attach a list of students by grade to this form when being submitted for review.)

Names of Additional Sponsors:

1. _____
2. _____
3. _____
4. _____
5. _____

Note: Background checks must be completed and on file with state or district administration prior to departure.

Checklist:

- Parent assignments have been made and approved by admin. () - Parent permission form has 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: _____ Date: _____

Request Approved: _____ Denied: _____ (give reason) _____

To Whom It May Concern:

This is being written to provide as an explanation of why I am submitting a travel request for overnight and out of state travel. As a new employee, I was unaware of the specific board policy to be board approved in order to travel out of state or that our previous request did not include current dates. I have been buying show pig projects for students Nationwide for the past thirteen years. I take pride in my work and do my best to see those animals in person no matter where they are located before I ask a student and their parents to spend their hard earned money on that animal. Unfortunately, with the technology we have at our disposal today, some photos get doctored and may not be an actual representation of that animal, so I believe it is my responsibility to do as much front loading for our students as possible.

Many times as Ag teachers we do not get months in advance notice when a breeder's animals will be ready to be viewed or for sale, sometimes we get a phone call the night before they are ready to start selling. We try to organize and plan these trips to look for animals as early as we can, but unfortunately sometimes we are at the mercy of the breeders. As mentioned before, I wasn't completely aware of the policy and apologize for my tardiness in submitting this request, but the new request the AG department is submitting would cover August 2024-July 2025, with our intent to renew at the July 2025 board meeting for the following school year.

Mark McPeak

A handwritten signature in black ink, appearing to read 'Mark McPeak', with a stylized, cursive-like flourish at the end.

Chickasha Public Schools

Sanctioning Packet Checklist

Submitted by: Shelia Hendricks

Date submitted: _____

NOTE: ALL PAGES MUST BE INCLUDED WITH ALL REQUIRED INFORMATION AND SIGNATURES.

- Submitted by deadline for board agenda ☒
- Application page completed & signed (both sides) ☒
- Advertising Sale Addendum completed & signed ☒
- Forms
 - o Financial statement (unaudited) ☒
 - o List of Officers ☒
 - o Bank statements (last fiscal year) ☒
 - Statements met requirements for purchasing
 - o Financial statement (end of year) ☒

Approved ☒ Denied _____ Returned _____

If denied or returned, please state why:

Reviewed by: Jennifer Stegman Date: 8/12/24
Date submitted for board agenda to board clerk: 8/13/24

2024-25 Lincoln Surplus

[illegible]

Chickasha Public Schools
Exhibit A
September 9, 2024

2024-25 SY Certified Temporary Hire(s)			
Lincoln	Position	Effective Date	Contract Status
Jennifer Hughey	5th Grade Teacher	2024-2025	Certified Temporary
Bill Wallace	Position	Effective Date	Contract Status
Valerie Davis	Kindergarten Teacher	8/26/2024	Certified Temporary

2024-25 Transfers/Promotions/Re-assignments/Workday Adjustments(s)			
Bill Wallace	From:	To:	Effective Date
Joyce Seat	Para II 7 hr at BW	TA 7 hr at BW	8/13/2024
Lisa Chambon	Para II 4 hr at BW	Para II/Intervenor 4 hr at Grand	8/13/2024
Grand	From:	To:	Effective Date
Anita Nacoste	Custodian 8 hrs 12 mo.	Child Nutrition/Custodian 8 hr 10 mo.	9/1/2024
Transportation	From:	To:	Effective Date
Kailyn Givens	Bus Driver 4 hr	Bus Driver 5 hr	8/13/2024
Roger Haney	Bus Driver 4 hr CN Cashier 2 hr	Bus Driver 5 hr CN Cashier 2 hr	8/15/2024
District	From:	To:	Effective Date
McKenzie Hyde	Psychometrist Certified at Admin	IEP Specialist Support at Admin	7/29/2024
Athletics	From:	To:	Effective Date
Roger Raper	MS Cross Country Boys & Girls	Cross Country Head Coach Boys and Girls	8/9/2024

2024-25 Support Hire(s)			
Bill Wallace	Position	Effective Date	Contract Status
Destiny Acuna	Para I 7 hrs	8/15/2024	Probationary Support

Amy Gadson	Teacher Assistant	9/2/2024	Probationary Support
Grand	Position	Effective Date	Contract Status
Troy Napoleon	Custodian	8/22/2024	Temporary Support
Jamie Morris	Custodian	8/20/2024	Probationary Support
CHS	Position	Effective Date	Contract Status
Penelope Lackey	ISR Monitor	9/5/2024	Probationary Support

2024-25 SY Extra Duty Hire(s)			
Bill Wallace	Position	Effective Date	Contract Status
Flor Zubiate	Interpreter	8/13/2024	Support
Kent Reed	Title I Tutor	9/1/2024	Certified
Thomas Jeffries	Title I Tutor	9/1/2024	Certified Temporary
Brandy Mantooth	IEP Writer	9/1/2024	Certified
Christina Lewis	IEP Writer	9/1/2024	Certified Temporary
Grand	Position	Effective Date	Contract Status
Tessa Day	Title I Tutor	9/1/2024	Certified Temporary
Jamie Evans	Daycare Teacher	9/1/2024	Certified
Lisa Youngblood	Daycare Teacher	9/1/2024	Certified
Lincoln	Position	Effective Date	Contract Status
Brooke Brandt	Interpreter	8/13/2024	Support
CMS	Position	Effective Date	Contract Status
Cheryl Benners	Title I Tutor	9/2/2024	Certified
Sonja Pierson	Title I Tutor	9/2/2024	Certified
CHS	Position	Effective Date	Contract Status
Jason Schmitt	Title I Tutor	9/2/2024	Certified Temporary
Whitney Broussard	Title I Tutor	9/2/2024	Certified
Coaches	Position	Effective Date	Contract Status
Glennis Ring	HS Track Head Coach Boys	8/9/2024	Certified Temporary
Glennis Ring	7th Grade Football Head Coach	8/9/2024	Certified Temporary
Glennis Ring	8th Grade Football Head Coach	8/9/2024	Certified Temporary

Glennis Ring	MS Powerlifting Head Coach Boys	8/9/2024	Certified Temporary
JT Cobble	9th Grade Football Head Coach	8/9/2024	Certified Temporary
JT Cobble	MS Golf Head Coach Boys	8/9/2024	Certified Temporary
Max Matthes	MS Golf Head Coach Girls	8/9/2024	Certified Temporary
Max Matthes	MS Volleyball Head Coach	8/9/2024	Certified Temporary
Chris Pechl	MS Head Baseball Coach	8/9/2024	Certified Temporary
Chase Rodgers	MS Tennis Head Coach Boys	8/9/2024	Certified
Meredith Noland	MS Tennis Head Coach Girls	8/9/2024	Certified Temporary
Brayden Bingham	MS Head Softball Coach	8/9/2024	Lay Coach
EJ Golightly	MS Track Head Coach Boys	8/9/2024	Certified
Dylan Verser	MS Track Head Coach Girls	8/9/2024	Certified
EJ Golightly	MS Track Asst Coach Girls	8/9/2024	Certified
Dylan Verser	MS Track Asst Coach Boys	8/9/2024	Certified Temporary
Jace Johnson	Elementary Basketball Head Coach Girls	8/9/2024	Certified
EJ Golightly	Elementary Basketball Head Coach Boys	8/9/2024	Certified Temporary
Stacy Knight	MS Wrestling Head Coach	8/9/2024	Certified Temporary
Karlye Weber	MS Powerlifting Head Coach Girls	8/9/2024	Certified

2024-25 Resignation(s)			
CHS	Position	Effective Date	Contract Status
Dominic Neff	ISR Monitor	8/29/2024	Support
Bill Wallace	Position	Effective Date	Contract Status
Darla Williams	Teacher Assistant	8/28/2024	Support
Terry Copeland	Kindergarten Teacher	8/21/2024	Certified
Transportation	Position	Effective Date	Contract Status
Beki Duncan	Bus Driver 4 hrs CN Cashier 4 hrs	8/7/2024	Support