

Owasso Public Schools
Owasso Board of Education Regular Meeting
Independent School District No. 11
Tulsa County, Oklahoma

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District No. 11, Tulsa County, Oklahoma will hold Owasso Board of Education Regular Meeting on Monday, April 17, 2023, at 6:30 PM, Board of Education Conference Room of the Dale C. Johnson Education Service Center, 1501 N Ash St., Owasso, Oklahoma 74055

Meeting live stream link: <https://youtube.com/live/5c09IJcck8M?feature=share>

- I. **Call to Order and Roll Call**
- II. **Special Recognition** - Ms. Tiffani Cooper, Avery Canarte and Peyton Dick
- III. **Pledge of Allegiance**
- IV. **Reports to the Board**
 - A. Superintendent - Dr. Margaret Coates
 - B. Teaching and Learning - Mr. Mark Officer
 - C. District Services - Mr. Kerwin Koerner
 - D. Continuous Strategic Improvement (CSI) - Mr. Neal Kessler
- V. **Comments from the Public Regarding Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.
- VI. **Consent Agenda:** Board to consider and take possible action on the following consent agenda items. (Dr. Coates)
 - A. Minutes of Regular Meeting March 20, 2023
 - B. Minutes of Special Meeting March 29, 2023
 - C. Teaching and Learning
 - i. Out of State Student Activity Trips
 - ii. Student Teaching Affiliation Agreement with Grand Canyon University to provide Student Teaching Internships for the 2023-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
 - iii. Memorandum of Understanding with University of Tulsa for college education majors for their education field, clinical and internships for the 2023-2024 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
 - iv. Memorandum of Understanding with Oklahoma State University to provide college education majors with field/clinical experiences and internships for the 2023-2024 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

- v. Memorandum of Understanding with Northeastern State University for college education majors to complete their student teaching portion of their education in traditional student internships for the 2023-2024 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
- vi. Contract with Junior Achievement for Owasso Public School Elementary 5th grade students to attend JA BizTown for the 2023-2024 school year at a cost of \$22,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract
- vii. Memorandum of Understanding with the Tristesse Grief Center to provide school-based grief support for students and faculty for the 2023-2024 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
- viii. Memorandum of Understanding with Horizon: Digitally Enhanced Campus for student access to Edgenuity curriculum content for the 2023-2024 school year at a cost of \$51,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
- ix. Agreement/Contract with Spears Travel for travel arrangements for OPS employees for the 2022-2024 school year with a fee schedule, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement/Contract

D. Technology

- i. Agreement with PowerSchool for renewal of licensing and support of the district student information system and related services for the 2023-2024 school year at a cost of \$105,455.13, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- ii. Contract with Gaggle for renewal of safety management services for the 2023-2024 school year at a cost of \$54,450.00, as outlined in the attachment and authorize the Superintendent or designee to execute the contract
- iii. Quote from CPSI for renewal of licensing and support of Active Directory sync services for the 2023-2024 school year at a cost of \$3,000.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- iv. Estimate from Amplified IT for renewal of licensing and support of Little SIS for Classroom cloud-based roster sync for the 2023-2024 school year at a cost of \$3,750.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- v. Estimate from Amplified IT for renewal of licensing and support of Gopher Sheets Add-On for the 2023-2024 school year at a cost of \$2,700.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- vi. Quote from Solarwinds for renewal of licensing and support of network monitoring tools and remote software for the 2023-2024 school year at a cost of \$7,978.36, as outlined in the attachment and authorize the Superintendent or designee to purchase

- vii. Quote from Informatics Holding Inc. for renewal of licensing and support of WASP inventory barcode system for the 2023-2024 school year at a cost of \$4,320.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- viii. Quote from Marcia Brenner Associates for renewal of licensing and support of Report Creator PowerSchool plugin for the 2023-2024 school year at a cost of \$1,272.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- ix. Quote from Lenovo, DBA Stoneware Inc, for renewal of licensing and support of LanSchool lab computer management software for the 2023-2024 school year at a cost of \$2,000.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- x. Agreement with Telecomp Holdings Inc for renewal of Mitel phone warranty and support services for the 2023-2024 school year at a cost of \$24,370.54, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- xi. Quote from SherpaDesk, DBA BigWebApps, for renewal of licensing and support of SherpaDesk online ticketing system for the 2023-2024 school year at a cost of \$8,791.20, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xii. Quote from Dynasign Corporation for renewal of online services related to signage for the 2023-2024 school year at a cost of \$2,800.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xiii. Quote from ImageNet Consulting for renewal of services and support of XMedius Cloud centralized printing and faxing platform for the 2023-2024 school year at a cost of \$4,500.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xiv. Quote from Freund Resources for renewal of licensing of sqlReports software for the 2023-2024 school year at a cost of \$594.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xv. Quote from United Systems for renewal of licensing and support of Filewave Mobile Device Management system for the 2023-2024 school year at a cost of \$23,017.44, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xvi. Quote from Dell Direct Sales L.P. for renewal of licensing of Adobe Creative Cloud software for the 2023-2024 school year at a cost of \$6,020.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xvii. Quote from Dell Direct Sales L.P for renewal of licensing of Microsoft 365 access for the 2023-2024 school year at a cost of \$59,448.56, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xviii. Quote from VIP Technology Solutions Group for renewal of licensing of ESET AntiVirus solution for the 2023-2024 school year at a

cost of \$16,000.00, as outlined in the attachment and authorize the Superintendent or designee to purchase

- xix. Quote from Transfinder for renewal of services and support of bus routing software and related applications for the 2023-2024 school year at a cost of \$12,875.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xx. Agreement with Alias Forensics for renewal of licensing and support of PRTG systems monitoring sensors for the 2023-2024 school year at a cost of \$1,725.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- xxi. Quote from United Systems for renewal of licensing and support of Lightspeed Web Content Filter and Lightspeed Classroom Management systems for the 2023-2024 school year at a cost of \$72,300.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xxii. Quote from ImageNet Consulting for renewal of licensing and support of LaserFiche platform for the 2023-2024 school year at a cost of \$6,570.00, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xxiii. Quote from United Systems for renewal of support of SonicWall SMA 410 secure mobile access appliance for the 2023-2024 school year at a cost of \$650.94, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xxiv. Quote from United Systems for renewal of licensing of Aerohive/Extreme network appliances and wireless access points for the 2023-2024 school year at a cost of \$78,668.72, as outlined in the attachment and authorize the Superintendent or designee to purchase
- xxv. Quote from SHI for renewal of licensing and support of Veeam backup services for the 2023-2024 school year at a cost of \$1,609.47, as outlined in the attachment and authorize the Superintendent or designee to purchase

E. Finance

- i. Purchase orders (encumbrances) and changes to encumbrances for March 2023
- ii. Activity Financial Report for March 2023
- iii. Activity Account Budgets

F. Human Resources

- i. Transitions

VII. Communications/Superintendent

- A. Board to consider and take possible action on the 2024-2025 School Calendar (Jordan Korphage)
- B. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #1.05A Distribution of Information by Outside Organizations and Individuals, as outlined in the attachment (Jordan Korphage)

VIII. Teaching and Learning - Mark Officer

- A. Board to consider and take possible action on the proposed edits, changes and additions to the SPARK before and after care Employee Handbook
 - B. Board to consider and take possible action on the proposed edits, changes and additions to the SPARK before and after care Parent Handbook
 - C. Board to consider and take possible action on the contract with Connected Kids for the remainder of the 2022- 2023 school year, May 1st - June 30th at a cost of \$3,150 and continuing into the 2023-2024 school year, July 1st - May 31st at a cost of \$80,700 for a total of \$83,850 as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
 - D. Agreement with Tulsa City-County Health Department for the "All About Kids Program" for the 2023-2024 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- IX. **Technology** - Russell Thornton
- A. Board to consider and take possible action on the purchase of student computer lab workstations through Lenovo in the amount of \$608,259.15
- X. **Finance** - Phillip Storm
- A. Board to consider and take possible action on the Treasurer's Report for March 2023
 - B. Board to consider and take possible action on a contract with Kerry John Patten CPA for the audit of the financial statements for the year ending June 30, 2023 at a cost of \$20,590 as outlined in the attachment and authorize the superintendent or designee to execute the contract
 - C. Board to consider and take action on the renewal of a contract with Clearwater Enterprises for the purchase of natural gas for the time period 7-1-23 to 6-30-24 at a cost of \$0.06/MMBtu above sellers cost as outlined in the attachment and authorize the superintendent or designee to execute the contract
- XI. **Human Resources** - Lisa Johnson
- A. Board to consider and take possible action on a resignation agreement between the District and teacher Robert N. Richards and authorize the Board President to execute the resignation agreement on behalf of the district.
 - B. Board to consider and take possible action on the Contract with Shamrock Holdings, LLC DBA HSD Metrics for exit interviews and exit surveys for the 2022- 2023 school year at a cost of \$9,756.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract
- XII. **Executive Session**
- A. Vote to convene into executive session for the purpose of discussing the hiring of one Assistant Director of Athletics and one Assistant Principal for Bailey Elementary and one Assistant Director of Child Nutrition as authorized by Okla.Stat.Tit.25§307(B)(1).
 - B. Acknowledge return to Open Session
 - C. Statement of Executive Session Minutes

- XIII. Board to consider and take possible action to hire one Assistant Director of Athletics.
- XIV. Board to consider and take possible action to hire one Assistant Principal for Bailey Elementary.
- XV. Board to consider and take possible action to hire one Assistant Director of Child Nutrition
- XVI. **New Business**
- XVII. **Comments from the Public Regarding Non-Agenda Items**
Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.
- XVIII. **Vote to Adjourn**

This agenda was posted prior to 6:30p.m. on Friday, April 14, 2023 at the entrance of the Board of Education Room, located in the Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 N. Ash, Owasso, Oklahoma.

OWASSO PUBLIC SCHOOL BOARD OF EDUCATION
Renaë Klein, Clerk

Owasso Board of Education Regular Meeting
Monday, March 20, 2023 6:30 PM Central

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

I. Call to Order and Roll Call

Attendance Taken at 6:30 PM.

Brent England: Present

Neal Kessler: Present

Rhonda Mills: Present

Stephanie Ruttman: Present

Forrest Turpen: Absent

Present: 4, Absent: 1.

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

Motion to reorganize the officers of the board of education as follows: President- Brent England, Vice President - Frosty Turpen, Clerk - Stephanie Ruttman in accordance with 70 O.S. Section 5-119. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Absent

Yea: 4, Nay: 0, Absent: 1

III. **Special Recognition** - Mrs. Tyler Martin, Matthew Collazo and AnnaLynne Snyder

IV. **Pledge of Allegiance**

V. **Special Recognition** - Mrs. Charlene Duncan - JOM Art and Writing Competition Winners

VI. **Reports to the Board**

A. Superintendent - Dr. Margaret Coates

Dr. Coates gave a brief legislative update regarding HB 1935 and HB 2775. She shared the district Evening of Distinction recognizing the teacher of the year along with the support staff and substitute teacher of the year, which would be Thursday, March 23, 2023 at the Mary Glass Performing Arts Center. She also reported that a calendar committee has been established to help work on establishing district school year calendars.

B. Teaching and Learning - Mr. Mark Officer

Mr. Officers shared that all three National Merit Semifinalists were named Finalists. We had 2 Academic All Staters as well. There was an update on the SPARK program and handbooks were being submitted for a first reading. The Sertoma Club made a \$30,000 donation to the Special Olympics. He congratulated Mr. Barber on a successful Fine Arts trip to Ireland over spring break.

C. District Services - Mr. Kerwin Koerner

Mr. Koerner shared that there are minor changes to the district transfer policy. He reported that the High School West Campus roof has been completed and has been leak free. He introduced Miss Claira Bassett, a 4th grade student from Smith Elementary, as the Sodexo Future Chef competition winner.

D. Continuous Strategic Improvement (CSI) - Ms. Stephanie Ruttman

Mrs. Ruttman reported that the stakeholders for Continuous Strategic Improvement met for Phase III to review specific initiatives and steps to simply and narrow the focus on the districts' 5 year strategic plan to submit to the board of education for approval in May 2023.

VII. Comments from the Public Regarding Agenda Items

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

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

Motion to approve Consent Agenda Items VIII.A. through VIII.E.i. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

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

Yea: 4, Nay: 0, Absent: 1

A. Minutes of February 13, 2023, Regular Meeting

B. Teaching and Learning

i. Out of State Student Activity Trips

C. District Services

i. Current Capacity Numbers for Transfer Students

D. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for January 2023

2022-2023 General Fund # (Vendors) \$
2022-2023 General Fund Net Change Orders \$
2022-2023 Building Fund # (Vendors) \$
2022-2023 Child Nutrition Fund # (Vendors) \$
2022-2023 Bond Fund 31 # (Vendors) \$
2022-2023 Bond Fund 39 # (Vendors) \$
2022-2023 Bond Fund 04-BOK # (Vendors) \$

ii. Activity Financial Report for January 2023

iii. Activity Account Budgets

E. Human Resources

i. Transitions

IX. Communications/Superintendent - Dr. Margaret Coates

A. Board to consider and take possible action on the Service Contract with George Couros for the back-to-school keynote address and leadership debriefing on August 14th for the 2023-2024 school year at a cost of \$11,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Service Contract (Dr. Coates)

Motion to approve Service Contract with George Couros for the back-to-school keynote address and leadership debriefing on August 14th for the 2023-2024 school year at a cost of \$11,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Service Contract. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

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

Yea: 3, Nay: 1, Absent: 1

B. Board to consider and take possible action on the Contract with Sampson Group for Xcelerate Leadership Development for the remainder of the 2022- 2023 school year, April 1st. - June 30th at a cost of \$2,500 and continuing into the 2023-2024 school year, July 1st - March 31st at a cost of \$7,500 for a total of \$10,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract (Dr. Coates)

Motion to table the Contract with Sampson Group for Xcelerate Leadership Development for the remainder of the 2022- 2023 school year, April 1st. - June 30th at a cost of \$2,500 and continuing into the 2023-2024 school year, July 1st - March 31st at a cost of \$7,500 for a total of \$10,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

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

Yea: 4, Nay: 0, Absent: 1

C. Board to consider and take possible action on a service agreement with Peachjar for digital flyer services at a one-time cost of \$8,820, as outlined in the attachment and authorize the Superintendent or designee to execute the service agreement (Mr. Korphage)

Motion to approve a service agreement with Peachjar for digital flyer services at a one-time cost of \$8,820, as outlined in the attachment and authorize the Superintendent or designee to

execute the service agreement. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

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

D. Board to review Policy #1.05A Distribution of Information by Outside Organizations and Individuals for first reading. Edits, changes, and additions to the policy are outlined in the attachment (Mr. Korphage)

X. Teaching and Learning -Mark Officer

A. Board to consider and take possible action on the Eleyo New Customer Sign-Up - Merchant Service Agreement for the Owasso Public School SPARK program for software and single platform for scheduling and registration for the 2023-2024 school year at a cost of \$849 a month, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement

Motion to approve Eleyo New Customer Sign-Up - Merchant Service Agreement for the Owasso Public School SPARK program for software and single platform for scheduling and registration for the 2023-2024 school year at a cost of \$849 a month, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

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

B. Receive first draft reading of 2023-2024 SPARK - Parent Handbook

C. Receive first draft reading of 2023-2024 SPARK - Employee Handbook

XI. District Services - Kerwin Koerner

A. Board to consider and take possible action on bids associated with the Wellness Center remodel project per Lowry Construction's recommendation. Bids for construction of the project received and opened at 10:00a.m., CST, March 20, 2023 at the Education Service Center. All bidding was conducted pursuant to the Oklahoma Competitive Bidding Act. Motion to approve bids associated with the Wellness Center remodel project per Lowry Construction's recommendation. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea

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

B. Board to consider and take possible action on the Guaranteed Maximum Price (GMP) amendment to the existing AIA contract with Lowry Construction for the Wellness Center remodel project

Motion to approve the Guaranteed Maximum Price (GMP) amendment to the existing AIA contract with Lowry Construction for the Wellness Center remodel project. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

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

C. Board to consider and take possible action on the proposed edits, changes and additions to Policy #5.01 Administration of Medicine to Students

Motion to approve the proposed edits, changes and additions to Policy #5.01 Administration of Medicine to Students. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

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

D. Board to consider and take possible action on the amendments to the Student Transfers Policy #5.20

Motion to approve the amendments to the Student Transfers Policy #5.20. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

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

XII. **Technology** - Russell Thornton

A. Board to consider and take possible action on the purchase of 2,000 Chromebooks to be awarded to the lowest bidder

Motion to approve the purchase of 2,000 Chromebooks to be awarded to the lowest bidder. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

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

XIII. **Finance** - Phillip Storm

A. Board to consider and take possible action on the Treasurer's Report for February 2023

Motion to approve Treasurer's Report for February 2023. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

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

B. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the \$31,000,000 General Obligation Combined Purpose Bonds of the School District

Motion to approve a resolution determining the maturities of, and set April 20, 2023, at 11:30 a.m. at the Conference Room, Dale C. Johnson Education Service Center for the sale of the \$31,000,000 General Obligation Combined Purpose Bonds of the School District. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

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

C. Consider and Approve an Agreement for bond Counsel Services with Hilborne and Weidman

Motion to approve an Agreement for bond Counsel Services with Hilborne and Weidman. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea

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

XIV. Executive Session

A. Vote to convene into executive session for the purpose of discussing the employment of Owasso Public Schools' School Site Administrators listed on Attachment A for the 2023-2024 school year and the hiring of one Bailey Elementary Principal as authorized by Okla.Stat.Tit.25§307(B)(1)

Motion to convene into executive session at 8:07p.m. for the purpose of discussing the employment of Owasso Public Schools' School Site Administrators listed on Attachment A for the 2023-2024 school year and the hiring of one Bailey Elementary Principal, as authorized by Okla.Stat.Tit.25§307(B)(1). This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

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

B. Acknowledge return to Open Session at 8:25p.m.
Acknowledge return to Open Session at

C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Neal Kessler, Brent England, Rhonda Mills and Stephanie Ruttman. Also present during the executive session was Dr. Margaret Coates and Mr. Mark Officer. During the executive session, the board members discussed the employment of Owasso Public Schools' School Site Administrators listed on Attachment A and the hiring of one Bailey Elementary Principal for the 2023-2024 school year. This will constitute the minutes of the executive session.

XV. Board to consider and take possible action to hire Owasso Public Schools' Site Administrators listed on Attachment A for the 2023-2024 school year (Dr. Coates)
Motion to hire Owasso Public Schools' Site Administrators listed on Attachment A for the 2023-2024 school year. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

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

XVI. Board to consider and take possible action to hire one individual for Bailey Elementary Principal (Mark Officer)

Motion to hire Ms. Lacy Hall as the principal for Bailey Elementary. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

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

XVII. New Business

There was no New Business.

XVIII. Comments from the Public Regarding Non-Agenda Items

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

A. J. Pearson

Mr. Pearson spoke about bullying in schools.

XIX. Vote to Adjourn

Motion to adjourn at 8:35 p.m. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

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

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

The Board of Education of Independent School District Number 11 of Tulsa County, Oklahoma, met in Regular Session at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash Street, Owasso, Oklahoma, in said School District on the 20th day of March, 2023, at 6:30 o'clock p.m.

PRESENT: BRENT ENGLAND, President; STEPHANIE RUTTMAN, Clerk and Member; NEAL KESSLER, Member; RHONDA MILLS, Member

ABSENT: FORREST J. TURPEN, Vice President

Notice of the schedule of regular meetings of the School District for the calendar year 2023 was given in writing, to the County Clerk of Tulsa County, Oklahoma at 10:31 o'clock a.m. on the 10th day of August, 2022, and public notice of this meeting, setting forth the date, time, place and agenda was posted at the entrance of the Board of Education Room located in the Dale C. Johnson Education Service Center, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 3:00 o'clock p.m. on the 10th day of March, 2023, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

(OTHER PROCEEDINGS)

Thereupon **ENGLAND** introduced a Resolution which was read in full by the Clerk, and upon motion by **RUTTMAN**, seconded by **MILLS**, was adopted by the following vote:

AYE: ENGLAND, RUTTMAN, KESSLER, MILLS

NAY: None

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A resolution fixing the amount of bonds to mature each year, fixing the time and place the bonds are to be sold, and authorizing the clerk to give notice of said sale as required by law.

WHEREAS, the issuance of \$80,275,000 of General Obligation Building Bonds by Independent School District No. 11 of Tulsa County, Oklahoma, has been duly authorized at an election held on the 5th day of April, 2022, for that purpose; and

WHEREAS, \$10,080,000 of the \$80,275,000 has previously been sold, issued and delivered, and the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, now desires to sell a second installment of \$30,215,000; and

WHEREAS, the issuance of \$3,685,000 of General Obligation Transportation Equipment Bonds by Independent School District No. 11 of Tulsa County, Oklahoma, has been duly authorized at an election held on the 5th day of April, 2022, for that purpose; and

WHEREAS, \$920,000 of the \$3,685,000 has previously been sold, issued and delivered, and the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, now desires to sell a second installment of \$785,000; and

WHEREAS, the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Section 354, desires to sell at this time \$31,000,000 in bonds consisting of a combined issue of \$30,215,000 of Building Bonds and \$785,000 of Transportation Equipment Bonds;

Now, therefore, be it resolved by the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma:

SECTION 1.

That the \$31,000,000 of General Obligation Combined Purpose Bonds of Independent School District No. 11 of Tulsa County, Oklahoma, voted on the 5th day of April, 2022, shall be offered for sale at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash Street, Owasso, Oklahoma, on the 20th day of April, 2023, at 11:30 o'clock a.m.; said Bonds to become due:

\$1,000,000 in two years from their date, and \$15,000,000 annually each year thereafter until paid.

SECTION 2.

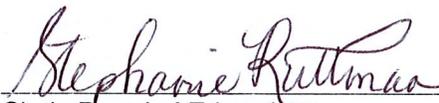
That the Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

ADOPTED this 20th day of March, 2023.



President, Board of Education

ATTEST:



Clerk, Board of Education

(SCHOOL DISTRICT SEAL)



Owasso Board of Education Special
Meeting
Wednesday, March 29, 2023 1:30 PM Central

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

I. Call to Order and Roll Call

Attendance Taken at 1:32 PM.

Brent England: Absent
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present
Present: 4, Absent: 1.

II. Pledge of Allegiance

III. Board to consider and take possible action on the Contract with Sampson Group for Xcelerate Leadership Development for the remainder of the 2022- 2023 school year, April 1st. - June 30th at a cost of \$2,500 and continuing into the 2023-2024 school year, July 1st - March 31st at a cost of \$7,500 for a total of \$10,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with Sampson Group for Xcelerate Leadership Development for the remainder of the 2022- 2023 school year, April 1st. - June 30th at a cost of \$2,500 and continuing into the 2023-2024 school year, July 1st - March 31st at a cost of \$7,500 for a total of \$10,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

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

IV. Vote to Adjourn

Motion to adjourn at 1:34p.m. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

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

April 2023 Overnight/Out of State Student Activity Requests

- **May 16-21, 2023 - National High School Mock Trial Championship - OHS Mock Trial - Little Rock, AR**
- **June 18-24, 2023 - International Thespian Festival - OHS International Thespian Society - Bloomington, IN**
- **October 19-23, 2023 - Bands of America Orlando Regional - OHS Band - Orlando, FL**
- **December 18-23, 2023 - Midwest Clinic - Owasso Percussion and Saxophone Ensembles - Chicago, IL**

Student Teaching Affiliation Agreement Between GCU and Owasso Public Schools

1. **PARTIES:** This Agreement is entered into on this 4/10/2023 day by and between Grand Canyon University (GCU) and Owasso Public Schools located at 1501 N Ash St., Owasso, OK 74055 Hereafter referred to as the "District".
2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which students of GCU may participate in Student Teaching Internships, Practicums, and Observations at the schools located in the District.
3. **TERM:** The term of this Agreement begins 4/10/2023 and ends 6/30/26.
4. **COMPLIANCE WITH HANDBOOK AND POLICY:** GCU and GCU's participating students shall comply with all policies of the University and District. Students accepted to the District for clinical training shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of students to the District, GCU will advise students of any specific requirements that must be met to participate in the clinical. These specific requirements are outlined in GCU's student teaching manual. Failure to complete the requirements will result in non-placement of students.
5. **COOPERATING TEACHERS:** The District shall provide qualified Cooperating Teachers to provide oversight, feedback and mentoring to GCU's participating students. Quality standards and service expectations for Cooperating Teachers are outlined in Exhibit A. GCU shall pay a \$500 stipend to Cooperating Teachers per each sixteen (16) week session of full-time service. Longer or shorter assignments will be assessed on a pro-rated basis. Compensation will not be provided for practicum courses. The stipends contemplated herein are to be paid directly to Cooperating Teacher. Should stipends be a lesser amount than those of the district, the participating student shall pay the difference. Stipend will be paid upon the completion of the student teaching semester providing all paperwork has been submitted. The relationship between Cooperating Teachers and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of his/her own state and federal income tax and self-employment tax as applicable.
6. **CONFIDENTIALITY:** GCU shall inform each participating student of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating student of any applicable state law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher that he/she is bound to maintain in confidence, any documents or other confidential information about GCU to which he/she might have access. Any breach of confidentiality by a participating Student or Cooperating Teacher shall be grounds for immediate termination of the clinical experience.
7. **INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide participating students with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.
8. **ASSIGNMENT:** The provisions of this agreement shall insure to the benefit of, and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.
9. **NOTICES:** Notices under this agreement shall be mailed or delivered to the parties as follows:

Grand Canyon University
Dr. Meredith Critchfield
Dean, College of Education
Grand Canyon University
3300 W. Camelback Road
Phoenix, Arizona 85017

Owasso Public Schools
1501 N Ash St.
Owasso, OK 74055

- 10. MODIFICATION OF AGREEMENT:** This agreement may be modified only by written amendment executed by all parties.
- 11. TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this agreement
- 12. PARTNERSHIP/JOINT VENTURE/EMPLOYMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.
- 13. NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).
- 14. RESPONSIBILITIES OF GCU:**
- A. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or agents of the FIELDWORK SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating student.
 - B. GCU agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the Agreement, including without limitations, laws relating to the confidentiality of student records.
 - C. GCU requires that all students who must enter a FIELDWORK SITE provide us with a current and clear copy of a background check. Students will be prohibited to move forward until this document is received.
 - D. GCU will maintain in full force and effect, at its sole expense and written by carriers:
 - i. Commercial General Liability (Minimum Requirements):
 - Limits of Liability:
 - \$1,000,000 Combined Single Limit
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products Aggregate
 - \$1,000,000 Personal Injury
 - \$5,000 Medical Payments
 - Coverage:
 - Premises/Operation Liability
 - Medical Payments Liability
 - Contractual Liability
 - Personal Injury Liability
 - Independent Contractors
 - ii. Professional Liability, as related to Educational Services
 - Limits of Liability:
 - \$1,000,000 each wrongful act
 - \$1,000,000 aggregate
 - iii. Certificates of Insurance:

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

Grand Canyon University

By: 
Signature

Name: Dr. Meredith Critchfield

Title: Dean, College of Education

Date: March 9, 2023

Owasso Public Schools

By: _____
Signature

Name: _____

Title: _____

Date:



THE UNIVERSITY OF TULSA
Department of Education

March 30, 2023

RE: Memorandum of Understanding with The University of Tulsa for Classroom Student Teachers

Attached is the 2023-2024 academic year Memorandum of Understanding with The University of Tulsa for Student Teachers. Please obtain the appropriate Superintendent signature and signature of your Board President.

After signatures are obtained, please keep a copy for your records and select one of the options for returning the MOU to the Department of Education at TU:

Option 1- US mail to:

Dr. Jolly Meadows
Coordinator of Field Services
Department of Education
The University of Tulsa
800 S. Tucker Drive
Tulsa, OK 74104

Option 2- Email to:

jolly-meadows@utulsa.edu
and
katy-gallagher@utulsa.edu

If you have any questions regarding the MOU, please contact Jolly Meadows at 918-631-2752 or by e-mail at jolly-meadows@utulsa.edu.

Thank you for your assistance.

Sincerely,

Jolly Meadows

Phone: 918-631-2752

e-mail: jolly-meadows@utulsa.edu

**AGREEMENT
Between**

**UNIVERSITY OF TULSA
Acting for and on behalf of its
TEACHER EDUCATION PROGRAM**

And

OWASSO PUBLIC SCHOOLS

For

TEACHER EDUCATION PROGRAM

THIS AGREEMENT is made and entered into this 1st day of July 2023, by and between **THE UNIVERSITY OF TULSA, acting on behalf of its Teacher Education Program ("University")**, and **INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a OWASSO PUBLIC SCHOOLS ("OPS")**.

WITNESSETH:

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

SECTION 2: OPS agrees to accept for assignment to cooperating teachers in the public schools a certain number of students enrolled in the University's Teacher Education Program. OPS further agrees the cooperating teacher will give direct supervision to the student teacher assigned and will work with a faculty member assigned by the University in directing and evaluating the student teacher experience.

OPS further agrees to provide student teacher supervision, instruction, mentoring or assistance, as needed by various staff members to enhance and develop the student teacher's ability to effectively educate children in an urban educational environment including, but not limited to, identifying and serving children with disabilities, serving children from diverse socio-economical populations, and serving children with foreign language barriers.

SECTION 3: All arrangements for the placement or removal of student teachers will be coordinated through OPS building administrators and University's Department of Education Coordinator of Field Services. If a student teacher fails to comply with the requirements of this

Agreement or to perform to the satisfaction of OPS, the University will, upon written request by OPS, immediately remove that student teacher from the school.

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

SECTION 5: To the extent allowed by law, each party shall save and protect the other, and indemnify the other from all legal liability resulting in injury, death, or damages, including costs and attorney fees, caused by or arising out of the indemnifying party's negligent or willful misconduct in the supervision of students pursuant to this agreement or resulting from the negligent or intentional acts or omissions of the parties, its student teachers, officers, agents, employees or contractors.

SECTION 6: It is not the intention of the parties to form a joint venture or partnership. This Agreement shall not be construed to create an employment or agency relationship between the University and OPS or any of their respective employees, student teachers or agents. OPS and the University shall, at all times, act and function pursuant to this Agreement and hold themselves out as independent contractors. The University agrees and affirms that all University employees entering upon OPS property under the provisions of this Agreement are and shall be covered by worker's compensation insurance to the extent required by applicable law and that OPS shall, in no event, be required to provide such coverage for the University's student teachers and employees.

SECTION 7: OPS and the University agree that student safety is a top priority. In an effort to protect the students' safety, the University agrees that it will not place any individual on OPS property, whether as a student teacher, officer, agent, employee or contractor, if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude. The University hereby certifies that none of its student teachers and none of its employees working on OPS property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders' Registration Act or the Mary Rippy Violent Offender Registration Act. The University shall submit written proof to OPS that all student teachers and faculty supervisors coming on to OPS property have passed background checks. While there is no drug/alcohol screening requirement for the University student teachers and faculty supervisors, they shall be subject to drug/alcohol testing pursuant to the District's policies and regulations regarding such matters as if they are employees of the District (www.owassops.org) All University employees and student teachers must have in their possession, at all times, a current photo ID which identifies them as a student teacher or employee of the University and, if required by OPS, a OPS photo ID authorizing access to a specific OPS site. If at any time a student teacher or University employee demonstrates actions which are inappropriate or create a disruption within a school, the principal may require that

such person leave OPS property and not return without specific permission of the principal, and District personnel.

SECTION 8: Neither OPS, nor its employees, shall receive compensation from the University for services performed under this Agreement in support of the University's Teacher Education Program. The University may, however, with OPS's consent, pay a reasonable and customary honorarium to cooperating teachers or, alternatively, may provide cooperating teachers a tuition waiver to enroll in a University course upon completion of their supervision of a student teacher.

SECTION 9: All notices to be made under this Agreement shall be made in writing and delivered by personal delivery by commercial delivery service, or by certified United States mail, return receipt requested, to the following addresses:

If to the University: **The University of Tulsa**
 Department of Education
 ATTN: Jolly Meadows
 Coordinator of Field Services
 800 South Tucker Drive
 Tulsa, OK 74104
 jolly-meadows@utulsa.edu

If to OPS: **Owasso Public Schools OPS**
 Attn: Superintendent
 1501 North Ash Street
 Owasso, OK 74055-4920

With a copy to: **Owasso Public Schools OPS**
 Attn: _____
 1501 North Ash Street
 Owasso, OK 74055-4920

SECTION 10: This Agreement sets forth the entire agreement between the parties as to the subject matter hereof, and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written.

SECTION 11: This Agreement is for a period of one (1) year beginning July 1, 2023 and ending June 30, 2024. Either party may terminate this Agreement, without cause, upon sixty (60) days written notice. Student teachers enrolled in the University's Teacher Education Program and assigned to an OPS site at the time such notice is given will be afforded the opportunity to complete their assignment notwithstanding such early termination.

IN WITNESS WHEREOF, the University and OPS have executed this Agreement as of the day and year first written above.

**THE UNIVERSITY OF TULSA,
acting for and on behalf of its
TEACHER EDUCATION PROGRAM**

By: *Kirsten Olds*
Name: Kirsten Olds
Title: Interim Dean, Henry Kendall College of Arts & Sciences

By: *Elizabeth Smith*
Name: Elizabeth Smith
Title: Chair, Department of Education

“UNIVERSITY”

**INDEPENDENT SCHOOL DISTRICT NO. 11
OF TULSA COUNTY, OKLAHOMA, a/k/a
OWASSO PUBLIC SCHOOLS**

OWASSO PUBLIC SCHOOLS BOE

By: _____
Name (print): _____
Title: Owasso Public Schools BOE President

“OPS”

Memorandum of Understanding
between
OKLAHOMA STATE UNIVERSITY
OFFICE OF EDUCATOR SUPPORT
and
Owasso Public Schools
for
FIELD CLINICAL EXPERIENCES

This UNDERSTANDING made and entered into this day of August 1, 2023, by and between the Oklahoma State University Office of Educator Support, party of the first part, hereinafter referred to as "OSU OES," and Owasso Public Schools, party of the second part, hereinafter referred to as "OWASSO PUBLIC SCHOOLS." Oklahoma State University students participating in an approved OSU OES field or clinical experience course will be referred to as OSU OES candidates.

SECTION 1 OWASSO PUBLIC SCHOOLS agrees to provide the authorization, supervision, and instruction of OSU OES candidates completing the field and clinical experiences component of the teacher preparation program. This would include activities such as a) observation, b) teacher job-shadowing, c) student teaching, d) advanced certification internships/practicum, and e) other activities as approved by both the OSU OES and OWASSO PUBLIC SCHOOLS. OSU OES requires all candidates to have a cleared Oklahoma State Bureau of Investigation (OSBI) name check prior to being placed in any field experience or clinical practice. OSU OES will not place a candidate without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require OWASSO PUBLIC SCHOOLS to accept that OSU OES candidate in a field or clinical experience. All placements should be mutually acceptable to both parties and either party may withdraw a candidate from the program if they believe it is not in the best interest of the candidate, faculty member, or the program to continue. Procedures for problem solving are detailed in the Handbook for Cooperating Teachers, Supervisors, and Principals. The OSU OES will provide the appropriate forms, collect the fees, and provide the information to OWASSO PUBLIC SCHOOLS. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at OSU.

SECTION 2 OWASSO PUBLIC SCHOOLS agrees to accept OSU OES candidates for assignment in the public schools with cooperating teachers, administrators, and other related teaching personnel. OWASSO PUBLIC SCHOOLS further agrees the cooperating certified staff will give direct supervision to the OSU OES candidates assigned and will work with a faculty member assigned by the OSU OES in directing and evaluating the field or clinical experience.

SECTION 3 The OSU OES agrees to award *Certificates of Professional Development* (CPD) for OWASSO PUBLIC SCHOOLS certified staff who supervise OSU OES candidates. Each cooperating certified staff member who singly supervises a student teacher for 12 weeks will receive a three hour CPD. For each 360 hours of clinical observations, a one hour CPD will be awarded to OWASSO PUBLIC SCHOOLS. This certificate provides a tuition waiver for the continuing professional development of certified staff member. Cooperating teachers must complete an online evaluation of candidate performance prior to the last day of the semester serving as a cooperating teacher; failure to do so will result in no CPD being issued for that cooperating teacher. The cooperating certified staff member of record can transfer the certificate to another

OWASSO PUBLIC SCHOOLS certified, contracted staff member with the approval of the superintendent. Certificates cannot be sold. If a certified staff member chooses not to redeem the certificate, it must be redeemed by another member of the OWASSO PUBLIC SCHOOLS certified staff following all OSU OES and district procedures. The donating certified staff member (or superintendent approved district administrator with documentation of donation), the certificate recipient and the superintendent must sign the certificate in order to complete the transfer. Certificates must be used during the semester in which course work is completed and will expire after 18 months. Lost CPDs cannot be replaced. No more than 6 hours of certificates may be redeemed by any one person during a semester or summer session. Certificates can only be used to pay for resident, correspondence or extension courses.

SECTION 4 The OSU OES agrees to provide or arrange for non-credit staff development training related to supervision for those teachers desiring to serve as supervisors of teacher candidates and other clinical experiences. All instructors (tenure-track faculty, adjunct faculty, visiting faculty, and graduate teaching assistants or associates) are required to complete FERPA training. As part of our national accreditation, we are required to teach and assess the professional dispositions of our candidates throughout their coursework. Remediation is provided for any candidate receiving a low score on any element in each course. The elements in this assessment include ethics, professionalism, commitment to education, respect for diversity, work ethic, communication, learner attributes, cooperative/collaborative nature, and flexibility.

All OSU candidates are protected under FERPA. Mentor teachers with concerns about a candidate should communicate with their own administrator/principal and/or Dr. Kathy Thomas in the OSU OES for elementary candidates or Mr. Rodney Nichols for secondary candidates.

SECTION 5 All field experience forms will be initially processed for each course and each semester through the OSU OES Field and Clinical Experiences office. Forms processed by the OSU OES will be given to the designated OWASSO PUBLIC SCHOOLS district personnel for further processing and site placement.

SECTION 6 The OSU OES agrees to provide OWASSO PUBLIC SCHOOLS a report of the year's activities with field and clinical experiences including the schools involved, the various experiences and activities that occurred and the number of CPDs and hours awarded to OWASSO PUBLIC SCHOOLS teachers and the district.

SECTION 7 All OSU employees are covered by professional insurance for their actions performed within the scope of their employment but the university is prohibited from indemnifying a third party (candidates). Therefore, OSU advises all candidates to purchase professional liability insurance through a professional organization. Candidates placed in OWASSO PUBLIC SCHOOLS for clinical practice will be advised that they must show proof of liability insurance when requested. OSU will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of Owasso Public Schools.

OWASSO PUBLIC SCHOOLS will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of OWASSO PUBLIC SCHOOLS who are participating in the internship program with OSU. OWASSO PUBLIC SCHOOLS will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the candidates, employees, representatives or agents of Oklahoma State University. Worker's compensation coverage is not provided to the OSU candidate by Owasso Public Schools.

SECTION 8 UNDERSTANDING begins August 1, 2023, and may be renewed by memorandum of understanding between the two parties.

By: Shelbie Witte

Dr. Shelbie Witte
Senior Director, Office of Educator Support
College of Education and Human Sciences
Oklahoma State University
Date: 03-20-2023

By: _____

Owasso Public Schools
Date: _____

AGREEMENT
Between
NORTHEASTERN STATE UNIVERSITY
Acting for and on behalf of its
COLLEGE OF EDUCATION
And
OWASSO PUBLIC SCHOOL

THIS AGREEMENT is made and entered into as of August 1, 2023, by and between the **NORTHEASTERN STATE UNIVERSITY, acting for and on behalf of its College of Education ("University")**, and **OWASSO PUBLIC SCHOOLS, TULSA and ROGERS COUNTY, OKLAHOMA, a/k/a OWASSO Public Schools ("OPS")**.

WITNESSETH:

SECTION 1: University shall be responsible for providing participants and other volunteers needed for academic tutoring, mentoring, and other outreach programs, as well as materials and supplies needed to adequately conduct tutoring, mentoring, and other outreach programs.

SECTION 2: OPS shall be responsible for providing adequate space for onsite tutoring, mentoring, and other outreach programs at school campuses, the number of students needed for tutoring, mentoring, and other outreach programs, and transportation for Owasso students to and from after school programs.

OPS agrees to provide the authorization, supervision and instruction of University's teacher candidates who are completing their student teaching portion of their education in traditional student internships and those who are participating in the University's Education Professionally Immersed in Co-Teaching (EPIC) ("Program"). Those teacher candidates are referred to as the "participants." OPS agrees to participate in the Program.

Subject to the last paragraph of this Section 2, OPS agrees to accept for assignment to clinical faculty (mentor / cooperating teachers) at the public school sites selected by OPS, the participants in the Program. OPS further agrees the clinical faculty will give direct supervision to the participant assigned and will work with a faculty member assigned by the University in directing and evaluating the student teacher experience.

OPS further agrees to provide student teacher supervision, instruction, mentoring or assistance, as reasonably determined by OPS to be appropriate to enhance and develop the participant's ability to effectively educate children in an urban educational environment including, but not limited to, identifying and serving children with disabilities, serving children from diverse socio-economical populations, and serving children with foreign language barriers.

The University shall initially determine the number and identities of the participants. OPS shall have the final authority, in its discretion, to accept or reject any of the participants for participation in the Program and OPS will notify the University of any rejections on or prior to August 12, 2023. The Identities and email addresses of the participants shall be listed on a roster of participants submitted by the University to OPS.

SECTION 3: All arrangements for the placement or removal of student teachers will be coordinated through OPS Superintendent's office, 1501 N. Ash Street, Owasso, OK 74055. If a participant fails to comply with the requirements of this Agreement, the guidelines of the Program, OPS's policies concerning the conduct of its staff, or applicable law or rules or regulations, or if a participant is not performing his/her duties to the satisfaction of OPS, the University will be contacted and so informed. If such issues are not resolved to OPS's satisfaction, the University will, upon written request by OPS, immediately remove that participant from OPS's school site.

SECTION 4: The University and its participants will comply with all applicable federal and state laws and regulations and will comply with all OPS policies, rules and regulations. The University and its participants will keep confidential and not disclose to any person or entity any records or other documentation, including progress notes which may constitute student records as defined in the Family Educational Rights and Privacy Act unless such disclosure is authorized under the Act or pursuant to court order. The University agrees to notify each participant, prior to the first day of class, of the requirements of the participant as set forth in this Agreement and as set forth in the Program's guidelines. OPS has the right to require each participant to execute one or more acknowledgements of (a) the fact that the participant is an unpaid intern, and (b) the requirement that the participants comply with all applicable laws, rules, regulations, and guidelines.

SECTION 5: Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, directors, and affiliates. A party shall not be liable for any claims, demands, actions, costs, expenses, or liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. All agencies, colleges, and universities of the State of Oklahoma are provided with liability coverage through the State of Oklahoma Risk Management Program which administers a self-insurance pool for all State entities under authority of 74 O.S. § 85.58 A. The State of Oklahoma enjoys sovereign immunity and waives its immunity only to the extent of the Governmental Tort Claims Act 51 O.S. § 151, et seq. or any other statute if such statute raises the limits of liability above those stated in the GTCA. As both parties are agencies or institutions of the State of Oklahoma, they are provided liability coverage through the State's self-insurance pool and their respective liabilities shall be governed by the Oklahoma Governmental Tort Claims Act.

SECTION 6: It is not the intention of the parties to form a joint venture or partnership. This Agreement shall not be construed to create an employment or agency relationship between the University and OPS or any of their respective employees, participants, students, or agents. OPS and the University shall, at all times, act and function pursuant to this Agreement and hold themselves out as independent contractors. The University agrees and affirms that (a) all

University employees entering upon OPS property under the provisions of this Agreement are and shall be covered by worker's compensation insurance to the extent required by applicable law and (b) OPS shall, in no event, be required to provide such coverage for the University's employees or agents, or any participant.

SECTION 7: OPS and the University agree that student safety is a top priority. In an effort to protect the students' safety, the University agrees that it will not place any individual on OPS property, whether as a participant, officer, agent, employee or contractor, if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude. The University hereby certifies that it has conducted due diligence background searches and that none of its participants and none of its employees working on OPS property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders' Registration Act or the Mary Rippe violent Offender Registration Act. The University shall submit written proof to OPS's Superintendent of Schools that all participants and faculty supervisors coming on to OPS property have passed background checks prior to their entering on OPS property. Failure by the University to submit written proof shall not require OPS to conduct any such searches nor shall the failure reduce University's obligation set forth in Section 5 of this Agreement. All University employees and participants must have in their possession, at all times, a current photo ID which identifies them as a participant or employee of the University and, if required by OPS, a OPS photo ID authorizing access to a specific OPS site. If at any time a participant or University employee demonstrates actions which are inappropriate or create a disruption within a school, the principal may require that such person leave OPS property and not return without specific permission of the principal and the Director of Human Resources.

SECTION 8: Neither OPS, nor its employees, shall receive compensation from the University for services performed under this Agreement in support of the University's Program. Neither University, nor its employees, shall receive compensation from OPS for services performed under this Agreement in support of the Program. The University may, however, with consent of OPS, provide tuition waivers to the District for District employees to enroll in a University graduate course.

SECTION 9: With respect to the participants, University acknowledges that no participant will receive, or be entitled to receive, any compensation, salary, benefits under any welfare benefit plan, or health insurance or right to participate in health insurance plans attributable to the participant's participation in the Program. University also acknowledges that:

- The Program, even though it is partially operated at OPS sites, is similar to training which would be given in an education environment.
- The internship experience is for the benefit of the participant.
- The participant will not displace OPS's employees, and will work under the supervision of OPS's staff.
- OPS derives no immediate advantage from the activities of the participant and on occasion its operations may actually be impeded.
- The participant is not entitled to a job at the conclusion of the Program.
- OPS, the University, and the participant each understand that the participant is not entitled to wages or other benefits for the time spent in the Program.



"To Inspire and Prepare Young People to Succeed in a Global Economy"

CONTRACT

This Agreement is made and entered into this 17th day of April, 2023, by and between Junior Achievement of Oklahoma, Inc., an Oklahoma non-profit corporation ("Junior Achievement") and The Independent School District No. 11 of Tulsa County, Oklahoma a/k/a Owasso Public Schools (the "District"), for the purpose of securing certain services to be provided by Junior Achievement for the 2023-2024 academic school year.

RECITALS:

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

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

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

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

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

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

3. The District will pay Junior Achievement Thirty Dollars (\$30.00) for each of the District's students who enroll in the JA BizTown Program, including the experiential learning on-site portion of the Program, not to exceed a maximum of Twenty Thousand Five Hundred and 00/100 Dollars (\$22,500.00) for the 2023-2024 year. Enrollment is based on the number of student curriculum given to each school in the District.
 - Payment is due within **30 days** of receipt of JA BizTown student materials.
 - Registration of students who will participate in the JA BizTown Program will be delivered to Junior Achievement at the beginning of each semester.
 - By accepting the District's registration and payment, Junior Achievement agrees to provide the JA BizTown Program (both curriculum and on-site experience) to each enrolled student.

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

➤ The District will provide or make arrangements for student lunches for each student enrolled in the JA BizTown Program.

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

Dated this _____ day of _____, 20_____.

Junior Achievement of Oklahoma, Inc.

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

Shannan Beeler

By: _____
Shannan Beeler, President

By: _____
Superintendent or Board Chair



"Empowering young people to own their economic success"

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is entered into on the 17th day of April 2023, by and between **Owasso Public Schools**, hereinafter referenced to as “**District**” and **The Tristesse Grief Center, Inc., a/k/a The Grief Center**, hereinafter referenced as “**Provider**.”

Purpose

The purpose of this agreement is to provide: school-based grief support for students in District schools dealing with grief and loss issues offered in a group setting, staff training regarding grief and bereavement in children, and access to Provider’s Crisis Response Team when needed and based on availability after the death of a student or staff member.

I. Mutual Benefits and Interests

Benefits to the District include providing District students with opportunities that allow them to address bereavement issues. Students will have additional emotional support and learn and practice strategies that will promote emotional health and ultimately result in a higher level of functioning in the school environment. Staff will be provided additional support when faced with a student or peer death and provided with professional development opportunities designed to increase competency in understanding grief in children and adolescents.

Benefits to the Provider include the opportunity to fulfill their mission of creating a caring community where grieving families know that they are not alone and assisting bereaved children by providing professionally facilitated support groups. The Provider will benefit by promoting their program and maintaining their goal of providing comprehensive grief support and education as the primary community resource.

II. Working Agreement

III.

a. Provider may (subject to adequate funding and resources):

- i. Provider may provide an ongoing in-school support group called the “Healing Hearts Club” at District schools as needed for students as agreed upon by Provider and school administration.
- ii. Provider may provide crisis response, including bereavement debriefing and follow-up support services at designated school sites for students and staff as agreed upon by Provider and school administration.
- iii. Provider may provide professional development for staff at designated school sites as agreed upon by Provider and school administration.
- iv. Provider may provide grief services utilizing online platforms during school site closures.
- v. Provider will collaborate with the school’s faculty, administration, and counseling staff at each designated school site to provide students with age-appropriate in-school bereavement support programming.
- vi. Provider will identify, screen, and train group facilitators.

- vii. Provider will provide adequate professional liability insurance for each Provider's facilitators assigned to District schools.
- viii. Provider will assume full responsibility for all costs associated with the facilitation of Provider-sponsored in-school bereavement support programming, professional development, and crisis response.
- ix. Provider's facilitators will provide bereavement support sessions during the designated school hours.
- x. Provider will function under the rules of the District and school site, as directed by the appropriate site principal(s).
- xi. Provider will immediately consult with staff or administration if/when a student requires assistance during or following any Provider-facilitated school-based programming.
- xii. Provider's facilitators will immediately staff any concern identified in any Provider facilitated school-based bereavement support program session that indicates a student may be at risk. Provider facilitators must advise the recognized administrative/or counseling designee and follow all local and state reporting procedures.

b. District may (subject to adequate funding and resources):

- i. District will provide sufficient meeting space for the Provider to facilitate school-based programming.
- ii. District representatives will assist Provider in identifying students needing services and obtaining written parental consent before participating in school-based bereavement programming.
- iii. District will designate an administrator/counselor at each program site to be available for consultation and reporting concerns regarding participating District students.
- iv. District will provide access on a needed basis to additional support resources, e.g., access to copy machine, computer, printer, internet access, projectors, etc., for Provider use in performing duties at the assigned school site.
- v. District will acknowledge Provider for bereavement support programming under this Memorandum through various media, e.g., news releases, articles, newsletters, etc.
- vi. District will allow Provider to use the District logo for partnership advertising and grant writing purposes.
- vii. District counselors will consider Provider when making appropriate referrals for grief support services within the Tulsa community.

IV. Privacy and Security

- a. Recognizing the District's interest in providing its students the most secure environment possible, Provider agrees it will act under this Memorandum in compliance with 70 O.S. 6-101.48. Specifically:
 - i. Provider will not permit any person under its authority, whether employee or volunteer, from coming onto school premises for any activity covered by this Memorandum if that person is currently registered or required to register under

- the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Crime Offenders Registration Act; and
- ii. Provider agrees that where work is to be performed by a company employee whom a school employee would otherwise perform on a full-time or part-time basis, the company shall not permit any person(s) from executing work on school premises if said person(s) has a conviction in this state, the United States, or another state of a felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the offense.
- b. Provider's agreement to and acceptance of this Memorandum, as evidenced by the signature(s) below, serves as Provider's statement of compliance with the requirements of paragraphs A of this section, as required by 70 O.S. 6-101.48(B).
 - c. Provider agrees to require all persons under its authority to register through the District's visitor tracking system and display the printed visitor badge while performing activities described in this Memorandum on school premises.
 - d. Provider agrees to protect the privacy of student information and educational records following the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).
 - i. A student's social security number or student identification number, race/ethnicity, citizenship, nationality, gender, grades, or class schedule is always protected information that is used internally and even then only when essential and among authorized individuals, and which should never be shared with any third party.
 - ii. Educational records include files, documents, and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche, or notes) that contain information directly related to students and from which students can be personally identified. Other records directly related to a student or students are also considered educational records protected under FERPA. They can be items that contain a student's name, several students' names, or information from which an individual student or student can be personally (individually) identified. The educational record should only be shared with a third party with express written permission from the parent or guardian (if the student is under 18) or the student (if the student is 18 or older).
 - iii. Provider agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to the identification of a student, including taking photographs, making recordings (video and sound), collecting student's written or oral statements, or using records made in connection with the activities that are the subject of this Memorandum. The only exception is where written permission for gathering, releasing, or otherwise using the information described in this paragraph is obtained from the parent (if the student is under 18) or the student (if the student is 18 or older).
 - e. Provider and District agree that their employees and volunteers under their authority will conduct themselves professionally and ethically and follow District policies and procedures.

V. Liability and Indemnification

Provider agrees to defend, save, indemnify, and hold District harmless from any alleged claims, demands, causes of action, liability, loss, damages, or injury arising out of or incident

to any acts, omissions, negligence, or willful misconduct to Provider's personnel, employees, agents, contractors, or volunteers in connection with the performance of the activities described in this Memorandum.

VI. Points of Contact

The main address for the District is 1501 N Ash, Owasso, OK, 74055.
The main address for the Provider is 2502 E 71st St, Tulsa, OK, 74136

Primary Contacts:

Owasso Public Schools
Kay Wilburn
Administrative Assistant
1501 N Ash
Owasso, OK 74055
918-272-8182

The Tristesse Grief Center
Lucretia Pardiñas
Director of Programs
2502 E. 71st St.
Tulsa, OK 74136
918-587-1200 x102

VII. GENERAL

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

Both District and Provider agree to the above Memorandum.

Owasso Public Schools

The Tristesse Grief Center

Signature

Printed Name

Title

Date

Lucretia Pardiñas

Signature

LUCRETIA PARDIÑAS

Printed Name

DIRECTOR OF PROGRAMS

Title

4/5/23

Date



MEMORANDUM OF UNDERSTANDING
between

_____ **School District and HORIZON: Digitally Enhanced Campus**

This Memorandum of Understanding (MOU) is entered into this ____ day of _____, 2023 between _____ School District (“District”), and Horizon: Digitally Enhanced Campus of the Oklahoma Statewide Virtual Charter School Board (“Horizon”).

I. INTRODUCTION

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

Title 70, Section 1210.704 of the Oklahoma Statutes mandates the provision of a statewide online learning platform to provide high quality online learning opportunities for Oklahoma students that are aligned with the subject matter standards adopted by the State Board of Education. Additionally, Title 70, Section 3-145.3 of the Oklahoma Statutes mandates state negotiation with online vendors to provide a state rate price to school districts for supplemental online courses. Further, Oklahoma Administrative Code 777:15-1-4 requires that the price offered does not exceed the lowest price at which the course is offered by use or sale to any state, public school, or school district in the United States.

II. ROLES AND RESPONSIBILITIES

District agrees to perform the following duties and responsibilities:

- a) Student access to curriculum content under the Concurrent License model will be shared by all consortium member schools through a licensing agreement with contracted vendors. Curriculum content under the Student License model is student-specific and linked uniquely to the respective district. District may make A La Carte purchases directly from the vendor or through Horizon reimbursement if purchasing through this MOU.
- b) Compliance with all state/federal mandates will be the responsibility of District.
- c) District must provide, at its expense, server set up equipment (*if required*) and computers to be used by students when accessing content on-site.
- d) District will determine the individual students, their ages, and curriculum needs in providing access to virtual online content.

- e) District will participate in Professional Development and training required to ensure fidelity of program delivery. The training is provided to District by Horizon and online vendors at no cost. District will ensure participation by appropriate personnel. Horizon assumes no responsibility for the use of software access as applied by District. Required Professional Development (PD) shall include:
 - Edgenuity: A minimum of 1 on-site and 1 webinar for new districts. Existing districts will participate in a minimum of 1 PD session. One webinar for each enhanced feature purchased is also required.
 - Edmentum: A minimum of 1 PD session.
 - FlexPoint: A minimum of 1 PD session.
- f) District is responsible for transcription of the online course credits for its students. Horizon is not responsible for awarding credits.
- g) Horizon recommends that assessments be conducted in a proctored setting.
- h) District will provide a primary and billing point-of-contact for communications with Horizon.
- i) Upon submission of the MOU, District will identify how many licenses under each model they intend to use during the 2023-24 school year and will complete the online [License Commitment Form](https://horizon.ok.gov/license-commitment-form/) (<https://horizon.ok.gov/license-commitment-form/>). Execution of the MOU indicates a commitment by the District to purchasing said licenses. Payment for these initial licenses shall be made by September 1, 2023. Additional licenses can be purchased throughout the contract period upon written request of District via submission of an additional License Commitment Form. Payment for additional licenses shall be made within 45 days of invoice.

Horizon agrees to perform the following duties and responsibilities:

- a) Horizon will negotiate contracts with online vendors and purchase for District all licenses. Horizon will invoice District the negotiated consortium state rate according to the License Commitment Form submitted by District.
- b) Horizon may deduct an additional 30% for each license purchased by new Horizon Consortium members. Horizon legacy members (*members in year 2 or beyond*) will receive a 20% discount for each license. As Horizon funds are limited, discounts will be provided on a first come first served basis, and require license commitment by District before May 20, 2023, unless otherwise approved by Horizon.
- c) Horizon will collaborate with District to coordinate professional development opportunities provided by the online vendors. The accompanying professional development fees will be paid by Horizon.

III. TERM

The term of the agreement is for the 2023-24 school year and terminates on June 30, 2024. To continue the relationship of the parties, a new agreement must be executed. All payments by and through Horizon are subject to agency budget approval.

IV. STUDENT DATA ACCESSIBILITY, TRANSPARENCY, AND ACCOUNTABILITY

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

V. EMPLOYMENT RELATIONSHIP

This MOU does not create an employment relationship between District and Horizon. At no time during the performance of this MOU shall District have authority to obligate the Horizon for payment of goods and services. District shall not make any promise of expenditure of funds by Horizon over the amount of funds Horizon has agreed to expend for this MOU.

VI. ASSIGNMENT

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

VII. DISPUTE RESOLUTION

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

VIII. AMENDMENTS

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

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

DISTRICT

Horizon: Digitally Enhanced Campus

Signature DATE

Rebecca Wilkinson 4/3/23

Signature DATE

Print Name Title

Rebecca Wilkinson Executive Director

Print Name Title

Agreement/Contract Page 1 Spears Travel and Owasso Public Schools- May 1, 2023- May 31, 2024 Contact Information

Travel Advisors – Lynn Scott - lscott@spearstravel.com 918-252-4060

Terri Yee - tyee@spearstravel.com 918-254-1608

Account Manager - Greg Spears - gspears@spearstravel.com 918-809-1541

Compensation of fees -- See Page 2

Scope of Work and Services - Travel arrangements for OPS employees and group travel.

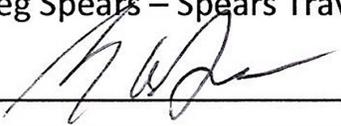
Terms and Conditions: Travel services will be provided by Spears Travel agency. The following services will be provided, as needed, to Owasso Public Schools and will follow the attached fee schedule.

- Domestic and International airline reservations and ticketing
- Hotel and Car Rental Reservations
- 24/7 Emergency Service

Termination: This agreement shall be in the effect from the date of signature by the travel advisor and District BOE President. The agreement may be terminated by either party giving at least 30 days in advance notice.

Compensation: Payment will be made to Spears Travel Agency upon receipt of the invoice before the scheduled event of travel.

Greg Spears – Spears Travel



Date 4/1/23

Board of Education President

Date _____

Owasso Public School Fees Schedule –

April 1, 2023-thru May 31, 2024

<u>Transaction Fees</u>	<u>Individual</u>	<u>Group (10 or more)</u>
Domestic Airline Tickets	\$32	\$25
International Airline Tickets	\$52	\$40
Prepaid Hotel Booking	\$10	\$10
Airline Ticket Refund, or Void	\$0	\$0
Airline Ticket Exchange	\$32	\$32
24/7 Assistance	\$20 per call plus ticketing fee.	

No fees for Car, Hotel, Limo reservations.

No fees for basic reports, travel profile builds.



Prepared By: Mithu Singh
 Customer Name: Owasso Independent School District
 11
 Contract Term: 12 Months
 Start Date: 1-JUL-2023
 End Date: 30-JUN-2024
 Billing Frequency: Annually

Customer Contact: Brent England
 Title: Board President
 Address: 1501 N. Ash
 City: Owasso
 State/Province: Oklahoma
 Zip Code: 74055
 Phone #: (918)272-5367

Product Description	Quantity	Unit	Unit Price	Extended Price
Initial Term 1-JUL-2023 - 30-JUN-2024				
License and Subscription Fees				
PowerSchool Enrollment Registration		9,700.00	Students	USD 31,331.00
PowerSchool SIS Maintenance and Support		9,700.00	Students	USD 62,468.00
PowerSchool SIS Enterprise Management Service		9,700.00	Students	USD 10,379.00
PowerSchool Enrollment Additional Language - Spanish		1.00	Each	USD 1,277.13

License and Subscription Totals: **USD 105,455.13**

Quote Total

Initial Term	1-JUL-2023 - 30-JUN-2024
Amount To Be Invoiced	USD 105,455.13

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Feb2022/, as may be amended.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Owasso Independent School District 11

Signature:

Signature:

A handwritten signature in black ink that reads "Eric Shander". The signature is written in a cursive style with a large initial "E".

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 22-FEB-2023

Date:

PO Number: _____



Gaggle.Net, Inc.
5050 Quorum Drive, Suite 700
Dallas, TX 75254
800-288-7750
www.gaggle.net

CONTRACT FOR SERVICES

Contract Number: Q-117472

This contract by and between Gaggle.Net, Inc. (Gaggle) and Owasso Public Schools - Owasso OK (Customer) for good and valuable consideration as set forth hereby agree and contract as follows:

1. Services Provided by Gaggle

Gaggle shall provide the Customer with services pursuant to the purchasing arrangement for the duration of the contract term unless the service changes. In the event of change of services, the terms of this agreement remain the same however pricing may vary. Gaggle will notify the Customer of any resulting changes in pricing prior to increase and service change.

2. Contract Term Service

Commencement Date: 7/1/2023
Service End Date: 6/30/2024
Contract End Date: 6/30/2026

3. Services and Payment

Full annual payment is due and payable upon receipt of invoice. Invoices outstanding for over 60 days are subject to a 1% late payment penalty. Customer is responsible for any and all taxes associated with services. If Customer wishes to begin installation before the contract term start date, Customer may be required to pay a pro-rated cost for early started services. Gaggle will notify the Customer of any charges prior to the early commencement of services.

This agreement provides for fixed pricing over the term of contract. The parties recognize that the number of accounts may vary over the term of the contract. No amendment to pricing shall take place unless the number of active accounts varies by more than 20% from the original contract numbers.

Pricing described in this contract may be reviewed and adjusted annually to reflect changes in the Producer Price Index published by the United States Bureau of Labor Statistics.

4. Incorporation by Reference

Upon the commencement of service; Gaggle's applicable Quote, Invoice, Terms of Service, Service Level Agreement, Privacy Policy, Student Data Privacy Notice, along with future engagements, additional products, and renewals of service; are hereby acknowledged and incorporated by reference.

We respectfully require a signed contract on file before the start of any services.

NOTE:

DocuSigned by:
Jennie Eft
ECE7FA004E3D407

Authorized Representative of Gaggle

Authorized Representative for Owasso
Public Schools - Owasso OK

3/9/2023

Date

Date

Gaggle Quote Number: Q-117472

DESCRIPTION	LINK	NOTES	QUANTITY	UNIT PRICE	DISCOUNT	NET UNIT PRICE	NET TOTAL
Gaggle Safety Management - Google - Student	Learn More	Email and Drive	9,900	\$6.00	\$0.50	\$5.50	\$54,450.00
TOTAL:							\$54,450.00

Gaggle Services Terms & Conditions

Last Updated: January 31, 2023

Please read the following Agreement carefully. This Agreement explains your rights and obligations as a user of “Services” provided by Gaggle.Net, Inc. (“Gaggle”). Gaggle Services include but are not limited to, Archiving & Backup, Safety Management, SpeakUp for Safety, Mental Health Services, and ReachOut. For a further Description of Services, please consult the Gaggle Service Level Agreement.

It may be necessary for us to update or revise parts of this Agreement or any feature of Gaggle Services without prior notice. If we make material changes to this Agreement, we will post the updated Agreement (with a notice that the Agreement has been updated) and notify Customers by email using the primary email address specified in their accounts.

1. Acceptance of Terms

The Terms & Conditions herein establish the understanding for Gaggle to provide Services to you (“Customer”). Compensation for the Services provided shall be at the rates and terms set forth in a Gaggle invoice, Customer contract, or Subscription Agreement. By completing the registration process and providing Gaggle with current, complete, and accurate information, you are agreeing to be bound by these Terms & Conditions. If you choose not to agree with the changes, your only remedy would be to cancel Gaggle Services in accordance with Section 8.

2. Unauthorized Access, Password Protected, and Secured Areas

Users of Gaggle Services shall be responsible for unauthorized access made through their usernames and passwords. For this reason, Gaggle recommends that users change their passwords periodically. Access to and use of current or future password-protected or secured Services is restricted to authorized users only. You will be asked to provide accurate and current information on all registration forms for Gaggle Services. You are solely responsible for maintaining the confidentiality of any username and password that you choose or is chosen by someone on your behalf. You agree not to misuse or share your username or password, misrepresent your identity or your affiliation with an entity, impersonate any person or entity, or misstate the origin of any materials that you are exposed to through Gaggle Services. If you violate your obligations under this section, you may be subject to criminal prosecution or civil damages. You agree to notify Gaggle and your applicable administrator immediately of any unauthorized use of your account or any other breach of security known to you.

3. Privacy and Security

Gaggle uses a variety of measures to protect the security and privacy of its users. Users should be aware, however, that Gaggle cannot guarantee security and confidentiality through its Services. Gaggle accepts no responsibility for harm caused directly or indirectly by the use of its Services. Users should also be aware that the use of Gaggle email and/or email through third-party products, such as those from Google Inc. and Microsoft Corporation, is not private. Although Gaggle is not obligated to do so, it has the right to review and monitor your content and communications, including but not limited to fulfilling obligations set forth in your contract or Subscription Agreement, to back up or review messages to identify network problems, or to

determine whether you comply with our Terms & Conditions. Gaggle, at its discretion, may choose to turn over or make available message content to appropriate personnel, the National Center for Missing and Exploited Children (“NCMEC”), and/or law enforcement agencies, if required.

For more information, please also refer to the Gaggle Privacy Policy and Gaggle Student Data Privacy Notice.

4. Confidentiality Policy

As used herein, “Confidential Information” shall mean the respective parties’ proprietary information or material to which the other party may become aware of as a result of this Agreement, including but not limited to research data, methodologies, products, services, processes, formulas, technology, or other business information disclosed to one party by the other, either directly or indirectly, whether in writing, orally, or otherwise, but not including any of the foregoing that was known to the receiving party at the time of disclosure from a source other than the disclosing party or any third party that owed a duty of confidentiality with respect to such information to the disclosing party or which has become publicly known and made generally available through no wrongful act or omission of the receiving party or of others who were under confidentiality obligations with respect thereto. Each party agrees that with respect to the Confidential Information of the other party, during the term of this Agreement and thereafter, such party: (a) shall at all times maintain the confidentiality of the Confidential Information, using the same degree of care that such party uses to protect its own confidential information of a like nature and, (b) shall not disclose the Confidential Information to any other individual, entity, or third party, except as permitted herein or as may be requested or required by (or as deemed advisable by counsel under) applicable law, rule, regulation, court order, legal process, or governmental, judicial, regulatory, or self-regulatory oversight.

5. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. You are required to comply with FERPA and its applicable regulations. Gaggle shall not disclose any student’s education records, personally identifiable information, or other related records monitored, maintained, and retained by Gaggle and/or other Services provided by Gaggle to any third party (other than your school organization) without prior authority. Gaggle shall maintain the privacy and confidentiality of all student education records and shall make available to your school organization the right to inspect and review the student education records upon request. Gaggle shall not disclose or transmit student education records or information to any unauthorized party without the prior consent of the student, guardian, and/or your school organization, or by court order, administrative order, or subpoena. Notwithstanding the foregoing, to protect your school or district against the risks involved in handling explicit content involving minors, Gaggle registers incidents containing pornographic videos and images of possible minors with the CyberTipline at the National Center for Missing and Exploited Children (“NCMEC”). It is NCMEC’s mission to prevent the spread of these materials, as well as to prevent the sexual exploitation of children. For more information, consult the Gaggle Student Data Privacy Notice.

6. Support

Gaggle maintains a case system to manage all Customer issues. Gaggle provides customer service between the hours of 6:00 AM and 7:00 PM CT Monday through Friday. Customers can reach Gaggle by email (support@gaggle.net), telephone (800-288-7750), or by accessing a live chat feature within the Gaggle

interface and on the Gaggle website. After-hours support is provided through a monitored email account at support@gaggle.net.

Gaggle provides additional technical support twenty-four (24) hours per day, seven (7) days per week. Response time commitments are made based on the severity of the issue, ranging from six (6) hours for critical issues to twenty-four (24) hours for informational requests.

7. Assignment

Neither party may assign or transfer any part of this Agreement without the written consent of the other party, but only if: (a) the assignee agrees in writing to be bound by the terms of this Agreement, and (b) the assigning party remains liable for obligations incurred under the Agreement prior to the assignment. Any other attempt to transfer or assign is void.

8. Term of Agreement.

This agreement commences with the start of Services and continues until otherwise terminated, by written agreement of the parties, in accordance with Section 10 or upon the expiration of the last Service Term or Renewal thereof.

9. Automatic Renewal of Services

Except as otherwise specified, Services shall automatically renew for successive one-year periods, unless and until terminated by either party in accordance herewith or unless either party provides written notice of non-renewal to the other party prior to the end of the then-current Services Term. Gaggle may increase pricing applicable to the renewal of any then-current Services Term by providing Customer with notice thereof, including by email, at least 30 days prior to the end of such term.

10. Termination

Customer may terminate the Services under this Agreement at the end of any contract by providing thirty (30) days' written notice of the intent to terminate. Gaggle may also terminate or suspend Services if you breach the conditions of this Agreement, the Gaggle Service Level Agreement (SLA), your contract, or Subscription Agreement.

You can cancel your Services by sending your cancellation notice to Gaggle, P.O. Box 735566, Dallas, TX 75373-5566; sending email to support@gaggle.net; or by fax to 309-665-0171.

Gaggle can, at any time, modify or discontinue any of its Services without liability to any user or third party.

11. Limitation of Liability, Statute of Limitations

In no event shall Gaggle be liable with respect to Services (i) for any amount in the aggregate in excess of the fees paid by you; or (ii) for any indirect, incidental, punitive, or consequential damages of any kind whatsoever. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you. You agree that regardless of any statute or law to the contrary, any claim or cause of action against Gaggle arising out of or related to use of Services or the

terms of use must be filed within one (1) year after such claim or cause of action arose or be forever barred.

You assume total responsibility for the use of Gaggle Services and use these Services at your own risk. Gaggle exercises no control over and has no responsibility whatsoever for actions taken on the internet, and Gaggle expressly disclaims any responsibility for such actions. You acknowledge to Gaggle, and for Gaggle's benefit and the benefit of its directors, employees, licensors, and agents, that the Services may contain bugs and are not designed or intended for use in mission-critical environments requiring fail-safe performance.

12. Message Storage, Content Storage, and Other Limitations

The amount of email storage space and content storage space is limited for each user depending upon your contract or Subscription Agreement.

13. Communications

Except for any disclosure by you for technical support purposes, or as specified in the Gaggle Privacy Policy, all communications from you will be considered non-confidential and nonproprietary. You agree that any and all comments, information, feedback, and ideas that you communicate to Gaggle will be deemed, at the time of the communication, the property of Gaggle, and Gaggle shall be entitled to full rights of ownership including, without limitation, unrestricted right to delete, use, or disclose such communication in any form, medium, or technology now known or later developed, and for any purpose, commercial or otherwise, without compensation to you. You are solely responsible for the content of your communications and their legality under all laws and regulations. You agree not to use Gaggle Services to distribute, link to, or solicit content that is defamatory, harassing, unlawful, libelous, harmful to minors, threatening, obscene, false, misleading, or infringing a third-party intellectual property or privacy rights.

14. Miscellaneous

Gaggle provides Services to your organization to assist it in the protection of your students and your organization. Gaggle shall undertake every commercially reasonable effort to update its Services to maximize detection of unsafe, graphic, and/or obscene communications. Gaggle does not warrant, represent, and/or guaranty that all unsafe communications can or will be detected while monitoring your student communications or website content.

Gaggle shall not be responsible for contacting, notifying, or alerting any governmental agency or bureau including, but not limited to, child protective services agencies, with jurisdiction over your organization (Customer) for which notification has been provided to Customer. Your organization is responsible for reviewing all Gaggle communications, and to take all reasonable and precautionary actions required by your organization to protect the interests of students including, but not limited to, notifying applicable governmental agencies and/or bureaus, such as child protection services pursuant to the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations.

15. Notices

Unless specified otherwise herein: (a) all notices must be in writing and addressed to the attention of the other party's legal department and primary point of contact; and (b) notice will be deemed given: (i) when

verified by written receipt if sent by personal courier, overnight courier, or when received if sent by mail without verification of receipt; or (ii) when verified by automated receipt or electronic logs if sent by facsimile or email.

16. Indemnity

You agree to indemnify, defend, and hold Gaggle and its respective officers, directors, shareholders, employees, agents, representatives, successors, and assigns (collectively, the “Gaggle Indemnified Persons”) harmless from and against any and all third-party claims, liabilities, damages, losses, or expenses (including reasonable attorney’s fees and costs) arising out of, based on, or in connection with your access and/or use of Gaggle Services.

Gaggle's indemnification from third-party claims for which we have no control, even when we do our job with 100% professionalism and client satisfaction, is a requirement of our insurance carriers and legal team.

Notwithstanding the foregoing, your indemnification obligations shall be limited to the extent that such claims or demands are the results of Gaggle’s breach of contract, gross negligence, or willful misconduct.

17. Taxes

All fees set forth in this Agreement and any invoices shall include all taxes except such “Transaction Taxes” which Gaggle is required by law to invoice and collect from Customer. Transaction Taxes, if any, will be separately stated on the invoice and will be paid by Customer to Gaggle unless Customer provides an exemption certificate to Gaggle or the transaction is statutorily exempt from Transaction Taxes. Gaggle shall be solely responsible for the timely remittance of all Transaction Taxes to the applicable Governmental Authority, and Gaggle shall pay (without reimbursement by Customer), and shall hold Customer harmless against, any penalties, interest, or additional taxes that may be levied or assessed as a result of the failure to invoice or delay of Gaggle to pay any such taxes. “Transaction Taxes” means sales and use taxes, value-added taxes, goods and services taxes, gross receipts taxes, and excise taxes, and excludes any tax on income, real or personal property taxes, or payroll taxes.

18. Trademarks

The trademarks, service marks, logos, slogans, and product designations of Gaggle (“Trademarks”) are the property of Gaggle.Net, Inc., and/or their respective owners. You have no right to use any such Trademarks, and nothing contained in Gaggle Services grants any right to use (by license, implication, waiver, estoppel, or otherwise) any Trademarks without the prior written permission of Gaggle or the respective owner.

19. Acknowledgment of Ownership Rights and Disclosure of Deliverables

Gaggle does not convey any ownership in and Gaggle will own in perpetuity all right, title, and interest, worldwide, in and to: (i) any intellectual property or related rights owned or licensed by Gaggle and used in the performance of Gaggle’s service hereunder, including Gaggle’s Confidential Information, and (ii) the frameworks, methodologies, processes, inventions, analytical tools, and industry data and insights that may be used or developed by Gaggle in the performance of Gaggle’s services hereunder along with any and all intellectual property rights in connection with the foregoing (the “Gaggle IP”).



20. Choice of Law

This Agreement is made in and shall be interpreted and governed in all respects in accordance with the laws of the State of Delaware without giving effect to any choice of law or conflict of law rules or provisions.

21. Violations

Please report any violations of these Terms & Conditions to Gaggle's Customer Service department at 800-288-7750, via email at support@gaggle.net, or fax to 309-665-0171.

22. General Questions

If you have any questions regarding the Terms & Conditions, please contact Gaggle's Customer Service department at 800-288-7750, via email support@gaggle.net, or fax to 309-665-0171.

Gaggle Service Level Agreement

Last Updated: January 31, 2023

This Enterprise Service Level Agreement (SLA) for Gaggle.Net, Inc. (“Gaggle”) Solutions (“Services”) is made in connection with, and is a part of, your (Customer) Gaggle invoice, Customer contract, or Subscription Agreement for Services including, but not limited to: Archiving & Backup, Safety Management, SpeakUp for Safety, After Hours, Mental Health Services, and ReachOut. This SLA establishes the understanding for Gaggle to provide any of these Services to ensure maximum performance and uptime. Compensation for the Services provided under this SLA shall be at the rates and terms set forth in a Gaggle invoice, Customer contract, or Subscription Agreement.

1. Descriptions of Services

Archiving & Backup

Gaggle Archiving & Backup includes the archiving of all Customer email messages up to 50 megabytes (MB) in size, and all cloud-based (Drive) files up to 300 megabytes (MB) in size.

This Service includes full-text indexing, tiered administrator access permissions, granular litigation management, audit logs of access and activity, policy-based data retention, and advanced search, data recovery, and export options. Gaggle shall not be required to archive, and Customer shall not transmit, miscellaneous documents, which are not attachments to specific email communications for the sole purpose of archiving non-email-related documents.

A separate drive-based archiving solution can also be purchased, which provides archiving of cloud-based files subject to certain file size and file type limitations. This service is intended for individual user-based file archiving versus the archiving of data systems.

As an additional service, which may include additional charges, all email content and cloud-based files archived by Gaggle may be delivered to Customer’s designated server, as needed and upon request, to supplement any backup or disaster recovery program developed and maintained by the Customer.

Safety Management and SpeakUp for Safety Tipline

Gaggle shall monitor email, message communications, documents, and other file types subject to certain file size limitations within third-party services including, but not limited to, those from Google Inc. and Microsoft Corporation.

Gaggle shall not make Safety Management or SpeakUp for Safety tipline available to Customer until Customer has provided Gaggle with the identity of three (3) designated emergency contacts including all emergency contact information. “Designated emergency contact” means the individual(s) designated by you to receive and act upon Gaggle notifications. If applicable, Customer must also provide access to student information system (SIS) data.

If there is a change in any designated emergency contact and/or emergency contact information, you must immediately notify Gaggle of all applicable changes. Your failure to immediately notify Gaggle of any changes to the designated emergency contact information will result in the delay or inability of Gaggle to properly send notifications to your organization.

Chrome Extension

Gaggle's Chrome Extension is a safety monitoring solution for web searches performed by students when using a Chrome Browser on your school-provided account or devices. The extension is a lightweight add-on that does not interfere with activity on your device. It logs all searches and sends them to Gaggle for review by artificial intelligence and our human safety team. Searches that indicate suicide ideation or self-harm and threats of violence will result in email notifications and immediate emergency phone calls when warranted.

After Hours

Gaggle Safety Team Members will alert designated local authorities, who can then determine the appropriate course of action to help ensure student well-being. Possible Student Situation (PSS) incidents occurring after hours, overnight, and on weekends will be handled by the Gaggle Safety Team. Gaggle will reach out to local authorities or social workers to perform a wellness check.

Gaggle will pull data from the district's Student Information System (SIS) so that we can provide the relevant information to authorities. Files with the student data will need to be uploaded daily via a file transfer (sFTP) for each group.

Mental Health Services

Gaggle shall provide outpatient individual and group therapy or coaching sessions to address a variety of experiences, symptoms, and disorders. These services are evidence-based and individualized to meet student or staff needs addressing symptoms related to mood disorders, substance use disorders, depression, anxiety, self-harm, PTSD, grief and loss, stress, trauma, etc.

School staff identify students for therapy or mental health coaching and Gaggle will reach out to those students' parents to coordinate the student intake process and obtain informed consent. Gaggle will then match the students with licensed counselors and send a secure HIPAA-compliant video login link for each session.

Students will participate in ongoing 45-minute video sessions for a duration determined by the provider. Therapy sessions will be scheduled at convenient times for students, including evenings and weekends. Students will be able to log on for therapy sessions from home or at school.

All Gaggle Mental Health Services and activities comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

ReachOut

Gaggle will provide a 24/7 mental health crisis and support line designed for kids and teens. Students are partnered with trained crisis responders to address youth crisis situations and de-escalate to keep students safe. Students communicate in a 2-way conversation with a crisis responder via SMS text, web-based chat, or phone.

2. Service Standards

Gaggle shall regularly maintain and update, as needed, all Services. General maintenance typically shall not result in an interruption of Services (Downtime) except for Scheduled Downtime or Emergency Downtime, which is outside the control of Gaggle.

Gaggle guarantees that its Services shall be available 99.5% of the time in a given month, excluding Scheduled Downtime for maintenance and Emergency Downtime. Downtime exists when a particular Customer is unable to send or receive data from Gaggle servers, the failure is resolvable by Gaggle, and such failure has been clearly and fully communicated in writing to the Gaggle technical support team. Downtime shall be applicable until the server is able to send and receive data as confirmed by Gaggle's monitoring systems. Maintenance and updates to Services, which may require an interruption of Services, shall be scheduled by Gaggle through notice to Customer of the Scheduled Downtime. Gaggle shall undertake commercially reasonable efforts to arrange Scheduled Downtime for maintenance and updates to be performed during off-peak hours.

When third-party applications are used within Gaggle Services, Gaggle does not have control over these applications. Downtime of these applications is specifically excluded from this SLA.

3. Limitations

This SLA and any applicable Services do not apply to any of the following:

Issues that are due to factors outside of Gaggle's control including, but not limited to, natural acts of God, acts of any governmental body, war, insurrection, sabotage, armed conflict, embargo, fire, flood, strike or other labor disturbance, interruption of or delay in transportation, unavailability of or interruption or delay in telecommunications or third-party services, virus attacks or hackers, failure of third-party software, or inability to obtain raw materials, supplies, or power used in or equipment needed for the provision of this SLA.

Interruptions that result from Customer and/or a third-party hardware or software and that are not within the primary control of Gaggle.

Issues that result from outages between Gaggle's Internet Service Provider and Gaggle servers.

Interruptions relating to Domain Name Server ("DNS") issues outside the control of Gaggle including DNS propagation or any delays in the registration or transfer of domain names and browser or DNS caching that may make Customer Site appear inaccessible when others can still access Customer Site.

Scheduled Downtime including upgrades and Emergency Downtime, as described in Section 2.

Customer acts or omissions (or acts or omissions of others engaged or authorized by Customer) including, without limitation, custom scripting or coding and any unauthorized, unlawful email practices.

Issues due to any negligence, willful misconduct, or use of the Services in breach of this SLA, Terms & Conditions, and other related documents.

4. Duration

This SLA shall commence on the Service Start (Commencement) Date and ends on the earlier of the Service End (Expiration) Date or at the time of termination in accordance with Section 7.

5. Roles and Responsibilities

The Services under this SLA are provided to Customer pursuant to Tiered Administrator Access Permissions, which Customer will select and assign to its users based on the access and security needs of the Customer's organization. Users shall only be allowed to access and utilize the Services based on the designated Administrator Access Permission. Customer is responsible to communicate all usernames and passwords to its users. Customer shall control all Customer Tiered Administrator Access Permissions and any changes to those Permissions.

Use of accounts shall be limited to those individuals granted access by the Customer, who is solely responsible for the assignment of accounts and the enforcement of user access security. Gaggle shall use commercially reasonable efforts to advise Customer in identifying any known security breach, but Gaggle shall not be liable to Customer or any user for any inability, failure, or mistake in connection with such assistance. Customer is responsible, at its own cost and expense, to maintain all Customer (Client) Software and Hardware Configurations recommended by Gaggle, which may be updated from time to time. Customer shall report to Gaggle any changes to its Customer (Client) Software and Hardware Configurations.

Customer shall be responsible for monitoring and reporting any problems with its Customer (Client) Software and Hardware Configurations to Gaggle through written or digital format. All Gaggle Services shall only be used in a manner consistent with the appropriate uses associated with the operations and functions of Customer's organization and shall not be contrary to public policy, the law, and commercially acceptable online etiquette. Failure to comply with these limitations may result in Gaggle suspending or terminating the Services of the violating user or all Customer accounts without notice. Gaggle maintains a ticket system to manage all Customer issues. Gaggle provides customer service between the hours of 6:00 AM and 7:00 PM CT Monday through Friday.

Customers can reach our Customer Service team by email (support@gaggle.net), telephone (800-288-7750), or by accessing a live chat feature within the Gaggle interface and on the Gaggle's website, www.gaggle.net. After-hours support is provided through a monitored email account at support@gaggle.net. Gaggle provides additional technical support twenty-four (24) hours per day, seven (7) days per week. Response time commitments are made based on the severity of the issue, ranging from six (6) hours for critical issues to twenty-four (24) hours for informational requests.

6. SLA Claim

If Customer believes Gaggle is in violation of this SLA, Customer should send an email to Gaggle at support@gaggle.net indicating the day(s) and time(s) in which the unavailability of Services occurred. Gaggle will review each claim and respond to the sender of the email within one (1) full business day.

7. Termination

Either party may terminate the Services under this SLA at any time by providing thirty-day (30) written notice of the intent to terminate. Gaggle may also terminate or suspend any and all Services immediately, without prior notice or liability, if Customer breaches any conditions set forth in this SLA or in the Terms & Conditions the Customer accepted by clicking the Accept button prior to accessing Gaggle Services. Gaggle can, at any time, modify or discontinue any of its Services without liability to any user or third party.

8. Notifications

Unless specified otherwise herein: (a) all notices must be in writing and addressed to the attention of the other party's legal department and primary point of contact; and (b) notice will be deemed given: (i) when verified by written receipt if sent by personal courier, overnight courier, or when received if sent by mail without verification of receipt; or (ii) when verified by automated receipt or electronic logs if sent by facsimile or email.

9. Assignment

Neither party may assign or transfer any part of this SLA without the written consent of the other party, but only if: (a) the assignee agrees in writing to be bound by the terms of this Agreement; and (b) the assigning party remains liable for obligations incurred under the Agreement prior to the assignment. Any other attempt to transfer or assign is void.

Gaggle Privacy Policy

Last Updated: September 9, 2022

Welcome to the company website of Gaggle.Net, Inc. (Gaggle).

This policy describes the types of information we may collect from you or that you may provide when you visit <http://www.gaggle.net> (the "Company Site") and our practices for collecting, using, maintaining, protecting, and disclosing that information. Please note: The information herein represents only the Company Site at <https://www.gaggle.net> and not Gaggle.Net, Inc. ("Gaggle") Solutions ("Services").

The Company Site is intended for a general audience. Although we may permit educators and parents to access Gaggle solutions through links provided on the Company Site, access to and use of Gaggle solutions is governed by separate agreements with customers and authorized users, including our Student Data Privacy Notice, Terms & Conditions, and Service Level Agreement. In addition, this policy does not apply to information collected by us offline or through any other means or by any third party, including through application or content (including advertising) that may link to or be accessible from or on the Company Site.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, your choice is not to use the Company Site. By accessing or using the Company Site, you agree to this privacy policy. This policy may change from time to time (see "Changes to this Privacy Policy"). Your continued use of the Company Site after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

Children Under the Age of 13 and Student Education Records

The Company Site is not intended for children under 13 years of age or for use in connection with student education records. We do not knowingly collect personal information from children under 13, or information that may comprise student education records, through the Company Site. If you are under 13, do not use or provide any information on the Company Site or on or through any of its features. In addition, regardless of age, you should never provide student education records on or through the Company Site. If we learn we have collected or received personal information from a child under 13 without verification of parental consent or any education records of a minor student through the Company Site, we will delete that information.

To learn more about our practices with respect to student information entered into Gaggle solutions, please refer to our Student Data Privacy Notice.

Information We Collect About You and How We Collect It

We collect several types of information from, and about, users of the Company Site, including information:

- By which you may be personally identified, such as name, employer, job title, postal address, email address, and telephone number ("personal information")
- About your internet connection, the equipment you use to access the Company Site, and other usage details

We collect information:

- Directly from you when you voluntarily provide it to us by completing web forms on the Company Site, such as requests for marketing or other information
- Automatically as you navigate through the Company Site, such as usage details, IP addresses, operating systems, browser types, and information collected through automatic data collection technologies, including cookies, web beacons, and other tracking technologies
- That details your visits to the Company Site, including traffic data, location data, logs, and other communication data, and the resources that you access and use on the Company Site
- Including records and copies of your correspondence (including email addresses), if you choose to contact us
- To help us estimate our audience size and usage patterns
- To recognize you when you return to the Company Site

The technologies we use for this automatic data collection may include:

Cookies (or browser cookies): A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of the Company Site. Unless you have adjusted your browser setting so that it will refuse cookies, the Company Site will issue cookies when you direct your browser to the Company Site.

Web Beacons: Pages of our Company Site and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit us, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

Third-Party Use of Tracking Technologies

The Company Site works with third parties when you use the Company Site and to perform services on our behalf. We do not control these third parties' tracking technologies or how they may be used. If you have any questions, you should contact the responsible provider directly.

- **Act-On** allows us to track the activity of anonymous and known prospects coming to the Company Site.
- **AddThis** is a social bookmarking service integrated into the Company Site through the use of a web widget to allow visitors to easily share content.
- **Disqus** is a networked community platform that allows the Company Site to gain a feature-rich comment system complete with social network integration, advanced administration and moderation options, and other extensive community functions.
- **Google Analytics** is a web analysis service provided by Google Inc. ("Google"). Google utilizes the data collected to track and examine the use of the Company Site, prepare reports on its activities, and share them with other Google services.
- **Service Cloud** is a customer service platform that allows the Company Site to create customer relationships that are meaningful, personal, and productive through the use of live chat.

How We Use Your Information

We use information that we collect about you, or that you provide to us while visiting the Company Site, including any personal information:

- To present the Company Site and its contents to you
- To provide you with information about solutions or services that you request from us or that may be relevant to you
- To fulfill any other purpose for which you provide it
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection
- To notify you about changes to the Company Site or any of our solutions or services
- In any other way that we may describe when you provide the information
- For any other purpose with your consent

Disclosure of Your Information

We may disclose aggregated information about our visitors to the Company Site, and information that does not identify any individual, without restriction. Unless otherwise stated herein, we will not disclose to any third party personal information that we collect or that you provide unless you provide consent to do so. We may disclose your personal information:

- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of the Company's assets
- To comply with any court order, law, or legal process, including responding to any government or regulatory request
- To enforce or apply our Terms & Conditions or Service Level Agreement
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of our company, our customers, or others

Choice/Opt Out

The Company Site gives users the following options for removing their information from our database to not receive future communications or to no longer receive our service:

- You can send an email to support@gaggle.net
- You can send mail to the following postal address: P.O. Box 735566, Dallas, TX 75373-5566
- You can call the following telephone number: 800-288-7750

Correcting and Updating Information

The Company Site gives users the following options for changing and modifying information previously provided:

- You can send an email to support@gaggle.net
- You can send mail to the following postal address: P.O. Box 735566, Dallas, TX 75373-5566
- You can call the following telephone number: 800-288-7750

Telephone Calls

Telephone calls to and from Gaggle may be recorded for training or monitoring purposes only.

Trademarks

All trademarks, service marks, trade names, logos, and graphics (“Marks”) indicated on this site are registered trademarks of Gaggle, its affiliates, and/or licensors in the United States and other countries. You may not make any use of Gaggle Marks without the prior written consent of Gaggle.Net, Inc.

The company, solutions, and service names used on this website are for identification purposes only. All trademarks and registered trademarks are the properties of their respective owners.

Changes to This Policy

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users’ personal information, we will notify you via a notice on the Company Site home page. The date the privacy policy was last revised is identified at the top of the page. You are responsible for periodically visiting the Company Site and this privacy policy to check for any changes.

Contact Information

You can, and should, ask questions about this policy and our privacy practices, or feel free to report complaints. You should always feel free to contact us at:

Gaggle.net, Inc.
5050 Quorum Drive
Suite 700
Dallas, TX 75254
Phone: (800) 288-7750
Email: support@gaggle.net



Gaggle Student & Staff Data Privacy Notice

Last Updated: January 13, 2022

Gaggle.Net, Inc. (Gaggle) has been working with K-12 schools and school districts since 1998 and has always maintained clear terms regarding how we treat student and staff data. We reinforce our commitment through participation in a pledge created by the Future of Privacy Forum (FPF) and the Software & Information Industry Association (SIIA) to advance data privacy protection regarding the collection, maintenance, and use of personal information.

We will:

- Not sell student or staff information
- Not behaviorally target advertising nor show advertising to any user
- Use data for authorized education purposes only
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards
- Be transparent about the collection and use of data

Definition of Data

Data includes all personally identifiable information (PII) and other non-public information. Data includes, but is not limited to, student data, staff data, metadata, and user content.

Scope of Policy

This Policy describes the types of information we may collect, or that you may provide, when registering with, accessing, or using Gaggle solutions. This Policy does not apply to information we collect offline or on Gaggle websites (such as our company website www.gaggle.net or to information that you may provide to, or is collected by, third parties.

Purpose of Data Collection and Ownership

We consider all school and district data to be confidential and do not use such data for any purpose other than to provide services on your behalf and as outlined in your service level agreement or contract. Student data is the property of the school or district and remains in the school or district's control throughout the duration of any agreement/contract.

Role of School and School Officials

Although this Policy will focus mainly on what we do, and what we confirm we will not do, with student and staff data, we believe that schools and school officials are critical partners in our collective efforts to protect and ensure only appropriate use of student-related information entrusted to them and us. In that regard, schools and school officials using Gaggle solutions should be mindful that in granting or allowing access to Gaggle solutions, they are controlling who has access to student and staff information. When we reference "granting or allowing access," we are referring to both intentional actions, such as an administrator

authorizing a Gaggle account for a teacher or a student, as well as unintentional actions and consequences that may flow from, for example, a school's failure to maintain sufficient data governance or security practices.

In cases where the Family Educational Rights and Privacy Act (FERPA) applies, access to certain student information remains the legal responsibility of the applicable school. In all situations, it is incumbent upon our customers to make an affirmative determination before furnishing access to anyone that the party has a legitimate need for access to Gaggle solutions and the sensitive information that may be accessible to that party through Gaggle solutions.

Information About Students

FERPA and Education Records

Although FERPA was enacted decades ago, and certainly well before internet-based services became ubiquitous in academic settings, one of its core tenets was and remains the protection of the privacy of PII in students' education records. As defined in FERPA, "education records" are "those records, files, documents, and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution." PII from education records includes information such as a student's name or identification number, which can be used to distinguish or trace an individual's identity, either directly or indirectly through linkages with other information.

FERPA requires that educational institutions and agencies that receive certain federal funds (for example, public schools) get prior consent from a parent or legal guardian before disclosing any education records regarding that student to a third party. Consequently, before you enter, upload, or access any data concerning a minor student, you must confirm that your agency or institution has (1) obtained appropriate consent from the parent or guardian of that student or (2) determined that one of the limited exceptions to the consent requirement applies.

Gaggle only uses PII from students' education records to enable the use of Gaggle solutions. Unless a school official expressly instructs otherwise, we will not share or reuse PII from education records for any other purpose. While we think those statements are clear, to avoid any doubt, we will not use student PII to target students or their families for advertising or marketing efforts or sell rosters of student PII to third parties.

COPPA and Children Under the Age of 13

The Children's Online Privacy Protection Act (COPPA) is a federal law designed to protect the privacy of children under 13 years old.

Gaggle's services are in compliance with the Children's Online Privacy Protection Act of 1998.

1. Individual children are not allowed to sign up for any Gaggle solutions. The only way a child may obtain access to a Gaggle solution is through their school.
2. Each school is responsible for creating student accounts for any Gaggle solution. For example, schools may choose to list students' full names, grade level, and ID number in the record for each user. Entering data in these fields is optional and is intended for administrative purposes only.

3. The schoolwide data collected by Gaggle is the school's address, grade levels, and other aggregate information about the school's internet connection, computers, and the likelihood of students having devices such as smartphones or tablets.

Disclosure and Retention of PII

Gaggle will not distribute to third parties any staff data or student data without the consent of either a parent/guardian or a qualified educational institution except in cases of Possible Student Situations (PSS), which may be reported to law enforcement.

To protect your school or district against the risks involved in handling sexually explicit content involving minors, Gaggle registers incidents containing explicit videos and images of possible minors with the CyberTipline at the National Center for Missing and Exploited Children (NCMEC). It is NCMEC's mission to prevent the spread of these materials, as well as to prevent the sexual exploitation of children.

We may also disclose student or staff data to comply with a court order, law, or legal process (including a government or regulatory request), but before doing so, we will provide the applicable school with notice of the requirement so that, if the school so chooses, it could seek a protective order or another remedy. If after providing that notice we remain obligated to disclose the demanded student or staff data, we will disclose no more than that portion of data which, on the advice of our legal counsel, the order, law, or process specifically requires us to disclose.

If a third party purchases all or most of our ownership interests or assets, or we merge with another organization, it is possible that we would need to disclose data to the other organization following the transaction; for example, were we to integrate Gaggle with the other organization's product offerings. To the extent any such transaction would alter our practices relative to this Policy, we will give schools or school districts notice of those changes and any choices they may have regarding student or staff data. Notwithstanding the foregoing, in the event of a merger, acquisition, or substantial transfer of assets, we will hold the new entity to its own privacy policy, or give users (or the school or the school district) the option to opt out of their data being included in the transaction.

Finally, although we outlined earlier in this Policy what constitutes student or staff data, we also want to be clear about what information is not student or staff data or PII. Once PII, whether relating to a school or district employee or student, has been de-identified, that information is no longer PII. PII may be de-identified through aggregation or various other means. The U.S. Department of Education has issued guidance on de-identifying PII in education records (<https://studentprivacy.ed.gov/content/personally-identifiable-information-education-records>). In order to allow us to proactively address customer needs, we anticipate using de-identified information to improve Gaggle solutions and services. That said, we would use reasonable de-identification approaches to ensure that, in doing so, we are not compromising the privacy or security of the PII you entrust to us. We will not attempt to re-identify de-identified data and will not transfer de-identified data to any party unless that party agrees not to attempt re-identification.

Data Security and Protection of Data, Including PII

We have implemented measures designed to secure PII from accidental loss and unauthorized access, use, alteration, and disclosure. Among other things, PII is encrypted in transit to and from Gaggle using SSL

technology. In addition, all PII is stored in multiple databases with extensive redundancy and failover maintained at data centers located in two geographically dispersed states, consistent with guidance from the U.S. Department of Education that storing sensitive education records within the United States is a “best practice.” That said, unfortunately, the transmission of information via the internet is not completely secure and, although we do our best to protect PII, neither we nor any other hosted service provider can guarantee the security of all personally identifiable information.

Data integrity and accuracy are achieved through strict restrictions on how data may be accessed and by whom. Audit logs are kept to be able to track data modification. Additional security measures are in place to prevent and identify data tampering. In the extremely rare case of a data breach, we will immediately notify all customers affected using the primary email address specified in their accounts. It is the responsibility of our customers to contact parents or legal guardians regarding a data breach.

Gaggle has completed a SOC 2 Type 2 audit of the Trust Service Principles: Security, Availability, and Privacy. Our assessors’ review of our technology and practices resulted in a final SOC 2 report free of any disclosures, which evidences Gaggle’s unwavering commitment to information security and keeping our customers’ data safe.

According to the American Institute of CPAs:

“A Software-as-a-Service (SaaS) or Cloud Service Organization that offers virtualized computing environments or services for user entities and wishes to assure its customers that the service organization maintains the confidentiality of its customers’ information in a secure manner and that the information will be available when it is needed. A SOC 2 report addressing security, availability, and confidentiality provides user entities with a description of the service organization’s system and the controls that help achieve those objectives.”

Expiration of Agreement and Disposal of Data, Including PII

Upon the expiration or termination of any agreement/contract between a school or school district and Gaggle, we keep customer data for up to 30 days except in cases where state laws require a specific shorter or longer duration.

Any retained data will, of course, remain subject to the restrictions on disclosure and use outlined in this policy for as long as it resides with us.

Correction of Data

We only accept requests to change data from main contacts and administrators. Parents or legal guardians who request changes to student data should go through a school- or district-authorized main contact or administrator.

Focused Collection

- Geolocation data is not collected.
- Gaggle does not collect biometric data.
- No sensitive data is intentionally collected.

Data Collection

- All data is used only for the purpose for which it was collected for product requirements to ensure student safety.
- Gaggle does not combine personally identifiable information except for data produced by the school or district.
- No specific types of personal information are collected.
- No user personal information is acquired from third parties.
- The product does not provide any links to external websites.
- Third parties are not allowed to access user information.

Data Sharing

- No data is shared with unrelated third parties unless requested by a customer or as required by law.
- While aggregate data is maintained, none is shared with unrelated third parties.
- Data is never shared with unrelated third parties for research, although de-identified data is used to improve the product.
- Gaggle does not work with unrelated third-party service providers, nor does Gaggle share data with any such providers.
- Gaggle does not support social or federated logins.
- There is no unrelated third-party access to data and thus no contractual limits are set.

Data Security

- User identity is not linked to other sources, except student information systems as provided by the school or district.
- Third-party contractual protections are not required as there are no third-party agreements.

Data Rights

- Schools and districts operating in loco parentis control all student information and privacy settings.
- Users do not create or upload data on Gaggle but may do so via the platforms being monitored.
- Schools and districts may download data from the system.

Data Sold

- No user data is ever sold to third parties. As such, an opt out is unnecessary.
- User information is never transferred to a third party.
- Data is not shared with third parties for research or product improvement.

Data Safety

- Users cannot communicate with untrusted users via Gaggle. No communication via Gaggle is enabled for Gaggle Safety Management.
- Users do not create profiles on Gaggle, nor do they engage in social interactions in the safety management system.
- No personal information is displayed publicly.
- All user-created data is content filtered and none is displayed publicly.
- All interactions between users, social or otherwise, and administrator activities are logged.

- Users can report abuse or cyberbullying either directly in content, via the SpeakUp for Safety tipline, or by contacting Customer Support.

Ads & Tracking

- No marketing messages are ever sent to end users.
- Gaggle does not engage in sweepstakes, contests, or surveys with end users.
- Gaggle does not engage in contextual or behavioral marketing.

Parental Consent

- Gaggle is only provided to schools and districts operating in loco parentis. Students are subject to the school's acceptable use policy.
- COPPA parental consent is provided via the school or district operating in loco parentis.
- Parental consent with respect to third parties does not apply as there are no third-party relationships and consent is provided by the school or district.
- Parental consent can be withdrawn via arrangements with the school or district.
- Parental consent notice and submission methods are provided via the school or district.

School Purpose

- Gaggle is designed and built for K-12 students, schools, and districts but is not marketed to students.
- Gaggle does not publish or disclose directory information.

Changes to This Policy

We may update this Policy from time to time. If we make material changes, we will post the updated policy on this page (with a notice that the policy has been updated) and notify all customers by email using the primary email address specified in their accounts.

Contact Information

You can, and should, ask questions about this Policy and our privacy practices. You should always feel free to contact us at:

Gaggle.net, Inc.
5050 Quorum Drive
Suite 700
Dallas, TX 75254
Phone: (800) 288-7750
Email: support@gaggle.net





CPSI, Ltd.
235 Southwoods Center
Columbia, IL 62236 US
+1 6182818898
michelle@cpsiltd.com
http://www.cpsiltd.com

Renewal Notice 1984

ADDRESS

Owasso Public Schools
Warehouse
501 E. Second Ave.
Owasso, OK 74055

DATE
03/24/2023

TOTAL
\$3,000.00

EXPIRATION
DATE
06/30/2023

EXPIRATION DATE

6/30/2023

ACTIVITY

xdAD:Subscription License

xdAD licensing with Subscription purchase.

10,000

0.30

3,000.00

ITEM NO: XDAD-SUB-LIC

ALL PRICES ARE IN US DOLLARS

CPSI, Ltd. is Computer Power Solutions of Illinois, Ltd.

TOTAL

\$3,000.00

ABOUT OUR BILLING

All Licensing and Subscription fees will be billed prior to or at installation of the corresponding products. Service fees will be billed at the date of service.

THANK YOU.

HOW TO PAY

CPSI accepts payment by check or credit card. Payments of over \$10,000 by credit card will be subject to a 1.5% processing fee. To pay by credit card, please contact our sales team by phone at 618-281-8898 extension 214.

Accepted By

Accepted Date



CDW Education
75 Remittance Drive, Suite 1515
Chicago, IL 60675
United States

Prepared For
Owasso Public Schools
1501
North Ash Street
Owasso, OK 74055
United States

Estimate Date
03/30/2023

Estimate Number
0003619

Description	Rate	Qty	Line Total
AIT-LSP-1003 LITTLE SIS - PREMIUM - M – Medium district (between 5000 and 20,000 students): Little SIS for Classroom + Little SIS Cloud-based Roster Sync - 1 year license Licensed Domains: owassps.org,owassops.org License Term: 2023-06-30 - 2024-06-29	\$3,750.00	1	\$3,750.00
		Subtotal	3,750.00
		Tax	0.00
		Estimate Total (USD)	\$3,750.00

Terms

About Us <https://www.cdwg.com/content/cdwg/en/about/overview.html>
Privacy Policy <https://www.cdwg.com/content/cdwg/en/terms-conditions/privacy-notice.html>
Terms and Conditions <https://www.cdwg.com/content/cdwg/en/terms-conditions.html>

Please send purchase orders to cdwg@amplifiedit.com or fax to 757-585-3550. If possible, please also include a copy of your organization's tax-exempt certificate with your purchase order. An exemption certificate is required to process Google Voice orders.

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CDW Education
75 Remittance Drive, Suite 1515
Chicago, IL 60675
United States

Prepared For
Owasso Public Schools
1501
North Ash Street
Owasso, OK 74055
United States

Estimate Date
03/30/2023

Estimate Number
0003618

Description	Rate	Qty	Line Total
AIT-GOP-1003 GOPHER - PACK - M – Medium district (between 5000 and 20,000 students): Gopher Pack - 1 year license. Premium licenses for Chrome Gopher, User Gopher, and Group Settings Gopher. Exclusive voting membership in the Gopher Pack ideas board. Early access and premium licenses for all new Gopher tool(s). Licensed Domains: owassps.org,owassops.org License Term: 2023-07-01 - 2024-06-30	\$2,700.00	1	\$2,700.00
		Subtotal	2,700.00
		Tax	0.00
		Estimate Total (USD)	\$2,700.00

Terms

About Us <https://www.cdwg.com/content/cdwg/en/about/overview.html>
Privacy Policy <https://www.cdwg.com/content/cdwg/en/terms-conditions/privacy-notice.html>
Terms and Conditions <https://www.cdwg.com/content/cdwg/en/terms-conditions.html>

Please send purchase orders to cdwg@amplifiedit.com or fax to 757-585-3550. If possible, please also include a copy of your organization's tax-exempt certificate with your purchase order. An exemption certificate is required to process Google Voice orders.

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Quote

Solarwinds
 PO BOX 730720
 Dallas TX 75373
 United States
 (512) 682-9300
 Tax ID 73-1559348
 DUNS# 095981176

Page 1 of 1
Date 7/1/2023
Quote # QN1644191
Expires 7/1/2023
Currency USD

Bill To
 WAREHOUSE
 Owasso Public Schools
 501 E SECOND AVE
 Owasso OK 74055
 United States

Quote To Address
 WAREHOUSE
 Owasso Public Schools
 501 E SECOND AVE
 Owasso OK 74055
 United States

Customer ID
 SW21862451

End Customer
 SW21862451 Owasso Public Schools

SKU #	Description	Qty	Unit Rate	Amount	Start Date	End Date
	**Notice- This quote contains both perpetual and subscription-based licenses. Your renewal order must be placed prior to the expiration date or your subscription-based licenses will lose service.					
12138	SolarWinds Dameware Remote Everywhere (6-10 Concurrent Users) - Annual Subscription Renewal	9	\$544.98	\$4,904.82	7/8/2023	7/17/2024
840035	SolarWinds Network Performance Monitor SL500 (up to 500 elements)- Annual Maintenance Renewal	1	\$2,632.00	\$2,632.00	7/17/2023	7/17/2024
840072	SolarWinds DameWare Mini Remote Control Per Technician License (6 to 9 user price)-Annual Maintenance Renewal	9	\$49.06	\$441.54	7/1/2023	7/17/2024
	co-term pricing to 7/17/2024					

Subtotal \$7,978.36
Tax Total \$0.00
Total \$7,978.36

Pricing above may not include local taxes, for which the customer is responsible.



Quote Number 00066621
 renewals@waspbarcode.com
 Payment Remittance address:
 Informatics Holdings, Inc./dba WASP Barcode
 P.O. Box 734725
 Dallas, TX 75373-4725

Prepared By Nikki Lee
 Phone (214) 440-1498
 Email nilee@waspbarcode.com

Contact Name Russell Thornton

Bill To Name OWASSO PUBLIC SCHOOLS
 Bill To 1501 N ASH ST
 OWASSO, OK 74055-4920
 US

Ship To Name OWASSO PUBLIC SCHOOLS
 Ship To 1501 N ASH ST
 OWASSO, OK 74055-4920
 US

Renewal Start Date 7/10/2023
 Renewal End Date 7/10/2024

Customer Purchase Renewal - 2023-7-10
 Order
 Payment Term 030 30 DAYS INVOICE DATE

Product	Quantity	Unit Price	Total Price
AssetCloud Edu Complete Annual (per user) Renewal	10.00	USD 432.00	USD 4,320.00

Total Price USD 4,320.00
 Freight costs USD 0.00
 Taxes Amount USD 0.00
 Total Amount USD 4,320.00

Quote is valid for 30 days unless otherwise noted.

Per user SaaS unit pricing is based on the quantity quoted and is subject to change if the quantity is increased or decreased



Marcia Brenner Associates

1200 John Q. Hammons Drive, Suite 503
Madison, Wisconsin 53717
P: 608-836-4000
E: ap@mba-link.com

Quote

Quote# QTE-25628

Bill To
Owasso Public Schools
202 E. Broadway
Owasso, OK 74055
USA

Quote Date : 03/31/2023
Reference# : Report Creator Renewal
Quote for 8/1/23
Salesperson : Scott Perkins

Item	Qty	Rate	Amount
Report Creator Plugin - Annual Subscription The subscription fee provides the customer with support and maintenance for the plugin, including new enhancements and modifications to remain compliant with all PowerSchool SIS updates. The subscription fee must be paid to continue using the plugin.	2,400	0.53	1,272.00
Total			\$1,272.00

Thank you for the opportunity to serve you!

1. All conversion, installation, and other services by MBA are performed remotely. If onsite services are requested, the district will be required to pay an additional fee and travel expenses incurred by MBA.
2. All training services assume a 'Train the Trainer' model.
3. All Plugins work on a supported version of PowerSchool SIS.
4. Custom Page Management must be enabled to use plugins.
5. MBA requires a temporary user id and password to PowerSchool SIS during implementation services.
6. MBA requires that an End User License Agreement is accepted by the customer prior to the start of implementation.
7. MBA reserves the right to increase the annual support fee.

Customer Name: OWASSO SCHOOL
DISTRICT 11
Customer Number: 1213345682

Lenovo (United States) Inc.



Bid Request No. BRPNS003945989 V1
Created On: 31-Mar-2023
Last Updated: 31-Mar-2023
Lenovo Master Contract No. MC00059693
Customer Contract No. Lenovo Standard
Terms & Conditions

Sales Representative: Corbin Karl
Phone Number:
Email: ckarl@lenovo.com
Lenovo Pricing Contract: 5322612393
Lenovo Contract Code: LENSTDTC

Thank you for requesting a quote from Lenovo. Your complete quote information is included below. Please feel free to reach me by phone or email if you need further assistance.

PRODUCT AND SERVICE DETAILS

Part Number	Description	F/B	Qty	Unit Price	End Date	Total
4L41F30097	LanSchool year 2 bridge price to support move to LanSchool 1 year subscription model (500-1499 licenses)	F	500	4.00	30-Mar-2024	2,000.00
					Grand Total	USD 2,000.00

TERMS AND CONDITIONS

Prices quoted are valid through 30-May-2023 but are subject to change due to events outside Lenovo's reasonable control which may necessitate a price increase. Pricing does not include taxes, fees, or other charges which may be imposed on the items purchased.

Unless a separate agreement exists between Lenovo and Customer, all purchases are subject to the Lenovo Terms and Conditions displayed at the following internet address: <https://download.lenovo.com/lenovo/content/pdf/tnc/tc2.pdf>

Thank you for choosing Lenovo!

Telecomp Holdings, Inc.

(888) 831-9400
Rogers, AR 72758



We have prepared a quote for you

Owasso Public Schools - Mitel Partner Support Renewal

QUOTE # 011522 V1

PREPARED FOR

Owasso Public Schools

PREPARED BY

Sharon Burns

Mitel Partner Support 7/1/2023 thru 6/30/2024

Description	Price	Qty	Ext. Price
<p>Annual Partner Support Renewal - 1 Year - No Phones</p> <ul style="list-style-type: none"> Covers warranty of hardware (excluding handsets), software updates and technical support per detailed items outlined in your Partner Support Agreement contract 	\$1.18	20653	\$24,370.54
Subtotal:			\$24,370.54

TeleComp Support Agreement Mitel

Partner Support through TeleComp includes the following:

- Remote assistance due to an issue that is phone system related including a software error, bug fix, hardware issue, call flow problem and general technical questions M-F 8am – 5pm CST.
- Advanced replacements of your main phone system controllers in the event of a failure. If this were to happen, you would notify TeleComp and we would submit an RMA request to the manufacturer. They would then ship *overnight* a controller or handset (handsets are standard UPS Ground delivery if support is purchased). Return shipping label and instructions are included in this process.
- All software and firmware updates from the manufacturer are included free of charge for each year the Software Assurance agreement is active. It is the customer's responsibility to apply these free software updates to the server and hardware based on the appropriate Administration Guide. TeleComp can perform these actions at an additional cost if desired. This is not required, but TeleComp recommends periodic updates for support and functionality reasons.
- On new installations, the first 30 days are free for all system changes and modifications (examples given below).
- In a "System Down" emergency (more than 50% production impact), TeleComp will respond no later than 1 hour to the designated customer contact during business hours. Emergency options on weekends and holidays are available. For non-emergencies, TeleComp will respond no later than 4 hours to the designated customer contact.
- TeleComp's support contacts are: support@telecomp.com or toll free at 1-888-831-9400 option 2 for the tech support Professional Services Manager. After-hours Auto Attendant menu has options to contact a support technician for emergencies.

What this Support Agreement does not include without possible additional charges:

Any issue that was caused by the phone company (i.e. AT&T, Comcast, Windstream, Cox, CenturyLink, etc.).

- Any weather-related issues such as fire, water, lightning, electrical surges, power problems, etc.
- Any moves, adds or changes to user accounts, call flow, auto attendant, Holiday/Weather schedules or installation of the client software beyond the original installation. As part of the training process during installation, we spend time with your staff training them how to add a new user to the system, change their name, modify auto attendants, etc. The manufacturer also makes available all user and administration manuals and guides for the entire phone system for your staff's reference outlining instructions. Online access is also available for Knowledgebase and documentation upon request.
- On a case-by-case basis, custom or unique requests by customer for a physical on-site visit. If charges are applicable, it will be at our standard rate of \$195/hour with a 1 hour minimum.
- TeleComp will work with your IT department to troubleshoot root cause of any phone system issue. However, network, WAN, wiring, computer or server related issues may fall outside of the scope of this support agreement and be the responsibility of the customer or 3rd party IT vendor.

Owasso Public Schools - Mitel Partner Support Renewal

Prepared by:

Telecomp Holdings, Inc.

Sharon Burns
918-844-0219
sharon.burns@telecomp.com

Prepared for:

Owasso Public Schools

1501 N. Ash
Owasso, OK 74055
Russell Thornton
(918) 272-5367
russell.thornton@owassops.org

Quote Information:

Quote #: 011522

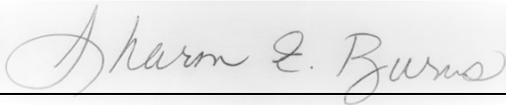
Version: 1
Delivery Date: 03/31/2023
Expiration Date: 05/15/2023

Quote Summary

Description	Amount
Mitel Partner Support 7/1/2023 thru 6/30/2024	\$24,370.54
Total:	\$24,370.54

When a credit card is used for payment, a 3% credit card convenience fee will be assessed. Pricing is subject to availability. Product warranties are provided through the manufacturer. Installation labor will be billed against any available maintenance agreement or by the hour unless stated otherwise. Minimum 20% restocking fee will be assessed with original packaging within 10 Days of product delivery. We reserve the right to cancel orders arising from pricing or other errors. The information provided is a proposal and is subject to credit approval. The proposal provides an approximate monthly payment for hardware, software and services based upon the contract type and term in months. Taxes, fees and insurance are not included in financing figures. Any change in the amount financed will change monthly payment amounts. NOTE: By signing below, you agree to the terms and conditions as posted at telecomp.com/legal/.

Telecomp Holdings, Inc

Signature: 
Name: Sharon Burns
Title: Sr. Inside Sales
Date: 03/31/2023

Owasso Public Schools

Signature: _____
Name: Russell Thornton
Date: _____



Company Address PO Box 66181
Los Angeles, CA 90066
US

Created Date 3/31/2023
Expiration Date 7/1/2023
Quote Number 00002357

Prepared By Mike Clements
Phone (866) 996-1200 ext.703

Contact Name Russell Thornton
Phone (918) 376-1293 ext. 1293
Email russell.thornton@owassops.org

Bill To Name Owasso Public Schools
Bill To 1501 N. Ash St
Owasso, OK 74055

Ship To Name Owasso Public Schools

Product	Sales Price	Quantity	Total Price
Base Price (Student Count)	\$0.90	9,768.00	\$8,791.20

Contract Start Date 7/1/2023
Contract End Date 6/30/2024

Subtotal \$8,791.20
Total Price \$8,791.20
Grand Total \$8,791.20

Quote Acceptance Signature

Signature_____

Name_____

Title_____

Date_____

Dynasign Corporation

48319 Fremont Blvd
Fremont, CA 94538

QUOTATION

Date	Estimate #
3/31/2023	1787

Name / Address
Owasso Public Schools Russell Thornton Director of Technology 1501 North Ash Owasso, OK 74055

Ship To
Owasso Public Schools Russell Thornton Director of Technology 1501 North Ash Owasso, OK 74055

Terms	Reference#
Due on receipt	

Qty.	Description	Rate	Total
14	Dynasign annual online service from July 1, 2023 to June 30, 2024	200.00	2,800.00
		Subtotal	\$2,800.00
		Sales Tax (0.0%)	\$0.00
		Total	\$2,800.00

		Quote Date		3/31/2023	
		Quote Expiration		40 Days	
		Accounts Manager/ Specialist		Taylor Hackett/ Austin Hackett	
Company Information					
Company Name		Owasso Public Schools			
Address		1501 N Ash St			
City, State, Zip		Owasso, OK 74055			
Contact		Russell Thornton			
Phone		918-928-4055			
Email		russell.thornton@owassops.org			
Monthly Recurring Cost					
Item Number	Description	Included Pages per Month (Pooled)	Quantity	Monthly Price	
Monthly Recurring Cost					
XMCloud - 12	XM Fax Cloud Hosted Fax Server Lines & Support for 12 Months	1,800	30	\$	375.00
	Overage Rate per Page	\$ 0.10			
Monthly Recurring Cost Total				\$	375.00
Renewal Coverage: 07/01/2023 - 06/30/2024					
One Time Cost					
XMPort-1 #	Existing Number Porting - 1 Number	0		\$	-
MPSPS	XM Fax Cloud Setup and Training	0		\$	-
One Time Cost Total				\$	-
If you choose to move forward with this quote, please let your consultant know and a purchase agreement can be provided.					

Freund Resources

PO Box 86
Colwich, KS 67030

Russell,

Thanks for your interest in renewing the sqlReports Subscription! Below is a quote for Owasso Public Schools based on the total number of active students in the screenshot from your email on April 3, 2023, and the order information you provided:

ADD SCANNING ENABLED: true
Number of Active Students: 9827
Number of Schools: 20

Price Quote

Total Number of Active Students on the Server – 9,827	Cost
sqlReports Subscription Renewal – Year 2* (9001 – 10000 student range)	\$600.00
Discount for repeat business - 1%	-\$6.00
Sales Tax – none, Exempt	\$0.00
Shipping / Handling	\$0.00
Grand Total	\$594.00

*The current subscription – Year 1 - expires on July 14, 2023, and this quote would extend the subscription for another year (July 15, 2023 – July 14, 2024).

Please note that this is a quote and not an invoice. Invoices are only sent after someone approves this quote by doing one of the following (the method used is saved to prove organization approval):

- Sending a Purchase Order (PO) based on the Grand Total from above, or
- If a PO is not used, the receipt of an email from someone stating the quote is approved.
IMPORTANT: If a PO is not used, the renewal does not happen until payment is received.

Quote prepared on April 3, 2023, and is good through July 14, 2023.

Subscription overview is located at www.freundresources.net/subscriptions/sqlreports-subscription.

Pricing information is located at www.freundresources.net/subscriptions/subscription-pricing.

Refund policies are located at www.freundresources.net/subscriptions/refund-policy.

Freund Resources is the sole provider of the product mentioned in this quote.

Freund Resources reserves the right to void a quote when necessary.

PO's can be faxed, scanned and emailed, or mailed. The product is an online subscription, and therefore, since there is no delivery of physical goods with packing slips, invoices will be emailed to the person designated to receive invoices in your email. If that information is incorrect or needs to be updated, please let Matt know.

IMPORTANT: Please be sure to read the following. Sending a PO - or an email stating it's okay to send an invoice without a PO - indicates an agreement to all the terms and conditions on this quote:

- Quote is based on the number of active students screenshot that was provided and if the screenshot isn't current as of the date provided, this quote is considered voided. If the discrepancy is discovered later on, accounts and support will be suspended until payment for the actual number is received.
- Any vendor documentation that is required must be requested prior to sending a PO or an email stating it's okay to send an invoice without a PO. Failure to do so will release Freund Resources from any requirement to provide such documentation. A 2023 W-9 for Freund Resources was emailed with this quote.
- If you do not accept emailed invoices, you must mail the Purchase Order to the address on the first page, along with a self-addressed stamped envelope to be used for the return mailing of the invoice.
- Invoice payment terms are Net 45 and if payment is not received in full within 45 days, accounts and support associated with the order may be suspended until full payment is received. See Page 3 of this quote for payment options.

Invoices will be based on the number of active students mentioned in this quote and invoices will only be based on valid quotes (the expiration date for the quote is on Page 1). Please request a new quote if the number of students changes and/or this quote has expired.

Thanks,

Matt Freund
Freund Resources

(Email) matt@freundresources.com
(Phone) 1-316-453-6382
(Fax) 1-208-248-7563

Payment Options

Due to the rise in ransomware and hacking among school districts, Freund Resources does not share banking information with customers. Please do not ask for banking information as it will not be shared under any circumstance.

The following are the only payment options that are accepted. Please let Matt know when you order which option you prefer to use.

- Check – an invoice is emailed and the organization sends a check to the address on the invoice. Personal checks are not accepted.
- Organization Credit Card – an invoice is emailed that includes a link to a credit card processor's secure web site where payment is made. Freund Resources does not charge any fees for paying by credit card and does not store any credit card numbers. The credit card processor will notify Freund Resources that a payment was made and allows the payee to create a receipt of the transaction.
- PayPal – an invoice is emailed that includes a link to PayPal's web site where payment is made after the person logs into PayPal.

Please contact Matt at matt@freundresources.com if you have any questions.

Quote #015679

Prepared For:

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

Prepared By:

Taylor Lambert
 5700 N. Portland Ave. Suite 201
 Oklahoma City, OK 73112
 Phone: 405-523-2162 / Fax: 405-523-2185
 tlambert@unitedsystemsok.com

Filewave Renewal 2023

Renewal	Price	Qty	Extended
This quote is for the 12 month renewal of FileWave support agreement #01-1949 for Owasso Public Schools which is paid through 06/30/2023.			
Quoted Support period: 07/01/2023 – 06/30/2024			
Desktop ClientLicense Win/MacEDU	\$8.52	1800	\$15,336.00
Mobile LicenseAndroid/iOS/tvOSEDU	\$6.24	1231	\$7,681.44
Renewal Subtotal			\$23,017.44

Recap	Amount
Renewal	\$23,017.44
Total	\$23,017.44

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

 Signature

 Date

Quote Created: 4/4/2023
 Quote Expires: 6/30/2023

Billing Info

Company Name : **Owasso Public Schools**
 Billing Address:
 City, State & Zip:
 Admin Contact:
 Admin Contact E-MAIL:
 DOMS Cust #:
 Dell Licensing Specialist: Nicholas_Bugenhagen@Dell.com
 VIP 814AA4315A12DBEE32CA Anv June 30, 2023



<u>Line</u>	<u>Mfg Part #</u>	<u>PRODUCT DESCRIPTION</u>	<u>LEVEL</u>	<u>QTY</u>	<u>Annual Cost</u>	<u>EXTENDED PRICE</u>	Enterprise
1	65297227BB04A12	Creative Cloud for enterprise All Apps	Level 4	250	\$ 24.08	\$ 6,020.00	
2			Level 4	0		\$ -	
3			Level 4	0		\$ -	
4			Level 4	0		\$ -	
5			Level 4	0		\$ -	
6			Level 4	0		\$ -	
7			Level 4	0		\$ -	
8			Level 4	0		\$ -	
9			Level 4	0		\$ -	
10			Level 4	0		\$ -	
11			Level 4	0		\$ -	
12			Level 4	0		\$ -	
				Total:	250		
					TOTAL	\$ 6,020.00	

Quote does not include tax or shipping & handling

Please note that this quote was manually created and is subject to mistakes

Terms & Conditions

- 1) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at www.dell.com, unless Customer has a separate purchase agreement with Dell.
- 2) Sales/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file. If you have a question re: your tax status, please contact your Dell | ASAP Software inside sales representative.
- 3) Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to your invoice. Prices do not reflect this unless noted. For more information, refer to www.dell.com/environmental fee. This applies unless this provision is specifically excluded in the above referenced contract.
- 4) All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.
- 5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.
- 6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



Staci Tipton
 Dell Partner Software
staci_tipton@dell.com
 512-795-1106

Customer: Owasso Public Schools
 Contact: Russell Thornton
 Email: russell.thornton@owassops.org

Date of Issue: 4/4/2023
 Quote Expires: 4/30/23

Renewal BUDGETARY - Term of 6/30/23 - 7/1/24 (63329526)

Product Description	Mfg#	Qty	Unit Price	Ext. Price
M365 A3 Unified Edu Sub Per User	AAD-38391	1,000	\$55.83	\$55,830.00
M365 A3 Unified Edu Sub Student Use Benefit Per User	AAD-38397	4,000	\$0.00	\$0.00
Win Server DC Core ALng LSA 2L	9EA-00039	32	\$38.08	\$1,218.56
Win Server Standard Core ALng LSA 2L	9EM-00562	400	\$6.00	\$2,400.00
Total 12 Months				\$59,448.56

- 1) Customer's purchase is subject to the terms and conditions of the above referenced contract.
- 2) Sale/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file, including non-federal government customers. If you have a questions re: your tax status, please contact your inside sales representative listed above.
- 3) Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to your invoice. Prices do not reflect this fee unless noted. For more information, refer to www.dell.com/environmentalfee. This applies unless this provision is specifically excluded in the above referenced contract.
- 4) All product descriptions and prices are based on latest information available and are subject to change within the terms of the above referenced contract.
- 5) Unless specified otherwise in the above referenced contract, all prices are based on Net 30 terms. If not shown, shipping, handling, taxes and other fees will be added at the time of the order where applicable.
- 6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



We have prepared a quote for you

ESET AntiVirus Renewal - 1 Year - Upon Approval of this quote Licenses will be active through 6-30-2024

Quote # 009902
Version 1

Prepared for:

Owasso Public Schools

Russell Thornton
russell.thornton@owassops.org

Thursday, April 06, 2023

Owasso Public Schools
Russell Thornton
1501 N. Ash St.
Owasso, OK 74055
russell.thornton@owassops.org

Dear Russell,

Thank you for giving us this opportunity to present our proposal. VIP Technology Solutions Group is committed to working with you and providing unmatched customer service.

Please review this quote to confirm our offer meets your business needs. If you have any questions or concerns regarding the proposal, please feel free to contact us. Otherwise, you may digitally sign this document to get the quote processed.



Mark Jackson
New Market Development
VIP Technology Solutions Group, LLC

Q-00898464

Software

Item	Description	Price	Qty	Ext. Price
	ESET Endpoint Protection Standard Gov/Edu ESET Endpoint Protection Standard Gov/Edu with expiration date of 6/30/2024.	\$6.40	2500	\$16,000.00
Subtotal:				\$16,000.00

ESET AntiVirus Renewal - 1 Year - Upon Approval of this quote Licenses will be active through 6-30-2024

Prepared by:

VIP Technology Solutions Group, LLC
Mark Jackson
(918) 279-7013
Fax 9182797099
mjackson@viptsg.com

Prepared for:

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

Quote Information:

Quote #: 009902
Version: 1
Delivery Date: 04/06/2023
Expiration Date: 06/30/2023

Quote Summary

Description	Amount
Software	\$16,000.00

Total: \$16,000.00

This quote is valid for 30 days. A tax exempt letter is required for tax exempt customers. Payment terms are 50% upon contract signature and 50% due upon the completion of project described in this proposal. Any changes to payment terms must be approved by both parties prior to signing. Any changes to the project scope described will be invoiced and/or credited separately and accordingly. Additional moves, adds, or changes will be billed separately on a time and material basis. All electrical boxes and conduit must be in place where required by code or customer request.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, terms and conditions are satisfactory and are hereby accepted. VIP Technology Solutions Group is authorized to do the work as specified. Payments will be made as outlined above.

Thank you for your business.

Signature

Date



Price Quote

Date: April 7, 2023

440 State Street
Schenectady NY 12305

ATTN: Billy Oliver

Prepared By: Vanessa Reinhart

Owasso Public Schools
301 East First Street
Owasso, OK 74055
Phone: 918-272-2231

Title: Account Executive
Email: VReinhart@transfinder.com
Fax: 518-723-8298
Phone: 518-723-8401

Annual Support Fee (ASF) for Transfinder Products and Services

Product	Status	Due Date	Annual Fee
Routefinder Plus - Initial	Active	7/1/2023	\$3,400.00
Satellite/Ortho	Active	7/1/2023	\$250.00
Servicefinder - Initial	Active	7/1/2023	\$2,000.00
Tripfinder	Active	7/1/2023	\$1,750.00
Hosting Services	Active	7/1/2023	\$3,275.00
Infofinder i	Active	7/1/2023	\$2,200.00

Total Amount Due: \$12,875.00

ACCEPTED:

Client Name & Title

Signature

Purchase Order Number

Date

Quote For Services PRTG

April 6, 2023

Owasso Public Schools

2601 NW Expressway
Suite 604W
Oklahoma City, OK 73112
405-261-9517





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OBJECTIVE

Alias Forensics Inc. (“**Alias**”) is pleased to submit this proposal to partner with **Owasso Public Schools** (the “**Client**”) in achieving its goals:

1. Implement an operational monitoring platform to enhance system performance and business operations.
2. Deploy proactive alerting and notifications that facilitates efficient operations and timely responses to outages or service degradation.
3. Enhance operational performance with improved monitoring and proactive notifications.



SERVICE QUOTE

DESCRIPTION	PRICING
<p>Paessler PRTG 500</p> <p>One-year licensing and maintenance for PRTG sensors on a single control server</p>	<p><i>12-Month License</i></p> <p>\$1,725</p>
<p>Alias PRTG Support – 500 Sensors</p> <p>One-year expert support and consulting for optimized systems monitoring and alerting. Includes general and advanced support, troubleshooting, advice on sensor deployment or template development. <i>[Annual commitment not to exceed 4 hours per month. Does not include monitoring or alert response services.]</i></p>	<p><i>12-Month Agreement</i></p> <p>\$9,425</p>

SUMMARY OF SERVICES

Get the best IT infrastructure monitoring with a PRTG-500 sensor licensing pack that is implemented and operated within the Clients environment.



Alias PRTG support provides expert support and consulting for your staff and environment. Let your staff focus on the operations and your business activities with guidance from our team to help troubleshoot challenges or optimize your platform.

Leverage the experience of our team to help provide the critical monitoring you need with the most efficient use of your licensing. Alias will help you optimize the use of your sensors to ensure you have the operational information and status you need.

Your team may monitor core infrastructure such as network availability, hardware utilization, system temperatures, database query performance, website errors, and key computing processing, etc. However, we can provide custom monitoring of atypical services and hardware from other IP based devices, develop custom notification templates, or help by providing general guidance and advanced troubleshooting.

Regardless of your needs, our team helps you optimize your PRTG investment and your technical environment!

ALIAS OVERVIEW

Founded in 2010, Alias provides premier cybersecurity services, specializing in preventing, detecting, and responding to cyber-attacks. Alias specializes in advanced cybersecurity offerings, including penetration testing, compliance assessments, and incident response / breach management. Our staff consists of forensic examiners, compliance specialists, cyber and physical penetration testers, technical security executives and security engineers with a variety of industry, platform, and security framework specialties. Our mission is to protect our clients and communities from a growing number of cyberthreats, attackers and risks – allowing them to focus and enhance their business operations and objectives.

Our expert security professionals augment existing teams and fill gaps that organizations experience due to the increasing complexity of technology controls and resources.

The Alias approach is custom tailored to each client's needs, compliance requirements, risks, and cybersecurity maturity through optimizing the balance between operations and security by providing the right guidance for each situation.

The team at Alias looks forward to assisting you!

CLIENT ACCOUNTABILITIES

The Client acknowledges that this is a license purchase option, and they are accountable for the hosting platform and system. Further, the Client acknowledges that they are ultimately accountable for the performance, operation, and management of their computing environment.

If Alias implementation and support services are contracted, the Client acknowledges that they will need to provide appropriate access and system information to properly implement and support the platform. Although Alias services can enhance notification templates and provide guidance, Alias does not provide ongoing monitoring or response services.



PURCHASE AGREEMENT

This agreement is made as of the _____ **day of** _____, **2023**, by and between:
Owasso Public Schools, the **Client** in this agreement, and **Alias Forensics Inc.**, located in Oklahoma. Both parties have agreed upon payment in the amount selected below, to be paid in full before services are to be performed.

PRTG LICENSING

12 Month– Up to **500** Sensors - **\$1,725**

4 HOURS MONTHLY REOCCURRING SUPPORT

12 Month - Up to **500** Sensors - **\$9,425**

** Fees and Pricing Valid for 60 Days*

*** Client accepts the PRTG terms of service: <https://www.paessler.com/company/terms>*

Owasso Public Schools,

CLIENT:

PRINT: NAME AND TITLE

SIGNATURE: AUTHORIZED PERSONNEL

Quote #015650

Prepared For:

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

Prepared By:

Taylor Lambert
 5700 N. Portland Ave. Suite 201
 Oklahoma City, OK 73112
 Phone: 405-523-2162 / Fax: 405-523-2185
 tlambert@unitedsystemsok.com

2023 Lightspeed Renewal

Lightspeed Filter		Price	Qty	Extended
Coverage Dates: 07/16/2023-07/15/2024				
FLTR-1	Lightspeed Systems Lightspeed Filter - Subscription License - 1 License - 1 Year	\$4.97	10000	\$49,700.00
Lightspeed Filter Subtotal				\$49,700.00

Lightspeed Classroom		Price	Qty	Extended
Coverage Dates: 07/16/2023-07/15/2024				
CLRM-1	Lightspeed Systems Lightspeed Classroom Management - Subscription License - 1 License - 1 Year	\$2.26	10000	\$22,600.00
Lightspeed Classroom Subtotal				\$22,600.00

Recap			Amount
		Lightspeed Filter	\$49,700.00
		Lightspeed Classroom	\$22,600.00
		Total	\$72,300.00

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

 Signature

 Date



Date: April 7, 2023
Invoice #: qte
Customer ID:
Expiration Date: 6/6/2023

To: Owasso Public Schools
ATTN: Russell Thornton

Qty	Description	Unit Price	Line Total
5.00	Full Users	830.00	\$4,150.00
10.00	Participant Users	120.00	1,200.00
1.00	LaserFiche SDK	1,220.00	1,220.00
Renewal Due January, 2024			
		\$ -	\$ 6,570.00
		Subtotal	\$ 6,570.00
		Sales Tax	0.00
		Total	\$ 6,570.00

Thank you for your business!

7231 E 41st St S, Tulsa, OK 74145
thackett@imagenet.com

Quote #015690

Prepared For:

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

Prepared By:

Taylor Lambert
 5700 N. Portland Ave. Suite 201
 Oklahoma City, OK 73112
 Phone: 405-523-2162 / Fax: 405-523-2185
 tlambert@unitedsystemsok.com

2023 SonicWall SMA 410 Support Renewal

1 Year Renewal		Price	Qty	Extended
Coverage Dates: 9/16/2023-9/16/2024				
01-SSC-2247	SonicWALL SMA 400 24X7 SUPPORT FOR UP TO 100 USERS (1 YR) - 24 x 7 - Exchange - Electronic and Physical SonicWall SMA 410 Serial Number: 2CB8ED4AB1FC	\$650.94	1	\$650.94
1 Year Renewal Subtotal				\$650.94

Recap	Amount
1 Year Renewal	\$650.94
Total	\$650.94

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

 Signature

 Date

We have prepared a quote for you

2023 Aerohive/Extreme Renewal

Quote # 015687

Version 1

Prepared for

Owasso Ind School Dist 11

Prepared by

Taylor Lambert

Phone: 405-523-2162

Email: tlambert@unitedsystemsok.com

Web: http://www.unitedsystemsok.com

2023 Aerohive/Extreme Renewal

Prepared for:
Owasso Ind School Dist 11

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

Prepared by:
United Systems, Inc.

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

Quote Information:
Quote #: 015687

 Version: 1
 Delivery Date: 04/11/2023
 Expiration Date: 05/08/2023

1 Year Renewal		Price	Qty	Ext. Price
Coverage Dates: 07/01/2023-06/30/2024				
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22B0-B1D3-E4B1-B0E4	\$90.32	26	\$2,348.32
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22C2-B0F5-J9B0-J9J9	\$90.32	591	\$53,379.12
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22D3-H7J9-F5H7-J9C2	\$90.32	190	\$17,160.80
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22E4-J9J9-C2E4-E4B0	\$90.32	30	\$2,709.60
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22H7-F5B0-D3D3-C2B1	\$90.32	10	\$903.20
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22I8-B1E4-G6J9-H7D3	\$90.32	2	\$180.64
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22J9-C2D3-F5I8-C2I8	\$90.32	20	\$1,806.40
EXT-RENEWAL	XCIQ Pilot Tier 0 1Y Cloud Serial Number: 0706-22J9-E4H7-F5C2-B0E4	\$90.32	2	\$180.64
Subtotal				\$78,668.72

Quote Summary	Amount
1 Year Renewal	\$78,668.72
Total:	\$78,668.72

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

United Systems, Inc.

Owasso Ind School Dist 11

Signature: _____

Signature: _____

Name: Taylor Lambert

Name: _____

Title: Sales & Accounting

Title: _____

Date: 04/11/2023

Date: _____



Pricing Proposal
 Quotation #: 23335591
 Reference #: Previous PO # 2023-39-8
 Created On: 4/12/2023
 Valid Until: 4/28/2023

OK-City of Owasso School District

Russell Thornton

1501 N ASH ST
 OWASSO, OK 740554920
 United States
 Phone: 918-376-1276
 Fax:
 Email: Russell.thornton@owassops.org

Account Representative

MOKA EDU Sales Team

290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 1-888-896-8893
 Fax:
 Email: MOKAEDU@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Veeam Standard Support - Technical support (renewal) - for Veeam Backup Essentials Enterprise Bundle for VMware - 2 sockets - phone consulting - 1 year - 12x5 Veeam Software - Part#: V-ESSENT-VS-P01AR-00 Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: Contract 02791273 Coverage Term: 8/12/2023 – 8/11/2024	3	\$536.49	\$1,609.47
		Total	\$1,609.47

Additional Comments

Veeam has a no returns policy.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

CERTIFICATE OF APPROVAL

April 17, 2023

Purchase Orders to be approved by the Board of Education:

2022-2023 General Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1183-1361	218,713.75
<i>VENDORS</i>	Change Orders		8,000.00
			<u>\$ 226,713.75</u>

2022-2023 Building Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		91-92	132,153.20
<i>VENDORS</i>	Change Orders		500,000.00
			<u>\$ 632,153.20</u>

2022-2023 Child Nutrition Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		41-43	19,800.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 19,800.00</u>

2022-2023 Bond Fund 31

		<u>P.O. Nos</u>	
<i>VENDORS</i>		197-213	1,940,486.90
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 1,940,486.90</u>

2022-2023 Bond Fund 33

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

2022-2023 Bond Fund 35

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		18	1,500.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>1,500.00</u>

2022-2023 Bond Fund 39

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		90-93	30,925.50
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>30,925.50</u>

2022-2023 Bond Fund 04-BOK

		<u>P.O. Nos</u>	
<i>VENDORS</i>		21	3,500.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>3,500.00</u>

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 3/8/2023 - 4/12/2023, PO Range: 1183 - 1361

PO No	Date	Vendor No	Vendor	Description	Amount
1183	03/08/2023	18152	CHASE/STAFF TRAVEL EXPENSES	Centrat States PSUG event - Gas and Emergency fund	500.00
1184	03/08/2023	87160	SEAN WESLEY PARKER	Central States PSUG - Meals	157.50
1185	03/08/2023	19138	MANHATTAN HOTEL ASSOCIATES LLC	Centrat States PSUG event - Hotel	465.00
1186	03/08/2023	15917	SPEARS TRAVEL - BARTLESVILLE	ISTE Conference - Flights	522.00
1187	03/09/2023	195	FELKINS ENTERPRISES, LLC	COOPER/PRINTING OF GRADUATION PROGRAMS.	1,795.00
1188	03/09/2023	3227	SCHWAAB, INC.	DAY/SIGNATURE STAMPS FOR PRINCIPAL & AP'S	172.50
1189	03/21/2023	195	FELKINS ENTERPRISES, LLC	new hire pocket folders	995.00
1190	03/21/2023	195	FELKINS ENTERPRISES, LLC	Signs for playground	100.00
1191	03/21/2023	10483	SAM'S CLUB	Renewal for membership card	50.00
1192	03/21/2023	7704	CAROLINA BIOLOGICAL SUPPLY CO	5th Grade Science - Crayfish Dissection	136.80
1193	03/21/2023	18765	KESLER SCIENCE LLC	5th - Murray - Yearly Membership	349.00
1194	03/21/2023	11351	AMAZON	Kindergarten March STEM Supplies	175.00
1195	03/21/2023	16538	WONDER WORKSHOP	Stem items for Computer Lab	699.80
1196	03/21/2023	11351	AMAZON	Attn ASHLEY HEARN \$ for STEM/Tech, Puzzles& Games	1,500.00
1197	03/21/2023	11351	AMAZON	Books for teacher use.	120.00
1198	03/21/2023	11351	AMAZON	Office supplies	165.00
1199	03/21/2023	11351	AMAZON	Stem Projects for Grades PK-5	816.00
1200	03/21/2023	9873	LAKESHORE LEARNING MATERIALS	Stem Projects for grades PK-5	519.00
1201	03/21/2023	16538	WONDER WORKSHOP	Stem Projects for students in PreK-5	165.00
1202	03/21/2023	9724	EAI EDUCATION	5th Grade STEM Supplies	345.20
1203	03/21/2023	11351	AMAZON	4th Grade STEM Supplies	420.88
1204	03/21/2023	11351	AMAZON	3rd Grade STEM Supplies	663.66
1205	03/21/2023	11351	AMAZON	Dictionaries and books for English Learners	170.00
1206	03/21/2023	11351	AMAZON	Professional Development Books	170.00
1207	03/21/2023	6768	TULSA WORLD	Job Fair - Recruitment Ad Campaign	4,341.00
1208	03/21/2023	6601	UNIVERSITY OF CENTRAL OKLA	Teacher/Education Fair	50.00
1209	03/21/2023	19134	BILLY FROGG	Stickball presentation	250.00
1210	03/21/2023	19133	SQUARE PIZZA LLC	JOM student field experience lunch	150.00
1211	03/21/2023	84155	SHANNON R CHATWIN	PER DIEM/CHATWIN/OK. GEOG. CONF. MARCH 13-15	62.50
1212	03/21/2023	87314	JUSTIN DWAYNE KELLEY	PER DIEM/J. KELLEY/ OK. GEOL. CONF./ MARCH 13-15	62.50
1213	03/21/2023	12115	SCHOLASTIC CLASSROOM MAGAZINES	Family Engagement Books-Morrow Elementary-T Martin	1,873.03
1214	03/22/2023	1432	OSSBA	CONTINUING EDUCATION WEBINARS - S MANSARD	700.00
1215	03/22/2023	1861	MUNICIPAL ACCOUNTING SYSTEMS	WENGAGE/CATALYST WORKSHOP -FINANCE/PAYROLL/HR	966.00

Owasso Public Schools
Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 3/8/2023 - 4/12/2023, PO Range: 1183 - 1361

PO No	Date	Vendor No	Vendor	Description	Amount
1216	03/23/2023	86963	RUSSELL ANDREW THORNTON	ISTE Event-Meals, Baggage, Ground Transportation	257.50
1217	03/23/2023	86777	RODGER LEE KING	ISTE Event-Meals, Baggage, Ground Transportation	257.50
1218	03/23/2023	86691	DANIEL BRANDON GIBBS	ISTE Event- Meals, Baggage, Ground Transportation	257.50
1219	03/23/2023	18152	CHASE/STAFF TRAVEL EXPENSES	ISTE Event - Emergency Fund	200.00
1220	03/23/2023	869	INSECT LORE PRODUCTS	Caterpillar larva kits	100.00
1221	03/23/2023	11351	AMAZON	Stem items- chess,checker,chalk,games,lincoln logs	1,500.00
1222	03/23/2023	18694	GRADUATION, INC.	graduation tassels	200.00
1223	03/23/2023	1687	ORIENTAL TRADING CO., INC.	Mothe's Day activity/frame	89.91
1224	03/23/2023	11351	AMAZON	Sunglasses for the Kdg Graduation music perfo	100.00
1225	03/23/2023	19162	VIDAL PALACIOS	Lunch for Strategic Planning Meeting 3/23/23	500.00
1226	03/23/2023	19163	PEACHJAR INC	Service Start Up Fee	8,820.00
1227	03/23/2023	11351	AMAZON	STEM Allocation-General Supplies/Project Supplies	528.00
1228	03/23/2023	3211	PITSCO EDUCATION LLC	STEM Allocation - Project Supplies	220.00
1229	03/23/2023	11351	AMAZON	Gifted Supplies and Materials	75.00
1230	03/23/2023	19129	UAG TULSA LLC	bus repairs	5,000.00
1231	03/29/2023	276	WALMART #168	Spark Walmart Blanket	3,000.00
1232	03/29/2023	11351	AMAZON	Spark Start Up Supplies	1,005.00
1233	03/29/2023	15534	CDW LLC	Spark Program Google Voice Licenses	1,546.80
1234	03/29/2023	336	BSN SPORTS	SPARK Equipment and Equipment Carts	17,750.00
1235	03/29/2023	12033	APPLE EDUCATION STORE	Spark Program-IPads	3,289.00
1236	03/29/2023	19161	BRUBER FINANCIAL SERVICES INC	Spark Program Software for Processing Fees	3,396.00
1237	03/29/2023	11351	AMAZON	Headphones for Chromebooks	413.50
1238	03/29/2023	11351	AMAZON	Prof Dev Speech to Print - 1st Grade	40.00
1239	03/29/2023	276	WALMART #168	SPED April/May STEM Supplies	250.00
1240	03/29/2023	134	FLINN SCIENTIFIC, INC.	WILSON S/SCIENCE SUPPLIES FOR 4TH QUARTER.	1,400.00
1241	03/29/2023	18048	SCIENCE TAKE-OUT, LLC	WILSON S/SCIENCE SUPPLIES MARCH REQUEST	275.00
1242	03/29/2023	7704	CAROLINA BIOLOGICAL SUPPLY CO	WILSON S./SCIENCE SUPPLIES 4TH QUARTER REQUEST	1,300.00
1243	03/29/2023	11351	AMAZON	WILSON S/SCIENCE SUPPLIES. MARCH REQUEST.	100.00
1244	03/29/2023	11351	AMAZON	Supplies for the English department	730.00
1245	03/29/2023	11351	AMAZON	Books for classroom use	250.00
1246	03/29/2023	19152	GYNZY INC	Teacher License	95.00

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 3/8/2023 - 4/12/2023, PO Range: 1183 - 1361

PO No	Date	Vendor No	Vendor	Description	Amount
1247	03/29/2023	11351	AMAZON	Supplies and Materials - Mosaic Unit	55.00
1248	03/29/2023	11351	AMAZON	Adaptive supplies and materials	350.00
1249	03/29/2023	13079	TEKK INTERNATIONAL INC	WALKIES FOR GRADE LEADS	450.00
1250	03/29/2023	166	QUILL CORPORATION	Classroom Supplies	400.00
1251	03/29/2023	18917	TIMOTHY MOLLENKOPF	Class building game and techniques	69.00
1252	03/31/2023	19173	JAY P SAMPSON	Registration Xcelerate Leader Development Program	2,500.00
1253	03/31/2023	10440	SOLUTION TREE	PD Books for Smith Elementary-Nick Hughes	1,934.40
1254	03/31/2023	10440	SOLUTION TREE	Virtual PLC Registration - 7 attendees	4,170.00
1255	03/31/2023	12115	SCHOLASTIC CLASSROOM MAGAZINES	Family Engagement - Smith Elementary- N Hughes	1,740.64
1256	03/31/2023	11351	AMAZON	classroom books	151.80
1257	03/31/2023	8247	DONNA DUNKERSON	Native American Finger Weaving presentation	150.00
1258	03/31/2023	18200	ANGELA ECHOHAWK	JOM graduate gift incentive	1,200.00
1259	03/31/2023	3107	OWASSO CHILD NUTRITION FUND	JOM student awards reception refreshments	400.00
1260	03/31/2023	16860	L&M OFFICE FURNITURE LLC	Student Chairs for Front Office	2,044.60
1261	03/31/2023	11351	AMAZON	Student of the Month Certificates	40.00
1262	03/31/2023	9608	HOBBY LOBBY #25	Decor Items for Office	300.00
1263	03/31/2023	11351	AMAZON	Berner Speech Supplies	150.00
1264	03/31/2023	11351	AMAZON	PD Books for Principal	90.00
1265	03/31/2023	120	OKLA SEC. SCHOOLS ACT. ASSOC.	Dodge - State Tournament Fees	200.00
1266	03/31/2023	195	FELKINS ENTERPRISES, LLC	Tardy Slips	70.00
1267	03/31/2023	16538	WONDER WORKSHOP	Computer Science Curriculum-Bailey-Edith Dishman	1,199.70
1268	03/31/2023	189	LENOX WRECKER SERVICE	vehicle tows	2,000.00
1269	03/31/2023	212	TULSA AUTO SPRING CO	bus parts/repairs	5,000.00
1270	03/31/2023	276	WALMART #168	SMITH J/OPEN PO/GROCERIES FOR FACS FOOD LABS	500.00
1271	03/31/2023	11351	AMAZON	SMITH J/FACS SEWING LAB KITCHEN & CLEANING ITEMS	300.00
1272	03/31/2023	276	WALMART #168	SMITH J/OPEN PO/GROCERIES FOR FACS FOOD LABS.	500.00
1273	03/31/2023	11351	AMAZON	STEM Items, Materials, Supplies	1,370.00
1274	04/06/2023	276	WALMART #168	GOODNIGHT/PHYSICAL SCIENCE 4TH QTR SUPPLIES.	95.00
1275	04/06/2023	19166	BREATHE FOR CHANGE INC	PALMER T./ BREATHE FOR CHANGE TRAINING COURSE	199.00
1276	04/06/2023	18391	DRY CLEANING CENTRAL	COOPER/PRESSING OF ADMIN COMMENCEMENT GOWNS	234.00
1277	04/06/2023	16860	L&M OFFICE FURNITURE LLC	COOPER/GUEST CHAIRS FOR MAIN OFFICE	2,144.60
1278	04/06/2023	7256	JOSTENS, INC	COOPER/RENTAL OF TEACHER GOWNS FOR COMMENCEMENT	250.00

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 3/8/2023 - 4/12/2023, PO Range: 1183 - 1361

PO No	Date	Vendor No	Vendor	Description	Amount
1279	04/06/2023	18996	LITERACY RESOURCES, LLC	Phonemic Awareness Curriculum-Morrow-Room #602	3,364.20
1280	04/06/2023	13989	TEACHERS SYNERGY	Grammar Interventions-Elementary	10,000.00
1281	04/06/2023	19172	FOUNDATIONS WORLDWIDE INC	Adaptive Supplies for 7th GC	650.00
1282	04/06/2023	17461	CARRIE A KOURI	PT Adaptive - 7th GC	672.78
1283	04/06/2023	8738	AFFORDABLE COMPUTER PRODUCTS, INC.	Headphones	334.45
1284	04/06/2023	11351	AMAZON	Supplies for School/Office	2,000.00
1285	04/10/2023	10440	SOLUTION TREE	Virtual PLC Registration - 4 attendees TBD	2,756.00
1286	04/10/2023	3211	PITSCO EDUCATION LLC	Classroom Materials-Ator-Tina Bushyhead	7,549.50
1287	04/10/2023	2724	HAND2MIND, INC.	Classroom Materials-Ator-Tina Bushyhead	15,926.67
1288	04/10/2023	9873	LAKESHORE LEARNING MATERIALS	Classroom Materials-Ator-Tina Bushyhead	2,186.67
1289	04/10/2023	12780	TIFFANI COOPER	Per Diem CCOSA Summer Conference June 14-16, 2023	62.50
1290	04/10/2023	84682	KENNETH RYAN COOPER	Per Diem CCOSA Summer Conference June 14-16, 2023	62.50
1291	04/10/2023	86425	KATHARINE MCBRIDE GIFFHORN	Per Diem CCOSA Summer Conference June 14-16, 2023	62.50
1292	04/10/2023	82457	JONATHAN ERIC NANTOIS	Per Diem CCOSA Summer Conference June 14-16, 2023	62.50
1293	04/10/2023	276	WALMART #168	Sports equipment for student use	50.00
1294	04/10/2023	11351	AMAZON	supplies for STEM	1,500.00
1295	04/10/2023	17485	GLOBAL VENDING GROUP, INC.	Book Vending Machine for student use	5,609.00
1296	04/10/2023	15701	POSITIVE PROMOTIONS, INC	Kindergarten Awards	59.80
1297	04/10/2023	4999	OFFICE DEPOT	Blanket PO for Classroom Supplies & Paper	200.00
1298	04/10/2023	276	WALMART #168	Blanket PO for Classroom Supplies & Paper	200.00
1299	04/10/2023	18354	SCHOOL SPECIALTY LLC	Blanket PO for Classroom Supplies & Paper	500.00
1300	04/10/2023	7727	JONES SCHOOL SUPPLY CO., INC	End of Year Awards	301.26
1301	04/10/2023	11404	DECKER EQUIPMENT	Custom Logo Mat for Entryway	1,233.03
1302	04/10/2023	9608	HOBBY LOBBY #25	Vinyl for School Use	200.00
1303	04/10/2023	18364	AWESOME GAPPS INC	Subscription Renewal for Mr. Cooper	79.00
1304	04/10/2023	276	WALMART #168	Science Lab Supplies - 4th Quarter	500.00
1305	04/10/2023	11351	AMAZON	Supplies for Math department--Wilson	20.00
1306	04/10/2023	11351	AMAZON	Magnets for classroom doors (for safety)	210.00
1307	04/10/2023	11709	WESTCO LAMINATOR SERVICE	Laminator Repair	250.00
1308	04/10/2023	1445	SCOREBOARD SPORTS CENTER	Teacher of the Year plaque	150.00

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 3/8/2023 - 4/12/2023, PO Range: 1183 - 1361

PO No	Date	Vendor No	Vendor	Description	Amount
1309	04/10/2023	13196	SCHOLASTIC EDUCATION CENTRAL REGION	Family Engagement-Ator-Tina Bushyhead	1,771.25
1310	04/10/2023	18354	SCHOOL SPECIALTY LLC	Rolls of Kraft Paper	1,320.00
1311	04/10/2023	4999	OFFICE DEPOT	Journals for KG and 1st	61.44
1312	04/10/2023	4999	OFFICE DEPOT	OPEN PO for Office Supplies and Paper	300.00
1313	04/10/2023	11351	AMAZON	Green - PAC Gaff Tape/Adapters	135.00
1314	04/10/2023	9236	ENVIRONMENTAL HAZARD CONTROL	Asbestos Projects and Training	1,500.00
1315	04/10/2023	7203	OFFICE DEPOT	Portable Presentation Lectern Stand	130.00
1316	04/10/2023	9608	HOBBY LOBBY #25	Air Clay for Volvcano lesson	100.00
1317	04/10/2023	276	WALMART #168	Bubble Science Fun Lesson - Bubbles	75.00
1318	04/10/2023	11351	AMAZON	Mini scrapbooks and cardstock	100.00
1319	04/10/2023	11351	AMAZON	Tea Towels/colored sharpies/gift bags/tissue	400.00
1320	04/11/2023	15900	HOLIDAY INN EXPRESS-BRICKTOWN	CCOSA Leadership Conference June14-16, 2023	1,428.00
1321	04/12/2023	16589	OKLAHOMA STATE UNIVERSITY	Student admission and program materials	75.00
1322	04/12/2023	1445	SCOREBOARD SPORTS CENTER	JOM Senior plaques	100.00
1323	04/12/2023	16011	CRYSTAL HANNA	Cherokee Pottery demonstrations	400.00
1324	04/12/2023	13240	MARY ROBINSON	Program decor and awards	200.00
1325	04/12/2023	19170	Good Warrior Deer	Native American Beadwork presentation	200.00
1326	04/12/2023	14994	GORFAM ATHLETICS	JOM Student Exemplary Award Incentives	200.00
1327	04/12/2023	14994	GORFAM ATHLETICS	JOM Student Exemplary Award Incentive partial	700.00
1328	04/12/2023	4110	TRAILS END BBQ	JOM Exemplary Award Reception Refreshments	250.00
1329	04/12/2023	11351	AMAZON	COUNSELING WEST/DAY/WALL DISPLAY FOR COLLEGE INFO.	800.00
1330	04/12/2023	166	QUILL CORPORATION	COOPER/ROLLING CART FOR MAIN OFFICE.	300.00
1331	04/12/2023	9608	HOBBY LOBBY #25	COOPER/NEW DECOR FOR MAIN OFFICE.	400.00
1332	04/12/2023	13978	UNIVERSITY BROADCASTING INC	COOPER/GRADUATION PRODUCTION, ENGINEERING SERVICES	2,750.00
1333	04/12/2023	2111	TULSA SPEECH & HEARING ASSOC.	COOPER/INTERPRETERS FOR COMMENCEMENT.	450.00
1334	04/12/2023	11351	AMAZON	SMITH J/FACS- COOKWARE, SEWING, KITCHEN ITEMS	850.00
1335	04/12/2023	11351	AMAZON	DAY/TWO UTILITY CARTS FOR WEST COUNSELING OFFICE.	350.00
1336	04/12/2023	11351	AMAZON	Certificates for Student Award Ceremony 5/12/23	100.00
1337	04/12/2023	11351	AMAZON	Microwaves for Student Use	200.00
1338	04/12/2023	166	QUILL CORPORATION	Blanket PO - Classroom Supplies	1,000.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 3/8/2023 - 4/12/2023, PO Range: 1183 - 1361

PO No	Date	Vendor No	Vendor	Description	Amount
1339	04/12/2023	12559	SCHOOL MART	Calculators for Classroom (Mrs. Rinas)	375.00
1340	04/12/2023	11351	AMAZON	FACS Career Tech - Storage for Classroom	3,345.95
1341	04/12/2023	11351	AMAZON	Classroom Supplies for Math Department	100.00
1342	04/12/2023	87192	KEVIN R DOTSON	Per Diem CCOSA Leadership Conference June 14-16	62.50
1343	04/12/2023	84527	SAMI DUFFIELD	Per Diem CCOSA Leadership Conference June 14-16	62.50
1344	04/12/2023	7364	CORRIE MEISSNER	Per Diem CCOSA Leadership Conference June 14-16	62.50
1345	04/12/2023	12520	TREASURE BAY INC	Family Engagement-Mills	2,135.57
1346	04/12/2023	86446	SAMUEL L WHITELEY	Per Diem CCOSA Summer Conference June 14-16	62.50
1347	04/12/2023	18472	Connected Kids	Connected Kids Fellowship Training June 2023	20,000.00
1348	04/12/2023	7203	OFFICE DEPOT	Paper Supply (Construction, Color, Etc.)	2,000.00
1349	04/12/2023	16466	HAMILTON BUHL	Smart-Trek Deluxe Headphones	1,100.00
1350	04/12/2023	4999	OFFICE DEPOT	General Office Supplies	1,125.00
1351	04/12/2023	16626	UNIVERSITY OF CONNECTICUT	Gifted Conference Registration	4,710.00
1352	04/12/2023	15917	SPEARS TRAVEL - BARTLESVILLE	Airfare for Confratute Conference	1,500.00
1353	04/12/2023	14392	FLIPSIDE PRODUCTS, INC	Student Certificates	43.10
1354	04/12/2023	6130	US GAMES	PE Equipment	233.98
1355	04/12/2023	6650	LOWE'S HOME CENTER, INC.	Outdoor Picnic Tables	410.00
1356	04/12/2023	11351	AMAZON	Folders, paper, batteries, office supplies, etc	350.00
1357	04/12/2023	11351	AMAZON	conference table and chairs	800.00
1358	04/12/2023	13213	BAJA JACK'S CATERING	JOM Parent Open House Community Meal	600.00
1359	04/12/2023	80046	DAVID W GORHAM	Harris - Marching Show	1,450.00
1360	04/12/2023	11351	AMAZON	Ribbon for badge printer	555.00
1361	04/12/2023	11351	AMAZON	Inventory for Classroom Calming Room	1,401.28

Non-Payroll Total:	\$218,713.75
Payroll Total:	\$0.00
Report Total:	\$218,713.75

Owasso Public Schools

Change Order Listing

Options: Fund: GENERAL FUND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 3/9/2023 - 4/12/2023, PO Range: 1 - 1182, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
78	07/01/2022	1980	CCOSA	CCOSA Registrations/Trainings	7,000.00
165	07/01/2022	15806	MCDANIEL ACORD, PLLC	LEGAL FEES FOR PROPERTY TAX LAWSUIT	1,000.00
Non-Payroll Total:					\$8,000.00
Payroll Total:					\$0.00
Report Total:					\$8,000.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: BUILDING FUND, Date Range: 3/8/2023 - 4/12/2023

PO No	Date	Vendor No	Vendor	Description	Amount
91	03/08/2023	12406	SCHINDLER ELEVATOR CORP	Blanket PO for Elevator Maintenance	5,000.00
92	03/21/2023	15842	HD SUPPLY FACILITIES MAINTENANCE	Toilet Paper and Paper Towels	127,153.20
Non-Payroll Total:					\$132,153.20
Payroll Total:					\$0.00
Report Total:					\$132,153.20

Change Order Listing

Options: Fund: BUILDING FUND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 3/9/2023 - 4/12/2023, PO Range: 1 - 90, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2022	168	AMERICAN ELECTRIC POWER	ELECTRIC SERVICE	500,000.00
Non-Payroll Total:					\$500,000.00
Payroll Total:					\$0.00
Report Total:					\$500,000.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: CHILD NUTRITION FUND, Date Range: 3/8/2023 - 4/12/2023, PO Range: 41 - 43

PO No	Date	Vendor No	Vendor	Description	Amount
41	03/21/2023	18236	MICHAEL SHAWN WRIGHT	Kitchen Equipment Repairs and Parts	7,500.00
42	03/21/2023	19139	ADVANCED MICROBIAL SERVICES INC	Quarterly Grease Trap Cleaning	12,000.00
43	03/29/2023	1276	B & B ELECTRIC CO.	Equipment Repair Parts	300.00
Non-Payroll Total:					\$19,800.00
Payroll Total:					\$0.00
Report Total:					\$19,800.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 31 - 2022 BOND, Date Range: 3/8/2023 - 4/12/2023

PO No	Date	Vendor No	Vendor	Description	Amount
197	03/21/2023	17622	OVERDRIVE, INC.	GALLAGHER/SORA E AND AUDIOBOOKS FOR LIBRARY	1,346.05
198	03/21/2023	13989	TEACHERS SYNERGY	ELA Adoption Supplemental Materials - K-5	30,000.00
199	03/21/2023	18996	LITERACY RESOURCES, LLC	Phonemic Awareness Curriculum-1st -Morrow-Rm #602	0.00
200	03/21/2023	18294	FLYLEAF PUBLISHING, LLC	Decodable Classroom Book Sets (K-2)-Morrow Rm #602	230,000.00
201	03/21/2023	13196	SCHOLASTIC EDUCATION CENTRAL REGION	ELA Leveled Bookrooms-K-5-Morrow Room #602	0.00
202	03/23/2023	18114	VIVACITY TECH PBC	Chromebooks 2,000 Lenovo 100e Intel Gen 3	557,200.00
203	03/29/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	Misc titled books for Media Center	2,526.45
204	03/29/2023	11656	CERAMIC COTTAGE	Bratcher - Art Kiln	4,000.00
205	03/31/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	SHUCK/LIBRARY/FICTION BOOKS, EBOOKS, AUDIOBOOKS	4,081.64
206	03/31/2023	17622	OVERDRIVE, INC.	SHUCK/LIBRARY/EBOOKS AND AUDIOBOOKS	3,008.06
207	03/31/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	SHUCK/LIBRARY/NONFICTION BOOKS, EBOOKS, AUDIOBOOKS	2,470.54
208	03/31/2023	705	GARRETT BOOK COMPANY	SHUCK/LIBRARY/NONFICTION BOOKS	957.16
209	03/31/2023	247	BOUND TO STAY BOUND BOOKS	Books for Media Center	2,585.00
210	03/31/2023	17622	OVERDRIVE, INC.	Books for Media Center	500.00
211	04/10/2023	247	BOUND TO STAY BOUND BOOKS	Books for Library	455.00
212	04/12/2023	14362	WINDOR SUPPLY &	Wellness Center Wood Doors	3,183.00
213	04/12/2023	8837	LOWRY CONSTRUCTION SERVICES INC	Wellness Renovation	1,098,174.00
Non-Payroll Total:					\$1,940,486.90
Payroll Total:					\$0.00
Report Total:					\$1,940,486.90

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 35 - 2017 BOND, Date Range: 3/8/2023 - 4/12/2023

PO No	Date	Vendor No	Vendor	Description	Amount
18	04/10/2023	10067	BLX GROUP LLC	ARBITRAGE REBATE SERVICE	1,500.00
Non-Payroll Total:					\$1,500.00
Payroll Total:					\$0.00
Report Total:					\$1,500.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 39 - 2020 BOND, Date Range: 3/8/2023 - 4/12/2023

PO No	Date	Vendor No	Vendor	Description	Amount
90	03/09/2023	19049	SWIFT OFFICE SOLUTIONS	Two Classrooms of New Desks	10,000.00
91	03/21/2023	13645	ARCHITECTURAL FLOORING	Tiling Vanity Walls for 6th Grade	14,000.00
92	03/29/2023	11656	CERAMIC COTTAGE	Bratcher - Art Kiln	4,925.50
93	04/04/2023	557	P & K EQUIPMENT, INC.	Building Maintenance Equipment	2,000.00
Non-Payroll Total:					\$30,925.50
Payroll Total:					\$0.00
Report Total:					\$30,925.50

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: 2018 BOND/BOK, Date Range: 3/8/2023 - 4/12/2023

PO No	Date	Vendor No	Vendor	Description	Amount
21	04/10/2023	10067	BLX GROUP LLC	ARBITRAGE REBATE SERVICE	3,500.00
Non-Payroll Total:					\$3,500.00
Payroll Total:					\$0.00
Report Total:					\$3,500.00

Owasso Public Schools

Cash Balances

Options: Fiscal Years: 2023, Funds: 60, As Of Date: 3/31/2023, Account Types: AC

Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK			
2023	60	SCHOOL ACTIVITY FUND		\$2,392,507.87
			Total AC 0110	<u>\$2,392,507.87</u>
				<u>\$2,392,507.87</u>

Cash By Fund

2023	60	SCHOOL ACTIVITY FUND		\$2,392,507.87
				<u>\$2,392,507.87</u>

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 3/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 GENERAL FUND	\$0.00	\$64,076.46	\$60,279.88	\$19,856.59	\$104,499.75	\$27,745.64	\$76,754.11
804 CH NUTRITION REF SUB ACCT	\$0.00	\$5,041.40	\$0.00	\$1,659.41	\$3,381.99	\$105.95	\$3,276.04
805 OHS ACTIVITY	\$0.00	\$25,530.20	\$52,206.80	\$10,062.35	\$67,674.65	\$12,438.93	\$55,235.72
806 HS AP	\$0.00	\$2,180.00	\$61,509.85	\$27,253.00	\$36,436.85	\$100.00	\$36,336.85
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$4,656.00	\$33,638.31	\$7,685.14	\$30,609.17	\$2,260.00	\$28,349.17
808 HS STUDENT COUNCIL	\$0.00	\$34,977.90	\$17,014.51	\$30,488.55	\$21,503.86	\$4,000.00	\$17,503.86
809 HS SPEECH/DEBATE	\$0.00	\$2,548.00	\$1,854.66	\$953.11	\$3,449.55	\$1,251.00	\$2,198.55
810 OHS - TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$6,021.87	\$3,115.74	\$2,906.13	\$1,022.04	\$1,884.09
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$6,002.68	\$5,112.03	\$6,296.28	\$4,818.43	\$250.00	\$4,568.43
814 HS ACADEMIC BOWL	\$0.00	\$0.00	\$328.43	\$0.00	\$328.43	\$0.00	\$328.43
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$217,116.23	\$278,916.21	\$233,788.57	\$262,243.87	\$43,670.40	\$218,573.47
817 5TH GRADE HONOR CHOIR-DISTRICTWIDE	\$0.00	\$2,772.00	\$3,513.18	\$300.00	\$5,985.18	\$2,080.00	\$3,905.18
818 HS FFA	\$0.00	\$148,443.45	\$39,471.06	\$142,954.15	\$44,960.36	\$34,909.31	\$10,051.05
820 HS STEM CLUB	\$0.00	\$0.00	\$79.25	\$0.00	\$79.25	\$0.00	\$79.25
821 HS COUNSELORS	\$0.00	\$0.00	\$4,886.88	\$738.05	\$4,148.83	\$48.79	\$4,100.04
822 HS ART	\$0.00	\$4,217.00	\$697.30	\$3,137.04	\$1,777.26	\$1,400.00	\$377.26
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$25,202.05	\$10,220.23	\$22,961.75	\$12,460.53	\$9,459.88	\$3,000.65
826 HS SENIOR CLASS	\$0.00	\$26,330.30	\$10,411.35	\$8,662.51	\$28,079.14	\$7,276.65	\$20,802.49
827 HS UNIFIED CLUB	\$0.00	\$1,399.00	\$684.48	\$1,534.00	\$549.48	\$0.00	\$549.48
828 HS JUNIOR CLASS	\$0.00	\$0.00	\$15,928.00	\$4,408.63	\$11,519.37	\$9,550.00	\$1,969.37
831 E-SPORTS	\$0.00	\$4,931.72	\$0.00	\$2,806.54	\$2,125.18	\$518.00	\$1,607.18
834 HS FCA - FELLOWSHIP OF CHRISTIAN ATHLETES	\$0.00	\$17.00	\$0.00	\$0.00	\$17.00	\$17.00	\$0.00
835 HS HISTORY CLUB	\$0.00	\$500.00	\$0.62	\$150.00	\$350.62	\$0.00	\$350.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$1,386.50	\$0.00	\$870.00	\$516.50	\$0.00	\$516.50
837 HS ROBOTICS	\$0.00	\$0.00	\$1,018.72	\$0.00	\$1,018.72	\$0.00	\$1,018.72
838 OHS LARP CLUB	\$0.00	\$305.00	\$0.00	\$9.99	\$295.01	\$0.00	\$295.01
839 HS DRAMA/PRODUCTIONS	\$0.00	\$9,729.00	\$7,747.29	\$6,407.79	\$11,068.50	\$8,650.00	\$2,418.50
840 8GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,726.06	\$1,091.25	\$634.81	\$200.00	\$434.81
841 EIGHTH GRADE ACTIVITY	\$0.00	\$5.60	\$3,755.31	\$120.00	\$3,640.91	\$0.00	\$3,640.91
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$3,027.00	\$5,809.10	\$3,163.87	\$5,672.23	\$2,715.22	\$2,957.01
844 EIGHTH GRADE HOME EC	\$0.00	\$1,545.00	\$2,116.58	\$1,237.40	\$2,424.18	\$2,414.02	\$10.16
845 EIGHTH GRADE YEARBOOK	\$0.00	\$1,301.04	\$4,001.13	\$1,464.87	\$3,837.30	\$1,125.00	\$2,712.30
848 EIGHTH GRADE ART	\$0.00	\$2,060.00	\$755.79	\$0.00	\$2,815.79	\$1,700.00	\$1,115.79
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,110.00	\$1,467.85	\$821.03	\$1,756.82	\$577.50	\$1,179.32
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$290.00	\$1,159.44	\$170.47	\$1,278.97	\$0.00	\$1,278.97
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$447.79	\$30.00	\$417.79	\$0.00	\$417.79
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$771.15	\$511.98	\$88.28	\$1,194.85	\$0.00	\$1,194.85
857 7TH GRADE STEM	\$0.00	\$1,200.00	\$457.99	\$1,379.63	\$278.36	\$190.00	\$88.36
858 EIGHTH GRADE FCCLA	\$0.00	\$4,557.80	\$484.14	\$4,343.69	\$698.25	\$0.00	\$698.25
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$450.00	\$4,627.99	\$3,817.75	\$1,260.24	\$0.00	\$1,260.24
860 EIGHTH GRADE STEM	\$0.00	\$580.00	\$72.98	\$122.20	\$530.78	\$0.00	\$530.78
861 SEVENTH GRADE ACTIVITY	\$0.00	\$415.80	\$12,477.88	\$972.37	\$11,921.31	\$0.00	\$11,921.31
862 SEVENTH GRADE YEARBOOK	\$0.00	\$97.00	\$2,032.35	\$357.33	\$1,772.02	\$30.00	\$1,742.02
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,170.00	\$864.25	\$1,080.64	\$953.61	\$259.00	\$694.61
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$174.79	\$0.00	\$174.79	\$0.00	\$174.79
865 SEVENTH GRADE MATH	\$0.00	\$0.00	\$513.05	\$0.00	\$513.05	\$0.00	\$513.05
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$282.46	\$145.35	\$137.11	\$0.00	\$137.11
868 SEVENTH GRADE PHYS ED	\$0.00	\$4,965.00	\$3,022.60	\$3,494.01	\$4,493.59	\$30.00	\$4,463.59

Owasso Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 3/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 7GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,350.00	\$433.88	\$916.12	\$150.00	\$766.12
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$137.71	\$491.39	\$361.68	\$267.42	\$244.56	\$22.86
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$1,440.00	\$1,634.05	\$484.82	\$2,589.23	\$1,255.00	\$1,334.23
873 SEVENTH GRADE CREATIVE STUDIES	\$0.00	\$0.00	\$219.54	\$0.00	\$219.54	\$0.00	\$219.54
874 SEVENTH GRADE LIBRARY	\$0.00	\$3,729.40	\$2,530.84	\$4,413.30	\$1,846.94	\$1,282.54	\$564.40
875 BARNES ACTIVITY	\$0.00	\$4,552.08	\$14,485.98	\$6,075.83	\$12,962.23	\$2,960.52	\$10,001.71
876 BARNES ALL IN	\$0.00	\$0.00	\$1,465.21	\$992.60	\$472.61	\$0.00	\$472.61
877 BARNES LIBRARY	\$0.00	\$8,057.88	\$14,976.70	\$7,295.07	\$15,739.51	\$4,433.24	\$11,306.27
878 BARNES TACK	\$0.00	\$0.00	\$265.50	\$237.69	\$27.81	\$0.00	\$27.81
879 SEVENTH GRADE ART	\$0.00	\$4,540.00	\$2,787.42	\$5,245.90	\$2,081.52	\$485.00	\$1,596.52
880 BARNES TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,361.07	\$376.71	\$984.36	\$400.00	\$584.36
881 BARNES MUSIC	\$0.00	\$322.00	\$225.77	\$238.64	\$309.13	\$0.00	\$309.13
882 ATOR LIBRARY	\$0.00	\$3,673.56	\$11,781.03	\$7,545.76	\$7,908.83	\$685.31	\$7,223.52
883 ATOR ACTIVITY	\$0.00	\$1,297.00	\$12,242.41	\$2,873.35	\$10,666.06	\$1,267.93	\$9,398.13
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$3,723.60	\$237.41	\$3,486.19	\$0.00	\$3,486.19
885 ATOR MUSIC	\$0.00	\$1,215.00	\$1,622.37	\$1,841.64	\$995.73	\$0.00	\$995.73
886 ATOR TEACHERS WELFARE	\$0.00	\$17.39	\$669.65	\$423.56	\$263.48	\$0.00	\$263.48
887 MILLS ACTIVITY	\$0.00	\$5,045.24	\$13,069.53	\$7,352.43	\$10,762.34	\$8,266.02	\$2,496.32
888 STUDENT LEADERSHIP	\$0.00	\$0.00	\$1,561.50	\$0.00	\$1,561.50	\$0.00	\$1,561.50
889 MILLS TEACHER WELFARE	\$0.00	\$197.01	\$4,038.07	\$107.87	\$4,127.21	\$500.00	\$3,627.21
890 MILLS TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$2,081.72	\$681.72	\$1,400.00	\$900.00	\$500.00
891 MILLS LIBRARY	\$0.00	\$7,911.87	\$6,763.77	\$9,545.88	\$5,129.76	\$1,282.01	\$3,847.75
892 SMITH TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$110.00	\$1,495.00	\$487.88	\$1,117.12	\$150.00	\$967.12
893 SMITH ACTIVITY	\$0.00	\$26,155.00	\$9,259.33	\$14,257.11	\$21,157.22	\$5,311.63	\$15,845.59
894 SMITH LIBRARY	\$0.00	\$7,226.23	\$9,637.45	\$4,817.06	\$12,046.62	\$4,168.00	\$7,878.62
897 SMITH TEACHERS WELFARE	\$0.00	\$1,338.05	\$598.62	\$982.31	\$954.36	\$50.00	\$904.36
898 HODSON ACTIVITY	\$0.00	\$7,340.30	\$44,717.86	\$15,740.77	\$36,317.39	\$15,139.85	\$21,177.54
899 HODSON TEACHER WELFARE	\$0.00	\$629.86	\$642.12	\$548.51	\$723.47	\$0.00	\$723.47
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,563.86	\$816.44	\$747.42	\$300.00	\$447.42
901 HODSON LIBRARY	\$0.00	\$10,977.12	\$19,908.42	\$11,106.54	\$19,779.00	\$10,600.00	\$9,179.00
902 HODSON PHYS ED	\$0.00	\$0.00	\$948.21	\$0.00	\$948.21	\$0.00	\$948.21
903 HODSON MUSIC	\$0.00	\$2,530.00	\$1,125.99	\$2,859.46	\$796.53	\$30.92	\$765.61
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,600.00	\$398.91	\$1,201.09	\$201.09	\$1,000.00
905 NORTHEAST ACTIVITY	\$0.00	\$8,170.80	\$27,437.88	\$8,320.62	\$27,288.06	\$4,127.00	\$23,161.06
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$37.63	\$2,413.02	\$461.19	\$1,989.46	\$138.81	\$1,850.65
907 NORTHEAST LIBRARY	\$0.00	\$45,184.76	\$15,260.77	\$40,734.68	\$19,710.85	\$2,475.00	\$17,235.85
911 BAILEY ACTIVITY	\$0.00	\$3,790.85	\$16,733.69	\$6,590.07	\$13,934.47	\$182.28	\$13,752.19
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$514.06	\$290.80	\$223.26	\$84.59	\$138.67
914 BAILEY LIBRARY	\$0.00	\$7,898.79	\$7,304.75	\$8,272.74	\$6,930.80	\$845.74	\$6,085.06
915 BAILEY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,722.49	\$1,066.09	\$656.40	\$0.00	\$656.40
917 JONES FAMILY GIFT 2016	\$0.00	\$0.00	\$61.56	\$53.20	\$8.36	\$0.00	\$8.36
924 EIGHTH GRADE LIBRARY	\$0.00	\$2,406.59	\$2,767.40	\$2,153.75	\$3,020.24	\$0.00	\$3,020.24
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$3,835.75	\$3,552.12	\$1,182.94	\$6,204.93	\$527.50	\$5,677.43
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$400.48	\$22.45	\$378.03	\$0.00	\$378.03
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$251,368.97	\$134.72	\$251,234.25	\$13,770.19	\$237,464.06
930 ATOR TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,677.40	\$677.40	\$1,000.00	\$200.00	\$800.00
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$70,291.90	\$47,954.40	\$597.00	\$117,649.30	\$30,500.00	\$87,149.30
933 RAM ACADEMY	\$0.00	\$2,100.00	\$12,831.63	\$3,467.03	\$11,464.60	\$775.00	\$10,689.60
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$5,449.90	\$8,305.44	\$5,856.55	\$7,898.79	\$1,335.00	\$6,563.79
936 GRANTS - (OEF ONLY)	\$0.00	\$68,500.00	\$0.00	\$55,283.68	\$13,216.32	\$10,892.90	\$2,323.42

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 3/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$15,450.00	\$4,221.45	\$12,198.53	\$7,472.92	\$2,578.42	\$4,894.50
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$1,300.00	\$1,700.00
941 ATHLETICS	\$0.00	\$638,709.03	\$335,494.86	\$545,214.68	\$428,989.21	\$92,773.25	\$336,215.96
942 RAM PARTNERS	\$0.00	\$145,508.00	\$81,092.01	\$134,089.98	\$92,510.03	\$18,782.33	\$73,727.70
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$3,250.00	\$0.00	\$50.00	\$3,200.00	\$0.00	\$3,200.00
946 PERFORMING ARTS CENTER	\$0.00	\$700,865.26	\$504,260.03	\$1,114,594.09	\$90,531.20	\$14,497.00	\$76,034.20
947 OPERATIONS WELFARE FUND	\$0.00	\$131.31	\$256.12	\$172.75	\$214.68	\$83.37	\$131.31
949 HEALTH SERVICES	\$0.00	\$0.00	\$445.79	\$59.50	\$386.29	\$0.00	\$386.29
951 RAM TEACHER WELFARE	\$0.00	\$377.34	\$4,179.65	\$31.96	\$4,525.03	\$225.00	\$4,300.03
953 HS FAC	\$0.00	\$6,888.00	\$4,471.18	\$3,838.10	\$7,521.08	\$4,442.05	\$3,079.03
957 HS VOCAL	\$0.00	\$82,515.68	\$50,074.99	\$61,971.63	\$70,619.04	\$17,617.00	\$53,002.04
960 STEM - 6GC	\$0.00	\$1,960.00	\$1,731.97	\$757.96	\$2,934.01	\$1,000.00	\$1,934.01
962 STUDENT HOLDING ACCOUNT	\$0.00	\$17,555.10	\$61,233.96	\$0.00	\$78,789.06	\$0.00	\$78,789.06
963 HS LIBERTY COMMITTEE	\$0.00	\$4,982.50	\$4,441.12	\$7,697.66	\$1,725.96	\$50.00	\$1,675.96
965 HS TEACHERS WELFARE	\$0.00	\$5,475.64	\$4,164.79	\$1,047.20	\$8,593.23	\$2,036.97	\$6,556.26
968 MORROW ACTIVITY	\$0.00	\$4,247.70	\$13,011.24	\$2,412.00	\$14,846.94	\$1,905.00	\$12,941.94
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,244.50	\$169.78	\$1,074.72	\$400.00	\$674.72
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$637.55	\$194.62	\$442.93	\$0.00	\$442.93
971 HS FCCLA	\$0.00	\$4,253.26	\$1,336.75	\$3,210.95	\$2,379.06	\$660.00	\$1,719.06
972 MORROW TEACHER WELFARE	\$0.00	\$1,393.00	\$0.00	\$25.97	\$1,367.03	\$0.00	\$1,367.03
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$2,701.90	\$13,829.72	\$1,739.14	\$14,792.48	\$720.00	\$14,072.48
974 MORROW LIBRARY	\$0.00	\$5,426.29	\$7,633.45	\$4,599.66	\$8,460.08	\$150.00	\$8,310.08
975 SIXTH GRADE ACTIVITY	\$0.00	\$1,079.54	\$10,143.49	\$1,515.05	\$9,707.98	\$272.26	\$9,435.72
976 SIXTH GRADE PHYS ED	\$0.00	\$90.00	\$736.98	\$0.00	\$826.98	\$0.00	\$826.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$2,007.00	\$17,249.00	\$9,539.12	\$9,716.88	\$100.00	\$9,616.88
978 SIXTH GRADE YEARBOOK	\$0.00	\$134.00	\$17,231.71	\$0.00	\$17,365.71	\$800.00	\$16,565.71
979 SIXTH GRADE COMPUTER	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00	\$0.00	\$22.00
980 6GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$901.52	\$98.48	\$0.00	\$98.48
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$5,210.23	\$2,299.22	\$2,911.01	\$0.00	\$2,911.01
983 SIXTH GRADE ART	\$0.00	\$6,550.00	\$856.45	\$6,594.16	\$812.29	\$0.00	\$812.29
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$590.22	\$2,066.41	\$0.00	\$2,656.63	\$0.00	\$2,656.63
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$969.53	\$842.84	\$126.69	\$0.00	\$126.69
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$4,170.82	\$1,242.78	\$2,928.04	\$0.00	\$2,928.04
989 SIXTH GRADE LIBRARY	\$0.00	\$7,863.79	\$14,421.44	\$5,534.57	\$16,750.66	\$3,300.00	\$13,450.66
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,564.91	\$722.38	\$842.53	\$300.00	\$542.53
993 SIXTH GRADE E.S.C.	\$0.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00
994 STONE CANYON ACTIVITY	\$0.00	\$11,101.67	\$7,757.92	\$10,192.58	\$8,667.01	\$3,300.00	\$5,367.01
995 STONE CANYON TEACHERS WELF	\$0.00	\$848.55	\$620.57	\$639.00	\$830.12	\$0.00	\$830.12
997 STONE CANYON LIBRARY	\$0.00	\$28,720.86	\$22,457.34	\$22,002.48	\$29,175.72	\$13,700.00	\$15,475.72
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$53,370.00	\$53,791.28	\$37,977.48	\$69,183.80	\$27,967.77	\$41,216.03
Total	\$0.00	\$2,681,062.59	\$2,509,469.59	\$2,798,024.31	\$2,392,507.87	\$510,872.38	\$1,881,635.49

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER 822 SITE: 715

ACCOUNT NAME HS Art

I would like to:

REVISE ACCOUNT BUDGET: Proposed new budget attached.

Adding: Art Show Silent Auction Income

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

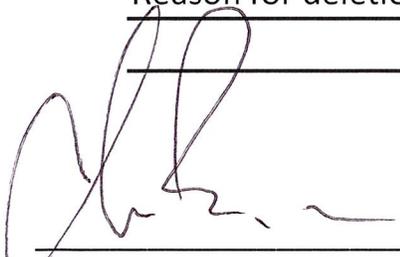
Account Name: _____

The purpose of this account is: _____

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

Account Number/Name: _____

Reason for deletion: _____



Chris Barber, Fine Arts Director

4-11-23

Date



Phillip Storm, CFO

4-11-23

Date

ADDING →



ACTIVITY FUND ACCOUNT BUDGET - AMENDED

School Name Owasso High School Site # 715
 Account Name Art Department Account # 822
 Fiscal Year 2022-2023

RESOURCES:

Beginning Cash Balance (approximately)	<u>\$591.23</u>
Sources of Revenue:	
Student Fees	<u>6,000.00</u>
Donations	<u>1,000.00</u>
Field Trips	<u>250.00</u>
Art Show Silent Auction	<u>1,500.00</u>
Total Resources	<u>\$9,341.23</u>

← Adding

USES OF FUNDS:

Budgeted Expenditures:	
Art Entries and presentation materials	<u>700.00</u>
Art Show Needs	<u>500.00</u>
Educational Supplies	<u>4,000.00</u>
Equipment Maintenance	<u>100.00</u>
Field Trips	<u>250.00</u>
Gallery Frames	<u>500.00</u>
Photography, Lighting	<u>125.00</u>
Student Awards/Incentives	<u>100.00</u>
Tool Replacement (Scissors, Rulers, Glue Guns, Etc.)	<u>1,000.00</u>
Total Budgeted Expenditures	<u>\$ 7,275.00</u>

RESOURCES OVER (UNDER) USES (cannot be less than zero) \$2,066.23

Signature of Teacher/Sponsor Kay Bratcher
 Signature of Fine Arts Director [Signature]

Amended 4/5/23

April 17, 2023
Employment of Certified and/or Support Staff

New Hires

Certified:

Jillien Chavez - History at 8GC
Joseph David - Agricultural Education at OHS
Tiffany Eaton - 4th at Morrow (transferring from 4th at Ator)
Jamie Fleming - Library Media Specialist at 7GC (transferring from Library Media Specialist at Ator)
Shawnda Kirchman - Counselor at Mills
Laura Ladner - 2nd at Morrow
Pamela Lance Owens - Science at 8GC (transferring from Ator)
Christina Matlock - Kindergarten at Morrow (transferring from support Paraprofessional at Morrow)
Megan McCoy - 2nd at Morrow
Bonnie "Haley" Nelson - Geography at 6GC
Jessica Ramsey - Library Media Specialist at Ator
Amber Richardson - ELD at Barnes/Bailey (transferring from ELD at 6/7GC)
Alison Thacker - 5th at Smith
Amy Yowell - 5th at Hodson (transferring from support Instructional Assistant at Hodson)

Support:

Kailey Boudreau - Title 1 Instructional Assistant at Ator (3/10/2023)
Creason, Connie - Manager in Training District Wide (transferring from Food Service Worker at OHSE 3/27/2023)
David DeBoard - Sub Bus Driver at Transportation (4/11/2023)
Renee Garuccio - ESSER Paraprofessional at OHS
Heather Keenan - Manager in Training District Wide (transferring from Food Service Worker at Bailey 3/27/2023)
Nicole Palmore - Custodian at Plant Operations (4/10/2023)
Shea Swofford - Payroll Specialist at Business Services (transferring from Administrative Assistant-Principal at Bailey)
Dianna Wofford - Health Aide at 6GC (03/10/2023)
Samantha Worden - Administrative Assistant at Bailey (transferring from FACS Teacher at OHS)

Substitute Teacher:

Carlie Barbier, Jennifer Fair, Averie McCloskey, Lisa Nichols, Beth Phillips, Jacqueline Rooney, RyLeigh Sehon, Tara Tedford, Jamie Thompson

Extra Duty - Athletics:

Swim Varsity Assistant - Nathalie Carman

Extra Duty - 6th Grade Center:

Title VI Tutor - Marla Monroe

Extra Duty - High School:

Spring Credit Recovery Virtual Teacher - Chris Allen, Maegan Walls, Starr Wilson

Grad Lab Coach - Tina Mayfield
Summer School - ELA - Kari Huff
Summer School - Science - Ruby Collins
Summer School - Math - Jeri Goodnight
Summer School - History - Asia McCammon
Summer School - Spanish/Electives - Joanna Couch

Extra Duty - Travel:

Secondary Paraprofessional - Zulmarie Vargyasi

Exits

Exits - Administration:

Erin Fivecoats - Assistant Principal

Exits - Certified:

Morgan Bilyeu - Geography at 7GC
Sam Bowers - History at OHS
Kyra Buckels - History at 8GC
Walker Cheevers - Science at 8GC
Ashley Desandre - Speech Path at 6GC (not returning from Leave Of Absence)
Tiffany Eaton - 4th at Ator (transferring to 4th at Morrow)
Jamie Fleming - Library Media Specialist at Ator (transferring to Library Media Specialist at 7GC)
Matthew Gilliland - Art at OHS
Tracy Gustafson - Counselor at OHS
Michaul Hainzinger - Social Studies at OHS
Elizabeth Kohlmeyer - 2nd at Morrow
Pamela Lance Owens - 4th at Ator (transferring to Science 8GC)
Cassidy Nall - 5th at Northeast
Bonnie "Haley" Nelson - 5th at Barnes
Lauren Payne - 1st at Barnes (not returning from Leave of Absence)
Amber Richardson - ELD at 6/7GC (transferring to ELD at Barnes/Bailey)
Larry Turner - Physical Education at OHS
Samantha Worden - FACS at OHS (transferring to Administrative Assistant-Principal at Bailey)

Exits - Support:

Sheri Bird - Administrative Assistant at 6GC
Catherine Bradford - Child Nutrition Manager at Ator - Retiring (5/20/2023)
Michelle Bunten - Attendance Administrative Assistant at 8GC
Rachel Chronister - Instructional Assistant at Ator
Creason, Connie - Food Service Worker at OHSE (transferring to Manager in Training District Wide (3/27/2023)
Christina Johnston - Paraprofessional at Stone Canyon (3/8/2023)
Heather Keenan - Food Service Worker at Bailey (transferring to Manager in Training District Wide 3/27/2023)
Rhona Liggett - Counselor Admin Assistant at OHS

Christina Matlock - Paraprofessional at Morrow (transferring to Certified Kindergarten at Morrow)
Marie Petersen - Instructional Assistant at Ator
Mario Robinson - Custodian at Plant Operations (3/31/2023)
Michelle Smith - Administrative Assistant at OHS
Shea Swofford - Administrative Assistant-Principal at Bailey (transferring to Payroll Specialist at Business Services)
Karen Toliver - Pre-K Assistant at Morrow
Amy Yowell - Instructional Assistant at Hodson (transferring to Certified 5th at Hodson)

Extra Duty - District Wide:

Tiffany Eaton - 4th Grade Math Lead

Extra Duty - Athletics:

POM Adjunct Coach - Macy Neph

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Owasso Public Schools

2024-25

School Calendar

Important Dates

Aug. 15.....	First Day of School
Sept. 2.....	Labor Day*
Sept. 3.....	District Collaboration Day*
Oct. 11.....	End of First Quarter
Oct. 14-15.....	Fall Break*
Oct. 16.....	Parent-Teacher Conference Exchange Date*
Oct. 17.....	Teacher Professional Development*
Oct. 18.....	District Collaboration Day*
Nov. 25-29.....	Thanksgiving Break*
Dec. 20.....	End of Second Quarter
Dec. 20-Jan. 3.....	Winter Break*
Jan. 6.....	District Collaboration Day*
Jan. 7.....	Second Semester Begins
Jan. 20.....	Martin Luther King Jr. Day*
Jan. 21.....	Teacher Professional Development*
Feb. 17.....	Presidents' Day*
March 14.....	End of 3rd Quarter
March 17-21.....	Spring Break*
March 24.....	District Collaboration Day*
April 18.....	Parent-Teacher Conference Exchange Date*
May 23.....	Last Day of School
May 26.....	Memorial Day*

* No School

Inclement Weather Days
 If school is closed due to inclement weather, the district will utilize distance learning on those days. Students will log into Google Classroom and follow their normal schedule, receiving virtual instruction from their OPS teacher. If your student has a question or issue with logging into Google Classroom, please reach out to their teacher or school site.

Bell Schedule

<i>Elementary</i>		
8:45 a.m.	School Doors Open	
9:00 a.m.	School Day Begins	
3:45 p.m.	School Day Ends	
<i>Secondary</i>		
7:15 a.m.	School Doors Open	
8:00 a.m.	School Day Begins	
2:45 p.m.	School Day Ends	
<i>Pre-Kindergarten</i>		
8:45 a.m.	AM PK School Doors Open	
9:00 a.m.	AM PK School Day Begins	
11:30 a.m.	AM PK School Day Ends	
1:05 p.m.	PM PK School Doors Open	
1:15 p.m.	PM PK School Day Begins	
3:45 p.m.	PM PK School Day Ends	

Parent-Teacher Conferences

School Site	Dates	Time
Elementary Sites	Oct. 3 & Oct. 8 March 6 & March 11	4:15-7:15 p.m.
Secondary Sites	Sept. 26 & Oct. 1 Feb. 27 & March 4	4-7 p.m.

Calendar Legend

First/Last Day of School	No School
Beginning of Quarter	End of Quarter
District Collaboration Day	Commencement

The Owasso Public Schools District calendar is subject to change.
 Approved:

January						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1.05A Distribution of Information by Outside Organizations and Individuals

A. Distribution of Written Materials and Information ~~to Students~~ from Outside Organizations and Individuals

The intent of this policy is to prohibit or minimize the exploitation of students and staff to promote for monetary gain any business or private enterprise.

Students

~~For Grades PK-8th:~~ The District does not permit the distribution of written information, flyers, and similarly printed materials directly to students from organizations (whether for-profit or non-profit) and individuals, through a backpack flyer program or otherwise during the school day.

The District cooperates with approved community partners by posting e-flyers online and distributing them electronically through a service provider. This electronic distribution method of school flyer delivery acts in place of all paper distribution of flyers.

The distribution of all flyers from outside organizations is to be approved by the Director of Communications. Individuals wishing to distribute materials are required to create an account with the online flyer company and submit the flyer through the online platform. The District will approve or disapprove the submitted flyer and an email will be sent from the online flyer company to the requestor with the result.

No materials will be distributed that contain religious or political content and/or advertising overtones which may be beneficial to any particular group or business at the expense of others. It should be understood that some advertising and sales, when in connection with school related activities, can be beneficial to the District and its students. Therefore, advertising and book sales may be permitted in the District if they are directly related to approved school clubs or related activities that benefit District students. Such activities may include but not be limited to, school newspapers, yearbooks, athletic clubs/camps, and scouting activities. All school-sponsored fundraising projects will be considered permissible.

Generally, for-profit organizations will not be allowed to distribute materials to students. Exceptions will be made for those organizations working in cooperation with school groups in the organization and promotion of approved fundraisers directly benefiting Owasso Public Schools or a student group. Fundraisers must be approved by the site principal or designee.

~~This prohibition shall not apply to the following:~~

- ~~1. District recognized Parent-Teacher Organizations;~~
- ~~2. District sponsored student organizations; and~~
- ~~3. District sponsored student programs/activities approved by the Superintendent.~~

Staff

On occasion, for-profit organizations and businesses may wish to distribute flyers to staff members. The Director of Communications will approve these materials if the content is of direct benefit or cost saving to employees. Such benefits include, but not limited to, educator discounts, special sales for classroom supplies, and professional development opportunities.

B. Announcements during the School Day to Students from Outside Organizations and Individuals

~~For Grades PK-8th, t~~The District does not permit announcements **from outside organizations and individuals** during the school day. This prohibition shall not apply to the following:

1. Announcements related to PTO meetings and PTO sponsored functions;
2. Announcements related to District sponsored student organization meetings and functions;
3. District sponsored programs/activities approved by the Superintendent; and
4. Cancellation intercom announcements for any student groups (District sponsored or non-sponsored) meeting at a school site before or after school hours provided the cancellation request is timely received by the site principal.

C. Distribution of Written Materials by Students

Nothing within this policy limits or prohibits the Distribution of Written Materials by Students as otherwise provided in Board Policy ~~Ne~~-5.07.

D. Signs Placed on the Exterior Grounds of Schools

~~For Grades PK-8, e~~Except for announcements on signage approved by the site principal related to (1) PTO meetings and PTO sponsored functions, (2) District sponsored student organization meetings and functions, and (3) District sponsored student programs/activities approved by the Superintendent, no signs related to outside organizations and individuals will be permitted to be placed on the exterior grounds of the schools in the District.

E. Informational Tables at Open House Events

At scheduled Open House Events where parents visit the school site and meet with teachers, only the following organizations will be permitted to set up information tables: (1) District recognized Parent-Teacher Organizations, and (2) District sponsored student organizations. ~~However, in order for outside organizations and individuals to have an opportunity to meet with parents and students and inform them of programs available before or after the school day, the District will sponsor a District-wide Information Night, at least once per semester, so that outside organizations and individuals can meet with parents and students. No outside organizations or individuals shall be excluded from participating at an Information Night solely because of a particular group or individual's political, religious, or philosophical beliefs.~~

~~F. School Community Bulletin Boards and/or Tables~~

~~Each PK-8th Grade site principal shall designate a space in a common area at the school for the location of a community bulletin board and/or table for the dissemination of written materials only. Only materials that fit the criteria described within section A of this policy will be considered for placement on the community bulletin board and/or information table. Written material shall not be restricted or denied by the site principal solely because of the political, religious, or philosophical content of the material. However, outside organizations and individuals using this space must realize that rights go hand-in-hand with responsibilities and that they have a responsibility to refrain from the distribution of written material which is:~~

- ~~1. Obscene to minors, e.g., material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and which an average person, applying contemporary community standards, would find appeals to an obsessive interest in sex by minors to whom distribution is directed.~~
- ~~2. Libelous, e.g., material which is a false and unprivileged statement about a specific individual and tends to be harmful to the individual's reputation.~~
- ~~3. Vulgar, lewd or indecent, e.g., material which an average person would deem improper for presentation to minors because of sexual connotations or profane language.~~
- ~~4. A display or promotion of unlawful products or services, e.g., material which advertises or advocates the use of products or services prohibited by law to minors.~~
- ~~5. Group defamation, e.g., material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or disability. This includes racial and religious epithets, slurs/insults, and abuse.~~
- ~~6. Disruptive of school operations, e.g., material which, on the basis of past experience or based on specific instances of actual or threatened disruptions, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.~~

~~Outside organizations and individuals shall complete an **Outside District Written Materials Posting Form** and obtain prior approval from the site principal before any written materials will be allowed to be placed on a community bulletin board and/or table.~~

F. Definitions

As used in this Policy:

1. "District sponsored student **groups organizations**" means those student organizations in grades Pre-K through ~~8th~~ **12th** whose membership is solely of students enrolled at the District, meets for common goals, objectives or purposes, and that are under the sole direction and control of the District.
2. "District sponsored student programs/activities approved by the Superintendent" means those programs/activities by District sponsored student groups in grades Pre-K through ~~8th~~ **12th** that are approved by the Superintendent or designee and for which all monies generated are subject to deposit in the District's general fund or an applicable student activity fund.
3. "Written material" includes, but is not limited to, leaflets, magazines, books, brochures, flyers, petitions, newspapers, buttons, badges, or other insignia.
4. "Outside organizations" means any non-profit or tax-exempt organization other than school-related organizations.

1.05A Distribution of Information by Outside Organizations and Individuals

A. Distribution of Written Materials and Information from Outside Organizations and Individuals

The intent of this policy is to prohibit or minimize the exploitation of students and staff to promote for monetary gain any business or private enterprise.

Students

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The distribution of all flyers from outside organizations is to be approved by the Director of Communications. Individuals wishing to distribute materials are required to create an account with the online flyer company and submit the flyer through the online platform. The District will approve or disapprove the submitted flyer and an email will be sent from the online flyer company to the requestor with the result.

No materials will be distributed that contain religious or political content and/or advertising overtones which may be beneficial to any particular group or business at the expense of others. It should be understood that some advertising and sales, when in connection with school related activities, can be beneficial to the District and its students. Therefore, advertising and book sales may be permitted in the District if they are directly related to approved school clubs or related activities that benefit District students. Such activities may include but not be limited to, school newspapers, yearbooks, athletic clubs/camps, and scouting activities. All school-sponsored fundraising projects will be considered permissible.

Generally, for-profit organizations will not be allowed to distribute materials to students. Exceptions will be made for those organizations working in cooperation with school groups in the organization and promotion of approved fundraisers directly benefiting Owasso Public Schools or a student group. Fundraisers must be approved by the site principal or designee.

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D. Signs Placed on the Exterior Grounds of Schools

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F. Definitions

As used in this Policy:

1. "District sponsored student organizations" means those student organizations in grades Pre-K through 12th whose membership is solely of students enrolled at the District, meets for common goals, objectives or purposes, and that are under the sole direction and control of the District.
2. "District sponsored student programs/activities approved by the Superintendent" means those programs/activities by District sponsored student groups in grades Pre-K through 12th that are approved by the Superintendent or designee and for which all monies generated are subject to deposit in the District's general fund or an applicable student activity fund.
3. "Written material" includes, but is not limited to, leaflets, magazines, books, brochures, flyers, petitions, newspapers, buttons, badges, or other insignia.
4. "Outside organizations" means any non-profit or tax-exempt organization other than school-related organizations.



Before & After Care
Employee Handbook

Updated - February 2023



Owasso Public Schools SPARK Program Organizational Structure

Chain of Command is as follows:

Board of Education

Dr. Margaret Coates - Superintendent

Mark Officer - Assistant Superintendent

Melissa Zumwalt - SPARK Director

SPARK Site Leader

SPARK Site Teacher

INTRODUCTION

SPARK offers a developmentally appropriate before and after school program for students enrolled in grades Pre-K through eighth. This program is geared to meet the needs and characteristics of each child. Along with providing a safe and secure environment at all nine of Owasso's elementary school sites and the Sixth Grade Center, SPARK's carefully planned activities will "spark" students to dream, think, create, explore, and play.

Our goal is to partner with parents to provide the highest quality supplemental programming for our students.

MISSION STATEMENT

To provide a safe, secure, enriching environment for all families.

Although SPARK is affiliated with Owasso Public Schools, this program is licensed through DHS and some policies and procedures may differ from those of Owasso Public Schools.

PHILOSOPHY

SPARK's planned curriculum reflects the developmental interests of children in grades Pre-K through eighth. Key elements of the program include:

- Peer to Peer Character Development
 - Peer relations increase in importance as children grow. Therefore, SPARK provides numerous opportunities to spend time with friends and in group activities. A positive approach to discipline is utilized; encouraging self-control and independence in resolving conflicts. By utilizing mixed age groups, leadership and cooperation are fostered.
- Physical Development
 - Individual and team sports are a significant part of the SPARK program. Cooperation is emphasized over competition. Fine motor activities are also included in the curriculum.
- Intellectual Development
 - "Hands-on" learning centers are a part of SPARK's planned activities that encourage children to think, reason, question and experiment as they construct knowledge. Creativity in art, drama and writing is encouraged. Opportunities are also available for students to read or complete homework.
- Warm, Caring Staff

- SPARK's trained staff have been employed to serve as role models for children. The staff provides appropriate, challenging activities which are focused on the academic, social and emotional development of each child.

STAFF CONFLICT RESOLUTION PROTOCOL

SPARK staff will need to address issues with the staff members involved directly before going to any other staff or their supervisor. Small issues are often solved when speaking directly to the staff member involved. It is important to remember confidentiality and not discuss with other staff members outside the issue. If that does not resolve the issue, then the next supervisor up the chain may be contacted for assistance in resolving the issue. If that does not resolve the issue, then the supervisor may initiate contact with the next supervisor.

CRIMINAL HISTORY BACKGROUND CHECK AND RAP BACK

Prior to employment, all employees will sign consent forms and complete fingerprint background checks, as well as a check of the Child Care Restricted Registry.

- All employees must be aware that registration on the Child Care Restricted Registry may occur when:
 - a. A background investigation reveals a specified criminal history
 - b. An action against a child in child care results in a confirmed or substantiated finding of abuse or neglect.
- This notice will also be posted in the SPARK office and on SPARK bulletin boards
- Registrants on the Restricted Registry are not eligible to work in the SPARK program.

ABSENCES

- Staff are expected to be at work every day that school is in session. Our students and parents count on staff to have consistent daily attendance. The quality of our program depends on each staff member being at work.
- We are a licensed DHS program and must maintain appropriate ratios at all times.
- If you need to be absent, you must request sick time or personal time. Leave without pay is a major exception to our Owasso Public Schools personnel policies and requires authorization from your supervisor, the SPARK office, and the final determination rests with our Human Resources Department.
- Remember, repeated requests for leave without pay are not a good reflection of your work record or personal work ethic and will be noted during your staff evaluation.
- Be responsible! Be professional! Be at work!

SICK DAYS

- Staff must call their immediate supervisor and Melissa Zumwalt a minimum of one hour before the beginning of their assigned work shift to report an absence due to illness.
- For afternoon illness, please call by noon if possible. This allows time for a substitute to be found.
- If an illness occurs the day before or the day after a school holiday or the end of school, a doctor's note will be required.

PERSONAL DAYS

- Staff must request personal days off, two weeks in advance.
- Personal days may not be taken before or after a school holiday or the end of school.

INCLEMENT WEATHER DAYS

- If school is canceled due to inclement weather or other unforeseen circumstances, the SPARK program will not be in session.
- If the inclement weather develops during the school day, there will be SPARK and all staff MUST be present.

PERFORMANCE EVALUATIONS

- Performance evaluations are completed no later than March of each year.
- SPARK staff will be evaluated using the required DHS licensing requirements.
- The evaluation forms will be given to each employee upon employment so that the evaluation criteria are clear.
- A self-evaluation will be done by each employee and submitted to their supervisor prior to the final evaluation being written by the supervisor.
- Evaluations are a tool to encourage employee growth and professional development. The evaluation should be used in adding the employee's professional development plan and in determining individual staff development needs.

OPS JOB DESCRIPTIONS

JOB TITLE:	Site Leader - SPARK
DEPARTMENT:	Teaching and Learning
REPORTS TO:	Director of SPARK
FLSA STATUS:	Non-Exempt
CONTRACT STATUS:	Part-time 10 months
SALARY SCHEDULE:	\$23/hr
APPROVED BY:	Director of SPARK
APPROVED DATE:	1/24/2023

SUMMARY: The role of the SPARK Site Leader is to provide childcare to students before school starts and after the normal school day has ended. Their primary responsibilities are the safety and well-being of children in their care, but also to provide instruction or educational support, often working in coordination with the school or district. They will create and implement lesson plans, supervise activities, and direct the other employees in the program at that school site.

ESSENTIAL FUNCTIONS: *These statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Plan and facilitate core programming to advance the physical, social, emotional, and intellectual development of children.
2. Supervise and maintain a safe working environment.
3. Maintain safe conditions for all students and staff.
4. Contribute ideas for enrichment activities, arts and crafts projects, and program quality.
5. Work with the Program Director to make appropriate referrals as needed.
6. Effectively communicate with parents of students as needed to achieve program goals.
7. Contribute to the overall success of the program by performing all assigned duties in a professional, timely, and accurate manner.
8. Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and school site partners.
9. Assist students with homework, monitor outside recess, and coordinate scheduled activities.
10. Communicate regularly with the Program Director to maintain program standards and goals.
11. Regularly participate in any staff training/continued education or staff meetings.
12. Assists with special projects.
13. All other duties as assigned by the administrator.

SUPERVISORY RESPONSIBILITIES: SPARK staff.

QUALIFICATION: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the*

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. High school diploma or GED
2. Bachelor's degree preferred
3. Minimum of two (2) years of experience working with pre-k and/or elementary aged children
4. CPR Certification or willing to become certified
5. First Aid Certification or willing to become certified
6. Must be at least 21 years of age

KNOWLEDGE/SKILLS/ABILITIES: Great interpersonal skills and exceptional time management; Computer literate; excellent written and oral communication ability; strong knowledge of rules, regulations, policies, and laws applicable to education and special education; expertise in Oklahoma State Department of Education regulations related to curriculum and instruction. Ability to follow all district policies and procedures. Demonstrating strong communication skills, orally and in writing, with faculty, staff, team members, and administrators. Ability to work without supervision, and work as a team player. Ability to document records accurately. Ability to manage confidential information in a manner that respects students, families, and employees. Ability to listen effectively. Ability to maintain emotional control under stressful situations and when working with students exhibiting non-compliant behaviors.

LANGUAGE SKILLS: Ability to read, analyze, and interpret English language.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, sit, and walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily inside working conditions; some exposure to environmental conditions when observing a student outside on the playground. The noise level in the work environment is usually moderate. Must have your own transportation to visit all sites.

JOB TITLE: Teacher - SPARK
DEPARTMENT: Teaching and Learning
REPORTS TO: Director of SPARK
FLSA STATUS: Non-Exempt
CONTRACT STATUS: Part-time | 10 months
SALARY SCHEDULE: \$16/hr - \$20/hr depending on qualifications
APPROVED BY: Director of SPARK
APPROVED DATE: 1/24/2023

SUMMARY: The role of the SPARK Teacher is to provide childcare to students before school starts and after the normal school day has ended. Their primary responsibilities are the safety and well-being of children in their care, but also to provide instruction or educational support, often working in coordination with the school or district. They will create and implement lesson plans, supervise activities, and work under the direction of the site leader.

ESSENTIAL FUNCTIONS: *These statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Facilitate core programming to advance the physical, social, emotional, and intellectual development of children.
2. Maintain a safe working environment.
3. Maintain safe conditions for all students and staff.
4. Contribute ideas for enrichment activities, arts and crafts projects, and program quality.
5. Work with the Program Director and Site Leader to make appropriate referrals as needed.
6. Effectively communicate with parents of students as needed to achieve program goals.
7. Contribute to the overall success of the program by performing all assigned duties in a professional, timely, and accurate manner.
8. Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and school site partners.
9. Assist students with homework, monitor outside recess, and coordinate scheduled activities.
10. Regularly participate in any staff training/continued education or staff meetings.
11. Assists with special projects.
12. All other duties as assigned by the administrator.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

1. CPR Certification or willing to become certified
2. First Aid Certification or willing to become certified

3. Must be at least 16 years of age and have completed 10th grade or above.

KNOWLEDGE/SKILLS/ABILITIES: Great interpersonal skills and exceptional time management; Computer literate; excellent written and oral communication ability; strong knowledge of rules, regulations, policies, and laws applicable to education and special education; expertise in Oklahoma State Department of Education regulations related to curriculum and instruction. Ability to follow all district policies and procedures. Demonstrating strong communication skills, orally and in writing, with faculty, staff, team members, and administrators. Ability to work without supervision, and work as a team player. Ability to document records accurately. Ability to manage confidential information in a manner that respects students, families, and employees. Ability to listen effectively. Ability to maintain emotional control under stressful situations and when working with students exhibiting non-compliant behaviors.

LANGUAGE SKILLS: Ability to read, analyze, and interpret English language.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, sit, and walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily inside working conditions; some exposure to environmental conditions when observing a student outside on the playground. The noise level in the work environment is usually moderate. Must have your own transportation to visit all sites.

DHS REQUIREMENTS/PROTOCOLS

(taken from the DHS Licensing Requirements for Child Care Centers Handbook)

340:110-3-284. General qualifications, responsibilities, and professional development

(a) **General.** Personnel are required to meet the general requirements in this Section and those specific to his or her assigned position(s), per Oklahoma Administrative Code (OAC) 340:110-3-284.1 through 340:110-3-284.4, with or without reasonable accommodations.

(b) **Qualifications.** Personnel meet the general qualification requirements in (1) through (3) of this subsection.

(1) **Skills.** Personnel possess the skills to perform his or her position responsibilities.

(2) **Background investigations.** Personnel meet the background investigation requirements, per OAC 340:110-3-282.

(3) **Oklahoma Professional Development Ladder.** Prior to or within 12 months of employment, teaching personnel obtain and maintain a current Oklahoma Professional Development Ladder (OPDL) certificate, per OAC 340 Appendix FF – Oklahoma Professional Development Ladder.

(c) **Responsibilities.** Personnel meet the general responsibility requirements in (1) through (3) of this subsection.

(1) **Complying with requirements.** Personnel comply with the requirements.

(2) **Caring for and educating children.** Personnel:

(A) individualize the care and learning opportunities meeting each child's needs based on the child's age and abilities, including reviewing the information provided by parents while respecting confidentiality;

(B) recognize and act to correct hazards to physical safety, both indoors and outdoors;

(C) demonstrate prudent and responsible behavior reasonably ensuring children's health and safety;

(D) demonstrate realistic expectations for behavior based on the children's age, abilities, and needs; and

(E) work with children without physical, psychological, or emotional punishment, mistreatment, or abuse.

(3) **Reporting child abuse and neglect.** Personnel report suspected child abuse and neglect and human trafficking, per OAC 340:110-3-280(b).

(d) **Professional development.** Personnel meet the general professional development requirements in (1) through (8) of this subsection.

(1) **Professional development verification.** Verification of professional development is maintained, per OAC 340:110-3-281.3(b).

(2) **Professional development plan.** For the director and teaching personnel the program:

- (A) within six months of employment, develops an individualized education plan;
- (B) updates the plan annually; and
- (C) maintains documentation, per OAC 340:110-3-281.3(b).

(3) **Orientation.** Within one week of employment and prior to having sole responsibility for a group of children, personnel obtain orientation, as documented, per OAC 340:110-3-281.3(b), including, at least a review of:

- (A) Licensing requirements;
- (B) prevention and control of infectious disease;
- (C) immunizations;
- (D) injury prevention; Child Care Programs 33 Effective 6-1-2022
- (E) handling common childhood emergencies, including choking;
- (F) medication administration consistent with standards for parental consent;
- (G) prevention of and response to emergencies due to food and allergic reactions;
- (H) prevention and control of infectious disease and mandatory reporting;
- (I) child abuse and neglect definition, identification, and mandatory reporting;
- (J) appropriate use of discipline and prevention of child maltreatment;
- (K) car seat and transportation precautions and safety;
- (L) building and physical premise safety including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic;
- (M) handling and storage of hazardous materials and appropriate bio-contaminant disposal;
- (N) diaper changing;
- (O) prevention of shaken baby syndrome and abusive head trauma;
- (P) reducing the risks of sudden infant death syndrome (SIDS);
- (Q) use of infant safe sleep practices;
- (R) child development; and
- (S) program specific information, including, at least:
 - (i) policies and procedures;
 - (ii) emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event addressing continuity of planning and all situations, per OAC 340:110-3-279;
 - (iii) confidentiality of information regarding children and families;
 - (iv) personnel's assigned duties and responsibilities, such as classroom schedules and lesson plans; and
 - (v) methods used to inform personnel of children's special health, nutritional, and developmental needs.

(4) **Safe sleep.** Prior to caring for infants, personnel obtain formal professional development in safe sleep practices.

(5) **Entry Level Child Care Training (ELCCT) or equivalent.** Prior to, or within 90-calendar days of employment, teaching personnel hired after August 1, 2003, complete an approved entry-level training listed on the Oklahoma Professional Development Registry (OPDR) website, such as ELCCT. However, this training is not required when previously received, unless the individual has not been employed at a licensed program within the last five years.

(6) **CPR and first aid.** Cardio-pulmonary resuscitation (CPR) and first aid certifications are age-appropriate for the children's ages accepted into care and are from approved sources listed on the OPDR website. In addition to CPR and first aid certification requirements for individuals in (A) through (B) of this subsection, other position specific CPR and first aid certification requirements are also met, per OAC 340:110-3-284.1 through 340:110-3-284.4.

(A) At all times, at least one personnel with current CPR and first aid certification is present with children:

(i) on-site, including in each building where children are present;

(ii) off-site; and

(iii) in each vehicle during transportation. However, a volunteer with certification from any source meets this requirement, provided the volunteer Child Care Programs 34 Effective 6-1-2022 does not fill another position, excluding driver, per OAC 340:110-3-284.1 through 340:110-3-284.4.

(B) At least the director and master teachers obtain CPR and first aid certifications as required, per OAC 340:110-3-284.1(b) and 340:110-3-284.2(b).

(7) **Infection control.** Personnel obtain infection control training at least every 12 months.

(8) **Continuing professional development.** Ongoing professional development is required.

(A) The director obtains at least the required number of professional development clock-hours to maintain a current Oklahoma Director's Credential, per OAC 340 Appendix EE - Oklahoma Director's Credential. However, informal professional development clock-hours are limited.

(B) Teaching personnel obtain at least the required number of professional development clock-hours to maintain a current OPDL certificate, per OAC 340 Appendix FF - Oklahoma Professional Development Ladder. However, informal professional development clock-hours are limited.

(C) Formal professional development is:

(i) a course or training event of two or more clock-hours from an OPDR approved training organization; and

- (ii) OPDR approved college credit hours.
- (D) Informal professional development is:
 - (i) a course or training event of less than two clock-hours from an OPDR approved training organization;
 - (ii) any number of clock-hours from an OPDR non-approved training organization; and
 - (iii) any training from electronic media, such as videos or DVDs.
- (E) Reading and television programs do not count toward required clock-hours.

(9) **Child passenger safety.** When the program provides transportation for children required to be in a car seat or booster seat, per Child Passenger Restraint System, Section 11-1112 of Title 47 of the Oklahoma Statutes (47 O.S. § 11-1112), the program has at least one personnel who obtained child passenger safety training from an approved source listed on the OPDR website, unless the vehicles used are exempt, per OAC 340:110-3-305 (g). When the trained personnel's employment ends, the program has three months to meet this requirement.

340:110-3-284.1. Director and personnel in charge

(a) **General.** In addition to the position specific requirements in this Section, personnel meet the general requirements per Oklahoma Administrative Code (OAC) 340:110-3-284.

(b) **Director.** The program employs an individual who meets these position specific requirements.

(1) **Position specific qualifications.** The director:

- (A) is at least 21 years of age;
- (B) has satisfactory work experience;
- (C) has a current bronze or higher level certificate per OAC 340 Appendix EE - Oklahoma Director's Credential;
- (D) is not a director or master teacher at another program that operates concurrently at any given time; and
- (E) has a good understanding of the requirements and program policies.

(2) **Position specific responsibilities.** The director is:

- (A) accountable for the day-to-day operation of the program;
- (B) responsible for:
 - (i) maintaining a program that meets or exceeds the requirements;
 - (ii) improving the quality of care;
 - (iii) implementing program development and evaluation;
 - (iv) ensuring personnel and volunteers comply with the requirements;
 - (v) supervising the conduct of personnel, volunteers, and other individuals providing services in the program;

- (vi) appointing and informing the personnel in charge when the director is not present at the facility;
 - (vii) registering the program as a direct care organization and maintaining information on the Oklahoma Professional Development Registry (OPDR); and
 - (viii) overseeing parent communication and family engagement;
- (C) present at the facility during the hours of operation at least 50 percent of the operating hours or 30 hours per week, whichever is less; and
- (D) free from direct care responsibilities, when four or more teaching personnel are required to meet ratios, at least three hours per day during the hours of operation to provide program oversight and personnel supervision.
- (3) **Position specific professional development.** The director, upon assuming the position:
- (A) completes a DHS requirements compliance review form within one month;
 - (B) obtains and maintains cardio-pulmonary resuscitation (CPR) and first aid certifications prior to, or within three months, that meet requirements per OAC 340:110-3-284(d); and
 - (C) is exempt from the Entry Level Child Care Training (ELCCT) or equivalent requirement.
- (c) **Personnel in charge.** The director appoints an individual who meets the position specific requirements listed in (1) through (3) of this subsection.
- (1) **Position specific qualifications.** The personnel in charge:
 - (A) are at least 21 years of age; and
 - (B) have a good understanding of the requirements and program policies.
 - (2) **Position specific responsibilities.** The personnel in charge takes responsibility for program operation when the director is not present at the facility. Child Care Programs 36 Effective 6-1-2022
 - (3) **Position specific professional development.** The personnel in charge meets specific professional development for his or her regularly assigned position.

340:110-3-284.2. Teaching personnel

- (a) **General.** In addition to the position specific requirements in this Section, personnel meet the general requirements, per Oklahoma Administrative Code (OAC) 340:110-3-284.
- (b) **Master teachers.** The program employs or utilizes at least the minimum number of required individuals or volunteers meeting the position specific requirements in (1) through (6) of this subsection.
 - (1) **Required master teachers.** At least one master teacher is required for every 60 children of the licensed capacity. Only the required number of master teachers are required to meet all of the master teacher

requirements. However, all master teachers meet cardio-pulmonary (CPR) and first aid certification requirements in (6) of this subsection.

(2) **Position specific qualifications.** Master teachers:

(A) are at least 18 years of age;

(B) have at least a high school diploma, General Education Development (GED), or Licensing approved equivalent; and

(C) have a current Oklahoma Professional Development Ladder (OPDL) certificate, per OAC 340 Appendix FF - Oklahoma Professional Development Ladder of Level 4 or higher.

(3) **Probationary master teachers.** Directors may request a one-year probationary period for personnel replacing master teachers not meeting educational criteria, per (2)(C) of this subsection.

(A) Probationary master teachers:

(i) complete the Oklahoma Human Services (OKDHS) form for the master teacher educational professional development plan, per OAC 340:110-3-281.3(b); and

(ii) are listed on the Oklahoma Professional Development Registry (OPDR). No specific level is required; however, OPDL timeframes and certificates are met, per OAC 340:110-3-284(b).

(B) Licensing may extend the probationary period for a second year, providing the probationary master teacher is actively pursuing educational qualifications as identified on the OKDHS form.

(C) Master teacher educational qualifications are met for the initial permit, license issuance, and increases in licensed capacity.

(4) **Director as master teacher.** The director may count as a master teacher when meeting the master teacher qualifications, per (b) of this Section. Directors counting as master teachers are eligible for probationary periods, per (3) of this subsection.

(5) **Position specific responsibilities.** Master teachers:

(A) support other teaching personnel in meeting teacher and assistant teacher responsibilities;

(B) are responsible for:

(i) direct care of children;

(ii) planning and implementing the lesson plans;

(iii) classroom arrangement;

(iv) planning and implementing parent communication and family engagement; and

(v) providing input on program development and evaluation; and

(C) are present at the facility during the hours of operation at least 50 percent of operating hours or 30 hours per week, whichever is less.

(6) **Position specific professional development.** Master teachers obtain and maintain CPR and first aid certification requirements, per OAC

340:110-3-284(d). Master teachers obtain the certification within three months.

(c) **Teachers.** The program employs individuals or utilizes volunteers meeting the position specific requirements in (1) through (3) of this subsection.

(1) **Position specific qualifications.** Teachers:

(A) are at least 18 years of age; and

(B) have at least:

(i) a high school diploma, GED, or Licensing approved equivalent; or

(ii) completed 10th grade and are in the process of obtaining a GED for a period not to exceed 12 months from employment.

(2) **Position specific responsibilities.** Teachers:

(A) have the primary responsibility for direct care of children; and

(B) participate in:

(i) lesson plan development and implementation;

(ii) classroom arrangement;

(iii) parent communication and family engagement; and

(iv) program development and evaluation.

(3) **Position specific professional development.** Teachers obtain and maintain CPR and first aid certification requirements, per OAC 340:110-3-284(d). Teachers obtain the certification within three months.

(d) **Assistant teachers.** The program may employ individuals or utilize volunteers meeting the position specific requirements in (1) through (4) of this subsection.

(1) **Position specific qualifications.** Assistant teachers:

(A) are at least 16 years of age; and

(B) meet one of the criteria in (i) through (iii). Assistant teachers:

(i) are currently enrolled in high school or an equivalent;

(ii) have at least a high school diploma, GED, or Licensing approved equivalent; or

(iii) have completed 10th grade and are in the process of obtaining a GED for a period not to exceed 36 months from employment.

(2) **Position specific responsibilities.** Assistant teachers:

(A) are responsible for direct care of children; and

(B) carry out assigned tasks that may include participation in:

(i) lesson plan development and implementation;

(ii) classroom arrangement;

(iii) parent communication and family engagement; and

(iv) program development and evaluation.

(3) **Position specific professional development.** Assistant teachers obtain and maintain CPR and first aid certification requirements, per OAC 340:110-3-284(d). Assistant teachers obtain the certification within three months.

(4) **Position specific limitations.** Assistant teachers:

- (A) are overseen by an on-site director, master teacher, or teacher:
 - (i) overseeing two or fewer assistant teachers at one time; and
 - (ii) providing intervention, when needed; and Child Care Programs 39 Effective 6-1-2022
 - (B) not having sole responsibility for a group of children:
 - (i) for more than three hours per day; and
 - (ii) during higher risk activities, per OAC 340:110-3-290.
- (e) **Substitutes for teaching personnel.** The program may employ individuals or utilize volunteers or other personnel meeting the position specific requirements in (1) through (3) of this subsection.
- (1) **Position specific qualifications.** Substitutes meet the teacher qualifications, per (c) of this Section. However, the OPDL certificate is not required until indicated in (3) of this subsection.
 - (2) **Position specific responsibilities.** Substitutes meet the responsibility requirements for the position(s) they are filling.
 - (3) **Position specific professional development.** Substitutes meet the general professional development requirements, per OAC 340:110-3-284(d). However, the timeframe for meeting professional development requirements begins when the substitute has worked for the program a total of 80 hours. However:
 - (A) orientation is required, prior to being left alone with children; and
 - (B) CPR and first aid certification requirements are met per specific position requirements.

340:110-3-284.3. Support personnel

- (a) **General.** In addition to the position specific requirements in this Section, personnel meet the general requirements per Oklahoma Administrative Code (OAC) 340:110-3-284.
- (b) **All support personnel.** The program may employ individuals or use volunteers or other personnel who meet these position specific requirements.
 - (1) **Position specific responsibilities.** Support personnel provide support service to the program.
 - (2) **Position specific limitations.** Personnel performing support services do not count in ratios unless an exception applies per OAC 340:110-3-286(a).
 - (3) **Position specific additional requirement.** When support personnel fill another position in OAC 340:110-3-284.1 or 340:110-3-284.2, the individual also meets the requirements for the position(s) they are filling.
- (c) **Food service personnel.** The program may employ individuals or use volunteers or other personnel who meet these position specific requirements.
 - (1) **Position specific responsibilities.** Food service personnel:
 - (A) prepare and serve food; and
 - (B) meet the food service requirements per OAC 340:110-3-299.

(2) Position specific professional development. Prior to or within three months of assuming primary responsibilities for food preparation, food service personnel obtain food service training from an approved source listed on the Oklahoma Professional Development Registry (OPDR) website. However, this is not required when only limited food service is provided per OAC 340:110-3-299(a).

(d) **Drivers.** The program may employ individuals or use volunteers or other personnel who meet these position specific requirements.

(1) **Position specific qualifications.** Drivers:

(A) are at least 21 years of age;

(B) have a valid driver or commercial driver license (CDL) in their state of residence, appropriate for the type of vehicle driven. Documentation is maintained per OAC 340:110-3-281.3(b) and (c);

(C) who are contracted personnel or volunteers, may not be required to obtain criminal history reviews per OAC 340:110-3-282(a); and

(D) are prohibited when required per OAC 340:110-3-283(b).

(2) **Position specific responsibilities.** Drivers:

(A) transport children; and

(B) meet the transportation requirements per OAC 340:110-3-305.

(3) **Position specific professional development.** Drivers, excluding volunteers who transport on an irregular basis and do not fill another position per OAC 340:110-3-284.1 through 340:110-3-284.4, obtain within three months of transporting children:

(A) child passenger safety training per OAC 340:110-3-284(d), from the program's trained personnel or an approved source listed on the OPDR website or a trained personnel is in the vehicle with the contracted driver, unless the vehicle used is exempt per OAC 340:110-3-305(g). In addition, personnel who assist with child passenger restraints obtain this training from the options indicated within three months of assisting; and

(B) vehicle safety training:

(i) for the safe operation of the type of vehicle driven, when driving a vehicle designed to transport 10 or more passengers; and Child Care Programs 41 Effective 6-1-2022

(ii) from any training source, excluding owner manuals.

340:110-3-284.4. Other personnel and non-personnel

(a) **General.** In addition to position specific requirements in this Section, personnel meet the general requirements per Oklahoma Administrative Code (OAC) 340:110-3-284.

(b) **Contracted personnel.** When the program contracts for a service and the individual or agency personnel fills a position per OAC 340:110-3-284.1 through 340:110-3-284.3, the requirements for the position(s) are met.

(c) **Contracted non-personnel.** When the program contracts for a service, such as special activities or facility repair, and the individual or agency personnel does

not fill a position per OAC 340:110-3-284.1 through 340:110-3-284.3, the personnel requirements are not required.

(1) **Position specific qualifications.** Contracted non-personnel who have unsupervised access to children meet the background investigation requirements per OAC 340:110-3-282.

(2) **Position specific limitations.** Contracted non-personnel are not responsible for supervision per OAC 340:110-3-287(i).

(d) **Specialized service professionals.** The program may employ individuals, contract non-personnel, use volunteers, and allow children to have access to specialized service professionals, who meet these requirements.

(1) **Position specific qualifications.** Specialized service professionals meet the background investigation requirements per OAC 340:110-3-282.

(2) **Position specific additional requirement.** Parent permission is required. Documentation is maintained per OAC 340:110-3-281.4(b).

(e) **Volunteers.** The program may use volunteers who meet these requirements. However, volunteers who fill another position per OAC 340:110-3-284.1 through 340:110-3-284.3 meet all personnel requirements and the requirements for the position(s) they are filling, unless the requirements specifically state otherwise.

(1) **Position specific qualifications.** Volunteers who have unsupervised access to children meet the background investigation requirements per OAC 340:110-3-282.

(2) **Position specific responsibilities.** Volunteers comply with the requirements.

(3) **Position specific professional development.** Volunteers within one week of providing services, are familiar with program policies and procedures that pertain to the services they are providing.

(4) **Position specific limitations.** Volunteers are supervised by the director or designated personnel.

340:110-3-288. Discipline and behavior guidance

(a) **General.** Discipline and behavior guidance is developmentally appropriate, responsive to the circumstances, constructive, and provides learning opportunities. Personnel do not seek or accept parental permission not complying with requirements, per Oklahoma Administrative Code (OAC) 340:110-3-293(a).

(b) **Appropriate discipline.**

(1) **Assessment.** Personnel evaluate the environment, atmosphere, and activities before considering specific child interventions.

(2) **Interaction.** Personnel interact with an attitude of understanding and firmness.

(3) **Fairness and consistency.** Personnel use fair and consistent rules.

(4) **Perspective.** Personnel maintain perspective and recognize every behavior not requiring teaching personnel's attention or intervention.

(5) **Expressing acceptance and disapproval.** Personnel speak so children understand their feelings are acceptable, but the action or behavior may be unacceptable.

(6) **Self-control.** Personnel encourage children to develop self-control.

(7) **Relevant.** Personnel choose discipline relevant to the behavior.

(8) **Redirect.** Personnel provide alternatives when the behavior is unacceptable.

(9) **Consequences.** Personnel use safe, natural, and logical consequences helping children take responsibility for his or her actions.

(10) **Individualize.** Personnel recognize every discipline method is not effective with every child or circumstance.

(11) **Time-out or time-away.** Personnel may consider this option when other discipline methods are ineffective.

(A) Personnel use this method only with children 2 years of age and older when:

(i) necessary for the child to regain self-control;

(ii) the child has the ability to learn from it; and

(iii) appropriate supervision is maintained.

(B) The child may sit quietly or participate in an individual activity.

(C) Time-out is limited to one minute or less for each year of age. However, when self-control is regained in less time, the child may rejoin an ongoing activity.

(c) **Inappropriate discipline.** Personnel are prohibited from using or threatening to use inappropriate discipline.

(1) Physical. Inappropriate physical discipline examples include:

(A) actions that could cause pain, such as shaking, hitting, striking with an object, spanking, swatting, thumping, pinching, popping, shoving, spitting, hair pulling, yanking, and slamming;

(B) biting a child;

(C) putting anything in or on a child's mouth;

(D) exposure to extreme temperatures;

(E) excessive or forced exercise; and

(F) restraining or tying to restrict a child's movement by any means other than holding. Holding is used only as long as necessary for the child to regain self-control.

(2) Psychological and emotional. Inappropriate psychological and emotional discipline examples, include:

(A) humiliating, rejecting, or neglecting a child;

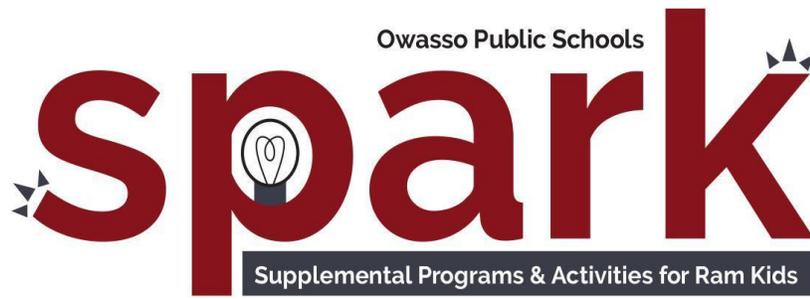
(B) making derogatory or sarcastic remarks about a child's family, race, gender, religion, or cultural background;

- (C) yelling at a child out of anger or using harsh or profane language;
- (D) punishing or threatening a child in association with:
 - (i) education, such as writing repetitive sentences and homework; and
 - (ii) physical needs, such as:
 - (I) withdrawing, denying, or forcing food, rest, or toileting; and
 - (II) withdrawing or denying outdoor play or a weather alternate activity;
- (E) isolating a child without supervision;
- (F) placing a child in a dark area;
- (G) allowing a child to discipline other children; and
- (H) punishing an entire group due to the actions of one or a few children.

(d) **Inappropriate food reward.** Food is not used to obtain or reward desired behaviors.

(1) Food reward exception. When a child has a non-typical behavioral issue or learning style and other methods to modify the child's behavior do not work, food if necessary, may be used initially to obtain or reward a desired behavior.

(2) Food reward exception plan. A behavior modification plan, with timeframes, is developed by relevant professionals, when applicable, director, and parents to eliminate food as a reward and take steps to transition to another method for obtaining or rewarding desired behaviors. Documentation is maintained, per OAC 340:110-3-281.4(b).



Before & After Care Parent Handbook

Updated - February 2023



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INTRODUCTION

SPARK offers a developmentally appropriate before and after school program for students enrolled in grades Pre-K through eighth grade. This program is geared to meet the needs and characteristics of each child. Along with providing a safe and secure environment at all nine of Owasso's elementary school sites and the Sixth Grade Center, SPARK's carefully planned activities will "spark" students to dream, think, create, explore, and play.

Our goal is to partner with parents to provide the highest quality supplemental programming for our students.

MISSION STATEMENT

To provide a safe, secure, enriching childcare environment to meet the needs of our school families.

Although SPARK is affiliated with Owasso Public Schools, this program is licensed through DHS and some policies and procedures may differ from those of Owasso Public Schools.

PHILOSOPHY

SPARK's planned curriculum reflects the developmental interests of children in grades Pre-K through eighth. Key elements of the program include:

- Peer-to-Peer Character Development
 - Peer relations increase in importance as children grow. Therefore, SPARK provides numerous opportunities to spend time with friends, build relationships in peer groups, and participate in group activities. A positive approach to discipline is utilized; encouraging self-control and independence in resolving conflicts. By utilizing mixed age groups, leadership and cooperation are fostered.
- Physical Development
 - Individual and team sports are a significant part of the SPARK program. Cooperation is emphasized over competition. Both gross and fine motor activities are also included in the curriculum.
- Intellectual Development

- “Hands-on” learning centers are a part of SPARK’s planned activities that encourage children to think, reason, question and experiment as they construct knowledge. Creativity in art, drama, and writing is encouraged. Opportunities are also available for students to read or complete homework.
- Warm, Caring Staff
 - SPARK’s trained staff have been employed to serve as role models for children. The staff provides appropriate, challenging activities which are focused on the academic, character, and physical development of each child.

PROGRAMS

ELEMENTARY SITES

The Before School Program begins at 7:00 a.m. each school day and is an informal time of child-directed center-based play. Students who choose to eat breakfast will be escorted to the cafeteria to purchase through the Child Nutrition Program - breakfast generally begins by 8:40 a.m., though sites may vary. Students are released from SPARK at 8:45 a.m. to join their school's student body and follow their morning procedures.

The After School Program begins immediately after the school dismissal bell and concludes each day at 6:00 p.m. A variety of stimulating projects and activities centered on weekly themes are provided at this time. A snack is also included.

SIXTH GRADE CENTER

The After School Program begins immediately after the school dismissal bell and the arrival of program buses from the 7th and 8th grade centers. This program concludes each day at 6:00 p.m. Opportunities for homework completion/aid will be available in addition to recreational activities. A snack will also be provided.

OPERATIONAL POLICIES

COMMUNICATION

The majority of information is communicated via email. It is important to make sure the SPARK main office has the most accurate email address on file, and to read the emails as soon as possible. Lesson plans and announcements will also be posted at each site on bulletin boards. Open and regular communication with the SPARK Program Site Leader is highly encouraged.

LICENSING

All site programs are licensed through the Department of Human Services (DHS). A licensing compliance file is available for viewing at any time, which is kept in a binder at each site location.

DAYS CLOSED

SPARK is only open when school is in session. Please see the [current school calendar](#) for days when school is closed.

SCHOOL CLOSING DUE TO WEATHER

When Owasso Public Schools are closed or in distance learning due to inclement weather, SPARK will be closed. Check local weather stations and the school district website for up-to-date information. Because the monthly payments are based on a yearly cost, payment plans will not change due to weather closings.

PERSONAL BELONGINGS

Students will store personal belongings (books, sweaters, backpacks, etc.) in a laundry basket provided at each site.

* NOTE: Electronic games and/or mobile devices are not permitted at SPARK. Additionally, SPARK is not responsible for lost, stolen or broken items.

BUILDING ACCESS

Each site will have a designated drop off and pick up procedure and location. Please be informed of this procedure and follow it accordingly.

Parents/Guardians are only granted access to the SPARK program areas during drop off/pickup. *Do not access any classrooms, hallways, or other spaces that are not designated as SPARK program areas. Trespassing in non-SPARK areas may lead to dismissal from the program.*

SPECIAL NEEDS

If your child receives services from the Owasso Public Schools Special Services Department and attends a specific class to further their education, a meeting is required with the SPARK Director to ensure there is a clear understanding of the child's needs, before the student may attend care. (The only exception is for those who receive speech services only.) Parents may be required to visit the program to ensure their child will thrive in our setting.

HEALTH AND SAFETY

SPARK makes every effort to promote good health and to prevent the spread of infectious diseases.

Staff will administer medication under the following conditions:

- All medication must be provided by a parent. Any medicine must be given to the SPARK Site Leader, along with a completed and signed authorization form.
- All prescription medicine must be prescribed for the child by a physician. It must be in the original container with the child's name on it. (Note: DHS only allows SPARK staff to administer the prescription on the medicine bottle. If the prescription changes, a new bottle must be provided.)
- All medications will be kept in a safe place and out of reach. The responsibility of giving medication shall be assigned to one person on duty. If a student has medication that needs to be delivered to the school nurse, please communicate with the SPARK Program Site Leader.
- Parents must provide documentation in writing for sunscreen or insect repellent to be applied to the student. It is preferred that the student apply the items, if age appropriate.

SPARK will not provide care to ill children. If a child has had diarrhea, vomiting, fever of 100.4°F or higher, undiagnosed rash, inflamed and matted eyes, or any sign of a contagious disease in the past 24 hours, the child is to be kept at home and is not to return to the program until completely recovered.

A child who becomes ill while at SPARK will be immediately isolated from the other children, and the parent will be notified to pick up the child within one hour. If off site, the parent will be given an exact location to pick up their student. Ill students will be provided an area to rest until a parent can arrive.

Parents will be notified of any injury that occurs at the SPARK program and will be called when there is any significant injury. In the case of an injury requiring immediate professional treatment, the staff will call 911. The paramedics will decide on the appropriate action. If the child needs emergency medical treatment, it will be at the nearest available medical facility. *The parent/ guardian will be responsible for ALL medical charges.*

Parents will be notified by a sign posted at the school site for any communicable disease or infestation, if Owasso Public Schools has not notified all parents. For any other illnesses or infestations, SPARK will follow district guidelines.

Poison Exposure- Poison control will be called, and a parent will be immediately notified.

EMERGENCY PLAN

Once a month, SPARK will conduct tornado, fire and intruder-on-campus drills to show children how to respond in the case of an emergency.

Staff will use their staff handbook and district emergency plans as needed for each situation.

ENROLLMENT

Enrollment in the SPARK program is complete when the parent/guardian has:

- Completed the online registration and electronically signed the online Financial/Policy Contract
- Paid the non-refundable registration fee
- Read and agreed to all policies stated in the parent handbook
- Received an email for confirmation of enrollment from the business office

WAIT LIST: If no openings are available at your student's school site, a waiting list will be maintained. If/when a student withdraws from SPARK, we will contact the first person on the waiting list by phone and email. Each person is given 24 hours to reply with confirmation that care is still needed. If we do not receive a response, we continue

through the list according to the time/date stamp from each enrollment. We will keep this waiting list through March 1st.

PROGRAM TUITION

TUITION

- Tuition is based on the amount of days scheduled during the academic calendar, and then divided into ten equal monthly payments paid August-May.
 - *The monthly tuition rates will not change, regardless of how many days students attend each month. Credits/Refunds will not be offered for unexpected school closures, or student suspensions due to inappropriate behavior.*
- Tuition is due on or before the 1st of every month.
- Fees are subject to change. Notice will be given to parents in the event of an increase. Tuition charges will be automatically posted on the 25th of each month, prior to the tuition due date.
- Tuition must be paid in full on or before the 1st of each month. If not received, a \$25 late fee per student will be posted on the 3rd day of the month to all accounts with any unpaid balance. Tuition (plus applicable fees) must be paid in full by 5:00 p.m. on or before the 7th of each month. *If not received, a dismissal notice will be sent on the 8th of the month and your student will be withdrawn from SPARK on that date.*
- In the case of divorce or joint custody agreements where parents are court ordered to split the cost of child care expenses, the primary parent is responsible for the entire tuition and any applicable fees. It is up to the primary parent to collect the court-ordered portion that is due. SPARK will not bill two separate parties for any student. *In the case of 50/50 agreements, the parent who enrolls and signs the Financial/Policy Contract will be the responsible party with access to the online parent portal.*
- Please note that school site staff are not allowed to accept tuition payments.
- A copy of the Financial/Policy Contract electronically signed during enrollment is available upon request.

PAYMENT METHODS

- Online Parent Portal via VISA/Mastercard/Discover or checking account
- Auto-Pay (Authorized through online enrollment or online parent portal) is required for SPARK customers.

FINANCIAL HARDSHIPS

SPARK openly understands that financial hardships cannot be predicted. Established families may apply for a temporary scholarship at any time. "Established," means any family who has a student currently enrolled, and has completed payment for the registration fee and at least one month of tuition in full. Applications for temporary scholarships during the school year will be available by contacting the SPARK office. Applications will be reviewed as needed by a committee of 2-3 persons of the SPARK Leadership Team.

PROGRAM FEES

TUITION SCHEDULE

- Before School Only - \$190.00 per month/per child
- After School Only - \$260.00 per month/per child
- Before & After School - \$345.00 per month/per child

LATE PAYMENT FEES

- A \$25.00 late payment fee per student is assessed automatically on the 3rd day of each month through the online billing system, for all accounts with any unpaid balance.
- Tuition (plus applicable fees) must be paid in full by 5:00 p.m. on or before the 7th of the month. If not received, a dismissal notice will be sent on the 8th of the month, and your child(ren) will be withdrawn from the SPARK program.

RETURN PAYMENT FEES

- All returned forms of payment will be assessed a \$25.00 return fee.
- The amount of the returned form of payment, plus the \$25.00 fee, must be paid within two business days after notification from the business office. Failure to do so may result in the child(ren) being dismissed from SPARK.
- Multiple returned forms of payment may result in your child(ren) being dismissed from SPARK.

FINDER'S FEES

- The SPARK program site manager must be notified of any after care absence. A \$5.00 finder's fee will be assessed per incident in the event that there has been no notification. Assessment of a fourth finder's fee within an academic year may result in the child(ren) being dismissed from SPARK.
- If a child does not arrive to the SPARK program after school, parents will be called immediately, unless the school site office has notification of student dismissal prior to SPARK program time

LATE PICKUP FEES

- Children must be picked up by 6:00 p.m. A late fee of \$10.00 will be charged for any child picked up after 6:00 pm. Beginning at 6:05, an additional \$1.00 per minute per child will be assessed. Late pick up charges will be added to the tuition fee and will follow the payment deadlines as outlined in the tuition details. A fourth late charge notice in an academic year may result in the child(ren) being dismissed from SPARK.

WITHDRAWAL AND PROGRAM CHANGES

A written/emailed withdrawal notice must be received in the SPARK office a minimum of two weeks before a child leaves the program or makes any changes to their before and after care status. Tuition fees will continue to be invoiced until the written notice is received at the SPARK office. School site staff will not accept any withdrawal notices.

ADDITIONAL PROGRAM PROCEDURES

- A parent or authorized person must sign the child in each morning and sign the child out each night. Please see the SPARK Site Leader for the location of the sign in/out sheet.
- The parent who enrolled and is the primary account holder is required to provide SPARK with any and all court documents pertaining to the student, such as custody agreements, divorce decrees, etc. **SPARK is a separate entity from the school office.**
- The SPARK Site Leader must be notified of any absence. If a child does not arrive to the SPARK program after school, parents will be called immediately, unless the school site office has notification of the student's dismissal prior to the SPARK program time.
- All authorized persons to pick up must be at least 16 years of age, and must present a current photo ID at the time of pick up. A parent will be allowed to pick up his/her child, unless legal documents are on file with the SPARK office that orders otherwise.
- Parents/guardians must notify the site staff by calling the SPARK Site Leader if they wish to allow any persons to pick up their student that is not listed on their current record.
- Parents/guardians are only granted access to the SPARK designated areas during drop off/pickup. Do not access any classrooms, hallways or other spaces that are not designated SPARK program areas. Trespassing in non-SPARK areas may lead to dismissal from the program.
- SPARK must have a signed parent consent form granting permission for a child to participate in extracurricular activities during SPARK hours. These activities include dance, sports, arts and other club-related activities.
- Children **MUST** be picked up by 6:00 p.m. Late fees will be assessed beginning at 6:01 p.m.
- In case of unexpected circumstances (inclement weather, illness, business, etc.) the parent must have an alternative pick-up plan. SPARK employees may not transport children.
- If a child has not been picked up by 6:30 p.m. by an authorized adult, every effort will be made to contact persons designated as emergency contacts. If this is unsuccessful, the Owasso Police Department may be called to handle the matter.

- Any caregiver who has reason to believe that a child has been abused is required by law to promptly contact the Oklahoma Department of Human Services.

Note: Any toys from home, electronic games, devices, iPods, iPads, and/or cell phones, including Smart Watches will not be permitted in the SPARK Program. If a student is found with any of these items, a SPARK employee will secure them and return them to the parent upon pickup. SPARK is not responsible for lost, stolen or broken items.

BEHAVIOR MANAGEMENT GOALS

- A positive approach to guidance and discipline that fosters self-control and independence while maintaining a positive self-image will be utilized. Conscious Discipline is utilized for staff training. Because of the growing independence of school-age children, guidance in helping children resolve conflicts and solve problems is encouraged. The following methods will be used to accomplish this:
 - Rules will be appropriate for the children's age and stage of development.
 - Staff will act as positive role models.
 - Both the group as a whole and the needs of the child as an individual will be taken into consideration.
 - Rules will be consistently implemented.
 - Rationale for rules will be explained and related to the child's well-being, and to the rights and safety of others.
 - Staff will maintain an ongoing evaluation of themselves and the program as well as the children served.

The use of corporal punishment is never permitted. A child will not be subject to verbal abuse, humiliation or threats. If behavior problems occur, the SPARK Site Leader will:

1. Discuss the concern with the child and model correct behavior.
2. Discuss the unacceptable behavior with the parent.
3. Write an incident report for parents to sign that addresses the child's inappropriate behavior. The parent's signature may be requested as acknowledgement of the receipt of the report.
4. Suspended from services if the inappropriate behavior continues. Schedule a parent/teacher conference with the SPARK Director or SPARK Site Leader to establish a mutually agreed upon Behavior Intervention Plan.

5. Dismiss child from the program if behavior continues after the child returns from the suspension. Parents will be required to make other child care arrangements for the school year.

CAUSE FOR DISMISSAL

SPARK will not continue services for a child:

- When the child's behavior endangers him/herself or others.
- When intentional destruction of property occurs.
- When behavior is consistently disruptive to the entire program affecting all students.
- When the child leaves the site/program without permission.
- When a child is physically violent to staff (including but not limited to: hitting, kicking, scratching, or spitting).
- For non-payment, late payments/late pick up fees, or continuous late pick-up.
- If a parent or guardian physically or verbally abuses/threatens another child, parent, or SPARK employee.
- If a parent continually fails to follow policies and procedures of the program.
- In any dismissal event, tuition and possible refunds will be evaluated at that time.

***The program reserves the right to dismiss any child if the staff determines that the program cannot meet the needs of the child. In extreme cases, the parent may be requested to pick the child up during program time.*

***If a student is dismissed from SPARK for any reason, the student cannot be re-enrolled for one year from the date of dismissal.*

SITE CONTACT NUMBERS

Ator Elementary

Bailey Elementary

Barnes Elementary

Hodson Elementary

Mills Elementary

Morrow Elementary

Northeast Elementary

Smith Elementary

Stone Canyon Elementary

Owasso 6th Grade Center

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (THE "AGREEMENT") IS MADE AND ENTERED INTO AS
OF MAY 1, 2023.

BY AND BETWEEN CLIENT: OWASSO PUBLIC SCHOOL DISTRICT

AND

CONTRACTOR: CONNECTED KIDS, INC.

THE PURPOSE OF HIRING THE CONTRACTOR

The Client has engaged the contractor for the purpose of creating a trauma-responsive early childhood program for Owasso Public Schools that supports the needs of young learners across the nine elementary sites. The client is of the opinion that the contractor has the necessary qualifications, experiences, and abilities to provide services to the Client.

SERVICES PROVIDED AND START DATE

The client agrees to engage the contractor to provide the following services:

- May 2023 - Program Set-Up & Student Observation/Consultation
- July 2023 - Summer Institute: Focus for K transitioning to 1st
- Aug-May 2023/2024 - Pre-K/K Full-Year Program

AGREED UPON EXPECTATIONS OF THE CLIENT (OWASSO SCHOOL DISTRICT)

The district agrees to:

1. Provide the following items at no cost for use:
 - Use of one classroom housed at an OPS elementary campus
 - Use of playground equipment
 - Use of motor room and materials
 - In-district transportation between school sites
 - Facility use for parent trainings
2. Fund the staffing of the program with 3 adults: 1 full-time teacher, 2 half-time teachers
3. Establish a referral/selection process that promotes the proper identification and equity of services to early childhood students across the district.
 - Parent Release of Information

- Parent Application
 - Teacher Assessment (Brain Map)
 - Student Behavior Analysis (Suspensions, etc.)
4. Manage the class size(s) from exceeding 12 students per class
 5. Provide Crisis Prevention Intervention (CPI) Training
 6. Provide CPR, as part of CPI requirement
 7. Provide all of required training for certified staff as outlined by the state or district
 8. Allow OPS employees the opportunity to participate in the Connected Kids Fellowship program at normal program rates.

AGREED UPON EXPECTATIONS OF THE CONTRACTOR (CONNECTED KIDS)

The contractor agrees to provide the following services:

1. All students served by Connected Kids and it's staff will be Owasso Public School students
2. Connected Kids will provide: 1 certified full-time teacher, 1 certified half-time teacher, 1 additional certified teacher or counselor
3. Clear and open communication between all parties
 - Site leaders and teachers
 - District leaders and supports
4. Attendance and participation in parent meetings
5. Free parent training opportunities/classes
6. Provision of Fellowship in Trauma Responsive Education by Connected Kids for site cohort team, with possible extension to other sites thereafter (See #8 above)
7. On-going access to and consultation with Dr. Barbara Sorrels for program support
 - Assessment for OPS students at no additional cost
8. Quarterly professional development opportunities for OPS teachers with Dr. Barbara Sorrels
9. Program teachers and support staff are Crisis Prevention Intervention (CPI) trained/certified
10. Teacher Certification: Elementary or Early Childhood Bachelors degree

COMPENSATION

- Contract Submission to Board of Education: April 2023
 - Start May 1, 2023
- Rate of Pay: \$50/hour for Full-Time Certified Teacher (Anna Kelter)
- Rate of Pay: \$50/hour for Half-Time Teacher or Counselor (x 2 employees)
- Contracted Time to be billed monthly
- *Insurance benefits not included*

PROGRAM PROGRESSION AND DETAILS

Timeline	Structure	Program Details	Staffing
May 2023	3- Full-days per week No Class Varied Site Observations	Students: Target Kinder Students Observe target students Establish program procedures Communication with Teachers Set up classroom Collaboration with District Behavior Specialist	Anna Kelter Consultation with Dr. Sorrels
July 17-28th 2023	5- Full days for 2 weeks 1 - Class*	Students: Kinder to 1st Grade Direct service with students Mon-Fri Parent Training Opportunities	Anna Kelter + Connected Kids Half-Time Teacher + Connected Kids Half-time Teacher or Counselor Consultation with Dr. Sorrels
August 2023 - May 2024 School Year	3- Full-days per week 1 - Class* 3 days AM - students 3 days PM- sites	Students: Pre-K and Kinder Direct service with students in the morning (half-day); Site visit, observation, and consultation in the afternoon; Collaboration with Child Study Teams or SpEd teams, and teacher training. Collaboration with District Behavior Specialist Parent Training Opportunities -3 quarterly	Anna Kelter + Connected Kids Half-Time Teacher + Connected Kids Half-Time Teacher or Counselor Consultation with Dr. Sorrels

ITEMS TO BE DETERMINED BY OWASSO PUBLIC SCHOOLS:

1. School Site and Room
2. Broad Transportation Plan - will vary by class enrollment
 - Encourage parent drop-off, if possible, to assist with limiting morning transitions for little ones.
3. Program Name

PROGRAM STAFFING EXPENSE BREAKDOWN

1. May 1-May 30, 2023
 - Anna at \$50/hr, 3 days, 7 hr/day, 3 weeks = **\$3,150**
2. July 1-July 30, 2023
 - Anna at \$50/hr, 5 days, 7 hr/day, 2 weeks = \$3,500
 - Half-Time Teacher at \$50/hr, 5 days, 7 hr/day, 2 weeks = \$3,500
 - Half-Time Teacher or Counselor at \$50/hr, 5 days, 7 hr/day, 2 weeks = \$3,500
 - Total = **\$10,500**
3. August 1, 2023- May 30, 2024 (School year)
 - Anna at \$50/hr, 3 days, 7 hr/day, 36 weeks = \$37,800
 - Half-Time Teacher at \$50/hr, 3 days, 3 hr/day, 36 weeks = \$16,200
 - Half-Time Teacher or Counselor at \$50/hr, 3 days, 3 hr/day, 36 weeks = \$16,200
 - Total = **\$70,200**
4. **Total program cost = \$83,850**

END DATE

This contract is to end June 1, 2024 at which time the contract may be renegotiated and revised as agreed upon by both parties.

We the undersigned agree to the terms and conditions outlined in this contract.

Dr. Barbara Sorrels

Dr. Barbara Sorrels
CEO Connected Kids

Chairman of the Board
Owasso Public Schools

**AGREEMENT BETWEEN THE
TULSA CITY-COUNTY HEALTH DEPARTMENT AND
OWASSO PUBLIC SCHOOLS
SCHOOL HEALTH PROGRAM**

This Agreement (“Agreement”) is entered into between the Tulsa City-County Health Department, a political subdivision of the State of Oklahoma, referred to herein as “TCCHD,” and Owasso Public Schools, a political subdivision of the State of Oklahoma, referred to herein as “School.”

1. **Agreement Purpose.** The purpose of the Agreement is to implement the “School Health Program,” referred to herein as “Program,” in an elementary and intermediate school for the comprehensive school health program. The Program is for Pre-Kindergarten through grade 6 elementary school students to improve overall health and academic achievement of Tulsa County school-aged children in collaboration with students, parents, schools, and the community by aligning learning and health through comprehensive nutrition and health education. TCCHD will also provide technical assistance and/or professional development trainings to other schools in the district to offer information on health promotion and wellness as it relates to the Whole School, Whole Community, Whole Child Model.
2. **Agreement Term.** The Agreement will be performed commencing on July 1, 2023 and ending June 30, 2024.
3. **Program Goals.**
 - a. Program goals include:
 - i. Help students recognize and implement healthy eating patterns in their lifestyles while training parents and school personnel to support the students;
 - ii. Help students engage in regular physical activity; and
 - iii. Improve school attendance and performance and reduce behavioral referrals to the office.
4. **Positions Funded, Assigned.** Subject to receipt of funding, TCCHD will fully fund and provide a School Health Manager, Health Education and Promotion Specialist, and/or additional support staff, who will be employees of TCCHD.
 - a) The aforementioned employees will work in all of the elementary schools in the district under the supervision of the schools’ principals and TCCHD and, will work with the schools to adopt an appropriate schedule.
 - b) Other health professionals, some employed by TCCHD or interns, anticipated to aid in implementation of the Program include dietitians, child development specialists, psychologists, OU nursing students and outreach staff.
 - c) The parties acknowledge that the Program, as implemented at each school, may look different due to varying allocations of resources and needs as identified by school principals and staff.
 - d) In addition to funding the Health Education and Promotion Specialist, TCCHD will also provide program curriculum, program incentives and any other necessary program components.
 - e) Expanded learning resources and programming are available if requested.
 - f) Staff can provide professional development trainings on various topics such as: Action Based Learning, Teambuilding, Physical Education, Nutrition, Whole School, Whole Community, Whole Child (WSCC) model and/or other health education

topics as requested.

5. **Supervision. Ultimate Control over Positions.** Program activities for which the Health Education and Promotion Specialist are responsible will be coordinated through each school's administration. Program components, including handouts, incentives and presentation materials will be subject to the review and approval of the school.
- a. The Program is based upon the Center for Disease Control's Whole School, Whole Community, Whole Child Model with ten areas of focus including health education, physical education and physical activity, nutrition environment and services, health services, social and emotional climate, counseling, psychological and social services, physical environment, employee wellness, family engagement and community involvement.
 - i. Program development for the nutrition and healthy eating component will be coordinated with the Child Nutrition department at the district.
 - ii. The Health Services component of the Program is designed to ensure access or referral to primary health care services.
 - iii. Provide community resources to address referrals to improve the mental, emotional, and social health of students and families.
 - iv. The Health Education component addresses the physical, mental, emotional and social dimensions of health (*i.e.* Life Skills, nutrition, oral health, and fitness information).
 - v. To address the Family Engagement/Community Involvement component, the Program follows an integrated school, parent and community approach for enhancing the health and well-being of students.
 - vi. School Health can participate in parent outreach events where the aforementioned components will be covered so the students can be supported and encouraged at home and throughout the school day, one which may be Literacy and Math nights at the schools throughout the year. The schedule is based on a first come, first served basis.
 - vii. As mentioned previously, various community members, members of the mandated Healthy & Fit Advisory Committee and members of the TCCHD will assist in various aspects of program planning and implementation. Community partners that are involved in school events are subject to approval by the School.
 - viii. Employee wellness will be offered with opportunities to participate in the program to improve their health as well
 - ix. The ancillary services of the Program include a variety of services that address the physical, emotional and social conditions that affect the well-being of the students and staff.
 - x. The School Health Program will be taking photographs and videos for use on its website, social media and presentations to give its audience a visual representation of the School Health Program. Parental consent includes permission to use photographs and video clips of students.
 - xi. If the School Health Program assists school in the development and implementation of an Action Based Learning Lab, School agrees to share unidentified student data with TCCHD.
 - b. The Health Education and Promotion Specialist will be indirectly supervised by the principals of the elementary schools participating in the extended Program, but subject to

the supervision by and reporting to, along with ultimate direction and control of TCCHD's School Health Manager, in the event of conflicting directions.

- i. TCCHD and School will collaboratively identify additional community resources to enhance the Program and will be represented jointly in publications.

6. **Responsibilities of School.**

- a. TCCHD is available to participate in meetings or programming that have a direct impact on program offerings.
- b. The School Health Program requires each school within the District wishing to partner to complete a School Health Readiness Assessment. School agrees to accomplish this between May 1 and August 18 of each year.
- c. School agrees to provide adequate workspace for the Program to work independently and as deemed appropriate and similar to other school personnel
- d. Schools will agree to provide aggregate data on test scores, absenteeism rates, behavioral referrals or any other appropriate data to be used for overall evaluation of the Program.

7. **Contact Persons.**

- a. Designated contact persons for TCCHD include:

Charley Daniel
School Health Manager, School Health Program
Tulsa City-County Health Department
5635 North Martin Luther King, Jr. Blvd.
Tulsa, OK 74126
Tele: 918/595-4084

- b. Designated contact persons for Owasso Public Schools will be the principal at each School.

8. **Evaluation of Program.** Evaluation of Program by TCCHD Health Data & Policy, as requested and as appropriate. School agrees to cooperate with TCCHD by making staff and information available as needed to attain a meaningful evaluation of Program. Evaluation of the Program will be conducted in cooperation with the District. Cross sharing of the data will be accomplished through reporting and publications of the findings. Schools will agree to share Fitness Gram, STAR, other related test scores, and/or data collected from the Action Based Learning (ABL) with TCCHD. Refer to 5a (xii) and 6e above.

9. **Amendments.** Any modifications or amendments to this Agreement shall be in writing, dated and executed by both parties.

10. **Non Discrimination.** The parties agree to the extent applicable to comply with Executive Order 11246 entitled "Equal Employment Opportunity," as amended by Executive Order 11375, Executive Order 11141, and as supplemented in Department of Labor Regulations (CFR Part 60) certifies that all services are provided without discrimination on the basis of race, color, national origin, creed, sexual orientation, political affiliation, age, sex, ability to pay or handicap. In addition, the parties certify compliance with the provisions of Titles VI and VII of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act 1973, the Age Discrimination Act of 1975, the Hatch Act, the Pro Children Act of 1994, Drug Free Workplace Act of 1988, the

American with Disabilities Act of 1990, Title IX or the Education Amendments of 1972, 31 U.S.C. Section 1352, Public Law 105-78, and the Single Audit Act of 1984; as applicable.

11. **Relation of the Parties.** It is the express intention of the parties hereto that this Agreement shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association that would render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability. The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The parties shall be responsible for acts and omissions to act of their respective officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act.
12. **Confidentiality of Protected Health Information (“PHI”).** Both parties agree to abide by the applicable provisions of the Health Insurance Portability and Accountability Act of 1990 (“HIPAA”) requirements to:
- not use or further disclose PHI except as permitted in this Agreement or as required by law, and in such cases, disclose only the minimum necessary;
 - protect and safeguard from any oral and written disclosure all confidential information, regardless of the types of media on which it is stored;
 - use appropriate safeguards to prevent use or disclosure of PHI, unless required by law;
 - make PHI needed for evaluations and treatments available to Provider; and
 - except as otherwise limited in this Agreement, allow Provider to use or disclose PHI to perform the functions, activities and services for or on behalf of the District as specified in this Agreement, provided that such use or disclosure would not violate HIPAA provisions.

OWASSO PUBLIC SCHOOLS

By: _____
Superintendent

Date: _____

OWASSO BOARD OF EDUCATION

By: _____
Board Clerk

Date: _____

TULSA CITY-COUNTY HEALTH DEPARTMENT

By: _____
Marcus Anderson, Associate Director Maternal and Child Health
Tulsa City-County Health Department

Approved as to Form:

By: _____
Chanteau Orr, Legal Counsel

Customer Name: OWASSO SCHOOL
DISTRICT 11
Customer Number: 1213345682

Lenovo (United States) Inc.



Quantity Restricted

Bid Request No. BRPNS003841547 V4
Created On: 16-Mar-2023
Last Updated: 20-Mar-2023
Quote Valid To: 16-May-2023
Lenovo Master Contract No. MC00059693
Customer Contract No. Lenovo Standard
Terms & Conditions

Sales Representative: Rosa Duclos
Phone Number: +1 (919) 4341392
Email: rduclos@lenovo.com
Lenovo Pricing Contract:
Lenovo Contract Code: LENSTDTC

Thank you for requesting a quote from Lenovo. Your complete quote information is included below. Please feel free to reach me by phone or email if you need further assistance.

PRODUCT AND SERVICE DETAILS

Part Number	Description	F/B	Qty	Unit Price	End Date	Total
30GKCTO1WW	Workstation TS P358_Tower_P565_ES_R	F	225	1,199.99	19-Mar-2024	269,997.75
11CECTO1WW	Desktop TC M90a_Intel Q470_ES_AIO_R	F	350	807.00	19-Mar-2024	282,450.00
61FEMAR6US	ThinkVision T22i-20 21.5-inch FHD Monitor	F	225	149.00	31-Mar-2023	33,525.00
90RS002JUS	Lenovo Legion T5 26IOB6, Intel® Core™ i7-11700F (2.50 GHz,), Windows 11 Pro 64, 16.0GB, 1x1TB SSD M.2 2280 PCIe Gen4 Performance TLC, Black, NVIDIA® GeForce RTX™ 3070 LHR, BT 5.1 or above,Wi-Fi 6 2x2 AX, 3Y Legion Sup	F	12	1,510.15	19-Mar-2024	18,121.80
66C2GCC1US	Lenovo G27-20 27" FHD Gaming Monitor	F	12	240.79	30-Jan-2024	2,889.48
GY40T26478	Lenovo Legion K500 RGB Mechanical Gaming Keyboard (US English)	F	12	64.27	30-Jan-2024	771.24
GY50T26467	Lenovo Legion M500 RGB Gaming Mouse - WW	F	12	41.99	30-Jan-2024	503.88
					Grand Total	USD 608,259.15

CONFIGURATION DETAILS

Part Number	SKU (MTM_VK)	Component	Description	Qty
30GKCTO1WW			Workstation TS P358_Tower_P565_ES_R	225
	5WS1F14343	SERVICE	WARRANTY CO2 Offset 4 ton	1
	30GK_VK00060537	Country/Region	USA	1
	30GK_VK00009604	Preload Type	Custom Image	1
	30GK_VK00109933	Preload OS	Windows 11 Home 64	1
	30GK_SBB0P69735	Preload Language	CI_W11 H64-ENG	1
	30GK_SBB1H39480	Platform	Tower 500W 92% Adapter	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	30GK_SBB0T21071	Motherboard	AMD AM4 Pro 565	1
	30GK_SBB1H63182	Processor	AMD Ryzen™ 7 PRO 5845 Processor (3.40 GHz up to 4.60 GHz)	1
	30GK_VK00107890	Memory Selection	16 GB DDR4-3200MHz (UDIMM)	1
	30GK_VK00078549	Storage Selection	No Storage Selection	1
	30GK_VK00060651	Second Storage Selection	No Storage	1
	30GK_VK00085736	Storage Boot Drive	No	1
	30GK_SBB1H32069	Onboard M.2 SSD	512 GB SSD M.2 2280 PCIe TLC Opal	1
	30GK_VK00089073	Onboard M.2 SSD Boot Drive	Yes	1
	30GK_VK00085705	Flex Bay	No Flex Bay	1
	30GK_VK00109100	Hard Drive Bracket	No Hard Drive Bracket	1
	30GK_VK00074570	Second Hard Drive Bracket	No Second Hard Drive Bracket	1
	30GK_VK00060564	Optical Drive	No Optical Drive	1
	30GK_SBB1H32242	Graphics	NVIDIA® GeForce RTX™ 3060 12GB GDDR6	1
	30GK_VK00085708	Graphic Dongle DP	No Graphic Dongle DP	1
	30GK_VK00085709	Graphic Dongle mDP	No Graphic Dongle mDP	1
	30GK_VK00016897	Ethernet	Integrated Ethernet	1
	30GK_VK00060648	Media Card Reader	No Media Card Reader	1
	30GK_SBB0T18157	Chassis E-Lock	Lock-Style Solenoid Tower	1
	30GK_VK00077378	Cable Lock	No Cable Lock	1
	30GK_VK00062378	Keyboard	USB, Traditional, Black - English (US)	1
	30GK_SBB0L52928	Mouse	USB Calliope Mouse Black	1
	30GK_VK00070959	Optional USB Port	No Optional USB Port	1
	30GK_VK00077672	Second Rear Com Port	No Second Rear Com Port	1
	30GK_VK00070960	Parallel Cable	No Parallel Cable	1
	30GK_VK00060652	Wireless LAN	No Wireless LAN	1
	30GK_VK00084143	Expansion Card	No Expansion Card	1
	30GK_VK00085738	USB Card	No USB Card	1
	30GK_VK00074542	Chassis Intrusion Switch	No Chassis Intrusion Switch	1
	30GK_SBB0G92320	Line Cord	LineCord - USA	1
	30GK_VK00104762	EPEAT Gold Certificate	EPEAT Gold Certificate	1
	30GK_VK00074569	Recovery USB	No Recovery USB	1
	30GK_VK00108170	CO2 Neutral Label	CO2 Neutral Label	1
	30GK_SBB1A18688	Publication	Publication - Polish/Portuguese/English	1
	30GK_VK00060649	Microsoft Office	No Microsoft Office	1
	30GK_NPR0005	Adobe	No Adobe	1
	30GK_VK00074635	Adobe Acrobat	No Adobe Acrobat	1
	30GK_VK00074571	Security Software	No Security Software	1
	30GK_VK00137719	Cloud Security Software	No Cloud Security Software	1
	30GK_VK00120638	Microsoft Managed Desktop	No Microsoft Managed Desktop	1
	30GK_VK00086647	ITC Custom Image Type	STANDARD_IMAGE_ITC	1
	30GK_VK00086568	BIOS Customization	CUSTOM_BIOS_SETTINGS	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	30GK_VK00139848	Bulk Package	No Bulk Package	1
	30GK_VK00139859	Second Security Software	No Second Security Software	1
	30GK_SBB0Q18449	Front Fan	Front System Fan	1
	30GK_SBB0Q18448	Rear Fan	Rear System Fan	1
	30GK_SBB1H39475	Thermal	THERMAL_KIT_88W	1
	30GK_SBB0P36109	Package	PKG TW WW	1
	30GK_SBB1C22313	OS DPK	W11 Home Advanced DPK WW	1
	30GK_VK00085741	Warranty	3 Year On-site	1
	30GK_VK00086595	Microsoft Autopilot	NONE	1
	30GK_VK00086594	Hard Drive Encryption	NONE	1
	30GK_VK00086588	Custom Asset Tag	NONE	1
	30GK_VK00086596	Premier Asset Tag	None	1
	30GK_VK00086597	vPro Factory Pre-provisioning	NONE	1
	30GK_VK00086590	Future Services 1	NONE	1
	30GK_VK00086591	Future Services 2	NONE	1
	30GK_VK00086592	Future Services 3	NONE	1
	30GK_VK00086593	Future Services 4	NONE	1
	30GK_VK00070953	ITC Drop in Box	None	1
	30GK_VK00070957	Image Management	None	1
	30GK_VK00070952	Cloud Recovery	None	1
	30GK_VK00139849	AQUILAOTHERS10	NONE	1
	30GK_VK00139850	AQUILAOTHERS11	NONE	1
	30GK_VK00139851	AQUILAOTHERS12	NONE	1
	30GK_VK00139852	AQUILAOTHERS13	NONE	1
	30GK_VK00139853	AQUILAOTHERS14	NONE	1
	30GK_VK00139854	AQUILAOTHERS15	NONE	1
	30GK_VK00139855	AQUILAOTHERS16	NONE	1
	30GK_VK00139856	AQUILAOTHERS17	NONE	1
	30GK_VK00139857	AQUILAOTHERS18	NONE	1
	30GK_VK00139858	AQUILAOTHERS19	NONE	1
	30GK_VK00139860	AQUILAOTHERS20	NONE	1
	30GK_VK00139861	AQUILAOTHERS3	NONE	1
	30GK_VK00139862	AQUILAOTHERS4	NONE	1
	30GK_VK00139863	AQUILAOTHERS5	NONE	1
	30GK_VK00139864	AQUILAOTHERS6	NONE	1
	30GK_VK00139865	AQUILAOTHERS7	NONE	1
	30GK_VK00139866	AQUILAOTHERS8	NONE	1
	30GK_VK00139867	AQUILAOTHERS9	NONE	1
11CECTO1WW			Desktop TC M90a_Intel Q470_ES_AIO_R	350
	11CE_VK00060537	Country/Region	USA	1
	11CE_VK00009603	Preload Type	Standard Image (Preload)	1
	11CE_VK00110677	Preload OS	Windows 10 Professional 64 preinstalled through downgrade rights in Windows 11 Pro 64	1
	11CE_SBB0P67939	Preload Language	Windows 10 Pro 64 preinstalled through downgrade rights in Windows 11 Pro 64 English	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
	11CE_SBB0T16919	Platform	23.8" All In One Non-touch	1
	11CE_SBB0T19258	Processor	10th Generation Intel® Core™ i5-10500 vPro® Processor (3.10 GHz up to 4.50 GHz)	1
	11CE_VK00061814	DIMM Memory	16 GB DDR4-2666MHz (SODIMM)	1
	11CE_VK00078549	Storage Selection	No Storage Selection	1
	11CE_VK00060651	Second Storage Selection	No Storage	1
	11CE_SBB0T15742	Third Storage Selection	256 GB SSD M.2 2280 PCIe TLC Opal	1
	11CE_VK00060650	Optane Memory	No Optane Memory	1
	11CE_SBB0Q19780	Optical Drive	Slim DVD Rambo 9.0mm W10	1
	11CE_VK00060540	Graphics	Integrated Graphics	1
	11CE_VK00069770	Graphic Dongle	No Graphic Dongle	1
	11CE_VK00016897	Ethernet	Integrated Ethernet	1
	11CE_SBB0J03567	Camera & Mic	1080P with Dual Microphone	1
	11CE_VK00060648	Media Card Reader	No Media Card Reader	1
	11CE_SBB0T18113	AIOStand	UltraFlex IV stand	1
	11CE_VK00062378	Keyboard	USB, Traditional, Black - English (US)	1
	11CE_SBB0L52928	Mouse	USB Calliope Mouse Black	1
	11CE_SBB0T16573	Power Adapter	150W Adapter	1
	11CE_VK00083923	Default USB Port	3 Side USB Ports, 4 Rear USB Ports	1
	11CE_VK00077671	Rear Com Port	No Rear Com Port	1
	11CE_SBB0T15769	Wireless LAN	Intel® Wi-Fi 6 AX201 2x2 AX vPro® & Bluetooth® 5.1 or above	1
	11CE_VK00074542	Chassis Intrusion Switch	No Chassis Intrusion Switch	1
	11CE_VK00075178	TUV Low Noise Certificate	No TUV Low Noise Certificate	1
	11CE_VK00083810	Driver Disc	No Driver Disc	1
	11CE_VK00083811	Driver Disc2	No Driver Disc2	1
	11CE_VK00074569	Recovery USB	No Recovery USB	1
	11CE_SBB0P36220	Publication	Publication-English	1
	11CE_VK00060649	Microsoft Office	No Microsoft Office	1
	11CE_NPR0005	Adobe	No Adobe	1
	11CE_VK00074635	Adobe Acrobat	No Adobe Acrobat	1
	11CE_VK00074571	Security Software	No Security Software	1
	11CE_VK00083388	Absolute BIOS Selection	BIOS Absolute Enabled	1
	11CE_VK00086568	BIOS Customization	CUSTOM_BIOS_SETTINGS	1
	11CE_VK00088587	Modern Standby	Modern Standby Enabled	1
	11CE_VK00088149	HDD3_Type	M.2 SSD 2280 Card	1
	11CE_SBB0G92328	ESLABEL	Energy Star	1
	11CE_VK00086677	CPU Type	CORE_I5_VPRO_10GEN	1
	11CE_VK00031830	KB TYPE	USB Traditional KB BK	1
	11CE_SBB0Q19274	Thermal	UMA Thermal Module	1
	11CE_SBB0T20683	Package	PKG AIO W/UltraFlex Stand WW	1
	11CE_SBB1C50533	OS DPK	W11 Pro DG DPK WW	1
	11CE_VK00071118	Warranty	3 Year On-site	1
	11CE_VK00086589	ITC Custom Image	None	1

Part Number	SKU (MTM_VK)	Component	Description	Qty
		Type		
	11CE_VK00086595	Microsoft Autopilot	NONE	1
	11CE_VK00086594	Hard Drive Encryption	NONE	1
	11CE_VK00086588	Custom Asset Tag	NONE	1
	11CE_VK00086597	vPro Factory Pre-provisioning	NONE	1
	11CE_VK00086590	Future Services 1	NONE	1
	11CE_VK00086591	Future Services 2	NONE	1
	11CE_VK00086592	Future Services 3	NONE	1
	11CE_VK00086593	Future Services 4	NONE	1
	11CE_VK00070953	ITC Drop in Box	None	1
	11CE_VK00070957	Image Management	None	1
	11CE_VK00070952	Cloud Recovery	None	1
	11CE_VK00083965	Education Sticker	NONE	1
	11CE_VK00083966	MACON_P9OTHERS10	NONE	1
	11CE_VK00083967	MACON_P9OTHERS11	NONE	1
	11CE_VK00083968	MACON_P9OTHERS12	NONE	1
	11CE_VK00083969	MACON_P9OTHERS13	NONE	1
	11CE_VK00083970	MACON_P9OTHERS14	NONE	1
	11CE_VK00083971	MACON_P9OTHERS15	NONE	1
	11CE_VK00083972	MACON_P9OTHERS16	NONE	1
	11CE_VK00083973	MACON_P9OTHERS17	NONE	1
	11CE_VK00083974	MACON_P9OTHERS18	NONE	1
	11CE_VK00083975	MACON_P9OTHERS19	NONE	1
	11CE_VK00083977	MACON_P9OTHERS20	NONE	1
	11CE_VK00083978	MACON_P9OTHERS3	NONE	1
	11CE_VK00083979	CO2 Neutral Label	None	1
	11CE_VK00083980	MACON_P9OTHERS5	NONE	1
	11CE_VK00083981	MACON_P9OTHERS6	NONE	1
	11CE_VK00083982	MACON_P9OTHERS7	NONE	1
	11CE_VK00083983	MACON_P9OTHERS8	NONE	1
	11CE_VK00083984	MACON_P9OTHERS9	NONE	1
	11CE_VK00018558	HDD1_Type	NONE	1
	11CE_VK00018889	HDD2_Type	None	1
	11CE_VK00016885	China Energy Category	None	1



Did you know that Lenovo can help wrap all of your hardware, software and services into a single cost-effective fixed monthly payment by using Lenovo Financial Services? Conserve capital, lower your cost of use and gain top performance with ongoing support. **Ask us how!**

TERMS AND CONDITIONS

Prices quoted are valid through 16-May-2023 but are subject to change due to events outside Lenovo's reasonable control which may necessitate a price increase. Pricing does not include taxes, fees, or other charges which may be imposed on the items purchased.

Unless a separate agreement exists between Lenovo and Customer, all purchases are subject to the Lenovo Terms and Conditions displayed at the following internet address: <https://download.lenovo.com/lenovo/content/pdf/tnc/tc2.pdf>

Thank you for choosing Lenovo!

Owasso Public Schools

Treasurers Report

as of March 31, 2023

	General Fund prior year 7/1/21 to 3/31/22	General Fund current year 7/1/22 to 3/31/23	Building Fund prior year 7/1/21 to 3/31/22	Building Fund current year 7/1/22 to 3/31/23	Child Nutrition prior year 7/1/21 to 3/31/22	Child Nutrition current year 7/1/22 to 3/31/23	Sinking Fund prior year 7/1/21 to 3/31/22	Sinking Fund current year 7/1/22 to 3/31/23
Beginning Fund Balance	7,692,263.84	9,222,088.02	1,677,855.34	3,328,034.56	1,144,882.53	2,286,586.70	16,202,175.01	4,894,011.47
Revenue								
local	20,341,428.62	23,442,531.19	2,880,978.92	3,319,463.04	202,071.76	1,373,083.06	15,063,799.71	18,009,713.39
intermediate	2,908,220.82	2,988,228.98	0.00	0.00				0.00
state	25,992,402.27	27,278,401.24	3.86	3.79	23,348.05	23,053.32	20.17	20.72
federal	3,632,297.40	3,690,783.74	2,308,071.16	568,576.00	3,370,364.25	1,916,406.84		
premium on bond sale							0.00	0.00
reimb/correcting entry	<u>9,012.50</u>	<u>48,628.17</u>	<u>0.00</u>	<u>424.23</u>	<u>106.96</u>	<u>578.21</u>	<u>0.00</u>	<u>0.00</u>
total revenue	52,883,361.61	57,448,573.32	5,189,053.94	3,888,467.06	3,595,891.02	3,313,121.43	15,063,819.88	18,009,734.11
Expenditures								
salary	28,692,804.60	30,799,027.28			961,697.09	1,166,406.54	0.00	0.00
benefits	9,216,845.18	9,845,567.84			235,335.51	343,444.10	0.00	0.00
contracted prof / tech svcs	606,373.92	864,398.93	17,468.45	19,663.50	11,842.50	12,484.00	0.00	0.00
property svcs	315,202.29	206,154.94	720,190.78	927,345.01	78,433.10	62,644.83	0.00	0.00
other purchased svcs	350,585.51	411,611.83	1,023,461.77	1,043,291.47	1,459,074.83	1,300,111.85	0.00	0.00
supplies	1,001,053.75	1,286,172.06	1,521,003.93	1,832,344.58	20,958.02	13,995.28	0.00	0.00
property	9,773.90	4,537.23	137,200.29	34,377.86		85,553.86	0.00	0.00
dues/fees/registration/tuition	353,768.00	336,060.30			1,431.25	1,150.00	0.00	0.00
bond principal & interest							7,935,475.00	161,475.00
other uses	<u>13,089.73</u>	<u>8,566.51</u>	<u>0.00</u>	<u>424.23</u>	<u>6,306.96</u>	<u>8,178.21</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	40,559,496.88	43,762,096.92	3,419,325.22	3,857,446.65	2,775,079.26	2,993,968.67	7,935,475.00	161,475.00
Balance as of March 31st, 2023	20,016,128.57	22,908,564.42	3,447,584.06	3,359,054.97	1,965,694.29	2,605,739.46	23,330,519.89	22,742,270.58
bank balance 3-31-23		23,068,794.04		3,554,271.61		2,611,164.80		22,742,270.58
outstanding checks		(160,229.62)		(195,216.64)		(5,425.34)		0.00
cash balance 3-31-23		22,908,564.42		3,359,054.97		2,605,739.46		22,742,270.58

**Owasso Public Schools
Treasurers Report**

Bond Funds Summary
as of 3-31-23

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date	lease 04 year to date
FY 23 Beginning Fund Balance	11,002,183.59	56,181.60	24,130,016.03	3,232,412.89	2,170,636.86
Revenue					
interest	125,974.94	252.16	156,347.90	23,344.81	0.00
correcting entry	599.99	0.00	0.00	0.00	0.00
bond proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	126,574.93	252.16	156,347.90	23,344.81	0.00
Expenditures	<u>(2,553,210.84)</u>	<u>(53,957.84)</u>	<u>(14,655,196.13)</u>	<u>(1,986,494.47)</u>	<u>(2,061,034.07)</u>
Balance as of 3-31-23	8,575,547.68	2,475.92	9,631,167.80	1,269,263.23	109,602.79

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance
000	non categorical	228,783.96	599.99	228,183.97	45,062.84	45,062.84	0.00	422,879.25	420,129.52	2,749.73
008	business svcs	48,483.04	48,483.04	0.00	0.00	0.00	0.00	17,816.29	17,816.29	0.00
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	23,377,525.00	13,975,525.00	9,402,000.00
111	copiers	58,000.00	0.00	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00
112	buses	920,000.00	790,953.00	129,047.00	0.00	0.00	0.00	0.00	0.00	0.00
113	technology	3,011,700.00	2,004,271.02	1,007,428.98	0.00	0.00	0.00	0.00	0.00	0.00
114	textbooks	2,341,253.00	1,440,219.96	901,033.04	0.00	0.00	0.00	0.00	0.00	0.00
116	uniforms/equipment	103,133.00	91,068.45	12,064.55	0.00	0.00	0.00	0.00	0.00	0.00
117	safety	226,000.00	29,479.00	196,521.00	10,681.55	8,895.00	1,786.55	0.00	0.00	0.00
119	plant operations	1,559,300.00	65,400.00	1,493,900.00	0.00	0.00	0.00	311,795.49	311,795.49	0.00
120	fine arts uniforms/equip	250,650.00	65,451.66	185,198.34	0.00	0.00	0.00	0.00	0.00	0.00
134	roofing district wide	750,000.00		750,000.00						
135	wellness center	1,000,000.00	404,639.61	595,360.39						
136	track/band project	300,000.00	285,000.00	15,000.00						
171	nurses equipment	38,985.00	27,933.90	11,051.10	0.00	0.00	0.00	0.00	0.00	0.00
172	library budgets	<u>169,112.00</u>	<u>134,813.37</u>	<u>34,298.63</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		11,005,400.00	5,388,313.00	5,617,087.00	55,744.39	53,957.84	1,786.55	24,130,016.03	14,725,266.30	9,404,749.73

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Fund 04 budget	Fund 04 encumbered	Fund 04 balance	Combined Budgets All Bond and Lease Funds		
								budget	encumbered	balance
000	non categorical	319,082.21	319,082.21	0.00	1,685,476.27	1,681,997.00	3,479.27	2,701,284.53	2,466,871.56	234,412.97
008	business svcs	79,270.67	79,270.67	0.00	45,380.04	45,380.00	0.04	190,950.04	190,950.00	0.04
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	23,377,525.00	13,975,525.00	9,402,000.00
111	copiers	111,072.55	59,000.00	52,072.55	0.00	0.00	0.00	169,072.55	59,000.00	110,072.55
112	buses	76,717.76	76,713.00	4.76	0.00	0.00	0.00	996,717.76	867,666.00	129,051.76
113	technology	282,948.47	282,948.43	0.04	132,628.21	132,238.40	389.81	3,427,276.68	2,419,457.85	1,007,818.83
114	textbooks	44,938.81	44,513.31	425.50	0.00	0.00	0.00	2,386,191.81	1,484,733.27	901,458.54
116	uniforms/equipment	1,104.95	1,104.95	0.00	0.00	0.00	0.00	104,237.95	92,173.40	12,064.55
117	safety	0.00	0.00	0.00	303,690.84	288,329.97	15,360.87	540,372.39	326,703.97	213,668.42
119	plant operations	2,180,569.11	2,001,227.53	179,341.58	3,461.50	3,461.50	0.00	4,055,126.10	2,381,884.52	1,673,241.58
120	fine arts uniforms/equip	78,857.02	23,038.73	55,818.29			0.00	329,507.02	88,490.39	241,016.63
134	roofing district wide							750,000.00	0.00	750,000.00
135	wellness center							1,000,000.00	404,639.61	595,360.39
136	track/band project							300,000.00	285,000.00	15,000.00
171	nurses equipment	0.00	0.00	0.00	0.00	0.00	0.00	38,985.00	27,933.90	11,051.10
172	library budgets	<u>49,691.32</u>	<u>49,691.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>218,803.32</u>	<u>184,504.69</u>	<u>34,298.63</u>
total		3,224,252.87	2,936,590.15	287,662.72	2,170,636.86	2,151,406.87	19,229.99	40,586,050.15	25,255,534.16	15,330,515.99

Ryan Walters
State Superintendent of Public Instruction
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599

CONTRACT FOR AUDIT OF PUBLIC SCHOOLS
2022-2023 SCHOOL YEAR

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2022-2023 fiscal year beginning July 1, 2022 and ending June 30, 2023.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2023.

ATTEST:

_____	_____	_____
Clerk		President
_____	_____	_____
District	County	County/District Number
Approved this _____	Day of _____	2023.

Kerry John Patten, CPA

AUDITING FIRM



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

- (1) copy for the school file
- (1) copy for the contracting auditing firm
- (1) copy to be submitted to the State Department of Education

EMAIL A SIGNED CONTRACT TO KATHERINE.BLACK@SDE.OK.GOV OR MAIL A

COPY TO: Katherine Black, Executive Director, Financial Accounting
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 420
Oklahoma City, Oklahoma 73105-4599

MUST BE FILED NO LATER THAN JUNE 30, 2023

Contracts dated prior to January 20, 2023, will **not** be accepted.
Contracts which do not contain **all** of the above provisions **will not** be accepted.

KERRY JOHN PATTEN, C.P.A.

2101 N. Willow Ave.
Broken Arrow, OK 74012
Phone Number (918) 250-8838
FAX Number (918) 250-9853



April 5, 2023

Dr. Margaret Coates, Superintendent
Owasso Public Schools
1501 N. Ash
Owasso, OK 74055

Dear Dr. Coates:

Thank you for your confidence in us and your trust in the advice and suggestions we have offered you over the years. We truly appreciate your business and will continue to provide you with quality personal service.

This letter will confirm our understanding of the arrangements for our audit of the financial statements of Owasso School District No. I-11 for the year ending June 30, 2023.

We have also been engaged to report on supplementary information that accompanies Owasso School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

- Schedule of expenditures of federal awards.

Audit Objectives

The objective of our audits is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis of accounting and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on-

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our single audit compliance opinions or add emphasis-of-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgement about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the report required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issues pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the major programs. The purpose of these procedures will be to express an opinion on compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Owasso School District in conformity with the regulatory basis of accounting and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluation and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance and applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us (1) with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personal, accounts, books, records, supporting documentation, and other information needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreement, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective

action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing managements view on our current findings, conclusions, and recommendations, as well as your plan corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agreed to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement, Administration and Other

We understand that your employees will prepare all cash or other confirmation we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package, along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Owasso School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Kerry John Patten, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner Oklahoma State Auditor's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kerry John Patten, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency, pass through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We will furnish you with copies of the completed audit report, as well as provide copies to applicable county, state and federal agencies. We will prepare your 2023-2024 Estimate of Needs and related publication documents. Upon request, we will provide one budget supplement (S.A. & I. Form No. 150) at no cost. We will also prepare an unlimited number of 307 Forms at no additional charge. We will prepare your "Temporary Appropriations" for the 2023-2024 fiscal year.

We have found from experience that audit services are only a fraction of the services required by a school district. We will be available at all times to consult with you on any fiscal or other matter in which you need assistance.

Our invoices for fees are rendered upon completion of the school district's Estimate of Needs and audit report, respectively. Our fee encompassing all the aforementioned services would be \$2,850.00 billed after preparation of the 2023-2024 Estimate of Needs, and \$17,640.00 billed after preparation of the 2022-2023 school district's audit report. There is also an additional \$100.00 filing fee required by the State Auditor and Inspector's Office for the purpose of processing your report.

Our fees are based on anticipated cooperation from school personnel and the assumption that unexpected circumstances will not be encountered during the audit. If extraordinary problems based on unexpected circumstances require significant additional time, it could increase the quoted fee. If this becomes necessary, we will discuss it with you and arrive at any such increase before we incur the additional cost. Also, as we have advised you, there are limitations of any financial statements regarding the detection of fraud. Extended procedures designed to detect fraud can be performed at your option, but they would be beyond the scope of this audit and would be performed as a separate engagement. The terms and conditions of that new engagement would be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to Owasso School District No. I-11 and hope these terms meet with your satisfaction. If so, please sign this letter in the space indicated and return it to our office. If you have any questions, do not hesitate to call.

We want to express our appreciation for again having the opportunity to work with you.

Sincerely,



Kerry John Patten, C.P.A.

Accepted by: _____

Date: _____



5637 N. Classen Blvd. ▪ Oklahoma City, OK 73118
(405) 842-9200 ▪ (405) 842-9213 Fax

Via Email: brad.yokley@owassops.org; phillip.storm@owassops.org

If no email, Via Fax: 918-272-8111

April 1, 2023

Owasso Public Schools
Attn: Brad Yokley / Phillip Storm

Re: Amendment to Gas Sales Agreement (Contract #20092)

Thank you for choosing Clearwater Enterprises, L.L.C. as your natural gas supplier. We would like to renew our services and offer you an Amendment to extend the term of your Agreement. In lieu of your contract automatically extending per the existing Exhibit A-1, we would like to offer an extension through June 30, 2024. This letter shall serve as the required forty-five (45) day notice that we will not extend the existing Exhibit A-1 past June 30, 2023.

Enclosed is one (1) unexecuted original of the above referenced Amendment which covers July 1, 2023 through June 30, 2024. Should you require duplicate originals to be sent via mail, please let me know and I will send originals to you.

Please return one partially executed original to the undersigned by April 30, 2023. Once fully executed, we will provide you with a copy for your files. If we do not receive a signed Amendment by June 30, 2023, we will operate under the provisions of the attached Amendment as of July 1, 2023.

We appreciate this opportunity to do business with you. If you have any questions, please contact me at (405) 842-9200 x201.

Sincerely,

Regina Fort

Regina Fort
Vice President of Retail Sales
rfort@cwegas.com

AMENDMENT

This Amendment is made and entered into as of July 1, 2023 by and between **Clearwater Enterprises, L.L.C.** ("Seller") and **Owasso Public Schools** ("Buyer").

WITNESSETH:

WHEREAS, Seller and Buyer made and entered into that certain Gas Sales Agreement dated July 1, 2020 (the "Agreement"), Contract #20092; and

WHEREAS, Seller and Buyer wish to amend the Agreement in the manner specified below;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements herein provided, the Parties hereby agree to amend the Agreement in the following respects only:

- Exhibit A-1 is hereby replaced in its entirety and the attached Exhibit A-2 is substituted therefore. All references in the Agreement to Exhibit A-1 shall be amended to reference Exhibit A-2.
- Schedule 2 is hereby replaced in its entirety and the attached Schedule 3 is substituted therefore. All references in the Agreement to Schedule 2 shall be amended to reference Schedule 3.

This Amendment is effective July 1, 2023. Except as expressly amended hereby, all terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.

As evidence of the Parties' agreement to the terms and conditions set forth above, this Amendment is hereby executed by an authorized representative of each Party on the dates shown below.

Seller
Clearwater Enterprises, L.L.C.

Buyer
Owasso Public Schools

By: _____
 Name: Maria Olivares
 Title: Vice President - Commodity
 Operations and Contracts
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____



EXHIBIT A-2
TRANSACTION CONFIRMATION

Clearwater Enterprises, L.L.C. ("Seller") and **Owasso Public Schools** ("Buyer") agree to the purchase and sale of natural gas pursuant to this Transaction Confirmation and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2020 between Buyer and Seller ("Agreement"):

Term: July 1, 2023 through June 30, 2024 and automatically renewed year to year thereafter unless either Party notifies the other Party in writing at least forty-five (45) days prior to the expiration of the stated term or the then current renewal period that this Transaction Confirmation shall not be renewed, subject to early termination under Sections 11 and 20 of the Agreement.

Facility: As listed on Schedule 3 attached hereto

Quantity: Full Facility Requirements, the monthly quantity of which is estimated on Schedule 3 attached hereto.

Nature of Quantity Obligation: Firm

Price: For all gas delivered by Seller the price Buyer shall pay Seller shall be calculated by adding \$0.06/MMBtu to Seller's cost. Buyer shall have the option to fix a price for a quantity of gas throughout the term of this Transaction Confirmation at a price which is mutually agreeable to the Parties hereto.

Delivery Point/Point(s) of Sale: Oklahoma Natural Gas Company distribution system receipt point for delivery to the Facility listed above.

Local Distribution Company: Oklahoma Natural Gas Company

EVIDENCE OF AGREEMENT: This Transaction Confirmation documents an oral agreement previously reached by representatives of the Parties. Therefore, although Clearwater Enterprises, L.L.C. would prefer that this Transaction Confirmation be signed and returned by facsimile transmission, or that written confirmation of this Transaction Confirmation be provided in some other manner, this Transaction Confirmation will be deemed accepted if Clearwater Enterprises, L.L.C. receives no objections within two (2) business days of Clearwater's execution date shown below.

Seller
Clearwater Enterprises, L.L.C.

Buyer
Owasso Public Schools

By: _____
Name: Maria Olivares
 Vice President - Commodity
Title: Operations and Contracts
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



SCHEDULE 3 to TRANSACTION CONFIRMATION

Facility Listing and Estimated Monthly Usage

Facility(ies)														
ONG Contract #	Current ONG Regional Receipt Location	Account Name	ONG Account #			Address								
Estimated Monthly Usage (MMBtus)														
4291	OGT-TULSA	OWASSO PS PLANT OPERATIONS	211022453			501 E 2nd Ave; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		364	317	149	52	5	0	1	0	1	37	144	251	1321
4292	OGT-TULSA	OWASSO PS HIGH SCHOOL	210014694			12901 E 86th St N; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		1778	1748	786	445	234	62	23	25	53	312	686	1451	7603
4293	OGT-TULSA	OWASSO PS 9TH GRADE CENTER	210094403			8800 N 129 E Ave; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		567	657	182	101	33	23	19	22	23	69	199	437	2332
4294	OGT-TULSA	OWASSO PUBLIC SCHOOLS	210023606			1500 N Ash; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		479	538	236	140	60	20	19	24	31	84	202	317	2150
4295	OGT-TULSA	OWASSO PS 8TH GRADE CENTER	211092645			13701 E 86th St N; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		664	681	264	117	26	8	1	2	6	59	265	448	2541
4296	OGT-TULSA	OWASSO PS STUDENT SERVICE CNTR	210023645			202 E Broadway; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		294	295	121	53	13	2	1	1	4	29	123	192	1128
4297	OGT-TULSA	OWASSO PS HODSON ELEMENTARY	211088850			14500 E 86 St N; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		335	349	132	61	24	14	13	19	22	44	134	219	1366
4298	OGT-TULSA	OWASSO PS BAILEY ELEMENTARY	210093951			10221 E 96 St N; Owasso, OK 74055								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		337	358	150	88	39	19	19	26	32	66	150	238	1522

SCHEDULE 3 to TRANSACTION CONFIRMATION Continue

Facility Listing and Estimated Monthly Usage

Facility(ies)														
ONG Contract #	Current ONG Regional Receipt Location	Account Name				ONG Account #			Address					
Estimated Monthly Usage (MMBtus)														
5481	OGT-TULSA	OWASSO PUBLIC SCHOOLS				210023606			7809 E 76th St N; Owasso, OK 74055					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		638	626	448	301	154	53	51	45	77	296	433	560	3682
5482	OGT-TULSA	OWASSO PS 6TH GRADE CENTER				211095511			8101 N 129th E Ave; Owasso, OK 74055					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		328	350	140	101	29	6	6	8	13	40	154	224	1399
6367	OGT-TULSA	OWASSO PS ATOR ELEMENTARY				210023608			1500 N Ash; Owasso, OK 74055					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		309	307	137	74	32	10	10	11	17	54	136	207	1304
8566	OGT-TULSA	OWASSO PS 2518599				212795865			7305 N 177th East Ave; Owasso, OK 74055					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		340	370	137	73	25	6	6	12	15	48	138	222	1392
8567	OGT-TULSA	OWASSO PS 1711742				211013705			8200 N 124th East Ave; Owasso, OK 74055					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		302	321	120	57	14	1	2	2	2	30	133	211	1195
8569	OGT-TULSA	OWASSO PS 1017743				210009900			12301 E 91st St N; Owasso, OK 74055					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		317	329	121	57	19	5	2	3	4	34	113	180	1184

Estimated Monthly Usage is for informational purposes and based on historical consumption as represented by Buyer's Local Distribution Company or upon information supplied by Buyer.



This Agreement is entered into as of the last date of the signatures below (the “Effective Date”) by and between **Independent School District No. 11 of Tulsa County, Oklahoma, a/k/a Owasso Public Schools** (“Customer”) and **Shamrock Holdings, LLC DBA HSD Metrics** (“HSD”), a Kentucky limited liability company. Customer desires to hire HSD to perform the third-party survey management services set out below; and HSD desires to perform such services in accordance with the terms and conditions set out below. In consideration of the mutual promises and covenants set forth below, the parties hereto agree as follows, intending to be legally bound:

- 1. SERVICES.** HSD will provide survey management services (“Services”) for Customer as more fully detailed on the attached Exhibit A. Customer shall be solely responsible for responding to information and data that is generated from the Services. HSD grants Customer the non-exclusive, non-transferable right to use HSD Software solely for its internal business purposes in relation to the Services provided by HSD under this Agreement. HSD retains all Intellectual Property Rights in HSD Software. All Intellectual Property Rights in and to all modifications, derivatives and improvements made by HSD and/or Customer or any of its employees or agents related to HSD Software and the Services shall and do hereby vest exclusively in HSD. “Intellectual Property Rights” means all rights relating to intellectual property, including, without limitation, copyrights, trade secrets, trademarks, patents, design rights, goodwill, look and feel, moral rights and any other intangible right relating to intellectual property. Customer may not modify or use HSD Software to provide, whether internally or externally, services similar to the Services provided by HSD under this Agreement, and Customer otherwise shall refrain from engaging in the business of conducting third party survey managements for other third parties in competition with HSD. Customer further agrees not to use the survey design and process, as set forth in Exhibit A, with any other external vendor or to reproduce, retransmit, share, or disseminate the survey questions or HSD Software in any other format or to any group or individual not employed by Customer without the prior written consent of HSD.
- 2. PAYMENT.** For the Services, Customer will pay HSD in accordance with the pricing information set forth in Exhibit A (see below). Customer shall pay invoices within 30 days of receipt. If any payments are not paid within 60 days of the due date, HSD reserves the right to assess interest against any outstanding amount at a rate of one percent (1%) per month or portion thereof. HSD may increase the payment rates set forth in Exhibit A by up to 3% one time each calendar year that this Agreement is in effect by providing Customer with 90 days notice of such payment increase.
- 3. TERM AND TERMINATION.** Customer's fiscal year is July 1 through June 30, and the annual term of this Agreement is July 1 through June 30. Subject to annual ratification by Customer's Board of Education, this Agreement shall continue until terminated by either party in accordance with the terms of this Agreement. Either party may terminate this Agreement at any time upon 60 days prior written notice to the other party.
- 4. STATUS OF THE PARTIES.** Customer and HSD are independently contracting parties. Nothing in this Agreement shall constitute, be construed, or create an employment or agency relationship, a partnership, or a joint venture among the parties, nor does this Agreement create an equity or ownership interest by any party in any party.

5. CONFIDENTIALITY. During the term of this Agreement, Customer and HSD each may furnish to the other information of a confidential or proprietary nature and shall be considered mutually confidential ("Confidential Information"). Confidential Information may include, without limitation, information and materials relating to the disclosing party's (a) financial and business affairs, (b) know-how, processes, trade secrets, procedures, or methods of operation, (c) proposed or existing projects, programs, and products, (d) sales and marketing materials and methodologies, and (e) employees, customers, vendors, and suppliers. The receiving party will take all necessary steps to ensure that the disclosing party's Confidential Information, including but not limited to this Agreement and any related statement of work, is not disclosed to or used by any person, firm or entity except the receiving party's own employees and agents who have a need to know the Confidential Information in connection with the performance of the receiving party's obligations under this Agreement. The foregoing obligation of confidentiality shall extend for a period of five (5) years from the date of termination of this Agreement.

Notwithstanding the foregoing, Confidential Information does not include the following: (i) information which is now or hereafter becomes, through no act or failure of the receiving party, generally available to the public; (ii) information that was lawfully received by the receiving party without restriction as to use or disclosure before it was disclosed by the disclosing party; (iii) information which is independently developed by the receiving party independently of and without aid of the Confidential Information received from the disclosing party (and the receiving party can sufficiently document such independent development); (iv) information which lawfully becomes known to the receiving party through a third party which lawfully has the information and discloses such information to the receiving party without breaching confidentiality obligations to the disclosing party; and/or (v) information which is disclosed pursuant to court order or as otherwise required by law, after giving the disclosing party written notice of such required disclosure and after assisting the disclosing party in its reasonable efforts to prevent or limit such disclosure.

Any use or disclosure of the Confidential Information by the receiving party in violation of this Agreement may be harmful to the disclosing party. In the event of any such breach, the disclosing party shall be entitled to equitable relief, including injunctive relief and specific performance, as a remedy for any such breach (which shall not be the exclusive remedy for breach of this section).

6. ANONYMITY. In the event that HSD and Customer agree to provide an assurance or representation of anonymity to interviewees or otherwise represents to interviewee(s) as part of providing the Services that the interviewee(s) identity will not be revealed in the report of the findings to Customer, then Customer and HSD agree that HSD shall not be required to disclose the identity (or individually identifying information) of such interviewee(s).

7. NOTICE. All notices, requests, demands, and other documentation required or permitted to be given under this Agreement shall be provided in writing and will be deemed to have been fully given and received (i) when delivered in writing personally; (ii) when sent by confirmed electronic message or facsimile; (iii) five (5) days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (iv) one (1) day after deposit with a commercial overnight carrier, with written verification of such receipt, to the following addresses:

To: Owasso Public Schools
1501 N Ash St,
Owasso, OK 74055
Attn: Superintendent of Schools

To HSD: HSD Metrics
PO Box 950161
Louisville, KY 40295
Attn: President

8. INDEMNIFICATION. To the extent permissible under Oklahoma law, each party shall indemnify, defend and hold the other party, its affiliated entities, officers, directors, employees, and agents, harmless from and against any claims, charges, judgments, costs, liabilities, damages, losses, or expenses (including reasonable attorneys' fees and expenses of litigation) resulting from any third party claims, allegations, suits, actions, or demands (collectively "Claims") that arise out of or result from the indemnifying party's negligent or willful acts or omissions relating to this Agreement or the indemnifying party's failure to perform any obligation undertaken or covenant made in this Agreement. The indemnified party shall promptly notify and provide reasonable cooperation to the indemnifying party in the defense of any Claim for which indemnification is sought at the indemnifying party's expense. The indemnifying party shall have the right to control the defense of any Claims and to settle Claims; provided, however, that the indemnifying party shall make no admission of fault or wrongdoing or other statement reflecting negatively on the indemnified party, without the indemnified party's prior express written consent.

HSD will defend Customer against any claim by third parties that Customer's use of HSD Software as authorized hereunder infringes upon the copyrights or trade secret rights of a third party and indemnify and hold Customer harmless against any related damages, losses, expenses, costs, awards or settlement amounts, provided that: (i) Customer promptly notifies HSD in writing of such claim; (ii) HSD will have sole control of the defense of any action on such claim and of all negotiations for its settlement or compromise (provided that HSD may not agree to any settlement that involves an admission of liability on the part of Customer without Customer's prior written consent); and (iii) Customer cooperates with HSD in every reasonable way to facilitate the settlement or defense of such claim. The foregoing obligation of HSD does not apply with respect to HSD products or Services or portions or components thereof (a) constituting third party software, (b) made in whole or in part in accordance to Customer's written specifications, (c) which are modified by Customer, to the extent the alleged infringement related to such modification, (d) combined with other products, processes or materials not provided by HSD to the extent the alleged infringement relates to such combination, (e) where Customer continues allegedly infringing activity after being notified in writing thereof and/or after being provided with modifications that would have avoided the alleged infringement without significant loss of performance or functionality, or (f) where Customer's use of the HSD products and/or Services is incident to an infringement not resulting primarily from the HSD products and/or Services or is not strictly in accordance with this Agreement. THE FOREGOING IS HSD'S SOLE OBLIGATION AND THE CUSTOMER'S EXCLUSIVE REMEDY WITH RESPECT TO INDEMNIFICATION FOR INFRINGEMENT.

9. LIMITATION OF LIABILITY. Neither party, nor its affiliates, nor any of their respective directors, officers, employees or agents shall have liability of any type (including, but not limited to, contract, negligence, and tort liability) for any special, incidental, indirect or consequential damages, including, but not limited to the loss of opportunity, loss of use, or loss of revenue or profit, in connection with or arising out of this Agreement, even if such damages may have been foreseeable to such party. HSD's entire liability for damages arising out of or related to this Agreement, regardless of the form of action, whether in contract, equity, negligence, intended conduct, tort or otherwise, will be limited to and will not exceed, in the aggregate for all claims and causes of action of every kind and nature (collectively, "Claim"), the amount paid by Customer to HSD in the twelve (12) month period preceding such Claim. No Claim which arose out of an event or events which occurred more than one year prior to the filing of a suit alleging a Claim may be asserted by either party against the other party.

10. VALIDITY. The validity of any provision or provisions of this Agreement shall not affect any other provisions of this Agreement, which shall remain in full force and effect, nor shall the invalidity of a portion of any provision of this Agreement affect the balance of such provision.

11. ASSIGNMENT. Neither party shall assign this Agreement or any rights hereunder without the consent of the other party (not to be unreasonably withheld), and any attempted or purported assignment without such consent shall be void except that Customer may assign this Agreement without HSD's consent to any parent, affiliate or subsidiary of Customer.

12. GOVERNING LAW. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Oklahoma without regard to choice of law principles.

13. WAIVER. Any such extension or waiver shall be valid only if set forth in an instrument in writing signed by the party to be bound thereby. A waiver of any obligation or breach of this Agreement by any party shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or any other provision of this Agreement, and no single or partial exercise of any such power, right, privilege or remedy shall preclude any other or further exercise thereof or of any other power, right, privilege or remedy. The failure of a party to assert any of its rights hereunder shall not constitute a waiver of any of such rights.

14. USE OF CUSTOMER NAME. HSD shall obtain written approval from a Customer executive prior to any reference to or use of the Customer name, logo, trademarks, service marks, copyrights or any other proprietary classification of Customer and/or its affiliates, except that HSD may list Customer as a user of the HSD Services on the HSD website.

15. MISCELLANEOUS. If any action is necessary to enforce the terms of this Agreement, the prevailing party, as determined by the finder of fact, will be entitled to reasonable attorneys' fees, costs and expenses in addition to any other relief to which such prevailing party may be entitled. No provision of this Agreement may be modified, waived, or discharged unless such modification, waiver, or discharge is agreed to in writing signed by HSD® and Customer. No agreement or representations, oral or otherwise, express or implied, have been made by either party with respect to the subject matter thereof that are not set forth expressly in this Agreement. This Agreement shall otherwise bind and inure to the benefit of the parties hereto and their respective successors, assigns, heirs and legatees, devisees, executors, administrators and legal representatives. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Any signature transmitted by facsimile, e-mail, or other electronic means shall be deemed to be an original signature.

**Independent School District No. 11 of
Tulsa County, Oklahoma**

HSD Metrics

By: _____

By:  _____

President, Board of Education

Daniel J. Cahill, PhD

Date: _____

Date: _____

Address for Invoice:

1501 N Ash St
Owasso, OK 74055
Attn: Accounts Payable

Exhibit A

Pricing Estimate—ExitRight

ExitRight Costs Price Breakdown	Full Services + All Web Interviews		With Phone Addition	With Paper Addition
Number of Exit Names/Year	100		Optional Phone Interviews	Optional Single Sheet Mailer
Text Notifications, Term List Management and Exit Interviews: - Text notifications and reminders - Invisible, unique password linked with exiting employee's demographics	\$9/exit name received (Includes all web interviews)	\$900/ year	\$28/completed phone interview	\$2.25/completed Paper survey
Reporting: - Data Capturing - Comprehensive 24/7 Instant Reporting Portal and Analytics - Unlimited number of reports	\$292/ month	\$3,500/ year	One-time setup fee - \$1,800 - Email and interview content customization - Respondent web site setup - Demographic categories (up to 10)	
<u>Total Annual Cost:</u>	\$4,400 All Web Solution		- Reporting portal setup (up to 10 users) - Web conference planning meetings (up to 3) - Instant Red Flag setup, Login access - Reporting portal training	

Note: HSD is committed to offering a budget-friendly solution. Pricing above is based on recommended practices and preliminary volume estimates. All charges will be discussed and confirmed:

Customized changes to the survey analytics platform, changes due to a change in HRIS system after the initial rollout, and special requests (e.g., security audits, technical requests, custom training) will be estimated and billed at \$95 per hour upon client approval.

Clients will be allocated four standard demographic categories, six optional client-specific demographic categories and five logins. Additional demographics may increase costs. Additional logins are available for a one-time set up fee of \$55 per login.

Unless noted above, pricing above is for bi-weekly file feeds. More frequent file feeds may increase costs.

All services above include English only unless otherwise noted. Phone calls in Spanish and French are an additional \$30 per complete and include translation to English. English calls to non-US locations are an additional \$10 per complete. Non-English calls to non-US locations estimated at \$175 per name. Survey language translation for the first language is \$1,400 and will range from \$650-\$800 per language thereafter depending on the length of the survey.

If requested, mailings for respondents are \$2.25 each. Cost per completion by mail ranges from \$9-12 depending on volume and length of survey.

Project-based consulting and development of custom reports outside of the analytics platform will be estimated separately on an as needed basis.