

Owasso Board of Education Regular Meeting
Monday, February 10, 2025 6:30 PM Central

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

- I. **Call to Order and Roll Call**
Attendance Taken at 6:30 PM.
Brent England: Present
Neal Kessler: Present
Rhonda Mills: Absent
Stephanie Ruttman: Present
Forrest Turpen: Present
Present: 4, Absent: 1.
- II. **Special Recognition/Pledge of Allegiance** - Mr. George Holderman, Roman Hearn and Ava Reddick
- III. **Special Recognition** - Mrs. Tiffani Cooper - National Merit Semifinalists Abram Smith and Jeremiah Watts
- IV. **Special Recognition** - Mrs. Tiffani Cooper - High School eSports State Champions
- V. **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) - Goal Area #3 Ram Community Culture - Mr. Koerner
- VI. **Comments from the Public Regarding Agenda Items**
Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.
There were no comments from the public regarding agenda items.
- VII. **Consent Agenda:** Board to consider and take possible action on the following consent agenda items. (Dr. Coates)
Motion to approve consent agenda items VII.A. through VII.E.i. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.
Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 4, Nay: 0, Absent: 1
 - A. Minutes of January 13, 2025 Regular Meeting
 - B. Teaching and Learning
 - i. Out of State Student Activity Trips

C. Performance Agreement with Joseph Roberts for hypnotist performance at the 2025 Owasso Senior Picnic for the 2024-2025 school year at a cost of \$1,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Performance Agreement

D. Finance

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

2024-2025 General Fund #1137-1284 (Vendors) \$153,358.50

2024-2025 General Fund Net Change Orders \$25,069.00

2024-2025 Child Nutrition Fund #45 (Vendors) \$523.66

2024-2025 Bond Fund 31 #329-336 (Vendors) \$1,391,322.71

2024-2025 Bond Fund 35 #2-4 (Vendors) \$81,172.00

ii. Activity Financial Report for January 2025

iii. Activity Account Budgets

E. Human Resources

i. Transitions

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

A. Board to consider and take possible action on an agreement with The Cooperative Council for Oklahoma School Administration (CCOSA) for membership services for the 2024–2025 school year at a cost of \$2,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

Motion to approve an agreement with The Cooperative Council for Oklahoma School Administration (CCOSA) for membership services for the 2024-2025 school year at a cost of \$2,500.00, 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: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

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

A. Board to review Policy #1.10 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

B. Board to review Policy #1.61 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

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

Motion to approve the proposed edits, changes, and additions to Policy #1.22, as outlined in the attachment. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

Brent England: Yea

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

Yea: 4, Nay: 0, Absent: 1

- D. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #1.22b, as outlined in the attachment
Motion to approve the proposed edits, changes, and additions to Policy #1.22b, as outlined in the attachment. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

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

Yea: 4, Nay: 0, Absent: 1

- E. Board to consider and take possible action to rescind Policy #1.45
Motion to rescind Policy #1.45. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

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

Yea: 4, Nay: 0, Absent: 1

- F. Board to consider and take possible action on the Addendum to the Contract with Function 1st Therapies for the 2024-2025 school year at an increased cost as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
Motion to accept the Addendum to the Contract with Function 1st Therapies for the 2024-2025 school year at an increased cost 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: Absent
Stephanie Ruttman: Yea
Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

- G. Board to consider and take possible action on the Contract with Shawn Roberson, PH. D., Forensic Psychologist for the 2024- 2025 school year at a

cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with Shawn Roberson, PH. D., Forensic Psychologist for the 2024- 2025 school year at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Brent England and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

X. **Technology** - Russell Thornton

- A. Board to consider and take possible action on a quote from Vivacity Tech PBC for the purchase of student Chromebooks at a cost of \$534,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute Quote

Motion to approve a quote from Vivacity Tech PBC for the purchase of student Chromebooks at a cost of \$534,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute Quote. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

XI. **Finance** - Phillip Storm

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

Motion to approve the Treasurer's report for January 2025. This motion, made by Brent England and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

- B. Board to consider and take possible action on National Board Certified Teacher Stipends for 2025.

Motion to table National Board Certified Teacher Stipends for 2025. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

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

Yea: 4, Nay: 0, Absent: 1

- C. Board to consider and take possible action on the Contract with SK Owasso as a Volleyball sponsor for the 2024-2025 school year at a donation of \$1,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve a contract with SK Owasso as a Volleyball sponsor for the 2024-2025 school year at a donation of \$1,000 as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

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

Yea: 4, Nay: 0, Absent: 1

- D. Board to review Policy 4.04 for first reading. Edits, changes, and additions to the policy are outlined in the attachment

XII. **Executive Session**

- A. Vote to convene into executive session for the purpose of discussing the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, and Assistant Directors) listed on the attachment for the 2025-2026 school year and the recommendation to hire the Director of Band Operations for the 2025-2026 school year as authorized by Okla.Stat.Tit. 25§307(B)(1)
Motion to convene into executive session at 7:32p.m. for the purpose of discussing the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, and Assistant Directors) listed on the attachment for the 2025-2026 school year and the recommendation to hire the Director of Band Operations for the 2025-2026 school year, as authorized by Okla.Stat.Tit. 25§307(B)(1). This motion, made by Neal Kessler and seconded by Brent England, passed.

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

Yea: 4, Nay: 0, Absent: 1

B. Acknowledge return to Open Session Acknowledge return to Open Session at 8:26p.m.

C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Frosty Turpen, Stephanie Ruttman, Neal Kessler and Brent England. Also present during the executive session was Dr. Margaret Coates and Mr. Chris Barber. During the executive session, board members discussed the employment of Owasso Public Schools' Central Office Administrators listed on the attachment for the 2025-2026 school year and the recommendation to hire the Director of Band Operations for the 2025-2026 school year. This will constitute the minutes of the executive session.

XIII. Board to consider and take possible action on the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, and Assistant Directors) listed on the attachment for the 2025-2026 school year (Dr. Coates)

Motion to approve the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, and Assistant Directors) listed on the attachment for the 2025-2026 school year. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

XIV. Board to consider and take possible action to hire the Director of Band Operations for the 2025-2026 school year (Dr. Coates)

Motion to hire Mr. David Gorham as the Director of Band Operations for the 2025-2026 school year. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 4, Nay: 0, Absent: 1

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

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

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

- A. Shannan Williams
- B. Brandon Schreffler

XVII. Vote to Adjourn

Motion to adjourn at 8:38 p.m. This motion, made by Brent England and seconded by Neal Kessler, passed.

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

Owasso Board of Education Regular
Meeting
Monday, January 13, 2025 6:30 PM Central

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

I. Call to Order and Roll Call

Attendance Taken at 6:30 PM.

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

Present: 5.

II. Special Recognition/Pledge of Allegiance - Mrs. Tyler Martin, Elizabeth Riddle and Brandon Lee

III. Reports to the Board

A. Superintendent - Dr. Margaret Coates Dr. Coates shared the Owasso Public Schools Legislative priorities for the next legislative session, including supporting equal accountability for all schools receiving public dollars, local control with educational decisions being made by locally elected Boards of Education and eliminating unfunded mandates. She stated there would be a tour of the district for local legislators immediately following the Legislative kick-off breakfast being hosted by the Chamber on Friday. She also reported there will be five community meetings sharing all the information regarding the upcoming bond issue in February.

B. Teaching and Learning - Mr. Mark Officer Mr. Officer reported the January 6 Collaboration Day was successful and appreciated by certified staff. Our recent Distance Learning day was also successful and Mr. Officer thanked the technology department for their support during the day. Special Olympics winter sports are kicking off and the Fine Arts OkMEA Annual Conference is this week, where sixth grade choir director Robin Wall will receive the OkMEA Exemplary Teacher of the year award.

C. District Services - Mr. Kerwin Koerner Mr. Koerner thanked plant operations employees for clearing our parking lots and side walks after the recent snowfall. He shared the track project is on going with lots of recently completed projects, including electrical power to all buildings, HVAC exhaust fans/ductwork and the egress gate has been installed. At Hodson the concrete walls are being erected, and the water retention area is completed. The Enrollment Center is completed and the Technology department and enrollment personnel have moved in.

D. Continuous Strategic Improvement (CSI) - Goal Area #2 Ram Team - Mr. Phillip Storm Mr. Storm reported we are currently planning to attend 7 external job fairs as part of the recruitment and retention plan. As part of the professional development initiative, we will provide training on trauma-informed instruction, authentic instructional technology and differentiated instruction.

IV. Comments from the Public Regarding Agenda Items

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

There were no comments from the public.

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

Motion to approve consent agenda items V.A. through V.F.i. 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: Yea

Yea: 5, Nay: 0

A. Minutes of Regular Meeting December 9, 2024

B. Minutes of Special Meeting December 12, 2024

C. Teaching and Learning

i. Out of State Student Activity Trips

D. Technology

i. Contract with United Systems for Erate Category 2 Internal Connections project for the 2025-2026 school year at a cost of \$334,072.96 as outlined in the attachment and authorize the Superintendent or designee to execute the contract

ii. Surplus of items listed on the attachment titled Technology Surplus - January 13, 2025

E. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for December 2024 2024-

2025 General Fund #1076-1136 (Vendors) \$32,317.72

2024-2025 General Fund Net Change Orders \$618.27

2024-2025 Building Fund #77 (Vendors) \$10,000.00

2024-2025 Child Nutrition Fund #43-44 (Vendors) \$19,392.91

2024-2025 Bond Fund 31 # 321-328 (Vendors) \$824,289.18

2024-2025 Bond Fund 35 #1 (Vendors) \$32,822.00

ii. Activity Financial Report for December 2024

F. Human Resources

i. Transitions

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

A. Board to consider and take possible action on the proposed edits, changes, and additions to the 2024-2025 Student Handbooks: Elementary, 6th,7th,8th Grade, Owasso Ram Academy, and Owasso High School, as outlined in the attachments - Mr. Korphage
Motion to approve the proposed edits, changes, and additions to the 2024-2025 Student Handbooks: Elementary, 6th,7th,8th Grade, Owasso Ram Academy, and Owasso High School, as outlined in the attachments. 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: Yea

Yea: 5, Nay: 0

VII. Teaching and Learning -Mark Officer

A. Board to consider and take possible action to Amend the Agreement with the State of Oklahoma, Department of Rehabilitation Services, Transition School-To-Work: Work Study for the 2024-2025 school year at no cost to the district, as outlined in the attachment and authorize the Superintendent or designer to execute the Agreement
Motion to approve the Amended Agreement with the State of Oklahoma, Department of Rehabilitation Services, Transition School-To-Work: Work Study for the 2024-2025 school year at no cost to the district, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement. 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: Yea

Yea: 5, Nay: 0

B. Board to consider and take possible action on the proposed edits, changes, and additions to Policy # 2.23, as outlined in the attachment

Motion to approve the proposed edits, changes, and additions to Policy # 2.23, as outlined in the attachment. 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: Yea

Yea: 5, Nay: 0

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

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

E. Board to consider and take possible action to rescind Policy #1.45

Motion to table rescinding Policy #1.45. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, tabled.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

VIII. **District Services** - Kerwin Koerner

A. Board to consider and take possible action on Stacy Group Architects Supplemental Schedule 4 for the 7th Grade Safe Structure & Soccer Complex

Motion to approve the Stacy Group Architects Supplemental Schedule 4 for the 7th Grade Safe Structure & Soccer Complex. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

B. Board to consider and take possible action on Stacy Group Architects Supplemental Schedule 5 for the West Campus Performing Arts Center

Motion to approve the Stacy Group Architects Supplemental Schedule 5 for the West Campus Performing Arts Center. 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: Yea

Yea: 5, Nay: 0

IX. **Technology** - Russell Thornton

A. Board to consider and take possible action on a quote from Lenovo, Inc. for the purchase of employee laptops, workstations and docking stations at a cost of \$1,265,805.00, as outlined in the attachment and authorize the Superintendent or designee to execute Quote
Motion to approve quote from Lenovo, Inc. for the purchase of employee laptops, workstations and docking stations at a cost of \$1,265,805.00, as outlined in the attachment and authorize the Superintendent or designee to execute Quote. This motion, made by Neal Kessler and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

X. Finance - Phillip Storm

A. Board to consider and take possible action on the Treasurer's Report for December 2024
Motion to approve the Treasurer's Report for December 2024. 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: Yea

Yea: 5, Nay: 0

XI. Executive Session

A. Vote to convene into executive session for the purpose of discussing (1) The Superintendent's annual evaluation and (2) reviewing the contract for the Superintendent as authorized by Okla.Stat.Tit.25§307(B)(1)

Motion to convene to convene into executive session at 7:31p.m. for the purpose of discussing (1) The Superintendent's annual evaluation and (2) reviewing the contract for the Superintendent. 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: Yea

Yea: 5, Nay: 0

B. Acknowledge return to Open Session Acknowledge return to Open Session at 9:23p.m.

C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Frosty Turpen, Stephanie Ruttman, Rhonda Mills, Neal Kessler and Brent England. Also present during the executive session was Dr. Margaret Coates. During the executive session, board members discussed (1) the Superintendent's annual evaluation and (2) reviewing the contract for the Superintendent. This will constitute the minutes of the executive session.

XII. Board to consider and take possible action on the extension of the Superintendent's contract from July 1, 2027 to June 30, 2028

Motion to approve the extension of the Superintendent's contract from July 1, 2027 to June 30, 2028. This motion, made by Stephanie Ruttman and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XIII. New Business

There was no new business.

XIV. Vote to Adjourn

Motion to adjourn at 9:25p.m. This motion, made by Brent England and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

February 10, 2025 Overnight/Out of State Student Activity Requests

- **March 10-15, 2025 - Oklahoma State Basketball Tournament - OHS Girls Varsity Basketball - OKC, OK**
- **March 12-20, 2025 - Baseball Games and Dan Gianni Memorial Baseball Tournament - OHS Baseball - Kissimmee, FL**
- **March 14-18, 2025 - Artists in Residence at the University of Colorado - OHS Saxophone Ensemble - Boulder, CO**
- **April 9-11, 2025 - TSA - State Leadership Conference - TSA - Oklahoma Technology Student Association - Norman, OK**
- **April 17, 2025 - Bentonville West Track Meet - OHS Track - Bentonville, AR**
- **June 23-29, 2025 - Student Council Vision Conference and Pre-Trip - OHS Student Council - Dallas, TX and OKC, OK**

PERFORMANCE AGREEMENT FOR HYPNOTIST JOSEPH ROBERTS

THIS AGREEMENT is made on February 10, 2025, between Joseph Roberts, herein styled as ARTIST, and the Owasso High School, herein styled as PARTY. ARTIST agrees to present a comedy hypnosis show as listed below:

Event Host: 2025 Owasso Senior Picnic

Event Location: Owasso High School Auditorium

Event Address: 12901 E 86th St N, Owasso, OK 74055

Event Contact: Evan James

Contact's Number: (918) 638-9517

Show Date: April 25, 2025

Showtime: 12:30 pm (Flexible)

Sets/Length: One 60-minute show, no intermission.

Total FEE: \$1500.00

By signing this Agreement, the PARTY understands and agrees to the following terms:

PAYMENT

PARTY agrees to pay a deposit of \$0.00 payable to ARTIST to secure their desired date, and the remaining sum of \$1500.00 is due on or before the date of the performance. Please make all payments payable to Joseph Roberts.

HOTEL

~~PARTY is providing one night lodging for ARTIST.~~

CHAIRS

The PARTY is responsible to supply a minimum of 20-25 comfortable, armless chairs for the stage volunteers to sit on for the show. Basic metal chairs are acceptable. Sturdy is key for safety.

SOUND

Sound equipment will be provided by PARTY for his performance. Please have easy access to audio XLR input for iPad. Also please have a wireless handheld microphone for performance.

HYPNOSIS SHOW CAN NOT BE A SURPRISE

By agreeing to host a hypnosis show, you must inform everyone invited to the event that a hypnotist will be present. Because a hypnosis show is volunteer oriented, it is best to have attendees know that a hypnosis show will be taking place. Unlike a magician, or even a comic, hypnosis is a form of entertainment that works best when guests are not surprised.

VOLUNTEERS

PARTY does not need to pick the volunteers for the show. They (students) will want to volunteer on their own once Joseph begins his performance.

AUDIENCE SEATING

The audience should not be seated too close to the staging area as they might try to talk to the volunteers. However, we want to have them close enough to feel comfortably part of the events entertainment. If on a flat surface, the audience should be no closer than 20 feet to the volunteers.

Video / Photography

ARTIST will be videotaping the show for insurance and liability reasons. ARTIST maintains the right to duplicate the recording for use in marketing or sales.

This agreement is valid 15 days after the issue date above. If the signed agreement is not received on or before that date, the agreement becomes void and Artist reserves the right to schedule another engagement on the date that is being held for the above event. Other than the circumstances outlined above, neither party to the Agreement shall have the right to cancel this Agreement, except in the case of an Act of God. Artist shall have the final determination of what constitutes an Act of God allowing for cancellation by the Party. The attempt by one party to cancel this Agreement in any manner other than those specifically allowed by the Paragraph shall be a breach of this Agreement. * Cancellation may be allowed at any time due to local, State, or Federal Covid-19 rules and regulations if desired by PARTY. *

Signed in Agreement to the above terms,

Print Your Name (PARTY)

PARTY Signature

Mailing Address for Party

On behalf of _____

Date: _____

Joseph A. Roberts

Date: 02/10/2025

Comedy Hypnotist

CERTIFICATE OF APPROVAL

February 10, 2025

Purchase Orders to be approved by the Board of Education:

2024-2025 General Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1137-1284	153,358.50
<i>VENDORS</i>	Change Orders		25,069.00
			<u>\$ 178,427.50</u>

2024-2025 Building Fund

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

2024-2025 Child Nutrition Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		45	523.66
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 523.66</u>

2024-2025 Bond Fund 31

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		329-336	1,391,322.71
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 1,391,322.71</u>

2024-2025 Bond Fund 33

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

2024-2025 Bond Fund 35

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		2-4	81,172.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>81,172.00</u>

2024-2025 Bond Fund 39

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

2024-2025 Bond Fund 04-BOK

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

Owasso Public Schools**Purchase Order Register****Options:** Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 1/9/2025 - 2/6/2025, PO Range: 1137 - 1284

PO No	Date	Vendor No	Vendor	Description	Amount
1137	01/14/2025	11351	AMAZON	Office Supplies	152.49
1138	01/14/2025	276	WALMART #168	Supplies for Counselors	40.00
1139	01/14/2025	11351	AMAZON	Paper for Counselors	69.44
1140	01/14/2025	17106	GENERATION GENIUS, INC.	1 year online subscription for SPED classes	175.00
1141	01/14/2025	11351	AMAZON	Supplies for LIBRARY	115.90
1142	01/14/2025	276	WALMART #168	classroom supplies, science- 3rd quarter	200.00
1143	01/14/2025	11351	AMAZON	classroom supplies- science, 3rd quarter	300.00
1144	01/14/2025	9608	HOBBO LOBBY #25	Sewing Supplies for FACS	200.00
1145	01/14/2025	11448	NEW PRECISION TECHNOLOGY, LLC	New Laminator	1,549.95
1146	01/14/2025	99999	INDEPENDENT SCHOOL DIST NO 11	JOM Book Fair Incentive	9,500.00
1147	01/14/2025	11351	AMAZON	Instructional Recording Supplies	150.00
1148	01/14/2025	8374	OK DEPT OF CAREER & TECH ED	LUTZ/ACTE CONF. REGISTRATION: JAN. 31, 2025 IN OKC	75.00
1149	01/14/2025	11351	AMAZON	Office supplies - Post Its, tape, staplers, etc	300.00
1150	01/14/2025	8190	HOME DEPOT	classroom supplies	2,375.00
1151	01/16/2025	19950	PINK CAT STUDIO INC	Speech Educational Games Subscription	49.99
1152	01/16/2025	1738	OWASSO CHAMBER OF COMMERCE	OPEN P.O. Owasso Chamber Event Registrations	3,000.00
1153	01/16/2025	11351	AMAZON	Calming supplies	65.00
1154	01/16/2025	8374	OK DEPT OF CAREER & TECH ED	New teacher conf- FACS	30.00
1155	01/16/2025	11345	MATLOCK SECURITY SERVICES	Access Badges	3,900.00
1156	01/21/2025	19960	BEST WESTERN PLUS	Hotel for PECS Training 1/22 - 1/23	550.00
1157	01/21/2025	11351	AMAZON	Supplies and Materials	190.00
1158	01/21/2025	11351	AMAZON	Adaptive supplies and Materials for students	300.00
1159	01/21/2025	11351	AMAZON	Supplies and Materials for Elem APP classroom	700.00
1160	01/21/2025	11351	AMAZON	Supplies and Materials	140.00
1161	01/21/2025	5655	OKLAHOMA STATE UNIVERSITY	College Career Fair	100.00
1162	01/21/2025	195	FELKINS ENTERPRISES, LLC	Career Fair Banner	150.00
1163	01/21/2025	11351	AMAZON	Classroom Supplies	125.00
1164	01/21/2025	19956	RENO VASQUEZ	Baskets and Corn Husk Dolls presentation	600.00
1165	01/21/2025	17301	J.A.M. DISTRIBUTING COMPANY	oil/def	15,000.00
1166	01/21/2025	11795	EMBASSY SUITES NORMAN	HOTEL - SPRING OKASBO - STORM	256.00
1167	01/21/2025	86393	PHILLIP S STORM	PER DIEM - OKASBO SPRING CONFERENCE	137.50
1168	01/23/2025	11351	AMAZON	Supplies for Science-glue sticks, batteries, etc.	340.44
1169	01/27/2025	81953	MARGARET M COATES	Per Diem OASA Mid-Year Legislative Conference	150.00
1170	01/27/2025	10723	KERWIN KOERNER	Per Diem OASA Mid-Year Legislative Conference	150.00

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 1/9/2025 - 2/6/2025, PO Range: 1137 - 1284

PO No	Date	Vendor No	Vendor	Description	Amount
1171	01/27/2025	86393	PHILLIP S STORM	Per Diem OASA Mid-Year Legislative Conference	150.00
1172	01/27/2025	15900	HOLIDAY INN EXPRESS-BRICKTOWN	Conference Accommodations	360.00
1173	01/27/2025	1432	OSSBA	OPEN P.O. Registrations	4,000.00
1174	01/27/2025	16233	TEACHER PAY TEACHERS	Supplies and Materials for Enrichment Lab	20.00
1175	01/27/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	1,755.20
1176	01/27/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	1,113.89
1177	01/27/2025	13989	TEACHERS SYNERGY LLC	Supplies and Materials for Enrichment Lab	60.53
1178	01/27/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	670.00
1179	01/27/2025	315	BLICK ART MATERIALS	Supplies and Materials for Enrichment Lab	110.00
1180	01/27/2025	16545	BREAKOUT, INC.	Supplies and Materials for Enrichment Lab	387.00
1181	01/27/2025	1687	ORIENTAL TRADING CO., INC.	Supplies and Materials for Enrichment Lab	75.00
1182	01/27/2025	13989	TEACHERS SYNERGY LLC	Supplies and Materials for Enrichment Lab	6.25
1183	01/27/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	1,122.09
1184	01/27/2025	13989	TEACHERS SYNERGY LLC	Supplies and Materials for Enrichment Lab	35.00
1185	01/27/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	1,004.59
1186	01/27/2025	3151	REALLY GOOD STUFF LLC	Supplies and Materials for Enrichment Lab	150.00
1187	01/27/2025	315	BLICK ART MATERIALS	Supplies and Materials for Enrichment Lab	70.00
1188	01/27/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	1,145.57
1189	01/27/2025	13989	TEACHERS SYNERGY LLC	Supplies and Materials for Enrichment Lab	18.00
1190	01/27/2025	14615	OAGCT	Membership Dues	250.00
1191	01/27/2025	19961	SQUISHY CIRCUITS STORE LLC	Supplies and Materials for Enrichment Labs	355.00
1192	01/27/2025	11351	AMAZON	Items to be used in the Library	250.00
1193	01/27/2025	11351	AMAZON	Office supplies--Thomas	50.00
1194	01/27/2025	11351	AMAZON	Classroom supplies for SPED	110.00
1195	01/27/2025	11351	AMAZON	Office supplies	100.00
1196	01/27/2025	11351	AMAZON	Supplies for MATH	900.00
1197	01/27/2025	11351	AMAZON	LEANDER/CLASS PROJECT SUPPLIES	500.00
1198	01/27/2025	9608	HOBBY LOBBY #25	LEANDER/OPEN PO/SEWING LABS SUPPLIES	1,200.00
1199	01/27/2025	14328	ACT EDUCATION AND WORKFORCE (64)	ACT CONFERENCE REGISTRATION FOR 10 STAFF MEMBERS	1,500.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 1/9/2025 - 2/6/2025, PO Range: 1137 - 1284

PO No	Date	Vendor No	Vendor	Description	Amount
1200	01/27/2025	11351	AMAZON	Blanket for Nursing Supplies District Wide	1,000.00
1201	01/27/2025	15689	REALLY GREAT READING	8 SyllaBoard Kits-Dry Erase Boards	81.00
1202	01/27/2025	11351	AMAZON	BATTERIES, OFFICE/TEACHERS SUPPLIES	210.00
1203	01/27/2025	4999	OFFICE DEPOT	OPEN PO - Paper Supply	1,000.00
1204	01/27/2025	12427	THE COSTUMER	Dodge - Musical Costumes	300.00
1205	01/27/2025	19963	SPRINGFIELD LITTLE THEATRE	Dodge - Staircase Rental	175.00
1206	01/27/2025	276	WALMART #168	Supplies and Materials for 7GC Mrs Hickenbottom	125.00
1207	01/27/2025	11351	AMAZON	Tables for classroom	340.00
1208	01/27/2025	11351	AMAZON	Adaptive supplies and materials - Baby Gate	125.00
1209	01/27/2025	8115	JUNIOR ACHIEVEMENT OF	JA Biztown on March 14th	1,890.00
1210	01/27/2025	2138	BG PRODUCTS	DEF/OIL	15,000.00
1211	01/28/2025	7203	OFFICE DEPOT	OPEN PO for Office Supplies	500.00
1212	01/28/2025	7203	OFFICE DEPOT	OPEN PO for Copy Paper	300.00
1213	01/29/2025	11351	AMAZON	Classroom, STEAM, and Reading Celebration Supplies	375.00
1214	01/29/2025	13989	TEACHERS SYNERGY LLC	Curriculum Resources	325.00
1215	01/29/2025	5732	SAM'S CLUB	Speakers for Running Club	69.99
1216	01/29/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	480.00
1217	01/29/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	90.00
1218	01/29/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	375.47
1219	01/29/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	270.27
1220	01/29/2025	11351	AMAZON	Supplies and Materials for Enrichment Lab	892.20
1221	01/29/2025	16043	MODULAR ROBOTIC	Supplies and Materials for Enrichment Lab	36.00
1222	01/29/2025	13989	TEACHERS SYNERGY LLC	Supplies and Materials for Enrichment Lab	42.00
1223	01/29/2025	5146	HUGH B. WARREN, JR.	Barber - Musician	720.00
1224	01/29/2025	11014	RICHARD GABLE	Barber - Musician	720.00
1225	01/29/2025	15779	GEORGE TOUMAYAN	Barber - Musician	720.00
1226	01/29/2025	19943	SAMUEL WINSTON PRICE	Barber - Musician	720.00
1227	01/29/2025	11950	TES PRODUCTIONS, INC	Green - Lighting Upkeep	1,731.22
1228	01/29/2025	18152	CHASE/STAFF TRAVEL EXPENSES	Dodge - Fuel Expense to Pick up Props	0.00
1229	01/30/2025	19956	RENO VASQUEZ	Corn Husk Dolls and basket weaving presentations	600.00
1230	01/30/2025	5773	CICI'S PIZZA	Native American Student Assoc. incentive luncheon	225.00
1231	01/30/2025	276	WALMART #168	Snack items for Super Bowl Store - lesson	125.00

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 1/9/2025 - 2/6/2025, PO Range: 1137 - 1284

PO No	Date	Vendor No	Vendor	Description	Amount
1232	01/30/2025	18996	LITERACY RESOURCES, LLC	Phonics Awareness - Kdg and primary curriculum	225.00
1233	01/30/2025	11351	AMAZON	Football/soccer unit supplies	400.00
1234	01/30/2025	11351	AMAZON	Hooks/double side tape/colored paper	100.00
1235	01/30/2025	11351	AMAZON	Oscilating heater for nurses office	40.00
1236	01/30/2025	11351	AMAZON	Noise cancelling headphones for a student	40.00
1237	01/30/2025	276	WALMART #168	ROBISON/SCIENCE CLASS SPLS-WEST CAMPUS-BLANKET PO	400.00
1238	01/30/2025	276	WALMART #168	ROBISON/OPEN PO/SCIENCE CLASS SUPPLIES FOR EAST	400.00
1239	01/30/2025	11351	AMAZON	ROBISON/SCIENCE CLASS SUPPLIES.	350.00
1240	01/30/2025	134	FLINN SCIENTIFIC, INC.	ROBISON/SCIENCE CLASS SUPPLIES.	700.00
1241	01/30/2025	11351	AMAZON	LUTZ/FLIGHT SIMULATOR DVD SET.	29.99
1242	01/30/2025	11351	AMAZON	Supplies and Materials for Stone Canyon	188.00
1243	01/30/2025	19816	BROKEN ARROW INDEPENDENT SCH NO 3	Functional Behavior Training 2/12/25	300.00
1244	01/30/2025	11351	AMAZON	Flipbooks provide an interactive way to learn	265.00
1245	01/30/2025	11351	AMAZON	Enrichment class - Games for teachers to check out	225.00
1246	01/30/2025	19124	VICENTE MANDUJANO VASQUEZ	Dutch Door for SPED room	2,800.00
1247	01/30/2025	11308	DISCOUNT SCHOOL SUPPLY	Construction paper- school wide use	500.00
1248	01/30/2025	11351	AMAZON	kleenex	100.00
1249	01/30/2025	17106	GENERATION GENIUS, INC.	Subscription for Math/Science teachers	175.00
1250	01/30/2025	18965	JJB TRANSPORTATION LLC	Bus repairs	20,000.00
1251	01/31/2025	15900	HOLIDAY INN EXPRESS-BRICKTOWN	Conference Accommodations	1,600.00
1252	01/31/2025	11345	MATLOCK SECURITY SERVICES	Parts and labor to replace node boards	2,500.00
1253	01/31/2025	17221	SCHOOL SAFE ID LLC	School Safe ID labels for each school site	3,400.00
1254	02/03/2025	12374	RYAN COOPER	Per Diem CCOSA Summer Conference June 11-13, 2025	137.50
1255	02/03/2025	12780	TIFFANI COOPER	Per Diem CCOSA Summer Conference June 11-13, 2025	137.50
1256	02/03/2025	83372	SARAH D VANN	Per Diem CCOSA Summer Conference June 11-13, 2025	137.50
1257	02/03/2025	14743	ASHLEY HEARN	Per Diem CCOSA Summer Conference June 11-13, 2025	137.50
1258	02/03/2025	11351	AMAZON	Classroom supplies for ELA	430.00
1259	02/03/2025	11351	AMAZON	Supplies for NJHS reception	40.00
1260	02/03/2025	4999	OFFICE DEPOT	Office Supplies-blanket PO	500.00
1261	02/03/2025	11351	AMAZON	Office Supplies	106.00

Owasso Public Schools**Purchase Order Register****Options:** Year: 2024-2025, Fund(s): 11 - GENERAL, Date Range: 1/9/2025 - 2/6/2025, PO Range: 1137 - 1284

PO No	Date	Vendor No	Vendor	Description	Amount
1262	02/03/2025	5732	SAM'S CLUB	Sam's Membership Renewal	50.00
1263	02/03/2025	18362	MICS FOR THE MASSES LLC	Green - Musical Mics	315.00
1264	02/03/2025	14559	MARCO'S PIZZA	JOM Student Incentive Lunch - 2/5/2025	100.00
1265	02/03/2025	12521	CRAZY CROW TRADING POST	Cultural Craft Supplies	400.00
1266	02/03/2025	14615	OAGCT	State Conference Registration	560.00
1267	02/03/2025	11351	AMAZON	Tech Supplies - Classroom Monitor/Display	1,650.00
1268	02/03/2025	11351	AMAZON	Milky Ways for Earth History Unit	200.00
1269	02/06/2025	18919	JIGSAW LEARNING LLC	Teachtown Licenses and Subscriptions	12,124.17
1270	02/06/2025	19986	ROBERT SHAWN ROBERSON	Psychological Evaluation for a Student	4,475.00
1271	02/06/2025	276	WALMART #168	cups/pop/cups/food coloring/ice cream etc.	225.00
1272	02/06/2025	11351	AMAZON	modge podge/canvasas foam brushes	150.00
1273	02/06/2025	9608	HOBBY LOBBY #25	Air Clay for Volcano lesson	100.00
1274	02/06/2025	11351	AMAZON	Ink for poster printer/ colored paper	200.00
1275	02/06/2025	15900	HOLIDAY INN EXPRESS-BRICKTOWN	Hotel-CCOSA Summer Conference June 11-13,2025	4,032.00
1276	02/06/2025	11351	AMAZON	Ator Steam/Culture Night 2025- Supplies	364.98
1277	02/06/2025	11351	AMAZON	Literature Supplies and Books for Enrichment Lab	192.00
1278	02/06/2025	13989	TEACHERS SYNERGY LLC	Podcasting Materials for Enrichment Lab	13.50
1279	02/06/2025	11351	AMAZON	wireless headphone for classroom	273.38
1280	02/06/2025	18362	MICS FOR THE MASSES LLC	Green - Audio Replacement Parts	315.00
1281	02/06/2025	11351	AMAZON	Items for Ram Room	400.00
1282	02/06/2025	18996	LITERACY RESOURCES, LLC	Heggerty Phonic Awareness digital subscription	89.00
1283	02/06/2025	13079	TEKK INTERNATIONAL INC	BATTERIES AND WALKIE REPLACEMENTS	597.50
1284	02/06/2025	19975	GHOSTMAIL LLC	Mailers for the Bond Election	2,000.00

Non-Payroll Total: \$153,358.50**Payroll Total: \$0.00****Report Total: \$153,358.50**

Owasso Public Schools

Change Order Listing

Options: Fund(s): 11 - GENERAL, Year: 2024-2025, ReferenceDate: PO Date, Date Range: 1/9/2025 - 2/5/2025, PO Range: 1 - 1136, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
189	07/01/2024	156	ROSENSTEIN FIST & RINGOLD INC	LEGAL SERVICES - BLANKET PO	25,000.00
951	10/30/2024	1491	JENKS HIGH SCHOOL	Dodge - Speech Tournament	69.00
Non-Payroll Total:					\$25,069.00
Payroll Total:					\$0.00
Report Total:					\$25,069.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 22 - CHILD NUTRITION, Date Range: 1/9/2025 - 2/5/2025, PO Range: 45 - 45

PO No	Date	Vendor No	Vendor	Description	Amount
45	01/31/2025	2668	PLATINUM VENTURES, INC	Smallwares	523.66
Non-Payroll Total:					\$523.66
Payroll Total:					\$0.00
Report Total:					\$523.66

Owasso Public Schools**Purchase Order Register****Options:** Year: 2024-2025, Fund(s): 31 BOND - 2022, Date Range: 1/9/2025 - 2/6/2025, PO Range: 329 - 336

PO No	Date	Vendor No	Vendor	Description	Amount
329	01/14/2025	19140	CSS INC	District Wide Emergency Repairs Gas & Chiller	15,000.00
330	01/14/2025	2668	PLATINUM VENTURES, INC	Ice machine for training room at Track	4,572.18
331	01/14/2025	11351	AMAZON	Spanish book for ELL students	43.54
332	01/16/2025	19791	DARYL JONES	Track Concrete Turn Lane Addition	41,700.00
333	01/16/2025	19213	LENOVO (UNITED STATES) INC	Refresh of Teacher and Support Devices	1,265,805.00
334	01/28/2025	9205	FOLLETT SCHOOL SOLUTIONS, INC	Library Books	962.99
335	01/28/2025	336	BSN SPORTS	BOND 31: FB JERSEYS	63,119.00
336	02/06/2025	11351	AMAZON	Books for staff PD	120.00
Non-Payroll Total:					\$1,391,322.71
Payroll Total:					\$0.00
Report Total:					\$1,391,322.71

Owasso Public Schools

Purchase Order Register

Options: Year: 2024-2025, Fund(s): 35 BOND - 2017, Date Range: 1/9/2025 - 2/5/2025, PO Range: 2 - 4

PO No	Date	Vendor No	Vendor	Description	Amount
2	01/09/2025	8482	STEPHEN H. MCDONALD AND ASSOCIATES	BOND SALE ADVISORY FEES	58,000.00
3	01/09/2025	12567	STATE OF OKLAHOMA	BOND SALE LEGAL FEES	7,172.00
4	01/09/2025	12432	HILBORNE & WEIDMAN	LEGAL FEES - BOND COUNSEL SERVICES	16,000.00
Non-Payroll Total:					\$81,172.00
Payroll Total:					\$0.00
Report Total:					\$81,172.00

Owasso Public Schools

Cash Balances

Options: Fiscal Years: 2025, Funds: 60, As Of Date: 1/31/2025, Account Types: AC

Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK				
2025	60	60 - ACTIVITY FUND			\$3,084,450.09
			Total AC	0110	\$3,084,450.09
					<u>\$3,084,450.09</u>

Cash By Fund

2025	60	60 - ACTIVITY FUND			\$3,084,450.09
					<u>\$3,084,450.09</u>

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 1/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ESC ACTIVITY FUND	\$0.00	\$79,479.81	\$156,685.74	\$17,527.17	\$218,638.38	\$11,027.85	\$207,610.53
804 CN REFUND SUB ACCT	\$0.00	\$10,000.00	\$0.00	\$2,681.65	\$7,318.35	\$49.35	\$7,269.00
805 OHS ACTIVITY	\$0.00	\$25,135.27	\$74,852.73	\$9,300.92	\$90,687.08	\$6,142.17	\$84,544.91
806 HS AP	\$0.00	\$522.00	\$33,936.41	\$450.00	\$34,008.41	\$450.00	\$33,558.41
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$3,410.00	\$24,968.69	\$5,172.68	\$23,206.01	\$900.00	\$22,306.01
808 HS STUDENT COUNCIL	\$0.00	\$37,493.00	\$82,695.76	\$27,642.48	\$92,546.28	\$5,750.00	\$86,796.28
809 HS SPEECH/DEBATE	\$0.00	\$44.00	\$4,635.46	\$380.82	\$4,298.64	\$2,256.00	\$2,042.64
810 OHS - TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,837.72	\$1,580.08	\$257.64	\$257.64	\$0.00
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$4,226.70	\$8,632.95	\$3,101.83	\$9,757.82	\$325.00	\$9,432.82
814 HS ACADEMIC BOWL	\$0.00	\$226.60	\$668.05	\$450.60	\$444.05	\$0.00	\$444.05
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$288,479.08	\$199,329.31	\$265,205.13	\$222,603.26	\$72,808.51	\$149,794.75
817 5TH GRADE HONOR CHOIR- DISTRICTWIDE	\$0.00	\$0.00	\$4,071.82	\$0.00	\$4,071.82	\$0.00	\$4,071.82
818 HS FFA	\$0.00	\$55,689.40	\$30,956.25	\$45,688.05	\$40,957.60	\$16,200.00	\$24,757.60
819 HS EAST - THE RAM RESERVE - SCHOOL STORE	\$0.00	\$135.00	\$750.00	\$666.00	\$219.00	\$0.00	\$219.00
820 HS STEM CLUB	\$0.00	\$0.00	\$79.25	\$0.00	\$79.25	\$0.00	\$79.25
821 HS COUNSELORS	\$0.00	\$0.00	\$3,190.03	\$297.88	\$2,892.15	\$0.00	\$2,892.15
822 HS ART	\$0.00	\$7,342.00	\$1,801.90	\$4,610.84	\$4,533.06	\$3,140.00	\$1,393.06
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$20,921.30	\$10,886.81	\$16,189.75	\$15,618.36	\$5,731.66	\$9,886.70
826 HS SENIOR CLASS	\$0.00	\$18,643.59	\$38,217.01	\$7,669.43	\$49,191.17	\$761.54	\$48,429.63
827 HS UNIFIED CLUB	\$0.00	\$360.00	\$1,130.48	\$680.31	\$810.17	\$0.00	\$810.17
828 HS JUNIOR CLASS	\$0.00	\$0.00	\$50,082.93	\$9,948.86	\$40,134.07	\$10,000.00	\$30,134.07
830 SPARK	\$0.00	\$564,181.70	\$111,010.47	\$348,346.44	\$326,845.73	\$30,331.89	\$296,513.84
831 E-SPORTS	\$0.00	\$2,477.00	\$1,861.17	\$2,865.08	\$1,473.09	\$790.00	\$683.09
834 HS FCA - FELLOWSHIP OF CHRISTIAN ATHLETES	\$0.00	\$0.00	\$115.00	\$0.00	\$115.00	\$0.00	\$115.00
835 HS HISTORY CLUB	\$0.00	\$0.00	\$580.62	\$0.00	\$580.62	\$150.00	\$430.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$55.00	\$359.25	\$0.00	\$414.25	\$100.00	\$314.25
837 HS ROBOTICS	\$0.00	\$0.00	\$1,018.72	\$0.00	\$1,018.72	\$0.00	\$1,018.72
838 OHS LARP CLUB	\$0.00	\$0.00	\$230.39	\$90.40	\$139.99	\$0.00	\$139.99
839 HS DRAMA/PRODUCTIONS	\$0.00	\$6,270.98	\$10,040.72	\$4,962.38	\$11,349.32	\$3,675.00	\$7,674.32
840 8GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$947.01	\$837.44	\$109.57	\$0.00	\$109.57
841 EIGHTH GRADE ACTIVITY	\$0.00	\$280.00	\$3,306.00	\$1.49	\$3,584.51	\$40.00	\$3,544.51
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$1,987.00	\$5,728.59	\$1,912.80	\$5,802.79	\$1,580.40	\$4,222.39
844 EIGHTH GRADE FACS	\$0.00	\$1,575.00	\$2,089.95	\$341.32	\$3,323.63	\$0.00	\$3,323.63
845 EIGHTH GRADE YEARBOOK	\$0.00	\$848.70	\$2,409.64	\$2,044.61	\$1,213.73	\$0.00	\$1,213.73
848 EIGHTH GRADE ART	\$0.00	\$2,285.00	\$1,474.89	\$2,203.37	\$1,556.52	\$250.00	\$1,306.52
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,150.00	\$1,585.48	\$895.95	\$1,839.53	\$0.00	\$1,839.53
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$240.00	\$168.97	\$0.00	\$408.97	\$0.00	\$408.97
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$114.52	\$0.00	\$114.52	\$0.00	\$114.52
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$525.00	\$898.91	\$249.82	\$1,174.09	\$200.00	\$974.09
857 7TH GRADE STEM	\$0.00	\$750.00	\$268.43	\$683.08	\$335.35	\$320.00	\$15.35
858 EIGHTH GRADE FCCLA	\$0.00	\$1,754.00	\$520.81	\$1,586.21	\$688.60	\$5.00	\$683.60
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$100.00	\$829.62	\$101.38	\$828.24	\$145.00	\$683.24
860 EIGHTH GRADE STEM	\$0.00	\$430.00	\$712.08	\$680.99	\$461.09	\$0.00	\$461.09
861 SEVENTH GRADE ACTIVITY	\$0.00	\$0.00	\$10,390.53	\$409.63	\$9,980.90	\$200.00	\$9,780.90
862 SEVENTH GRADE YEARBOOK	\$0.00	\$0.00	\$1,238.94	\$0.00	\$1,238.94	\$0.00	\$1,238.94
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,153.00	\$112.16	\$285.99	\$979.17	\$450.00	\$529.17
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$4,369.00	\$1,836.76	\$3,280.85	\$2,924.91	\$1,150.00	\$1,774.91
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$137.11	\$0.00	\$137.11	\$0.00	\$137.11

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 1/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
868 SEVENTH GRADE PHYS ED	\$0.00	\$900.00	\$3,278.08	\$799.80	\$3,378.28	\$0.00	\$3,378.28
869 7GC FACS	\$0.00	\$820.00	\$219.54	\$676.09	\$363.45	\$210.00	\$153.45
870 7GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$353.53	\$131.51	\$222.02	\$0.00	\$222.02
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$0.00	\$24.05	\$24.05	\$0.00	\$0.00	\$0.00
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$0.00	\$1,383.04	\$200.00	\$1,183.04	\$1,125.00	\$58.04
874 SEVENTH GRADE LIBRARY	\$0.00	\$3,927.49	\$2,791.63	\$4,140.29	\$2,578.83	\$375.00	\$2,203.83
875 BARNES ACTIVITY	\$0.00	\$11,326.09	\$9,546.37	\$5,974.43	\$14,898.03	\$5,230.00	\$9,668.03
876 BARNES ALL IN	\$0.00	\$3.20	\$1,393.87	\$504.78	\$892.29	\$0.00	\$892.29
877 BARNES LIBRARY	\$0.00	\$4,735.13	\$20,413.60	\$5,801.47	\$19,347.26	\$0.00	\$19,347.26
878 BARNES TACK	\$0.00	\$0.00	\$27.81	\$0.00	\$27.81	\$0.00	\$27.81
879 SEVENTH GRADE ART	\$0.00	\$3,645.00	\$1,366.87	\$2,539.83	\$2,472.04	\$1,720.00	\$752.04
880 BARNES TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$749.17	\$435.27	\$313.90	\$0.00	\$313.90
881 BARNES MUSIC	\$0.00	\$310.00	\$193.14	\$168.84	\$334.30	\$300.00	\$34.30
882 ATOR LIBRARY	\$0.00	\$3,577.29	\$5,801.60	\$7,070.33	\$2,308.56	\$84.94	\$2,223.62
883 ATOR ACTIVITY	\$0.00	\$4,250.00	\$8,879.86	\$1,501.28	\$11,628.58	\$90.00	\$11,538.58
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$1,594.70	\$0.00	\$1,594.70	\$0.00	\$1,594.70
885 ATOR MUSIC	\$0.00	\$360.00	\$696.40	\$311.81	\$744.59	\$360.00	\$384.59
887 MILLS ACTIVITY	\$0.00	\$3,346.60	\$6,919.04	\$4,579.03	\$5,686.61	\$2,244.13	\$3,442.48
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	\$570.00	\$4,208.52	\$566.06	\$4,212.46	\$0.00	\$4,212.46
890 MILLS TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$263.10	\$736.90	\$236.90	\$500.00
891 MILLS LIBRARY	\$0.00	\$11,207.58	\$5,622.94	\$3,447.43	\$13,383.09	\$2,672.04	\$10,711.05
892 SMITH TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$288.76	\$711.24	\$375.00	\$336.24
893 SMITH ACTIVITY	\$0.00	\$5,208.68	\$18,993.21	\$5,828.74	\$18,373.15	\$2,159.88	\$16,213.27
894 SMITH LIBRARY	\$0.00	\$3,989.01	\$12,241.85	\$5,687.86	\$10,543.00	\$5,300.00	\$5,243.00
897 SMITH TEACHERS WELFARE	\$0.00	\$322.00	\$1,858.46	\$1,092.34	\$1,088.12	\$0.00	\$1,088.12
898 HODSON ACTIVITY	\$0.00	\$2,720.42	\$20,489.81	\$2,141.72	\$21,068.51	\$4,255.84	\$16,812.67
899 HODSON TEACHER WELFARE	\$0.00	\$661.00	\$568.09	\$660.29	\$568.80	\$0.00	\$568.80
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$588.81	\$566.43	\$22.38	\$0.00	\$22.38
901 HODSON LIBRARY	\$0.00	\$4,034.29	\$10,022.36	\$5,382.69	\$8,673.96	\$6,901.96	\$1,772.00
902 HODSON PHYS ED	\$0.00	\$0.00	\$948.21	\$0.00	\$948.21	\$0.00	\$948.21
903 HODSON MUSIC	\$0.00	\$2,860.00	\$735.81	\$1,343.00	\$2,252.81	\$1,147.78	\$1,105.03
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$938.32	\$24.41	\$913.91	\$275.59	\$638.32
905 NORTHEAST ACTIVITY	\$0.00	\$3,915.95	\$26,044.60	\$3,649.29	\$26,311.26	\$560.00	\$25,751.26
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$0.00	\$567.80	\$223.72	\$344.08	\$154.21	\$189.87
907 NORTHEAST LIBRARY	\$0.00	\$24,045.60	\$21,571.40	\$12,450.69	\$33,166.31	\$7,736.91	\$25,429.40
911 BAILEY ACTIVITY	\$0.00	\$3,179.25	\$12,781.35	\$5,480.91	\$10,479.69	\$374.51	\$10,105.18
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$190.56	\$0.00	\$190.56	\$0.00	\$190.56
914 BAILEY LIBRARY	\$0.00	\$6,936.82	\$7,269.26	\$8,032.51	\$6,173.57	\$0.00	\$6,173.57
915 BAILEY TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$599.04	\$400.96	\$400.00	\$0.96
924 EIGHTH GRADE LIBRARY	\$0.00	\$1,018.72	\$3,520.76	\$951.99	\$3,587.49	\$2,578.00	\$1,009.49
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$940.00	\$2,594.52	\$154.74	\$3,379.78	\$385.00	\$2,994.78
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$407.23	\$0.00	\$407.23	\$0.00	\$407.23
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$223,774.82	\$5,638.91	\$218,135.91	\$6,177.02	\$211,958.89
930 ATOR TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$812.81	\$0.00	\$812.81	\$600.00	\$212.81
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$4,606.00	\$86,506.93	\$3,695.00	\$87,417.93	\$0.00	\$87,417.93
933 RAM ACADEMY	\$0.00	\$2,591.00	\$6,533.93	\$2,631.31	\$6,493.62	\$3,117.12	\$3,376.50
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$13,220.00	\$7,648.53	\$9,648.69	\$11,219.84	\$1,075.00	\$10,144.84
936 GRANTS - (OEF ONLY)	\$0.00	\$62,155.54	\$0.00	\$8,764.41	\$53,391.13	\$42,801.68	\$10,589.45
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$8,500.00	\$4,246.20	\$2,046.20	\$10,700.00	\$1,498.31	\$9,201.69

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 1/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$2,726.55	\$1,955.84	\$2,070.27	\$2,612.12	\$0.00	\$2,612.12
941 ATHLETICS	\$0.00	\$521,563.48	\$408,130.00	\$480,571.47	\$449,122.01	\$83,763.76	\$365,358.25
942 RAM PARTNERS	\$0.00	\$161,695.00	\$114,641.93	\$113,076.25	\$163,260.68	\$19,168.88	\$144,091.80
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$750.00	\$22,875.00	\$0.00	\$23,625.00	\$0.00	\$23,625.00
946 DISTRICT FINE ARTS	\$0.00	\$20,031.25	\$102,480.37	\$21,758.22	\$100,753.40	\$17,758.77	\$82,994.63
947 OPERATIONS WELFARE FUND	\$0.00	\$0.00	\$179.58	\$0.00	\$179.58	\$0.00	\$179.58
949 HEALTH SERVICES	\$0.00	\$0.00	\$106.29	\$0.00	\$106.29	\$0.00	\$106.29
951 RAM TEACHER WELFARE	\$0.00	\$211.57	\$4,621.05	\$222.77	\$4,609.85	\$125.00	\$4,484.85
953 HS FACS	\$0.00	\$5,005.00	\$6,487.95	\$4,168.14	\$7,324.81	\$2,000.00	\$5,324.81
957 HS VOCAL	\$0.00	\$98,952.95	\$47,919.01	\$82,920.34	\$63,951.62	\$24,194.50	\$39,757.12
960 STEM - 6GC	\$0.00	\$1,580.00	\$1,867.72	\$1,351.01	\$2,096.71	\$100.00	\$1,996.71
962 STUDENT HOLDING ACCOUNT	\$0.00	(\$9,275.94)	\$97,693.28	\$0.00	\$88,417.34	\$0.00	\$88,417.34
963 HS LIBERTY COMMITTEE	\$0.00	\$2,583.00	\$5,292.19	\$3,104.52	\$4,770.67	\$0.00	\$4,770.67
965 HS TEACHERS WELFARE	\$0.00	\$4,154.54	\$14,853.20	\$5,839.91	\$13,167.83	\$903.41	\$12,264.42
968 MORROW ACTIVITY	\$0.00	\$9,131.74	\$17,175.06	\$5,104.41	\$21,202.39	\$3,860.00	\$17,342.39
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$902.22	\$303.40	\$598.82	\$200.00	\$398.82
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$78.22	\$0.00	\$78.22	\$0.00	\$78.22
971 HS FCCLA	\$0.00	\$2,995.35	\$529.43	\$2,418.00	\$1,106.78	\$275.00	\$831.78
972 MORROW TEACHER WELFARE	\$0.00	\$3,163.00	\$3,950.02	\$1,462.80	\$5,650.22	\$0.00	\$5,650.22
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$17,448.88	\$11,157.87	\$5,394.54	\$23,212.21	\$2,172.50	\$21,039.71
974 MORROW LIBRARY	\$0.00	\$6,677.92	\$10,557.72	\$6,988.67	\$10,246.97	\$1,000.00	\$9,246.97
975 SIXTH GRADE ACTIVITY	\$0.00	\$0.00	\$8,141.46	\$988.82	\$7,152.64	\$741.42	\$6,411.22
976 SIXTH GRADE PHYS ED	\$0.00	\$20.00	\$896.98	\$0.00	\$916.98	\$0.00	\$916.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$5,919.58	\$35.62	\$5,883.96	\$0.00	\$5,883.96
978 SIXTH GRADE YEARBOOK	\$0.00	\$0.00	\$18,369.04	\$375.76	\$17,993.28	\$0.00	\$17,993.28
979 SIXTH GRADE COMPUTER	\$0.00	\$0.00	\$22.42	\$0.00	\$22.42	\$0.00	\$22.42
980 6GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$119.44	\$0.00	\$119.44	\$0.00	\$119.44
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$932.41	\$815.02	\$117.39	\$0.00	\$117.39
983 SIXTH GRADE ART	\$0.00	\$4,640.00	\$1,691.93	\$2,100.62	\$4,231.31	\$600.00	\$3,631.31
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$0.00	\$3,415.05	\$1,161.51	\$2,253.54	\$0.00	\$2,253.54
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$8.99	\$0.00	\$8.99	\$0.00	\$8.99
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$2,747.05	\$624.04	\$2,123.01	\$0.00	\$2,123.01
989 SIXTH GRADE LIBRARY	\$0.00	\$3,889.23	\$14,787.31	\$3,601.46	\$15,075.08	\$3,150.00	\$11,925.08
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$683.29	\$375.52	\$307.77	\$307.77	\$0.00
993 SIXTH GRADE E.S.C.	\$0.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00
994 STONE CANYON ACTIVITY	\$0.00	\$11,961.94	\$8,257.57	\$9,860.23	\$10,359.28	\$1,782.00	\$8,577.28
995 STONE CANYON TEACHERS WELF	\$0.00	\$675.00	\$953.97	\$657.00	\$971.97	\$0.00	\$971.97
997 STONE CANYON LIBRARY	\$0.00	\$24,709.56	\$22,159.79	\$14,740.80	\$32,128.55	\$14,420.00	\$17,708.55
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$36,757.50	\$99,800.85	\$7,409.27	\$129,149.08	\$34,590.73	\$94,558.35
Total	\$0.00	\$2,274,469.31	\$2,506,623.93	\$1,696,643.15	\$3,084,450.09	\$488,822.57	\$2,595,627.52

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER 883 SITE: 110

ACCOUNT NAME Ator Activity Account

I would like to:

REVISE ACCOUNT BUDGET: Proposed new budget attached.

I am adding/deleting: \$3,600 ^{+ \$400.00 equipment and vet visits} for training for a therapy dog at Ator
= \$4,000 total

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: _____

Karlissa Stoney
Principal

2-3-25
Date

Phillip Storm
Phillip Storm, CFO

2-4-25
Date



APPROVED JUN 10 2024

ACTIVITY FUND ACCOUNT BUDGET

School Name Ator Heights Elementary Site # 110
 Account Name Ator Activity Account Account # 883
 Fiscal Year 24/25

RESOURCES:

Beginning cash balance \$ 6,626.37

Sources of revenue:

Commissions 1,000.00
Donations (Parents, Businesses, Teachers) 500.00
Field Trip Fees, Membership Fees, Dues, Competition Fees 2,000.00
Fundraisers (Food & Merchandise sales, ticket sales, spirit events) 6,000.00
Fun Run / 5K Fundrasier 5,000.00

Total resources Therapy dog for Ator \$ 21,126.37
Professional training
Certification fees

USES OF FUNDS:

Budgeted expenditures: veterinary care \$ 3,000.00
Student Expenses (entry fees, planners, field trip) Equipment \$ 1,000.00
OF / Donations / Non-Profits 300.00
Instructional (Supplies & Resources) 1,500.00
Student Sensory Activity Materials / STEM 500.00
Repairs & Maintenance 500.00
Furniture/Fixtures 500.00
Printing 250.00
Schoolwide Book Program 1,000.00
Awards & Incentives / Celebrations / Theme Days 2,500.00
School Promotional Supplies 500.00
Student Clubs / Activities / Events 300.00
Schoolwide Reading Materials for Students 1,000.00
Subscriptions 1,500.00
Professional Development 500.00
Hosting Meetings - food, supplies 300.00
Fundraiser Expenses 2,000.00
Technology (headphones, microphones, iPads, bots, VR, Carts, Speakers) 1,000.00
Office Supplies 1,000.00
Field Trip, Membership, Competition Expenses 2,000.00

\$ 3,000.00
 \$ 1,000.00
 \$ 300.00
 \$ 100.00 } + 4,000.00
Kalvin
Ator

Total budgeted expenditures \$ 18,150.00 22,150.00

RESOURCES OVER (UNDER) USES (cannot be less than zero) \$ 2,976.37

Signature of Teacher/Sponsor [Signature]

Signature of Principal [Signature]

Date 04/17/2024

REQUEST TO TRANSFER FUNDS

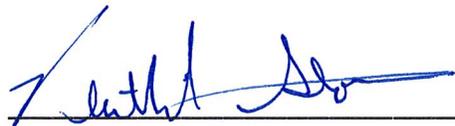
Site: ESC

From: Account Name & No: 801- General Activity Fund

TO: Account Name & No: Teacher/Staff Appreciation accounts at each site (see attached for specific accounts/sites)

Amount: \$10,082.30

For the following reason: Each year the site Teacher/Staff Appreciation accounts are replenished to their original balances.



Phillip Storm, CFO

1-31-25

Date

Owasso Public Schools
Staff Appreciation Funds

F.Y 2025

Transfer From Activity Account 801 to the Following Accounts

site	account #	amount transferred
high school	810	\$2,742.36
8th grade	840	890.43
7th grade	870	777.98
6th grade	980	880.56
ator	930	187.19
bailey	915	599.04
barnes	880	686.10
hodson	900	977.62
mills	890	263.10
morrow	969	401.18
northeast	904	86.09
smith	892	288.76
stone canyon	990	692.23
ram academy	970	221.78
plant operations	938	387.88
total		\$10,082.30



CCOSA's District Level Services (DLS) Program
(Agreement 2024-2025)

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Owasso School District No. 11 of Tulsa County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2025.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2022-23 ADM for your district.

P.O. CALCULATION GRID

County Name: Tulsa County Number: 72
District Name: Owasso District Number: 11

P.O. CALCULATION GRID

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

<u>ADM</u> <u>(2022-23)</u>	<u>TOTAL COST</u>
<u>9,777</u>	<u>\$2,500.00</u>

Purchase Order Number: 249

Purchase Order Amount: \$2,500.00

Please attach a copy of the purchase order when submitting completed forms



Superintendent Certification of Participation

I certify that on the 10th day of February 2025, the Board of Education of Owasso Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Owasso Board of Education has encumbered \$ _____ for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of advisory services to designated administrators with Owasso Public Schools.

Signature of Superintendent

Date

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2025. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!



CCOSA

The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

CCOSA's District Level Services (DLS) Program

Designated Administrator Contact Form 2024-2025

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

Designated Administrators

(based upon each district's size in ADM for the 2022-23 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
Dr. Margaret Coates	918-519-6342	margaret.coates@owassops.org
Kerwin Koerner	918-698-7715	Kerwin.Koerner@owassops.org
*		

*only if ADM exceeds 10,000

Please send a copy of the completed forms to Jen Knight (jennifer@ccosa.org) or fax to 405.524.1196 (ATTN: Jen Knight). Keep one copy for your records.

1.10 Interviews on School Premises; DHS, Law Enforcement, Mental Health Provider

Department of Human Services (DHS)

DHS may conduct an interview and examination of the child at any reasonable time and at any place including, but not limited to, the child's school. School personnel will obtain documentation of the name and identification of DHS personnel conducting the interview. If requested by a DHS representative, an administrator may be present during an interview.

Law Enforcement

Should it become necessary for a properly identified member of a law enforcement agency to talk to a student and/or school personnel during the school day, the following procedures should be observed to assist law enforcement officers and to protect the rights of pupils and parents:

1. All properly identified law enforcement personnel will coordinate all business through the principal's office.
2. Prior to any custodial interrogation of a minor student by law enforcement, state laws will be followed by law enforcement personnel with regard to notification to parents by law enforcement.
3. An administrator or designee should be present during any interview on campus.
4. Except in child abuse cases involving a parent, a student will accompany the officer off the premises only when the officer has a warrant for his/her arrest or when it has been determined the student has become a threat to him/herself or others and after the parent has been notified. If parents cannot be reached prior to the need to remove the student from the premises, notification should be made as soon as possible.

Mental Health Providers

~~Except with prior permission of the Superintendent, Third-party mental health providers may not conduct student interviews or provide therapy to a student during school hours on school property unless specified on a student's Individualized Education Plan (IEP)~~ **a board approved Memorandum of Understanding or contract is in place with the school district.**

Purpose

Owasso Public Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District. Specific measurable goals and outcomes are identified within each section below.

I. School Wellness Committee

Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least two times per year meeting once per semester to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred to as “wellness policy”).

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-Ed). To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

If you would like to be involved with the Wellness committee please email Ram.Meals@Owassops.org. Our Child Nutrition team will help connect you with your established building committee as well as provide details on the publicly accessible District Wellness Committee. Community participation is important in helping us promote the health and wellness of our students and community.

Each school within the District will establish an ongoing School Wellness Committee (SWC) that convenes to review school-level issues, in coordination with the DWC.]

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate the development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

The designated official for oversight is the Assistant Superintendent of Teaching and Learning.

The name(s), title(s), and contact information (email address is sufficient) of this/these individual(s) is (are):

Name	Title / Relationship to the School or District	Email address	Role on Committee
Brian Elam	Assistant Director of Child Nutrition	brian.elam@owassops.org	Meeting Coordinator Contributor

Bryce Wood	Child Nutrition Specialist	Bryce.wood@owassops.org	Meeting Coordinator Contributor
Kellie Aylor	Nurse	kellie.aylor@owassops.org	Contributor
Rickey Peaker	Secondary PE	rickey.peaker@owassops.org	Contributor
Kristen Knowles	Elementary PE	kristen.knowles@owassops.org	Contributor

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Owassops.org for a list of school-level wellness policy coordinators.

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at: owassops.org

Recordkeeping

- The District will retain records to document compliance with the requirements of the wellness policy at Child Nutrition Office. Documentation maintained in this location will include but will not be limited to:
- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's and/or school events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District Leaders leading and coordinating committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Director of Child Nutrition.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

III. Nutrition

School Meals

Our school district is committed to serving healthy meals to children, **high in fiber**, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are low in sodium, sugar and saturated fat, and have zero grams' *trans*-fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The District also operates additional nutrition-related programs and activities including Healthy High School Challenge and Future Chef's. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant and supervised settings;
- Meet or exceed current nutrition requirements **and portion sizes** established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Students are encouraged to start the day with a healthy breakfast.
Breakfast is available to all students at every school site daily.
- Daily fruit options are displayed in a location in the line of sight and reach of students.
- A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
- Menus and nutritional information is available on ~~a mobile app and website~~ **the district website, in the cafeterias, and through a web based menu site.**
- Menus will be created and all meals reviewed by a Registered Dietitian or other certified nutrition professional.
- School meals are administered by a team of child nutrition professionals
- The District child nutrition program will accommodate students with special dietary needs.
- Students are served lunch at a reasonable and appropriate time of day
- Applications for reimbursable meal programs to families will be available on the district website at the start of the school year and throughout the year.
Families will also receive applications through electronic methods as well

as US Mail. The district will distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.

- The District will promote activities to involve students and parents in the lunch program.
- The district will allow students at least 10 minutes to eat breakfast and 20 minutes to eat lunch from the time they are seated and/or provide sufficient lunch periods that are long enough to give all students (K-12) adequate time to be served and eat their lunches
- Promote healthy food and beverage choices using at least ten of the following marketing and merchandising techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans) at the secondary level.
 - Sliced or cut fruit is available daily.
 - All available vegetable options have been given creative or descriptive names.
 - Daily vegetable options are bundled into all grab-and-go meals available to students.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - ~~White milk is placed in front of other beverages in all coolers.~~
 - White milk served in accordance with USDA regulations.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Daily announcements are used to promote and market menu options.
 - Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
 - Lunch will follow the recess period to better support learning and healthy eating when possible.
 - Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.
 - Materials will be distributed to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.

- The District will also offer breakfast using alternate meal service options such as Breakfast in the Classroom, Second Chance Breakfast, Breakfast at the Bell, and/or Grab and Go Breakfast carts in the hallway as applicable to each site.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards](#) website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students without restriction throughout the school day* and throughout every school campus* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

- Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for delivering drinking water.
- Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.
- Bottle fillers available at every site.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive”

foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/school-meals/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at <http://www.healthiergeneration.org/>.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are *sold* to students on the school campus during the school day and ideally, the extended school day, will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts. **Only fundraisers that feature non-food items or foods and beverages that meet Smart Snacks standards will be permitted.**

Celebrations and Rewards

All foods *offered* on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. During the year there will be only two school-wide parties, Winter Holiday and Valentine's Day. Any refreshments brought to school for these parties must be store-bought. Parents may not bring birthday treats for the class. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Food and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)].

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using marketing and merchandising techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.healthiergeneration.org/>.
- The District will promote healthy nutrition choices through exhibiting posters, signs, or other displays on the school campus.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- **Highlights what it means to eat healthfully, consume proper nutrients, and maintain a wholesome and balanced diet.**
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will **comply and support state learning objectives and standards, including those related to the Oklahoma Academic Standards for Health. The district will make available to students, their families, staff and the community ~~include in the~~** health education curriculum **with** a minimum of 6 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day

- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- [The Dietary Guidelines for Americans](#)
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.[\[1\]](#) This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

IV. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason (*"This does not include participation on sports teams that have specific academic requirements"*). Teachers and other school personnel will not use physical activity (e.g., running laps, push-ups) as punishment. The district will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the *"Essential Physical Activity Topics in Health Education"* subsection). The curriculum will support the essential components of physical education.

All students will be provided an equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education in combination with recess for an average of 120 minutes per week throughout the school year.

All District secondary students (middle and high school, grades 6-12) are strongly encouraged to take the equivalent of one academic year of physical education.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments and will use criterion-based reporting for each student.

- Students will engage in moderate to vigorous activity for more than 50% of class time in physical education class.
- During physical education classes, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
- When possible physical education classes will have a student/teacher ratio comparable to core subject classroom size
- All physical education classes in the district are taught by licensed teachers. ~~who are certified or endorsed to teach physical education.~~

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary) and the district will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness

- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year (*This policy may be waived on early dismissal or late arrival days*). If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing, as well as time to put away coats/hats/gloves, will be built into the recess transition period/time frame before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the school or district must conduct indoor recess, teachers and staff will develop and follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

In order to increase food consumption, reduce waste and improve classroom attentiveness recess will be held before lunch when possible.

Classroom Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day. The District recommends teachers provide to all students short (3-5-minute) physical activity breaks throughout the day to stretch, move around and break up their time spent sitting. These physical activities may take place during and/or between classroom times. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Schools will allow teachers the opportunity to participate in or lead physical activities throughout the school day.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by: FOR Sports, Running Club, Secondary Band and Athletics.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in *six or more* of the activities below; including but not limited to:

- Promote activities such as International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area, bike racks)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper and encourage parents to supervise groups of children who walk or bike to and from school.
- Use crossing guards
- Use crosswalks on streets leading to schools
- District will work with local officials to designate safe or preferred routes to school.

V. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical

education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complimentary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices

on the district's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

~~The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.~~

~~Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.~~

The district recognizes that employee health is essential to student health and creating healthy school environments. Accordingly, the district will implement an employee wellness program that promotes healthy eating. The District may partner with community agencies and organizations (e.g. local health departments, hospitals, health insurance companies, and local chapters of national organizations). The district may partner with community agencies and organizations to assist in providing education services and resources for staff.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Child Nutrition staff will receive training on basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks. In addition the Child Nutrition staff will organize and participate in educational activities that support healthy eating behaviors and food safety.

Glossary:

Extended School Day

The time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus

Areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day

The period of time between midnight the night before to 30 minutes after the end of the instructional day.

Competitive Foods and Beverages

Foods and beverages that are sold on campus outside of federal reimbursable school meals program during the school day (e.g., in vending machines or school stores)

Smart Snack Standards

Nutrition standards, issued by the USDA, that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages

Triennial

Recurring every three years.

[11](#)

Amended October 2023
Amended October 2022
Amended November 2021
Amended December 2019
Amended August 2016
Adopted August 2006

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

~~The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.~~

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

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

Definitions for Purposes of this Policy

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

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

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

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

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

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

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

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

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

- Examples of Harassment - include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

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

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

Sexual Harassment: Type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or

- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.
- Sexual assault (as defined in the Cleary Act, 20 U.S.C. 1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C.12291)

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

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

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

Third Parties: Include, but are not limited to, guests and/or visitors, visiting speakers, parents, guardians, volunteers, learning coaches, vendors or contractors doing business with or seeking to do business with the District and other individuals who come into contact with students or District employees or staff members at school-related events/activities.

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

Reporting

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

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

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the appropriate coordinator-~~Title IX coordinator~~, unless the superintendent or ~~Title IX~~ coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district's legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may

report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

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

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

Administrative Response

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

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

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

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

Penalties

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

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

Filing, Investigation, Hearing and Review Procedures

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

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

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

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

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the disciplinary effects on the grievant and other, necessary to eliminate the discrimination, prevent its ~~reoccurrence~~ recurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

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

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the superintendent for a hearing. At the hearing and as far as practicable, efforts should be made to prevent the Grievant and Respondent from personally questioning and cross-examining each other. Additionally, the Grievant and Respondent will be afforded similar

rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, and review of party statements). If the superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the superintendent for hearing.

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

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not ~~happy-satisfied~~ with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

General Provisions

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

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

Access to Regulations: Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, sex, pregnancy, gender, gender expression

or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

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

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

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

Retaliation: The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Coordinators and Contact Information

- **Section 504/Title II Coordinator**

Contact this Coordinator {for Questions or Complaints Based on Disability}

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

Section 504 Due Process Procedures-Inquiry

Contact this Coordinator for information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Charlene Duncan, Director of Special Services

or

Ashley Hearn, Director of Instructional Services
1501 North Ash
Owasso, Oklahoma 74055

- **Title VI Coordinator**

Contact this Coordinator (for Questions or Complaints Based on Race, Color and National Origin)

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

- **Title IX Coordinator**

Contact this Coordinator (for Questions or Complaints Based on Sex, Pregnancy, Gender, Gender Expression or Identity)

Assistant Superintendent of Teaching and Learning
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272--53678182
Email: titleixofficer@owassops.org

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

- **Prohibition of Race and Sex Discrimination in Curriculum Coordinator**

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

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

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

- **Age Act Coordinator**

Contact this Coordinator (for Questions or Complaints Based on Age)

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

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

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

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

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

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

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

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

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

Definitions for Purposes of this Policy

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

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

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

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

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

Employee: Any person employed by the district assigned to work at or on behalf of the district pursuant to a written agreement, including district employees, staff members, contracted

vendors, and service providers. This designation includes individuals serving the district in an elected or voluntary capacity, such as board members, committee members, and volunteers.

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

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

- Examples of Harassment - include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

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

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

Sexual Harassment: Type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.
- Sexual assault (as defined in the Cleary Act, 20 U.S.C. 1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C.12291)

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Third Parties: Include, but are not limited to, guests and/or visitors, visiting speakers, parents, guardians, volunteers, learning coaches, vendors or contractors doing business with or seeking to do business with the District and other individuals who come into contact with students or District employees or staff members at school-related events/activities.

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

Reporting

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

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

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

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

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Administrative Response

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

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

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

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

Penalties

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

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

Filing, Investigation, Hearing and Review Procedures

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

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

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

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

Within 5 days after completing the investigation, the applicable Coordinator will issue a written decision to the Grievant and Respondent. The report will include (a) a summary of facts, (b) an analysis of the appropriate legal standards applied to the facts, and (c) findings regarding whether the alleged discrimination occurred. If a finding is made that discrimination occurred, the Coordinator's report shall also contain (a) recommended interim and permanent steps, including examples of the range of possible disciplinary sanctions and remedies available to address the disciplinary effects on the grievant and other, necessary to eliminate the discrimination, prevent its recurrence, and remedy its effects, as well as (b) the resources, including medical and counseling resources, that are available to students and witnesses. The decision will be based on a preponderance of evidence standard (i.e., it is more likely than not that the alleged discrimination occurred).

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

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

The superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may

determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 5 days after completing the investigation the superintendent will issue a written decision to the Grievant and Respondent. If the Grievant or Respondent is not ~~happy~~ ~~satisfied~~ with the decision, he or she must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

General Provisions

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

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

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

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

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

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

Retaliation: The district prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The district will take steps to prevent the alleged perpetrator or anyone else at the district from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Coordinators and Contact Information

- **Section 504/Title II Coordinator**

Contact this Coordinator for Questions or Complaints Based on Disability

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

Section 504 Due Process Inquiry

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

Charlene Duncan, Director of Special Services
or

Ashley Hearn, Director of Instructional Services
1501 North Ash
Owasso, Oklahoma 74055

- **Title VI Coordinator**

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

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

- **Title IX Coordinator**

Contact this Coordinator for Questions or Complaints Based on Sex, Pregnancy, Gender, Gender Expression or Identity

Assistant Superintendent of Teaching and Learning
1501 North Ash
Owasso, Oklahoma 74055
Office Number: (918) 272-8182
Email: titleixofficer@owassops.org

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

- **Prohibition of Race and Sex Discrimination in Curriculum Coordinator**

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

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

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

- **Age Act Coordinator**

Contact this Coordinator for Questions or Complaints Based on Age

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

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

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

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

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

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

New Policy

1.22b Title IX Grievance Procedures

Title IX Statement

Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any program, service or activity, including but not limited to, educational programs or activities, student services, academic counseling, discipline, classroom assignment, grading, extra-curricular activities and transportation services by the Owasso Public Schools (OPS). Title IX also prohibits sex discrimination in employment.

Owasso Public Schools encourages anyone who believes a Title IX violation may have occurred to report their concerns to an OPS employee or staff member assigned to work at or on behalf of OPS or the Title IX coordinator who is identified below.

- **Title IX Coordinator**

Contact this Coordinator for Questions or Complaints Based on Sex, Pregnancy, Gender, Gender Expression or Identity

Assistant Superintendent of Teaching and Learning

1501 North Ash

Owasso, Oklahoma 74055

Office Number: (918) 272-8182

Email: titleixofficer@owassops.org

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

Definitions for Purposes of this Policy

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

Formal Complaint: Is defined as a document filed by the Grievant or signed by the Title IX coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment.

Grievant: The person who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: The person who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Third Parties: Include, but are not limited to, guests and/or visitors, visiting speakers, parents, guardians, volunteers, learning coaches, vendors or contractors doing business with or seeking to do business with the District and other individuals who come into contact with students or District employees or staff members at school-related events/activities.

Sexual Harassment: Is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.
- Sexual assault (as defined in the Cleary Act, 20 U.S.C. 1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C.12291)

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Grievance Procedures

These Grievance Procedures are intended to treat Grievants and Respondents equitably by providing remedies to a Grievant if a Respondent is found responsible, and by following the proscribed grievance process before imposing discipline on a Respondent. The Grievance Procedure seeks to ensure objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence. Individuals involved in the Grievance Procedures – including Title IX coordinators, investigators, decision-makers, facilitators of informal resolution efforts and those involved in the appeal process – must be trained and not have any bias or conflict of interest.

Reporting and Filing a Formal Complaint

Any student or District employee or staff member who believes that they have been subjected to sexual harassment by a student, District board member, vendor, volunteer, contractor, or other person doing business with the District, should immediately report the behavior or communication to an District employee or staff member or a Title IX coordinator.

All district employees and staff members are expected to promptly report actual knowledge of sexual harassment they observe or hear about to the Title IX Coordinator or their direct supervisor.

Reports can be made orally or in writing and should be as specific as possible. The person making the report should identify the alleged victim/Grievant, perpetrator(s)/Respondent(s) and witness(es), and describe in detail what occurred, including date(s), time(s) and location(s). Upon receipt of a report, the Title IX Coordinator or direct supervisor must promptly contact the Grievant to discuss the availability of supportive measures, consider the Grievant's wishes with respect to supportive measures, inform the Grievant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Grievant the process for filing a formal complaint.

A Formal Complaint must be filed by a Grievant prior to the district proceeding with an investigation under its Title IX Grievance Procedure. A formal complaint may be filed by a Grievant in person, by mail, or electronic mail. A Title IX Coordinator may file a formal complaint, with or without the Grievant's consent.

Mandatory and Discretionary Dismissals

The district must dismiss a complaint:

- That does not describe the conduct that meets the definition of sexual harassment;
- That alleges sexual harassment that did not occur in the district's educational program or activity; or
- That alleges the sexual harassment did not occur in the United States at all.

The district may dismiss a complaint:

- If the Grievant notifies the Title IX coordinator in writing that the Grievant wishes to withdraw the formal complaint or some of its allegations;
- If the Respondent is no longer enrolled as a student in the district or employed by the district and assigned to work at or on behalf of the district; or
- If specific circumstances prevent the district from gathering evidence sufficient to reach a determination about the allegations.

If the district dismisses a complaint, or any allegations, pursuant to the above, it will send a written notice of dismissal and the reason(s) to the parties. Both parties have the right to appeal the district dismissal as described in more detail below under "Right to Appeal."

Informal Resolution Process

If appropriate as determined by the Title IX coordinator, the Grievant and the Respondent may voluntarily agree to participate in an informal resolution process that does not involve a full investigation and determination. Prior to the informal resolution process commencing, both parties will receive written notice of the charges and allegations and will be advised of their option to engage in a formal resolution process. The Grievant will not be required to resolve the problem directly with the Respondent, and either party has the right to end the informal process at any time and begin the formal process for investigating the complaint. The district prohibits the informal resolution process for complaints involving a district employee or staff member assigned to work at or on behalf of the district and a student. The informal process should be completed on or before thirty (30) days after the complaint is filed.

Formal Resolution Process

If the parties choose not to engage in the informal resolution process or choose to stop the informal resolution process at any time, the district will conduct a prompt and full investigation into any formal Title IX complaint. An investigation will afford both the Grievant and the Respondent a full and fair opportunity to be heard, submit documentation and evidence supporting or refuting the allegation(s), and identify witnesses. All parties involved in the investigation will be provided with a copy of these Title IX Grievance Procedures.

When the district begins the investigation a written notice will be provided to the parties containing:

- A copy of the district's Policy and Grievance Procedure under Title IX;
- Whether there is an opportunity to engage in informal resolution;
- The actual allegations that would constitute sexual harassment;
- A statement that the Respondent is presumed innocent;
- A statement that the parties are entitled to an advisor of their choice;
- A statement that the parties can request to inspect and review certain evidence; and
- Information regarding possible repercussions of making false statements.

Investigations may be conducted by the appropriate Title IX coordinator or designee, such as a principal or other administrator who has been trained in Title IX procedures and does not have a conflict of interest or bias towards either party. The district reserves the right to obtain or consult with a third-party investigator or resource at any time during the Grievance Procedures.

Prior to and during the investigation process, the Title IX coordinator or designee will meet independently with the Grievant and the Respondent and discuss any supportive measures to be implemented before or during the investigation.

Retaliation Prohibited

At the beginning of the investigation, the Title IX coordinator or investigator will explain that Title IX includes protections against retaliation and that the district will take steps to prevent retaliation and that the district will strongly react to any retaliatory actions, including any acts of retaliatory harassment, should they occur. No student, parent/guardian, district employee or staff member, or member of the public shall be retaliated against for filing a complaint or participating in the investigation of the complaint.

Respondent Presumed Innocent

During an investigation, the Respondent is presumed to be innocent.

Investigation Procedure

Investigations must begin promptly, proceed impartially, and treat all parties equitably. This includes providing both parties an opportunity to present witnesses and other evidence. The investigation will be concluded within thirty (30) calendar days but no more than sixty (60) days after a formal complaint is filed, unless there is good cause to continue the investigation beyond sixty (60) days (e.g. law enforcement activities, absence of a party or witness, absence of a party's advisor of choice or the need to provide language assistance or accommodations of disabilities).

Supportive Measures

Upon request of a party, or on its own initiative, the district may implement supportive measures prior to or during the investigation of a formal complaint. Supportive measures are free measures designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures support Grievant/Respondent and are not punitive or disciplinary with respect to the Grievant or Respondent. They do not unreasonably burden any other person. Supportive measures include, but are not limited to, counseling, extensions of time, modifications of work or class schedules, appropriate emotional and/or academic support, restrictions on contact between the parties, leaves of absences, and increased monitoring and support. In fairly assessing the need for either party to receive interim measures, the district will not rely on fixed rules or any assumptions that favor one party over another. Supportive measures will be made available to both parties, as appropriate. In imposing supportive measures, the Title IX coordinator or designee will make every effort to avoid depriving any student of his/her education. The Title IX coordinator or designee will communicate with the parties to ensure any supportive measures are necessary and effective based on the parties' needs.

Determination of Investigation

The district shall take reasonable, timely, age-appropriate and effective corrective action, if warranted, based upon the situation and nature of the complaint. Appropriate corrective action may include reassignment, increased supervision, counseling, academic support services, additional training for students and staff, safety plan, behavioral support plan and/or disciplinary action under the district's policies and procedures which include suspension, permanent expulsion, and termination. Restorative practices will also be considered in any circumstance involving disciplinary action. The investigator's findings will be documented in a preliminary report and shared with the Grievant, Respondent and their advisors, if any. The parties will have at least ten (10) calendar days to review the preliminary report and submit a response in writing. Prior to finalizing the report, the investigator shall consider the parties' written responses to the preliminary report, if any. The investigation report will then be finalized and forwarded to the decision-maker, the parties and their advisors, if any. The decision-maker cannot be the investigator, Title IX Officer or have any conflict of interest or bias with either party

The decision-maker, prior to any final decision, shall afford the parties an additional (10) calendar days to submit relevant, written questions to the opposing party or any witnesses. The decision-maker shall ask any relevant questions, record the response(s) and provide the responses to the parties (and their advisors, if any) prior to making a final determination. If the decision-maker deems a question irrelevant, he/she shall state in writing why the question is not relevant and provide the reason(s) to the parties (and advisors, if any) before the final decision is made.

The decision-maker shall issue a written decision and deliver it simultaneously to both parties. The written decision must include:

- The portion of the district's policies that was violated;
- A description of the procedural steps that were taken by the district on the way to getting to the decision;
- A findings of fact section;
- A section that draws conclusions after applying the facts to the portion of the district's policy that applies;
- A statement and rationale for the ultimate determination of responsibility;
- A statement and rationale for any remedies for the Grievant, addressing how those remedies will restore or preserve equal access; and
- A statement of the district's procedures, a statement that the parties have a right to appeal the initial determination regarding responsibility and the permissible basis for the appeal.

Right to Appeal

Both parties shall be provided notice of right to appeal the final determination based on: (1) a procedural irregularity affected the outcome of the matter; (2) new evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; or (3) a conflict of interest on the part of the Title IX coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.

If a party intends to file an appeal, they must submit the appeal in writing to the superintendent within five (5) days following the date of the final decision.

The opposing party shall be provided with a copy of the written appeal and given an opportunity to submit a response, which will be provided to the superintendent.

The superintendent shall review the written appeal and any response and issue a written determination within ten (10) days of the receipt of the appeal, which will be delivered to both parties.

If the Grievant or Respondent is not ~~happy~~ **satisfied** with the decision, they must notify the superintendent, in writing, within 5 days, and request an appeal to the board of education. The

written appeal shall contain a specific statement explaining the basis of the appeal.

The superintendent will notify the board of education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the board of education.

The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. Within 5 days of the meeting, the board will issue a final decision in writing to all parties involved.

The district board of education's decision shall be final.

Training

Individuals involved in the Grievance Procedure – Title IX coordinators, investigators, decision-makers or facilitators of informal, voluntary resolution efforts must be trained. The training materials will not rely on sex stereotypes, will promote impartial investigations and adjudications and be posted on the district's website. All other district employees and staff members assigned to work at or on behalf of the district shall be trained on how to identify and report sexual harassment.

Privileges

No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the district is allowed to seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.

1.45 Discrimination, Harassment, and Retaliation

~~The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.~~

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

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

Definitions

"Employee" for purposes of this policy, includes all district employees, board members and volunteers.

"Student" refers to any person who is enrolled in any district school or program.

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

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

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

“Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

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

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

Any employee who receives a harassment, discrimination, or retaliation report will immediately refer the matter to the Title IX coordinator, an administrator, human resources, or the superintendent. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of the Title IX coordinator, an administrator, human resources, or the superintendent. All reports should state:

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

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

The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#).

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

Administrative Response

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

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

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

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

Penalties

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

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

1.45 Discrimination, Harassment, and Retaliation

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

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

Definitions

"Employee" for purposes of this policy, includes all district employees, board members and volunteers.

"Student" refers to any person who is enrolled in any district school or program.

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

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

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

“Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

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

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

Any employee who receives a harassment, discrimination, or retaliation report will immediately refer the matter to the Title IX coordinator, an administrator, human resources, or the superintendent. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of the Title IX coordinator, an administrator, human resources, or the superintendent. All reports should state:

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

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

The Title IX Coordinator serves as the point of contact for addressing complaints and ensuring compliance with Title IX regulations. Inquiries about Title IX may be referred to the Owasso Public Schools Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. The Owasso Public Schools Title IX Coordinator is the Assistant Superintendent of Teaching & Learning and can be contacted at:

1501 N. Ash, Owasso, OK 74055
titleixofficer@owassops.org
918-272-8182

The district has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints. Those procedures can be viewed in the Owasso Public Schools Policy Manual, [Policy #1.22](#).

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

Administrative Response

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

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

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

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

Penalties

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

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



OCCUPATIONAL THERAPY SERVICES

This Contract, entered into this 1st day of July, 2024 by and between Owasso Public Schools (the Agency) and Stephanie Kuykendall, O.T., Function 1st Therapies (The Therapy Provider(s)) affirms that:

WHEREAS, the AGENCY has determined that it is necessary to retain the services of a qualified Occupational Therapist (OT/L) licensed by the Oklahoma State Board of Medical Licensure and Supervision and/or an Occupational Therapy Assistant (OTA) for consultation and/or treatment of students in the **Agency's** school district;

WHEREAS, the above named individual(s) are duly qualified to perform these services;

NOW, THEREFORE, the parties agree as follows:

1. The THERAPY PROVIDER(S) shall perform any or all of the following services, as requested by the AGENCY:
 - A. evaluate each referred student, formally or informally;
 - B. provide recommendations for IEP goals, individual or group therapy, as deemed necessary;
 - C. determine specific therapeutic needs, plan and provide appropriate occupational therapy utilizing sensorimotor activities, therapeutic exercises, mobility training, self-help skills, and use of special adaptive equipment;
 - D. participate in AGENCY planning meetings, such as Educational Team Conferences, Individualized Educational Plan Meetings, staffings, or other meetings as mutually agreed upon by both parties of the contract;
 - E. orient, train, and supervise professional and nonprofessional staff in treatment methods as they relate to the educational setting;
 - F. assess, modify, and improve each individualized occupational therapy program as the client changes and his/her needs change;
 - G. provide periodic verbal and written reports to the **AGENCY**;
 - H. provide in-service training for staff and families upon request of the **AGENCY**;
 - I. provide other services as may be mutually agreed upon by both parties of this contract.
2. As mandated by state and federal law, the **THERAPY PROVIDER(S)** will provide input for IEP goals / objectives related to occupational therapy needs for each student receiving services. Furthermore, the **THERAPY PROVIDER(S)** will maintain treatment records. Informal assessment of progress on IEP goals will be ongoing with IEP goals revised annually, or more often if deemed necessary. Participation in IEP meetings and parent conferences is considered essential for provision of services, when possible.
3. The **THERAPY PROVIDER(S)** shall perform these services for students referred by the **AGENCY**. The need for ongoing Occupational Therapy services for the referred student shall be determined jointly by the **THERAPY PROVIDER(S)** and the **AGENCY'S** school team.
4. The **AGENCY** shall obtain appropriate educational and medical information on referred students.
5. The specific recommendations given by the **THERAPY PROVIDER(S)** for any student shall not be used in the school or home program of any other student unless advice concerning such action is first obtained from the **THERAPY PROVIDER(S)**.
6. In the event that the **AGENCY'S** need for Occupational Therapy services increases during the contract period and the **THERAPY PROVIDER(S)** is/are able to provide the additional services, the **THERAPY PROVIDER(S)** contract will be amended per School Board approval. The **Therapy Provider(s)** will invoice the **AGENCY** monthly for additional time at the same hourly rate as listed on the current contract. If the **THERAPY PROVIDER(S)** is/are unable to provide the additional services, the **AGENCY** is free to contract or employ an Occupational Therapist for the additional hours needed.
7. The **AGENCY** shall monitor the services of the **THERAPY PROVIDER(S)** through regular meetings or telephone conferences with the **THERAPY PROVIDER(S)** and/or with **AGENCY** personnel.

8. The **AGENCY** agrees to pay the **THERAPY PROVIDER(S)** at a rate of \$ 55.00 per hour, for 17 hours weekly for 35 weeks or 595 total hours for an Occupational Therapist (OT) and \$ 50.00 per hour for 48 hours weekly for 34 weeks or 1632 total hours for a Certified Occupational Therapy Assistant (COTA) for a total contract price not to exceed \$ 114,325.00 for all Services delivered under the terms of this contract during the period of July 1, 2024 thru June 30, 2025. No charges will be made for mileage reimbursement. The **THERAPY PROVIDER(S)** will be allowed, with no financial penalty, three (3) sick days leave and two (2) professional days. Professional days will be approved in advance by the Director of Special Services. Each provider will log their sick days and/or professional days. The parties agree that inclusive within this contract fee are:
- A. All therapy services previously outlined, travel time between schools in the **AGENCY'S** district, related administrative and record-keeping duties deemed necessary by the **THERAPY PROVIDER** for adequate delivery of service to the **AGENCY**.
 - 1. Services will begin on July 1, 2024 and shall extend through June 30, 2025, or the last day of school, whichever is first. Excluded are holidays and school breaks.
 - 2. In the event of student absences, distance learning or cancellation of Occupational Therapy Services by the **AGENCY**, except regularly scheduled school holidays and breaks, the **THERAPY PROVIDER(S)** will utilize this time to work on related matters to the **AGENCY'S** students, i.e.: classroom or teacher consultation, chart review, classroom or home program, etc.
 - 3. In the event of absences or cancellation of Occupational Therapy Services by the **THERAPY PROVIDER(S)**, except regularly scheduled school holidays and breaks, the **THERAPY PROVIDER(S)** will make up the day(s) absent, will have an adjustment made by salary deduction, or provide a qualified substitute.
 - 4. The **THERAPY PROVIDER(S)** will maintain records of all time spent providing Occupational Therapy Services. Monthly Service Logs must be signed and submitted to the Office of Special Services by **no later than the 5th day** of each working month.
 - 5. The **THERAPY PROVIDER(S)** will furnish Certificates of Professional Liability Insurance coverage which will be kept enforced during the terms of this contract. In addition to such insurance, the **THERAPY PROVIDER(S)** agrees to indemnify and hold District and its agents, employees, and officers harmless against claims, demands, or action against District arising from the services provided.
 - B. Occupational Therapy services will be provided at the **AGENCY'S** schools, and the **AGENCY** will provide adequate space for the implementation of occupational therapy services except during the event of mandated distance learning by the **AGENCY**, at which time occupational therapy service provision and/or consultation will be provided through teletherapy, email, phone, or text.
9. The **AGENCY** represents that it has the funds for fulfillment of this contract and will pay all fees as follows:
- A. The **THERAPY PROVIDER(S)** will submit monthly invoices and Occupational Therapy Service logs and Documentation.
 - B. The **AGENCY** will make 10 payments not to exceed \$ 11,432.50 and any additional invoiced amounts not to exceed \$ 1,000.00 during the period of July 1, 2024 through June 30, 2025. The total payments shall not exceed \$ 115,325.00 per contract period. Payments are to be made no later than the 1st day following monthly Board of Education meetings, commencing September 1, 2024 and continuing each month thereafter through May 31, 2025 or following June, 2025 BOE Meeting.
10. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and termination dates.
11. This contract shall become effective on July 1, 2024 and shall terminate on June 30, 2025. .

The Contract for Occupational Therapy Services is acceptable. I/We agree to provide the services as outlined in the contract.

Stephanie Kuykendall, OTR/L, MS-MFT
OCCUPATIONAL THERAPIST DATE

6-3-2024
DATE

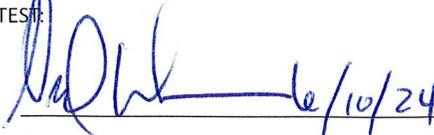
Oklahoma License #OT__753_____

INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA

ATTEST:



6-10-24



President, Board of Education

Date

Clerk, Board of Education

Date

Function 1st Therapies
Occupational Therapy Services

221 S. Florence Suite 150
Claremore, OK 74017

Owasso Public Schools

2-1-25

Addendum to 2024-2025 Contract

Function 1st Therapies services Ator Elementary and our current schedule has reached the maximum numbers of students that we can engage within the time allowed. For our COTA therapists to meet the needs of the school, we are requesting an increase in our contract.

We are requesting approval of an adjustment to our contract of an increase of 3.5 OTA hours per week at \$50 an hour for the remaining 14 weeks of the current semester for a total increase of and not to exceed \$2450.00.

Stephanie Kuykendall. 2/1/25

Function 1st Therapies Date
Stephanie Kuykendall, OTR/L, MS-MFT

Owasso Public School Date

Shawn Roberson, Ph.D., Forensic Psychologist

P.O. Box 31075
Edmond, Oklahoma 73003
Telephone: (405) 639-9956
info@drshawnroberson.com

February 4, 2025

Fee Agreement

Examinee: _____
Date of Birth: _____
Client: Owasso Public Schools

Scope of Services: Shawn Roberson, Ph.D., will be retained as an expert witness to provide a threat/dangerousness assessment of the examinee. The role of expert witness is not that of an advocate. Dr. Roberson will provide an assessment in an objective and forthright manner, outlining all of the evidence regardless of the assistance it provides to the parties in this case. Dr. Roberson may interview and perform psychological testing of the examinee, review relevant treatment records, interview collateral parties, review the case materials made available to him, and provide a written report. The written report will only be provided to the Owasso Public School System (OPSS), who is considered Dr. Roberson's client. OPSS will retain the authority to distribute the report to any party they see fit. Dr. Roberson will not release the report to any other parties, unless court-ordered to do so. This evaluation will consist of (but is not limited to) the following procedures:

Service	Estimated Hours
Review of case-related documents, including (but not limited to): <ul style="list-style-type: none">• School records disciplinary history and incident reports; academic transcript; other relevant school records• Mental health treatment records (e.g., inpatient treatment, outpatient counseling, etc.)• Materials and investigative reports related to the alleged threats	5.0
Interview of school staff and other collateral sources as deemed appropriate by Dr. Roberson	1.0
Interview of the examinee's guardian(s)	1.0
Clinical evaluation and psychological testing of the examinee. Testing may include (but is not limited to) psychological symptoms and/or personality, intelligence, dangerousness, and interviews about the allegations.	4.0
Scoring of psychological testing	1.5

Written report	4.0
Consultation with Owasso Public School regarding results	0.5
Total Estimate (\$250.00 per hour)	17.0

Financial Agreement: The agreed upon fee for the above-listed services is \$4,250.00, which will be paid upon the completion of services. If the examinee does not attend the appointment without cancelling with the referring school district at least 24 hours in advance, the retaining party will be charged for 4.0 hours of time. The school district has the responsibility of immediately notifying Dr. Roberson of any cancellations.

This financial agreement provides an estimate of the time required given that Dr. Roberson does not have the case materials at this time; nor does Dr. Roberson have the examinee's available records. Should the materials related to the allegations, treatment records, or other materials exceed the estimated times, a request may be made for approval of further funds to review those materials prior to them being reviewed. No charges will exceed this estimate without the approval of the payor. If more work is required after the submission of the report, such as expert witness testimony, there will be further charges.

I understand the information provided in this fee arrangement agreement and have been given the opportunity to clarify any concerns with Dr. Roberson. I hereby agree to fulfill this fee arrangement agreement as written.

OPSS Authorized Representative (Printed Name)

Date

OPSS Authorized Representative (Signature)

Date

This document was provided by:

S/ Shawn Roberson, Ph.D. (Electronic Signature)
Shawn Roberson, Ph.D.
Forensic Psychologist and Licensed Health Service Provider
Oklahoma Psychology License #914
February 4, 2025



Vivacity Tech PBC
641 Fairview Ave N
Suite #150
Saint Paul MN 55104

QUOTE INFO **ACCOUNT INFO**

Quote# QUO3009672
Expires: 2/23/2025

Account#
66110

Project Name
(2000) Lenovo 100e + Licenses + Services

Account Name
Owasso Public Schools

PREPARED FOR **SALES REPRESENTATIVE**

Russell Thornton
russell.thornton@owassops.org

Ryan Heineman
ryan@vivacitytech.com

SKU	PRODUCT	QTY	PRICE	TOTAL
83G80002US	Lenovo 100e Gen 4 Chromebook - Intel N100/4GB/32GB - Non-Touch - New	2,000	\$233.00	\$466,000.00
CROSSWDISEDUNEW	Chrome OS Education License Vivacity Tech White Glove Service	2,000	\$30.00	\$60,000.00
SVC-WG	- Enroll Device in Console - Update OS to current version (to the date the service is performed)	2,000	\$2.00	\$4,000.00
SVC-VT-ATAG	Vivacity Tech Asset Tagging Service - VT Provided	2,000	\$2.00	\$4,000.00
FEE-GRNSH	Vivacity Tech Green Shipping Service	2,000	\$0.00	\$0.00
FEE-S&H	Vivacity Tech Shipping & Handling	1	\$0.00	\$0.00

Notes: Credit Card payments are subject to a 3% convenience fee.

Subtotal: \$534,000.00

Contract: OMNIA Partners Synnex (R200803)

Tax Total: \$0.00

Grand Total: **\$534,000.00**

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate to education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow-up further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote. We're excited about this opportunity to work with you and your school district. If you have questions or concerns, please check with your dedicated Account Manager listed on this quote, or contact our Sales Team at (877) 731-2069 option 1 or sales@vivacitytech.com. Vivacity Tech is the first Public Benefit Corporation to provide hardware technology to schools, as such we are required to give back a portion of our profits to schools for technology purposes. We believe we have a responsibility to ensure our nation's students succeed. Our efforts go far beyond selling products and begin with our team forming long-lasting partnerships focused on school districts' success.

Owasso Public Schools

Treasurers Report

as of January 31, 2025

	General Fund prior year 7/1/23 to 1/31/24	General Fund current year 7/1/24 to 1/31/25	Building Fund prior year 7/1/23 to 1/31/24	Building Fund current year 7/1/24 to 1/31/25	Child Nutrition prior year 7/1/23 to 1/31/24	Child Nutrition current year 7/1/24 to 1/31/25	Sinking Fund prior year 7/1/23 to 1/31/24	Sinking Fund current year 7/1/24 to 1/31/25
Beginning Fund Balance	14,472,763.48	18,444,544.42	3,486,854.69	4,009,841.87	2,542,882.97	2,572,917.00	2,943,531.65	2,035,668.91
Revenue								
local	20,864,835.41	23,177,975.01	2,991,231.93	3,342,847.80	992,751.37	1,076,446.77	13,924,481.54	16,874,079.71
intermediate	2,291,585.99	2,533,224.95	0.00	0.00				0.00
state	24,153,984.90	23,926,420.31	579,005.32	3,142.63	0.00	18,561.47	981.02	14,648.10
federal	2,936,540.58	2,123,145.61	119,667.13	0.00	1,162,061.09	1,198,404.20		
premium on bond sale							0.00	0.00
reimb/correcting entry	<u>41,743.11</u>	<u>40,445.24</u>	<u>0.00</u>	<u>0.00</u>	<u>127.98</u>	<u>914.20</u>	<u>0.00</u>	<u>0.00</u>
total revenue	50,288,689.99	51,801,211.12	3,689,904.38	3,345,990.43	2,154,940.44	2,294,326.64	13,925,462.56	16,888,727.81
Expenditures								
salary	25,157,867.76	26,209,715.60			813,629.55	909,225.32	0.00	0.00
benefits	7,793,684.86	8,302,528.27			263,151.53	284,551.12	0.00	0.00
contracted prof / tech svcs	662,061.79	675,836.68	1,415.00	410.00	12,514.00	13,539.00	0.00	0.00
property svcs	249,304.10	285,642.27	765,503.36	674,141.32	18,676.76	37,729.74	0.00	0.00
other purchased svcs	354,683.77	391,764.20	1,134,434.65	1,617,923.44	867,809.98	964,513.63	0.00	0.00
supplies	1,043,423.99	953,182.14	1,589,324.46	1,566,413.00	178,166.80	60,804.36	0.00	0.00
property	137,700.05	0.00	24,551.18	15,731.69	37,545.00	221,310.52	0.00	0.00
dues/fees/registration/tuition	389,035.46	459,269.49			640.75	1,048.50	0.00	0.00
bond principal & interest							582,925.00	1,015,212.50
other uses	<u>1,878.68</u>	<u>770.94</u>	<u>0.00</u>	<u>0.00</u>	<u>7,658.97</u>	<u>13,514.20</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	35,789,640.46	37,278,709.59	3,515,228.65	3,874,619.45	2,199,793.34	2,506,236.39	582,925.00	1,015,212.50
prior year estopped checks	0.00	0.00						
Balance as of January 31st, 2025	28,971,813.01	32,967,045.95	3,661,530.42	3,481,212.85	2,498,030.07	2,361,007.25	16,286,069.21	17,909,184.22
bank balance 1-31-25		33,133,676.79		3,599,256.95		2,363,249.21		17,909,184.22
outstanding checks		<u>(166,630.84)</u>		<u>(118,044.10)</u>		<u>(2,241.96)</u>		<u>0.00</u>
balance 1-31-25		32,967,045.95		3,481,212.85		2,361,007.25		17,909,184.22

**Owasso Public Schools
Treasurers Report**

Bond Funds Summary
as of 1-31-25

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date
FY 25 Beginning Fund Balance	32,680,241.44	713.68	151,460.54	280,714.69
Revenue				
interest/other	450,993.31	0.00	0.00	0.00
correcting entry	0.00	0.00	0.00	0.00
bond proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	450,993.31	0.00	0.00	0.00
Expenditures	<u>16,009,083.83</u>	<u>0.00</u>	<u>32,822.00</u>	<u>77,318.75</u>
Balance as of 1-31-25	17,122,150.92	713.68	118,638.54	203,395.94

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance
000	non categorical	4,963.79	0.00	4,963.79	151,460.54	113,994.00	37,466.54	713.68	0.00	713.68
119	plant operations	172,265.17	67,995.00	104,270.17	0.00	0.00	0.00	0.00	0.00	0.00
120	fine arts uniforms/equip	51,413.18	45,937.53	5,475.65						
141	5th grade center	<u>52,072.55</u>	<u>52,072.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		280,714.69	166,005.08	114,709.61	151,460.54	113,994.00	37,466.54	713.68	0.00	713.68

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance
000	non categorical	0.00	0.00	0.00
102	enrollment/tech center	923,432.21	923,432.21	0.00
111	copiers	107,614.00	107,614.00	0.00
112	buses	536,613.76	505,723.00	30,890.76
113	technology	6,111,504.43	3,352,550.39	2,758,954.04
114	instructional resources	2,521,213.58	1,874,436.25	646,777.33
116	uniforms/equipment	178,974.40	104,342.50	74,631.90
117	safety	379,852.07	325,568.19	54,283.88
119	plant operations	3,654,162.67	3,303,772.10	350,390.57
120	fine arts uniforms/equip	593,347.69	20,000.00	573,347.69
134	roofing district wide	0.00	0.00	0.00
136	track/band project	8,065,326.94	8,121,771.10	(56,444.16)
138	hodson safe structure	8,894,446.43	8,894,446.43	0.00
139	8th Grade Safe Room	480,000.00	515,000.00	(35,000.00)
141	5th grade center	456,044.00	451,927.45	4,116.55
171	nurses equipment	47,604.08	30,585.04	17,019.04
172	library budgets	181,098.48	147,420.07	33,678.41
201	construction undesignated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		33,131,234.74	28,678,588.73	4,452,646.01

Owasso Public Schools

National Board Certified Stipends

Fiscal Year 2025

	stipend	fica	medicare	total
Speech Language Pathologists				
Ashley Berner	4,644.68	287.97	67.35	5,000.00
Mitzi Booth	4,644.68	287.97	67.35	5,000.00
Megan Bosch	4,644.68	287.97	67.35	5,000.00
Julie Dulin	4,644.68	287.97	67.35	5,000.00
Jessica Groff	4,644.68	287.97	67.35	5,000.00
Dawn Hamilton	4,644.68	287.97	67.35	5,000.00
Alexandria Lamb	3,715.74	230.38	53.88	4,000.00
Megan McCormick	4,644.68	287.97	67.35	5,000.00
Susan Posey	4,644.68	287.97	67.35	5,000.00
Danielle Ray	4,644.68	287.97	67.35	5,000.00
Robyn Vanderveen	4,644.68	287.97	67.35	5,000.00
Jennifer Zlomke	4,644.68	287.97	67.35	5,000.00
School Psychologists				
Edie Lovett	4,644.68	287.97	67.35	5,000.00
Susan Lusk-Olson	4,644.68	287.97	67.35	5,000.00
Susan St. John	4,644.68	287.97	67.35	5,000.00
Total				74,000.00



DEPARTMENT OF ATHLETICS

OWASSO RA

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

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

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

1. **Scoreboard Advertising.** The District hereby designates the Sponsor as a Ram Club - 1 Sponsor and leases to the Sponsor one digital rotation on LED sign in the OHS gym.
2. **Term.** The term of this Agreement shall extend for a period of one (1) year beginning on 2/10/25 of the current year and ending date on February 1, 2026 of the next year.
3. **Consideration.** The Sponsor agrees to pay the Athletic Department \$1,000 per year, in advance and paid in full of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement.
4. **Installation and Maintenance.** The Sponsor will bear the responsibility and expense for the fabrication and submission to the Athletic Department of the District of said Sponsor's logo for the Sponsor's advertising panel. All such activities will be coordinated with the District. Sponsor agrees to submit an artwork and advertising copy to the District for approval prior to the installation on the scoreboard. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts.
5. **Location.** The District will, in its sole discretion, determine the specific location on the scoreboard/message center where the Sponsor's advertising panel will be displayed.
6. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.

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

Dated:

Owasso Athletic Department

by: _____
BOE President

by: 
Athletic Director
ZACH DUFFIELD

By: 
Owner / Representative
Sarah Sanford

Proposed Changes of:

4.04 Sanctioning of Student Achievement Programs and Parent-Teacher Associations and Organizations

The Board of Education of the Owasso School District (the "District") believes that student achievement programs (curricular, co-curricular and extracurricular) and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. *Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.*

Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations

1. The District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. Any organization requesting sanctioning by the Board of Education shall complete an "Application for Sanctioning" on an annual basis. The application shall include the following: (1) a statement of its purpose and goals; (2) organizational structure and membership requirements; (3) a detailed statement of how the District and its students will benefit if the organization is sanctioned; (4) a statement of nondiscrimination consistent with Oklahoma and federal laws; (5) an attached statement of financial activity for the most recent completed year, or if this is the organizations initial year of existence, a budget for the upcoming academic year; (6) copies of bank statements for the previous twelve months; (7) updated list of co-signers on the bank account (Must have a minimum of two co-signers); (8) updated list of current officers; and (6)(9) a copy of the organization's current bylaws (if such by-laws have been amended or changed from the previous year). This application must be submitted to the Business Office by the 1st day of June proceeding the applicable sanctioning year. Late applications may be rejected.
4. The application shall be submitted to the Business Office for preliminary review by the ~~Director of Finance~~ **Chief Financial Officer**. After the program, association, or organization's written statement has been reviewed by the ~~Director of Finance~~ **Chief Financial Officer**, the director shall ~~make a recommendation~~ **a recommendation shall be made** to the Board of Education. The Board

of Education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable.

5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the Superintendent, ~~Director of Finance~~ **Chief Financial Officer** or the Board of Education may require from any such program, association or organization, on an annual basis, that financial and/or performance audits be performed on the program, association, or organization by an independent accounting firm. The cost of such audits will be paid by the applicant. If requested by the Superintendent, ~~Director of Finance~~ **Chief Financial Officer** or the Board of Education, the audits shall be submitted to the Business Office within ninety (90) days of the date originally requested. Failure to comply with this provision in a timely manner will result in revocation of sanctioned status. The Board of Education shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.
6. The Superintendent, ~~Director of Finance~~ **Chief Financial Officer**, or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of requested records must be promptly submitted to the Business Office.
7. The Board may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
8. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School District under this policy.
9. To be considered for sanctioning, each program, association, or organization must adopt by-laws as its primary governing document. These by-laws must include all elements as are common to such organizations. The following provision must be included in the organization's by-laws: 1) explanation of its tax-exempt purpose, 2) recognition and resolution of any conflict of interest, and 3) the disposition of assets upon the dissolution or the organization.
10. Each program, association, or organization shall incorporate into its by-laws a provision that requires each treasurer, or such person responsible for reporting its financial activity, to submit a monthly financial report to the organization's governing board. This financial report shall include a listing of every financial transaction for that month. The report shall include each receipt/check number, amount, date, and recipient/payee. Each disbursement, whether by paper check or electronic transfer, shall have an accompanying invoice for verification. This financial report shall be accompanied by the corresponding detailed bank statement to corroborate the financial statement activity.
11. Each program, association, or organization must obtain its own federal employer identification number (EIN) and include that number on its annual application.
12. Each program, association, or organization which has been granted tax-exempt status by the Internal Revenue Service is responsible for all required reporting to the federal and state taxing authorities.