

Ardmore Board of Education Regular Meeting

Thursday, October 23, 2025 5:30 PM

Ardmore Administration Center - Board Room, 611 Veterans Blvd., Ardmore, OK 73401

1. Call the meeting to order, establish a quorum & state compliance with the Open Meeting Act. [Harry Spring, Board President]
2. Pledge of Allegiance [Led By: Mr. Harry Spring, Board President]
3. Reports:
 - District Update [Andy Davis, Superintendent]
 - Quarterly Board Credit Report [Andy Davis, Superintendent]
4. Consent Agenda
 - A. Minutes
 - B. Monthly Financial Report for the Month Ending September 30, 2025.
 - Activity Fund
 - Treasurer's Report
 - C. Encumbrance Orders and Change Orders as listed for FY26.
 - D. Annual Activity Account Review | Approval
 - E. Fundraiser Requests from Schools, Clubs & Organizations
 - F. Contract Approvals/Renewals
 - G. Adoption|Revision to Board Policies and/or Administrative Procedures.
 - H. 2026 Annual Ardmore City Schools Board of Education Election Resolution
 - I. Annual Review of the district's Acceptable Use Policy and the current internet filters as outlined in Board Policy CE-A for continued compliance with the Children's Internet Protection Act of 2000. [no change needed]
5. Consider and take action on the Out-of-State Student Trip Request for November 12, 2025, for Take Two Academy students to travel to Dallas, Texas to visit the Perot Museum of Nature and Science. [Stephanie Hacker, Director]
6. Consider participation in the Delta Dental a) Cavity Prevention School-Based Dental Sealant Program, b) Captain Supertooth Program, c) MouthScience Kit Program, followed by a vote to approve the Delta Dental of Oklahoma Foundation Memorandum of Understanding FY26. [Lisa Moore, Director of Special Services]
7. Consider and take action on the use of the Purchasing Card (P-Card) Program as the district's credit card provider. [Perry Zeiset, Director of Finance]
8. Conduct a public hearing on the District's proposed FY26 General Fund, Building Fund, and CO-OP Fund Budgets followed by a vote to approve said budgets. [Perry Zeiset, [Director of Finance]
9. Financial Information [Perry Zeiset, Director of Finance]
10. New Business not known at the time the agenda was posted.
11. Consider and take action, if necessary, on the date, time and place of the next regular board meeting, scheduled for **November 18, 2025, 5:30 p.m.**, Ardmore City Schools Administration Board Room, 611 Veterans Blvd., Ardmore, Oklahoma.
12. Proposed executive session to discuss the following items, followed by a vote to convene into Executive Session.
13. The Board President to declare the Executive Session complete, acknowledge the Board's return to open session, and the meeting being reopened to the public; followed by the Executive Session Compliance Announcement as to who was present in the Executive Session, items discussed, note that no other business was discussed, and that no action was taken while in Executive Session.
14. Consider and take action on the 2025-2026 Negotiated Agreement | Master Contract between the Ardmore Board of Education and the Ardmore Education Association.

15. Consider and take action on the 2025-2026 Negotiated Agreement | Work Rules between the Ardmore Board of Education and the Ardmore Support Personnel Organization.
16. Consider and take action on the Non-Certified Support employment for the 2025-2026 school year:
17. Consider and take action on the recommended additions to the Personnel Substitute Rosters for the 2025-2026 school year.
18. The following resignations have been received and approved by the Superintendent.
19. Adjournment

Posted this _____ day of _____, 20____, at _____ o'clock _____.M., at the south entrance of the Administration Center, 611 Veterans Blvd., Ardmore, OK 73401. Notice for this meeting was provided & verified Carter County Clerk on _____.

Terrie Colaw, Board Minutes Clerk

Quarterly Board Credit Report
October 23, 2025

All Members of the Board of Education are in compliance with required training credits:

- Harry Spring
 - All Training Credits have been completed.
- James Foreman
 - All Training Credits have been completed.
- Steve Oliver
 - All Training Credits have been completed.
- Lori Capshaw
 - 6 – 15-Month Training Credits have been completed.
 - 11 Continuing Education Credits have been completed. 4 additional credits needed before November 2027.
- Jaclyn Woods
 - 12 – 15-Month Training Credits have been completed.
 - 12 Continuing Education Credits have been completed. 3 additional credits needed before November 2028.

Minutes
Special Meeting | September 30, 2025 | Official Proceedings



The Ardmore City Schools' Board of Education for Independent School District No. 19, Carter County, Oklahoma met in special session on September 30, 2025, at 12:00p.m. The meeting was held at the Administration Center Board Room, 611 Veterans Blvd, Ardmore, Oklahoma.

Attendees

- Harry Spring, Board President
- Steve Oliver, Board Vice-President
- Lori Capshaw, Board Clerk
- Andy Davis, Superintendent
- Terrie Colaw, Minutes Clerk
- Morgan Manley, Deputy Minutes Clerk
- No other attendees

1. The meeting was called to order at 12:00 p.m. by Board President, Harry Spring. Roll Call was conducted. Mr. Spring noted that a quorum had been established with three board members present. Mr. James Foreman and Mrs. Jaclyn Woods were absent. Mr. Spring concluded by confirming that the agenda had been posted in compliance with the Open Meeting Act.

Regular Item

2. The Board took necessary action to approve the Official Minutes from the Regular Meeting held on September 16, 2025, and the Special Meeting held on September 22, 2025.

MOTION: SM2025-037

Motion was made to approve the Official Minutes from the Regular Meeting held on September 16, 2025, and the Special Meeting held on September 22, 2025. This motion, made by Steve Oliver and seconded by Lori Capshaw, passed. Voting Yes: Capshaw, Oliver, Spring. Foreman and Woods were absent.

3. The Board took necessary action to approve the Presence Learning, Inc. Agreement for an additional 18 hours weekly for Speech Services in the amount of \$45,608.40 for the 2025-2026 school year.

MOTION: SM2025-038

Motion was made to approve the Presence Learning, Inc. Agreement for an additional 18 hours weekly for Speech Services in the amount of \$45,608.40 for the 2025-2026 school year. This motion, made by Steve Oliver and seconded by Lori Capshaw, passed. Voting Yes: Capshaw, Oliver, Spring. Foreman and Woods were absent.

4. The Board took necessary action to approve the Mindset Safety Management Agreement for training sessions on November 10, 11, 12, and 13, 2025.

MOTION: SM2025-039

Motion was made to approve the Mindset Safety Management Agreement for training sessions on November 10, 11, 12, and 13, 2025. This motion, made by Steve Oliver and seconded by Lori Capshaw, passed. Voting Yes: Capshaw, Oliver, Spring. Foreman and Woods were absent.

5. The Board took necessary action to approve the 2026 Regular Meeting dates for the Ardmore City Schools Board of Education as listed:

Ardmore City Schools Board of Education 2026 Regular Board Meeting Dates

- Thursday, January 22, 2026
- Thursday, February 19, 2026
- Thursday, March 26, 2026
- Tuesday, April 21, 2026
- Tuesday, May 19, 2026
- Tuesday, June 16, 2026

- Tuesday, July 21, 2026
- Tuesday, August 18, 2026
- Tuesday, September 15, 2026
- Thursday, October 22, 2026
- Tuesday, November 17, 2026
- Tuesday, December 15, 2026


MOTION: SM2025-040

Motion was made to approve the 2026 Regular Meeting dates for the Ardmore City Schools Board of Education as listed. This motion, made by Lori Capshaw and seconded by Steve Oliver, passed. Voting Yes: Capshaw, Oliver, Spring. Foreman and Woods were absent.

Adjournment

3. Board President Harry Spring adjourned the meeting at 12:03p.m.

Harry Spring, Board of Education President



Terrie Colaw, Board of Education Minutes Clerk

ARDMORE CITY SCHOOLS

Treasurer's Report of School Activity Funds For the Month Ended September 30, 2025

	Checking & Sweep Accounts	*Investment in CDs	Total Activity Fund
First Nat'l Bank & Trust Co., Ardmore, Okla.:			
Beginning Balance as of 9/1/2025:	\$ 1,089,064.95		1,089,064.95
Receipts	87,774.77		87,774.77
Voided Check from Prior Month	763.73		763.73
Investment Purchases	-		-
Investment Maturities	-		-
Disbursements	(92,057.88)		(92,057.88)
	<u>\$ 1,085,545.57</u>	<u>\$ -</u>	<u>\$ 1,085,545.57</u>
Ending Balance as of 9/30/2025:	<u>\$ 1,085,545.57</u>	<u>\$ -</u>	<u>\$ 1,085,545.57</u>
FNB Balance as of 9/30/2025:	\$ 1,104,651.61		
Less Outstanding Checks	<u>(19,106.04)</u>		
Reconciled Bank Balance as of 9/30/2025:	<u>\$ 1,085,545.57</u>	-	
 <u>Investments - CDs</u>			
	 <u>\$ -</u>		

ARDMORE CITY SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2025 - 9/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Unit - 052 ADMINISTRATION BUILDING							
888 SPIRIT OF THE TIGERS	\$17,004.21	\$0.00	\$0.00	\$1,151.40	\$15,852.81	\$0.00	\$15,852.81
895 ELEMENTARY MUSIC	\$6,943.28	\$2,211.00	\$0.00	\$1,164.90	\$7,989.38	\$304.86	\$7,684.52
896 HUGS	\$102,278.54	\$9,776.00	\$0.00	\$330.04	\$111,724.50	\$0.00	\$111,724.50
898 TRANSPORTATION	\$717.12	\$0.00	\$0.00	\$189.30	\$527.82	\$0.00	\$527.82
899 OPERATIONAL	\$99,080.49	\$4,393.74	\$0.00	\$1,983.34	\$101,490.89	\$0.00	\$101,490.89
901 UNITED WAY DONATION ACCOUNT	\$971.26	\$0.00	\$0.00	\$0.00	\$971.26	\$0.00	\$971.26
907 SPECIAL OLYMPICS	\$5,778.74	\$0.00	\$0.00	\$0.00	\$5,778.74	\$0.00	\$5,778.74
912 ACS IEC BOOSTER	\$5,096.76	\$0.00	\$0.00	\$0.00	\$5,096.76	\$0.00	\$5,096.76
913 ACS NATIVE AMERICAN CLUB	\$2,841.34	\$0.00	\$0.00	\$0.00	\$2,841.34	\$0.00	\$2,841.34
917 SUNSHINE WELFARE	\$413.83	\$0.00	\$0.00	\$0.00	\$413.83	\$0.00	\$413.83
939 PUBLIC RELATIONS	\$6,400.42	\$395.00	\$0.00	\$726.25	\$6,069.17	\$0.00	\$6,069.17
962 CHILD NUTRITION	\$1,099.25	\$4,977.20	\$0.00	\$1,099.25	\$4,977.20	\$0.00	\$4,977.20
Total Unit - 052 ADMINISTRATION BUILDING	\$248,625.24	\$21,752.94	\$0.00	\$6,644.48	\$263,733.70	\$304.86	\$263,428.84
Unit - 110 Charles Evans Elementary							
801 CHARLES EVANS	\$14,176.18	\$0.00	\$0.00	\$135.00	\$14,041.18	\$0.00	\$14,041.18
802 CHARLES EVANS LIBRARY	\$2,422.73	\$30.00	\$0.00	\$0.00	\$2,452.73	\$236.16	\$2,216.57
803 CHARLES EVANS PTO	\$6,082.20	\$418.00	\$0.00	\$0.00	\$6,500.20	\$0.00	\$6,500.20
911 CHARLES EVANS WELFARE	\$133.36	\$0.00	\$0.00	\$0.00	\$133.36	\$0.00	\$133.36
Total Unit - 110 Charles Evans Elementary	\$22,814.47	\$448.00	\$0.00	\$135.00	\$23,127.47	\$236.16	\$22,891.31
Unit - 120 Jefferson Elementary							
811 JEFFERSON	\$11,152.23	\$295.00	\$0.00	\$0.00	\$11,447.23	\$884.11	\$10,563.12
813 JEFFERSON PTO	\$3,199.62	\$425.00	\$0.00	\$310.18	\$3,314.44	\$0.00	\$3,314.44
818 JEFFERSON STAFF ACTIVITY	\$341.28	\$396.75	\$0.00	\$85.70	\$652.33	\$0.00	\$652.33
893 6th GRADE ENVIROMENTAL CAMP	\$2,867.00	\$0.00	\$0.00	\$0.00	\$2,867.00	\$0.00	\$2,867.00
Total Unit - 120 Jefferson Elementary	\$17,560.13	\$1,116.75	\$0.00	\$395.88	\$18,281.00	\$884.11	\$17,396.89
Unit - 125 Lincoln Elementary							
808 LINCOLN SUNSHINE ACCOUNT	\$1,581.25	\$0.00	\$0.00	\$0.00	\$1,581.25	\$0.00	\$1,581.25
814 LINCOLN	\$12,332.14	\$0.00	\$0.00	\$71.86	\$12,260.28	\$0.00	\$12,260.28
815 LINCOLN LIBRARY	\$4,070.66	\$0.00	\$0.00	\$471.97	\$3,598.69	\$0.00	\$3,598.69
816 LINCOLN PTO	\$4,568.97	\$2,069.59	\$0.00	\$983.60	\$5,654.96	\$643.73	\$5,011.23
Total Unit - 125 Lincoln Elementary	\$22,553.02	\$2,069.59	\$0.00	\$1,527.43	\$23,095.18	\$643.73	\$22,451.45
Unit - 135 Will Rogers Elementary							
804 WILL ROGERS ACTIVITY	\$31,206.46	\$736.00	\$0.00	\$106.55	\$31,835.91	\$0.00	\$31,835.91
805 WILL ROGERS LIBRARY	\$2,646.67	\$0.00	\$0.00	\$288.60	\$2,358.07	\$0.00	\$2,358.07
806 WILL ROGERS WELFARE	\$872.11	\$95.00	\$0.00	\$0.00	\$967.11	\$0.00	\$967.11
817 WILL ROGERS PTO	\$11,008.01	\$735.00	\$0.00	\$693.68	\$11,049.33	\$380.98	\$10,668.35
906 CLEARING ACCOUNT	\$0.00	\$23.00	\$0.00	\$0.00	\$23.00	\$0.00	\$23.00
Total Unit - 135 Will Rogers Elementary	\$45,733.25	\$1,589.00	\$0.00	\$1,088.83	\$46,233.42	\$380.98	\$45,852.44
Unit - 505 ARDMORE MIDDLE SCHOOL							
823 AMS FOOTBALL	\$1,685.00	\$0.00	\$0.00	\$875.00	\$810.00	\$0.00	\$810.00
824 AMS COLLEGE READINESS	\$254.48	\$0.00	\$0.00	\$0.00	\$254.48	\$0.00	\$254.48
825 AMS ATHLETIC ACTIVITY	\$3,650.72	\$67.92	\$0.00	\$0.00	\$3,718.64	\$0.00	\$3,718.64
826 AMS VOCAL MUSIC	\$2,038.84	\$95.00	\$0.00	\$175.00	\$1,958.84	\$0.00	\$1,958.84
827 AMS POM SQUAD	\$242.33	\$0.00	\$0.00	\$0.00	\$242.33	\$0.00	\$242.33
828 AMS MISCELLANEOUS	\$3,255.00	\$0.00	\$0.00	\$229.00	\$3,026.00	\$0.00	\$3,026.00
829 AMS CHEERLEADERS	\$10,817.00	\$1,003.00	\$0.00	\$2,281.32	\$9,538.68	\$0.00	\$9,538.68
830 AMS SCIENCE EXPLORERS	\$4,025.61	\$0.00	\$0.00	\$34.42	\$3,991.19	\$0.00	\$3,991.19
831 AMS ART	\$399.11	\$0.00	\$0.00	\$0.00	\$399.11	\$0.00	\$399.11
832 AMS STUDENT COUNCIL	\$692.76	\$0.00	\$0.00	\$0.00	\$692.76	\$0.00	\$692.76
833 AMS FCCLA	\$2,207.95	\$0.00	\$0.00	\$0.00	\$2,207.95	\$0.00	\$2,207.95
834 AMS NJHS	\$7,987.43	\$0.00	\$0.00	\$0.00	\$7,987.43	\$0.00	\$7,987.43
835 AMS GIRLS ATHLETICS	\$7,978.80	\$0.00	\$0.00	\$0.00	\$7,978.80	\$0.00	\$7,978.80
884 AMS LIBRARY	\$1,148.40	\$0.00	\$0.00	\$0.00	\$1,148.40	\$0.00	\$1,148.40
906 CLEARING ACCOUNT	\$62.61	\$29.00	\$0.00	\$0.00	\$91.61	\$0.00	\$91.61
923 AMS DRAMA CLUB	\$1,458.23	\$0.00	\$0.00	\$111.74	\$1,346.49	\$0.00	\$1,346.49
926 AMS PTO	\$1,313.19	\$0.00	\$0.00	\$0.00	\$1,313.19	\$0.00	\$1,313.19

ARDMORE CITY SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2025 - 9/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Unit - 505 ARDMORE MIDDLE SCHOOL							
931 AMS YEARBOOK	\$0.00	\$460.00	\$0.00	\$27.50	\$432.50	\$0.00	\$432.50
933 AMS STAFF ACTIVITY	\$51.28	\$15.35	\$0.00	\$0.00	\$66.63	\$0.00	\$66.63
Total Unit - 505 ARDMORE MIDDLE SCHOOL	\$49,268.74	\$1,670.27	\$0.00	\$3,733.98	\$47,205.03	\$0.00	\$47,205.03
Unit - 705 ARDMORE HIGH SCHOOL							
837 AHS ART	\$817.48	\$0.00	\$0.00	\$0.00	\$817.48	\$0.00	\$817.48
839 AHS BAND	\$40,587.56	\$5,499.00	\$0.00	\$6,959.53	\$39,127.03	\$260.00	\$38,867.03
841 AHS BAND BOOSTER CLUB	\$17,791.20	\$500.00	\$0.00	\$2,076.74	\$16,214.46	\$0.00	\$16,214.46
842 ARDMORE PIANO	\$564.71	\$0.00	\$0.00	\$0.00	\$564.71	\$0.00	\$564.71
843 AHS VOCAL MUSIC	\$3,790.35	\$635.00	\$0.00	\$786.44	\$3,638.91	\$340.00	\$3,298.91
844 AHS TEST FEES	\$6,115.09	\$0.00	\$0.00	\$0.00	\$6,115.09	\$0.00	\$6,115.09
845 AHS CLASS OF 2026	\$4,495.02	\$0.00	\$1,186.69	\$51.21	\$5,630.50	\$0.00	\$5,630.50
846 AHS CLASS OF 2025	\$1,186.69	\$0.00	(\$1,186.69)	\$0.00	\$0.00	\$0.00	\$0.00
847 AHS CLASS OF 2028	\$877.43	\$0.00	\$0.00	\$0.00	\$877.43	\$0.00	\$877.43
848 AHS CLASS OF 2029	\$262.50	\$0.00	\$0.00	\$0.00	\$262.50	\$0.00	\$262.50
850 AHS CLASS OF 2027	\$1,309.27	\$0.00	\$0.00	\$0.00	\$1,309.27	\$0.00	\$1,309.27
851 AHS FORENSIC BOOSTER CLUB	\$11.29	\$0.00	\$0.00	\$0.00	\$11.29	\$0.00	\$11.29
852 AHS CRITERION	\$14,095.73	\$0.00	\$0.00	\$0.00	\$14,095.73	\$0.00	\$14,095.73
853 AHS ROBOTICS CLUB	\$648.71	\$0.00	\$0.00	\$27.50	\$621.21	\$0.00	\$621.21
854 YOUTH & GOVERNMENT	\$163.33	\$0.00	\$0.00	\$0.00	\$163.33	\$0.00	\$163.33
857 AHS FORENSICS	\$2,786.51	\$0.00	\$0.00	\$0.00	\$2,786.51	\$0.00	\$2,786.51
859 AHS FCCLA	\$3,330.01	\$0.00	\$0.00	\$255.00	\$3,075.01	\$0.00	\$3,075.01
863 AHS LIBRARY	\$67.30	\$0.00	\$0.00	\$0.00	\$67.30	\$0.00	\$67.30
864 AHS MISCELLANEOUS	\$13,310.07	\$368.00	\$0.00	\$174.70	\$13,503.37	\$0.00	\$13,503.37
867 AHS SCIENCE CLUB	\$709.95	\$0.00	\$0.00	\$0.00	\$709.95	\$0.00	\$709.95
869 AHS INTERNATIONAL CLUB	\$663.16	\$0.00	\$0.00	\$0.00	\$663.16	\$0.00	\$663.16
870 ARDMORE MUSICAL THEATRE	\$16,103.99	\$0.00	\$0.00	\$433.66	\$15,670.33	\$0.00	\$15,670.33
871 AHS STRINGS/ORCHESTRA	\$6,614.12	\$3,515.75	\$0.00	\$0.00	\$10,129.87	\$120.00	\$10,009.87
872 AHS STUDENT COUNCIL	\$1,378.49	\$0.00	\$0.00	\$0.00	\$1,378.49	\$0.00	\$1,378.49
938 AHS BENEVOLENCE	\$1,048.66	\$237.75	\$0.00	\$0.00	\$1,286.41	\$0.00	\$1,286.41
Total Unit - 705 ARDMORE HIGH SCHOOL	\$138,728.62	\$10,755.50	\$0.00	\$10,764.78	\$138,719.34	\$720.00	\$137,999.34
Unit - 708 ATHLETICS							
838 AHS ATHLETICS	\$54,908.60	\$23,344.08	\$276.77	\$14,945.50	\$63,583.95	\$5,199.45	\$58,384.50
855 AHS POM SQUAD	\$7,975.16	\$0.00	\$0.00	\$0.00	\$7,975.16	\$515.00	\$7,460.16
856 AHS DUGOUT CLUB	\$9,234.48	\$0.00	\$0.00	\$0.00	\$9,234.48	\$0.00	\$9,234.48
866 AHS QUARTERBACK CLUB	\$655.37	\$0.00	\$0.00	\$0.00	\$655.37	\$0.00	\$655.37
868 AHS eSPORTS	\$6,061.37	\$400.00	\$0.00	\$154.95	\$6,306.42	\$0.00	\$6,306.42
873 AHS TAKEDOWN CLUB	\$7,109.84	\$0.00	\$0.00	\$0.00	\$7,109.84	\$0.00	\$7,109.84
874 AHS TENNIS CLUB	\$1,421.61	\$0.00	\$0.00	\$0.00	\$1,421.61	\$0.00	\$1,421.61
875 ARDMORE POWERLIFTING	\$953.04	\$0.00	\$0.00	\$0.00	\$953.04	\$0.00	\$953.04
878 AHS VARSITY CHEERLEADERS	\$4,008.89	\$2,538.04	\$0.00	\$938.50	\$5,608.43	\$460.47	\$5,147.96
879 TIGER SOCCER BOOSTER CLUB	\$28,687.24	\$0.00	\$0.00	\$0.00	\$28,687.24	\$6,232.80	\$22,454.44
897 AHS TIGER TRACK MEET	\$1,677.82	\$0.00	\$0.00	\$0.00	\$1,677.82	\$0.00	\$1,677.82
918 AHS GIRLS FASTPITCH CLUB	\$10,926.44	\$2,639.00	\$0.00	\$3,410.70	\$10,154.74	\$0.00	\$10,154.74
919 AHS SOCCER	\$718.91	\$2,275.00	\$0.00	\$0.00	\$2,993.91	\$0.00	\$2,993.91
921 AHS STATE TRACK MEET	\$6.75	\$0.00	\$0.00	\$0.00	\$6.75	\$0.00	\$6.75
922 AHS HOLIDAY FESTIVAL	\$276.77	\$0.00	(\$276.77)	\$0.00	\$0.00	\$0.00	\$0.00
943 AHS FOOTBALL CAMP	\$17,234.84	\$5,972.00	\$0.00	\$17,565.00	\$5,641.84	\$0.00	\$5,641.84
944 TIGER BOYS BASKETBALL	\$1,994.45	\$0.00	\$0.00	\$0.00	\$1,994.45	\$1,242.95	\$751.50
945 AHS ADVERTISING REVENUE	\$6,007.58	\$670.25	\$0.00	\$0.00	\$6,677.83	\$0.00	\$6,677.83
951 LADY TIGER BASKETBALL	\$4,971.17	\$0.00	\$0.00	\$4,255.00	\$716.17	\$395.32	\$320.85
953 AHS TIGER RUN ACCOUNT	\$6,079.31	\$0.00	\$0.00	\$0.00	\$6,079.31	\$0.00	\$6,079.31
964 AHS SPORTS MEDICINE	\$31.55	\$0.00	\$0.00	\$0.00	\$31.55	\$0.00	\$31.55
972 AHS GOLF	\$25,728.99	\$0.00	\$0.00	\$0.00	\$25,728.99	\$5,449.00	\$20,279.99
Total Unit - 708 ATHLETICS	\$196,670.18	\$37,838.37	\$0.00	\$41,269.65	\$193,238.90	\$19,494.99	\$173,743.91
Unit - 710 Westheimer Performing Arts Center							
858 WESTHEIMER PAC	\$347,875.03	\$10,534.35	\$0.00	\$26,497.85	\$331,911.53	\$0.00	\$331,911.53

ARDMORE CITY SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2025 - 9/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Unit - 710 Westheimer Performing Arts Center							
Total Unit - 710 Westheimer Performing Arts Center	\$347,875.03	\$10,534.35	\$0.00	\$26,497.85	\$331,911.53	\$0.00	\$331,911.53
Total	\$1,089,828.68	\$87,774.77	\$0.00	\$92,057.88	\$1,085,545.57	\$22,664.83	\$1,062,880.74

DISTRICT TREASURER'S MONTHLY REPORT
 To the Board of Education, District I-19, Ardmore, Carter County, Oklahoma
 For the Month Ending September 30, 2025

Form B

FUND BALANCES

Name of Funds	Beginning Balance 9/1/2025	Deposits	Investment in CDs		Disbursed	Bank Balance 9/30/2025	Outstanding Checks	Ending Balance 9/30/2025	Short-Term CDs by Fund	Total Cash & CDs by Fund
			Purchases	Maturities						
General Fund	\$ 6,137,380.85	\$ 1,248,838.38			\$ (2,249,039.66)	\$ 5,137,179.57	\$ (849,546.27)	\$ 4,287,633.30	-	\$ 4,287,633.30
Coop Fund	1,081,392.34	3,156.41			(70,376.19)	1,014,172.56	(26,125.11)	988,047.45	-	988,047.45
Building Fund	3,541,995.57	20,794.81			(257,795.86)	3,304,994.52	(117,017.52)	3,187,977.00	-	3,187,977.00
Child Nutrition Fund	92,945.96	150,140.70			(179,858.75)	63,227.91	(60,597.22)	2,630.69	-	2,630.69
County Sales Tax Fund	2,285,360.03	91,478.07			(4,926.00)	2,371,912.10	-	2,371,912.10	-	2,371,912.10
Bond Fund # 31 - 2018 Lease Purchase Pymts	2,340,270.24	7,060.62			-	2,347,330.86	-	2,347,330.86	-	2,347,330.86
Bond Fund #37 - 2013 Lease Purchase Pymts	783,696.60	2,340.28			(16,000.00)	770,036.88	-	770,036.88	-	770,036.88
2018 Bond Fund #38 Buses	-	-			-	-	-	-	-	-
2019 Bond Fund #39 PAC, Jeff, Vehicles	44,001.67	106.78			(17,220.30)	26,888.15	-	26,888.15	-	26,888.15
Sinking Fund	5,183,948.19	64,561.30			-	5,248,509.49	-	5,248,509.49	-	5,248,509.49
Endowments Fund	24,839.60	70.70			(2,810.00)	22,100.30	(1,160.00)	20,940.30	-	20,940.30
Gifts Fund	4,493.98	12.49			(710.00)	3,796.47	-	3,796.47	-	3,796.47
TOTAL	\$ 21,520,325.03	\$ 1,588,560.54	\$ -	\$ -	\$ (2,798,736.76)	\$ 20,310,148.81	\$ (1,054,446.12)	\$ 19,255,702.69	\$ -	\$ 19,255,702.69

INVESTMENTS - CDs

								Purchase Date	Maturity Date
\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -	\$0.00		

DISTRICT TREASURER'S MONTHLY REPORT
 To the Board of Education, District I-19, Ardmore, Carter County, Oklahoma
 For the Month Ending September 30, 2025
WARRANT RECORDS

Form C

Fund and Fiscal Year	Warrants Outstanding 9/1/2025	During the Month of September 2025			Outstanding Warrants 9/30/2025	Total by Fund
		Warrants Issued	Warrants Paid	Voided Warrants		
General Fund FY26	\$ 223,870.24	\$ 2,340,691.60	\$ (1,894,057.09)	\$ -	670,504.75	
General Fund FY25	\$ 533,834.14		(354,982.57)		178,851.57	
General Fund FY24	189.95				189.95	\$ 849,546.27
Coop Fund FY26	7,481.56	73,622.89	(59,813.48)		21,290.97	
Coop Fund FY25	15,396.85		(10,562.71)		4,834.14	26,125.11
Building Fund FY26	-	374,813.38	(257,795.86)		117,017.52	
Building Fund FY25	-				-	117,017.52
Child Nutrition Fund FY 26	7,341.49	186,177.27	(149,736.27)		43,782.49	
Child Nutrition Fund FY25	46,937.21		(30,122.48)		16,814.73	
Child Nutrition Fund FY24	-				-	60,597.22
County Sales Tax Fund FY26	-	4,926.00	(4,926.00)		-	
County Sales Tax Fund FY25	-				-	
Bond Fund # 31 - 2018 Lease Purchase Pymts FY26	-				-	
Bond Fund # 37 - 2013 Lease Purchase Pymts FY26	16,000.00		(16,000.00)		-	
Bond Fund # 37 - 2013 Lease Purchase Pymts FY26	-				-	
2018 Bond Fund #38 FY26	-				-	
2019 Bond Fund #39 FY26	-	17,220.30	(17,220.30)		-	
2019 Bond Fund #39 FY25	-				-	
Sinking Fund FY26	-				-	
Sinking Fund FY25	-				-	
Endowments Fund FY26	-	3,970.00	(2,810.00)		1,160.00	
Endowments Fund FY25	-				-	1,160.00
Gifts Fund FY26	-	710.00	(710.00)		-	
Gifts Fund FY25	-				-	
TOTAL	\$ 851,051.44	\$ 3,002,131.44	\$ (2,798,736.76)	\$ -	\$ 1,054,446.12	\$ 1,054,446.12

I hereby certify that the within foregoing reports are true and correct as shown by the records of my office and I further certify that the collections made by the office are deposited in the official depository bank as required by law.

RECEIVED BY THE BOARD OF EDUCATION
 23rd Day of October 2025

DISTRICT TREASURER

BOARD CLERK



ARDMORE CITY SCHOOLS

Receipt Register

Options: Fund: Governmental Funds, Show Detail: No, Date Range: 9/1/2025 - 9/30/2025, Account: FIRST NATIONAL BANK & TRUST, Status: All

Receipt No	Date	Received From	Amount	Status
69	9/4/2025	Carter County Clerk - Ad Valorem - August	\$152,807.46	Posted
70	9/4/2025	OERB - Transp - WR to Seminole Museum 4/24/25	\$1,132.20	Posted
71	9/9/2025	OKDHS - HUGS Tuition - Sept	\$3,249.50	Posted
72	9/9/2025	OTC - Commissions - August	\$182,737.55	Posted
73	9/11/2025	SDE - Foundation & Salary Aid	\$614,730.29	Posted
74	9/11/2025	SDE - Drivers Education	\$2,947.50	Posted
75	9/11/2025	SDE - Textbooks	\$14,394.78	Posted
76	9/11/2025	SDE - Support In Lieu of FBA	\$15,160.03	Posted
77	9/11/2025	SDE - Support Employee Health Allow	\$108,425.52	Posted
78	9/11/2025	SDE - Certified in Lieu of FBA	\$2,258.61	Posted
79	9/11/2025	SDE - Certified Employee Health Allow	\$119,878.92	Posted
80	9/12/2025	T-Mobile - Commissions - August	\$684.00	Posted
81	9/12/2025	ACS - Taxable Fringe Benefits - August	\$1,327.67	Posted
82	9/12/2025	AHS Students - Drivers Ed Tuition	\$525.00	Posted
83	9/15/2025	AHS Students - Drivers Ed Tuition	\$175.00	Posted
84	9/16/2025	OKDHS - HUGS Tuition - Sept	\$3,355.10	Posted
85	9/17/2025	Land Ofc - Land Earnings - Aug	\$31,043.51	Posted
86	9/18/2025	So. OK. Comm. Arts - Transp - TMALA Camp	\$1,654.70	Posted
87	9/18/2025	Carter County Clerk - Sales Tax - Aug	\$84,463.13	Posted
88	9/18/2025	The Salvation Army - PAC Rental - 11/8/2025	\$800.00	Posted
89	9/20/2025	OCTE - FACS 1st Qtr FY26, \$2K AMS, \$2K AHS	\$4,000.00	Posted
90	9/23/2025	OKDHS - HUGS Tuition - Sept	\$2,410.40	Posted
91	9/23/2025	SDE - Medicaid Admin Cost Reimb	\$24,056.02	Posted
92	9/18/2025	Child Nutrition - August Daily Deposits	\$1,099.25	Posted
93	9/24/2025	SDE - Medicaid Admin Cost Reimb	\$24,056.02	Voided
94	9/24/2025	OHCA - Medicaid Reimb	\$67.94	Posted
95	9/30/2025	USDA - Healthy Meals Incentive Grant	\$2,334.17	Posted
96	9/30/2025	OKDHS - HUGS Tuition - Sept	\$3,363.80	Posted
97	9/19/2025	OSDE - Child Nutrition Program	\$38,591.96	Posted
98	9/19/2025	OSDE - Child Nutrition Program 763	\$107,880.09	Posted
99	9/30/2025	FNB Sweep Interest September 2025	\$63,006.44	Posted

Year and Fund Totals:

2026	11	\$1,248,838.38
2026	12	\$3,156.41
2026	21	\$20,794.81
2026	22	\$150,140.70
2026	25	\$91,478.07
2026	31	\$7,060.62
2026	37	\$2,340.28
2026	39	\$106.78
2026	41	\$64,561.30
2026	50	\$70.70
2026	81	\$12.49

Total Receipts Posted = \$1,588,560.54

Total Receipts Not Posted = \$0.00

To: Board of Education

Date: 10.09.2025

From: Chaundra Holley, Encumbrance Clerk

Subject: Encumbrances (Purchase Orders) for Review & Approval

Encumbrance Registers for FY26

<u>Fund Name & Number</u>	<u>Purchase Order Numbers</u>
General Fund #11	566 - 580 582 - 638
Building Fund #21	231 - 246
CNP Fund #22	49 - 55
Municipal/County Tax Fund #25	9 - 11
Endowment Fund #50	13 - 16
Gifts Fund #81	3

Included, please find the detailed Encumbrance Register for the items above for the time of Sept. 10 – October 09, 2025. Also Included are the Change Order Listings for changes to an original purchase order as of Sept. 10 – October 09, 2025 in: General Fund #11, Building Fund #21 and Child Nutrition #22

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	566	09/10/2025	247	WALMART COMMUNITY	Classroom Supplies/AHS/FACS #412	1,075.61
11	567	09/10/2025	84380	Amazon Capital Services	Incentive Items/PFE Wrshps/Title I PFE #511	1,163.84
11	568	09/10/2025	2952	LAKESHORE LEARNING MATERIALS, LLC	Classroom Supplies/WR/Fall Enrich. Grnt #014	991.00
11	569	09/10/2025	2952	LAKESHORE LEARNING MATERIALS, LLC	Classroom Supplies/WR/Fall Enrich. Grnt. #014	995.00
11	570	09/12/2025	3419	CDW GOVERNMENT, INC.	Adobe Creative Cloud Renewal/Software #015	2,700.00
11	571	09/12/2025	85368	TreviPay - Walmart	Classroom Supplies/AHS/Aeronautics #167	1,591.95
11	572	09/12/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Aeronautics #167	715.74
11	573	09/15/2025	85384	Kaysie White	Reserve for Mileage/SPED/Parent K. White	8,400.00
11	574	09/18/2025	84380	Amazon Capital Services	Reserve for Supplies/All Sites/JOM #563	700.00
11	575	09/18/2025	51587	DEL CITY HIGH SCHOOL	Softball Festival/Entry Fee/Athl. #053	170.00
11	576	09/18/2025	1223	VISA	STEM Project Supplies/Materials	3,526.00
11	577	09/22/2025	1223	VISA	Transp. Cost/Membership Fee/NIEA Conf/Title VI	1,454.00
11	578	09/22/2025	1223	VISA	Hotel Reservation/NIEA Conf/Title VI #561	714.51
11	579	09/22/2025	65201	KIM SMITH	Mileage Reim/NIEA Conf/Title IV #561	142.80
11	580	09/23/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	613.90
11	582	09/23/2025	1223	VISA	Membership/Admin Indian Ed./ Title VI-561	80.00
11	583	09/24/2025	30908	CDW-G (CORPORATE HEADQUARTERS)	Desk Top Printer/A. Howe/SPED #279	354.36
11	584	09/24/2025	84380	Amazon Capital Services	Speech Supplies/WR Inst. Budget #123	135.90
11	585	09/24/2025	85394	Makerbot Industries, LLC	Classroom Supplies/Jeff/Fall Enrich. Grnt Fnd	1,242.00
11	586	09/24/2025	84380	Amazon Capital Services	Reading Mtrl's/Jeff/Instr. Budget #103	156.45
11	587	09/25/2025	84309	RIVERSIDE INSIGHTS	Reserve for CoGat Testing/Curr. #010	6,740.80
11	588	09/25/2025	85395	Intervention Support Service, LLC	Training/Prof. Dev. #541	17,000.00
11	589	09/25/2025	84380	Amazon Capital Services	Classroom Supplies/HS/EXXON STEM Grant #191	2,373.46
11	590	09/25/2025	2952	LAKESHORE LEARNING MATERIALS, LLC	Classroom Supplies/TABI/FlowThru #642	592.09
11	591	09/25/2025	69992	IXL Learning Company	Classroom Supplies/TABI/Flowthru #642	779.00
11	592	09/25/2025	67521	LOWE'S	Lumber/Take Two/FY26 Fall Enrich. Grant	840.84

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	593	09/25/2025	84380	Amazon Capital Services	Snap Circuits/Take Two/FY26 Fall Enrich. Grant	693.74
11	594	09/25/2025	1223	VISA	Sheet Metal/Take Two/FY26 Fall Enrich. Grant	155.40
11	595	09/26/2025	85393	OK Academic Coaches Assn (OACA)	Academic Coaches Fees/AHS Instr. #153	50.00
11	596	09/26/2025	5102	Staples Advantage	Instr. Supplies/Admin/Title III #571	836.50
11	597	09/26/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	853.27
11	598	09/30/2025	30908	CDW-G (CORPORATE HEADQUARTERS)	Printer Kit Supplies/Indian Ed/Title VI	346.94
11	599	09/30/2025	84380	Amazon Capital Services	Supplies & Books/AMS/Library Budget # 884	162.22
11	600	09/30/2025	1223	VISA	Registration Fee/AASPA Conf/Dist. Wide #007	850.00
11	601	09/30/2025	1223	VISA	Hotel Reservation/AASPA Conf/Dist. Wide #007	900.00
11	602	09/30/2025	83760	Morgan L Manley	Misc. Trip Expenses/AASPA Conf/Dist. Wide #007	227.00
11	603	09/30/2025	1223	VISA	Meals & Transp/AASPA Conf/Dist. Wide #007	543.00
11	604	09/30/2025	1223	VISA	Airfare & Parking/AASPA Conf/Dist. Wide #007	650.00
11	605	09/30/2025	85396	Bjorem Speech Publications, LLC	Speech Therapy Supplies/LN/Fall Enrich Grnt #014	282.98
11	606	09/30/2025	84380	Amazon Capital Services	Classroom Mtrl's/LN/Fall Enrich. Grant #014	346.56
11	607	09/30/2025	84380	Amazon Capital Services	Classroom supplies/LN/enrichmemnt grant	728.72
11	608	09/30/2025	5102	Staples Advantage	Instr. Supplies/AHS/Title I #511	540.90
11	609	09/30/2025	1223	VISA	AASPA Membership/Admin/Dist. Wide #007	275.00
11	610	09/30/2025	84380	Amazon Capital Services	Incentive Items/PFE Wrshps/Title I PFE #511	1,974.22
11	611	09/30/2025	70537	KUTA SOFTWARE LLC	Classroom Supplies/AHS/Exxon Stem Grant 191	347.00
11	612	09/30/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	54.99
11	613	09/30/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	724.75
11	614	10/01/2025	1223	VISA	Reg/Endorsement Fee/Admin/Prj. #788	425.00
11	615	10/01/2025	5102	Staples Advantage	Reserve/Office Supplies/Athletics	600.00
11	616	10/01/2025	54069	Ardmore City Schools Activity Fund	Cheerleader Clothing & Supplies/Title IX MV	250.00
11	617	10/01/2025	1223	VISA	Hotel Reservation//Mental Health Conf/Prj. #788	500.00
11	618	10/02/2025	1223	VISA	Group Meals/Mental Health Conf/Prj. #788	224.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	619	10/02/2025	67936	SABRA C. EMDE	Meals/Mental Health Conf/Prj. #788	56.00
11	620	10/02/2025	85398	Kristie Maxwell	Meals/Mental Health Conf/Prj. #788	56.00
11	621	10/03/2025	132	CCOSA	Training/Bus. Ofc./Dist. Wide #007	450.00
11	622	10/06/2025	84380	Amazon Capital Services	Headphones/AHS/Title I #511	227.82
11	623	10/06/2025	5335	SECRETARY OF STATE	Notary Renewal/Admin/Dist. Wide #007	30.00
11	624	10/06/2025	68414	OK STATE REGENTS FOR HIGHER ED,	Student Prep Conf. Regist./AHS/Title IV #552	380.00
11	625	10/06/2025	1223	VISA	Meals/Student Prep Conf/AHS/Title IV #552	94.00
11	626	10/06/2025	69700	MELISSA FAIRMANER	Meals/Student Prep Conf/AHS/Title IV #552	47.00
11	627	10/06/2025	68374	DARRAH BIRTH	Meals/Student Prep Conf/AHS/Title IV #552	47.00
11	628	10/06/2025	85377	Angie Kemp	Meals/Mental Health Conf/Prj. #788	56.00
11	629	10/06/2025	84696	Amy Howe	Meals/Mental Health Conf/Prj. #788	56.00
11	630	10/07/2025	84380	Amazon Capital Services	Art Class Supplies/Take II/Fall Enrich. Grnt.	600.38
11	631	10/07/2025	85397	AFI Technologies Inc.	Backup Service System/Admin/Tech Software	5,400.00
11	632	10/07/2025	1943	Pro-Ed, Inc.	Speech Supplies/WR/SP. Ed. Supplies #279	955.90
11	633	10/09/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Stem Grant Proj 191	366.26
11	634	10/09/2025	653	PRONTO PRINT	Posters/AHS/Drama	3,850.00
11	635	10/09/2025	85069	Oklahoma School Specialty	Classroom Supplies/AMS Instr. #143	1,000.00
11	636	10/09/2025	84955	Cintas Corporation No. 2	Cabinet/APAC/Westheimer APAC Grant #061	500.00
11	637	10/09/2025	85118	Haddock Corporation	Classroom Supplies/OakHall/Title IV	1,325.00
11	638	10/09/2025	84380	Amazon Capital Services	Classroom Mtrls/AHS Drama #158	1,243.83

Non-Payroll Total:	\$85,532.63
Payroll Total:	\$0.00
Balance Forward:	\$9,563.94
Report Total:	<u>\$95,096.47</u>

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 231 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	231	09/18/2025	83910	School Fix Catalog	Benches/AHS/Maint. Dept.	7,883.85
21	232	09/18/2025	85388	Ardmore Glass & Mirror, LLC	Glass Work/Admin Lobby/TIF #003	8,600.00
21	233	09/18/2025	85389	Protech Theatrical Services, Inc.	Line Sets/PAC/APAC Westheimer Grnt. #004	100,618.08
21	234	09/18/2025	1948	Vernon's Plumbing Heating & AC Inc.	Air System/WR/Bldg. Fund	7,600.00
21	235	09/18/2025	1223	VISA	Donation Box/Displays2Go/Westheimer Grnt. #004	456.81
21	236	09/23/2025	84103	SWEETWATER SOUND	Subwoofers/Westheimer PAC Grant	5,283.93
21	237	09/24/2025	73374	Tolbert Woodworking	Custom Pieces/PAC/Westheimer Grant	6,850.00
21	238	09/25/2025	85379	Scotty Williams	Tech Office Construction/Admin/TIF #003	5,055.00
21	239	09/25/2025	85256	Mill Creek Carpet & Tile Company	Tile Flooring/Admin Lobby/TIF #003	3,500.00
21	240	09/25/2025	374	SHERWIN-WILLIAMS	Paint Sprayer/Maint. Dept.	4,200.00
21	241	09/29/2025	85243	Tolbert Woodworking LLC	Cabinets/Counters/Admin Lobby/TIF #003	16,260.00
21	242	09/29/2025	73374	Tolbert Woodworking	Woodwork/Counters/Tech Office/TIF #003	11,430.00
21	243	09/30/2025	1223	VISA	Clamps/PAC/Westheimer Grant	1,734.40
21	244	09/30/2025	1223	VISA	Frames/PAC/Westheimer Grant	349.42
21	245	10/03/2025	1948	Vernon's Plumbing Heating & AC Inc.	Install Air Split System/WR/Bldg. Fund #021	7,800.00
21	246	10/07/2025	85089	L&M Office Furniture	Cabinet/Admin - New Tech Offices/TIF #003	1,682.42

Non-Payroll Total:	\$189,303.91
Payroll Total:	\$0.00
Balance Forward:	\$109,533.93
Report Total:	\$298,837.84

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 49 - 49999, Fund(s): CHILD NUTRITION FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	49	09/12/2025	66961	Ma Guadalupe Nava-De-Lopez	Work Shoe Reim/CNP	79.99
22	50	09/15/2025	33496	Sheila J Wood	Work Shoe Reim/CNP Dept.	50.82
22	51	09/15/2025	83324	Mirna Dominguez	Work Shoe Reim/CNP Dept.	92.43
22	52	09/15/2025	70000	Silvia Berumen	Work Shoe Reim/CNP Dept.	68.50
22	53	09/26/2025	68814	Marivel Avila	Work Shoe Reim/CNP Dept	95.00
22	54	09/26/2025	84553	Christina Davila	Work Shoe Reim/CNP Dept.	87.28
22	55	09/26/2025	100799	Rosemary Bundy	Work Shoe Reim/CNP Dept.	95.00
Non-Payroll Total:						\$569.02
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$569.02

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 9 - 49999, Fund(s): MUNICIPAL/COUNTY TAX LEVY

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
25	9	09/26/2025	85353	Bear Communications, Inc.	Radios/Operations/Tech/Admin/ Sales Tax #021	17,603.80
25	10	10/07/2025	72475	Clayco Industries, Inc.	Waterproofing/Tech Equipment/Sales Tax #021	8,114.00
25	11	10/09/2025	2112	MILLER OFFICE EQUIPMENT	Copiers for AMS, AHS, Linc/Tech/Sales Tax	60,871.70
Non-Payroll Total:						\$86,589.50
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$86,589.50

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 13 - 49999, Fund(s): ENDOWMENTS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
50	13	09/12/2025	33621	UNIVERSITY OF CENTRAL OKLAHOMA	Ladies of the Leaf/G. Germany/Endowment Fnd	500.00
50	14	09/15/2025	71640	SOUTHEASTERN OK STATE UNIVERSITY	Ladies of the Leaf/E. Long/Endowment Fnd	300.00
50	15	09/25/2025	71640	SOUTHEASTERN OK STATE UNIVERSITY	Ernst Memorial Scholarship/S. Abbott/Endwmnt Fund	280.00
50	16	09/25/2025	72312	Rose State College	Ladies of the Leaf/E. Willoughby/Endwmnt Fund	250.00
Non-Payroll Total:						\$1,330.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,330.00

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 3 - 49999, Fund(s): GIFTS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	3	09/15/2025	33508	OKLAHOMA STATE UNIVERSITY	Hoot Gibson/D. Jones/Gifts Fund	500.00
Non-Payroll Total:						\$500.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$500.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	566	09/10/2025	247	WALMART COMMUNITY	Classroom Supplies/AHS/FACS #412	1,075.61
				Classroom Supplies	11-412-1000-619-314-8400-000-705 09/13/2025	221.05
					11-412-1000-619-314-8400-000-705 09/13/2025	16.78
					11-412-1000-619-314-8400-000-705 09/13/2025	169.11
					11-412-1000-619-314-8400-000-705 09/13/2025	67.47
					11-412-1000-619-314-8400-000-705 09/13/2025	25.59
				WalmartBusiness.comClassroom Supplies	11-412-1000-619-314-8400-000-705 09/10/2025	288.14
					11-412-1000-619-314-8400-000-705 10/02/2025	287.47
11	567	09/10/2025	84380	Amazon Capital Services	Incentive Items/PFE Wrshps/Title I PFE #511	1,163.84
				PFE Event Supplies, Materials, and Incentives	11-511-2194-682-494-1050-000-135 09/24/2025	278.43
					11-511-2194-682-494-1050-000-135 09/24/2025	145.47
					11-511-2194-682-494-1050-000-135 09/24/2025	739.94
11	568	09/10/2025	2952	LAKESHORE LEARNING MATERIALS, LLC	Classroom Supplies/WR/Fall Enrich. Grnt #014	991.00
				Enrichment Grant Items-see attached	11-014-1000-619-100-1050-000-135 09/10/2025	991.00
11	569	09/10/2025	2952	LAKESHORE LEARNING MATERIALS, LLC	Classroom Supplies/WR/Fall Enrich. Grnt. #014	995.00
				Classroom Supplies - See AttachedEnrichment GrantWR	11-014-1000-619-100-1050-000-135 09/10/2025	995.00
11	570	09/12/2025	3419	CDW GOVERNMENT, INC.	Adobe Creative Cloud Renewal/Software #015	2,700.00
				Adobe Creative Cloud for Enterprise RenewalCDWG-#5421207Code to Sites	11-015-2230-653-000-0000-000-110 09/12/2025	385.71
					11-015-2230-653-000-0000-000-120 09/12/2025	385.71
					11-015-2230-653-000-0000-000-125 09/12/2025	385.71
					11-015-2230-653-000-0000-000-135 09/12/2025	385.71
					11-015-2230-653-000-0000-000-505 09/12/2025	385.71
					11-015-2230-653-000-0000-000-705 09/12/2025	385.71
					11-015-2580-653-000-0000-000-052 09/12/2025	385.74
11	571	09/12/2025	85368	TreviPay - Walmart	Classroom Supplies/AHS/Aeronautics #167	1,591.95
				DJI Avata 2 Fly More Combo	11-167-1000-681-100-5000-000-705 09/12/2025	1,591.95
11	572	09/12/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Aeronautics #167	715.74
				Aviation Grant CoCurricular classroom supplies	11-167-1000-681-100-5000-000-705 09/15/2025	715.74
11	573	09/15/2025	85384	Kaysie White	Reserve for Mileage/SPED/Parent K. White	8,400.00
				Reserve Mileage for Kaycie White - transporting daughter to/from OSB	11-044-2720-513-239-0000-000-052 09/15/2025	8,400.00
11	574	09/18/2025	84380	Amazon Capital Services	Reserve for Supplies/All Sites/JOM #563	700.00
				Reserve for Instructional Material	11-563-1000-619-100-0000-000-052 09/18/2025	50.00
				Reserve for Student Supplies at all sites	11-563-1000-619-100-0000-000-052 09/18/2025	50.00
				Reserve for Director Supplies	11-563-2212-619-000-0000-000-052 09/18/2025	50.00
				Reserve for Arts and Crafts Supplies	11-563-1000-619-100-0000-000-052 09/18/2025	305.87
					11-563-1000-619-100-0000-000-052 09/18/2025	194.13
				Reserve for Banquet Supplies	11-563-2199-682-000-0000-000-052 09/18/2025	50.00

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	575	09/18/2025	51587	DEL CITY HIGH SCHOOL	Softball Festival/Entry Fee/Athl. #053	170.00
		Softball Festival - Del City 9/19 - 9/20/2025	11-053-1000-810-806-3300-000-705		09/18/2025	170.00
11	576	09/18/2025	1223	VISA	STEM Project Supplies/Materials	3,526.00
		JM14 Engine Kits	11-191-1000-619-100-0000-000-705		09/22/2025	2,428.00
		JM14 Fadec Autostart kit with pump, solenoids valves, rpm magnet and starter motor	11-191-1000-619-100-0000-000-705		09/18/2025	1,098.00
11	577	09/22/2025	1223	VISA	Transp. Cost/Membership Fee/NIEA Conf/Title VI	1,454.00
		Registration Fee - Kim Smith	11-561-2573-810-000-0000-000-052		09/23/2025	250.00
		Airline Reservation for Attending Conference	11-561-2573-580-000-0000-000-052		09/22/2025	600.00
		Uber, Taxi, etc.	11-561-2573-580-000-0000-000-052		09/22/2025	200.00
		Off-Site Parking	11-561-2573-580-000-0000-000-052		09/22/2025	80.00
		Meals:10/7/2025 - Breakfast \$22, Lunch \$23 & Dinner \$36 = \$8110/8/2025 - Breakfast \$22, Lunch \$23 & Dinner \$36 = \$8110/9/2025 - Breakfast \$22, Lunch \$23 & Dinner \$36 = \$8110/10/2025 - Breakfast \$22, Lunch \$23 & Dinner \$36 = \$81National Indian Education Convention Spokane, WA October 7 - 10, 2025	11-561-2573-580-000-0000-000-052		09/22/2025	324.00
11	578	09/22/2025	1223	VISA	Hotel Reservation/NIEA Conf/Title VI #561	714.51
		Hotel Reservation - Holiday Inn Express Spokane - DowntownConfirmation # 86023900National Indian Education Convention Spokane, WA October 7 - 10, 2025	11-561-2573-580-000-0000-000-052		09/22/2025	714.51
11	579	09/22/2025	65201	KIM SMITH	Mileage Reim/NIEA Conf/Title IV #561	142.80
		Mileage Reimbursement from Ardmore, OK to Will Rogers Airport - Oklahoma City, Oklahoma. National Indian Education Convention Spokane, WA October 7 - 10, 2025	11-561-2573-580-000-0000-000-052		09/22/2025	142.80
11	580	09/23/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	613.90
		Vision Scientific VSH118 Prepared Slide Set	11-191-1000-619-100-0000-000-705		09/23/2025	39.60
		Celestron 44422 Digital USB HD Microscope Imager	11-191-1000-619-100-0000-000-705		09/23/2025	458.35
		C Mount Adapter Microscope Adapter	11-191-1000-619-100-0000-000-705		09/23/2025	115.95
11	582	09/23/2025	1223	VISA	Membership/Admin Indian Ed./ Title VI-561	80.00
		National Indian Education Association (NIEA) Elder Membership	11-563-2573-811-000-0000-000-052		09/23/2025	80.00
11	583	09/24/2025	30908	CDW-G (CORPORATE HEADQUARTERS)	Desk Top Printer/A. Howe/SPED #279	354.36
		SPED/ Amy Howe/desktop printer 09222025	11-279-2140-653-239-0000-000-052		09/24/2025	354.36

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	584	09/24/2025	84380	Amazon Capital Services	Speech Supplies/WR Inst. Budget #123	135.90
				Speech Supplies	11-123-1000-619-100-1050-000-135	09/30/2025 135.90
11	585	09/24/2025	85394	Makerbot Industries, LLC	Classroom Supplies/Jeff/Fall Enrich. Grnt Fnd	1,242.00
				Sketch kit Promo, 0825-MakerBot Sketch Kit 3D Printer	11-014-1000-619-100-1050-000-120	09/24/2025 999.00
				MakerBot Extruder Nozzle Assembly (Sketch Sprint)	11-014-1000-619-100-1050-000-120	09/24/2025 48.00
				MakerBot Sketch Filament 5 Pack (5PLA)Fall Enrichment GrantThrough 3D Printing\$1,354.99Beatriz Espinoza	11-014-1000-619-100-1050-000-120	09/24/2025 195.00
11	586	09/24/2025	84380	Amazon Capital Services	Reading Mtrl's/Jeff/Instr. Budget #103	156.45
				Book- Restart by Gordon Korman	11-103-1000-619-100-1050-000-120	09/24/2025 156.45
11	587	09/25/2025	84309	RIVERSIDE INSIGHTS	Reserve for CoGat Testing/Curr. #010	6,740.80
				Reserve for CoGat Testing Materials	11-010-2240-614-000-0000-000-052	09/25/2025 6,740.80
11	588	09/25/2025	85395	Intervention Support Service, LLC	Training/Prof. Dev. #541	17,000.00
				Contracted services for "Train the Trainer" certification training of de-escalation strategies and techniques for non-instructional staff	11-541-2573-300-000-0000-000-000	09/25/2025 17,000.00
11	589	09/25/2025	84380	Amazon Capital Services	Classroom Supplies/HS/EXXON STEM Grant #191	2,373.46
				DJI Avata 2	11-191-1000-619-100-0000-000-705	09/25/2025 1,549.00
				Avata 2 propeller blades	11-191-1000-619-100-0000-000-705	09/25/2025 75.52
				STARTRC Avata case	11-191-1000-619-100-0000-000-705	09/25/2025 69.99
				E-flite RC UMX A-10	11-191-1000-619-100-0000-000-705	09/25/2025 639.96
				Lucas oil 10557	11-191-2410-619-100-0000-000-705	09/25/2025 38.99
11	590	09/25/2025	2952	LAKESHORE LEARNING MATERIALS, LLC	Classroom Supplies/TABI/FlowThru #642	592.09
				Supplies for Pre-K classroom	11-642-5500-619-239-1013-000-052	09/25/2025 592.09
11	591	09/25/2025	69992	IXL Learning Company	Classroom Supplies/TABI/Flowthru #642	779.00
				IXL Classroom Licenses for 30 students.	11-642-5500-614-239-1013-000-052	09/25/2025 779.00
11	592	09/25/2025	67521	LOWE'S	Lumber/Take Two/FY26 Fall Enrich. Grant	840.84
				Clear Corrugated Polycarbonate 2' x 12' sheets	11-014-1000-619-100-0000-000-715	09/25/2025 532.00
				12' 2' X 6" treated boards	11-014-1000-619-100-0000-000-715	09/25/2025 188.72
				12' treated 2" x 4" boards	11-014-1000-619-100-0000-000-715	09/25/2025 100.56
				4" X 4" X 8' Square PostsFall Enrichment GrantHorticulture Green House\$999.99Sherry Reed	11-014-1000-619-100-0000-000-715	09/25/2025 19.56
11	593	09/25/2025	84380	Amazon Capital Services	Snap Circuits/Take Two/FY26 Fall Enrich. Grant	693.74
				Snap Circuits SC-300 Student Electronics Training Program	11-014-1000-619-100-0000-000-715	09/25/2025 339.80
				Snap Circuits Classic SC-300 Electronics Exploration KitFall Enrichment GrantSnap CircuitsPhilip Ford\$734.85	11-014-1000-619-100-0000-000-715	09/25/2025 353.94

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	594	09/25/2025	1223	VISA	Sheet Metal/Take Two/FY26 Fall Enrich. Grant	155.40
				12' Sheets of Galvaloom Sheet Metal, 3' x 12' Fall Enrichment Grant Horticulture Green House \$999.99 Sherry Reed	09/25/2025	155.40
11	595	09/26/2025	85393	OK Academic Coaches Assn (OACA)	Academic Coaches Fees/AHS Instr. #153	50.00
				OACA Coaches Fees - Academic Bowl.	09/26/2025	50.00
11	596	09/26/2025	5102	Staples Advantage	Instr. Supplies/Admin/Title III #571	836.50
				Supplemental Instructional Materials and Supplies for Immigrant Students	09/26/2025	836.50
11	597	09/26/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	853.27
				Henoda Robot	09/26/2025	215.94
				SMIESSKIDDO	09/26/2025	239.94
				okk Robot Building Toys	09/26/2025	397.39
11	598	09/30/2025	30908	CDW-G (CORPORATE HEADQUARTERS)	Printer Klt Supplies/Indian Ed/Title VI	346.94
				Kit Needed to Fix Printer	09/30/2025	346.94
11	599	09/30/2025	84380	Amazon Capital Services	Supplies & Books/AMS/Library Budget # 884	162.22
				Title of Apollo, The Book Five: Tower of Nero	09/30/2025	9.29
				The Legend of Zelda: Twilight Princess, Vol. 7	09/30/2025	8.29
				The Legend of Zelda: Twilight Princess, Vol. 11	09/30/2025	7.29
				Wanste 1000 PCS Dark Green Colored Dot Stickers	09/30/2025	5.99
				Ouzoustate 1000 PCS Black Dot Stickers	09/30/2025	5.99
				4200 PCS 3/4 Colored Dot Stickers	09/30/2025	9.99
				Talons of Power: A Graphic Novel	09/30/2025	11.99
				The Legend of Zelda: Twilight Princess, Vol. 6	09/30/2025	8.92
				The Legend of Zelda: Twilight Princess, Vol. 9	09/30/2025	8.22
				Where the Cradads Sing: Reese's Book Club	09/30/2025	9.41
				The Legend of Zelda: Twilight Princess, Vol. 8	09/30/2025	8.50
				The Battle of the Labyrinth (Percy Jackson and the Olyympians, Books 4)	09/30/2025	6.41
				Escaping Peril: A Graphic Novel (Wings of Fire Graphic Novel #8)	09/30/2025	17.00
				The Legend of Zelda: Princess, Vol. 10	09/30/2025	8.10
				Hunter X Hunter, Vol. 8	09/30/2025	10.97
				Winter Turning: A Graphic Novel (Wings of Fire Graphic Novel # 7)	09/30/2025	7.20
				Boruto: Naruto Next Generations, Vol. 3	09/30/2025	8.50
				Twilight (The Twilight Saga, 1)	09/30/2025	10.16

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	600	09/30/2025	1223	VISA	Registration Fee/AASPA Conf/Dist. Wide #007	850.00
					Registration Conference AASPA Nashville, TN October 7 - 9, 2025Attending - Morgan Manley	850.00
11	601	09/30/2025	1223	VISA	Hotel Reservation/AASPA Conf/Dist. Wide #007	900.00
					Hotel Reservation Conference AASPA Nashville, TN October 7 - 9, 2025Attending - Morgan Manley	900.00
11	602	09/30/2025	83760	Morgan L Manley	Misc. Trip Expenses/AASPA Conf/Dist. Wide #007	227.00
					Misc. Travel Expenses	150.00
					Mileage 110 Round Trip	77.00
11	603	09/30/2025	1223	VISA	Meals & Transp/AASPA Conf/Dist. Wide #007	543.00
					Meals -October 7 - Breakfast \$22 - Lunch \$23 - Dinner \$36 = \$81October 8 - Breakfast \$22 - Lunch \$23 - Dinner \$36 = \$81October 9 - Breakfast \$22 - Lunch \$23 - Dinner \$36 = \$81	243.00
					Travel Expenses - Taxi and UbersConference AASPA Nashville, TNOctober 7 - 9, 2025Attending - Morgan Manley	300.00
11	604	09/30/2025	1223	VISA	Airfare & Parking/AASPA Conf/Dist. Wide #007	650.00
					Airfare	400.00
					Bag Charge	100.00
					Parking for 3 Days	150.00
11	605	09/30/2025	85396	Bjorem Speech Publications, LLC	Speech Therapy Supplies/LN/Fall Enrich Grnt #014	282.98
					Box of S, R, L Clusters Bundle Sound Cue Cards	59.00
					Prevocalic and Vocalic R	50.00
					Lateralization	50.00
					BIG BOX of Bjorem Speech Sound Cues 2nd Edition	75.00
					My Speech counter Clicker - Set of 4	8.99
					2nd Edition Bjorem Speech Sound Cue Minis by the Speech TreeFall Enrichment Starla Newby\$290.60	39.99

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	606	09/30/2025	84380	Amazon Capital Services	Classroom Mtrl's/LN/Fall Enrich. Grant #014	346.56
					dabble word game enhance spelling	29.99
					skill ease sequence cards story telling	33.99
					phonic dominoes blends/diagraphs	26.59
					Reading rods word building phonemic awareness	25.58
					commonly conf.words homophones/grammar	11.64
					reading rods prefix/suffix	29.98
					storymatic kids writing prompts	29.99
					power pen learning cards reading comprehension	15.99
					non-fiction cubes comprehension	9.99
					100 task cards figurative language	10.99
					100 task cards literacy text	10.99
					100 task cards informative text	8.94
					edupress classwords vocabulary	15.99
					scrabble slam card vocab/spelling	19.96
					go words card game spelling	19.98
					play on words spelling/vocab	13.29
					spellcheck card	16.69
					reading comp,cubes comprehensionFall Enrichment Ambher Echols\$348.29	15.99
11	607	09/30/2025	84380	Amazon Capital Services	Classroom supplies/LN/enrichmemnt grant	728.72
					Math Educational learning posters	26.97
					Magnetic number line	74.40
					Magnetic place value chart	52.65
					place value flip chart	29.55
					Magnetic place value and disc set	77.91
					Money math set 385 peices	47.96
					magnetic time activity set	74.97
					double sided large magnetic money	104.91
					jumbo magnetic base ten blocks	80.91
					magnetic fraction tiles circles	44.97
					dry erase multiplication chart	21.99
					double digit addition and subtraction flash cards	17.55
					magnetic pizza fractions	24.99
					flash card game for addition,subtraction,multiplication and divison	25.00
					base ten blocks 131 pc gameFall Enrichment Meagan Waller\$743.46	23.99
11	608	09/30/2025	5102	Staples Advantage	Instr. Supplies/AHS/Title I #511	540.90
					Title I Instructional Supplies	540.90

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Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	609	09/30/2025	1223	VISA	AASPA Membership/Admin/Dist. Wide #007	275.00
				Membership for AASPA - Admin Office	11-007-2321-810-000-0000-000-052	09/30/2025 275.00
11	610	09/30/2025	84380	Amazon Capital Services	Incentive Items/PFE Wrshps/Title I PFE #511	1,974.22
				PFE Event Supplies, Materials, and Incentives	11-511-2194-682-494-0000-000-705	10/03/2025 1,974.22
11	611	09/30/2025	70537	KUTA SOFTWARE LLC	Classroom Supplies/AHS/Exxon Stem Grant 191	347.00
				Kuta Software License/1 year	11-191-1000-619-100-0000-000-705	09/30/2025 347.00
11	612	09/30/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	54.99
				DTXMX Flysky FS-i6 RC and Receiver	11-191-1000-619-100-0000-000-705	09/30/2025 54.99
11	613	09/30/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Exxon Stem Grant 191	724.75
				Didax Educational Resources/Magnetic Dry-Erase Coordinate Grid	11-191-1000-619-100-0000-000-705	09/30/2025 724.75
11	614	10/01/2025	1223	VISA	Reg/Endorsement Fee/Admin/Prj. #788	425.00
				Payment of Endorsement fee for LMHP's Infant and Early Childhood Mental Health practice/work	11-788-2573-810-000-0000-000-052	10/01/2025 425.00
11	615	10/01/2025	5102	Staples Advantage	Reserve/Office Supplies/Athletics	600.00
				Office Supplies	11-053-1000-619-800-3300-000-705	10/01/2025 600.00
11	616	10/01/2025	54069	Ardmore City Schools Activity Fund	Cheerleader Clothing & Supplies/Title IX MV	250.00
				Payment for MV student's required cheerleader clothing and supplies (poms, bloomers, shoes, etc.) to allow her to fully participate in extra-curricular activity	11-596-2199-810-425-0000-000-505	10/01/2025 250.00
11	617	10/01/2025	1223	VISA	Hotel Reservation//Mental Health Conf/Prj. #788	500.00
				Lodging - 4 RoomsThe Atherton Hotel.	11-788-2573-580-000-0000-000-052	10/01/2025 440.00
				Parking Fee School-Based Mental Health ConferenceStillwater, OKNovember 13 - November 14, 2025Attending: Sabra EmdeKristi MaxwellAnge Kimp-MillerAmy Howe	11-788-2573-580-000-0000-000-052	10/01/2025 60.00
11	618	10/02/2025	1223	VISA	Group Meals/Mental Health Conf/Prj. #788	224.00
				Group Meals November 13 - Dinner \$28 x 4 = \$112November 14 - Dinner \$28 x 4 = \$112School-Based Mental Health ConferenceStillwater, OKNovember 13 - November 14, 2025Attending: Sabra EmdeKristi MaxwellAnge Kimp-MillerAmy Howe	11-788-2573-580-000-0000-000-052	10/02/2025 224.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
11	619	10/02/2025	67936	SABRA C. EMDE	Meals/Mental Health Conf/Prj. #788	56.00	
				MealsNovember 13 - Dinner \$28 x 2 = \$56November 14 - Dinner \$28 x 2 = \$56School-Based Mental Health ConferenceStillwater, OKNovember 13 - November 14, 2025Attending:Sabra EmdeKristi MaxwellAnge Kimp-MillerAmy Howe	11-788-2573-580-000-0000-000-052	10/02/2025	56.00
11	620	10/02/2025	85398	Kristie Maxwell	Meals/Mental Health Conf/Prj. #788	56.00	
				MealsNovember 13 - Dinner \$28 x 2 = \$56November 14 - Dinner \$28 x 2 = \$56School-Based Mental Health ConferenceStillwater, OKNovember 13 - November 14, 2025Attending:Sabra EmdeKristi MaxwellAnge Kimp-MillerAmy Howe	11-788-2573-580-000-0000-000-052	10/02/2025	56.00
11	621	10/03/2025	132	CCOSA	Training/Bus. Ofc./Dist. Wide #007	450.00	
				Treasurer's & Encumbrance Clerk for School FinanceDecember 9, 2025Southern Oklahoma Tech Center, Ardmore, OKAttending: Chaundra Holley, Amberly Sampson, Perry Zeiset	11-007-2573-580-000-0000-000-052	10/03/2025	450.00
11	622	10/06/2025	84380	Amazon Capital Services	Headphones/AHS/Title I #511	227.82	
				Headphones - Color Varieties 5 Pack	11-511-1000-619-494-0000-000-705	10/09/2025	227.82
11	623	10/06/2025	5335	SECRETARY OF STATE	Notary Renewal/Admin/Dist. Wide #007	30.00	
				Morgan ManleyNotary Filing Fee#21012829	11-007-2321-810-000-0000-000-052	10/06/2025	10.00
				Chaundra HolleyNotary Filing Fee# 21012827	11-007-2511-810-000-0000-000-052	10/06/2025	10.00
				Jamie HensonNotary Filing Fee# 21012890	11-007-2511-810-000-0000-000-052	10/06/2025	10.00
11	624	10/06/2025	68414	OK STATE REGENTS FOR HIGHER ED,	Student Prep Conf. Regist./AHS/Title IV #552	380.00	
				Registration Fees - Melissa Fairmaner & Darrah BirthStudent Preparation ConferenceBroken Bow - Beavers Bend LodgeMarch 3 - 4, 2026Attending: Melissa Fairmaner & Darrah Birth	11-552-2573-860-496-0000-000-705	10/06/2025	380.00
11	625	10/06/2025	1223	VISA	Meals/Student Prep Conf/AHS/Title IV #552	94.00	
				Group Meals - Student Prep.	11-552-2213-580-496-0000-000-705	10/06/2025	47.00
				Conference March 3rd - Lunch Only - \$19 x 2 = \$38March 4th - Dinner Only - \$28 x 2 = \$56Student Preparation ConferenceBroken Bow - Beavers Bend LodgeMarch 3 - 4, 2026Attending: Melissa Fairmaner & Darrah Birth	11-552-2573-580-496-0000-000-705	10/06/2025	47.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
11	626	10/06/2025	69700	MELISSA FAIRMANER	Meals/Student Prep Conf/AHS/Title IV #552	47.00	
			11-552-2573-580-496-0000-000-705		10/06/2025	47.00	
			Meals March 3rd - Lunch Only - \$19 March 4th - Dinner Only - \$28 Student Preparation Conference Broken Bow - Beavers Bend Lodge March 3 - 4, 2026 Attending: Melissa Fairmaner				
11	627	10/06/2025	68374	DARRAH BIRTH	Meals/Student Prep Conf/AHS/Title IV #552	47.00	
			11-552-2213-580-496-0000-000-705		10/06/2025	47.00	
			Meals March 3rd - Lunch Only - \$19 March 4th - Dinner Only - \$28 Student Preparation Conference Broken Bow - Beavers Bend Lodge March 3 - 4, 2026 Attending: Darrah Birth				
11	628	10/06/2025	85377	Angie Kemp	Meals/Mental Health Conf/Prj. #788	56.00	
			11-788-2573-580-000-0000-000-052		10/06/2025	56.00	
			Meals November 13 - Dinner \$28 x 2 = \$56 November 14 - Dinner \$28 x 2 = \$56 School-Based Mental Health Conference Stillwater, OK November 13 - November 14, 2025 Attending: Sabra Emde Kristi Maxwell Ange Kimp-Miller Amy Howe				
11	629	10/06/2025	84696	Amy Howe	Meals/Mental Health Conf/Prj. #788	56.00	
			11-788-2573-580-000-0000-000-052		10/06/2025	56.00	
			Meals November 13 - Dinner \$28 x 2 = \$56 November 14 - Dinner \$28 x 2 = \$56 School-Based Mental Health Conference Stillwater, OK November 13 - November 14, 2025 Attending: Sabra Emde Kristi Maxwell Ange Kimp-Miller Amy Howe				

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	630	10/07/2025	84380	Amazon Capital Services	Art Class Supplies/Take II/Fall Enrich. Grnt.	600.38
					Mica powder for epoxy risen, 36 colors 0.35 oz bottles mica glitter	19.99
					Yo fuly Polymer clay press machine	49.99
					Premium Polymer clay softener	14.99
					25 QT polymer clay oven with adjustable time & temperature	129.99
					Byllstore Clay texture rollers - 10 pack - 5in. x 0.65 in - premium pottery tools	34.95
					Torising Air Dry Clay, 10 lbs with 42 pc set pottery clay tools set for hand modeling and throwing	135.92
					Artme Polymer Clay, 116 colors oven bake modeling clay starter kits for kids w/ sculpting tools and Jewelry accessories	31.99
					ReArt Natural Air Dry Clay, Pottery clay, All purpose modeling clay 20lbs for sculpting	81.96
					GYCBOXM 3 pc polymer clay bead roller set, oval, teapot, and flowerpot shape clay mold, polymer clay jewelry making tool for earrings, keychains	21.66
					Matio interference mica powder, 1.06 oz/30 g sunset aurora chrome powder, pearlescent effect color shift pigment for epoxy resin,	9.99
					Dingsen liquid polymer clay translucent 4.2 oz, liquid clay for polymer clay oven bake	13.99
					Nicpro large air dry clay varnish (8.45 oz) air clay glaze sealant for pottery, air dry clay, acrylic paint, waterproof prevent clay sculpture scratches cracking,	25.98
					Mont Marte Polymer clay extruder signature 22 pc, extruder tool for polymer clay projects,	14.99
					Dingsen liquid polymer clay translucent 4.2 oz, liquid clay for polymer clay oven bakeFall Enrichment GrantTake II ArtCharlie Jones\$600	13.99
11	631	10/07/2025	85397	AFI Technologies Inc.	Backup Service System/Admin/Tech Software	5,400.00
					100 GB SaaS Backup Services for Google Workspace	5,400.00
11	632	10/07/2025	1943	Pro-Ed, Inc.	Speech Supplies/WR/SP. Ed. Supplies #279	955.90
					Speech Testing Materials	955.90
11	633	10/09/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/Stem Grant Proj 191	366.26
					3 in 1 charger	14.99
					2 Pack Lipo Battery	51.28
					DX6e DSMX RC Radio Transmitter	299.99

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 566 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	634	10/09/2025	653	PRONTO PRINT	Posters/AHS/Drama	3,850.00
					10/09/2025	250.00
					10/09/2025	2,400.00
					10/09/2025	1,200.00
11	635	10/09/2025	85069	Oklahoma School Specialty	Classroom Supplies/AMS Instr. #143	1,000.00
					10/09/2025	1,000.00
11	636	10/09/2025	84955	Cintas Corporation No. 2	Cabinet/APAC/Westheimer APAC Grant #061	500.00
					10/09/2025	500.00
11	637	10/09/2025	85118	Haddock Corporation	Classroom Supplies/OakHall/Title IV	1,325.00
					10/09/2025	1,325.00
11	638	10/09/2025	84380	Amazon Capital Services	Classroom Mtrls/AHS Drama #158	1,243.83
					10/09/2025	1,243.83
Non-Payroll Total:						\$85,532.63
Payroll Total:						\$0.00
Balance Forward:						\$9,563.84
Report Total:						\$95,096.47

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 231 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	231	09/18/2025	83910	School Fix Catalog	Benches/AHS/Maint. Dept.	7,883.85
				Outside benches for HS	21-033-2620-651-000-0000-000-705 09/18/2025	7,883.85
21	232	09/18/2025	85388	Ardmore Glass & Mirror, LLC	Glass Work/Admin Lobby/TIF #003	8,600.00
				Glass Work for Admin Lobby	21-003-4720-459-000-0000-000-052 09/18/2025	4,300.00
					21-003-4720-459-000-0000-000-052 09/18/2025	4,300.00
21	233	09/18/2025	85389	Protech Theatrical Services, Inc.	Line Sets/PAC/APAC Westheimer Grnt. #004	100,618.08
				12", 8 Line UR HM w/ 3/4" purchase line groove	21-004-2620-651-000-0000-000-710 09/18/2025	7,224.00
				8", 1 Line UH LB sealed precision ball bearings	21-004-2620-651-000-0000-000-710 09/18/2025	14,952.00
				solid 3 1/2" nylon idler w/SPB - 2 thry 6 line	21-004-2620-651-000-0000-000-710 09/18/2025	5,082.00
				front loading arbors w/UMHW guide shoes	21-004-0000-000-000-0000-000-000 09/18/2025	7,568.00
				rope lock w/9" elastic handle and ring	21-004-2620-651-000-0000-000-710 09/18/2025	1,400.00
				1/4" 7 x 19 aircraft cable	21-004-2620-651-000-0000-000-710 09/18/2025	3,584.00
				1/4" oval nicopress sleeve	21-004-2620-651-000-0000-000-710 09/18/2025	2,016.00
				1/4" cable thimble	21-004-2620-651-000-0000-000-710 09/18/2025	716.80
				5/16" screw pin anchor shackle	21-004-2620-651-000-0000-000-710 09/18/2025	2,765.28
				36" trim chain, w/ 5/16" shackle & safety bolt	21-004-2620-651-000-0000-000-710 09/18/2025	5,712.00
				1 1/2" ID schedule 40 pipe batten	21-004-2620-651-000-0000-000-710 09/18/2025	8,896.00
				3/4" multiline II	21-004-2620-651-000-0000-000-710 09/18/2025	1,952.00
				freight, installation, tools, rental and expendables	21-004-2620-651-000-0000-000-710 09/18/2025	38,750.00
21	234	09/18/2025	1948	Vernon's Plumbing Heating & AC Inc.	Air System/WR/Bldg. Fund	7,600.00
				Install Air to Air Split System - Room 311 - Will Rogers	21-033-2620-433-000-0000-000-135 09/18/2025	7,600.00
21	235	09/18/2025	1223	VISA	Donation Box/Displays2Go/Westheimer Grnt. #004	456.81
				Metal Ballot Box with Side Pockets, Lock and 17x11 Header, Floor Standing, Silver	21-004-2620-651-000-0000-000-710 09/18/2025	456.81
21	236	09/23/2025	84103	SWEETWATER SOUND	Subwoofers/Westheimer PAC Grant	5,283.93
				JBL 18"x2 2000W SRX Powered Sub	21-004-2620-653-000-0000-000-710 09/23/2025	5,073.93
				JBL K-4S Swivel Caster Set (4)	21-004-2620-653-000-0000-000-710 09/23/2025	210.00
21	237	09/24/2025	73374	Tolbert Woodworking	Custom Pieces/PAC/Westheimer Grant	6,850.00
				staircase to stage, decorative staircase made of whiteoak	21-004-2620-651-000-0000-000-710 09/24/2025	4,600.00
				staircase stain & finish, work by Sam Lindsay to match existing wood in PAC	21-004-2620-651-000-0000-000-710 09/24/2025	900.00
				cello podium, custom built cello podium made of whiteoak used to amplify the instrument	21-004-2620-651-000-0000-000-710 09/24/2025	1,100.00
				podium stain and finish, work by Sam Lindsay to match existing wood in the PAC	21-004-2620-651-000-0000-000-710 09/24/2025	250.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 231 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	238	09/25/2025	85379	Scotty Williams	Tech Office Construction/Admin/TIF #003	5,055.00
			21-003-4720-450-000-0000-000-052		09/25/2025	5,055.00
21	239	09/25/2025	85256	Mill Creek Carpet & Tile Company	Tile Flooring/Admin Lobby/TIF #003	3,500.00
			21-003-4720-450-000-0000-000-052		09/25/2025	3,500.00
21	240	09/25/2025	374	SHERWIN-WILLIAMS	Paint Sprayer/Maint. Dept.	4,200.00
			21-033-2620-651-000-0000-000-040		09/25/2025	4,200.00
21	241	09/29/2025	85243	Tolbert Woodworking LLC	Cabinets/Counters/Admin Lobby/TIF #003	16,260.00
			21-003-4720-459-000-0000-000-052		09/29/2025	5,500.00
			21-003-4720-459-000-0000-000-052		09/29/2025	3,960.00
			21-003-4720-459-000-0000-000-052		09/29/2025	4,000.00
			21-003-4720-459-000-0000-000-052		09/29/2025	1,440.00
			21-003-4720-459-000-0000-000-052		09/29/2025	1,000.00
			21-003-4720-000-000-0000-000-052		09/29/2025	360.00
21	242	09/29/2025	73374	Tolbert Woodworking	Woodwork/Counters/Tech Office/TIF #003	11,430.00
			21-003-4720-459-000-0000-000-052		09/29/2025	9,500.00
			21-003-4720-459-000-0000-000-052		09/29/2025	1,930.00
21	243	09/30/2025	1223	VISA	Clamps/PAC/Westheimer Grant	1,734.40
			21-004-2620-651-000-0000-000-710		09/30/2025	1,734.40
21	244	09/30/2025	1223	VISA	Frames/PAC/Westheimer Grant	349.42
			21-004-2620-651-000-0000-000-710		09/30/2025	169.42
			21-004-2620-651-000-0000-000-710		09/30/2025	32.00
			21-004-2620-651-000-0000-000-710		09/30/2025	136.00
			21-004-2620-651-000-0000-000-710		09/30/2025	12.00
21	245	10/03/2025	1948	Vernon's Plumbing Heating & AC Inc.	Install Air Split System/WR/Bldg. Fund #021	7,800.00
			21-033-2620-433-000-0000-000-135		10/03/2025	7,800.00
21	246	10/07/2025	85089	L&M Office Furniture	Cabinet/Admin - New Tech Offices/TIF #003	1,682.42
			21-003-2620-651-000-0000-000-052		10/07/2025	1,379.48
			21-003-2620-651-000-0000-000-052		10/07/2025	59.76
			21-003-2620-651-000-0000-000-052		10/07/2025	43.18
			21-003-2620-651-000-0000-000-052		10/07/2025	200.00
Non-Payroll Total:						\$189,303.91
Payroll Total:						\$0.00
Balance Forward:						\$109,533.93
Report Total:						\$298,837.84

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 49 - 49999, Fund(s): CHILD NUTRITION FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	49	09/12/2025	66961	Ma Guadalupe Nava-De-Lopez	Work Shoe Reim/CNP	79.99
			22-385-3140-657-700-0000-000-051		09/12/2025	79.99
					Work shoe reimbursement for Guadalupe Lopez at High School	
22	50	09/15/2025	33496	Sheila J Wood	Work Shoe Reim/CNP Dept.	50.82
			22-385-3140-657-700-0000-000-051		09/15/2025	50.82
					Work shoe reimbursement for Sheila Wood at Middle School	
22	51	09/15/2025	83324	Mirna Dominguez	Work Shoe Reim/CNP Dept.	92.43
			22-385-3140-657-700-0000-000-051		09/15/2025	92.43
					Work Shoe reimbursement for Mirna Dominguez at Middle school	
22	52	09/15/2025	70000	Silvia Berumen	Work Shoe Reim/CNP Dept.	68.50
			22-385-3140-657-700-0000-000-051		09/15/2025	68.50
					Work shoe reimbursement for Silvia Berumen at Middle School	
22	53	09/26/2025	68814	Marivel Avila	Work Shoe Reim/CNP Dept	95.00
			22-385-3140-657-700-0000-000-051		09/26/2025	95.00
					Work Shoe Reimbursement for Marivel Avila at Middle School	
22	54	09/26/2025	84553	Christina Davila	Work Shoe Reim/CNP Dept.	87.28
			22-385-3140-657-700-0000-000-051		09/26/2025	87.28
					Work Shoe Reimbursement for Christina Davila at High School	
22	55	09/26/2025	100799	Rosemary Bundy	Work Shoe Reim/CNP Dept.	95.00
			22-385-3140-657-700-0000-000-051		09/26/2025	95.00
					Work Shoe Reimbursement for Rosemary Bundy at Charles Evans	

Non-Payroll Total:	\$569.02
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$569.02

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 9 - 49999, Fund(s): MUNICIPAL/COUNTY TAX

LEVY

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
25	9	09/26/2025	85353	Bear Communications, Inc.	Radios/Operations/Tech/Admin/ Sales Tax #021	17,603.80
				Motorola R5 Radios	25-021-2660-653-000-0000-000-052 09/26/2025	15,827.60
				IP Site Connect License	25-021-2660-653-000-0000-000-052 09/26/2025	1,776.20
25	10	10/07/2025	72475	Clayco Industries, Inc.	Waterproofing/Tech Equipment/Sales Tax #021	8,114.00
				Waterproofing of 3 x 2.5" weather heads3 walk pads, and rooftop anchors for cables	25-008-2620-653-000-0000-000-052 10/07/2025	8,114.00
25	11	10/09/2025	2112	MILLER OFFICE EQUIPMENT	Copiers for AMS, AHS, Linc/Tech/Sales Tax	60,871.70
				Cannon IMR-4945i 45ppm Network, 11x17, 2 paper drawers, stand (2x AMS1x Lincoln2x AH5)	25-021-2620-731-000-0000-000-125 10/09/2025 25-021-2620-731-000-0000-000-505 10/09/2025 25-021-2620-731-000-0000-000-705 10/09/2025	9,628.14 19,256.28 19,256.28
				Cannon IMR-6855 55ppm Network 11x17, 3550 sheet, stand (WR) *Capitalized*	25-021-2620-731-000-0000-000-135 10/09/2025	12,731.00

Non-Payroll Total:	\$86,589.50
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	<u>\$86,589.50</u>

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 13 - 49999, Fund(s): ENDOWMENTS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
50	13	09/12/2025	33621	UNIVERSITY OF CENTRAL OKLAHOMA	Ladies of the Leaf/G. Germany/Endowment Fnd	500.00
			50-212-2199-880-000-0000-000-705		Ladies of the Leaflets Scholarship 2025-2026On Behalf of Garyn GermanyStudent ID# 20592575	500.00
50	14	09/15/2025	71640	SOUTHEASTERN OK STATE UNIVERSITY	Ladies of the Leaf/E. Long/Endowment Fnd	300.00
			50-212-2199-880-000-0000-000-705		Ladies of the Leaf Scholarship 2025-2026On Behalf Of Emily LongStudent ID# 0173720	300.00
50	15	09/25/2025	71640	SOUTHEASTERN OK STATE UNIVERSITY	Ernst Memorial Scholarship/S. Abbott/Endwmnt Fund	280.00
			50-204-2199-880-000-0000-000-705		Ernst Memorial Scholarship 2025 - 2026On Behalf of Sierra AbbottStudent ID# 0174853	280.00
50	16	09/25/2025	72312	Rose State College	Ladies of the Leaf/E. Willoughby/Endwmnt Fund	250.00
			50-212-2199-880-000-0000-000-705		Ladies of the Leaf ScholarshipOn Behalf of Elizabeth WilloughbyStudent ID# 0446244	250.00

Non-Payroll Total:	\$1,330.00
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$1,330.00

ARDMORE CITY SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 9/10/2025 - 10/9/2025, PO Range: 3 - 49999, Fund(s): GIFTS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	3	09/15/2025	33508	OKLAHOMA STATE UNIVERSITY	Hoot Gibson/D. Jones/Gifts Fund	500.00
		Hoot Gibson Scholarship 2025 - 2026On Behalf of Dominyk JonesStudent ID# A20538678	81-238-2199-880-000-0000-000-705		09/15/2025	500.00

Non-Payroll Total:	\$500.00
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$500.00

ARDMORE CITY SCHOOLS

Change Order Listing

Options: Fund(s): GENERAL FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 9/10/2025 - 10/9/2025, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2025	976	OKLA. STATE SCHOOL BOARDS ASSOC.	Assemble Meeting Subscription/SOFTWARE	50.00
6	07/01/2025	411	THE DAILY ARDMOREITE	Newspaper Subscription/DISTRICT -WIDE	18.90
12	07/01/2025	976	OKLA. STATE SCHOOL BOARDS ASSOC.	Reserve for Workshop Registrations/DISTRICT-WIDE	300.00
128	07/01/2025	334	SPREKELMEYER PRINTING CO.	Reserve for Curriculum Folders/DIST-WIDE Exp	156.00
163	07/01/2025	5348	CHICKASAW PERSONAL COMM INC.	Reserve for Radio Rental/Air Time/Transp. Dept.	2,320.00
197	07/01/2025	334	SPREKELMEYER PRINTING CO.	Reserve for Supplies/Transp. Dept.	500.00
221	07/01/2025	84380	Amazon Capital Services	Reserve for Supplies/Transp. Dept.	500.00
228	07/01/2025	84380	Amazon Capital Services	Reserve for Supplies/All Sites/Spec. Educ.	1,500.00
262	07/02/2025	69206	SUGAR PILLS APPAREL	Window Graphics/Install/AMS/Sch. Improv #515	25,003.00
265	07/09/2025	5102	Staples Advantage	Reserve for Paper/All Sites/Dist. Wide #007	24.98
277	07/09/2025	71083	OK DEPT OF CAREER TECH	Registration Fee/Career Tech/FCS #412	25.00
286	07/10/2025	1223	VISA	Meals & Transp/NSPRA Conf/Dist. Wide #007	7.00
363	07/22/2025	69397	WESTCO LAMINATOR SERVICE	Laminating Film/CE Instr. #083	28.00
503	08/08/2025	533	OSSAA	Reserve for OSSAA/Athletics	220.00
539	08/28/2025	65662	BLICK ART MATERIALS	STUCO Supplies/HS/FY26 Fall Enrich. Grnt #014	4.03
545	09/03/2025	1142	DEMCO, INC	Library Supplies/AHS/Library #154	58.48
548	09/04/2025	84380	Amazon Capital Services	Classroom Supplies/AHS/FY26 Fall Enrich. Grnt #014	25.63
553	09/09/2025	251	SCHOLASTIC INC. Educ.	Books/Jeff/FY26 Fall Enrich. Grnt #014	203.88
557	09/09/2025	1223	VISA	Supplies/Admin/JOM #563	11.00
558	09/09/2025	70058	BLUSOURCE	School Supplies/Admin/JOM #563	0.75

Non-Payroll Total:	\$30,956.65
Payroll Total:	\$20,741,646.17
Report Total:	\$20,772,602.82

Change Order Listing

Options: Fund(s): BUILDING FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 9/10/2025 - 10/9/2025, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
22	07/01/2025	84122	Rainbow Pennant, Inc.	Reserve for School Flags/Maint.	500.00
41	07/01/2025	72261	WASHITA VALLEY SOD, INC	Reserve for Grounds Supplies/Maint.	7,000.00
211	08/18/2025	85057	Okla Hi-Tech Inc. dba ServiceMaster	Mold Removal/AMS Athletics/Building Fund	72,582.19
Non-Payroll Total:					\$80,082.19
Payroll Total:					\$0.00
Report Total:					\$80,082.19

Change Order Listing

Options: Fund(s): CHILD NUTRITION FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 9/10/2025 - 10/9/2025,
Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
10	07/01/2025	4102	UNIFORM ETC.	RESERVE/UNIFORMS/CNP	1,360.00
18	07/01/2025	70721	AUTO-CHLOR	RESERVE FOR CHEMICALS/CNP	1,782.00
29	07/01/2025	65647	ACS GENERAL FUND	Reim. Commodity Delivery's Salary & Benefits/CNP	20,147.18
Non-Payroll Total:					\$23,289.18
Payroll Total:					\$86,383.81
Report Total:					\$109,672.99

For School Year: 2025-2024

803
Account No.

Charles Evans PTO
Activity Account Name

Charles Evans
School Site

Mission or Purpose of the Account

Our mission is to serve all students and staff throughout the school year. Therefore, building our funds throughout the year with donations and fundraisers.

Sources of Income

Fundraisers, donations, Box Tops of Education, fees, commissions

Expenditures

Teacher and staff appreciation, field day, STEM night, special activities, fundraisers, travel expenses, supplies and donations, fees, rewards & incentives

Amanda Roundtree
Name of Sponsor

A. Roundtree
Sponsor's Signature

Approval of Request

[Signature]
Principal

Date of Approval

[Signature]
Superintendent
10/10/2025
Date of Approval

Board of Education
10/23/2025
Date of Approval

Annual Activity Account Review | Approval

For School Year: 25-26

844
Account No.

AHS Testing
Activity Account Name

AHS
School Site

Mission or Purpose of the Account

Testing materials

Sources of Income

Testing fees collected from students, donations

Expenditures

Testing expenses, fees and test supplies

Dena York
Name of Sponsor

Dena York
Sponsor's Signature

Darrah Birth
Name of Sponsor

DBirth
Sponsor's Signature

Approval of Request

Kelly Jones
Principal
9/24/25
Date of Approval

Andy De
Superintendent
10/10/2025
Date of Approval

Board of Education
10/23/2025
Date of Approval

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

816	Lincoln PTO
Activity Acct #	Activity Account Name

Lincoln Elementary	8-29-25 thru 5-1-26
School	Fundraiser Date

Fundraiser Requested Sale of popsicles, pickles, and popcorn

Purpose of Fundraiser To increase funds in the Lincoln PTO account

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...	\$ 500	\$ 1000
Cost of pickles, popcorn, and popsicles	Estimated Expense	Estimated Net Profit After Expenses

Is this fundraiser to sell a food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Becky Jones
Sponsor's Name

Becky Jones
Sponsor's Signature

Chase Henson
Principal/Administrator Name

Chase Henson
Principal/Administrator Signature

RC

Communications Office	
Design Review for Spirit Items	
<input type="checkbox"/> Approved <i>NA</i> <input type="checkbox"/> Denied	
Communications Liaison	

Central Office Administration	
Date Received by Bus Ofc:	8-27-25
Date Received by Supt Ofc:	10-9-2025
<input checked="" type="checkbox"/> Approved <i>Ang</i> <input type="checkbox"/> Denied	
Superintendent	

Board of Education	
Date of Board Meeting:	10-23-2025
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board of Education	

Activity Account Name: Lincoln PTO

Activity Account Number: 816 School: Lincoln Elementary

List in detail the food items you are proposing to sell. →

Popcorn
Pickles
Popsicles

Please review & select which option below matches your food fundraiser

Option #1

My food items **ARE NOT ready to consume**-type items and can be sold during the school day [12 a.m. to 4 p.m.]

△ If this is your option, no calculator tool is necessary

Option #2

My food items **ARE ready to be consumed**-type AND I want to sell them during the school day. [12 a.m. to 4 p.m.]

△ If this is your option, the calculator tool is required to determine if your food items can be approved. Please complete the calculator tool. If your items pass the calculator test, please attach a copy of the approval page and a copy of the food label(s) to this fundraiser request, submit to your principal for their approval, and then to the Business Office. If your food item(s) do not pass the calculator test, then you will not be able to have the fundraiser without an exception from your principal.

Calculator Tool: <http://healthymeals.nal.usda.gov/smartsnacks>

Option #3

My food items **ARE ready to consume**-type items, however, I will not be selling them during the school day [12 a.m. to 4 p.m.]

△ If this is your option, no calculator tool is necessary

Option #4

My fundraiser is a brochure or catalog and my items will not be released to students until the end of the school day.



My signature below affirms my choice. I further agree to abide by the federal regulations within my chosen option.

Rocky Jones
Sponsor

[Signature]
Principal

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

827 <small>Activity Acct #</small>	AMS Pom <small>Activity Account Name</small>
---------------------------------------	---

AMS <small>School</small>	10/15-12/15/25 <small>Fundraiser Date</small>
------------------------------	--

Fundraiser Requested Plated Dinner (menu to be determined)

Purpose of Fundraiser Funds for State Pom Competition

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? <small>Cost to purchase product, cost to make product...etc...</small>	\$ 0 <small>Estimated Expense</small>	\$ 1500 <small>Estimated Net Profit After Expenses</small>
None - donations		

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Wendy Newton

 Sponsor's Name

Kim Roberts

 Principal/Administrator Name

Wendy Newton

 Sponsor's Signature

Kim Roberts

 Principal/Administrator Signature

RC

Communications Office	
Design Review for Spirit Items	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Communications Liaison	

Central Office Administration	
Date Received by Bus Ofc: <u>10-8-25</u>	
Date Received by Supt Ofc: <u>10-9-2025</u>	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Superintendent	

Board of Education	
Date of Board Meeting: <u>10-23-2025</u>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Board of Education	

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

827 <small>Activity Acct #</small>	AMS Pom <small>Activity Account Name</small>
---------------------------------------	---

AMS <small>School</small>	10/15-12/15/25 <small>Fundraiser Date</small>
------------------------------	--

Fundraiser Requested TV Raffle

Purpose of Fundraiser Funds for State Pom Competition

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc... Television Cost	\$ 298 <small>Estimated Expense</small>	\$ 2000 <small>Estimated Net Profit After Expenses</small>
--	--	---

Is this fundraiser to sell a food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Wendy Newton
Sponsor's Name

Wendy Newton
Sponsor's Signature

Kim Roberts
Principal/Administrator Name

Kim Roberts
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>10-8-25</u>
Date Received by Supt Ofc: <u>10-9-25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Superintendent

Board of Education
Date of Board Meeting: <u>10-23-25</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

Fundraiser Request | School Year 2025 -2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

833	AMS -- FCCLA
Activity Acct #	Activity Account Name

AMS	10/24/25 to 11/20/25
School	Fundraiser Date

Fundraiser Requested Four Season Beef Sticks

Purpose of Fundraiser Raise Money for FCCLA Activities Student Trips and Competition Fees For FCCLA Students to Attend

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...		\$ 200.00	\$ 500.00
Cost of the Beef Sticks		Estimated Expense	Estimated Net Profit After Expenses

Is this fundraiser to sell a food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Paula Waller

 Sponsor's Name

Kim Roberts

 Principal/Administrator Name

Paula L. Waller

 Sponsor's Signature

Kim Roberts

 Principal/Administrator Signature

RC

Communications Office

Design Review for Spirit Items

Approved Denied

Communications Liaison

Central Office Administration

Date Received by Bus Ofc: 10-3-25

Date Received by Supt Ofc: 10-9-25

Approved Denied

Superintendent

Board of Education

Date of Board Meeting: 10-23-25

Approved Denied

Board of Education

Fundraiser Request | School Year 2025 - 2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

833 <small>Activity Acct #</small>	AMS -- FCCLA <small>Activity Account Name</small>
---------------------------------------	--

AMS <small>School</small>	10/24/25 to 12/20/25 <small>Fundraiser Date</small>
------------------------------	--

Fundraiser Requested Blanket Sales -- Extra Left Over From A Prior Fundraiser From Last School Year -- Design Has Been Approved 5/21/24 Email Attached

Purpose of Fundraiser Raise Money For FCCLA Activities Students Trips, Entry Fees For Competition and Misc. Cost For Students

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? <small>Cost to purchase product, cost to make product...etc...</small>	\$ 0.00 <small>Estimated Expense</small>	\$ 800.00 <small>Estimated Net Profit After Expenses</small>
Snacks Donated/ Purchased -- All snacks will per packaged and store brought individual size items		

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.
 Paula Waller

Sponsor's Name

 Kim Roberts
 Principal/Administrator Name

Paula L Waller

 Sponsor's Signature
Kim Roberts

 Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<i>See Attached</i>
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>10-2-25</u>
Date Received by Supt Ofc: <u>10/13/25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
<i>Aug 125</i> _____ Superintendent

Board of Education
Date of Board Meeting: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

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CONFIDENTIALITY NOTICE:

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Paula Waller <pwaller@ardmoreschools.org>
To: Morgan Manley <mmanley@ardmoreschools.org>

Tue, May 21, 2024 at 12:24 PM

Yes, it can be done here is the new design sheet attachment.
[Quoted text hidden]



7686-FCCLA Design Sheet Fundraiser Blankets dot Com (2).png
2541K

Morgan Manley <mmanley@ardmoreschools.org>
To: Paula Waller <pwaller@ardmoreschools.org>

Tue, May 21, 2024 at 2:55 PM

Perfect, approved 05/21/24.



Morgan Manley

Administrative Assistant
Ardmore City Schools
Office of the Assistant Superintendent
Department of Human Resources
589.226.7658 ext 1211

Paula Waller
Hein Roberts

CONFIDENTIALITY NOTICE:

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Fundraiser Request | School Year 2025 - 2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

833	AMS -- FCCLA
Activity Acct #	Activity Account Name

AMS	10/24/25 to 5/15/26
School	Fundraiser Date

Fundraiser Requested Snack Sales

Purpose of Fundraiser Raise Money For FCCLA Activities Students Trips, Entry Fees For Competition and Misc. Cost For Students

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? <small>Cost to purchase product, cost to make product...etc...</small> Snacks Donated/ Purchased -- All snacks will per packaged and store brought individual size items	\$ 45.00 Estimated Expense	\$ 100.00 Estimated Net Profit After Expenses
---	-------------------------------	--

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Paula Waller

 Sponsor's Name
 Kim Roberts

 Principal/Administrator Name

Paula L. Waller

 Sponsor's Signature
Kim Roberts

 Principal/Administrator Signature

Communications Office
Design Review for Spirit Items <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>10-3-25</u> Date Received by Supt Ofc: <u>10-9-25</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Superintendent

Board of Education
Date of Board Meeting: <u>10.23.25</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Board of Education

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

841	Ardmore Band Boosters
Activity Acct #	Activity Account Name

Ardmore High School	10/25/25
School	Fundraiser Date

Fundraiser Requested Pizza Hut Proceeds Night

Purpose of Fundraiser Raise money for the band.

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...	\$0	\$200.00
None	Estimated Expense	Estimated Net Profit After Expenses

Is this fundraiser to sell a food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Jamie Henson
Sponsor's Name

Jamie Henson
Sponsor's Signature

Kelly Carrell
Principal/Administrator Name

Kelly Carrell
Principal/Administrator Signature

Communications Office	
Design Review for Spirit Items	
___ Approved	___ Denied
_____ Communications Liaison	

NA

Central Office Administration	
Date Received by Bus Ofc: <u>9-11-25</u>	
Date Received by Supt Ofc: <u>10.9.25</u>	
<input checked="" type="checkbox"/> Approved	___ Denied
_____ Superintendent	

Board of Education	
Date of Board Meeting: <u>10.23.25</u>	
___ Approved	___ Denied
_____ Board of Education	

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

857/923 Activity Acct #	AHS Forensics/AMS Drama Activity Account Name
-----------------------------------	---

AMS/AHS School	10/1/2025-5/21/2026 ¹⁶ Fundraiser Date
--------------------------	---

Fundraiser Requested Play Program ads and merchandise

Purpose of Fundraiser Raise money to fund trips and productions

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc... wholesale cost of merchandise	\$ 500 Estimated Expense	\$ 2000 Estimated Net Profit After Expenses
--	------------------------------------	---

Is this fundraiser to sell a food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Wendy D. Newton
 Sponsor's Name
 Kelly Carrisi
 Principal/Administrator Name

Wendy D. Newton
 Sponsor's Signature
Kelly Carrisi *Thom Roberts*
 Principal/Administrator Signature

Communications Office	
Design Review for Spirit Items	
___ Approved <i>NA</i> ___ Denied	
_____ Communications Liaison	

Central Office Administration	
Date Received by Bus Ofc: <u>10-7-25</u>	
Date Received by Supt Ofc: <u>10.9.25</u>	
<input checked="" type="checkbox"/> Approved <i>[Signature]</i> ___ Denied	
_____ Superintendent	

Board of Education	
Date of Board Meeting: <u>10-23-25</u>	
___ Approved ___ Denied	
_____ Board of Education	

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

857/923 <small>Activity Acct #</small>	AHS Forensics/AMS Drama <small>Activity Account Name</small>
---	---

AMS/AHS <small>School</small>	10/1/2025-5/21/2026 ¹⁰ <small>Fundraiser Date</small>
----------------------------------	---

Fundraiser Requested Annual Tshirts

Purpose of Fundraiser Raise money to fund trips and productions

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? <small>Cost to purchase product, cost to make product...etc...</small> wholesaleshirts	\$ 500 Estimated Expense	\$ 500 Estimated Net Profit After Expenses
---	------------------------------------	--

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Wendy D. Newton

 Sponsor's Name
 Kelly Carroll

 Principal/Administrator Name

Wendy D. Newton

 Sponsor's Signature
 Kelly Carroll

 Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <i>MA</i> <input type="checkbox"/> Denied
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>10-7-25</u>
Date Received by Supt Ofc: <u>10-9-25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>[Signature]</i> _____ Superintendent

Board of Education
Date of Board Meeting: <u>10-23-25</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

<u>863</u> Activity Acct #	<u>AHS Library</u> Activity Account Name
-------------------------------	---

<u>Ardmore High School</u> School	<u>11/17/25 → 11/21/25</u> Fundraiser Date
--------------------------------------	---

Fundraiser Requested Scholastic Book Fair

Purpose of Fundraiser Raise Scholastic Dollars for books + book repair supplies

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc... <u>no expenditures</u>	\$ 0.00 Estimated Expense	\$ 800 → \$1,000 Estimated Net Profit After Expenses <u>Scholastic Dollars</u>
---	-------------------------------------	---

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Heather Graham
Sponsor's Name
Kelly Carre
Principal/Administrator Name

Heather Graham
Sponsor's Signature
Kelly Carre
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <u>NA</u> <input type="checkbox"/> Denied
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>10-8-25</u>
Date Received by Supt Ofc: <u>10-9-25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
<u>[Signature]</u> Superintendent

Board of Education
Date of Board Meeting: <u>10-23-25</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

<u>863</u> Activity Acct #	<u>AHS Library</u> Activity Account Name
-------------------------------	---

<u>Ardmore High School</u> School	<u>3/9/26 → 3/13/26</u> Fundraiser Date
--------------------------------------	--

Fundraiser Requested Scholastic Book Fair

Purpose of Fundraiser Raise Scholastic Dollars for books + book repair supplies

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser?
Cost to purchase product, cost to make product...etc...
no expenditures

\$ 0.00
Estimated Expense

\$600 → \$800
Estimated Net Profit After Expenses
Scholastic Dollars

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Heather Graham
Sponsor's Name
Kelly Cornell
Principal/Administrator Name

Heather Graham
Sponsor's Signature
Kelly Cornell
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
 Approved Denied
NA
Communications Liaison

Central Office Administration
Date Received by Bus Ofc: 10-8-25
Date Received by Supt Ofc: 10-9-25
 Approved Denied
[Signature]
Superintendent

Board of Education
Date of Board Meeting: 10-23-25
 Approved Denied
Board of Education

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

875	AHS Powerlifting
Activity Acct #	Activity Account Name

AHS & AMS	11/1 - 11/30/2025
School	Fundraiser Date

Fundraiser Requested Sponsor a lifter per day for the month of November

Purpose of Fundraiser help raise money for meals, hotels, equipment, and fees

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...	\$ 0	\$ 465.00/lifter
NO COST	Estimated Expense	Estimated Net Profit After Expenses

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser


Is this fundraiser a " raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Allen Coley

 Sponsor's Name



 Sponsor's Signature

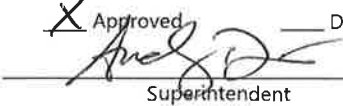
Josh Newby

 Principal/Administrator Name



 Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved N/A <input type="checkbox"/> Denied
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>9-19-25</u>
Date Received by Supt Ofc: <u>10-9-25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
 _____ Superintendent

Board of Education
Date of Board Meeting: <u>10.23.25</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

<div style="border: 1px solid black; padding: 2px; display: inline-block;">875</div> Activity Acct #	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AHS Powerlifting</div> Activity Account Name
---	--

<div style="border: 1px solid black; padding: 2px; display: inline-block;">AHS</div> School	<div style="border: 1px solid black; padding: 2px; display: inline-block;">11-3-25 / 12-18-25</div> Fundraiser Date
--	--

Fundraiser Requested X-grain

Purpose of Fundraiser receive \$5.00 for every item sold

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 ___ No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc... <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;">0</div>	\$ <input checked="" type="checkbox"/> Estimated Expense	\$ <u>500.00</u> Estimated Net Profit After Expenses
--	--	--

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] ___ **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No ___ **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Aiken Coley
 Sponsor's Name
Scott Davis
 Principal/Administrator Name

[Signature]
 Sponsor's Signature
[Signature]
 Principal/Administrator Signature

Communications Office
Design Review for Spirit Items ___ Approved ___ Denied <div style="font-size: 2em; color: blue; transform: rotate(-30deg); opacity: 0.5; position: absolute; top: 50px; left: 50px;">See Attached</div>
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>10-9-25</u> Date Received by Supt Ofc: <u>10-9-25</u> <input checked="" type="checkbox"/> Approved ___ Denied <div style="text-align: center; margin-top: 10px;"> <u>[Signature]</u> Superintendent </div>

Board of Education
Date of Board Meeting: <u>10-23-25</u> ___ Approved ___ Denied
_____ Board of Education

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

<div style="border: 1px solid black; padding: 2px; text-align: center;">911</div> <p>Activity Acct #</p>	<div style="border: 1px solid black; padding: 2px;">Charles Evans Welfare</div> <p>Activity Account Name</p>
---	---

<div style="border: 1px solid black; padding: 2px;">Charles Evans</div> <p style="text-align: center;">School</p>	<div style="border: 1px solid black; padding: 2px; text-align: center;">9/29/2025-5/22/2026</div> <p style="text-align: center;">Fundraiser Date</p>
--	---

Fundraiser Requested To sell snack and beverages to staff only

Purpose of Fundraiser to help increase our welfare budget

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<p>What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...</p> <div style="border: 1px solid black; padding: 2px; min-height: 20px;">cost to purchase product</div>	<div style="border: 1px solid black; padding: 2px;">\$200</div> <p>Estimated Expense</p>	<div style="border: 1px solid black; padding: 2px;">\$300</div> <p>Estimated Net Profit After Expenses</p>
---	---	---

Is this fundraiser to sell a food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Maria Salazar
Sponsor's Name

Maria Salazar
Sponsor's Signature

Debra Fields
Principal/Administrator Name

Debra Fields
Principal/Administrator Signature

RC

Communications Office

Design Review for Spirit Items

Approved Denied

NA

Communications Liaison

Central Office Administration

Date Received by Bus Ofc: 9-30-25

Date Received by Supt Ofc: 10-9-25

Approved Denied

[Signature]
 Superintendent

Board of Education

Date of Board Meeting: 10-23-25

Approved Denied

Board of Education

Activity Account Name: Charles Evans Welfare

Activity Account Number: 911

School: Charles Evans

List in detail the
food items you are
proposing to sell.

Candy, water, sodas

Please review & select which option below matches your food fundraiser

Option #1

My food items **ARE NOT ready to consume**-type items and can be sold during the school day [12 a.m. to 4 p.m.]

△ If this is your option, no calculator tool is necessary

Option #2

Sold to staff only
My food items **ARE ready to be consumed**-type AND I want to sell them during the school day. [12 a.m. to 4 p.m.]

△ If this is your option, the calculator tool is required to determine if your food items can be approved. Please complete the calculator tool. If your items pass the calculator test, please attach a copy of the approval page and a copy of the food label(s) to this fundraiser request, submit to your principal for their approval, and then to the Business Office. If your food item(s) do not pass the calculator test, then you will not be able to have the fundraiser without an exception from your principal.

Calculator Tool: <http://healthymeals.nal.usda.gov/smartsnacks>

Option #3

My food items **ARE ready to consume**-type items, however, I will not be selling them during the school day [12 a.m. to 4 p.m.]

△ If this is your option, no calculator tool is necessary

Option #4

My fundraiser is a brochure or catalog and my items will not be released to students until the end of the school day.

My signature below affirms my choice. I further agree to abide by the federal regulations within my chosen option.

Salazm Garcia
Sponsor

Robert Toledo
Principal

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

944 Activity Acct # Tiger Boys Basketball Activity Account Name

AHS School Oct 31st - March Fundraiser Date

Fundraiser Requested: e Team Funded

Purpose of Fundraiser: To raise money for boys basketball

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser?
 Cost to purchase product, cost to make product...etc...

Purchase uniforms, balls, and other equipment

\$ 0
 Estimated Expense

\$ 5,000.
 Estimated Net Profit After Expenses

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Daekwan Cubit
 Sponsor's Name

[Signature]
 Sponsor's Signature

Josh Newby
 Principal/Administrator Name

Josh Newby
 Principal/Administrator Signature

Communications Office
 Design Review for Spirit Items
 Approved Denied
NA
 Communications Liaison

Central Office Administration
 Date Received by Bus Ofc: 10-9-25
 Date Received by Supt Ofc: 10.9.25
 Approved Denied
[Signature]
 Superintendent

Board of Education
 Date of Board Meeting: 10-23-25
 Approved Denied
 Board of Education

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

<div style="border: 1px solid black; padding: 2px; text-align: center; font-size: 1.2em;">951</div> <p>Activity Acct #</p>	<div style="border: 1px solid black; padding: 2px; font-size: 1.2em;">Lady Tigers Basketball</div> <p>Activity Account Name</p>
<div style="border: 1px solid black; padding: 2px; font-size: 1.2em;">Ardmore High School</div> <p>School</p>	<div style="border: 1px solid black; padding: 2px; font-size: 1.2em;">Aug. 2025 - May 2026</div> <p>Fundraiser Date</p>

Fundraiser Requested Donations

Purpose of Fundraiser Raise money for HS Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<p>What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; padding: 2px; font-size: 1.2em;">\$ - 0 -</div> <p>Estimated Expense</p>	<div style="border: 1px solid black; padding: 2px; font-size: 1.2em;">\$ - 0 -</div> <p>Estimated Net Profit After Expenses</p>
--	---	---

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann
Sponsor's Name

Josh Newby
Principal/Administrator Name

David Vann
Sponsor's Signature

Josh Newby
Principal/Administrator Signature

Communications Office

Design Review for Spirit Items

Approved NA Denied

Communications Liaison

Central Office Administration

Date Received by Bus Ofc: 9-23-25

Date Received by Supt Ofc: 10.9.25

Approved Denied

 Superintendent

Board of Education

Date of Board Meeting: 10.23.25

Approved Denied

Board of Education

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

951
Activity Acct #

Lady Tigers Basketball
Activity Account Name

Ardmore High School
School

Aug. 2025 - May 2026
Fundraiser Date

Fundraiser Requested Shoot-A-Thon (Freethrows) Fundraiser - AHS

Purpose of Fundraiser Raise money for HS Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser?
Cost to purchase product, cost to make product...etc...

\$ -0-
Estimated Expense

\$ 1,000.00
Estimated Net Profit After Expenses

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann
Sponsor's Name

David Vann
Sponsor's Signature

Josh Newby
Principal/Administrator Name

Josh Newby
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
 Approved NA Denied
Communications Liaison

Central Office Administration
Date Received by Bus Ofc: 9-23-25
Date Received by Supt Ofc: 10-9-25
 Approved Denied
Angie
Superintendent

Board of Education
Date of Board Meeting: 10-23-25
 Approved Denied
Board of Education

Fundraiser Request | School Year 24-25

Submit this completed form to the Business Office at least 10 days before each school board meeting

951 <small>Activity Acct #</small>	Lady Tigers Basketball <small>Activity Account Name</small>
---------------------------------------	--

Ardmore High School <small>School</small>	Aug. 2025 - May 2026 <small>Fundraiser Date</small>
--	--

Fundraiser Requested Sports Locker Online Fundraiser

Purpose of Fundraiser Raise money for HS Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? <small>Cost to purchase product, cost to make product...etc...</small>	\$ -0- <small>Estimated Expense</small>	\$ 00.00 <small>Estimated Net Profit After Expenses</small>

Is this fundraiser to sell a food item "

No [Complete Page 1 Only] **Yes** Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a raffle "

No **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann
Sponsor's Name

David Vann
Sponsor's Signature

Josh Newby
Principal/Administrator Name

Josh Newby
Principal/Administrator Signature

Communications Office	
Design Review for Spirit Items	
___ Approved	___ Denied
Communications Liaison	

Central Office Administration	
Date Received by Bus Ofc: <u>10-2-25</u>	
Date Received by Supt Ofc: <u>10.9.25</u>	
<input checked="" type="checkbox"/> Approved	___ Denied
 <small>Superintendent</small>	

Board of Education	
Date of Board Meeting: <u>10.23.25</u>	
___ Approved	___ Denied
Board of Education	

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

<u>951</u> Activity Acct #	<u>Lady Tigers Basketball</u> Activity Account Name
-------------------------------	--

<u>Ardmore High School</u> School	<u>Aug. 2025 - May 2026</u> Fundraiser Date
--------------------------------------	--

Fundraiser Requested Car Wash

Purpose of Fundraiser Raise money for HS Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser?
Cost to purchase product, cost to make product...etc...

Car washing supplies

\$ 100.00
Estimated Expense

\$ 600.00
Estimated Net Profit After Expenses

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann
Sponsor's Name

David Vann
Sponsor's Signature

Josh Newby
Principal/Administrator Name

Josh Newby
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <u>NA</u> <input type="checkbox"/> Denied
Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>9-23-25</u>
Date Received by Supt Ofc: <u>10-9-25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
<u>Angie</u> Superintendent

Board of Education
Date of Board Meeting: <u>10-23-25</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Board of Education

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

951 Activity Acct #	Lady Tigers Basketball Activity Account Name
------------------------	---

Ardmore High School School	Aug. 2025 - May 2026 Fundraiser Date
-------------------------------	---

Fundraiser Requested: Fan - Pledge Fundraiser

Purpose of Fundraiser: Raise money for H.S. Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...	\$ - 0 - Estimated Expense	\$ 2,000.00 Estimated Net Profit After Expenses
--	-------------------------------	--

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann
Sponsor's Name

David Vann
Sponsor's Signature

Josh Newby
Principal/Administrator Name

Josh Newby
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <u>NA</u> <input type="checkbox"/> Denied
Communications Liaison

Central Office Administration
Date Received by Bus Of: <u>9-23-25</u>
Date Received by Supt Of: <u>10-9-25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
<u>Angie</u> Superintendent

Board of Education
Date of Board Meeting: <u>10-23-25</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Board of Education

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

951 Activity Acct #	Lady Tigers Basketball Activity Account Name
------------------------	---

Ardmore High School School	Aug. 2025 - May 2026 Fundraiser Date
-------------------------------	---

Fundraiser Requested: Hot Dog Fundraiser (off-site)

Purpose of Fundraiser: Raise money for H.S. Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc... Hot dog buns, weiners, relish, ketchup, mustard, water, soda, napkins, plastic utensils, ice, foil, chili, cheese, chips, plates	\$ 250.00 Estimated Expense	\$ 800.00 Estimated Net Profit After Expenses
---	--------------------------------	--

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann
Sponsor's Name
Josh Newby
Principal/Administrator Name

David Vann
Sponsor's Signature
Josh Newby
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
 Approved Denied
Communications Liaison

Central Office Administration
Date Received by Bus Ofc: 9-23-25
Date Received by Supt Ofc: 10-9-25
 Approved Denied
Superintendent

Board of Education
Date of Board Meeting: 10-23-25
 Approved Denied
Board of Education

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

<u>951</u> Activity Acct #	<u>Lady Tigers Basketball</u> Activity Account Name
-------------------------------	--

<u>Ardmore High School</u> School	<u>Aug 2025 - May 2026</u> Fundraiser Date
--------------------------------------	---

Fundraiser Requested Bake Sale (off-site)

Purpose of Fundraiser Raise money for HS Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes
If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc... <u>\$</u>	\$ <u>\$</u> Estimated Expense	\$ <u>3000</u> Estimated Net Profit After Expenses
--	-----------------------------------	---

Is this fundraiser to sell a " food item "

No [Complete Page 1 Only] Yes Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a " raffle "

No Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann
Sponsor's Name
Josh Newby
Principal/Administrator Name

David Vann
Sponsor's Signature
Josh Newby
Principal/Administrator Signature RC

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <u>NA</u> <input type="checkbox"/> Denied
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>9-23-25</u>
Date Received by Supt Ofc: <u>10.9.25</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
<u>[Signature]</u> Superintendent

Board of Education
Date of Board Meeting: <u>10.23.25</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

951
Activity Acct #

Lady Tigers Basketball
Activity Account Name

Ardmore High School
School

Aug. 2025 - May 2026
Fundraiser Date

Fundraiser Requested H.S. Dodgeball Tournament Fundraiser (AHS)

Purpose of Fundraiser Raise Money for HS Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?
 No Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser?
Cost to purchase product, cost to make product...etc...

\$ -0-0
Estimated Expense

\$ 800.00
Estimated Net Profit After Expenses

Is this fundraiser to sell a **food item** "

No [Complete Page 1 Only]

Yes

Complete both pages to determine Eligibility for your food fundraiser

Is this fundraiser a **raffle** "

No

Yes

If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann

Sponsor's Name

David Vann

Sponsor's Signature

Kelly Carroll

Principal/Administrator Name

Kelly Carroll

Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
___ Approved NA ___ Denied

Communications Liaison

Central Office Administration
Date Received by Bus Ofc: 10-1-25
Date Received by Supt Ofc: 10-9-25
 Approved ___ Denied
Analyse

Superintendent

Board of Education
Date of Board Meeting: 10-23-25
___ Approved ___ Denied

Board of Education

Accelerated College Experience (ACE)

**Total Estimated Cost for Student Participation in ACE
AND
Total Estimated Commitment Costs from Responsible Parties**

Murray State College and **Ardmore City Schools** commit to the expenses listed in this document. Exact costs can vary depending on changes in tuition, fees, and the academic program the student elects to major/study.

Total MSC Estimated Tuition Waiver and Fee Contribution: **\$13,168**

(Tuition waivers estimated = \$8,652)

(Fees estimated = \$4,516)

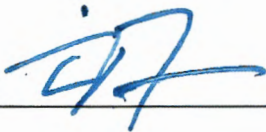
Fees donated by a private foundation in Southern Oklahoma

Total Cost for the Accelerated College Experience (ACE): **\$13,168**

*Partnering high school and/or student will be responsible for funding textbooks and course materials.
Textbooks and course materials are not included in this document.*

Murray State College

President



9/15/25

Date

Independent High School District

Superintendent or Designee

Andy Davis, Superintendent

Harry Spring, Board President

Date

10-23-2025

MURRAY STATE COLLEGE

From Here... Go Anywhere.

MEMORANDUM OF UNDERSTANDING Murray State College Accelerated College Experience (ACE)

PURPOSE:

This agreement aims to establish a partnership between **Murray State College** and **Ardmore City Schools** that provides opportunities for ACE students to earn a college degree or certificate, preparing the student for the workforce or transfer to a four-year university. To ensure academic quality and integrity in awarding college credit to ACE-enrolled students, this Memorandum of Understanding establishes the procedures for Murray State College to offer college credit courses to students enrolled in the ACE program.

MURRAY STATE COLLEGE'S RESPONSIBILITIES:

1. Murray State College will admit high school students to the college according to the Murray State College Accelerated College Experience (ACE) Program guidelines.
2. Murray State College will offer, as appropriate, general education courses that are part of Oklahoma State Regents for Higher Education's Course Equivalency Project (CEP) that will transfer within the Oklahoma System of Higher Education and have been agreed upon by **Murray State College** and **Ardmore City Schools**.
3. Murray State College will offer two curricular pathways for ACE students.
 - a. The first pathway is for those students seeking the workforce after graduation. This pathway will include technology degrees in Manufacturing Technology, Business Management, Child Development, Computer Information Technology, and Applied Technology.
 - b. The second pathway is for those students seeking to transfer to a four-year university. This pathway will include the Arts and Science Degree. This degree will allow students to complete their general education requirements with electives in their area of choice.
4. Murray State College will offer courses in various subjects in multiple modalities at Murray State College, partnering high school, or online.

5. Murray State College will use credentialed and qualified faculty to teach courses offered by MSC.
6. Murray State College will work closely with each faculty member to ensure they are adequately trained and prepared.
7. Murray State College will evaluate ACE faculty in the same manner as MSC faculty.
8. Murray State College will make available to all ACE students the same success resources available to MSC students on campus.
9. Murray State College will maintain a college transcript for each ACE student.
10. Murray State College will develop course schedules with input from high school representatives.
11. Murray State College will make appropriate arrangements for college classes to be conducted in high school facilities.
12. Murray State College will work with high school representatives to relay instructional equipment requests.
13. Murray State College will comply with high school facility guidelines.
14. Murray State College will provide ACE enrollment material and information to students, parents, and appropriate high school representatives.
15. Murray State College will provide assessment, advising, and registration services to ACE at Murray State College or at partnering high schools.
16. Murray State College will provide orientation to first-time faculty members.
17. Murray State College will provide confirmation of course schedules, class rolls, four and eight-week grades, and final grade reports to the high school as allowed by FERPA.
18. Murray State College will provide appropriate collegiate level accommodations for ACE students based on documentation of a disability and approval by the MSC ADA Compliance Officer.
19. Murray State College will provide a collegiate experience with the same rigor as classes taught by Murray State College.
20. Murray State College will provide general education courses that are the same cataloged courses offered at Murray State College with the same course syllabus and student learning outcomes.
21. Murray State College will hold ACE students to the same standard of achievement as students at Murray State College.

22. Murray State College will counsel ACE students on academic success and higher education goals, including course transferability, college majors, pathways to Associate Degrees, and workforce certifications.
23. Murray State College will administer courses in multiple formats. ACE students will follow the established MSC calendar related to add/drop dates, withdrawal dates, holidays, and unscheduled closings.
24. Murray State College will provide an early alert system via email to the high school personnel who have authorized and signed the ACE enrollment form.
25. Murray State College will provide an orientation before the first semester for students in the ACE program.
26. Murray State College will identify the appropriate plan of study based on the ACE student's career goals, interests, and talents.
27. Murray State College will scholarship and/or waive all tuition and all mandatory and academic service fees.

INDEPENDENT HIGH SCHOOL DISTRICT RESPONSIBILITIES:

1. Ardmore City Schools will coordinate with MSC representatives about the scheduling needs of the ACE students.
2. Ardmore City Schools will coordinate the application process for the ACE program.
3. Ardmore City Schools will ensure the ACE application process targets first-generation college students, economically disadvantaged, minorities, and English learners.
4. Ardmore City Schools will collaborate with MSC to ensure that ACE students are supported academically and socially in and outside the classroom.
5. Ardmore City Schools will have a designated contact person year-round.
6. Ardmore City Schools will provide the necessary classroom space for college-level instruction, including adequate board space, multimedia equipment, and computers with Internet access without firewall barriers blocking course materials upon request.

7. Ardmore City Schools will provide ACE students with a qualified high school support facilitator to assist students with technology, academic support, and academic integrity while adhering to MSC policy when needed.
8. Ardmore City Schools will provide facility access to high school support facilitators and ACE students even when the high school facility is closed after hours if needed.
9. Ardmore City Schools will provide a classroom environment equivalent to an MSC classroom on campus.
10. Ardmore City Schools will provide a facilitator in the case of a Zoom class that will ensure academic integrity, adherence to MSC policy, and not offer unauthorized assistance.
11. Ardmore City Schools will make an effort to limit school-related absences.
12. Ardmore City Schools will provide official contact information to MSC faculty for instructional equipment/media/internet access requests.
13. Ardmore City Schools will allow ACE students to access MSC email, the MSC learning management system, and all MSC online course materials.
14. Ardmore City Schools will allow ACE students to travel to MSC during the school day for any hands-on assessment when necessary.
15. Ardmore City Schools will provide transportation for ACE students, if necessary, to MSC.
16. Ardmore City Schools will provide MSC faculty orientation before each semester. The orientation should include procedures for facility security at the end of each class and all facilities rules, including any faculty or student restrictions. Orientation should also include introductions to any key personnel, computer network passwords and IDs, and other information that may be unique to the site and necessary to teach their classes.
17. Ardmore City Schools will evaluate and allow appropriate dual credit for ACE students taking college credit from MSC.
18. Ardmore City Schools will provide ACE students and parents with any enrollment or ACE material MSC provides.
19. Ardmore City Schools will provide appropriate collegiate-level accommodations by arrangement with MSC's ADA Officer for ACE students with disabilities enrolled in MSC classes taken on the high school campus.

20. Ardmore City Schools will work with MSC to help eliminate financial burdens for each ACE student, and they will communicate clearly to the parent and student, if necessary, regarding any financial responsibilities to the college.
21. Ardmore City Schools will notify the director of ACE enrollment of any personnel changes and arrange for appropriate personnel to come to MSC for orientation and training.
22. Ardmore City Schools will provide physical evidence in a designated area, such as outside the door to the MSC classroom, that identifies the site as an MSC course site with brochures, guides, posters, and promotional materials for the ACE Program.
23. Ardmore City Schools will ensure the high school support or facilitator communicates regularly with MSC faculty and follows the requirements for adequate student support.
24. Ardmore City Schools will ensure the ACE students comply with student policies in the MSC student handbook during MSC class time. Note: MSC will evaluate any student suspension or expulsion case-by-case basis to determine if the student may continue in the ACE classes.
25. Ardmore City Schools will ensure each ACE participant will be provided course materials, including textbooks and electronic materials.
26. Ardmore City Schools will establish a recruiting process to provide admission information to all eligible students, including underrepresented students, first-generation college students, minorities, English learners, and economically disadvantaged students.
27. Ardmore City Schools will be responsible for assisting MSC in communication with both the student and parents about the opportunities and the commitment required of ACE students. Possible consequences a student may experience due to course withdrawal, failures, retaking courses, and taking excess hours beyond their degree or program should also be communicated.
28. Ardmore City Schools will coordinate with MSC to share enrollment and demographic information on each student to identify targeted populations and success strategies.

IT IS MUTUALLY AGREED THAT:

1. Representatives of both parties will meet as necessary to plan for and evaluate academic and administrative aspects of ACE enrollment and discuss any problems and matters regarding the parties' relationship to this agreement.
2. This agreement shall become effective the date it is signed and continue for one year. The agreement may be terminated at any time by mutual consent of both parties. Either party may terminate the agreement by giving six months' written notice.
3. Collaborate to articulate curricula between the high school and the college.
4. Collaborate to provide program information, communication, promotional materials, and activities.
5. When advising an ACE-enrolled student, work closely together to ensure the student is apprised of all educational options.
6. Collaborate to develop guided pathways of academic course offerings. The course schedule will be reviewed annually.
7. Collaborate to ensure all employees involved with the ACE program are trained and equipped with the tools needed for student success.
8. Collaborate on the development of a Student/Parent Consent form. The high school shall have each student and parent sign the consent form defining the requirements and expectations of the ACE program. The high school will maintain all consent form documents and provide an electronic copy to Murray State College.
9. Work closely together to ensure each ACE student completes the Oklahoma High School Core Curriculum and college program requirements to graduate from both high school and college.

High School Support Faculty or Facilitator Responsibilities:

1. Attend MSC faculty meetings/professional development activities.
2. Become familiar with Blackboard and other MSC technology.
3. Meet with MSC Faculty and/or full-time faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
4. Notify course faculty if a student has missed three days of classes.

5. Provide individual tutoring or help students seek tutoring when needed to reinforce course success.
6. Assist students with time management, study skills, and technology issues.
7. Avoid intervening in the student's day-to-day work. If the course is taking place at a high school, students are expected to work independently and behave as responsible college students.
8. Monitor student progress by checking Blackboard grades throughout the semester.
9. Alert the student and the high school counselor if the student's grade drops below 70%.
10. Support the MSC syllabus and MSC Student Handbook.
11. Communicate with MSC faculty regularly.
12. Enforce a classroom environment that is conducive to studying. If necessary, work with the course faculty and appropriate high school personnel to dismiss a student who consistently disrupts the designated study time.
13. Facilitate group discussions, study sessions, or workshops when appropriate.

MSC Faculty Responsibilities:

1. Before the semester begins, the faculty will meet with the appropriate high school personnel for any training, scheduling, or orientation needed to conduct classes in the high school.
2. Meet with high school support faculty before the beginning of the semester to review the course curriculum and materials.
3. Communicate with the high school faculty frequently throughout the semester – once a week the first four weeks of the semester, less frequently after.
4. Follow the college syllabus template and departmental standards.
5. Provide Blackboard access to the high school support faculty.
6. Provide student feedback in a reasonable amount of time.
7. Incorporate best practices for engaging students in online classes as well as lab settings.
8. Report students to the high school support faculty and appropriate high school personnel when a student is in danger of failing.

Student Responsibilities:

1. ACE students are responsible for applying for admission into the Murray State College Accelerated College Experience Program.
2. Acceptance into the dual credit enrollment program requires:
 - a. Sign the ACE Student Acceptance Letter indicating that they understand the requirements of the ACE Program.
 - b. Enroll in the ACE orientation program at Murray State College or a partnering high school.
 - c. Complete MSC ACE Enrollment Packet with FERPA Student Record Release Form to allow communication between MSC and high school staff.
3. ACE students should be prepared to complete assignments on the first day of the MSC semester.
4. ACE students will follow assignment deadlines in the course syllabus and seek additional help when needed.
5. ACE students will take assessments at MSC when necessary.
6. Provide Blackboard grade reports to the high school support faculty every 2-3 weeks.
7. Attend the high school's dedicated class period throughout the semester.
8. Communicate any concerns or issues to the MSC faculty, high school support faculty, or high school counselor.
9. ACE students may participate in high school activities as long as participation does not interfere with the academic requirements of ACE.
10. ACE students may participate in age-appropriate activities at Murray State College, such as organizations, theatre performances, student activities, and other such activities, as long as participation does not interfere with the academic requirements of ACE.
11. ACE students must maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester.
12. Academic policies of **Ardmore City Schools** and **Murray State College** shall apply to all students enrolled in the ACE program.
13. ACE students are expected to meet academic standards for college coursework. Grades are awarded on a 4.0 scale at **Murray State College** and **Ardmore City Schools** will convert them to High School letter grades according to its procedures.

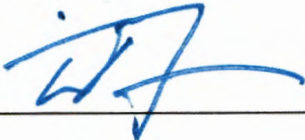
- 14. ACE students changing curricular pathways from a technology degree to a degree that transfers to a four-year university will need a minimum of a 3.0 GPA in high school and a 2.5 GPA at Murray State College. The ACE student must also qualify for accurate placement in college-level courses.
- 15. ACE students who begin any semester term in good academic standing but fail to maintain a cumulative institution GPA of 2.0 or higher will be placed on Academic Probation. Academic Probation status is cleared when a student earns both term and cumulative 2.0 institution GPA and returns to good academic standing. Students who fail to earn a minimum term institutional GPA of a 2.0 while on Academic Probation will be dismissed from the ACE program.

Murray State College

Independent High School District

President

Superintendent or Designee



Andy Davis, Superintendent

9/15/25

10-23-2025

Date

Date

Harry Spring, Board President

10-23-2025
Date



School Counseling Practicum Handbook

M.Ed. in School Counseling

Practicum Faculty Supervisors and Program Coordinators retain the right to make changes to **the Practicum Handbook, as needed.**

Students will be informed of changes via their SE email addresses.

Southeastern Oklahoma State University Department of
Behavioral Sciences
425 W. University Blvd. Durant,
Oklahoma 74701-3347
Telephone: (580) 745-2548
University Website: <https://www.se.edu/>
Program Website: <https://online.se.edu/programs/master-of-education-in-school-counseling.aspx>

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Practicum Handbook

SIGNATURE REQUIRED

Sign page 18 of this handbook, acknowledging you have read it in full, and submit the signed page to Canvas no later than Day 2 of the Practicum class.

WELCOME

Welcome to COUN 5543: Practicum. This 3-hour course is in a 14-week, online format. The course will provide counseling experience in public schools, K-12. Candidates are expected to demonstrate the highest competence in counseling, consulting, program planning, and program implementation.

HANDBOOK

This handbook is a guide to your field experience, the culmination of your journey in the School Counseling Program at SE. Students will apply the counseling skills learned from their instructors and the knowledge gleaned from their courses in this final clinical experience. In part, the success of the practicum experience is due to the dedicated efforts of site supervisors who introduce the candidates to important aspects of school counseling. The interest, determination, and tenacity of the candidate, however, are essential to the fullness of the learning experience.

OVERVIEW OF PRACTICUM

Candidates will complete a minimum of 100 supervised clocks in 14 weeks. No less than 40 clock hours will be in direct contact with students. Both direct and indirect hours will be designated by activity, listed and summarized on the Practicum Log, and signed weekly by the site supervisor. The weekly log will be submitted to Canvas in the appropriate week.

The Practicum instructor has the authority to accept, or refuse to accept, any or all weekly hours on the log, even if those hours have been approved by the site supervisor. Therefore, it is important to follow the guidelines for documentation of hours, as outlined in this handbook.

The objective of the practicum experience is to provide candidates with a broad range experiences in 14 weeks. With that in mind, candidates will not use the same activity repeatedly for either indirect or direct hours. Duplicated activities may not be accepted by the instructor.

PURPOSE OF PRACTICUM

The purpose of the practicum experience is to apply the skills learned throughout the program. The experience should include:

- The application of counseling skills and theory
- Counseling individuals and in small groups
- Consulting with various stakeholders: parents, teachers, staff, administrators, community members and organizations
- Implementation of counseling curriculum
- Individual Planning
- Student assessment
- Use of data in counseling

- Adherence to both the ACA and ASCA Code of Ethics as well as state and federal laws and statutes governing practice.
- Professional behavior and professional dress and demeanor

SCHOOL COUNSELING PRACTICUM CO-CREATION PROCESS

The candidate selects an appropriate Practicum site based on the program criteria. Working in conjunction with the school district, the candidate will identify a Practicum Site Supervisor who, as a district employee, is responsible for district approved school counseling activities. Candidates will work with the Practicum Coordinator and Practicum Liaison to determine that the Practicum Site Supervisor meets program criteria and establish a Practicum Contract and/or Memorandum of Understanding with the school district.

The Practicum faculty instructor will review site supervision selection to ensure all EPP qualification requirements are met. The Site Supervisor is then provided training with the Practicum coordinator in addition to a copy of this handbook and all necessary contact information for the Practicum instructor, coordinators, and program directors. The Site Supervisor then selects and assigns activities and experiences that are designed for the candidate to gain on-the-job training and exposure to district level school counseling duties as identified by ASCA standards. The candidate is expected to seek out diverse experiences that include students with exceptionalities and students from diverse ethnic/racial, linguistic, gender, and socioeconomic groups. These activities will be recorded by the candidate and reviewed weekly by the Site Supervisor who will sign each weekly log to verify the recorded experiences. Practicum activity logs will be submitted at the end of each week to Canvas for review and approval by the Practicum faculty instructor. The Site Supervisor and Practicum faculty instructor will provide guidance and evaluation of candidate performance based on ASCA Ethical Standards. The Site Supervisor provides A weekly review of documented candidate experiences and completes two evaluation forms to assess candidates' performance and competencies. These evaluations occur at the mid-term and final of the Practicum semester. Regular communication takes place between the Site Supervisor and Practicum faculty instructors through scheduled email communication to ensure ASCA standards, ethics and EEP requirements are met. All documentation is submitted to Canvas and the final course grade will not be assigned until all required documents have been received. Processes and procedures are outlined in the Practicum Handbook, course syllabus and Canvas course content.

ONE SEMESTER BEFORE ENROLLING IN PRACTICUM

Orientation to Practicum

- **At least ONE MONTH before the Practicum class starts**, the coordinator will send an email (using SE email addresses) to announce an Orientation to Practicum Meeting for everyone who intends to enroll in the upcoming Practicum course, scheduled for Fall or Spring semesters, only.
- Following the Practicum meeting, a second email will contain a link to an Orientation video explaining the course requirements and expectations, the required documents, instructions about the required documents, and the timelines for submission.
- **Failure to attend the meeting or watch this important video and to follow the instructions provided will postpone your Practicum until a future date.**

Practicum Site Criteria

- The district must accept the university's memorandum of understanding/affiliation agreement/contract.
- The memorandum of understanding/affiliation agreement/contract may require the approval of the district's **legal department** or **Human Resources**? This process may take weeks and must be completed before the Practicum course begins.
- The district or school administration must allow the recording of counseling sessions with a student if you have parental consent. Sites that refuse to allow the recording of sessions showing both student and counselor in training are not acceptable sites for the program at SE.
- Practicum sites must provide face-to-face student contact and an in-person school setting. Virtual school settings are not an acceptable practicum sites for the SE program.
- A technology center or school is not an appropriate practicum site.

Before Deciding on a Practicum Site Consider:

- What responsibilities does the school counselor have at this site?
- What is this counselor's attitude toward the role of school counseling?
- What opportunities will you be offered or impediments will you encounter as a practicum student?
- Will this site supervisor be accessible for weekly supervision and observation?
- Has the counselor implemented a comprehensive counseling program?
- Will this site provide you with the learning experiences you need to be a great school counselor?

Site Supervisor Qualifications

- Each candidate must have a school counselor, on site, to serve as the site supervisor. Site supervisors must have a minimum of (1) a master's degree, preferably in school counseling or a related profession, (2) be state-certified as a school counselor, and (3) have a minimum of two years of school counseling experience. The university will provide all site supervisors with information about the School Counseling Program's expectations, requirements, and evaluation procedures for candidates.
- *If a site does not have a state-certified school counselor, refer to the section on "Shortage of School Counselors as Site Supervisors," p.11.*

Information for Students in DoDEA Schools

The following information was received in February 2025 related to students serving in DoDEA school who wish to complete the Practicum experience at the DoDEA school site.

Partnering Colleges and Universities,

- The DoDEA Student Teaching Program includes observation hours, student teaching, internships, and practicums.
- Those participating in the student-teacher program and entering DoDEA schools will be asked to provide information about their vaccination status.
- Background checks must be Tier 1 background checks and include FBI fingerprint checks. Please see the attached document which outlines the full scope of what a Tier 1 background check entails. Student Teacher Program applicants who are **currently** employed by

DoDEA do not need a separate background check. Please indicate that they are a current employee and we will pull their employment background check.

- Student Teacher Applicants who are current employees will need to work with their local HR rep to be placed in a Leave Without Pay (LWOP) while performing their student teaching. If they are a substitute, they need a memo from their principal stating that they will not be allowed to perform substitute work while performing their student teaching program.
- When submitting placement requests, please list three schools in order of preference on the allocation form. Students are asked to communicate directly with the university. Dr. Mills and Prof. Hartline will be the primary point of contact for DODEA.
- Once placed, students must be prepared to promptly provide any requested documents from DoDEA Student Teaching. The appropriate application forms can be found at the following link:

[Student Teaching Program | DoDEA](#)

The application package consists of the following:

1. [Student Teaching Application](#)
2. [Volunteer Agreement Form \(DD 2793\)](#)
3. [Basic Criminal History and Statement of Admission Form \(DD 2981\)](#)
4. [Criminal History Background Check for Individuals in Childcare Services Positions Release/Consent Statement](#)
5. [DoDEA Student Teaching Understanding and Acknowledgement](#)
6. [DA 5018R \(ADAPCP Client's Consent Statement for Release of Treatment Information\)](#)

To-Do List: The Semester Before

- Locate a practicum site
- Approaching the site administrator for permission to practice on-site in the role of a school counselor-in-training
- Procuring the commitment of the site counselor to serve as your site supervisor (*See section on Supervisor Qualifications*)
- Have both the site administrator and the site supervisor sign the Practicum Contract
- If required by the Human Resources department of your district, contact Dr. Amy Mills (amills@se.edu) for a copy of an Affiliation Agreement / Memorandum of Understanding to be submitted to the legal department or Human Resources at the district for review.
- If it is required that the contract is to be reviewed by the legal department, this takes time and must be done the semester before Practicum begins!
- Purchasing liability insurance; submitting the proof of insurance. If you will be completing Practicum outside of the United States, you must confirm the coverage of the liability insurance policy in your location. Be aware that the insurance provided through your ASCA student membership may not meet this requirement. It is your responsibility to verify coverage.
- Signing page 17 of this Practicum Handbook acknowledging you have read it and will comply with the requirements

DAY 2 OF PRACTICUM COURSE

• No later than Day 2, the following documents must be submitted to the appropriate Dropbox in Canvas. **If any required document cannot be submitted by Day 2, the candidate will withdraw from class.**

- Contract/Affiliation Agreement signed by all parties, already reviewed by the district's legal department, if required
- Proof of liability insurance (this is not liability insurance for teachers but for counselors). Liability insurance may be purchased through HPSO or it is provided to those who join ASCA
- The signed acknowledgment page of this Practicum Handbook

PROGRAM EXPECTATIONS

- Submission of ALL required paperwork **no later than Day 2 of class**; otherwise, the candidate withdraws from Practicum.
- One hour of prompt attendance each week with the site supervisor, documented on the hours log (indirect hours)
- One hour a week of prompt attendance each week with the Practicum instructor, documented on the hours log (indirect hours)
- Individual supervision meetings with the Practicum instructor, as scheduled by the instructor
- Log 100 hours minimum, with 40 as direct hours; and 60 as indirect hours (*see log requirements for more detailed requirements*)
- Submission of weekly time logs, signed by the site supervisor, with appropriate activities listed by direct and indirect hours
- To create a caseload with the site supervisor's guidance
- To regularly meet with students on your caseload
- To record counseling sessions with students, per the instructor's instructions (*see video requirements for more requirements*)
- Submission of videos, on time and with accompanying paperwork, per the syllabus or course instructions
- To seek feedback from your site supervisor and your Practicum instructor
- To complete other assignments mentioned in the syllabus
- All assignments must be completed and submitted or the candidate will fail the course.

Weekly Responsibilities for the Candidate

- Check SE email daily! Instructors will communicate via university email *only* and it is the responsibility of the candidate to check for communication. Failure to check SE email could result in a failing grade on an assignment.
- To be actively involved in the Practicum experience
- To plan each week's activities in conjunction with the site supervisor
- To submit weekly hour logs, each signed by the site supervisor, and submitted by the weekly due date
- To submit discussion boards, assignments, or videos when due, along with required paperwork
- To immediately provide the site supervisor with any required paperwork or communication from the university or the Practicum instructor.

- To be present and on time in weekly supervision meetings with the site supervisor and the Practicum instructor
- To adhere to site policies, the contents of this Practicum Handbook, the SE School Counseling Program Handbook, the Practicum syllabus, and course instructions
- Inform your site supervisor of the end date of your practicum experience; remind the site supervisor one week before the end date

HOURS LOGS REQUIREMENTS

- Each week's log will be typed (not handwritten) utilizing the form provided
- Activities that are logged will be adequately, but briefly, explained on the log
- Direct hours should include a variety of direct contact hours
- Indirect hours will be limited to no more than a total of 10 /60 hours in a specific area such as student assessment. The instructor will not approve more than 10 hours in any one specific area.
- Session planning and/or research on a topic of concern may be documented as indirect hours, but no more than one indirect hour a week will be approved for planning or research.
- Driving to a site will not be counted as time on the log.
- **Teacher** staff meetings will **not** be counted as indirect hours.
- **Counselor** meetings may be logged as indirect hours.
- Candidate presentations at staff meetings may be counted as indirect hours if the topic presented pertains to counseling.
- If a candidate is splitting the practicum experience between two separate sites (middle school and high school), two contracts will be required, as well as two site supervisors. The hours log will denote the campus at which the hours were logged. Each site supervisor will sign off on the hours completed under his/her supervision.
- Although rare, on occasion a candidate might complete the required 100 clock hours before the end of the 14-week course. The candidate will continue to meet in group supervision one hour a week with the faculty instructor AND will continue to meet weekly for one hour with the site supervisor. Supervision hours will continue to be logged, signed, and submitted until the end of the 14-week course.
- Weekly Practicum Logs must be signed after review by your site supervisor. All signatures must be original unless the use of a digital signature is approved in advance by your Practicum Instructor. After approval, a Digital Signature Verification Form must be completed and submitted to the Practicum Contract link on Canvas.

Definitions of Direct and Indirect Hours

Practicum students will be informed of the start date for acquiring hours by their Practicum instructors.

Direct Hours:

Direct hours will account for no less than 40 of the 100 clock hours to be completed at the end of the 14-week course. Direct hours refer to time spent interacting with students, parents/guardians, administrators, and teachers either in counseling activities, consulting, or in developing skills. If there is a question about how to categorize an activity, please contact your university supervisor.

- Individual counseling focused on social/emotional development

The following activities are limited to 10 hours per activity:

- Individual counseling focused on academic or career development
- Group counseling
- Counseling curriculum lessons (classroom or large group lessons)

Indirect Hours:

Indirect Hours are to include a variety of activities that include the use of assessment instruments, record keeping, information and referral, in-service, and staff meetings.

The following activities are limited to 10 hours per activity:

- Student assessment
- Scheduling
- Consultation and collaboration with parents, teachers, administrators, and other counselors
- Using data to plan program interventions
- Attending professional development workshops that apply to counselors (not teachers)
- Making student referrals to agencies or therapists
- Formal classroom observation of students to assess student behavior
- School counseling program development
- School counseling program implementation activities
- Preparing school counseling program activities (no more than one hour a week may be counted for preparation)
- Attending IEP or 504 Plan meetings; working on the associated paperwork (no more than 10/60 indirect hours will be counted toward any specific area, such as 504 Plan meetings)
- *Conducting* professional development workshops for staff
- *Conducting* parent/guardian workshop
- *Crisis Counseling Observation* (Individual sessions conducted by certified school counselors or licensed counselors)

Non-Counseling Duties:

The following non-counseling duties DO NOT meet direct or indirect hour criteria

- Handling disciplinary issues such as,
 - being on detention duty
 - making discipline decisions
- Student supervision duties including:
 - bus duty
 - recess duty
 - lunch duty
 - hall duty
- Substitute teaching
- Clerical work
 - Filing
 - Data entry
- Running errands for school personnel
- Translating duty unless the translating is a counseling service, such as counseling consultation or individual or small group counseling.
- Tutoring

VIDEO RECORDING REQUIREMENTS

- Candidates will record the number of sessions required by the instructor per the Practicum syllabus.
- Video recorded sessions will be conducted with a student enrolled in the Practicum Site and take place in the school setting. All video submissions will be accompanied by parental consent.
- If a candidate fails to submit a video link on time, it is at the instructor's discretion whether to accept it late or give the candidate a zero.
- If the instructor is willing to accept late video submissions, the instructor will determine the number of points to be deducted.
- Recorded sessions will be based on individual counseling and not individual planning. Each one will be focused on social emotional development within the counseling session.
- Both the candidate and the student in the recording must be in view and audible when the instructor views the tape. If the instructor cannot hear the candidate or the student, the candidate will receive a zero on the video assignment.
- Recorded sessions must be a minimum of 20 minutes in length, maximum 30 minutes. The recording cannot be edited. Editing a session would be considered a violation of the code of ethics and the candidate will be reported to the School Counseling Committee for review.
- All sessions are uploaded to the candidate's **unlisted** YouTube channel.
- The YouTube link is then used in the Canvas course.
- Candidates will bear in mind that students may be absent; therefore, it is recommended that candidates record ahead of the due date. Student absence is not an excuse for failure to hand in a recorded session.
- Any recordings made during the Practicum experience may be reviewed and assessed for counseling skills by the candidate's site supervisor, a Practicum instructor, and/or by the candidate's peers during a group/class supervision session.
- The contents of all recordings will be held confidential based on the American Counseling Association Code of Ethics.
- The following will adhere to confidentiality standards after viewing a recording: the candidate, the Practicum instructor, and peers.
- Video recordings will be deleted following the last day of the course. Any student who fails to delete the links at the designated time will violate the code of ethics and the candidate will be reported to the School Counseling Committee for review.
- If the Practicum instructor is concerned about an aspect of the session recording, the Practicum instructor may consult on a need-to-know basis with the School Counseling Committee and/or with the Chair of the Behavioral Sciences Department. The School Counseling Committee or the department chair may choose to review the recording, as needed.

SHORTAGE OF SCHOOL COUNSELORS TO SERVE AS SITE SUPERVISORS

Due to the shortage of state-certified school counselors in some areas of the country, the candidate might not have a school counselor on site. *In such a situation, the candidate will inform the Practicum instructor as soon as possible to work out a contingency plan.* All contingency plans should include an **alternate supervisor** who is off-site, but nearby in case of emergencies.

Definition of Alternate Supervisor

An alternate supervisor is one who is at a nearby school and meets the following criteria: (1) has an MEd in School Counseling, (2) is state-certified as a school counselor, and (3) has no less than two years of experience in the field. The alternate supervisor will be willing to provide the candidate with contact information in case of an emergency.

Possible Contingency Plans

If there is no school counselor on campus, then a nearby alternative off-site counselor may serve as a supervisor if the counselor meets the criteria requirements: (1) MEd in School Counseling, (2) state-certified as a School Counselor, and (3) has no less than two years of experience in the field.

Supervision will be through one of two means:

1. The candidate counsels at the alternative supervisor's site to be observed
2. The candidate provides the alternative supervisor with frequent videotapes of the candidate's counseling sessions.
3. If the candidate and the alternative supervisor decides that the practicum activities will take place at the candidate's site (number 2 above), the candidate will have the hours on the log initialed by someone on-site who can verify the activity occurred. For example: if the candidate sits in on an IEP meeting, the diagnostician or educational psychologist will initial the activity. **The off-site supervisor will be provided with the name and number of the candidate's site administrator.** The off-site supervisor will sign the hour's log that has been initialed by someone on-site who can verify the activity. Supervision with the off-site supervisor will be weekly for one hour. The candidate must have an alternative site supervisor nearby in case of emergency.

ADDITIONAL SITES

Candidates who are interested in using two sites over the 14 weeks must present a plan to the Practicum instructor and receive permission from the instructor in advance of Practicum.

Information required of the Practicum instructor includes:

- The names of both sites
- Grade levels of each site
- Names of each proposed site supervisor and their credentials
- Timeline for completing each Practicum assignment
- If approved, the candidate will get signed contracts for each site, per the directions of the Practicum instructor

PLACE OF EMPLOYMENT AS PRACTICUM SITE

- Candidates may use their employment site as a Practicum site if the site administrator agrees and if a state-certified school counselor is willing to serve as the site supervisor.
- Dual relationships are to be avoided. The site supervisor may NOT also be the employee's evaluator (For example: an administrator is serving as a part-time counselor).
- Dual relationships are to be avoided. Candidates will not counsel their students of record.
- If candidates cannot avoid counseling their students of record (music teachers, art teachers, etc.) then the change in roles will be made clear to each student when they enter a

counseling situation with the candidate, even when the candidate is an observer. Counseling students of record CANNOT take place during the regular class.

- The site must be willing to provide you support in learning the role and the tasks expected of a school counselor.

TIME COMMITMENT

The program requires candidates to complete the supervised Practicum experience, 100 clock hours, in 14 weeks. The candidate will:

- Log a minimum of 40 hours of appropriate direct service with students at a K-12 site
- No less than 1 hour per week of individual site supervision with the site supervisor
- No less than 1 hour per week of online class/group supervision
- Complete all assigned reading and homework

Note: As a professional best practice and ethical requirement, SE Candidates are expected to communicate in advance with the Practicum Coordinator, the practicum district site, and the Practicum Site Supervisor if any departure from the expected participation outlined in the Practicum Contract is necessary. Prior to the start of the semester, a documented plan amenable to all parties must be in place to address any changes to the standard contract.

PRACTICUM SITE ISSUES

SE Candidates will honor their commitment to their Practicum sites once they agree in writing. Although rare, an issue might arise that impedes the candidate's learning. In such a situation, the candidate will first (1) attempt to resolve the site issue (2) document the problem and the attempt at resolution, and (3) inform their Practicum instructor AND site supervisor of the situation. If the issue cannot be resolved, the Practicum instructor will contact the site supervisor in an attempt to resolve it. If the problem remains unresolved, the candidate will decide whether to withdraw from the site and will inform the Practicum instructor of the decision. The instructor will guide the candidate as to the proper steps in withdrawing from the site.

Candidates may not withdraw from a site without permission from the SE School Counseling Committee and without following the appropriate steps for withdrawal when, and if, permission is granted. A candidate will provide the site notice of at least one full week and will provide closure for students who are being counseled by the candidate. A candidate who withdraws without first getting permission from the School Counseling Committee will have to request permission from the Graduate Counseling Coordinating Committee to continue in the School Counseling Program and the Practicum course.

A candidate may be terminated from the SE School Counseling Program if the School Counseling Committee determines that the student has violated the current ASCA Ethical Standards, violated the site or university policies, or behaved in an unprofessional manner.

Change of Site Supervisor

On occasion, a change occurs in the assignment of the site supervisor. The candidate will inform the Practicum instructor immediately that the site supervisor will no longer complete his/her obligation to the candidate. The candidate is then responsible for locating another supervisor with

the required credentials. The candidate may not accrue hours until the candidate has submitted the signed contracts to the Practicum instructor.

CONFIDENTIALITY

Client confidentiality is mandatory. Therefore, candidates are responsible for securing the confidentiality of all written reports, video recordings, and audio recordings regarding clients. In fulfillment of this obligation, the following is required:

Student-client Information

- Session notes should only provide identifying information in the form of initials or first name only
- Session notes and student's personal information are never left in a vehicle, on a desk, or out in the open
- Video and audio recordings are never shared outside of the required supervision settings
- Clients are identified by initials or first name only during group supervision

Written Reports

- Session notes that are on a personal computer must be kept in a password-protected file.
- All session notes are destroyed at the end of the course. Shred hard copies and delete computer files related to student-client sessions.
- Do not identify students by name in email.

Viewing/Listening

- All recorded sessions must be reviewed in secure locations
- Do not include any identifying information outside of first names or initials during class/group supervision meetings or in written reports
- Avoid any discussion of case material outside of supervision

Written Parental Consent

Written consent must be obtained from the parents of minors before recording. Verbal consent must be obtained from the student before recording.

SE candidates are prohibited from performing research at their Practicum site for any university class with their public-school students as research subjects unless explicitly approved by IRB at SE.

Limits to Confidentiality

All sessions with students are to begin with the limits to confidentiality stated in developmentally appropriate terms.

MANDATED REPORTING

Candidates are mandated reporters. Any suspicion of harm to the student-client or harm to others will be reported to the appropriate authorities, per the resident state's guidelines. Candidates will request the guidance of the site supervisor in making the report and the associated documentation.

ETHICS

Candidates are expected to abide by the ASCA Ethical Standards and the ACA Code of Ethics. Those who violate any ethical standards or who engage in criminal conduct will be removed from the program.

- ASCA Standards: <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf>
- ACA Code of Ethics: <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

GATEKEEPING

The ACA Code of Ethics states that counseling faculty and supervisors are to provide students and supervisees with feedback about skills and competencies throughout their program.

Counselor educators address the limitations of students, candidates, and supervisees, whether the limitations are personal or professional. Any personal information shared with the practicum instructors or faculty members that raises concerns about the candidate's ability to be professionally successful in the school counseling field will be shared with the appropriate faculty members. The School Counseling Committee is committed to the gatekeeping and remediation roles outlined below by the ACA Code of Ethics (2014).

F.6.b. Gatekeeping and Remediation

Through initial and ongoing evaluation, supervisors are aware of supervisee limitations that might impede performance. Supervisors assist supervisees in securing remedial assistance when needed. They recommend dismissal from training programs, applied counseling settings, and state or voluntary professional credentialing processes when those supervisees are unable to demonstrate that they can provide competent professional services to a range of diverse clients. Supervisors seek consultation and document their decisions to dismiss or refer supervisees for assistance. They ensure that supervisees are aware of options available to them to address such decisions.

F.9.a. Evaluation

Counselors clearly state to students, before and throughout the training program, the levels of competency expected, appraisal methods, and timing of evaluations for both didactic and clinical competencies. Counselor educators provide students with ongoing performance appraisal and evaluation feedback throughout the training program.

F.9.b. Limitations

Counselor educators, through ongoing evaluation, are aware of and address the inability of some students to achieve counseling competencies. Counselor educators do the following:

1. assist students in securing remedial assistance when needed,
2. seek professional consultation and document their decision to dismiss or refer students for assistance, and
3. ensure that students have recourse to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures.

DISABILITY ACCOMMODATIONS

Any candidates needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311, or call (580) 745-3090 (TDD# 745–2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

EVALUATIONS

- Candidates in COUN 5543 are held to the highest standards and are expected to demonstrate the ability to merge theory with clinical skills and to exhibit continuous improvement in the delivery of counseling and counseling services.
- Candidates will display ethical behavior, the counseling dispositions appropriate to the field, and the capacity to accurately self-assess skills and performance.
- Candidates who enroll in COUN 5543 will be evaluated at mid-semester by the site supervisor. The faculty instructor, after reviewing the candidate's progress, will determine if the candidate has achieved the expected benchmark at the mid-point of the course.
- Practicum instructors will inform candidates by mid-semester if a deficiency exists in clinical skills, behavior, or disposition.
- Candidates informed of deficiency will withdraw from COUN 5543 and will enroll in the course at the next availability.
- Candidates who are rated as deficient may request that a second faculty evaluator or the School Counseling Committee review their video recordings, assignments, and/or their mid-semester feedback.

Instructors in the School Counseling Program evaluate the academic performance and the behavior of candidates as they progress through the program and document concerns. In addition, site supervisors provide mid-course and end of course evaluations during Practicum. The School Counseling Committee will conduct a student review when an instructor or site supervisor expresses concerns. If the School Counseling Committee determines the appropriate action is to forward the concern to the Graduate Counseling Coordinating Committee, then the GCCC will also conduct a review and render a decision. (*Refer to the School Counseling Program Handbook for more details*).

Candidates are asked to provide weekly feedback in each online course and to evaluate the program in an exit interview.

ENDORSEMENT FOR GRADUATION

Although a final B average is required to pass COUN 5543, the candidate's graduation status is also contingent on evaluations of performance, behavior, adherence to site policies and the ASCA Ethical Standards, and the demonstration of the essential dispositions necessary for success as a counselor. The School Counseling Program Coordinator will NOT endorse a candidate for graduation if the candidate has:

- Less than a final B average
- Received a poor evaluation from the site coordinator pertaining to counselor dispositions or impairment
- Received a poor evaluation from the Practicum instructor
- Not completed the 100 hours per the state and the syllabus requirements

- A complaint or concern lodged by the site administrator
- Not submitted all required assignments or paperwork

CONTACT INFORMATION

School Counseling Faculty and Program Advisor

Kathy McDonald, PhD, LPC-S (OK)	Amy Mills, EdD, LPC (OK)	Laura Lee Stockdell, MEd	Tammy Crow, MEd	Denise Hartline, MEd
Program Director Practicum Instructor	School Counseling Faculty Practicum Coordinator	School Counseling Program Coordinator	School Counseling Practicum Instructor	School Counseling Practicum Liaison
kmcdonald@se.edu	amills@se.edu	lstockdell@se.edu	tcrow@se.edu	dhartline@se.edu
539-777-1619	918-306-1595	803-945-4662	580-376-5208	

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT

This signed page must be submitted to the Practicum instructor no later than the second day of class or the candidate will be un-enrolled from COUN 5543.

All practicum candidates are required to sign the "Statement of Understanding and Acknowledgment" verifying that the candidate has read and agrees to fully comply with the following:

- All components of the SE School Counseling Practicum Handbook
- The current version of the American Counseling Association Code of Ethics
- The current version of the American School Counseling Association Ethical Standards
- All applicable program handbooks: The SE Student Code of Conduct, the School Counseling Program Handbook and Policies Manual, and the SE Graduate Handbook
- Requirements of the COUN: 5543 Syllabus
- Requirements as stated in the Canvas course
- The policies of your practicum site
- I understand I am responsible for coordinating my practicum. I understand that any delays to beginning or completing the Practicum may delay graduation.

OUT-OF-STATE STUDENTS

Regarding Certification and Practicum

I understand that this program leads to certification only in the State of Oklahoma. Furthermore, should I wish to seek certification in another state, I will be responsible for inquiring with the respective state's Department of Education for information regarding requirements for certification.

My signature below acknowledges that I have read the School Counseling Practicum Handbook.

Printed Name

Signature Date

Permanent Email Address



Southeastern Oklahoma
State University

**COUN 5543: Counseling Practicum
COUNSELING PRACTICUM SUPERVISION CONTRACT**

Candidate Information

Counseling Practicum Candidate: Kristy Hacker
Home Address: 847 Douglas Blvd SE Ardmore, OK 73401
Cell Number: (580) 220-4439
Email Address: Kristyhacker@ardmoreschools.org
Date for Starting Field Experience: Jan. 2026 Date for Ending Field Experience: May 2026

Site Information

Name of School (Practicum Site): Ardmore High
School Address: 701 Veteran's Blvd Ardmore ok
School Telephone Number (Regular Hours): 580-226-7682

School Web site (if available): Ardmore City School
Name of Site Administrator (Principal): Kelley Carroll

Site Supervisor Information

Name of Site Supervisor (School Counselor): Dena York
Site Supervisor Phone Number: 580-226-7680
Site Supervisor Email Address: dyork@ardmoreschools.org

Site Supervisor Credentials
Highest degree and date granted: Masters 1986 Masters 1990
Major/Emphasis: School Counselor, Administration
University:
Certifications: Elem Ed, Kindergarten, Art Science 7-8 School Counselor
Years of Experience in School Counseling: Principal & Super

15 yrs

Alternate Supervisor (if required):

Name: _____ Phone: _____ Email: _____
Highest degree and date granted: _____ University: _____
Major/Emphasis _____ Certification: _____
Years of Experience in School Counseling: _____

The University Agrees:

- To assign a university faculty supervisor to facilitate necessary communications between the university and the school site supervisor with regard to the counselor-in-training.
- To provide the counselor-in-training with a clear overview of course expectations, evaluation procedures, and ethical/legal expectations of all parties.
- To provide weekly individual or group supervision to the counselor-in-training over the required 14-weeks of the course.
- That the university supervisor will be available for consultation with both the site supervisor and the counselor-in-training should the need arise at any point during the duration of the 14-week course.
- That the university supervisor is ultimately responsible for approval of any counseling practicum site placements and the assignment of the final course grade in conjunction with this practicum experience.

The Site Supervisor Agreement:

- Support the learning of the school counselor-in-training by providing an array of experiences essential to the role of a school counselor.
- To provide an experience that includes opportunities to work with clients who represent diverse populations.
- Experiences include Direct Student Services (*as defined by the ASCA National Model*).
 - Individual counseling
 - Small Group counseling
 - Individual Planning
 - School Counseling Core Curriculum (*formerly called Classroom Guidance*)
- Experiences that include Indirect Student Services (*as defined the ASCA National Model*).
 - Referrals
 - Consultation with parents, school personnel, and community resources
 - Collaboration with parents, school personnel, and community resources
- Experiences that are appropriate for the role of a school counselor as defined by the ASCA National Model, supervised by the Site Supervisor or Co-led in conjunction with the Site Supervisor.
 - Individual student academic program planning
 - Interpreting cognitive, aptitude, and achievement tests
 - Providing counseling to students who have disciplinary problems (*Not disciplining students*)
 - Collaborating with teachers to present school counseling core curriculum lessons
 - Analyzing grade-point averages in relationship to student achievement
 - Interpreting student records
 - Providing teachers with suggestions for effective classroom management
 - Ensuring student records are maintained as per state and federal regulations
 - Helping the school principal identify and resolve student issues, needs, and problems

- Providing individual and small-group counseling services to students
- Advocating for students at individual education planning meetings (IEP meetings) and student study teams (RtI, MTSS)
- Analyzing disaggregated data.
- To provide the counselor-in-training information concerning the site's policies and procedures.
- To allow the counselor-in-training permission to videotape counseling sessions with students, only upon receipt of written consent of the minor student's parents.
- To provide the counselor-in-training with an adequate number of clients and activities to fulfill both direct and indirect school counseling experience hours (defined below) as required of this intense practicum experience.
- To provide the student with an average of one hour per week of supervision regarding the student's professional performance of the assigned activities.
- To sign documentation provided by the school counselor-in-training of the time spent in each school counseling activity.
- To provide Southeastern Oklahoma State University with an evaluation of the student's performance and disposition at the mid-term and end of the field experience (*form provided by the university*).
- To inform the assigned Faculty Supervisor of any difficulties encountered while observing or working with the school counselor-in-training.

The School Counselor-in-Training Agreement:

- To obtain and provide written verification of professional liability (malpractice) insurance prior to the commencement of counseling practicum hours' accrual.
- Not to commence with any site practicum experiences until all paperwork has been submitted and final approval has been granted by the university supervisor.
- To engage in at least 100 clock hours of supervised school counseling activities with an average of 7.5 clock hours per week during the 14 weeks of COUN5523. *A minimum of 40% of the total time logged (40 hours) must represent direct client services*
- To receive written consent from parents of minor students before initiating counseling sessions that are videotaped.
- To inform parties of "in-training" status and the limits of confidentiality, including the supervision relationship.
- To behave legally, ethically, and professionally according to the current version of the following:
 - The *American Counseling Association (ACA) Code of Ethics*;
 - The American School Counselor Association (ASCA) *Ethical Standards for School Counselors*;
 - Applicable state rules and guidelines;
 - The school site's internal policies and procedures;
 - Policy and procedures of Southeastern Oklahoma State University and the Department of Behavioral Sciences;
 - The policies and procedures of the University's School Counseling Program;
 - The School Counseling Practicum Handbook

- The syllabus for the COUN 5543: Counseling Practicum course
- To maintain a time log documenting the hours and activity performed each week and to request the site supervisor's signature weekly on the time log.
- To furnish the Site Supervisor and the Faculty Supervisor with a copy of professional liability insurance coverage.
- To participate in weekly supervision meetings with the site supervisor.
- To meet in the online supervision meetings provided by the Faculty Supervisor to ensure satisfactory progress.
- Privacy of Student Records. The parties understand that the district is subject to FERPA (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g) and agree to treat any student education records it receives pursuant to this Agreement to be in compliance with FERPA and its regulations. The parties agree to protect the privacy of student data and educational records in a commercially reasonable manner and shall not transmit, share, or disclose any data about a student without the student's and student's parents written consent, except to other School officials who seek the information within the context of his/her professionally assigned responsibilities and used within the context of official school business. The parties shall promptly report to the school district any disclosure of school district's student educational records.

For Site Supervisors

As much as possible in the 14 weeks, the counselor-in-training should have an opportunity at experiencing a multitude of school counselor activities and tasks. Please provide your initials below the explanation of Direct and Indirect Counseling service experiences:

Direct School Counseling Services Defined:

Direct hours will account for no less than 40 of the 100 clock hours to be completed at the end of the 14-week course. Direct hours refer to time spent interacting with students, parents/guardians, administrators, and teachers either in counseling activities, consulting, or in developing skills. If there is a question about how to categorize an activity, please contact your university supervisor.

- Individual counseling focused on social/emotional development

The following activities are limited to 10 hours per activity:

- Individual counseling focused on academic or career development
- Group counseling
- Counseling curriculum lessons (classroom or large group lessons)

DG Site Supervisor Initials

Indirect School Counseling Services Defined:

Indirect Hours are to include a variety of activities that include the use of assessment instruments, record keeping, information and referral, in-service, and staff meetings.

The following activities are limited to 10 hours per activity:

- Student assessment

- Scheduling
- Consultation and collaboration with parents, teachers, administrators, and other counselors
- Using data to plan program interventions
- Attending professional development workshops that apply to counselors (not teachers)
- Making student referrals to agencies or therapists
- Formal classroom observation of students to assess student behavior
- School counseling program development
- School counseling program implementation activities
- Preparing school counseling program activities (no more than one hour a week may be counted for preparation)
- Attending IEP or 504 Plan meetings; working on the associated paperwork (no more than 10/60 indirect hours will be counted toward any specific area, such as 504 Plan meetings)
- *Conducting* professional development workshops for staff
- *Conducting* parent/guardian workshop
- *Crisis Counseling Observation* (Individual sessions conducted by certified school counselors or licensed counselors)

DY Site Supervisor Initials

Following the approval of the internship agreements by the Internship Coordinator, all parties will be given a copy of this document.

The following signatures verify agreement to the above stated conditions:

Signature of Counselor-in-training Kristy Haaker Date 9/22/25
 Signature of Site Supervisor Dena York Date 9-18-25
 Signature of Site Administrator Katy Jones Date 9-18-25
 Signature of Faculty Supervisor John Kennedy Date 9/22/25

If there are any questions, please contact the Faculty Supervisor.

Contact Information:

Amy Mills, Ed.D., LPC – Practicum Coordinator
 Kathy McDonald, Ph.D., LPC – Program Director
 Denise Hartline, M.Ed.- Practicum Liason

School Counseling Program
 Southeastern Oklahoma State University

amills@se.edu
kmcdonald@se.edu
dhartline@se.edu



Amendment to Software Service Order Agreement
Ardmore Public Schools (09/29/2025)

This amendment (the "Amendment") is made by SylogistEd, Inc. ("SYLOGISTED") and Ardmore Public Schools ("Customer"), parties to the SYLOGISTED Software Service Order Agreement dated 07/01/2025 (the "Agreement"). SYLOGISTED and Customer have agreed to amend the Agreement effective 10/01/2025 as follows:

1. The Re-Occurring Fiscal Year Charges section is amended to reflect the addition of the Query Designer. Customer has agreed to the annual fee of \$826.88 for the term of the current Agreement, which expires 06/30/2026. The amount of the Agreement is increased from \$16,840 to \$17,666.88, creating an outstanding balance of \$826.88 to be paid no later than 10/31/2025.
2. Section 7.(a) Intellectual Property Rights, under the Software as a Service heading, is kept in its entirety with the addition of: All pre-defined query templates are considered SYLOGISTED Intellectual Property and are for the sole use of the intended school district and shall not be shared with any other entity.

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement or any earlier amendment, the terms of this Amendment will prevail.

Accepted and Agreed:

Ardmore Public Schools
P.O. Box 1709
Ardmore, OK 73402

SylogistEd, Inc.
908 East 35th Street
Shawnee, OK 74804

Andy Davis
Authorized Individual's Name

Rhonda Shuptrine
Authorized Individual's Name

Superintendent.
Title

Sr. Dir Customer Care
Title

X *[Signature]*
Authorized Individual's Signature

DocuSigned by:
[Signature]
7A7792FF51034ED
Authorized Individual's Signature

10/3/25
Date

10/1/2025
Date

QUARTERLY CAPACITY REVIEW | UPDATE

The following adjustments were made to the Site 2025-2026 Second Quarter Site Capacities. Capacity Numbers are used for Student Transfer purposes.

Site Grade	Capacity Changed From	Capacity Changed To
WR – Head Start	27	No Change
WR – Pre-K	113	108
WR – Kindergarten	208	198
Charles Evans 1 st	189	No Change
Charles Evans 2 nd	189	180
Lincoln 3 rd	189	No Change
Lincoln 4 th	225	207
Jefferson 5 th	180	No Change
Jefferson 6 th	180	202
AMS 7 th	220	No Change
AMS 8 th	220	No Change
AHS 9 th	220	No Change
AHS 10 th	220	No Change
AHS 11 th	220	No Change
AHS 12 th	220	No Change

Student Transfers

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting May 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

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

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

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

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

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

Capacity Limits [Effective 7/1/2025]

Grade Level	School	Capacity
▪ Pre-Kindergarten	Will Rogers Early Childhood Center	108
▪ Head Start*	Will Rogers Early Childhood Center	27
▪ Kindergarten	Will Rogers Early Childhood Center	198
▪ Grade 1	Charles Evans 1 st & 2 nd Grade Center	189
▪ Grade 2	Charles Evans 1 st & 2 nd Grade Center	180
▪ Grade 3	Lincoln 3 rd & 4 th Grade Center	189
▪ Grade 4	Lincoln 3 rd & 4 th Grade Center	207
▪ Grade 5	Jefferson 5 th & 6 th Grade Center	180
▪ Grade 6	Jefferson 5 th & 6 th Grade Center	202
▪ Grade 7	Middle School	220
▪ Grade 8	Middle School	220
▪ Grade 9	High School	220
▪ Grade 10	High School	220
▪ Grade 11	High School	220
▪ Grade 12	High School	220

*Head Start is a program of the United States Department of Health and Human Services that provides comprehensive early childhood education to low-income children and families. In order to qualify to attend this program, parents must complete the application and be approved.

A student shall be allowed to transfer to a district regardless of capacity for the following reasons in accordance with 70 O.S. § 8-113 and Oklahoma House Bill 3038:

1. The parent or legal guardian is employed by the district.
2. The student has a sibling previously transferred into the district.
3. Moving preference. The student must have three (3) years enrollment prior to becoming eligible to apply for a transfer.
4. Students in Foster Care.
5. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active-duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

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

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

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

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

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

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

- 3. The basis for appealing the decision of the school district; and
- 4. The name, address and telephone number of the legal representative, if applicable.

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

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

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

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education.

Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114, 70 O.S. §1-113, 70 O.S. §5-117.1, 70 O.S. §8-101, et seq., 70 O.S. §24-101, et seq.; §24-102, Family Education Rights and Privacy Act, Atty. Gen. Op. No. 87-134, April 1, 1988 & State Accreditation Standards 210:10-1-18 and 210:10-1-18.1

Annual Board of Education Election Resolution

To: Carter County Election Board

From: Ardmore City Schools, Independent School District No. 19, Carter County, Oklahoma

The Board of Education of Ardmore City Schools has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

A Board of Education Primary Election shall be held on **Tuesday, February 10, 2026**, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on **Tuesday, April 7, 2026**, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

Board Member Position on Ballot:

The voters shall elect a board member for **Board Position No. 1**, which has a five year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered within the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voters shall call for the voters to:

1. Selection one candidate for **Ardmore School Board Position No. 1**

Approved by the Ardmore Board of Education on this 23rd day of October, 2025.

Harry Spring
President, Board of Education

Steve Oliver
Vice-President, Board of Education

Lori Capshaw
Clerk, Board of Education

Internet & Other Computer Networks - Acceptable Use & Internet Safety Policy

Ardmore City Schools is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. It is the responsibility of school administrators and teachers to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another of his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. Educational Purposes Only

The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- a) Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
- b) Uses that cause harm to other or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- c) Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- d) Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the use or others, including credit card numbers and social security numbers.

3. Netiquette

All users must abide by rules of network etiquette, which include the following:

- a) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b) Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c) Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objections.
- d) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.

- Creating a Web site or MySpace (other other social-networking) accounts that targets another student or other person(s).
- Sharing face or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Ardmore City Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and other Illegal Activities.** It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directly information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using Cisco Open DNS for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors to be in compliance with the Children's Internet Protection Act of 2000

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Reference:

- 21 O.S. §1040.75, §1040.76
- Children’s Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
- Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
- Elementary & Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Out-of-State Student Trip Request

Request must be submitted to Superintendent
At least 2 months prior to trip



9-30-25
Date of Request

11-12-25
Date of Trip

Take Two Alternative Academy
Requesting Organization & School

Perot Museum of Nature and Science Dallas
Trip Location

\$600
Estimated Cost of Trip

What is the purpose of your trip?
The purpose of this trip is to provide students with the opportunity to experience a top-quality, hands-on discovery and adventure museum. Students will engage in interactive exhibits and activities that will spark curiosity and deepen their understanding of science while making learning fun and memorable

What is the educational value for your students?
This museum experience provides students with hands-on learning opportunities that bring science concepts to life beyond the classroom. Interactive exhibits allow students to experiment, observe, and discover in ways that encourage critical thinking, problem-solving, and creativity. The museum fosters curiosity about the natural world and scientific principles while connecting abstract concepts to real-world applications. In addition, students gain exposure to high-quality educational resources that support state learning standards in science and strengthen their appreciation for lifelong learning.

Number of Students Attending Attach List of Students
Number of Adults Attending Attach List of Adults

What is your Plan for Supervision of Students?
1 teacher per 8 students

What Transportation Will You Use
Have you spoken with the Trans Department about district transportation? Yes No
Is district transportation available? No Yes
If no, what transportation will you be using?

How do you plan to finance this trip?
We have applied for a scholarship. If we do not get the scholarship we will pay for the trip through grant monies provided by United Way.


Signature of Sponsor


Signature of Principal

Superintendent
___ Approved ___ Denied
Signature
Date 10-23-2025

Board of Education
___ Approved ___ Denied
Signature
Date 10-23-2025

Student Filter

Student UJID	Name	Site	Grade	Is Enrolled
14203	Gomez, Klohe	T2C 10	10	Checked
200569	Farris, Bryce	T2C 10	10	Checked
001051	Kelly-Walker, Autumn	T2C 11	11	Checked
001680	Trevino, Autumn	T2C 09	09	Checked
003413	Bledsoe, Jason	T2C 12	12	Checked
003412	Bledsoe, Ainslei	T2C 12	12	Checked
005491	Mertz, Jayda	T2C 12	12	Checked
200442	Pierce, Logan	T2C 11	11	Checked
200441	Creasman, Joshua	T2C 11	11	Checked
100066	Fincher, Olivia	T2C 11	11	Checked
100048	Veach, Gabriel	T2C 11	11	Checked
200498	Gerlach, Jeremiah	T2C 11	11	Checked
200467	Williams, Isabella	T2C 12	12	Checked
200500	Uber, Kasun	T2C 11	11	Checked
200605	Vinson, Tristan	T2C 12	12	Checked
201114	Rich, Elizabeth	T2C 10	10	Checked
201083	Ramos, Justin	T2C 11	11	Checked
201074	Borden, Charisma	T2C 12	12	Checked
201054	Bates, Blayden	T2C 12	12	Checked
201051	Beo, Jahzara	T2C 11	11	Checked
201009	Williams, Isaac	T2C 11	11	Checked
201008	Pigeon, Mieiah	T2C 12	12	Checked
201006	Adams, Todd	T2C 11	11	Checked
201007	Barnett, Mya	T2C 10	10	Unchecked

Group Assignments-

Hacker=

Damari Washington
Michael Segura
Journey Sampson John
Jordan Huff
Lyric Fields
Justin Ramos
Tanika if she is good 10-8

Rick=

Zani Seamster
Armony Hicks
Smiyaah Willis
Faith Howard
Kamilla Walton
Sasha Johnson
Caleb Burrola

Reed=

Kaveri Moody
Deshiya Stevenson
Logan Pierce
Isaac Williams
John Bollman
Jennifer Molina
Gabriel Vasquez

Ford-

Nic Gugino
Rayah Fixico
Johnathan Wall
Heather Mitchell
Coltin Porter
Layni Wise
Jahzara Beo

Price-

Shannon Grayson
Monica Hallman
Autumn Trevino
Derek Allen
Bryce Farris
Marcus Freeman
Mieah Pigeon

Jones-

Damon White
Eliz. Rich
Klohe Gomez
Rayah Flxico
Katelyn Gonzalez
Olivia Fincher

MOODY=

Letty Martinez
Matthew Servantes
Vamp Amos
Patrick Sump
Hailey Postoak
Cadyn Cooper

We will leave as close to 8 as possible. We will leave Dallas by 1:30 and eat lunch on the way home. We will have snacks on the way down there.

Kristy needs to get permission slips signed.

Pam, order lunches and get snacks for the trip from Wal-Mart next time we go.

Staff Attending

Stephanie Hacker- Small bus
Sherry Reed- Large bus
Shelly Rick—Leader
Phillip Ford-
Charlie Jones
Dedrien Price
Lillie Moody

STUDENTS NOT GOING

Amaiya Webb- Behavior
German Corado- Attendance & Behavior
Antwon Sanchez- Attendance
Richard Brown- Attendance & So-Tech
Jadon Bledsoe- A & B
Ainslei Bledsoe- A & B
Charisma Bordon
Kullen Raybon
Todd Adams
Landon Huff
Ella Patton
Tristen Vinson
Josh Creasman
Kashlynn Weatherford
Kaitlyn Keck
Autumn Kelly Walker
Tanika Marchman Knight
Jordan Huff

Staff Remaining

Greg Raper
Pam Cox
Jackie Shelton
Kristy Hacker
Marcus MCClellen
Jeri Kennedy



Shelly Rick <srick@ardmoreschools.org>

Your request has been received!

3 messages

Perot Museum of Nature and Science <reserve@perotmuseum.org>
Reply-To: Reserve <reserve@perotmuseum.org>
To: srick@ardmoreschools.org

Tue, Sep 16, 2025 at 12:30 PM



Thank you!

Adventure awaits! We look forward to inspiring your students' minds through nature and science. Please note, a member of our reservations team will be reaching out to confirm your request within 3 business days.

If you have questions, contact us at reserve@perotmuseum.org or 214.428.5555 ext. 8. For your records, your request details can be found below.

For assistance, please email reserve@perotmuseum.org or call 214.428.5555, ext. 8. *=Required

Are you submitting a formal request or inquiring about a field trip?

Formal Request (We're ready to reserve tickets)

Where would you like your visit?

At the Perot Museum

Field trips are **not offered** on Tuesdays.

Preferred visit date

11/14/2025

Alternate visit date

11/21/2025

Field Trips

Field trip visits are \$8 per student and include all permanent exhibit halls, as well as CHALLENGE Lab and Bio Lab based on availability. Required chaperones (one per 7 students) are free. Additional chaperones included on your reservation are \$8 each. Any extra adults will pay full price admission as available.

Note: The Moody Family Children's Museum is unable to accommodate group booking and visitation at this time.

Film/exhibit add-on

- No, thank you

Your Details

First Name

Shelly

Last Name

Rick

Your email at school / organization
srick@ardmoreschools.org

Your role at the organization
Teacher

Phone where we can reach you
(817) 894-0316

Visit Details

School/Organization Type
High School

School/Organization name
Take 2 Academy

School/Organization phone
(580) 221-3037

School/Organization address
611 Maxwell St NW

School/Organization City
Ardmore

ZIP
73401

State
OK

Country
United States

No school age students in your group? Please submit a general group request form instead.

Grade level(s)
- **9th**
- **10th**
- **11th**
- **12th**

Number of 9th grade students
6

Number of 10th grade students
16

Number of 11th grade students
23

Number of 12th grade students
28

Total number of students
73

Number of teacher chaperones
10

Number of adult chaperones
0

Please include teachers in the chaperone count. We require 1 chaperone for every 7 students.

Special needs

Please visit **Perot Museum Accessibility** for information on museum accessibility and sensory needs.

How will your group provide lunch?
We'll bring our own

How will you be paying for your visit?
- Credit Card

What will be your mode of transportation?

School Bus

How many vehicles will you be bringing?

2

Who will be the points of contact for the day? Please provide emails and phone numbers if possible.

Shelly Rick/ srick@ardmoreschools.org 817-894-0316 Stephanie Hacker/ shacker@ardmoreschools.org 580-222-5828

Arrival time

9:45 AM

Group check-in begins at **9:45am** and the Museum opens at **10am**.

Departure time

1:30 PM

Is your school / organization Title I or low-income?

Yes

Title 1 schools may apply for funding to visit the Museum between August 18, 2025, and February 27, 2026. If approved, a financial aid award will cover general exhibit entrance for students and required chaperones, as well as programming fees (films and traveling exhibits are not included). Additional adults included on the reservation will pay the group rate, and any walk-up students or adults will pay the general admission rate if tickets are available.

Would you like to apply for financial aid?

Yes

Agree to GA Coverage Limitation

- * I understand that, if approved, a financial aid award may cover general exhibit entrance and programming fees (Labs and Science on Stage) for our students and required chaperones. Additional adults on the reservation will pay the group rate, and any walk-up students or adults will pay the general admission rate if tickets are available. Financial awards do not cover special exhibitions or films.

Agree to Survey

- * I understand that by accepting a financial aid award, I will receive a survey to provide feedback on my experience and my students' learning. This feedback may be used to help secure funding for future opportunities.

At the Perot Museum

Student Tickets

	Total # of Students	Price per ticket	Financial Aid	Subtotal
General Admission	73	8	-584	0

Adult Tickets

	Extra # of Adults	Price per ticket	Financial Aid	Subtotal
General Admission	0	8	NA	0

How were the adults ticket calculated?

Please note, the final price of your field trip may change based on programming availability and financial aid approval.



MEMORANDUM OF UNDERSTANDING

Between

Delta Dental of Oklahoma Foundation

and

Ardmore City Schools

for

Cavity Prevention Clinics (School-Based Dental Sealant Program)

Captain Supertooth Program

MouthScience Kit Program

This MEMORANDUM OF UNDERSTANDING (MOU) is created and entered into by and between Delta Dental of Oklahoma Foundation, hereinafter referred to as "The Foundation," and Ardmore City Schools, referred to as "The District," on behalf of schools within the District, referred to as "The Schools."

1. PROGRAM AVAILABILITY

- a. This MOU does not guarantee availability of every program to every school, but instead offers the framework to offer these programs to The District's Schools.
- b. Selection of schools and available dates are limited and at the discretion of the Foundation.

2. PURPOSE

The purpose of this MOU is two-fold:

- a. To define and outline the responsibilities of the Foundation, the District, and the Schools in order to provide preventive dental health services onsite at schools to students through **the Delta Dental of Oklahoma Cavity Prevention Clinic (CPC) and its Educational Presentation.**
- b. To define and outline the responsibilities of the Foundation, the District, and the Schools in order to provide oral health education at schools to students through Delta Dental of Oklahoma Foundation **Captain Supertooth Program** and **MouthScience Kit Program.**

3. MUTUAL BENEFITS AND INTERESTS

- a. The program and services the Foundation offers will help to support the District's and School's commitment to attain and maintain optimum health status of all students so that they may receive maximum benefit from their educational experience (Oklahoma State Department of Health, Oklahoma Standards for School Health).
- b. The benefits to the Foundation include fulfillment of its nonprofit mission to improve the oral health of all Oklahomans, with an emphasis on underserved and at-risk populations.

4. WORKING AGREEMENT

a. Cavity Prevention Clinics (CPC)

- i. The Foundation agrees to furnish all labor, equipment, materials, supplies, printed forms, and insurance necessary to provide the CPC Program Services described below.
- ii. The CPC Educational Presentation is *provided to all students* in second and sixth grades at participating schools.

- iii. The Clinic Program Services *are available* to all students in second and sixth grades at participating schools, regardless of their dental insurance status, but *require a Consent/Health History Form* signed by parent/guardian.
- iv. The Program is fully funded by Delta Dental of Oklahoma and its Foundation. All Program services are provided at no cost to schools or students.
- v. The Foundation does not bill Medicaid (SoonerCare) or private insurance for any Clinic Services provided by Foundation staff.
- vi. In order to optimize the reach and sustainability of the Program and serve as many children as possible, the Foundation may collaborate with a local Community Health Center (CHC), which has its own MOU with the District. In such cases, the arrangement will be clearly indicated in the School Agreement. This MOU does not cover Clinic Services provided by the CHC, as those Services are covered by the CHC's MOU. CHC may bill SoonerCare or insurance, if allowed by its MOU and approved by parent.

b. Captain Supertooth Program

- i. Captain Supertooth Program Services are provided to all students in pre-kindergarten through third grades at participating schools.
- ii. The Program is fully funded by Delta Dental of Oklahoma and its Foundation. All Program services are provided at no cost to participating schools or students.

c. MouthScience Kit Program

- i. MouthScience Kits are available to all teachers of fourth through sixth grades at participating schools.
- ii. The Program is fully funded by Delta Dental of Oklahoma and its Foundation. All Program services are provided at no cost to participating schools or students.

5. OBLIGATIONS OF FOUNDATION

a. Cavity Prevention Clinics (CPC)

- i. **EDUCATIONAL SERVICES:** The Foundation will provide the following **CPC Educational Presentation** to all second and sixth grade students at participating schools:
- ii. Education: At least three (3) weeks in advance of the clinic, our Foundation Educator will conduct a pre-clinic oral health educational presentation to each individual 2nd and 6th grade class. The Educator will: explain the importance of brushing and flossing; explain what sealants are; encourage students to give the Parent Flyer and Consent Form to parent/guardian and bring back the signed form.
- iii. Brush Kits: Every second and sixth grade student at participating schools will receive a brush kit (toothbrush, paste, floss in vinyl zipper bag).
- iv. **CLINIC SERVICES:** Clinic Services will be provided by Registered Dental Hygienists authorized by the Program's Authorizing Dentist. The Hygienists have such licensure and certifications as are required under the Oklahoma State Dental Act, and all applicable rules adopted by the Oklahoma Board of Dentistry. Hygienists will provide professional dental services under this MOU only to the extent permitted by their approved scope of practice.
- v. The following **Clinic Services** are available to all second and sixth grade students at participating schools with signed Consent Form:

- vi. Oral Health Assessment
- vii. Oral Health Instruction
- viii. Fluoride Varnish
- ix. Dental Sealants on permanent molars
- x. Assessment Report ("Student Record") provided to parent/guardian regarding child's oral health status
- xi. Referral options for ongoing or follow-up care
- xii. Random retention checks for quality assurance
- xiii. The Foundation will provide color copies of a Parent Flyer and a Consent/Health History Form for all students in second and sixth grades at participating schools. Flyer and form are two-sided with English and Spanish versions.
- xiv. Services are provided to students in a nondiscriminatory manner, regardless of race, ethnicity, national origin, religion, citizenship, sex, sexual orientation, disability, or economic status.

b. Captain Supertooth Program

- i. Captain Supertooth, a live costumed Actor/Educator, will provide a 20-30 minute oral health presentation to participating students in pre-kindergarten through third grades.
- ii. Toothbrushes: Every participating pre-kindergarten through third grade student will receive a toothbrush.

c. MouthScience Kit Program

- i. The MouthScience Kit contains all supplies needed to conduct an oral health lesson to students in third through sixth grades at participating schools.
- ii. The Kit includes a \$10.00 Wal-Mart gift card for participating teachers to use toward the purchase of beverages required for the lesson.
- iii. Toothbrushes: Every participating third through sixth grade student will receive a toothbrush.

6. OBLIGATIONS OF DISTRICT

a. Cavity Prevention Clinics

- i. The District will authorize Schools to complete the necessary School Application and Agreement to request and schedule a Cavity Prevention Clinic, including permission to share necessary student information and completed Consent Forms.

b. Captain Supertooth Program

- i. The District will authorize Schools to complete the necessary online booking form to request and schedule a Captain Supertooth visit.

c. MouthScience Kit Program

- i. The District will authorize Schools to complete the necessary request form to obtain a MouthScience kit.

7. OBLIGATIONS OF SCHOOL

a. Cavity Prevention Clinics

- i. The School agrees to allow the Foundation's Educator to conduct the Educational Presentation to 2nd and 6th grade classes at least three (3) weeks in advance of Clinic.
- ii. The School agrees to distribute the Parent Flyer, Consent/Health History Form, and brush kits provided by the Foundation to 2nd and 6th graders.

- iii. The School agrees to furnish the following to the Program:
 - 1. A room not smaller than 10 ft. by 12 ft. that is well-ventilated, well lit, and appropriate to the provision of the Clinic Services, that can be locked overnight.
 - 2. The room must have electrical outlets on two separate walls.
 - 3. For patient privacy, the room must have no traffic from students or teachers.
 - 4. Three (3) 4-ft or 6-ft tables.
 - 5. A sink and running water within or easily accessible from the room.
- iv. The School will cooperate with the Program in the process of advising students and their parents about the Services and in obtaining parents' informed consent for students to receive Services from Program.
- v. The School will provide Program with the signed Consent/Health History forms returned by students.

b. Captain Supertooth Program

- i. The School agrees to furnish the following to the Program:
 - 1. A private, adult only space designated for the Actor/Educator to change into costume.
 - 2. A presentation venue such as a cafeteria, gym, or classroom
 - 3. A table to set up in performance space for use during the presentation.
 - 4. Supervision of students by teachers during the presentation.

c. MouthScience Kit Program

- i. The participating school will provide a teacher, school nurse, or volunteer dental professional to conduct the MouthScience lesson.
- ii. The Foundation is available to assist participating schools in securing a volunteer dental professional to conduct the MouthScience lesson.
- iii. In the case of an outside presenter, the School agrees that teachers will supervise students during the presentation.

8. PRIVACY, SECURITY AND SAFETY

a. Cavity Prevention Clinics

- i. All personnel provided by Foundation (staff and contract labor) have completed criminal background checks. Foundation will cooperate with School in the completion of any additional backgrounds that may be required.
- ii. A **Student Record** is created for each student receiving Clinic Services, which includes the dental assessment and a record of dental treatment. One copy of the triplicate form is sent home to parents, one copy is maintained by Foundation, and one copy is provided to school. In accordance with the requirements of the section of the Oklahoma State Dental Act that allows for this Program, the school must keep a copy of the Student Record in the student's school file.
- iii. Foundation agrees to protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- iv. Foundation agrees to require all personnel under its authority to register through the School's visitor tracking system and to clearly display the printed visitor badge while performing activities on school premises.

b. Captain Supertooth Program

- i. All personnel provided by Foundation (staff and contract labor) have completed criminal background checks. Foundation will cooperate with School in the completion of any additional backgrounds that may be required.
- ii. Foundation agrees to require all personnel under its authority to register through the School's visitor tracking system and to clearly display the printed visitor badge while performing activities on school premises.

9. INSURANCE

- a. The following applies to all Foundation programs.**
- b. Foundation agrees to furnish and maintain for the duration of this agreement the following insurance:
 - i. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 general aggregate.
 - ii. Automobile Liability: \$1,000,000 combined single limit per accident.
 - iii. Workers Compensation Insurance in accordance with the Oklahoma Statutory requirements.
 - iv. Umbrella Liability: \$3,000,000 per occurrence and \$3,000,000 aggregate.
- c. Foundation agrees to furnish District with a certificate of liability insurance verifying said coverage.
- d. When Foundation utilizes contractors for professional dental services, proof of insurance and licensure is available onsite at the Clinic.

10. LIABILITY AND INDEMNIFICATION

- a. The following applies to all Foundation programs.**
- b. Foundation agrees to indemnify and hold the District harmless from any alleged third-party claims, demands, causes of action, liability, loss, damages, and/or injury arising out of or incident to any acts, omissions, negligence, or willful misconduct of Foundation's personnel, employees, contractors, independent contractors, or volunteers in connection with the performance of the activities described in this MOU.

11. GENERAL

- a. The following applies to all Foundation programs.**
- b. Foundation declares that the Program Services it agrees to provide are for educational and enrichment benefits to the participating students and not directly for the benefit of the District or the School.
- c. This MOU in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.
- d. Nothing in this MOU shall create an employment, joint venture, or partnership relationship between Foundation and District.
- e. This MOU shall be made and construed in accordance with the laws and regulations of the State of Oklahoma and Oklahoma County.
- f. This MOU takes effect on October 23, 2025, or upon mutual execution by Foundation and District, whichever is later, and shall terminate on May 31, 2026.

12. POINTS OF CONTACT

- a. Foundation Primary Contact:**
Terrisa Singleton
Foundation Director
Delta Dental of Oklahoma Foundation

16 NW 63rd Street, Oklahoma City, OK 73116

Email: tsingleton@deltadentalok.org

Office: 405-607-4772

Cell: 405-568-5186

b. **Ardmore City Schools Primary Contact:**

Name: Andy Davis

Title: Superintendent

Address: 611 Veterans Blvd Ardmore, OK
73401

Email: adavis@ardmoreschools.org

Office: 580-226-7650

The Parties do hereby acknowledge and agree to the terms of this MOU.

Witnessed:

Ardmore City Schools District

Delta Dental of Oklahoma Foundation

Name:

Name: Terrisa Singleton

Title:

Title: Foundation Director

Signature: _____

Signature:  _____

Date:

Date: 10/23/25

Business Department

Ardmore City Schools



Perry Zeiset, Director of Finance

Date: October 23, 2025

Propose the use of VISA Purchase Cards:

Currently, we use TMC as our credit card provider. However, we need a system that offers greater control over funding limits, card issuance, and purchasing restrictions.

I am proposing that we transition to a **Purchasing Card (P-Card)** program. P-Cards will provide us with enhanced flexibility in managing spending limits, monitoring usage, and resolving card-related issues more efficiently.

Reason for the change:

The use of our VISA credit card has increased and I project that its use will only continue. Our current Vendor TMC does not provide adequate management controls and this has been a concern. In addition, Walmart is discontinuing its Business Card program effective **October 31**. Each site currently relies on its own Walmart Business Card for convenient, last-minute purchases. In researching alternatives that maintain this flexibility while offering stronger management controls, P-Cards appear to be the most effective solution to resolve my concerns and provide convenience for our sites to accomplish their jobs effectively.

I request that you approve our transition to Purchase cards.

Thank you for your consideration

A handwritten signature in black ink, appearing to read "Perry Zeiset". The signature is written in a cursive style with a long, horizontal flourish at the end.

Ardmore City Schools
General Fund Projections for FY26
As of October 23, 2025

Final FY25 Revenues

\$ 30,237,976

1 Ad Valorem Taxes - Budget reflects 96% collection rate		(328,631)	
2 Ad Valorem, Prior Years & In Lieu of Taxes - Based upon uncollected 2025 taxes		(32,664)	
3 Investment Earnings (Decreasing Average Balance and Interest rate lower)		(57,488)	
4 Rentals, Disposals, & Commissions			
PAC rentals, estimated	(2,825)		
Surplus	(20,705)		
Commissions & Misc. rentals (Estimated)	<u>260</u>	(23,270)	
5 Misc. Reimb. (insurance proceeds, damages to property, auto fringe, activity accts)		764	
6 Other Local Sources			
Local grants (CN COVID-19 Grant, SOMF grants, Aeronautics, Enrichment Fnd)	117,112		
Tech. protection plans, Misc. Refunds of Prior Year Exps	<u>(3,941)</u>	113,171	
7 County & State revenues such as County 4-mill, GPT, Motor Vehicle Tax, and School Land earnings (chargeables)	(92,756) <u>(290,263)</u>	(383,019)	
8 State Foundation & Salary Incentive Aid		(403,443)	
Decrease in FY25 Initial Allocation due to:			
Increase in State Aid Factors, \$16,917.17			
Decrease in WADM 37.22 Decrease from FY24 to FY25), \$314,199			
Increase in Chargeables (decreases State Aid) = \$342,133			
9 Reimb. From other Funds for Commodity Deliverer Salary & Correcting Entries		(934,455)	
HUGS		128,000	
10 State grants			
State Textbooks	(2,798)		
Reading Sufficiency Grant	(91,900)		
SDE Stipends and ACE Technology	(14,675)		
Maternity Leave	(53,229)		
Flex Benefits	14,811		
School Resource Officer Program - SDE grant	(19,841)		
DHS Tuitions (Estimated)	78		
Vocational Programs - AMS & AHS FACS classes	-	-	
Drivers' Ed, and Dept. of Rehab Services	<u>(5,805)</u>	(173,359)	
12 Federal Grants (Includes the new Respect Grant)			
Loss of ESSER Funding	(2,523,656)		
Respect Grant	101,200		
Change in existing Federal Funding	<u>636,446</u>	<u>(1,786,010)</u>	

Projected net Increase (Decrease) in FY26 revenues

(3,880,404)

FY26 Projected Revenues

\$ 26,357,572

Ardmore City Schools
General Fund Projections for FY26
As of October 23, 2025

Final FY25 Expenses

\$ 30,402,816

1 District-Wide Expense Changes:		
Operational exps including reserves for legal fees, software costs,	(305,090)	
County Assessor fees, personal leave incentive, retirement bonus,	(1,972)	
HUGS, curriculum/textbooks, toner, copiers	90,853	
Salaries - Certified & support pay raises, allowance for OT/temp salaries		
Reduction in Administrative Leave Employees	(119,061)	(335,270)
2 Open Certified and Support Positions		
3 Maint/Grounds/Custodial Changes:		
Support staff pay raises, allowance for OT/temp salaries and a reclassification of salary.	81,560	
Supplies, Repairs, Other Operational Exps.	1,807	
Replacement cost of two Service Vehicles	100,000	183,367
4 Transportation Changes:		
Support staff pay raises, allowance for OT/temp salaries	7,403	
Fuel, Repairs, Vehicle, and Other Exps. (Potential Savings)	106,876	114,279
5 Athletics Changes:		
Extra-Duty Salaries including increase in stipends	263	
Support staff pay raises, allowance for OT/temp salaries	(2,815)	
Athletic supplies, entry fees, officials, workers, and other exps.	10,082	7,530
6 Performing Arts Center:		
Support staff salaries, allowance for OT/temp salaries	(5,959)	
Materials, supplies, marketing, advertising, training, travel	(53)	
Property insurance	(4,046)	
Utilities (electricity)	4,163	(5,895)
7 Special Education Changes:		
Certified & Support Staff - Personnel changes & pay raises	(114,448)	
Reserves for Contract Therapists, supplies, summer program, homebound	(21,962)	(136,410)
8 Will Rogers Changes:		
Certified Staff - Personnel changes & pay raises (Added Asst Principal)	72,569	
Support Staff - Personnel changes, pay raises & allowance for overtime	17,718	
Extra duties, substitutes, instructional, library, & other oper. exps/utilities	7,239	97,526
9 Charles Evans Changes:		
Certified Staff - Personnel changes, pay raises and reclassification	83,041	
Support Staff - Personnel changes, pay raises & allowance for overtime	(39,608)	
Extra duties, substitutes, instructional, library, & other oper. exps/utilities	12,092	55,525
10 Jefferson Changes:		
Certified Staff - Personnel changes & pay raises (added asst principal)	132,932	
Support Staff - Personnel changes, pay raises & allowance for overtime	(23,832)	
Dollar General Reading Revolution Grant - One-time grant	456	
Extra duties, substitutes, instructional, library, & other oper. exps/utilities	8,924	118,480
11 Lincoln Changes:		
Certified Staff - Personnel changes & pay raises (added two teachers)	181,759	
Support Staff - Personnel changes, pay raises & allowance for overtime	36,398	
Extra duties, substitutes, instructional, library, & other oper. exps/utilities	13,877	232,034
12 AMS Changes:		
Certified Staff - Personnel changes & pay raises	61,208	
Support Staff - Personnel changes, pay raises & allowance for overtime	7,822	
Extra duties, substitutes, instructional, library, & other oper. exps/utilities	16,382	85,412
13 AHS Changes:		
Certified Staff - Personnel changes & pay raises	(100,831)	
Support Staff - Personnel changes, pay raises & allowance for overtime	26,205	

Ardmore City Schools
General Fund Projections for FY26
As of October 23, 2025

Extra duties, substitutes, instructional, library, & other oper. exps/utilities	<u>10,839</u>	(63,787)
14 Local exps (Nurses, Mentor Teachers, Tech Mentors) & Local Grants (SOMF AP grant, SOMF Reading Coaches grant, SOMF Nurses grant)		(49,426)
15 Chickasaw Nation COVID-19 Public School Grant		-
16 State grants (Drivers' Ed, Textbooks, RSA, ACE Tech., FACS, Flex Benefits, School Resource Officer grant, Dept. of Rehab Services)		170,930
17 Take Two Alt. Ed. - Tuitions		23,265
18 Ardmore Blended Learning		15,710
19 Federal Grants including APR ESSER funds		(1,589,406)
Projected net Increase (Decrease) in FY26 expenses		<u>\$ (1,076,136)</u>
FY26 Projected Expenses		<u>\$ 29,326,680</u>
FY26 Projected Net Loss		(2,969,108)
Lapsed Reserves & Voided checks		
General Fund Carryover from FY25		<u>5,251,082</u>
FY26 Projected General Fund Carryover to FY27		<u>\$ 2,281,974</u>

ARDMORE CITY SCHOOLS				
General Fund Budget - REVENUES				
Fiscal Year Ending June 30, 2026				
Projected Fiscal Year 2026				
		Final		FY26 to FY25
		FY25	FY26	Variance
Project		Revenues	Projected	Increase
Code	Source of Revenue	Collected	Revenue	(Decrease)
000	Ad Valorem - Current Year, Net of Valero, Best Buy & Atlas Roofing Manufacturing Tax Exemptions	8,285,294	8,286,663	1,369
	<i>FY26 Estimated collections 96%</i>			-
000	Ad Valorem - Current Year - Manufacturing Tax Exemptions	330,000		(330,000)
000	Ad Valorem - Prior Years	289,702	261,000	(28,702)
000	Revenue in Lieu of Taxes	43,962	40,000	(3,962)
000	Investment Earnings	257,488	200,000	(57,488)
				-
	<u>Rentals, Disposals, & Commissions:</u>			-
000	HUGS Rental of Will Rogers	18,000	18,000	-
251	PAC Rentals	17,825	15,000	(2,825)
000	Misc. - School Facilities	240	500	260
				-
000	Misc. - Sale of surplus equip., vehicles, furniture	47,030	30,000	(17,030)
000	Misc. - Rental of Buses	28,440	25,000	(3,440)
000	Misc. - Commissions (T-Mobile & Retail t-shirt sales)	8,235	8,000	(235)
				-
	<u>Reimbursements:</u>			-
000	Insurance Loss Recoveries	13,449	15,000	1,551
				-
000	Damages to School Property	220	100	(120)
000	Misc. Reimbursements (includes paper & auto fringe)	28,667	28,000	(667)
				-
	<u>Other Local Sources:</u>			-
000	Big Five Community Services - Headstart	81,131	119,340	38,209
024	Big Five HUGS	15,000	15,000	-
014	Enrichment Foundation Teacher Grants	-	54,480	54,480
167	Okla. Aeronautics Grant	2,977	3,000	23
				-
185	SOMF School Nurses (FY25-FY27)	174,713	176,338	1,625
189	McCory Foundation Grant		13,000	13,000
191	ExxonMobil STEM Grant		10,000	10,000
198	Drivers' Education Tuitions	8,225	8,000	(225)
				-
000	Misc. - Refunds of P/Y Expenditures	3,941		(3,941)
				-
000	County 4-Mill, Net of Manufacturing Tax Exemptions	844,438	760,000	(84,438)
000	County Apportionment (Mortgage Tax)	86,818	78,500	(8,318)
				-
000	Gross Production Tax	1,413,176	1,272,000	(141,176)

ARDMORE CITY SCHOOLS

General Fund Budget - REVENUES

Fiscal Year Ending June 30, 2026

Projected Fiscal Year 2026

		Final		FY26 to FY25
		FY25	FY26	Variance
Project		Revenues	Projected	Increase
Code	Source of Revenue	Collected	Revenue	(Decrease)
000	Motor Vehicle Tax	1,043,191	939,000	(104,191)
000	REA Tax	4,142	3,800	(342)
000	School Land Earnings	450,435	406,000	(44,435)
000	Vehicle Tax Stamps	4,619	4,500	(119)
000	State Foundation & Salary Incentive Aid	7,232,128	6,828,685	(403,443)
	<u>Activity Account Reimbursements:</u>			-
017	HUGS (Salary reimb. & facilities usage, net)		128,000	128,000
000	Misc. Reimb.-Payroll, Lost Books, Transp.	17,653		(17,653)
				-
	<u>Reimbursements from Other Funds:</u>			-
006	CNP Fund-Commodity Deliverer Salary	268,178	13,000	(255,178)
				-
	<u>Correcting Entries of Current Year Exps:</u>			-
000	Misc. Refunds from Vendors	6,716		(6,716)
000	Building Fund - Electricity Utilities	654,908		(654,908)
				-
352	SDE Teacher Induction & Mentor Program Stipends	4,000		(4,000)
361	ACE Technology	10,675		(10,675)
312	Nat'l Board Certified Bonus	20,000	20,000	-
317	Drivers Education	8,130	3,000	(5,130)
333	State Textbook Allocation	162,740	159,942	(2,798)
331	Flex Benefit - In Lieu of Ins. - Certified	24,259	20,774	(3,485)
332	Flex Benefit - In Lieu of Ins. - Support	135,249	139,043	3,794
334	Flex Benefit Allowance - Certified	1,224,439	1,237,957	13,518
335	Flex Benefit Allowance - Support	1,024,166	1,025,150	984
317	<i>Maternity Leave (State RePayment)</i>	53,229		(53,229)
367	Reading Sufficiency Act	91,900		(91,900)
376	School Resource Officer Program	112,882	93,041	(19,841)
000	DHS - HUGS Tuitions	118,922	119,000	78
411	Vocational Prog.-Comprehensive (Salary Reimb. AMS/AHS)	4,400	4,400	-
412	Vocational Prog.-Incentive Assistance Grant (AMS/AHS)	16,000	16,000	-
456	Dept. of Rehabilitation Services	4,675	4,000	(675)
				-
511	Title I	1,734,204	1,570,191	(164,013)
	<i>Title I - Revenues not expected to collect by 6/30/2026</i>	<i>(613,558)</i>		<i>613,558</i>
799	<i>Title I - P/Y Reimbursement</i>	<i>289,885</i>	<i>409,061</i>	<i>119,176</i>
799	<i>Title I School Improvement WR - P/Y Reimbursement</i>	<i>6,745</i>		<i>(6,745)</i>
515	Title I School Improvement - AMS	110,447	44,703	(65,744)
	<i>Title I SI AMS - Revenues not expected to collect by 6/30</i>	<i>(53,113)</i>		<i>53,113</i>
799	<i>Title I School Improvement AMS - P/Y Reimbursement</i>		<i>8,410</i>	<i>8,410</i>
799	<i>Title I, Part A, Neglected - P/Y Reimbursement</i>	<i>227</i>		<i>(227)</i>
541	Title II, - Teacher & Principal Training	128,781	49,280	(79,501)
	<i>Title II - Rev. not expected to collect by 6/30/2026</i>	<i>(81,471)</i>		<i>81,471</i>

ARDMORE CITY SCHOOLS

General Fund Budget - REVENUES

Fiscal Year Ending June 30, 2026

Projected Fiscal Year 2026

		Final		FY26 to FY25
		FY25	FY26	Variance
Project		Revenues	Projected	Increase
Code	Source of Revenue	Collected	Revenue	(Decrease)
799	Title II (Training) - P/Y Reimbursement	6,265	689	(5,576)
572	Title III, Part A - ELL	36,908	40,978	4,070
	<i>Title III, Part A ELL - Rev. not expected to collect by 6/30/2026</i>	<i>(16,116)</i>		16,116
799	Title III, Part A - ELL - P/Y Reimb.	2,279	1,972	(307)
571	Title III, Part A, Immigrant	551	2,234	1,683
552	Title IV, Part A-Student Support & Academic Enrichment	151,095	122,155	(28,940)
	<i>Title IV - Rev. not expected to collect by 6/30/2026</i>	<i>(61,055)</i>		61,055
799	Title IV, Part A - P/Y Reimbursement	6,222	17,181	10,959
561	Title VI - Indian Education	183,904	174,976	(8,928)
	<i>Title VI - Rev. not expected to collect by 6/30/2026</i>	<i>(42,249)</i>		42,249
799	Title VI - Indian Education - P/Y Reimbursement		42,249	42,249
563	Johnson O'Malley Indian Education	37,860	39,060	1,200
	<i>JOM - Rev. not expected to collect by 6/30/2026</i>	<i>(32,541)</i>		32,541
799	Johnson O'Malley Indian Ed. - P/Y Reimbursement	37,560	9,094	(28,466)
595	JOM - Indian Ed Committee Supplemental Grant	1,000		(1,000)
587	Title V, Part B - Rural & Low Income School Prog.	89,961	88,788	(1,173)
	<i>Title V - Rev. not expected to collect by 6/30/2026</i>	<i>(21,415)</i>		21,415
799	Title V, Part B - P/Y Reimbursement	26,886	20,520	(6,366)
591	Title VII - Impact Aid	125,533	100,000	(25,533)
592	Title VII - Impact Aid, Disabled	13,797	15,000	1,203
596	Title IX Part A - McKinney-Vento Homeless Ed.	67,791	4,151	(63,640)
	<i>Title IX McKinney-Vento - Rev. not expected to collect by 6/30/2026</i>	<i>(8,917)</i>		8,917
799	Title IX McKinney-Vento - P/Y Reimbursement	4,359	4,766	407
651	State Personnel Development Grant (SPDG)		5,000	5,000
799	SPDG - P/Y Reimbursement	5,000	5,000	-
697	Medicaid Federal Match - Admin. Cost Reimb.	31,767		(31,767)
698	Medicaid Reimbursements	97,417		(97,417)
698	Medicaid - State Share (offsets repayment)	47,786	45,000	(2,786)
613	IDEA Professional Dev.-OSDE Sponsored	7,393	5,567	(1,826)
613	IDEA Professional Dev.- District # 613- P/Y Reimb.	(2,475)	2,475	4,950
615	IDEA Professional Dev. - District	3,316	1,672	(1,644)
618	Transition Development Program - SpEd		5,434	5,434
621	IDEA (Flow Through)	610,950	587,751	(23,199)
	<i>IDEA Flow-through - Rev. not expected to collect by 6/30/2026</i>	<i>(155,221)</i>		155,221
799	IDEA Flow-through - P/Y Reimbursement	151,198	153,561	2,363
625	IDEA (Flow Through) - Private School Alloc.	94,257	46,791	(47,466)
	<i>IDEA Flow-through Priv School- Rev. not expected to collect by 6/30/2026</i>	<i>(22,033)</i>		22,033
799	IDEA Flow-through Private School Alloc. - P/Y Reim.		6,251	6,251
641	IDEA (Pre-School)	18,594	17,973	(621)
	<i>IDEA Pre-School - Rev. not expected to collect by 6/30/2026</i>	<i>(5,649)</i>		5,649
799	IDEA (Pre-School) - P/Y Reimbursement	3,584	4,859	1,275
642	IDEA (Pre-School) - Private School Alloc.		1,369	1,369

ARDMORE CITY SCHOOLS

General Fund Budget - REVENUES

Fiscal Year Ending June 30, 2026

Projected Fiscal Year 2026

		Final FY25	FY26 Projected Revenue	FY26 to FY25 Variance Increase (Decrease)
Project Code	Source of Revenue	Revenues Collected		
799	School Counselor Gr - P/Y Reimbursement	7,177		(7,177)
726	ARP ESSER Science of Reading (LETRS)	1,292		(1,292)
795	ARP ESSER III	2,060,018		(2,060,018)
799	ARP ESSER III - P/Y Reimbursement	424,353		(424,353)
788	Respect West Proj		101,200	101,200
797	ARP ESSER III - Homeless II	3,801		(3,801)
	ARP ESSER III -Homeless II P/Y Reimbursement	4,037		(4,037)
798	ARP Homeless SA Trnado	22,978		(22,978)
	Rounding	4	-2	(6)
Total Current Revenues		30,237,976	26,357,572	(3,880,404)

ARDMORE CITY SCHOOLS

General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2026

Projected for Fiscal Year 2026

		FY25	FY26	FY26 to FY25
		Final	Projected	Variance
		Expenditures	Expenditures	Increase
				(Decrease)
DISTRICT-WIDE EXPENSES				
000	Expenses to be Refunded, Corr Entries & W/C	351,394	28,554	(322,840)
005	Administrator Salaries	429,900	372,843	(57,057)
006	Support Salaries	1,155,553	1,093,549	(62,004)
007	District-Wide Expenses	1,219,757	1,214,085	(5,672)
591	Impact Aid (District-Wide Expenses)	97,349	87,475	(9,874)
008	Technology-Instruction	104,103	177,699	73,596
010	Curriculum/Textbooks/Testing	168,397	186,468	18,071
012	Public Relations/Social Media	18,905	18,901	(4)
014	Enrichment Foundation Grants (Estimate)	13,941	27,082	13,141
015	Software Costs	404,648	422,398	17,750
016	Summer School (Local Funds)	156	500	344
017	HUGS - Salaries & Exps.	247,340	247,340	-
019	Personal Leave/Perfect Attendance	36,830	37,000	170
020	Retirement Pay (Unused Sick Leave)	1,077	1,000	(77)
024	Big 5 HUGS	15,000	15,000	-
029	Printer Toner Purchases	20,814	20,000	(814)
	Sub-Total	4,285,164	3,949,894	(335,270)
MAINT/GROUNDS/CUSTODIAL				
030	Salaries	451,503	530,663	79,160
031	Supplies/Parts	2,319	8,500	6,181
032	Repair, Lawn, & Other Services	8,704	3,800	(4,904)
033	Other Expenses/Operational	11,305	114,235	102,930
	Sub-Total	473,831	657,198	183,367
TRANSPORTATION				
040	Salaries	772,597	780,000	7,403
041	Fuel	141,187	169,000	27,813
042	Repairs/Maintenance	153,107	257,875	104,768
043	New Purchases / Leases	61,247	-	(61,247)
044	Other Expenses	62,843	98,385	35,542
	Sub-Total	1,190,981	1,305,260	114,279
ATHLETICS				
050	Athletic Extra-Duty Salaries - AHS	421,462	423,586	2,124
051	Athletic Extra-Duty Salaries - AMS	157,402	155,541	(1,861)
052	Support Salaries	97,658	94,843	(2,815)
053	Athletics - Supplies, Entry Fees, Officials	53,817	55,000	1,183
018	Athletics (Workers/Contracts)	22,310	23,000	690
055	Other Expenses	-	42,000	42,000
	<i>Proj. 055 Electricity Reimb. By Bldg Fund</i>	33,791		(33,791)
	Sub-Total	786,440	793,970	7,530

ARDMORE CITY SCHOOLS

General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2026

Projected for Fiscal Year 2026

		FY25	FY26	FY26 to FY25
		Final	Projected	Variance
		Expenditures	Expenditures	Increase
				(Decrease)
PERFORMING ARTS CENTER				
060	APAC - Salaries	286,440	280,481	(5,959)
061	APAC - Materials & Supplies	3,024	3,000	(24)
063	APAC - Training & Travel	3,029	3,000	(29)
064	APAC - Insurance	91,566	87,520	(4,046)
069	APAC - Utilities (Electricity)	87	89,250	89,163
	<i>Proj. 069 Electricity Reimb. By Bldg Fund</i>	85,000		(85,000)
	Sub-Total	469,146	463,251	(5,895)
SPECIAL EDUCATION				
260	SpecEd - Certified Salaries - CE	80,395	90,000	9,605
261	SpecEd - Support Salaries - CE	119,049	114,000	(5,049)
264	SpecEd - Certified Salaries - JEFF	68,492	78,000	9,508
621	IDEA (Flow Through)-Cert. Sal. - JEFF	149,973	151,172	1,199
265	SpecEd - Support Salaries - JEFF	127,481	113,200	(14,281)
266	SpecEd - Certified Salaries - LINC	142,371	84,000	(58,371)
621	IDEA (Flow Through)-Cert. Sal. - LINC	154,449	157,118	2,669
267	SpecEd - Support Salaries - LINC	108,605	108,000	(605)
268	SpecEd - Certified Salaries - WR	102,144	117,579	15,435
621	IDEA (Flow Through)-Cert. Sal. - WR	45,334	-	(45,334)
641	IDEA (Pre-School)-Cert. Sal. - WR	17,334	18,669	1,335
269	SpecEd - Support Salaries - WR	39,959	64,000	24,041
270	SpecEd - Certified Salaries - AMS	101,314	88,696	(12,618)
621	IDEA (Flow Through)-Cert. Sal. - AMS	91,744	99,895	8,151
271	SpecEd - Support Salaries - AMS	104,880	100,470	(4,410)
272	SpecEd - Certified Salaries - AHS	166,395	178,174	11,779
621	IDEA (Flow Through)-Cert. Sal. - AHS	151,131	160,203	9,072
273	SpecEd - Support Salaries - AHS	90,737	94,097	3,360
274	SpecEd - Contract Therapists (to be reclassified to Medicaid & Impact Aid at year-end)	28,184	117,500	89,316
275	SpecEd - Testing Salaries (Psychometrists)	264,451	183,244	(81,207)
276	SpecEd - Instructional Supplies	4,430	5,000	570
277	SpecEd - Medical/Counseling Supplies		5,000	5,000
278	SpecEd - Training Staff/Support	123	2,597	2,474
279	SpecEd - Supplies, In-District Travel & Other Misc.	6,422	20,000	13,578
280	SpecEd - Cert. Sal. - Speech Pathologists/Assts	466,564	476,985	10,421
281	SpecEd - Cert. Sal. - SpEd Director	100,714	101,744	1,030
282	SpecEd - Support Salaries - SpEd Secretary	30,462	30,284	(178)
284	SpecEd - Transportation Salaries	99,412	99,328	(84)
285	SpecEd - Medicaid Billing Stipend	18,919	16,254	(2,665)
287	SpecEd - Summer Program	4,571	5,000	429
288	SpecEd - Testing Supplies	24,787	10,000	(14,787)
290	SpecEd - Homebound Students	-	200	200
698	Medicaid-Eligible Expenditures (Reclass from #274)	67,643		(67,643)

ARDMORE CITY SCHOOLS				
General Fund Budget - EXPENDITURES				
Fiscal Year Ending June 30, 2026				
Projected for Fiscal Year 2026				
				FY26 to FY25
		FY25	FY26	Variance
		Final	Projected	Increase
		Expenditures	Expenditures	(Decrease)
698	OSDE - State Share of Medicaid (Match)	47,786	45,000	(2,786)
697	Medicaid Federal Match	31,767		(31,767)
592	Title VIII - Impact Aid, Disabled	13,797		(13,797)
	Sub-Total	3,071,819	2,935,409	(136,410)
WILL ROGERS PRE-SCHOOL/HEADSTART				
120	Certified Salaries	1,378,466	1,544,000	165,534
511	<i>Title I Salaries</i>	<i>277,741</i>	<i>184,776</i>	<i>(92,965)</i>
121	Support Salaries	400,282	418,000	17,718
125	Extra-Duty Salaries - WR	2,977	2,967	(10)
122	Substitutes	5,987	7,000	1,013
123	Instructional Budget	3,828	7,613	3,785
124	Library Budget	3,612	3,569	(43)
130	Music Budget	646	662	16
126	Other Operational Expenses	6,212	54,500	48,288
	<i>Proj. 126 Electricity Reimb. By Bldg Fund</i>	<i>45,810</i>		<i>(45,810)</i>
	Sub-Total	2,125,561	2,223,087	97,526
CHARLES EVANS ELEMENTARY				
080	Certified Salaries	1,412,498	1,523,000	110,502
511	<i>Title I Salaries</i>	<i>244,901</i>	<i>217,440</i>	<i>(27,461)</i>
081	Support Salaries	299,608	260,000	(39,608)
085	Extra-Duty Salaries - CE	2,608	2,600	(8)
082	Substitutes	9,748	12,000	2,252
083	Instructional Budget	5,593	9,499	3,906
084	Library Budget	4,513	4,577	64
086	Other Operational Expenses	2,171	96,500	94,329
	<i>Proj. 086 Electricity Reimb. By Bldg Fund</i>	<i>88,793</i>		<i>(88,793)</i>
087	Music Budget	548	826	278
088	Art Budget	762	826	64
	Sub-Total	2,071,743	2,127,268	55,525
JEFFERSON ELEMENTARY				
100	Certified Salaries	1,263,373	1,413,000	149,627
511	<i>Title I Salaries</i>	<i>193,943</i>	<i>177,248</i>	<i>(16,695)</i>
101	Support Salaries	263,832	240,000	(23,832)
105	Extra-Duty Salaries - JEFF.	5,484	597	(4,887)
102	Substitutes	4,046	12,000	7,954
103	Instructional Budget	5,898	10,144	4,246
104	Library Budget	4,230	4,203	(27)
107	Music Budget	762	796	34
108	Art Budget	737	796	59
109	<i>Dollar General Reading Revolution - JEFF (C/O)</i>	<i>1,127</i>	<i>1,583</i>	<i>456</i>
106	Other Operational Expenses	5,874	39,800	33,926
	<i>Proj. 106 Electricity Reimb. By Bldg Fund</i>	<i>32,381</i>		<i>(32,381)</i>

ARDMORE CITY SCHOOLS					
General Fund Budget - EXPENDITURES					
Fiscal Year Ending June 30, 2026					
Projected for Fiscal Year 2026					
				FY26 to FY25	
				Variance	
				Increase	
				(Decrease)	
				FY25	
				FY26	
				Projected	
				Expenditures	
				Expenditures	
				Sub-Total	
				1,781,687	
				1,900,167	
				118,480	
LINCOLN ELEMENTARY					
110	Certified Salaries		1,223,608	1,459,000	235,392
511	<i>Title I Salaries</i>		239,194	185,561	(53,633)
111	Support Salaries		225,602	262,000	36,398
115	Extra-Duty Salaries - LN		2,357	2,844	487
112	Substitutes		4,168	12,000	7,832
113	Instructional Budget		4,410	10,608	6,198
114	Library Budget		4,376	4,461	85
117	Music Budget		140	832	692
118	Art Budget		43	832	789
116	Other Operational Expenses		8,813	46,050	37,237
	<i>Proj. 116 Electricity Reimb. By Bldg Fund</i>		39,443		(39,443)
	Sub-Total		1,752,154	1,984,188	232,034
MIDDLE SCHOOL					
140	Certified Salaries		1,530,249	1,632,000	101,751
411	<i>Vocational - Comprehensive (Salary)-AMS</i>		2,200	2,200	-
511	<i>Title I Salaries</i>		169,982	129,439	(40,543)
141	Support Salaries		297,178	305,000	7,822
145	A.M.S. Extra-Duty Stipends		27,500	32,517	5,017
142	Substitutes		11,276	12,000	724
143	Instructional Budget		4,544	6,975	2,431
144	Library Budget		2,632	3,255	623
146	Other Operational Expenses		2,059	70,250	68,191
	<i>Proj. 146 Electricity Reimb. By Bldg Fund</i>		61,858		(61,858)
133	A.M.S. Piano		642	1,000	358
147	A.M.S. Drama		1,464	2,000	536
174	A.M.S. Art		1,989	2,000	11
149	A.M.S. Vocal Music		1,651	2,000	349
	Sub-Total		2,115,224	2,200,636	85,412
HIGH SCHOOL					
150	Certified Salaries		2,585,234	2,563,000	(22,234)
411	<i>Vocational - Comprehensive (Salary)-AHS</i>		2,200	2,200	-
511	<i>Title I Salaries</i>		169,816	91,219	(78,597)
151	Support Salaries		418,795	445,000	26,205
155	A.H.S. Extra-Duty Stipends		121,898	109,350	(12,548)
152	Substitutes		47,486	50,000	2,514
153	Instructional Budget		10,509	15,773	5,264
154	Library Budget		6,887	6,721	(166)
156	Other Operational Expenses		3,049	223,200	220,151

ARDMORE CITY SCHOOLS

General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2026

Projected for Fiscal Year 2026

		FY25	FY26	FY26 to FY25
		Final	Projected	Variance
		Expenditures	Expenditures	Increase
				(Decrease)
	<i>Proj. 156 Electricity Reimb. By Bldg Fund</i>	209,361		(209,361)
157	Security Services	17,070	20,000	2,930
158	Drama/Speech	12,508	10,000	(2,508)
159	Journalism	1,732	2,500	768
160	Vocal Music	5,627	6,000	373
172	Musical	6,000	6,000	-
161	Band	14,964	15,000	36
162	Strings	5,596	6,000	404
165	AHS Piano	837	1,000	163
173	AHS Art	3,156	6,000	2,844
170	AHS Cheer	1,490	1,500	10
164	AHS Pom Squad	1,480	1,500	20
167	Okla. Aeronautics Grant	2,977	3,000	23
201	Scene Shop	1,078	1,000	(78)
	Sub-Total	3,649,750	3,585,963	(63,787)
OTHER EXPENSES				
163	School Nurse - Salary & Exps. (District-paid)	68,372	38,483	(29,889)
169	AP/ACT Incentive		4,890	4,890
184	I2T-Inspire to teach Scholarship (Refunded)	4,014		(4,014)
185	SOMF School Nurses (FY25-27)	187,300	184,741	(2,559)
188	Chickasaw Nation COVID 19 Public School Grant Beg FY23	85,922	46,281	(39,641)
189	<i>Mcory Foundation Grant</i>		13,000	13,000
191	<i>Exxon Mobreil STEM Grant</i>		10,000	10,000
194	Misc. Activities (Payback)	1,881		(1,881)
009	Technology Mentor Stipends (All Sites)	26,332	27,000	668
312	Nat'l Board Certified Bonus, State-Paid Portion	20,000	20,000	-
007	Nat'l Board Certified Bonus, District-Paid	1,530	4,800	3,270
317	Drivers Education	15,160	17,000	1,840
333	State Textbook Allocation	162,740	159,942	(2,798)
331	State Health Allowance in Lieu of Insurance-Cert.	24,866	20,355	(4,511)
332	State Health Allowance in Lieu of Insurance-Supp.	140,820	143,406	2,586
334	Flexible Benefit Allowance - Certified	1,240,342	1,238,664	(1,678)
335	Flexible Benefit Allowance - Support	1,001,478	1,035,451	33,973
367	Reading Sufficiency Act	80,480	136,000	55,520
376	School Resource Officer Program	46,135	158,575	112,440
377	Okla. State-Paid Maternity Leave	37,561		(37,561)
	<u>Take Two Alternative Education:</u>			-
070	Tuition Fees - ACS	526,735	550,000	23,265
171	Ardmore Blended Learning	3,554	19,264	15,710
411	Comprehensive H.S Programs		1,115	1,115
412	Vocational-Incentive Assistance Grant	8,742	16,000	7,258
412	<i>Vocational - Assistance Grant-C/O from Prior Yr</i>	7,107	7,258	151
456	Dept. of Rehabilitation Services (Student Workers)	4,675	4,000	(675)
				-

ARDMORE CITY SCHOOLS

General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2026

Projected for Fiscal Year 2026

		FY25	FY26	FY26 to FY25
		Final	Projected	Variance
		Expenditures	Expenditures	Increase
				(Decrease)
511	Title I Part A	1,486,741	1,570,191	83,450
	<i>Allocated to Site Salaries</i>	<i>(1,295,577)</i>	<i>(985,683)</i>	309,894
515	Title I School Improvement - AMS	65,744	44,703	(21,041)
541	Title II, Part A - Teacher & Principal Training	46,651	49,280	2,629
572	Title III, Part A - ELL	22,124	40,978	18,854
571	Title III, Part A, Immigrant	536	2,234	1,698
552	Title IV, Part A - Student Support & Academic Enrich.	104,209	122,155	17,946
561	Title VI - Indian Education	179,382	174,976	(4,406)
563	Johnson O'Malley - Indian Education	20,683	65,358	44,675
565	JOM - Indian Ed Committee Supplemental Grant	1,000		(1,000)
587	Title V, Part B - Rural & Low Inc. School	86,564	88,788	2,224
596	Title IX, Part A - McKinney-Vento Homeless Ed.	61,852	4,151	(57,701)
651	State Personnel Development Grant (SPDG)	5,000	5,000	-
613	IDEA Professional Dev. - OSDE Sponsored	8,191	5,567	(2,624)
615	IDEA Professional Dev. - District	2,448	1,672	(776)
618	Transition Development Program - SpEd		5,434	5,434
621	IDEA (Flow Through)-Instruction	593,357	568,388	(24,969)
	<i>Allocated to Site Salaries</i>	<i>(592,631)</i>	<i>(568,388)</i>	24,243
625	IDEA (Flow Through) - Private School Alloc.	76,270	46,791	(29,479)
641	IDEA (Pre-School)-Instruction	17,334	18,669	1,335
	<i>Allocated to Site Salaries</i>	<i>(17,334)</i>	<i>(18,669)</i>	(1,335)
642	IDEA (Pre-School) - Private School Alloc.		1,369	1,369
726	ARP ESSER Science of Reading (LETRS)	1,292		(1,292)
788	Serve America Program-RESPECT West		101,200	101,200
795	ARP ESSER III	2,033,060		(2,033,060)
797	ARP Homeless Phase II	3,694		(3,694)
798	ARP ESSER III Allocated to Homeless Set aside	22,978		(22,978)
	<i>Rounding</i>	<i>2</i>		<i>(2)</i>
	Sub-Total	6,629,316	5,200,389	(1,428,927)
TOTAL GENERAL FUND EXPENDITURES		\$ 30,402,816	\$ 29,326,680	\$ (1,076,136)
TOTAL CURRENT REVENUES		30,237,976	26,357,572	547,837
CURRENT YEAR REVENUES IN EXCESS OF EXPENDITURES		(164,840)	(2,969,108)	1,623,973
	Lapsed Reserves	7,000	-	(7,000)
	Voided Checks from Prior Years	-	-	-
SUBTOTAL		(157,840)	(2,969,108)	1,616,973
Fund Balance Carryovers:				
000	Unrestricted Carryover From Previous Year	4,607,495	4,566,444	41,051
000	Lapsed Prior Year Reserves & Voided Warrants	19,382		19,382

ARDMORE CITY SCHOOLS			
General Fund Budget - EXPENDITURES			
Fiscal Year Ending June 30, 2026			
Projected for Fiscal Year 2026			
		FY25	FY26
		Final	Projected
		Expenditures	Expenditures
			FY26 to FY25
			Variance
			Increase
			(Decrease)
017	Restricted Carryover - HUGS (DHS Sustainability Grants)	73,761	73,761
034	Restricted Carryover - OSAG Safety Grant	295	296
109	Restricted Carryover - Dollar General Reading Rev.-JEFF	2,712	1,583
166	Restricted Carryover - Westheimer AHS Wind Ensemble		2
178	Restricted Carryover - AIH Phys. Activity Grants		
185	Restricted Carryover - SOMF Nurses Grant		
188	Restricted Carryover - CN COVID-19 Public Schools Grant	518,919	432,996
098	Restricted Carryover - Jefferson Archery Program		
333	Restricted Carryover - State Textbook Funds		
338	Restricted Carryover - OPAT		
361	Restricted Carryover - ACE Technology	28,689	39,364
362	Restricted Carryover - ACE Remediation		
367	Restricted Carryover - RSA	148,458	136,390
386	Restricted Carryover - Reading Proficiency Act		
412	Restricted Carryover - Vo-Tech Grant	9,211	7,259
376	Restricted Carryover - SRO Okla State Programs		66,748
	Total Fund Balance Carryovers	5,408,922	5,251,082
	Final General Fund Carryover	\$ 5,251,082	\$ 2,281,974
			\$ 1,774,813
	Carryover Percentage	17.36%	8.66%

ARDMORE CITY SCHOOLS

Building Fund Budget

Fiscal Year Ending June 30, 2026

Projected Budget for FY26

	FY25 Revenues Final	FY26 Revenues Projected	Variance Increase (Decrease)
Revenue:			
Ad Valorem - Current Year, Net of Valero, Best Buy & Atlas Roofing Manufacturing Tax Exemptions	\$ 1,231,100	\$ 1,184,139	\$ (46,961)
<i>FY25 Estimated collections 96%</i>			-
Ad Valorem - Current Year - Manufacturing Tax Exemptions			-
Ad Valorem - Prior Years		38,000	38,000
Revenue in Lieu of Taxes - Final Distribution of TIF District #2	41,398		(41,398)
Interest	171,926	132,000	(39,926)
Interest - Restricted Carryover - PAC Donations	13,935	8,000	(5,935)
Sale of Property -	136,062		(136,062)
Restricted Donations - PAC Construction	50,000		(50,000)
General Fund - Transfer for Tech Truck Pmt	79,548		(79,548)
Refund-Prior Year Exps	449		(449)
Redbud School Building Grant	25,824		(25,824)
Total Current Revenues	\$ 1,750,242	\$ 1,362,139	\$ (388,103)
Fund Balance Carryovers:			
Unrestricted Carryover From Prev. Yr (includes TIF \$1,991,485.29)	3,122,077	2,718,682	(403,395)
Restricted Carryover - Redbud School Building Grant (318)	44,026	69,850	25,824
Restricted Carryover - SOMF School Safety Grant	839,719	557,032	(282,687)
Restricted Carryover - PAC Donations & Interest	510,750	211,928	(298,822)
Lapsed Prior Year Reserves			-
Total Fund Balance Carryover	4,516,572	3,557,492	(959,080)
TOTAL REVENUES	\$ 6,266,814	\$ 4,919,631	\$ (1,347,183)

ARDMORE CITY SCHOOLS

Building Fund Budget

Fiscal Year Ending June 30, 2026

Projected Budget for FY26

	FY25 Expenses Final	FY26 Expenses Projected	Variance Increase (Decrease)
Expenses:			
Operation of Building Services	\$ 789,226	\$ 1,004,125	214,899
Water & Natural Gas Utilities:			-
Administration & ESC Buildings	79,640	23,723	(55,917)
Performing Arts Center	102,150	20,665	(81,485)
Noble Stadium	64,522	35,150	(29,372)
Charles Evans	125,727	36,755	(88,972)
Jefferson	66,691	31,330	(35,361)
Lincoln	56,969	26,467	(30,502)
Will Rogers	67,753	22,605	(45,148)
AMS	92,170	32,920	(59,250)
AHS Complex	247,094	40,481	(206,613)
Purchase of a Service Truck (Tech) - General Fund Reimbursed	79,548	-	(79,548)
Care & Upkeep of Ground Services	61,834	218,000	156,166
Care & Upkeep of Equipment	90,164	126,725	36,561
Security Services	26,529	27,108	579
Safety (fire alarm lease/monitor/inspect/repairs, asbestos testing)	21,532	26,832	5,300
Land Improvement Services			-
Architecture & Engineering Services	800	1,000	200
PAC - Maint., Supplies, Grounds, Security	2,503		(2,503)
Expenses to be Refunded/Correcting Entries	300		(300)
<i>Performing Arts Center - Construction and FF&E:</i>			-
Westheimer	311,471	142,524	(168,947)
SOMF	-		-
Misc. Restricted PAC grants			-
SOMF School Safety Grant	282,687	48,066	(234,621)
Building - All Other Building Improvement Services	2,821	2,500	(321)
TIF Distribution - Projects	190,099	188,936	(1,163)
Evaluation Services	-		-
Aug. 2021 WR Geo Line Flood/Insurance Claim			-
			-
Total Building Fund Expenditures	\$ 2,762,230	\$ 2,055,912	\$ (706,318)
Subtotal	3,504,584	2,863,719	(640,865.00)
Lapsed Reserves & Voided Checks	4,565		(4,565.00)
Building Fund Carryover, Subtotal	\$ 3,509,149	\$ 2,863,719	(645,430.00)
Less Restricted TIF	(1,806,746)	(1,617,060)	189,685.82
Less Restricted PAC Donations & Interest	(211,928)	(69,404)	142,524.00
Less Restricted SOMF Safety Grant	(557,032)	(508,966)	48,066.00
Building Fund Carryover, Unrestricted	\$ 933,443	\$ 668,289	\$ (265,154)

TAKE TWO ALTERNATIVE EDUCATION

Coop Fund Budget - REVENUES

Fiscal Year Ending June 30, 2026

Projected as of 9/25/25

	FY25	FY26	Variance
	Revenues	Projected	Increase
	Final	Revenues	(Decrease)
		9/25/2025	
Revenue:			
State Alternative Grants	\$ 171,406	\$ 170,000	\$ (1,406)
Okla. Arts Council Grant - Take II		-	\$ -
Collection of Prior Year Tuitions	13,260	-	\$ (13,260)
Member Equity Fee - Dickson		-	\$ -
Membership Fee - Lone Grove ISD		-	\$ -
Enrollment Fees - Other Districts	157,437	152,134	\$ (5,303)
Enrollment Fees - ACS	526,735	525,942	\$ (793)
State Flex Reimbursements	86,670	87,170	\$ 500
Interest	34,044	30,000	\$ (4,044)
Miscellaneous Reimbursements	1,254	2,506	\$ 1,252
Misc Revenue Transfer (Reimb salary)	10,488	-	\$ (10,488)
Refund-Prior Year Exps/Correcting Entries	5	-	\$ (5)
Refund-Current Year Exps/Correcting Entries	536	10,140	\$ 9,604
Insurance Loss Recoveries	-	96,071	\$ 96,071
Total Current Revenues	1,001,836	1,073,963	72,127
Fund Balance Carryover:			
Unrestricted Carryover From Previous Year	748,333	919,083	\$ 170,750
Restricted Carryover - Mandatory Carryover	68,000	68,000	\$ -
Total Fund Balance Carryover	816,333	987,083	170,750
TOTAL REVENUES	\$ 1,818,169	\$ 2,061,046	\$ 242,877

TAKE TWO ALTERNATIVE EDUCATION

Coop Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2026

Projected as of 9/25/25

	<u>FY25</u>	<u>FY26</u>	<u>Total</u>
	Expenditures	Projected	Warrants
	Final	9/25/2025	Paid as of
			9/25/2025
Instruction Services:			
Salaries and Benefits	\$ 379,507	\$ 414,360	\$ 33,198
Supplies and Materials	-	1,000	298
Guidance Services:			
Salaries and Benefits	60,642	60,988	9,634
Supporting Services - Students			
Salaries and Benefits	5	2,260	219
Curriculum Training			
Salaries and Benefits	-	547	
Other Board of Ed. Services			
Fees		10,344	10,344
Office of Principal Services:			
Salaries and Benefits	82,977	83,646	13,908
Other Support Svcs - School Administration:			
Salaries and Benefits	125,718	127,614	26,881
Supplies and Materials	-	250	-
Operation of Buildings:			
Communications	753	750	125
Salaries and Benefits	-	1,698	
Care and Upkeep of Equipment:			
Repairs and Maintenance	324	600	8
Vehicle Operations:			
Automobile Insurance	-	75	-
Purchase of new vehicle	82,745	127,745	-
Salaries and Benefits	-		-
Miscellaneous Expenses:			
Substitutes & Test Monitors	-		-
Flexible Benefit Allowances	86,670	87,170	10,142
Unused Personal Leave Compensation	2,265		-
Inservice Training	-		-
Technology Mentor Stipends	2,194	2,193	-
Extra Duty Stipends	6,748	11,026	-
Total Expenditures	\$ 831,086	\$ 932,266	\$ 104,757
TOTAL REVENUES	1,818,169	2,061,046	
Coop Fund Carryover	\$ 987,083	\$ 1,128,780	
Less Mandatory Carryover	(68,000)	(68,000)	
UNRESTRICTED CARRYOVER	\$ 919,083	\$ 1,060,780	

Carryover % of Revenues

50.55%

51.47%

Budget Summary

October 23, 2025 Board of Education Meeting

Good evening, let me present to you our FY26 Budgets for the General Fund, Building Fund and the Coop Fund.

- The first three pages are the summary of the General Fund Budget,
- Page four through fourteen are the General revenue and Expenditure details,
- Pages fifteen and sixteen are the Building Fund budget, and
- the COOP Fund is on the last two pages.

General Fund

We are projecting a reduction in our fund carryover by \$2.9 million. Our carryover is projected to be \$2.2 million (8.66% of our fund balance revenues).

Revenues: We are projecting a decrease of actual revenues from last year of \$3.8 million. The reduction of Ad Valorem and County and State revenues are due to budgeting only a percentage of the projected amount (90% to 96%). While we anticipate an eventual increase based on FY25 actuals, the amount is not yet certain.

State grants decreased by \$173,000 from actual due to not receiving our allocation amounts to date. Generally, these are paid out over the year as the state determines the allocations.

Our federal grants are down by \$1.7 million primarily due to the expiration of ESSER funding. However, the addition of the RESPECT grant provides new funding for one counselor and related materials.

Expenditures: Payroll Expense is projected to increase 3% over last year. This is due to Step raises, estimated overtime, and staffing changes. All other expenses represent a net reduction over last year. Site budgets such as instructional, library, elementary art, and music are based upon enrollment as of the prior year's October 1st student count.

Overall, we are projecting a decrease in expenses of \$1,076,136 from last year, primarily due to the expiration of ESSER federal funds. The decrease in revenues along with the reduction in expenses will result in a net loss of \$2,969,108, reducing our FY25 carryover from \$5.2 million to a projected FY26 carryover of \$2.2 million.

Building Fund

The building fund will have a projected FY26 unrestricted carryover of \$668,289. This is a reduction from our FY25 carryover by \$265,154.

Revenues: Revenues are projected to be \$1,362,139. This is a reduction from last year's actual by \$388,103. The majority of our decrease has to do with unanticipated grants and donations that are unknown at this time. We will see a reduction in interest income due to reduced carryover balance.

Expenditures: Our expenses over all will be less than last year. However, there are noteworthy lines that have increased due to unanticipated repairs. We had an \$83,000 mold removal expense at the

Middle school. We purchased some needed replacement equipment that cost \$85,000. We incurred expense due to a lightning strike at Charles Evans that currently totals \$26,000. We have filed this with insurance and hope that the out of pocket will be minimal.

Coop Fund

The Take II Program is projecting a carryover of \$1,060,780 for FY26. Our goal is to maintain a carryover equal to approximately one year's expenses to provide flexibility and stability for the program.

Revenues: Revenues are primarily derived from tuition fees collected from participating schools, which account for 67% of the total budget. We have also budgeted \$170,000 from the State Alternative Education Grant, bringing total projected revenues to \$1,073,963.

Expenditures: Total expenditures are budgeted at \$932,266, an increase of \$101,180 from last year. This increase is due entirely to the purchase of a new Take II program bus.

Summary

Overall, our FY26 budgets reflect strategic reductions, conservative revenue estimates, and a focus on maintaining financial stability while adjusting for the expiration of federal ESSER funding and addressing necessary facility and equipment costs.

AEA Negotiated Agreement

Master Contract Handbook

2025-2026

This attachment includes the following:

- **FY26 Negotiated Agreement**
- **Master Contract Handbook**
 - Revisions are located on pages **3, 4, 5, 10, 19, 20, 21, and 25.**
 - **Changes are highlighted in yellow.**
 - Toward the back of the handbook, you will find the **Certified Salary Schedules** for:
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
 - Bachelor's + National Board Certification
 - Master's + National Board Certification
 - Athletic Stipends
 - Non-Athletic Extra Duty Stipends



FY26 Negotiated Agreement

Board of Education | Ardmore Education Association [AEA]

ADMINISTRATIVE ITEMS

Administration Item 1 - Contract Calendar Revision

Adjustment to Certified Teacher Contract Days [C-01] for the 2025-2026 School Year ONLY

For the 2025-2026 school year only, the number of contract days for certified teacher will be reduced to 175 days. This revised calendar will include:

- 5 Professional Development Days
- 3 All-Staff Training Days
- 2 Parent/Teacher Conference Days
- 167 Academic Days
 - 165 days Classroom Instruction
 - 2 days Teacher/Parent Conference Days observed

This reduction will not result in any changes to the current Certified Teacher Salary Schedule.

NOTE: This item was ratified by AEA on May 14, 2025.

Administration Item 2 - Contract Calendar Revisions

Adjustment to Contract Days [C-02, C-03, C-04, C-05] for the 2025-2026 School Year ONLY

For the 2025-2026 school year only, the number of contract days for listed contract calendars will be reduced by six (6) days.

- C-02 Elementary Librarians **179-day** [from 185-day]
- C-03 Certified Registered Nurses **180-day** [from 186-day]
- C-04 Counselors: AMS, Grade Centers, Will Rogers **185-day** [from 191-day]
Librarians: AHS and AMS
Special Services: Psychologists and Psychometrists
- C-05 Counselors: AHS **195-day** [from 201-day]

This reduction will not result in any changes to the current Certified Teacher Salary Schedule.

ADMINISTRATIVE ITEMS (continued)

Administration Item 3 - Staff Disciplinary Meetings

The Administration will provide certified staff members with notice of disciplinary meetings whenever possible, allowing them the opportunity to obtain AEA representation if desired. Whenever feasible, staff should be represented by their Site AEA Representative. This practice helps simplify scheduling, minimize classroom disruption, and limits coordination of meetings to a single administrator.

AEA representation is not permitted during meetings that involve students or parents, in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable law.

In situations requiring immediate action due to urgent matters, advance notice may not be possible.

AEA NEGOTIATED ITEMS

Negotiated Item 1 - Step Raises

The Board agrees to give step raises for the 2025-2026 school year.

Negotiated Item 2 - Lead Teacher Stipends

The Board agrees to a stipend in the amount of \$500.00 annually for Elementary Lead Teachers. Requirements for an Elementary Lead Teacher are as follows:

- Standard Oklahoma Teaching Certification in the area of Early Childhood Education or Elementary Education.

The site administrator will determine the need, assignment, or necessity of Elementary Lead Teacher positions, ensuring that the approach reflects the best practices for each site.

Negotiated Item 3 - Payroll Errors

The Business Office will make every effort to correct payroll errors promptly. After receiving written notice of the error from the employee and verification of the error by the payroll office, corrections will be processed within three (3) business days, either by electronic deposit or paper check.

AEA NEGOTIATED ITEMS (continued)

Negotiated Item 4 - Personal Days - No Change - This Item to be Negotiated Annually

The Board agrees to continue the four (4) day personal business leave days for the **2025-2026 school year only**. The district will pay reimbursement to each teacher for unused personal business leave days for the 2025-2026 school year only as follows:

- \$200.00 – (4) Four days unused personal days [no personal business leave days taken]
- \$150.00 – (3) Three days unused personal days [one personal business leave day taken]
- \$100.00 – (2) Two days unused personal days [two personal business leave days taken]
- \$ 50.00 – (1) One day unused personal day [three personal business leave days taken]

Negotiated Item 5 - Covering Classes - No Change - This Item to be Negotiated Annually

Section V – Compensation

Article 2 – Compensation for Covering Classes

To address the issue of teachers covering classes due to the lack of substitute teachers, the Board has agreed to the following compensation structure:

Compensation Details:

1. Elementary Teachers (Grades Pre-K – 3rd):

- If an elementary teacher in grades Pre-K through 3rd accepts additional students another teacher's class due to a shortage of substitute teachers, they will be compensated at the rate of:
AM session – Twenty dollars (\$20.00) and PM session Twenty dollars (\$20.00). This compensation applies when covering half of a class or more.

2. Elementary Teachers (Grades 4 – 6):

- For elementary teachers in grades 4 through 6 who accept additional students from another teacher's class due to a substitute shortage, they will be compensated at the rate of:
AM session – Twenty dollars (\$20.00) and PM session – Twenty dollars (\$20.00). This compensation applies when covering half a class or more.

Note: Elementary teachers who covers a class, and forfeit their preparation time or lunch period will receive compensation of fifteen dollars (\$15.00)

3. Secondary Teachers (Middle School and High School):


- Secondary teachers who take additional students from another teacher's class due to a shortage of substitutes will be compensation at the rate of:
AM session – Twenty dollars (\$20.00) – PM session - Twenty dollars (\$20.00). This compensation applies when covering half of a class or more.

Note: Secondary teachers who cover a class, and forfeit their preparation time or lunch period will receive compensation of fifteen dollars (\$15.00).

Once AEA ratifies this agreement

Signatures & Approvals

Andy Davis
Superintendent of Schools
Board's Negotiation Team Representative



Amanda Sharpe
AEA President
AEA Negotiation Team Representative

Jaclyn Woods, Member
Ardmore Board of Education

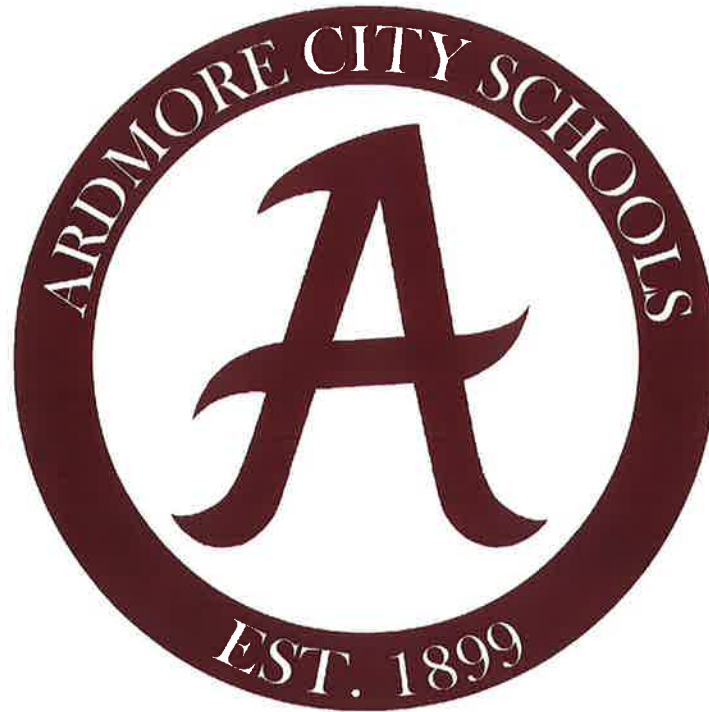
Harry Spring, President
Ardmore Board of Education

Date BOE Ratified: _____

Date AEA Ratified: 10/6/2005

Master Contract

For Certified Staff of Ardmore City Schools



RAISE THE BAR.

**FY26 RATIFICATION BY THE BOARD OF EDUCATION:
October 23, 2025**



The Master Contract was adopted by the Ardmore Board of Education on March 13, 2003, and is updated annually following negotiations between the Ardmore Board of Education and the Ardmore Education Association.

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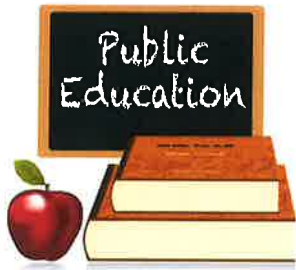
BOARD POLICIES

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DB-C Teacher Evaluation
DA-AO-A.1 Staff-Student Communications [Parent/Guardian Notification]
DA-AP Staff Members and Electronic or Digital Communications
GB-FB Staff Members and Social Networking Sites

SALARY INFORMATION - 2025-2026

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Bachelor's Degree + National Board Certification Scale
Master's Degree + National Board Certification Scale
Athletic Stipends
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Contract Calendar C-01 FY26 ONLY 175 days [Certified Teaching Staff, Director of Bands, Site Instructional Coaches]
Contract Calendar C-02 FY26 ONLY 179 days [Elementary Librarians]
Contract Calendar C-03 FY26 ONLY 180 days [Registered Nurses]
Contract Calendar C-04 FY26 ONLY 185 days [Counselors: AMS, Grade Centers, Will Rogers; Librarians: AHS & AMS] [Special Services: Psychologists & Psychometrists]
Contract Calendar C-05 FY26 ONLY 195 days [Counselors: AHS]

Mission Statement



In partnership with parents and the community, the mission of Ardmore City Schools is to educate all students through an unconditional commitment to quality and high standards

Belief Statements

- ⇒ We believe that all students can learn and succeed.
- ⇒ We believe that all students deserve capable, caring, professional, well-trained and dedicated teachers who have high expectations for their learning success.
- ⇒ We believe that all students are entitled to a learning environment in which they experience security, acceptance and dignity as individuals.
- ⇒ We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.
- ⇒ We believe that higher academic and behavioral standards will challenge students to reach their full potential.
- ⇒ We believe that teachers and principals should be empowered to implement innovative programs and techniques.
- ⇒ We believe that an effective school community requires respect for others, responsibility for actions, and accountability for results.
- ⇒ We believe that instruction is structured and sequential in nature and must focus on skills and curriculum content that are considered essential and that are assessed and most valued.
- ⇒ We believe that all teachers must be provided with appropriate up-to-date classroom materials and teaching tools.
- ⇒ We believe that educationally appropriate and well-kept facilities foster a productive learning environment.

My Commitment to Ardmore City Schools

Every decision and every action among people in an organization has the potential of improving or damaging the relationship the organization has with its stakeholders, and therefore improving or endangering the opportunities to fulfill its mission for students.

Members of the Ardmore City School education family accept responsibility for communicating effectively, building relationships, and marketing the organization.

Everyone in the organization must fulfill their role as ambassadors of the District as they meet and greet people going about their daily work.

As a member of the Ardmore City Schools' education family, I have read, understand and commit to my role in promoting & supporting Ardmore City Schools:

- ✓ I understand that as an employee of Ardmore City Schools, I serve as a representative of the District during my daily work. In my position, I am an ambassador for Ardmore City Schools.
- ✓ I understand that I have a responsibility to communicate accurately and effectively about my school, the District or issues within the scope of my professional responsibility and knowledge.
- ✓ I understand that I should not attempt to answer for others, discuss topics which I am not familiar with or topics which are outside of my school or departmental scope.
- ✓ I understand that I should make appropriate efforts to be knowledgeable about the District, its programs, services, accomplishments, challenges, plans and priorities.
- ✓ I understand that communication will be guided by the pursuit of truth, accuracy and fairness. Misinformation shall never intentionally be released. Unintentional release of misinformation shall be rectified immediately upon delivery.
- ✓ I understand that the privacy and reputations of students, families and employees will be respected and protected. Information which might damage the reputation of students or staff members shall not be released, except as provided by law or by other Board policy.
- ✓ I understand that my behavior, attitudes and actions will be conducted in concert with high ethical standards [in public and in private].

ONE TEAM. ONE MISSION.

ARDMORE EDUCATION ASSOCIATION

2025-2026

OFFICERS

Amanda Sharpe, AEA President

Leslie Ragland, AEA Vice-President

Sonya Markle, AEA Co-Vice-President

Darlene Lawley, AEA Treasurer

Kelly Franks, AEA Secretary



AEA SITE REPRESENTATIVES

Jack Blount and Destinee Allen, Ardmore High School

Amanda Sharpe and Leslie Ragland, Ardmore Middle School

Robin Springs, AEA Site Representative, Jefferson 5th and 6th Grade Center

Kelly Franks, AEA Site Representative, Lincoln 3rd and 4th Grade Center

Jill McKenzie and Dawn Monroe – Charles Evans 1st and 2nd Grade Center

Darlene Lawley and Debbie Wakeman, Will Rogers Early Childhood Center

2025-2026

SICK LEAVE SHARING COMMITTEE

- Harry Spring, Board President
- Andy Davis, Superintendent
- Amanda Sharpe, AEA President

SUSPENSION COMMITTEE:

- Chase Henson, Hearing Officer
 - Robert Manley, AHS
 - Daylen Baker, Jefferson
 - Mary Thomas, Lincoln

HOMEBOUND TEACHER

- Mary Thomas

Article 1 - Duration of Agreement

- 1.1 Upon ratification by the Board and by the Association, this Agreement shall become effective. This Agreement shall be effective for a period of one (1) fiscal year and shall be renewed automatically (other than items that affect the finances of the district), without modification, unless mutually agreed upon by the Association and the Board.

Article 2 - Procedural Agreement

- 2.1 The Procedural Agreement for Negotiations between the Ardmore Board of Education and the Ardmore Education Association, agreed upon and effective November 1, 2002, shall be attached to this Agreement for information purposes only. **(Appendix A)**

Article 3 - Definitions

- 3.1 The following definitions shall apply throughout this Agreement:

ACS

Ardmore City Schools

Administrator

Any person who devotes a majority of his/her time to service as a superintendent, director, principal, supervisor, vice-principal or in any other administrative or supervisory capacity in the school district

AEA

Ardmore Education Association

Agreement

This contract duly negotiated in accordance with the procedural agreement and ratified and signed by the Board and the Association

Association

The Ardmore Education Association

Association President

The elected president(s) of the Ardmore Education Association

Board

The elected and/or appointed policy-making body governing the District

Board Policy

A course of action adopted by the Board

Career Teacher

Means a duly certified teacher who has completed three (3) or more consecutive complete years of teaching in the Ardmore Independent School District No. 19, Carter County, Oklahoma, under a written teaching contract, as provided by law

District

The Ardmore Independent School District No. 19 (Ardmore City Schools) of Carter County, Oklahoma

Formal Observation

An observation of at least thirty (30) consecutive minutes

Immediate family

The spouse, father, mother, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or grandparents of teacher and spouse

Immediate Supervisor

The Principal or other Administrator to whom teachers are directly responsible

Licensed Teacher

An entry year teacher not holding a standard certificate

Probationary Teacher

Means a duly certified or licensed teacher who has completed less than three (3) consecutive complete school years of teaching service in the Ardmore Independent School District No. 19 Carter County, Oklahoma, under a written teaching contract, as provided by law

School

Any work location at which teachers perform their job functions

Seniority

The length of continuous full-year contracted certified employment in the District. The beginning date will be the first official day of school

Superintendent

The Chief Administrative Officer of the District

Teacher

All certified or licensed personnel currently employed by Ardmore City Schools, or employed by Ardmore City Schools during the duration of this Agreement, excluding only administrative or supervisory personnel

Article 4 - Maintenance of Standards

- 4.1 All conditions of employment shall be maintained at not less than the highest minimum standards in effect at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement.

Article 5 - Savings Clause

- 5.1 Should any part of this agreement be affected or declared illegal by statute, or a court of competent jurisdiction, said part shall be automatically deleted from this Agreement to the extent it is affected or violates the law. The remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted part. Negotiations shall commence within thirty (30) days for the purpose of arriving at a legally permissible replacement of the deleted part.

Article 6 - Contract Reference/Contracts

- 6.1 This Agreement and Appendices shall be incorporated by reference into each teacher's individual teaching contract with the same force and effect as though fully set forth therein.
- 6.2 Oklahoma statutes are incorporated by reference into this Agreement.
- 6.3 If a teacher is on District-approved leave or if the District has an emergency situation, the District may use a "duration of need" contract for his/her replacement. At the time a teacher is offered a position under a "duration of need" contract, the District shall give the teacher written notice of the kind of contract he/she is receiving.

Article 7 - Worth and Dignity Clause

- 7.1 The worth, dignity and rights of the individual will be paramount in all administrator-teacher relationships.

Article 8 - Personnel Policies

- 8.1 The Board, in exercising its legal right and obligation to operate the District through the adoption of policy shall not adopt a policy that is in conflict with this Agreement, except for cases mandated by state or federal law.
- 8.2 The District shall provide the Association with copies of proposed personnel policies prior to adoption. This provision can be fulfilled through the Board packet provided to the AEA president(s).

Article 9 - Printing and Distribution of Agreement

- 9.1 Within thirty (30) days after this Agreement has been ratified or otherwise finalized, the Board and the Association shall cause to be printed and distributed a complete copy of this Agreement to every teacher governed by its provisions, whether currently employed or employed during the term of this Agreement.
- 9.2 Representatives of the Board and of the Association shall proofread the Agreement prior to its printing.
- 9.3 The Association shall receive ten (10) copies for its use.

Article 10 - Complete Negotiated Agreement

- 10.1 All agreements contained herein represent the full and complete text as agreed upon by and between ACS and AEA. All other agreements reached between the parties prior to the date of ratification of this negotiated agreement are null and void.

Section II: Working Conditions

Article 1 – Right to Representation

- 1.1 Certified staff members shall have the right to have a representative present during any scheduled conference with an administrator. Whenever feasible, staff should be represented by their Site AEA Representative. This practice helps simplify scheduling, minimize classroom disruption, and limits coordination of meeting to a single administrator. If either the teacher or the administrator believes it is in their best interest to have another person present, the conference may be adjourned and rescheduled to allow for the representative's attendance. The district shall provide written disclosure of the meeting topic at least 24 hours in advance, whenever possible. In the event of a serious situation where a staff member is being sent home or placed on administrative leave, the district will ensure that a representative may accompany the staff member during such circumstances. [24-25] [25-26]

AEA representation is not permitted during meeting that involve students or parents, in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable law. [25-26]

In situations requiring immediate action due to urgent matters, advance notice may not be possible. [25-26]

Article 2 - Nondiscrimination

- 2.1 The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, veteran status or membership in the Ardmore Education Association, the Oklahoma Education Association, or the National Education Association. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor. (Board Policy DA-A Updated Aug 2025)

Article 3 - Employment Status Notification

- 3.1 It shall be the policy of the Ardmore Board of Education that recommendations for renewal or nonrenewal of teachers' contracts shall be made by the principal to the superintendent. The superintendent shall make recommendations to the board prior to the first Monday in June each year. Principals may be requested to attend when such recommendations are to be considered by the board. 70 O.S. §6-101
- 3.2 It is the policy of the Ardmore Board of Education to deny a request for release from an employment contract of a certified employee unless there exists a verifiable, bona fide emergency. After positions have been accepted for a school year by the certified staff, the letter of resignation then becomes a request for the Board of Education to release the teacher from their contract. After the statutory date (15 days after the first Monday in June), the Superintendent will recommend release of a teacher only if a suitable replacement can be found.
- 3.3 Contracts will be signed no later than November 1 of each contract year. This date is dependent on completion of a ratified contract by September 1.

Article 4 - Teacher's Documents/Record File

- 4.1 Employment documents/records for teachers shall be placed in one (1) of two (2) files: (a.) Certified File or (b.) TLE Evaluation File.
- 4.2 Each teacher must be properly certified to meet state and federal guidelines, with Teaching Certificates, Transcripts and other required data sheets on file in the Personnel Director's Office before any salary can be paid. Such material shall be placed in the teacher's Certified File.
- 4.2.1 New certified staff members will be placed on the salary scale at the level of verifiable experience as provided to the district from the Oklahoma State Department of Education [OSDE]. All teaching experience has to be verified and approved by the OSDE. It is the staff member's responsibility to ensure their records are correct and complete. At the time of hire, the Human Resources Department provides the staff member with instructions on how to contact the OSDE. [15-16]
- 4.3 Hearsay material will not be placed in the teacher's Evaluation File. The teacher will be notified and provided a copy when any additional material is placed in the file and the teacher shall be given the opportunity to attach a response. The teacher will be furnished, upon request, a copy of any material in the file.
- 4.4 Any material in an Evaluation File over four (4) years of age may be removed from the file by mutual agreement of the teacher and the Superintendent/ designee.

- 4.5 The Evaluation File is accessible to the teacher, to the Board of Education, to the evaluator, to the appropriate administrative staff, to the administrative staff of a school district to which the teacher applies for employment, in answer to a subpoena by a court of competent jurisdiction and to only those others designated by the teacher.
- 4.6 The District will keep a log in the front of each Evaluation File. Such log shall indicate the person(s) who examines the Evaluation File as well as the dates such examinations were made. Such log will be available for examination by the teacher or the teacher's designated or authorized representative.
- 4.7 Breach of confidentiality of protected material by any party privy to the information in any Evaluation File is prohibited.

Article 5 - Teacher Work Year/Work Day

- 5.1 The school year shall consist of not less than one thousand eighty-six (1,086) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year. 70 O.S. §1-109

Teachers are professional employees and as such are not bound by the Fair Labor Standards Act hourly pay requirements. As a result, teachers will be expected to work the number of hours and days necessary to accomplish the educational goals of the Ardmore School District. Teachers will be compensated as per the district's salary schedule based upon the degrees held and years of experience.

The work year for all teachers shall be one hundred eighty-one (181) days which shall include:

Special Adjustments by Administration have been made to the following Contract Calendars C-01, C-02, C-03, C-04, C-05 for the 2025-2026 school year only. Reference the FY26 Negotiated Agreement – Administrative Item One (1) and Two (2) in the front of this document. Also, refer to the 2025-2026 Contract Calendar for your position located on the ACS website: ardmoreschools.org - Staff - Contract Calendars for day you're are to report.

5.1.1

Not to exceed one hundred seventy-five (175) days of instruction, which includes parent/teacher conference days. The parent/teacher conference day may be scheduled over a two-day period.

5.1.2

At least one (1) professional day will be scheduled prior to the first day of instruction.

5.1.3

One (1) professional day will be scheduled for the first Friday in March in conjunction with the Oklahoma Education Association Zone SW D Professional Day for ACS teachers to attend. Ardmore will not provide separate sessions or workshops. The AEA will provide documentation of attendance to include a list of teachers who attended and those teachers who were late or left early. This documentation will be given to the Assistant Superintendent for Personnel within three business days following the professional day. Teachers may attend equivalent training approved by the Superintendent or designee on that day.

5.1.4

The one hundred eighty-first day (181st) will be a workday and may be worked before the beginning of school or after the last day of classes at the teacher's discretion so long as the date is registered with the building principal when it is taken before the first day of class. Such day shall be taken during the two (2) weeks prior to the beginning of school or during the week following the last day of classes. **(Appendix B: Teacher Work Day Form)**

5.1.5

The date set each year for Fall Break shall take into consideration the results of staff members surveyed through a survey tool and what the area schools are scheduling.

- 5.2 A teacher's instructional workday shall consist of eight (8) hours including lunch and planning time.

A non-instructional day shall consist of six (6) hours (parent/teacher conference days, professional days & teacher work days).

- 5.3 Meetings and/or conferences required by the administration may extend beyond the teacher workday. At the beginning of the school year, each building administrator, with input from the teachers, will establish a single weekday on which meetings can be held. Except in unusual circumstances, such meeting will not be called on Fridays, on any afternoon immediately preceding any holiday or other day upon which teacher attendance is not required at school. No more than one meeting per week will be held except in the case of unusual circumstances.

- 5.4 A tentative agenda for meetings will be given to the teachers involved prior to the meeting. Teachers may suggest addenda to the agenda.

- 5.5 Equalization of Duties

5.5.1

Duties assigned over and above the teacher's classroom schedule shall be equalized among teachers at each building site, taking into account the teaching assignment.

5.5.2

When teachers are assigned to more than one school, the principals of the schools involved shall coordinate their scheduling to preclude the assignment of such teachers to more duties than would normally be scheduled for teachers who are assigned to only one school.

5.5.3

A written plan shall be in place at each site to ensure covering of classes if adequate substitutes are not available.

- 5.6 Duty Free Lunch Period

5.6.1

Every effort will be made to provide every teacher with not less than (35) consecutive minutes of duty-free lunch daily.

5.6.2

Teachers shall not be assigned cafeteria or lunch recess duties during duty-free lunch times.

5.6.3

It is recognized that at times situations may arise during the school day that require a teacher to be absent from his/her class. Therefore, teachers may be requested to forego scheduled planning/conference and/or lunch time to assist with such supervision. An accurate record of all classes supervised shall be kept at each site. **(See Section V, Article 2)**

- 5.7 Planning Time

5.7.1

Teachers shall be scheduled daily planning time within the student day. This time shall not be concurrent with the teacher's lunch period and shall be free of other regularly assigned duties.

Early childhood teachers will be given planning time during the work day as defined in Article IV, Section 4.2.

The preparation period shall be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aids (if assigned); grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. The preparation period shall be utilized within the building of major assignment and for the purposes indicated. Teachers shall leave the school premises only to carry out functions relating to the above duties when permission to do so has been obtained from the building principal.

5.7.2

Elementary teachers shall be provided not less than forty-five (45) consecutive minutes for planning time.

5.7.3

Middle school and high school teachers shall have one class period per day for planning time.

5.7.4

When a need arises for a teacher to work during their planning period in order to teach an additional class, a deregulation application must be submitted to both the local board of education and to the Oklahoma State Department of Education. If approved, the teacher working during their planning time, will be compensated on a pro-rata basis.

Article 6 - Teaching Assignments

6.1 Each teacher will be notified of the ensuing school year's tentative teaching assignments no later than the last teaching day of the current school year.

6.2 If, during the summer, a situation arises that necessitates a change in teaching assignment(s), the teacher (if available) will be:

6.2.1

Consulted within ten (10) working days of the initial decision of assignment alteration;

6.2.2

Given the opportunity to discuss the proposed reassignment with the building principal and/or the superintendent/ designee. The teacher and the principal also will review curricular objectives, test data (most current), site goals (most current), and the teacher will be given the teachers' edition of the principal textbook(s).

6.3 Any teacher affected by a change in assignment will have the option to write a statement which shall be placed in the teacher's evaluation file.

Article 7 - Transfer of Personnel

7.1 The movement of a teacher to a different assignment, grade level, subject area or building shall be considered a transfer. Principals have the discretion to reassign teachers within the building after consultation with the teacher and the superintendent/designee. Both unfilled positions and newly-created positions will be considered vacancies.

7.2 Teachers will not be transferred to another position or school site without consultation.

7.3 Voluntary Transfers

7.3.1

The superintendent/designee will provide a current posting of all vacancies and newly created position on the website: ardmoreschool.org in order to provide easy access to the Association Site

Representatives | designee to monitor and print the most current postings and display these postings in the building they represent. The said vacancies will be posted for not less than three school days prior to being filled. During the three weeks prior to the beginning of school vacancies may be filled after a 24-hour posting period.

7.3.2

Vacancies will be posted in the following manner:

- During the school year, vacancies will be monitored, printed, and posted by the Association Site Representatives | designee in the Education Services Center and the building sites.
- The superintendent | designee will maintain and post current vacancies on the district's website: ardmoreschools.org

7.3.3

The vacancy list will include:

- a. Date vacancy was posted
- b. Position title;
- c. Qualifications desired;
- d. Person to contact for further information;

7.3.4

Teachers who desire transfer may file a Job Placement Sheet with the Superintendent/designee indicating his/her preference of assignment(s) or application for a specific vacancy. This request will remain active for one year.

7.3.5

Every reasonable effort will be made to fill vacancies by voluntary transfers prior to the employment of any teacher new to the District. If more than one teacher has applied for the same position, the selection of which teacher will receive it will be made on the basis of the job transfer matrix (**See Article 7.5, this section**).

7.3.6

If a teacher's request for transfer has been denied, the teacher will be notified prior to public notification.

7.3.7

Any teacher who transfers to an administrative or supervisory position and who later returns to his/her former status will be entitled to retain such rights as may have been accrued under this agreement prior to such transfer.

7.4 Involuntary Transfers

7.4.1

An involuntary transfer or reassignment should be made with as little disruption as possible of the instructional program. If the involuntary transfer or reassignment is necessary, the selection will be made on the basis of the job transfer matrix (**See Article 7.5, this section**).

7.4.2

No position will be filled by means of involuntary transfer until the provisions of ARTICLE 6.3, VOLUNTARY TRANSFERS, of this Agreement have been exhausted.

7.4.3

An involuntary transfer will be made only after a meeting between the teacher involved, the Association representative (if requested by the teacher), and the Superintendent/designee.

7.4.4

Written notice of recommended involuntary transfer will be given to the teacher as soon as possible prior to the transfer.

7.4.5

A list of open positions in the district will be made available to all teachers being involuntarily transferred. Such teachers may request the position in order of preference.

7.4.6

The District will assist the teacher in moving any materials and supplies.

7.4.7

Teachers have the right to include a letter concerning their new placement in their personnel file.

7.5 Job Transfer Matrix

7.5.1

The selection of the individual to be transferred shall be made according to the following criteria in the following order:

- | | |
|----------------------------------|--------------------|
| a. Qualifications/Certification; | d. Timeliness; and |
| b. Least disruptive to students; | e. Seniority |
| c. Least disruptive to staff; | |

7.6 Administrative Reassignment

If after careful review, it is in the best interest of the students or the school district, the superintendent may exercise the right to reassign a teacher to a different position or site.

7.6.1

If an administrative reassignment is necessary, a conference will be held with the teacher and an AEA officer if the teacher requests, prior to the reassignment.

7.6.2

The teacher may place a letter concerning their new placement in their personnel file.

7.6.3

The district will assist the teacher in moving any materials or supplies.

Article 8 - Teaching Facilities

- 8.1 The District agrees to maintain health and safety conditions at each school site in compliance with applicable statutes and/or regulations. Teachers will not be required to work under unhealthy or unsafe conditions as determined by the standards of the Oklahoma Department of Labor.
- 8.2 Teachers will report any health and safety concerns immediately to their building principal(s). Teachers will keep their classrooms and work areas in an orderly, clean condition.
- 8.3 The District will provide adequate teaching facilities, including, but not limited to, clean and sanitary restrooms and teacher work/lounge areas at each school site. Teachers will have access to a private telephone for emergencies and school-related purposes. (This may be in the principal's office, counselor's office or the teacher workroom.)
- 8.4 Persons desiring to visit a classroom must request such visit from the building administrator. The administrator will notify the teacher prior to allowing any visitors.

Article 9 - Non-Supervisory Time

- 9.1 Teachers may leave the building site during their 35-minute duty-free lunch. The teacher will notify principal/designee when leaving. The principal may deny this accommodation in cases of emergency or excessive use of this privilege.

Article 10 - Staff Development

- 10.1 Each professional development committee shall include classroom teachers, administrators and parents, guardians or custodians of children in the school district and shall consult with a higher education faculty. A majority of the members of the professional development committee shall be composed of classroom teachers. The teacher members shall be selected by a designated administrator of the school district from a list of names submitted by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. At a minimum, once every four (4) years the committee shall include at least one school counselor in its membership. (Per HB 1457)
- 10.2 The Association shall submit three (3) names from each school site for consideration. The Superintendent/designee shall recommend to the Board one person (from the list provided) for each site to serve on the Staff Development Committee.
- 10.3 The Staff Development Committee members shall serve a three (3) year term.
- 10.4 The Staff Development Chairperson will notify the Association and the Superintendent/designee within two (2) days when a vacancy occurs. The Association will have five (5) days to submit three (3) names to the Superintendent/designee.

Article 11 - FOBS

- 11.1 All teachers will be supplied with a FOB and Code to their assigned building. Loaning of FOBs and the sharing of Codes is strictly prohibited.

Article 12 - Grading of Students

- 12.1 Only the teacher responsible for determining and recording the grade for any student may revise that grade, unless such change is for excessive absences.
- 12.2 The teacher has the right to decline an administrative request to alter any student's grade previously determined and recorded without fear of reprisal. The request will be documented with the superintendent's office, with the outcome of the request.
- 12.3 If, after a teacher leaves the District and an administrator discovers an error in the recorded grade, he/she may change the grade, annotating the grade record with his/her initials.

Article 13 - Discipline

- 13.1 Each teacher will be provided with access to a copy of the Board's policies, guidelines and regulations concerning student behavior and discipline, including all the duties, responsibilities and relationships of all personnel regarding the enforcement of the same. This information may also be included in the teacher policy book or handbook. Current board policies are available on the District's website: ardmoreschools.org - School Board - Board Policies.

13.2 A pupil will be removed from the classroom to a designated authority when, in the judgment of the teacher, the student is interfering with the teaching or learning process for the majority of the class. At the time of removal, the teacher may stipulate that the pupil not be returned to that classroom until a conference is held between the teacher and one or more of the following: the principal, the counselor or the parent. Taped items needed for discipline or other important documentation will be copied and achieved by the district technology department.

Article 14 - Transfer of Students

- 14.1 No transfer of any pupil will be made from one teacher to another unless recommended by the principal/designee.
- 14.2 Students will not be transferred within a grading period without consultation with the teachers concerned prior to the transfer.

Article 15 - Homebound Teachers

- 15.1 All teachers will be eligible for voluntary homebound teaching assignments.
- 15.2 Preference may be given to teachers currently teaching academic subjects in which the homebound student is enrolled.
- 15.3 All homebound teaching assignments will be conducted after the teacher's regular work day has concluded.
- 15.4 Homebound teachers will be reimbursed according to State Department policy for hours taught and for mileage as per this Negotiated Agreement (**See Compensation, Section V**).

Article 16 - Computer Network Use

- 16.1 Teachers are authorized to deny, revoke or suspend student user access to school computers in their classrooms in order to ensure proper usage of school networks.

Article 17 - Board Meeting Highlights

- 17.1 The District will publish an issue of Board Highlights for all meetings (including Special and Emergency meetings) of the Board. A copy will be posted on the District's website as soon as possible.

Section III: Evaluation

Article 1 - General Provisions

- 1.1 In Ardmore City Schools, evaluation is defined as a mutual endeavor among all teachers, all administrators and the Board to improve the quality of the educational program. The primary purpose of teacher evaluation will be for the improvement of instruction. The school district and the teacher jointly accept the responsibility for such improvement.
- 1.2. Teacher evaluation will be a positive, developmental and continuous process consistent with the provisions set forth herein and will measure the performance of each teacher according to the established criteria of each teacher position.

- 1.3 All monitoring or observation of the work performance of a teacher will be conducted openly and with the full knowledge of the teacher. Each evaluation will be based upon the evaluator's actual observations of the person being evaluated while performing the job function. A teacher and an administrator may mutually agree to videotape teacher performance for use by the teacher and/or administrator. If maintained, the tape becomes the property of the teacher.

1.3.1

When challenges arise which may lead to serious consequences, the administrator in charge may issue a letter of concern to the certified employee which is a documented warning with a simplistic process for correction. This step may be used to prevent the initiation of a Personal Development Plan [PDP]. A teacher will have the right to representation.

- 1.4 A teacher will have the right to representation during the post-evaluation conference if the teacher has received an evaluation which will lead to a Personal Development Plan [PDP]. The principal will notify the teacher that they may wish to have an association representative present in the post-evaluation conference. The principal may also have an administrative representative present during the conference.

1.4.1

If there are two administrators present, an AEA representative may be present, if requested by the teacher, during any scheduled meeting between the teacher and the administrator.

Article 2 - Responsibility for Evaluation

- 2.1 To ensure valid and reliable evaluation throughout the District, the employer will comply with all State Department of Education rules and regulations with regard to evaluations. All evaluators will be duly certified administrators.
- 2.2 For the purposes of the Agreement, it is understood and agreed upon that the evaluator will be the site administrator(s) or the designee of the Superintendent. Within each site, the assigned site administrator(s) shall be responsible for the evaluation of each teacher assigned solely to that site.
- 2.3 Any teacher assigned to more than one (1) school site will be evaluated by the administrator(s) at each site.
- 2.4 The Superintendent/designee or site administrator(s) will be responsible for discussing the teacher evaluation procedures with and providing a copy of such procedures to each teacher within twenty (20) working days of the start of the school year. Such discussion may be implemented during the in-service days which precede each school year. Giving each teacher a copy of the Negotiated Agreement shall fulfill the obligation of providing a copy.
- 2.5 No teacher will evaluate, or participate in any way, in the evaluation process of any other teacher. (This section does not prevent a mentor teacher, department chair or instructional coach from fulfilling his/her obligations in the mentoring process.)

2.5.1

A teacher will be allowed to serve on the Intensive Assistance Program (**See Article 5.5 of this section**) without violating this section as long as he/she is working in an assistance mode and not evaluating the other teacher.

Article 3 - Frequency of Evaluation

- 3.1 Probationary teachers in the district will have two formal observations followed by two observation conferences, for each evaluation. Probationary teachers will have a minimum of one formal evaluation per semester. Evaluation process must be completed by December 7 and April 13.

3.2 Career teachers in the district will participate in the evaluation process annually, prior to April 13.

Article 4 - Evaluation Criteria

4.1 The performance of all teachers will be evaluated based upon the following each academic school year.

- Teacher and Leader Effectiveness [TLE] Observation and Evaluation System, effective for the 2017-2018 school year.

(A copy is available in the office of the Superintendent/designee.)

4.2 Any complaint made against a teacher by a parent, student or other person which does or may influence, in any manner, the evaluation of the teacher will be promptly called to the attention of the teacher. The teacher must have the opportunity to meet with the complainant and answer or rebut such complaint. If a record of the complaint is made for inclusion in the teacher's personnel file, the teacher will have the opportunity to make a written response which will be attached to the complaint.

4.3 Teachers will not be disciplined, reprimanded, suspended, demoted, terminated, adversely evaluated or otherwise deprived of any professional advantage without cause.

4.4 Any teacher assigned to more than one academic area will be evaluated at least in the primary work assignment and/or major field of certification.

4.5 Evaluation of performance will not be predicated upon non-school related personal activities.

4.6 Any disciplinary action, termination or non-renewal of a teacher will be subject to applicable Oklahoma Statutes.

Article 5 - Process of Evaluation

5.1 The process of evaluation will include observations of the work day of the teacher by the evaluator.

5.2 Formal observation procedures

5.2.1

At least two (2) thirty (30)-minute formal observations will be required.

5.2.2

There will be an observation conference at least one (1) day, but not more than five (5) days following this observation. The conference will be held between the evaluator and the teacher to document in writing the specific objectives, methods and materials observed, with each party retaining a copy. **(Appendix C-1: Pre-observation Conference Form).**

5.3 Evaluation Conference

5.3.1

A Teacher Evaluation Form will be prepared by the evaluator following the completion of the process described herein and in accordance with the time lines prescribed herein. **(Appendix C-2: Teacher Evaluation Form(s)).**

5.3.2

An evaluation conference will be held to discuss the ratings and rationale.

5.3.3

If the teacher has questions or concerns that are not addressed at the evaluation conference, the teacher may request a follow-up conference.

5.3.4

At the evaluation conference, a true copy of the evaluation report, with the evaluator's signature thereon, will be presented to the teacher. Receipt of such evaluation will be acknowledged by the teacher placing his/her signature thereon.

5.3.5

Within ten (10) working days of the evaluation conference and receipt of the Teacher Evaluation Form, the teacher may make a written response to the evaluation, and said response will be made a part of the evaluation form.

5.3.6

One (1) copy of the finalized Teacher Evaluation Form, signed by the evaluator and the teacher, will be retained by the teacher, one (1) copy retained by the evaluator and one (1) copy will be retained for the employer for placement in the teacher's Evaluation File. Any and all other copies of the Teacher Evaluation Form will be destroyed.

- 5.4 At any time following a verbal warning and a reprimand, the Principal of the school believes that it is necessary to admonish a teacher for a reason he or she believes may lead to the dismissal or non reemployment of the teacher, the Principal shall bring the matter to the attention of the teacher, in writing, with a copy to the Superintendent or his/her designee. The principal shall make a reasonable effort to assist the teacher to correct whatever appears to be the cause for potential dismissal or Nonreemployment and allow a reasonable time, not to exceed two months, for improvement. The admonishment will be purged from the teacher's personnel file at the end of each academic calendar year; unless attached to a Personal Development Plan [PDP]. If attached to a Personal Development Plan [PDP], the admonishment will remain in the personnel file for three academic calendar years.

A Personal Development Plan [PDP] will be considered by the evaluator if after ongoing discussions about an area of concern between the evaluator and teacher lead to little or no results (i.e., not starting/beginning"). Documentation for a rating of "not using/beginning," must be provided. (Appendix C-3: Teacher Performance Evaluation Procedures.)

Evaluators must develop a PDP for a teacher who receives a rating of 1 – Ineffective or 2 – Needs Improvement on any indicator in the evaluation form unless it determined that a goal setting form is appropriate and authorized as described below.

The PDP will state the specific goals or actions to be achieved by the teacher. The goals and required actions within the PDP should be "SMART" formatted:

Specific:

Identified with sufficient detail so that the "who, what and when" are clear, with regard to what the teacher must do and what resources/assistance are available to him or her.

Measurable

Defined so that there is a starting point and final value to be achieved.

Attainable

Defined by a final goal that is reachable within the given time frame assuming the reasonable efforts of the teacher and assistance of the evaluator.

Resources

Identifies and provides resources that will assure increased effectiveness within the targeted performance areas.

Time-Bound

Defined with an ultimate deadline and benchmarks reflecting the nature and gravity of the performance deficiency with timeframes to measure progress as appropriate

When the PDP is a result of the evaluation or an observation, the goals and actions must reflect and reference the relevant dimension and indicator. If there are concerns that do not clearly align themselves with a specific indicator, it may still be the target of a PDP and identified as a Stand-Alone PDP. In such cases, the PDP may be prefaced with the statement: "Although the following does not link directly with a performance indicator, there is a matter/situation/incident that falls within your area of responsibility/supervision that needs to be brought to your attention for action." Then, insert a summary of the matter/situation/incident followed by a SMART goal plan of action.

5.4.1

The teacher's Personal Development Plan [PDP] will be attached to the original evaluation report and placed in the teacher's personnel file. The teacher may make a written response within ten (10) working days to the Personal Development Plan [PDP] and said response will be attached to the Personal Development Plan [PDP].

5.4.2

If additional formal observations are deemed necessary during a Personal Development Plan [PDP], an evaluation conference will be scheduled in accordance with Article 5.2.

5.4.3

At the end of the time allotted for the Personal Development Plan [PDP], the evaluator will hold an evaluation conference in accordance with Article 5.3 of this section.

5.5 The Intensive Assistance Program

5.5.1

If a teacher wishes assistance from a committee of peers in correcting deficiencies on an evaluation that might lead to a non-reemployment or dismissal, the teacher has the right to request a review by such a committee. This committee shall be composed of classroom teachers, with a membership of not less than three and no more than five teachers with career status who have been designated by the AEA President and the Superintendent/designee to review this particular case.

5.5.2

The review committee shall have the responsibility of reviewing the evaluation (with the permission of the teacher) and consulting with the evaluated teacher, the evaluator(s) and other administrative staff members to assist the teacher in correcting the deficiencies that might be cause for a potential dismissal or non-reemployment.

5.5.3

Nothing in this procedure shall be construed as a review of the person conducting either the evaluation or the evaluation process, but shall be utilized only as a means of assisting the teacher to improve performance.

5.5.4

This procedure shall not alter the time limits of providing a reasonable time, not to exceed two months, for improvement as outlined above and shall not alter the requirements as mandated in state statutes.

Article 1 - Rationale

- 1.1 If, upon recommendation by the administration, it becomes necessary to reduce teachers due to declining student enrollment, declining District revenue, elimination or reduction of programs or for other just reasons, the Board of Education may exercise its duty and power to reduce the number of staff positions. When the Superintendent determines that reduction of teachers may become necessary, written notification of his/her recommendation shall be given to the AEA President.
- 1.2 Prior to the Board's commencing action to non-renew a teacher under this procedure, the Superintendent/designee shall explore the following options:
 - a. Voluntary retirement/Early retirement incentives;
 - b. Voluntary resignation;
 - c. Transfer of existing teachers;
 - d. Reduction in programs; and
 - e. Job sharing.

Article 2 - Reduction in Programs

- 2.1 All programs considered for reduction will be evaluated by the Superintendent/ designee on the basis of the following criteria. Results of the evaluation shall be used to determine which programs will be recommended to be reduced or eliminated.
 - a. Each program will be evaluated to determine if the subject content is required or mandated by the State Department of Education.
 - b. Each program will be evaluated to determine if the enrollment is sufficient to maintain such a program.
 - c. Each program will be evaluated to determine the cost of the program.
 - d. Each program will be evaluated to determine if it is required for the college bound curriculum.
 - e. Each program will be evaluated to determine whether such a program is over staffed in relation to the number of students enrolled.

Article 3 - Reduction in Teachers

- 3.1 In the event the reduction in force of certified teachers cannot be accomplished through other means, the procedure for reduction in force is as follows:

3.1.1

Teachers with "duration of need" contracts will be reduced first.

3.1.2

Intern or licensed teachers will be reduced next.

3.1.3

Probationary teachers will be terminated before a career teacher is terminated, unless a career teacher is not certified to teach in the position for which the probationary teacher is retained. If there is more than one probationary teacher in a position being reduced, the probationary

teacher will be dismissed according to the least number of continuous years in the District and areas of certification where required within the areas of assigned duties and degrees attained.

3.1.4

Career teachers holding eliminated positions will be placed in another position for which they are qualified to teach at the time of termination provided those positions are occupied by intern (licensed), probationary or career teachers with less continuous service in the District. These interns (licensed), probationary or career teachers with less continuous service in the District will then be released. A career teacher qualified to teach in a position held by an intern (licensed), probationary or career teacher with less continuous service in the District, but who does not have the necessary certification where required, must apply for the necessary certification through the Personnel Office of the District to the State Department of Education within fifteen (15) days after informed that the career teacher will be reduced. If the career teacher does not make application within the fifteen (15) days, it will be deemed that said career teacher has refused the offer of continued employment with the District and will be terminated.

3.1.5

If a teaching position which is occupied by a career teacher is eliminated pursuant to this RIF article, and the career teacher is certified for another teaching position occupied by a probationary teacher or teachers, reasonable accommodations must be made to give priority for contract renewal to qualified career teachers over probationary teachers.

3.1.6

If there is more than one career teacher qualified to teach in the position being reduced, the following criteria, in this order, will be used to determine which of the teachers will be retained:

3.1.6a

Certification is required in the teaching position which is open: A career teacher with a standard certificate will be retained over a teacher with a provisional certificate. A teacher with a provisional certificate will be retained over a teacher with a temporary certificate.

3.1.6b

Seniority will be counted by the amount of continuous full-year contracted certified employment in the District. The beginning date will be the first official day of school or the first day of employment thereafter. A teacher who taught in the District, resigned or was terminated, and then returned to the District, will count only the number of years of service since returning to the District.

3.1.6c

If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:

3.1.6c.1

Other teaching experience either inside or outside the District. If teaching experience inside the District and outside the District is equal, the teacher with the most experience inside the District will have priority.

3.1.6c.2

A Doctors Degree will be considered above a Masters Degree plus thirty-four (34) hours. A Masters Degree plus thirty-four (34) hours will be considered above a Masters Degree. A Masters Degree will be considered above a Bachelors Degree.

3.1.6c.3

If all of the above are equal, retention will be decided by casting lots.

Article 4 - Notification/Hearing Procedure

- 4.1 A written recommendation of personnel to be considered for non-reemployment will be submitted to the Board of Education by the Superintendent. The recommendation for the non-reemployment of a teacher will be approved or rejected upon by a majority vote of the Board Members.
- 4.2 The Board shall receive the recommendation, set a hearing date and direct the Superintendent to notify any affected teacher of his/her right to a hearing.

Article 5 - Recall

- 5.1 In the event it becomes necessary to employ additional certified teachers within an eighteen (18) month period after reduction in force, recall will be in reverse order of reduction. Recall rights will be for a period of eighteen (18) months beginning with the date of termination.
- 5.2 When vacancies for certified positions occur, teachers who were terminated by the reduction in force will be notified by certified mail of their recall to positions for which they are certified. Outside personnel will not be hired for a position until all qualified personnel involved in the reduction in force have been recalled.
- 5.3 Failure to respond to the notice within ten (10) days of its receipt will constitute rejection of the opportunity to return to the employment of the Ardmore City Schools. The ten (10) day period will begin on the date the receipt of notice is signed by the teacher or someone designated by the

teacher to act in the teacher's behalf. Failure of the teacher to provide for receipt of the notice will constitute removal of the teacher from the notification list and the teacher will lose notification rights. Rejection of the opportunity to return to the Ardmore City Schools will terminate recall privilege. It will be the responsibility of the teacher subject to notification to inform the Superintendent's Office of changes of address or other necessary information.

- 5.4 In the event a certified teacher is recalled, she/he will receive credit for all previously accumulated service and benefits as provided by law, but will receive no credit for the period of time she/he was separated from service.
- 5.5 During the period of eligibility for notification, the teacher will be placed at the head of the substitute list of the school system, provided the teacher so requests in writing to the Office of the Superintendent of the District.

Section V: Compensation

Article 1 - Compensation Schedule

- 1.1 All teachers will be paid according to the compensation schedules (**Appendix D-1, D-2 & D-3**). Teachers will be placed on the schedule in accordance with the following provisions at the beginning of the contract year:

1.1.1

All teachers with no previous teaching experience will be placed on Step 0.

1.1.2

All teachers with teaching experience within the State of Oklahoma will be given full credit for that experience, as verified by state records, and placed on the appropriate step.

- ❖ **See Also Section II Working Conditions, Article 3.2.1 for new teacher verification of experience requirement as part of 2015-2016 negotiations.**

1.1.3

All teachers with up to five (5) years of teaching experience outside the State of Oklahoma will be credited with up to five (5) years of that experience and will be placed on the appropriate step. The District may credit teachers with out of state experience for the full amount of their documented experience.

1.1.4

To the extent approved by the Oklahoma State Board of Education, all teachers will receive credit for one year of teaching experience for any type of service recognized by the Oklahoma State Board of Education for certification and salary increments.

1.1.5

All teachers will be placed on the appropriate degree classification, as verified by official records, such as a college transcript.

1.1.6

Upon providing the Superintendent's office with documentation of advancement to the next level of degree classification, the teacher will be moved immediately to the appropriate level and step and will receive compensation appropriate for the level and step for the remainder of the year.

1.1.7

Step Raises are approved for the 2025-2026 school year.

- 1.2 Teachers who are contracted to work more days than the negotiated contract year will be compensated based on the number of days required beyond the contract year times their per diem amount.

Article 2 - Compensation for Covering Classes [This Item to be Negotiated Annually]

To address the issue of teachers covering classes due to the lack of substitute teachers, the Board has agreed to the following compensation structure:

Compensation Details:

Annual Review Item: No Change for 2025-2026 school year.

Elementary Teachers (Grades Pre-K - 3rd):

- If an elementary teacher in grades Pre-K through 3rd accepts additional students from another teacher's class due to a shortage of substitute teachers, they will be compensated at the rate of AM session - Twenty dollars (\$20.00) and PM session - Twenty dollars (\$20.00). This compensation applies when covering half of a class or more.

Elementary Teachers (Grades 4 - 6):

- For elementary teachers in grades 4 through 6 who accept additional students from another teacher's class due to a substitute shortage, they will be compensated at the rate of AM session - Twenty dollars (\$20.00) and PM session - Twenty dollars (\$20.00). This compensation applies when covering half of a class or more.

NOTE: Elementary teachers who cover a class, and forfeit their preparation time or lunch period will receive compensation of fifteen dollars (\$15.00).

2. Secondary Teachers (Middle School - High School):

- Secondary teachers who take additional students from another teacher's class due to a shortage of substitutes will be compensated at the rate of AM session - Twenty dollars (\$20.00) and PM session - Twenty dollars (\$20.00). This compensation applies when covering half of a class or more.

NOTE: Secondary teachers who cover a class, and forfeit their preparation time or lunch period will receive compensation of fifteen dollars (\$15.00).

Compensation requirement and Payment Schedule:

- Compensation will be paid in two installments: one in December and one in May.
- Principal's approval is required.

Article 3 - Second-Contract Compensation

- 3.1 Teachers and Second Contract assignments will be compensated according to the Second Contract Compensation Schedule. Second Contract compensation is subject to negotiations. [17-18] **(Appendix D-5: Second Contract Schedule)**

Article 4 - Pay Date and Payroll Errors

- 4.1 Teachers will be paid on or before the twentieth (20) of each month. If a pay date falls on or during a bank holiday, school holiday, vacation, or weekend, teachers will receive their paychecks on the last previous working day.
- 4.2 All checks for pay dates falling during the summer recess will be issued to the teacher on or before June 30.
- 4.2.1 Staff members may not "turn off" direct deposit for the months of July and August for the deposit of their payroll checks. [15-16]
- 4.3 The Business Office will make every effort to correct payroll errors promptly. After receiving written notice of the error from the employee and verification of the error by the payroll office, corrections will be processed within three (3) business days, either by electronic deposit or paper check. [25-26]

Article 5 - Mileage Reimbursement

- 5.1 Teachers will be reimbursed at the standard mileage rate as set by the Internal Revenue Service annually, plus turnpike and parking fees, in cases where they are required to use their personal vehicles for school business. This includes any teacher who uses his/her own vehicle for transportation between school sites to which he/she is assigned or any teacher who is doing homebound. Teachers will complete the appropriate form for mileage reimbursement.
- 5.2 Records of such mileage will be turned in to the business office by the tenth (10th) of the month, to be paid on the twentieth (20th) of that month. Mileage turned in after the tenth (10th) of the month will be paid on the succeeding month's check. The District will assume liability when teachers are assigned to transport students to or from school functions and are required to use their own vehicles.

Article 6 - Passes for School Events

6.1 Passes will be made available to all teachers for all District school events. The pass will admit the teacher and one guest, and will be non-transferable.

Article 7 - Additional Compensation

7.1 Personal Business Leave Incentive Pay

7.1.1

Personal Business Leave days has been increased by one (1) day [total of four (4) days] for the 2024-2025 & 2025-2026 school years only. The District will pay reimbursement to each teacher for unused personal business leave days for the 2024-2025 & 2025-2026 school years only as follows:

- **\$200.00** – (4) **Four days unused personal days** [no personal business leave taken]
- **\$150.00** – (3) **Three days unused personal days** [(1) One personal business leave taken]
- **\$100.00** – (2) **Two days unused personal days** [(2) Two personal business leave day taken]
- **\$ 50.00** – (1) **One day used personal day** [(3) Three personal business leave days taken]

Annual Review Item

7.2 End-of-Year Stipend Discussion

7.2.1

The Association and District agree to return to the table at the request of either party, to discuss the financial picture of the District at that time. If the district finances warrant, teachers may receive a stipend for a professional activity approved by the superintendent. Teachers will be notified prior to trainings if stipends are not going to be given.

7.3 **Elementary Lead Teacher Compensation**

Elementary Lead Teachers will receive an annual stipend of \$500.00. The assignment of a Lead Teacher will be determined by the site administrator based on the needs of the school and in alignment with best practices for the site. To be eligible for this assignment, the teacher must hold a valid Standard Oklahoma Teaching Certificate in Early Childhood Education or Elementary Education.

Article 8 - Masters' Degree Program Incentive

8.1 Teachers accepted into a Masters' degree program in an education-related field, will receive taxable compensation at the rate of \$50 per completed college hour in a field directly related to public school education. The district will pay this incentive for one Master's degree per staff member. Any exception to this must be approved by the superintendent and be for the purpose of the enhancement of services to the district. [15-16] Official transcripts may be submitted after completion of each semester, and must be submitted by June 15th to receive compensation for the summer, fall and spring semester of the current fiscal year. Compensation will be included in the next regular payroll check and no later than June 30th. Unofficial transcripts will be accepted during the course of the program. Official transcripts must be submitted upon completion at the end of the program.

Article 9 - Enrollment Incentive

9.1 Each teacher who helps with enrollment outside the contract day will be compensated.

Article 10 - Leadership Ardmore

- 10.1 One teacher shall be nominated every other year by the District for Leadership Ardmore sponsored by the Ardmore Chamber of Commerce. Teachers interested in participating in this program shall submit their names to the Superintendent/ designee by May 1 of each year. The district will provide a scholarship for this program.

Article 11 - Group Life Insurance

- 11.1 Each teacher shall be provided with a Group Life Insurance Policy.

Article 12 – National Board Certification, Prior to June 30, 2013 [As Authorized in Oklahoma School Law]

- 12.1 The State Board of Education shall provide to teachers who attained National Board certification prior to June 30, 2013, a bonus in the amount of \$5,000.00 annually over a ten-year period.
- 12.2 Subject to availability of funds, the State Board of Education shall provide an annual salary bonus in the amount of \$5,000 each year to the following employees of public-school districts:
- ❖ Any school psychologist who has been designated as a Nationally Certified School Psychologist by the National School Psychology Certification Board; and
 - ❖ Any speech-language pathologist or audiologist who holds a Certificate of Clinical Competence awarded by the American Speech-Language Hearing Association.

Any individual who qualifies for the bonus pursuant to this section and who is employed by a school district on less than a full-time basis, shall receive a pro-rated bonus based on the proportionate equivalency to full-time employment.

- 12.3 Ardmore City Schools agrees to pay the full bonus without reduction of employer payroll taxes, as part of 2015-2016 negotiations.

Section VI: Leave

Article 1 - Sick Leave

- 1.1 Sick leave shall be interpreted to mean personal accident, injury, preventive medicine, illness or pregnancy or accident, injury or illness of the teacher's immediate family and bereavement leave in the instance of the death of a member of the teacher's immediate family.

1.1.1

Immediate family shall be interpreted as spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister, brother, aunt or uncle, brother-in-law, sister-in-law, and other extenuating circumstances as approved by the administrator or supervisor. In the instance of bereavement, immediate family shall also include niece, nephew, first cousin and spouse's grandparents.

- 1.2 Teachers are granted ten (10) days of sick leave at the beginning of the school year except that for teachers employed on an eleven-month (11) contract shall be allowed eleven (11) days sick leave and teachers employed on a twelve-month (12) contract shall be allowed twelve (12) days.

1.2.1

Unused sick leave shall be cumulative to a total of 120 days. Teachers with one hundred twenty (120) days of accumulated sick leave prior to commencement of the school year earn an additional ten (10) days when the new school year begins, but unused sick leave in excess of one hundred twenty (120) days is lost at the end of the school year. **(Also see Article III)**

1.2.2

Teachers hired after the beginning of the school year will have their sick leave allotment prorated.

- 1.3 A teacher transferring into the District from another school district in Oklahoma, who is employed for the next succeeding school year, shall be permitted to transfer sick leave accumulated prior to such transfer, provided that the number of days transferred shall not exceed the maximum days permitted under state statutes. It is further provided that the number of days of sick leave to be credited must be certified by the prior district employing such certified person.
- 1.4 The District will keep records of accumulated sick leave, and these figures shall be made available to the teacher at any time upon request. The District shall also prepare a printed summary of recorded usage and accumulated totals for delivery to the teachers at the beginning of each school year thereafter.
- 1.5 Teacher's Salary after Expiration of Sick Leave

1.5.1

When a **teacher's immediate family member** as defined by Article I – 1.1.1, experiences a severe illness, injury, impairment or physical or mental condition which may cause the teacher to be absent for his/her job for an extended period of time, and the teacher has exhausted all his/her accumulated sick leave, then the district will allow the next 20 days at the average cost of the substitute.

In the case of a **teacher's personal illness** and the teacher has exhausted all his/her accumulated sick leave, then the district will allow the next ten days of that absence to be treated as sick leave with no reduction in pay, and the subsequent ten days will have only the average cost of a substitute withheld. This shall be only for consecutive (not intermittent) absences and relates only to the teacher's personal illness.

Following those twenty (20) days, the Sick Leave Bank and Shared Sick Leave policies will take effect.

- 1.6 After a teacher's use of ten (10) consecutive days of sick leave, the District may request documentation of the reason(s) for the leave.

1.6.1

Teachers will comply with the request for documentation within 5 business days. If they do not provide the requested documentation, sick leave will not be applied to the absence.

Article 2 - Reimbursement of Sick Leave per Negotiated Agreement

- 2.1 The Ardmore Board of Education will compensate teachers for unused sick leave for those who retire under the Oklahoma Teacher's Retirement System providing:

2.1.1

Said teacher has been employed in the Ardmore School System for twenty (20) years or more immediately prior to retirement;

2.1.2

Each teacher retiring under this plan will be paid \$20.00 per day for accumulated unused sick leave, providing no individual will receive more than \$2,400.00 under the plan. The total cost of this plan (which may include other retiring employees) must not exceed \$10,000 in any given year. In the event that the total number of days exceeds 500, the amount paid will be prorated to stay within the \$10,000 in any given year. This benefit will be figured on teachers who have officially notified the District of their retirement prior to May 30, of their retirement contract school year.

Article 3 - Use of Sick Leave

- 3.1 If a teacher is retiring under the Oklahoma Teacher's Retirement System, the teacher may use all or some of his/her accumulated unused sick leave days to complete either a partial or full year's experience under TRS guidelines. Said teacher is also eligible for payback for unused sick leave as stated in the reimbursement article.
- 3.2 The teacher may carry over a maximum of 120 days at the end of any school year. At the beginning of the next school year, the appropriate number of sick leave days (10, 11, or 12 as per individual's contract) will be added to the teacher's record on the first day of their contract year. Therefore, if the retiring teacher or any teacher has accumulated the maximum allowable number of unused sick leave day, he/she will have at least 130 days available during the current year of employment.
- 3.3 In addition, the District will keep a separate record of "days of sick leave lost" for teachers who have lost days by exceeding the 120 days carry over limit. This record will be for TRS purposes only and shall not be reimbursable to the teacher under the provisions of Article II, Section 2.1.2. These days are allowable under the TRS guidelines for use as unused sick leave when the teacher's regular available sick leave days are not adequate to completely fulfill the employee's needs with TRS for an additional full or partial years' experience.
- 3.4 Maternity leave will be granted to teachers under the following conditions:
 - 3.4.1
The teacher shall give immediate notification to her building principal of her condition of pregnancy.
 - 3.4.2
If maternity leave is desired, the request for such leave shall be submitted in writing to the principal, who shall forward it to the Superintendent/designee for action.
 - 3.4.3
The time at which maternity leave will begin is left to the discretion of the teacher and/or her physician.
 - 3.4.4
The time period allowed for maternity leave may extend no longer than one semester or 90 days following delivery; however, the teacher is encouraged to return to her duties sooner if she is physically able. A statement from the attending physician, attesting to the physical fitness of the teacher, is required.
 - 3.4.5
Adoptive parents who need maternity leave will request such leave by submitting a letter or request to the Superintendent/designee. Such request will outline the time needed and a reasonable estimate as to when the employee expects to return to work.
 - 3.4.6
Provisions for sick leave may apply to maternity leave.
- 3.5 When all sick leave benefits are exhausted, a teacher may apply for the status of sick leave without pay, if they meet the criteria for long term disability benefits according to the District's insurance coverage.

3.5.1

At the time a teacher is assigned to sick leave without pay status, he/she will be paid the remaining share of the earned annual contract. The earned share will be computed as follows:

(Annual Contract divided by number of contract days) X days eligible

3.5.2

In order to continue long term disability insurance benefits, a teacher may request, after all sick leave has been exhausted, to be assigned to sick leave without pay status.

3.5.3

In the event such disability extends into the next school year, a request for extension will be made to the Superintendent/ designee.

3.5.4

From time to time the Superintendent/designee may require that the teacher submit a certificate of disability from the attending physician.

3.5.5

If this certificate does not clearly show sufficient disability to preclude the teacher from the performance of duties, such sick leave without pay will be canceled, and all benefits will cease.

3.5.6

At the expiration of sick leave without pay, a teacher will be returned to the same position or a comparable position for which he/she is qualified.

Article 4 - Personal Business Leave

- 4.1 All teachers will receive three (3) non-accumulative personal business days per year for which no salary will be deducted. [four (4) non-accumulative personal business days for the 2024-2025 and 2025-2026 school years Only. See Section V, Article 7, 7.1.1. This item reviewed annually.

4.1.1

Teachers will complete the leave request form online at www.leavescheduler.com/ardmoreschools with a user name and password. Every effort should be made to give the principal as much time as possible between the date the request is made and the day of the leave.

- 4.2 Teachers are asked not to use Personal Business Leave the day before or after a holiday, during December and on professional days, except in emergency situations. Teachers are asked to limit the use of Personal Business Leave during the months of December, April and May. Any personal leave requested during the above-mentioned dates, that could be potentially denied, will be discussed, with the principal or superintendent, to determine the special circumstances dictating the need to take leave.

Article 5 - Professional Leave

- 5.1 Upon approval of the building principal, teachers may be released without loss of salary for attendance at meetings of professional organizations, workshops, in-service trainings and any other meeting which is contributory to the basic functions of teacher assignments.
- 5.2 Teachers who have been elected or appointed to a county, state or national education related board, committee or commission will be released without loss of salary for attendance at meetings of same. The teacher will clear the meeting dates through his/her building principal and secure approval from the Superintendent/designee.

- 5.3 With the coordination and approval of the Assistant Superintendent, teachers/licensed teachers can be provided up to two days of professional leave to go to a testing center for the completion of certification or the completion of a higher-level certification [FY21 Negotiations].

Article 6 - Sick Leave Bank

- 6.1 The Ardmore Board of Education shall establish a Sick Leave Bank that may be used by the full-time teachers on a voluntary basis. The purpose of such Sick Leave Bank shall be to allow teachers the privilege of having a reserve of sick leave days to draw against in case they have exhausted their personal accumulation of days.

- 6.2 Definitions:

6.2.1

"Teacher" shall mean any full-time teacher of the Ardmore City Schools.

6.2.2

"Enrollment" shall mean being a participant in the program on a voluntary basis.

6.2.3

"Assessment" shall mean that the teacher must contribute one (1) day from his/her own personal accumulation of sick leave days to the bank.

6.2.4

"Withdrawal" shall mean days that the teacher may use from the bank as if it were his/her own accumulated sick leave.

- 6.3 Enrollment Procedure

6.3.1

The teacher must make his/her desires known to be a participant in the Sick Leave Bank by filling out the Sick Leave Bank Donation Form. This form shall be returned to the Business Office.

(Appendix E-1: Sick Leave Bank/Sharing Form)

6.3.2

The teacher will have an assessment made against his/her accumulated unused sick leave of one (1) day.

6.3.3

The teacher may sign up for participation only at the beginning of his/her full-time employment or at the beginning of a school year (within the first week).

- 6.4 Withdrawal Rules

6.4.1

The teacher may draw up to five (5) days from the Bank during the first year of participation, ten (10) days during the second year, fifteen (15) days during the third year and twenty (20) days during the fourth year with twenty (20) days being the maximum available at any given time thereafter.

6.4.1a

Teachers wishing to withdraw days from the Bank will make application on the Sick Leave Bank Request Form. This form will be submitted to the business office. **(Appendix E-1: Sick Leave Bank/Sharing Form).**

6.4.2

Up to five (5) days will be added to the teacher's available days each year up to the maximum of twenty (20) days even after usage has occurred.

6.4.3

Withdrawals from the Bank may only be made by participating teachers, and then only after their own accumulated sick leave has been exhausted and after the ten (10) days of the teacher paying the cost of a substitute.

6.4.4

Teachers withdrawing days from the Bank shall not have to replace those days except as a regular contributing member to the Bank.

6.5 General Rules

6.5.1

Assessments will only be made at the beginning of the school year according to the above limitations and should be completed and recorded on the teacher's record no later than October 1.

6.5.2

There shall be a record kept by the Business Office of the total number of accumulated days deposited in the Bank as well as the number of days used by teachers against that total.

6.5.3

When the total accumulated days in the Bank falls below one hundred fifty (150) days, then there shall be an assessment against the member teachers of one (1) day each at the beginning of the next school year.

6.5.4

When a teacher donates a day to the Bank, that day is considered to have been "used" by the teacher and will never return to the teacher's personal record for any other use. However, if the Bank at any time is discontinued, the remaining days in the Bank will be returned on a pro rata basis to any participating teacher still in the employ of the District.

6.5.5

A teacher may withdraw their membership from the Sick Leave Bank, but will not be eligible to withdraw his/her contributed days.

Article 7 - Shared Sick Leave

7.0 Teachers may "share" their sick leave with other District teachers under certain conditions. This article shall permit teachers to donate one or more of their accumulated sick leave days to a fellow teacher who is suffering from (or has a close relative suffering from) severe illness, injury, impairment or physical or mental condition which is causing or may cause the teacher to lose all wage benefits.

7.1 Definitions

7.1.1

"Teacher" shall mean any full-time teacher of the Ardmore City Schools.

7.1.2

"Close relative" shall mean spouse, child, or parent only. An appeal may be made to the Shared Sick Leave Committee if the teacher feels that another closely related person is causing similar work absences and might make the teacher eligible to participate in this program.

7.1.3

"Severe" shall mean serious, extreme and/or life-threatening situations including verifiable temporary disabilities, which render the teacher unable to perform his/her assigned duties.

7.1.4

"Shared Sick Leave Committee" shall be composed of:

- a. A representative appointed by the AEA Executive Board;
- b. An administrator appointed by the Superintendent/designee; and
- c. A member of the Board of Education.

7.1.5

"Duties" of Shared Sick Leave Committee shall be:

- a. Determine whether or not a teacher meets the criteria for participation;
- b. Determine that the teacher has abided by all District policies regarding the use of sick leave benefits;
- c. Hear all appeals by teachers that might seek exceptions to the outlined rules and make decisions regarding those appeals;
- d. Assist the ACS Business Office in determinations regarding the implementation of this article; and
- e. Ensure that all request forms and donation forms are given to the ACS Business Office.

7.2 Rules for Potential Recipients

7.2.1

The teacher must be a member of the Sick Leave Bank and have exhausted all days available from the Sick Leave Bank.

7.2.2

Use of Shared Sick Leave may only be made by participating teacher employee, and then only after his/her own accumulated sick leave has been exhausted and after the ten (10) days of paying only the regular substitute amount.

7.2.3

The teacher cannot receive more than thirty (30) days of donated sick leave days during any school year. (Exceptions could be made on a case-by-case basis by the Board of Education upon recommendation of the Shared Sick Leave Committee.)

7.2.4

The teacher must present to the Shared Sick Leave Committee a medical statement from a licensed physician outlining and verifying the severe nature of the problem and the expected duration of the condition.

7.2.5

Shared sick leave days may be used only for the purpose specified in this Agreement.

7.2.6

Compensation to the recipient will be paid at the regular rate of pay normally received by the teacher during that time period.

7.2.7

A teacher wishing to use Shared Sick Leave must fill out a Shared Sick Leave Request and submit such to the Shared Sick Leave Committee which will give it to the ACS Business Office. Form **(Appendix E-1: Sick Leave Bank/Sharing Form)**

7.3 Rules for Potential Donors

7.3.1

The donor can only donate to a fellow teacher who has completely exhausted all sick leave benefits.

7.3.2

A donor can donate to more than one fellow teacher during their employment with ACS if all other criteria are met.

7.3.3

The donor cannot donate a day(s) when such a donation would cause their personal balance of accumulated sick leave days to fall below sixty (60) days.

7.3.4

A donor is limited to a maximum of ten (10) days donation of shared sick leave with any other single teacher, but may exceed the ten (10) day sharing limit when donating to multiple individuals.

7.3.5

The donor may donate in any increment of days ranging from a minimum of one-half (1/2) day up to a maximum of ten (10) days.

7.3.6

The donor must complete the Shared Sick Leave Donation and return it to the Shared Sick Leave Committee. The Committee will see that the form is given to the ACS Business Office. **(Appendix E-1: Sick Leave Bank/ Sharing Form)**

7.4 General Rules and Record Keeping

7.4.1

Participation in this program is strictly voluntary and will be conducted as confidentially as possible with no teacher being coerced, threatened, intimidated or financially induced into donating sick leave days.

7.4.2

The Business Office shall keep all records regarding the donations and receiving of shared sick leave days with all such records showing plainly on the teacher's Sick Leave Record sheet.

7.4.3

When a teacher has exhausted all sick leave benefits as defined in 5.2.2 above, the teacher has made application (another person may file this application in the requesting teacher's behalf) for assistance with the Shared Sick Leave Committee and the teacher has been determined to be eligible as a recipient under the guidelines of this policy, that teacher's name shall be posted in the office of each building site in the district identifying him/her as a potential recipient.

7.4.4

After the posting of a potential recipient's name, donors must individually notify the Business Office in writing of their desire to donate as well as the number of days they desire to donate.

7.4.5

The recipient will be sent verification from the Business Office that the donor (with the name identified and specified) has made the donation.

7.4.6

The recipient will receive the benefits of such donation during the next regularly scheduled pay cycle for that teacher.

7.4.7

Should more days be donated than can be or are used by the recipient, then the remainder of the donated days will be prorated and returned to the donor(s) with such return being rounded to the nearest one-half ($\frac{1}{2}$) day while still covering completely the benefits received by the recipient.

7.4.8

All questions regarding this policy or its implementation shall be referred to the Business Office and/or the Shared Sick Leave Committee, but the committee shall possess all decision-making powers regarding problem resolution(s) with appeal to the Board of Education possible only when all parties are not satisfied with such resolution.

Article 8 - Leave of Absence (Sabbatical Leave)

- 8.1 The Board may grant a career teacher a leave of absence for up to one (1) year.
- 8.2 Application for leave of absence without pay which is to be effective at the beginning of a school year must be made on or before May 1. Applications which are to be effective other than at the beginning of a school year should be made at least three (3) months before the requested effected date. In the event that the above dates for application cannot be met, the teacher will still receive consideration of his/her application.
- 8.3 A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted. Additionally, such salary placement will reflect any advancement occasioned by additional degrees, or college hours earned.
- 8.4 Sick leave, which accrued before the leave of absence, will be reinstated. Additional sick leave or personal leave will not be granted for the period of leave.

Article 9 - Legal Leave (Board Policy DA-CC-G in compliance with 70 O.S. §6-104 & 28 O.S. §84.1)

- 9.1 The Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty shall be applied toward the expense of the substitute teacher. The district may deduct any compensation received for serving as a juror from the non-certified support employees' salary during such service.
 - ✓ Teachers dismissed by the court by noon will return to school for the second half of the day.
- 9.2 It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a teacher testifies as a witness as a result of being subpoenaed, any compensation received from the court by the teacher shall be applied toward the expense of a substitute teacher.
- 9.3 If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars (\$100.00) per day.

Article 10 - Military Leave/Veterans Day

- 10.1 The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

For reemployment rights, see Board Policy DA-CC-D in compliance with 40 O.S. Section 209, 70 O.S. Section 6-105, & USERRA 1994 as amended

- 10.2 Teachers who are veterans will be given released time (up to two hours) to attend the Veteran's Day ceremonies at the Ardmore Veteran's Center.

Article 11 - Emergency Leave [Board Policy – Revised June 2015]

- 11.1 All employees shall be provided not more than two days a year emergency leave. These days shall not be chargeable to sick leave and are non-cumulative. The term "emergency" is defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. (70-6-104). Examples of emergency leave include, but are not limited to: automobile accidents, floods, tornado damage, residential fires, etc.
- 11.2 If a more suitable leave-type is appropriate, emergency leave may not be granted. The final decision as to whether emergency leave is granted or if another type of leave is more appropriate will be made by the superintendent or his/her designee.
- 11.3 Emergency leave does not include bad weather days when school is in session.

Article 11A – District COVID Emergency Leave [FY21 Negotiations]

The Board of Education agrees to provide 10 days of COVID emergency leave to certified staff members as follows:

- a) Certified staff members who are scheduled to work but are unable to due to being personally diagnosed with COVID-19. The certified staff member is required to provide a medical diagnosis from a physician.
- b) Certified staff members who are required to quarantine. The certified staff member is to provide a letter from the Health Department requiring them to quarantine.

Certified staff would be required to utilize the 80 hours (10 days) of Federal Emergency Paid Sick Leave provided under the Families First Coronavirus Relief Act prior to the use of these days. This District COVID Emergency Leave is non-cumulative and expires on December 31, 2020, unless extended by the Board of Education.

Article 12 - Bereavement Leave

- 12.1 Teachers will be granted three (3) days bereavement leave at no loss of salary each school year.

12.1.1

Bereavement leave will be non-accumulative, non-reimbursable and used before other available leave.

12.1.2

Bereavement leave will be granted for the death of an immediate family member as defined under sick leave. **(See Sick Leave, Article I, section 1.1.1 of this section)**

12.1.3

In addition to the three (3) days of bereavement leave, teachers may use a maximum of five (5) sick days for this purpose.

12.1.4

In the case of the death of a spouse or a child, including pregnancy loss, the teacher will be granted up to ten (10) days of bereavement leave. *Documentation from a licensed physician will be required for pregnancy loss.*

12.1.5

If a teacher experiences the loss of two close relatives (defined as spouse, child or parent), in the same school year, they may request additional bereavement leave from the superintendent or his designee. Each request will be reviewed and the decision made on a case-by-case basis. [17-18]

- 12.2 On occasion when teachers wish to attend funeral services for an associate or friend, they may be excused for the services, with their principal's permission. Requests for attendance should be directed to the principal. When the absence is only for the actual time required to attend the service, school volunteers may be asked to substitute and no leave time will be charged. When the time needs to be extended, the teacher will take sick leave.

Article 13 - Association Leave

- 13.1 The District will grant ten (10) days leave to the Association to send its representatives to local, state, or national conferences, meetings, or workshops or to conduct other business pertinent to the Association's role as recognized representative of Ardmore teachers.
- 13.2 The Association President(s) will notify the Superintendent/designee on the appropriate leave form at least three (3) days in advance of the use of leave.
- 13.3 No more than five (5) teachers will be gone on any one day without the approval of the Superintendent/designee.

Article 14 - Notification of Absence

- 14.1 The District will provide each teacher with a contact person and/or a telephone number to be utilized by the teacher for notification of absence from work. If possible, such notice of absence will be reported by 7:00 a.m. on the day of absence in order to ensure substitute coverage. Whenever possible, the teacher will notify the school (principal/secretary) by 2:30 p.m. to notify of the subsequent day's status.

Article 15 – Bad Weather Days [Board Policy – Revised June 2015]

- 15.1 The school system has no restrictions on where its' employees reside; however, on bad weather days when school is being held, school employees are expected to be in attendance. Employees who are not in attendance will have a day's pay deducted from their salaries unless they are absent under one of the Board approved leave options, to include personal business leave. Emergency leave does not include bad weather days when school is in session.

Article 16 – Maternity Leave

- 4.1 Maternity Leave [as per Senate Bill 1121] shall be extended to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for a least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth date of the school districts employee's child. Paid Maternity Leave applies to contract days only.

Article 1 - Definitions

- 1.1 A grievance is a claim based upon an event or condition which affects the condition or circumstances under which a teacher or a group of teachers works, allegedly caused by a violation, misinterpretation or misapplication of Board Policies, Administrative Procedures or the Negotiated Agreement of the Board of Education and the Ardmore Education Association (AEA).
- 1.2 The term "grievant" may mean the person or persons or the Association making the complaint.
- 1.3 The term "days" will mean working days of the teacher. Outside of the contract year of the teacher, "days" will mean the working days of the supervisor involved at the level that the grievance is being processed or the business days of the district (Business days shall not include scheduled vacation days).
- 1.4 A "party of interest" is the person or persons making the claim or any person who might be required to take action, or the person against whom action might be taken in order to resolve the claim. The Association may be a "party of interest" in any grievance regarding the Negotiated Agreement

Article 2 - Purpose

- 2.1 The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Article 3 - Right to Representation

- 3.1 At least one Association representative will be present for any meetings, hearings, appeals or other proceedings related to a grievance which has been formally presented if such grievance concerns this Agreement.
- 3.2 If, in the judgment of the Association, a grievance affects the Association, the Association Officers may initiate and submit such grievance in writing to the Superintendent directly, and the processing of such grievance will be commenced at Level II. The Association may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wished to do so. Class action grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Level II.

Article 4 - Individual Rights

- 4.1 Nothing contained herein will be construed as limiting the right of any teacher having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association, as long as such disposition is not inconsistent with the terms of this Agreement.
- 4.2 A grievant may be represented at all Levels of the grievance procedure by himself/herself or at his/her option, by an Association representative selected by the Association, or by a person of his/her choice. In addition, the grievant may be accompanied by a person of his/her choice for advice and/or counsel. If an aggrieved party is not represented by the Association and the grievance concerns application of the negotiated agreement, the Association representative will have the right to be present and to state the Association's views at all Levels of the grievance procedures.

- 4.3 Any grievance will be submitted within 15 working days of the knowledge of the alleged violation.
- 4.4 Timelines may be extended by mutual agreement.

Article 5 - Procedure

5.1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each Level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement.

5.2 FORMAL GRIEVANCE PROCEDURE

Level One

A certified staff member with a grievance will first discuss it with his/her principal or immediate supervisor within ten (15) work days of the date aggrieved, with the objective of resolving the matter informally.

If both parties agree that unusual circumstances exist, either party may exercise the option of being accompanied by a building colleague.

Level Two

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) working days after the presentation of the grievance, he/she may file a written grievance with his/her principal/supervisor no later than ten (10) working days after the Level One meeting. When a formal written grievance is filed with the principal/supervisor, a copy of the written grievance shall be sent by the aggrieved person to the president of the AEA and the superintendent of schools.

The principal/supervisor shall arrange a meeting of the aggrieved person, the grade level representative of the AEA Grievance Committee, and the principal/supervisor within five (5) working days after the receipt of the written grievance.

The principal/supervisor shall within two (2) working days after the meeting, submit his/her decision in writing to the aggrieved person, the grade level representative of the Grievance Committee, the president of AEA and to the superintendent of schools.

It is understood by all parties that the superintendent will be kept informed of all these proceedings by the principal/supervisor involved and may intervene in any of the decision rendered by the principal/supervisor at any time.

Level Three

If the aggrieved person does not agree with the decision of the principal/ supervisor, he/she may request that the Grievance Committee of the AEA review the decision of the principal/supervisor, or the aggrieved person may choose to bypass Level Three and proceed to Level Four.

Any such request to the AEA Grievance Committee shall be made in writing within five (5) working days of the principal/supervisor Level Two decision and include a copy of the principal/supervisor's decision, the grounds for further appeal, and any other information which the committee might desire, such as names of all persons officially present at any of the meetings held prior to the request of the AEA Grievance Committee meeting and any person who might have a copy of information involved in the grievance.

The AEA Grievance Committee shall within seven (7) working days of the receipt of the request and after completion of a hearing on the case, render recommendation to the aggrieved person. A copy of these recommendations shall be mailed to the principal/supervisor, the president of AEA, and the superintendent.

Should the aggrieved person choose to bypass Level Three, a written request for an appeal to be heard by the superintendent of schools must be made within ten (10) working days of the Level Two decision rendered by the principal/ supervisor.

Level Four

If the aggrieved person or the superintendent desires, an appeal may be heard by the superintendent. Such a meeting or hearing shall be held within ten (10) working days of the receipt of the recommendations from Level Three or the request by the aggrieved person choosing to bypass Level Three.

Written notification of the time and place of the meeting with the superintendent shall be given five (5) working days prior to the meeting and shall be given to the aggrieved person, the president of AEA and the principal/ supervisor who has been involved in the grievance.

Within ten (10) working days of the meeting with the superintendent, the superintendent shall communicate his/her decision and reasons to the aggrieved person and other parties in interest.

The superintendent reserves the right to inform members of the Board of Education regarding any of the proceedings involving a formal grievance procedure.

Level Five

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Four, he/she may, within five (5) working days after a decision by the superintendent, request in writing that hearing be held on this matter before the Board of Education. The Board of Education will, within thirty (30) working days or at their next regular meeting of the Board, hear the grievance.

The Board of Education shall within ten (10) working days, communicate its decision to the aggrieved person and other parties in interest.

General Provisions

1. The decision of the Board is considered final, unless overruled by the courts. It is understood that the Board of Education may reconsider its decision at any scheduled meeting where the matter is placed on the agenda.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest. Likewise, no certified staff member shall take reprisal of any kind against any member of the Board of Education or the administration because of the grievance procedure.
3. If a certified person elects to pursue legal or statutory remedy for any grievance after following this grievance procedure, it is understood that remedy at the local level has been exhausted.
4. All documents, communications and records dealing with the procedures of a grievance shall be filed with a grievance file separate from the permanent file of any of the participants.

5. Forms for this grievance procedure shall be devised by the superintendent or his/her designee in conjunction with the AEA Grievance Committee and shall be available upon request from the principal/supervisor.
6. Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limit shall permit the aggrieved person to proceed to the next step. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be regarded as acceptance of the decision rendered at that step.
7. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives referred to in this procedure. No meetings under this procedure will be held in violation of the Open Meeting Law of the State of Oklahoma.
8. All such meetings will be held by all parties to avoid any interruption of classroom activities and to avoid involvement of students in all phases of the grievance procedure. No student shall be involved in any phase of the grievance procedure unless such student's presence is deemed absolutely necessary to resolve the grievance and is in the best interest of the school district and only after approval of the superintendent of schools.

Section VIII: Association Rights

Article 1 - Availability of Information

- 1.1 Upon request, the Board will provide to the Association any compiled public information which the Association deems necessary for the administration of this contract.
- 1.2 The Association President or designee will be notified of all regular, special and/or reconvened meetings of the Board as soon as they are scheduled and will receive an agenda and all information in like form and substance as mailed and/or given to each Board member for each of its meetings, except that deemed confidential under the Oklahoma Open Records Act. The Association may request clarifying documents of agenda items.
- 1.3 The District agrees to send to the AEA President(s) the following items on a regular basis:
 - 1.3.1
Additions, corrections and changes to the ACS Policy and Procedure Handbook;
 - 1.3.2
Minutes of all Board of Education meetings.

Article 2 - Transaction of Business

- 2.1 Representatives of the Association will be permitted to transact Association business on school property provided that classroom activities are not interrupted.

Article 3 - Exclusive Rights

- 3.1 The bargaining unit rights granted to the Association will not be granted or extended to any other organization or individual.

Article 4 - Meeting, Notices and Use of School Mail

- 4.1 The Association shall have the right to use school buildings for Association meetings and/or business upon arrangement with the building administrator. Association meetings may be called during the time immediately preceding or following the students' school day.

- 4.2 The association shall have the right to place association related notices, circular, and other association materials on the designated bulletin boards and only in association member's mail boxes. Information pertaining to negotiations or board policy may be shared with all staff. Use of bulletin board space shall be provided in the teachers' lounge or work area of each school building or work site. Prior to posting a copy of any material, it shall first be given to the building principal. Space will be limited to an 8 ½" x 11" sheet of paper, unless approved by the building administration.
- 4.3 The Association shall be accorded use of inter-school mail service and district e-mail, to communicate with members. Communication with all staff will be accorded when addressing negotiated items, board policy, and district or site level issues or activities.

Article 5 - Teacher Selection to Staff Development Committee

- 5.1 (See Section Two, Working Conditions, Article IX.)

Article 6 - Selection of Mentor Teachers

- 6.1 A mentor teacher shall be selected by the principal from a list of qualified teacher volunteers who have submitted their names for that purpose. After compilation of the list, the principal shall provide an opportunity for input from the AEA building representative. Membership or non-membership in a professional teacher organization shall not be considered as a factor in selecting a mentor teacher. No teacher may serve as a mentor teacher for more than one resident teacher at a time. When possible, a mentor teacher shall have successfully completed a mentor teacher professional development institute and be assigned to the same school site and have similar certification as the resident teacher. (Per HB 1235)

Professional Negotiations Procedural Agreement

The Ardmore Educational Association & Independent School District No. 19 Carter County, Oklahoma

1-1 **As Prescribed** by Title 70, Oklahoma Statutes 509.1-509.10, the Ardmore Education Association, hereinafter referred to as the "Association," said Association being the certified representative of the professional educators of the district, and the Board of Education of Ardmore City Schools, Independent School District No. 19 of Carter County, Oklahoma, hereinafter referred to as the "Board," said Board being legal representative of the electors of Independent School district No. 19 of Carter County, Oklahoma, hereby enter into the following agreements regarding procedures:

1-2 **Recognition**

The Board hereby recognizes the Association as the authorized bargaining agent for all regularly employed non-administrative certified educators. Any person who desires not to be represented by any organization may so state in writing to the Board of Education.

1-3 **Participation**

As a condition of employment, members of the bargaining unit have the right to join, participate in, and assist the Association, and the right to refrain from such activities, as provided in Title 70, Oklahoma Statutes, Section 509.2.

1-4 **Scope of Bargaining**

The Association and the Board agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment. The Board retains all rights and authority it possesses by law. This agreement shall not impair the rights provided by law either to the Board or the Association. The policies affecting the performance of professional services may be subject to negotiation in accordance with Oklahoma State Statute 70-509.6

1-5 **Statutes & Policies**

The Association and Board agree that the welfare and educational opportunities of students in the Ardmore school system are of paramount importance in the operation of the Ardmore school system. The Association and the Board shall abide by all applicable state and federal statutes, rules and regulations. No agreement shall abrogate legal rights, obligations, and powers of the Board, including its power to make policy.

1-6 **Budget Limitations**

Provisions of negotiations agreements are always subject to sufficient funds being made available to the Board to carry out properly the terms of the agreement. When and if it becomes known that sufficient funds will not, in fact, be available with which to finance certain ratified items as well as meet the other requirements of the school district, the negotiating teams will meet and renegotiate those items within the framework of the amount of funds available.

1-7 **Negotiating Team**

No more than five (5) designated representatives of the Association will meet with no more than five (5) representatives of the Board for purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Only those members who comprise the negotiations teams will be present during negotiations, except by mutual agreement. A majority of the members of each bargaining team shall be present at each bargaining session. If there are any changes in the membership of either team, the other team shall be notified of such change, in writing, five (5) days before the next meeting.

1-8 **Discrimination**

No employee shall be discriminated against by the Board, Superintendent, or any other administrative officer of the district or by the Association, its officers or any member thereof because of his/her exercise or non-exercise of rights under the acts of Title 70 of the Oklahoma Statutes. It shall be prohibited for the Association, professional educator or Board to impede, restrain or coerce an employer or employees in the exercise of the rights guaranteed in Sections 509.1 through 509.10 of Title 70.

2-1 Meetings

Meetings shall start on April fifteenth, or any subsequent mutually agreeable date thereafter and continue to meet as mutually agreed upon by the Association and the Board. Each subsequent meeting time and place will be mutually agreed upon at the end of each meeting. All Board and Association items for negotiations shall be presented in writing at the first meeting.

2-2 Exchange of Information

Upon reasonable request, the parties shall provide each other with available information regarding negotiations.

2-3 Information Releases

Releases to news media shall be by mutual agreement only.

2-4 The Agreement

- A. The Board shall choose representatives who shall bargain for the Board, and the Association shall choose representatives who shall bargain for the Association. Provided nothing herein shall prohibit the employment of legal counsel for consultative purposes by the Board or Association. (70-509.3)
- B. Both parties agree it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.
- C. When agreement is reached between the negotiations teams on any proposal, the proposal shall be reduced to writing, distributed to both teams, and marked "tentative agreement." When tentative agreement is reached on all items, it shall be submitted and recommended first to the Association for ratification. After ratification by the Association, the agreement shall be recommended to the Board. Upon approval and after necessary action by the Board, the terms of agreement shall be implemented. No further negotiations will take place until a formal request is made the following March.

2-5 Impasse Procedure

- A. If negotiations are not successfully concluded by the first day of school, impasse shall exist, unless the time limit for negotiations has been extended by mutual agreement of the parties. At any earlier time, either party may declare impasse. Prior to reaching impasse or upon reaching impasse and upon mutual agreement, the parties may request the services of the Federal Mediation and Conciliation Service.
- B. If the mediation process has been utilized and has failed to bring about agreement on all items (or if mediation was not used), the unresolved items shall be submitted to fact-finding as follows:
 - 1. A fact-finding committee consisting of three (3) members shall be formed. One member shall be selected by the representative of the Association and one member shall be selected by the Board, within five (5) days. These two members will notify the State Superintendent of Public Instruction that a fact-finder is needed. Within ten (10) days of being notified that a fact-finder is needed, the State Superintendent of Public Instruction (or designee) shall provide a list of five (5) potential fact-finders selected at random from a list of appointees who are available to serve as a member and the chairperson of the committee. The parties shall select the fact-finder from the five names within fifteen (15) days after receiving the list of fact-finders. If the representative of the Board and the representative of the Association cannot agree upon a name, there shall be a coin toss. The winner of the toss shall decide whether to strike a name first or to have the loser of the toss strike a name first from the list. The two representatives shall then continue alternately striking a name from the list until only one name remains. That person shall then be named to serve as the chairperson of the fact-finding committee.
 - 2. Within five (5) days after the selection of a chairperson, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall also be furnished by each party to the chairperson and other members of the committee. Each item being submitted to fact-finding shall show the last position taken by each negotiating team.

3. The cost for the services of the fact-finding committee, including the per diem expenses, if any, and actual and necessary travel expenses of the third party chairperson shall be shared equally by the Board and the Association.
4. The fact-finding committee shall have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party to the dispute shall be given the opportunity to present its case with supporting evidence.
5. The chairperson shall convene the committee for fact-finding. The committee shall meet with the representatives of both parties. Within twenty (20) days after the chairperson is selected, the committee shall present written recommendations to the Board and to the Association.
6. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendation, request a meeting of the representatives who have been negotiating for the Board and for the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the representatives shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written statements, either party may discontinue such effort.
7. The Board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of the implementation.

2-6 No Strike Clause

The procedure provided for herein for resolving impasse shall be the exclusive recourse of the Association. It shall be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Association engaging in a strike shall be denied the full amount of his/her wages during the period of such violation. If the Association or its members engage in a strike, then the Association shall cease to be recognized as representatives of the unit and the Board shall be relieved of the duty to negotiate with the Association or its representatives.

2-7 Amendments

Changes, modifications or amendments to this agreement can be made only as mutually agreed upon by the Association and the Board.

2-8 Extension of Agreement

If the Association continues as the exclusive negotiating representative of the professional educators for additional periods of time, this agreement shall be automatically extended for such additional periods of time; otherwise, it shall be null and void as of the date the Association disbands or ceases to be the recognized bargaining agent.

2-9 Savings Clause

Should any part of this Agreement be affected or declared illegal by statute or court of competent jurisdiction, said part shall be automatically deleted from this Agreement to the extent that it is affected, or violates the law. The remaining provisions shall remain in full force and effect for the duration of the agreement, if not affected by the deleted part. By mutual agreement negotiations shall commence within thirty (30) days for the purpose of arriving at a legally permissible replacement of the deleted part.

Ardmore City Schools

Pre-Observation Schedule

_____ (day/date) or _____

at _____ (time) for a pre-observation conference.

Observation Schedule

_____ (day/date) or _____

at _____ (time) or _____ would be excellent times for a formal observation (30 minutes) in my classroom. The teaching strategy that will be observed in my class will be _____

Teacher's Signature: _____

Observation Schedule

On _____ (Day& Date) we will go over the written evaluation instrument.

Thank you.

Principal's Signature: _____

Date: _____

To: Employee's Name
From: Principal/Supervisor's Name
School: School

The purpose of this Personal Development Plan [PDP] is to bring to your attention unsatisfactory performance and conduct which, if repeated at any time during your employment with the school district or not corrected, will result in your dismissal or non-reemployment. You may submit any recommended amendments to this Plan within three school days of its receipt. This PDP is designed to assist you in improving those areas of performance and conduct that are currently viewed as unsatisfactory. The quality of your performance and conduct in these areas must be improved.

Statement of Unsatisfactory Performance – No 1:

Immediate improvement is needed in preparation of lesson plans.

- (1) Failure to provide adequate lessons plans is a poor educational practice and also violates district policy. It also shows an unprofessional attitude toward the duty you have to direct the learning process in your class. Clear objectives must be set in weekly lesson plans in order for daily assignments and performance to be assessed.
- (2) Failure to maintain IEP records and stay in compliance with state regulations. Failure to maintain IEP reviews and secure necessary approval from the IEP committee before changing hours of service to homebound student. Failure to disclose those changes even when asked directly by supervisor. Only after direct inquiry did the truth present itself and admittance was made that erroneous information was given by the teacher to the supervisor and principal.
- (3) Failure to complete IEP Present Level of Performance assessments at the beginning of the year after three attempts from supervisor were made to secure test completion. Failure to disclose that assessments were not made in a timely manner. Only after direct inspection of materials did the truth present itself and admittance was made that erroneous information was given by the teacher to the supervisor and principal.

Statement of Level of Performance Required:

Your level of performance must immediately meet the following minimum standards:

- (1) Develop daily lesson plans and submit them to my office each Friday, prior to the end of the school day. (2) All confidential files must be in compliance with IDEA, state and federal standards.

Assistance to be Provided:

The District will provide the following additional assistance:

In addition to this Plan, I will be available to meet with you until the Plan is reviewed for compliance on (Date). Please contact me if you would like to set up a meeting. Any failure to contact me in three days after receipt of this plan will be interpreted as a clear understanding on your part as to your duties under this Plan. If you need assistance from another teacher in writing appropriate lesson plans, then so inform me, and I will assign another teacher to meet with you and assist you in writing lesson plans. If you need assistance in staying in compliance with all confidential, then so inform me, and I will arrange assistance for you from another teacher or supervisor.

Time to Improve:

You must immediately comply with this Personal Development Plan and admonishment as specified.

Admonishment:

Failure to comply with this Personal Development Plan and Admonishment or any repetition of the unsatisfactory performance or conduct noted above at any time during your employment with the District may result in your dismissal or nonreemployment for willful neglect of duty, repeated negligence in performance of duty or incompetence.

Statement of Unsatisfactory Performance – No 2:

You have repeatedly engaged in the following unacceptable conduct over the (school year) school year: Disrespectful Attitude: The teacher has a duty to avoid rude and disrespectful attitudes and actions toward parents, coworkers and administrators. Acts such as yelling and showing aggressive or angry behavior.

Statement of Level of Performance Required:

Your level of performance must immediately meet the following minimum standards: As stated in the Staff Ethics form that you read and signed:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.
- The maintenance of their own efficiency and knowledge of developments in their fields of work.
- The transaction of all official business with the properly designated authorities of the school system.
- The establishment of friendly and intelligent cooperation between the community and the school system.
- The representation of the school system on all occasions that the contributions of the school system to the community are recognized.
- The placement of the welfare of the children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who was the administrative responsibility for improving the situation and then to the superintendent if necessary.
- The proper use and protection of all school properties, equipment, and materials.

Assistance to be Provided:

The District will provide the following additional assistance:

If you have any questions about what is required of you under your plan for improvement and admonishment, please contact me in writing within three school days of receipt of this Plan.

Time to Improve:

You must immediately comply with this Personal Development Plan and admonishment as specified.

Statement of Unsatisfactory Performance – No 3:

Classroom Management:

Failed to handle minor classroom management problems. Your failure to handle minor classroom management problems has imposed an unnecessary risks to student safety and welfare in the classroom.

Statement of Level of Performance Required:

Maintain and ensure that appropriate strategies are being used in the classroom to assist individual learning styles and provide success to all students with special needs. Maintain and ensure that the classroom schedule provides for structured learning while using a working schedule that promotes a daily routine. Manage the learning space of your classroom to lend to these strategies.

Assistance to be Provided:

The District will provide the following additional assistance:

If you have any questions about what is required of you under your Personal Development Plan and admonishment, please contact me in writing within three days of receipt of this Plan.

Time to Improve:

You must immediately comply with this Personal Development Plan and admonishment as specified.

Date of Review: (Date)

If you would like to suggest additions to or propose changes in this Personal Development Plan and Admonishment, please submit those recommendations to me, in writing, within three days of receipt of this Plan of Improvement.

The purpose of this Plan of Improvement and Admonishment is to help you. Therefore, I am prepared to meet with you to discuss your performance at any time. If you need additional assistance from faculty members, please see me and, if possible, we will make the extra arrangements.

It is extremely important that you comply with this Personal Development Plan. As previously stated, failure to do so at any time during your employment with the District may result in your dismissal or nonreemployment.

Signature of Principal/Supervisor: _____

I hereby acknowledge receipt of this Personal Development Plan and Admonishment on (enter date).

Printed Name of Teacher

Signature of Teacher

Ardmore City Schools
Sick Leave Bank/Sick Leave Sharing Form

Name: _____ Campus: _____

See Section VI, Article VI Sick Leave Bank and Article VII Shared Sick Leave for the criteria for donating and requesting use of these two leaves.

Please check one of the following and complete the number of days:

- | | |
|--|----------------------|
| <input type="checkbox"/> I wish to <u>donate</u> leave to the Sick Leave Bank. | One (1) Day Only |
| <input type="checkbox"/> I wish to <u>use</u> leave from the Sick Leave Bank. | Number of Days _____ |
| <input type="checkbox"/> I wish to <u>donate</u> for Shared Sick Leave. | Number of Days _____ |
| <input type="checkbox"/> I wish to <u>use</u> Shared Sick Leave. | Number of Days _____ |

If you wish to donate sick leave for sick leave sharing, for whom are you donating?

If you are requesting leave from the sick leave bank or from sick leave sharing, please write a short summary of the reason(s).

Signature _____ Date: _____

Return this form to Morgan Manley in the Personnel Office
*Ardmore City Schools * Administrative Offices*
*PO Box 1709 * 611 Veterans Blvd. * Ardmore, OK 73402*
Phone: 580-226-7650 ext 1211

Grievance Form

Within ten (10) days from the time you become aware of the condition for the grievance.

Name of Grievant: _____ Date Filed: _____

Level I	Level II	Level III	Level IV	Level V
Informal Discussion with principal or supervisor	Written Grievance submitted to principal or supervisor	AEA Grievance Committee Review (Certified Staff Member may choose to bypass this level IV)	Superintendent Review	Board Review

A. Date aware of alleged grievance: _____

B. Contract Article(s), Board Policy, or Administrative Procedures(s) alleged to have been violated, misinterpreted, or misapplied.

C. Statement of grievance: _____

D. Relieve sought: _____

Signature: _____ Date: _____

Appropriate administrator will arrange a meeting within days required by policy and provide a written response to the grievance withing 5 days of the meeting.

Grievance Form

E. Disposition of Administrator:

Signature: _____ Date: _____

Note 1: If the grievant is not satisfied with the disposition of the grievance at the level filed, he/she may appeal to the next level. Such appeal must be done within five (5) days of the receipt of the written response.

Note 2: If the grievance is appealed to the next level, the grievant shall attach a copy of the previous level's form(s) as well as the written response(s).

Note 3: If additional space is needed in reporting of any step, please attach an additional sheet(s) and not the attachment of the appropriate section.

Professional Ethics – Standard of Performance and Conduct for Teachers

The Board of Education approves and recommends the *Code of Ethics of the National Education Association adopted by the NEA Representative Assembly in 1975 and adopted by the Oklahoma Education Association, November 2, 1975 as follows:

Code of Ethics of the Education Profession - Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

STANDARD OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

PRINCIPLE I - COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any students; or
 - c. Grant any advantage to any student.

This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II - COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III - Title 70, Oklahoma Statute, Section 6-101.22

1. Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

- A. Willful neglect of duty;
 - B. Repeated negligence in performance of duty;
 - C. Mental or physical abuse to a child;
 - D. Knowing and willful failure of report suspected child abuse or neglect;
 - E. Incompetency.
 - F. Instructional ineffectiveness;
 - G. Unsatisfactory teaching performance; or
 - H. Commission of an act of moral turpitude.
 - I. Abandonment of contract.
 - J. Conviction of a felony
 - K. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
 - L. Failure to earn required staff development points
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
 3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
 4. Temporary teachers, substitutes teacher, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
 5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
 6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties;
 - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. § 6-101.22).
 7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: 70 O.S. § 6-101.22, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW

Teacher Evaluation

The Ardmore Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using the Tulsa Teacher Evaluation Model. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a district evaluation rating of "superior" or "highly effective" rating under the TLE, who may be evaluated once every three (3) year. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

The evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE. A school district with an average daily attendance of more than thirty-five thousand (35,000) may incorporate at its own expense prior to the 15-16 school year the quantitative components of the TLD into its evaluation system of teachers and administrators as defined by the school district's written policy. The district may continue to use, at its own expense, quantitative measures of teachers and leaders as a part of the district evaluation rating. Such measures shall include a minimum of one reliable, researched-based measure as approved by the State Board of Education.

For evaluations of teachers and administrators conducted during the 2017-2018 school year, and each school year thereafter, school districts shall incorporate and put into operation the qualitative component of the TLE and shall provide all teachers and administrators with a district evaluation rating based upon the components of the TLE. For the 2017-2018 school year school districts shall incorporate the individualized programs of professional development set forth at 70 O.S. § 6-101.10 (B) on a pilot program basis.

For evaluations of teachers and administrators conducted during the 2018-2019 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the individualized programs of professional development as set forth at 70 O.S. § 6-101.10 (B).

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgement that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

Board Policy	SECTION: Certified Personnel	DB-C
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When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher’s dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition with the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

Legal Reference: 70 O.S. §6-101.10, et seq.

Staff-Student Communications
Parent/Guardian Notification

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools will notify all personnel of the required use of approved platforms for all digital communications with students.

1. Approved Communication Platforms:

- All digital communications between Ardmore City Schools personnel and students must be conducted through the official Ardmore City Schools email system or Thrillshare Rooms.
- These platforms have been approved by the Board of Education for their compliance with safety, security, and privacy standards.

2. Prohibited Communication Methods:

- Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.

3. Compliance and Monitoring:

- The use of Ardmore City Schools email and Thrillshare Rooms ensures that all communications are subject to monitoring and review to maintain appropriate professional boundaries and to ensure the safety and well-being of our students.

I understand Ardmore City Schools is sending all ACS staff notice of the required use of Board Approved platforms, Ardmore City Schools email system and Thrillshare Rooms, for all electronic or digital communication with staff, students, and parents.

Please feel free to contact your school principal or the superintendent's office regarding any violations of this policy.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s school-approved platform.
 - c. Improper contact via electronic or digital communication is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The Board of Education designates Thrillshare Rooms by Aptegey and Ardmore City Schools Email System as school-approved communication platforms. The administration shall publish these school-approved platforms on the district’s website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS (CON'T)

approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy and state law.

REFERENCE: **74 O.S. § 840-8.1**
 70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - e. Improper private contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

REFERENCE: 74 O.S. § 840-8.1

*A copy of this policy shall be distributed to each affected employee by email.

Ardmore City Schools
Compensation Schedule
2025 - 2026

BACHELOR'S DEGREE

Step	Cash Base Salary	7% TRS Contribution*	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	38,893.53	2,927.47	41,821	39,601	5,834.03	238.98
1	39,297.15	2,957.85	42,255	40,035	5,894.57	241.46
2	39,747.27	2,991.73	42,739	40,469	5,962.09	244.22
3	40,175.07	3,023.93	43,199	40,904	6,026.26	246.85
4	40,601.94	3,056.06	43,658	41,338	6,090.29	249.47
5	41,994.15	3,160.85	45,155	42,810	6,299.12	258.03
6	42,447.99	3,195.01	45,643	43,273	6,367.20	260.82
7	42,902.76	3,229.24	46,132	43,737	6,435.41	263.61
8	43,356.60	3,263.40	46,620	44,200	6,503.49	266.40
9	43,810.44	3,297.56	47,108	44,663	6,571.57	269.19
10	45,713.22	3,440.78	49,154	46,684	6,856.98	280.88
11	46,194.96	3,477.04	49,672	47,177	6,929.24	283.84
12	46,676.70	3,513.30	50,190	47,670	7,001.51	286.80
13	47,157.51	3,549.49	50,707	48,162	7,073.63	289.75
14	47,639.25	3,585.75	51,225	48,655	7,145.89	292.71
15	49,068.66	3,693.34	52,762	50,167	7,360.30	301.50
16	49,550.40	3,729.60	53,280	50,660	7,432.56	304.46
17	50,032.14	3,765.86	53,798	51,153	7,504.82	307.42
18	50,513.88	3,802.12	54,316	51,646	7,577.08	310.38
19	50,995.62	3,838.38	54,834	52,139	7,649.34	313.34
20	51,495.96	3,876.04	55,372	52,652	7,724.39	316.41
21	51,977.70	3,912.30	55,890	53,145	7,796.66	319.37
22	52,460.37	3,948.63	56,409	53,639	7,869.06	322.34
23	52,942.11	3,984.89	56,927	54,132	7,941.32	325.30
24	53,423.85	4,021.15	57,445	54,625	8,013.58	328.26
25	54,771.42	4,122.58	58,894	56,049	8,215.71	336.54
26	55,189.92	4,154.08	59,344	56,542	8,278.49	339.11
27	55,608.42	4,185.58	59,794	57,035	8,341.26	341.68
28	56,026.92	4,217.08	60,244	57,528	8,404.04	344.25
29	56,445.42	4,248.58	60,694	58,021	8,466.81	346.82
30	56,863.92	4,280.08	61,144	58,541	8,529.59	349.39
31	57,282.42	4,311.58	61,594	59,001	8,592.36	351.97
32	57,700.92	4,343.08	62,044	59,494	8,655.14	354.54
33	58,162.20	4,377.80	62,540	59,987	8,724.33	357.37
34	58,627.20	4,412.80	63,040	60,480	8,794.08	360.23
35	59,095.92	4,448.08	63,544	60,973	8,864.39	363.11
36	59,568.36	4,483.64	64,052	60,973	8,935.25	366.01
37	60,044.52	4,519.48	64,564	60,973	9,006.68	368.94
38	60,525.33	4,555.67	65,081	60,973	9,078.80	371.89
39	61,009.86	4,592.14	65,602	60,973	9,151.48	374.87
40	61,498.11	4,628.89	66,127	60,973	9,224.72	377.87
41	61,990.08	4,665.92	66,656	60,973	9,298.51	380.89
42	62,485.77	4,703.23	67,189	60,973	9,372.87	383.94
43	62,986.11	4,740.89	67,727	60,973	9,447.92	387.01
44	63,490.17	4,778.83	68,269	60,973	9,523.53	390.11
45	63,997.95	4,817.05	68,815	60,973	9,599.69	393.23
46	64,510.38	4,855.62	69,366	60,973	9,676.56	396.38
47	65,026.53	4,894.47	69,921	60,973	9,753.98	399.55
48	65,546.40	4,933.60	70,480	60,973	9,831.96	402.74
49	66,070.92	4,973.08	71,044	60,973	9,910.64	405.97
50	66,599.16	5,012.84	71,612	60,973	9,989.87	409.21

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Ardmore City Schools
Compensation Schedule
2025 - 2026

MASTER'S DEGREE

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	40,186.23	3,024.77	43,211	40,991	6,027.93	246.92
1	40,589.85	3,055.15	43,645	41,425	6,088.48	249.40
2	41,039.97	3,089.03	44,129	41,859	6,156.00	252.17
3	41,467.77	3,121.23	44,589	42,294	6,220.17	254.79
4	41,894.64	3,153.36	45,048	42,728	6,284.20	257.42
5	43,286.85	3,258.15	46,545	44,200	6,493.03	265.97
6	43,740.69	3,292.31	47,033	44,663	6,561.10	268.76
7	44,195.46	3,326.54	47,522	45,127	6,629.32	271.55
8	44,649.30	3,360.70	48,010	45,590	6,697.40	274.34
9	45,104.07	3,394.93	48,499	46,054	6,765.61	277.14
10	47,465.34	3,572.66	51,038	48,568	7,119.80	291.65
11	47,947.08	3,608.92	51,556	49,061	7,192.06	294.61
12	48,428.82	3,645.18	52,074	49,554	7,264.32	297.57
13	48,910.56	3,681.44	52,592	50,047	7,336.58	300.53
14	49,391.37	3,717.63	53,109	50,539	7,408.71	303.48
15	50,821.71	3,825.29	54,647	52,052	7,623.26	312.27
16	51,303.45	3,861.55	55,165	52,545	7,695.52	315.23
17	51,785.19	3,897.81	55,683	53,038	7,767.78	318.19
18	52,266.93	3,934.07	56,201	53,531	7,840.04	321.15
19	52,748.67	3,970.33	56,719	54,024	7,912.30	324.11
20	53,249.94	4,008.06	57,258	54,538	7,987.49	327.19
21	53,731.68	4,044.32	57,776	55,031	8,059.75	330.15
22	54,213.42	4,080.58	58,294	55,524	8,132.01	333.11
23	54,696.09	4,116.91	58,813	56,018	8,204.41	336.07
24	55,177.83	4,153.17	59,331	56,511	8,276.67	339.03
25	56,558.88	4,257.12	60,816	57,971	8,483.83	347.52
26	56,977.38	4,288.62	61,266	58,464	8,546.61	350.09
27	57,395.88	4,320.12	61,716	58,957	8,609.38	352.66
28	57,814.38	4,351.62	62,166	59,450	8,672.16	355.23
29	58,232.88	4,383.12	62,616	59,943	8,734.93	357.81
30	58,651.38	4,414.62	63,066	60,463	8,797.71	360.38
31	59,069.88	4,446.12	63,516	60,923	8,860.48	362.95
32	59,488.38	4,477.62	63,966	61,416	8,923.26	365.52
33	59,964.54	4,513.46	64,478	61,909	8,994.68	368.45
34	60,444.42	4,549.58	64,994	62,402	9,066.66	371.39
35	60,928.02	4,585.98	65,514	62,895	9,139.20	374.37
36	61,415.34	4,622.66	66,038	62,895	9,212.30	377.36
37	61,906.38	4,659.62	66,566	62,895	9,285.96	380.38
38	62,402.07	4,696.93	67,099	62,895	9,360.31	383.42
39	62,901.48	4,734.52	67,636	62,895	9,435.22	386.49
40	63,404.61	4,772.39	68,177	62,895	9,510.69	389.58
41	63,911.46	4,810.54	68,722	62,895	9,586.72	392.70
42	64,422.96	4,849.04	69,272	62,895	9,663.44	395.84
43	64,938.18	4,887.82	69,826	62,895	9,740.73	399.01
44	65,458.05	4,926.95	70,385	62,895	9,818.71	402.20
45	65,981.64	4,966.36	70,948	62,895	9,897.25	405.42
46	66,509.88	5,006.12	71,516	62,895	9,976.48	408.66
47	67,041.84	5,046.16	72,088	62,895	10,056.28	411.93
48	67,578.45	5,086.55	72,665	62,895	10,136.77	415.23
49	68,118.78	5,127.22	73,246	62,895	10,217.82	418.55
50	68,663.76	5,168.24	73,832	62,895	10,299.56	421.90

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Ardmore City Schools
Compensation Schedule
2025 - 2026

DOCTORATE DEGREE

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	41,478.93	3,122.07	44,601	42,381	6,221.84	254.86
1	41,882.55	3,152.45	45,035	42,815	6,282.38	257.34
2	42,332.67	3,186.33	45,519	43,249	6,349.90	260.11
3	42,760.47	3,218.53	45,979	43,684	6,414.07	262.74
4	43,187.34	3,250.66	46,438	44,118	6,478.10	265.36
5	44,579.55	3,355.45	47,935	45,590	6,686.93	273.91
6	45,034.32	3,389.68	48,424	46,054	6,755.15	276.71
7	45,488.16	3,423.84	48,912	46,517	6,823.22	279.50
8	45,942.00	3,458.00	49,400	46,980	6,891.30	282.29
9	46,396.77	3,492.23	49,889	47,444	6,959.52	285.08
10	49,675.95	3,739.05	53,415	50,945	7,451.39	305.23
11	50,157.69	3,775.31	53,933	51,438	7,523.65	308.19
12	50,639.43	3,811.57	54,451	51,931	7,595.91	311.15
13	51,121.17	3,847.83	54,969	52,424	7,668.18	314.11
14	51,601.98	3,884.02	55,486	52,916	7,740.30	317.06
15	53,033.25	3,991.75	57,025	54,430	7,954.99	325.86
16	53,514.99	4,028.01	57,543	54,923	8,027.25	328.82
17	53,996.73	4,064.27	58,061	55,416	8,099.51	331.78
18	54,478.47	4,100.53	58,579	55,909	8,171.77	334.74
19	54,960.21	4,136.79	59,097	56,402	8,244.03	337.70
20	55,462.41	4,174.59	59,637	56,917	8,319.36	340.78
21	55,944.15	4,210.85	60,155	57,410	8,391.62	343.74
22	56,425.89	4,247.11	60,673	57,903	8,463.88	346.70
23	56,908.56	4,283.44	61,192	58,397	8,536.28	349.67
24	57,390.30	4,319.70	61,710	58,890	8,608.55	352.63
25	58,813.20	4,426.80	63,240	60,395	8,821.98	361.37
26	59,231.70	4,458.30	63,690	60,888	8,884.76	363.94
27	59,650.20	4,489.80	64,140	61,381	8,947.53	366.51
28	60,068.70	4,521.30	64,590	61,874	9,010.31	369.09
29	60,487.20	4,552.80	65,040	62,367	9,073.08	371.66
30	60,905.70	4,584.30	65,490	62,887	9,135.86	374.23
31	61,324.20	4,615.80	65,940	63,347	9,198.63	376.80
32	61,742.70	4,647.30	66,390	63,840	9,261.41	379.37
33	62,236.53	4,684.47	66,921	64,333	9,335.48	382.41
34	62,734.08	4,721.92	67,456	64,826	9,410.11	385.46
35	63,236.28	4,759.72	67,996	65,319	9,485.44	388.55
36	63,742.20	4,797.80	68,540	65,319	9,561.33	391.66
37	64,251.84	4,836.16	69,088	65,319	9,637.78	394.79
38	64,766.13	4,874.87	69,641	65,319	9,714.92	397.95
39	65,284.14	4,913.86	70,198	65,319	9,792.62	401.13
40	65,806.80	4,953.20	70,760	65,319	9,871.02	404.34
41	66,333.18	4,992.82	71,326	65,319	9,949.98	407.58
42	66,864.21	5,032.79	71,897	65,319	10,029.63	410.84
43	67,398.96	5,073.04	72,472	65,319	10,109.84	414.13
44	67,938.36	5,113.64	73,052	65,319	10,190.75	417.44
45	68,481.48	5,154.52	73,636	65,319	10,272.22	420.78
46	69,029.25	5,195.75	74,225	65,319	10,354.39	424.14
47	69,581.67	5,237.33	74,819	65,319	10,437.25	427.54
48	70,138.74	5,279.26	75,418	65,319	10,520.81	430.96
49	70,699.53	5,321.47	76,021	65,319	10,604.93	434.41
50	71,264.97	5,364.03	76,629	65,319	10,689.75	437.88

* The 7% TRS Contribution is the Employee portion that is paid by the Employer.

Ardmore City Schools
Compensation Schedule
2025 - 2026

BACHELOR'S DEGREE + *National Board Certification*

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	39,040.47	2,938.53	41,979	40,759	5,856.07	239.88
1	39,444.09	2,968.91	42,413	41,193	5,916.61	242.36
2	39,848.64	2,999.36	42,848	41,628	5,977.30	244.85
3	40,252.26	3,029.74	43,282	42,062	6,037.84	247.33
4	40,655.88	3,060.12	43,716	42,496	6,098.38	249.81
5	42,024.84	3,163.16	45,188	43,968	6,303.73	258.22
6	42,456.36	3,195.64	45,652	44,432	6,368.45	260.87
7	42,902.76	3,229.24	46,132	44,895	6,435.41	263.61
8	43,356.60	3,263.40	46,620	45,358	6,503.49	266.40
9	43,810.44	3,297.56	47,108	45,822	6,571.57	269.19
10	45,713.22	3,440.78	49,154	47,844	6,856.98	280.88
11	46,194.96	3,477.04	49,672	48,336	6,929.24	283.84
12	46,676.70	3,513.30	50,190	48,829	7,001.51	286.80
13	47,157.51	3,549.49	50,707	49,322	7,073.63	289.75
14	47,639.25	3,585.75	51,225	49,815	7,145.89	292.71
15	49,068.66	3,693.34	52,762	51,327	7,360.30	301.50
16	49,550.40	3,729.60	53,280	51,820	7,432.56	304.46
17	50,032.14	3,765.86	53,798	52,313	7,504.82	307.42
18	50,513.88	3,802.12	54,316	52,806	7,577.08	310.38
19	50,995.62	3,838.38	54,834	53,299	7,649.34	313.34
20	51,495.96	3,876.04	55,372	53,813	7,724.39	316.41
21	51,977.70	3,912.30	55,890	54,306	7,796.66	319.37
22	52,460.37	3,948.63	56,409	54,799	7,869.06	322.34
23	52,942.11	3,984.89	56,927	55,292	7,941.32	325.30
24	53,423.85	4,021.15	57,445	55,785	8,013.58	328.26
25	54,771.42	4,122.58	58,894	57,232	8,215.71	336.54
26	55,189.92	4,154.08	59,344	57,725	8,278.49	339.11
27	55,608.42	4,185.58	59,794	58,218	8,341.26	341.68
28	56,026.92	4,217.08	60,244	58,711	8,404.04	344.25
29	56,445.42	4,248.58	60,694	59,204	8,466.81	346.82
30	56,863.92	4,280.08	61,144	59,724	8,529.59	349.39
31	57,282.42	4,311.58	61,594	60,184	8,592.36	351.97
32	57,700.92	4,343.08	62,044	60,677	8,655.14	354.54
33	58,162.20	4,377.80	62,540	61,170	8,724.33	357.37
34	58,627.20	4,412.80	63,040	61,663	8,794.08	360.23
35	59,095.92	4,448.08	63,544	62,156	8,864.39	363.11
36	59,568.36	4,483.64	64,052	62,156	8,935.25	366.01
37	60,044.52	4,519.48	64,564	62,156	9,006.68	368.94
38	60,525.33	4,555.67	65,081	62,156	9,078.80	371.89
39	61,009.86	4,592.14	65,602	62,156	9,151.48	374.87
40	61,498.11	4,628.89	66,127	62,156	9,224.72	377.87
41	61,990.08	4,665.92	66,656	62,156	9,298.51	380.89
42	62,485.77	4,703.23	67,189	62,156	9,372.87	383.94
43	62,986.11	4,740.89	67,727	62,156	9,447.92	387.01
44	63,490.17	4,778.83	68,269	62,156	9,523.53	390.11
45	63,997.95	4,817.05	68,815	62,156	9,599.69	393.23
46	64,510.38	4,855.62	69,366	62,156	9,676.56	396.38
47	65,026.53	4,894.47	69,921	62,156	9,753.98	399.55
48	65,546.40	4,933.60	70,480	62,156	9,831.96	402.74
49	66,070.92	4,973.08	71,044	62,156	9,910.64	405.97
50	66,599.16	5,012.84	71,612	62,156	9,989.87	409.21

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Note: National Board Certification salary scales are for teachers who applied for and/or received their National Board Certification after June 30, 2013.

Ardmore City Schools
Compensation Schedule
2025 - 2026

MASTER'S DEGREE + National Board Certification

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	40,333.17	3,035.83	43,369	42,149	6,049.98	247.82
1	40,736.79	3,066.21	43,803	42,583	6,110.52	250.30
2	41,141.34	3,096.66	44,238	43,018	6,171.20	252.79
3	41,544.96	3,127.04	44,672	43,452	6,231.74	255.27
4	41,948.58	3,157.42	45,106	43,886	6,292.29	257.75
5	43,317.54	3,260.46	46,578	45,358	6,497.63	266.16
6	43,749.06	3,292.94	47,042	45,822	6,562.36	268.81
7	44,195.46	3,326.54	47,522	46,285	6,629.32	271.55
8	44,649.30	3,360.70	48,010	46,749	6,697.40	274.34
9	45,104.07	3,394.93	48,499	47,212	6,765.61	277.14
10	47,465.34	3,572.66	51,038	49,728	7,119.80	291.65
11	47,947.08	3,608.92	51,556	50,221	7,192.06	294.61
12	48,428.82	3,645.18	52,074	50,713	7,264.32	297.57
13	48,910.56	3,681.44	52,592	51,206	7,336.58	300.53
14	49,391.37	3,717.63	53,109	51,699	7,408.71	303.48
15	50,821.71	3,825.29	54,647	53,212	7,623.26	312.27
16	51,303.45	3,861.55	55,165	53,705	7,695.52	315.23
17	51,785.19	3,897.81	55,683	54,198	7,767.78	318.19
18	52,266.93	3,934.07	56,201	54,691	7,840.04	321.15
19	52,748.67	3,970.33	56,719	55,184	7,912.30	324.11
20	53,249.94	4,008.06	57,258	55,698	7,987.49	327.19
21	53,731.68	4,044.32	57,776	56,192	8,059.75	330.15
22	54,213.42	4,080.58	58,294	56,685	8,132.01	333.11
23	54,696.09	4,116.91	58,813	57,178	8,204.41	336.07
24	55,177.83	4,153.17	59,331	57,671	8,276.67	339.03
25	56,558.88	4,257.12	60,816	59,153	8,483.83	347.52
26	56,977.38	4,288.62	61,266	59,646	8,546.61	350.09
27	57,395.88	4,320.12	61,716	60,139	8,609.38	352.66
28	57,814.38	4,351.62	62,166	60,632	8,672.16	355.23
29	58,232.88	4,383.12	62,616	61,125	8,734.93	357.81
30	58,651.38	4,414.62	63,066	61,645	8,797.71	360.38
31	59,069.88	4,446.12	63,516	62,105	8,860.48	362.95
32	59,488.38	4,477.62	63,966	62,598	8,923.26	365.52
33	59,964.54	4,513.46	64,478	63,091	8,994.68	368.45
34	60,444.42	4,549.58	64,994	63,584	9,066.66	371.39
35	60,928.02	4,585.98	65,514	64,077	9,139.20	374.37
36	61,415.34	4,622.66	66,038	64,077	9,212.30	377.36
37	61,906.38	4,659.62	66,566	64,077	9,285.96	380.38
38	62,402.07	4,696.93	67,099	64,077	9,360.31	383.42
39	62,901.48	4,734.52	67,636	64,077	9,435.22	386.49
40	63,404.61	4,772.39	68,177	64,077	9,510.69	389.58
41	63,911.46	4,810.54	68,722	64,077	9,586.72	392.70
42	64,422.96	4,849.04	69,272	64,077	9,663.44	395.84
43	64,938.18	4,887.82	69,826	64,077	9,740.73	399.01
44	65,458.05	4,926.95	70,385	64,077	9,818.71	402.20
45	65,981.64	4,966.36	70,948	64,077	9,897.25	405.42
46	66,509.88	5,006.12	71,516	64,077	9,976.48	408.66
47	67,041.84	5,046.16	72,088	64,077	10,056.28	411.93
48	67,578.45	5,086.55	72,665	64,077	10,136.77	415.23
49	68,118.78	5,127.22	73,246	64,077	10,217.82	418.55
50	68,663.76	5,168.24	73,832	64,077	10,299.56	421.90

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Note: National Board Certification salary scales are for teachers who applied for and/or received their National Board Certification after June 30, 2013.

Ardmore Athletic Stipends
FY26

	<u>Assignment</u>	<u>Stipend</u>
HS	Athletic Trainer	
HS Head	Baseball	6,000
HS Asst	Baseball #1	4,000
HS Asst	Baseball #2	4,000
HS Head	Basketball-Boys	6,000
HS Asst	Basketball-Boys #2	4,000
HS Asst	Basketball-Boys #2	4,000
HS Head	Basketball-Girls	6,000
HS Asst	Basketball-Girls #1	4,000
HS Asst	Basketball - Girls #2 (LAY)	4,000
HS	CDL	500
HS	CDL	500
HS	CDL	500
HS	CDL	500
HS	CDL	500
HS	CDL	500
HS	CDL	500
HS Head	Cross Country	6,000
HS Asst	Cross Country	4,000
HS	Driver for Athletic Trainers	1,500
HS	Itle IX Coordinator	5,500
HS Head	eSports Co-Coach #1	4,000
HS Head	eSports Co-Coach #2	4,000
HS	Fall Sport Supv.	3,000
	N/A	
HS Asst	Football #2	4,000
HS Asst	Football #3	4,000
HS Asst	Football #4	4,000
HS Asst	Football Co Defensive Coor	4,500
HS Asst	Football Co Defensive Coor	4,500
HS Asst	Football (OC)	4,500
HS Asst	Football (STC)	4,500
HS Asst	Football Extra Duties	500
HS Head	Football-9th Gr	6,000
HS Asst	Football-9th Gr	4,000
HS Head	Football-9th Gr - Extra Duties	500
HS Asst	Football-Offseason Coordinator	4,000
HS Head	Golf-Boys	6,000
HS Asst	Golf-Boys (Part-time)	1,167
HS Head	Golf-Girls	6,000
HS	Noble Stadium Manager - Varsity	1,500
HS	Noble Stadium Manager-JH & JV	1,500
HS Head	Powerlifting Boys	6,000
HS Head	Powerlifting Girls	6,000
HS Head	Soccer-Boys	6,000
HS Asst	Soccer-Boys	4,000
HS Asst	Soccer-Boys	4,000
HS Asst	Soccer-Girls	4,000
HS Head	Soccer-Girls	6,000
HS Asst	Soccer-Girls	4,000
HS Head	Softball	6,000
HS Asst	Softball #1	4,000
HS	Spring Sport Supv.	3,000
	N/A	
HS Head	<i>Summer Baseball</i>	1,500
HS Asst	<i>Summer Baseball</i>	500
HS Head	<i>Summer Basketball-Boys</i>	1,500
HS Asst	<i>Summer Basketball-Boys</i>	500
HS Head	<i>Summer Basketball-Girls</i>	1,500
HS Asst	<i>Summer Basketball-Girls</i>	500
HS Asst	<i>Summer Cross Country</i>	1,000
HS	<i>Summer mowing - Baseball field (Fall 2025)</i>	600
HS	<i>Summer mowing - Baseball field (Spring '26)</i>	600
HS	<i>Summer mowing - Softball field (Fall '25)</i>	600
HS	<i>Summer mowing - Softball field (Spring '26)</i>	600
HS Head	<i>Summer Softball</i>	1,500
HS Asst	<i>Summer Softball</i>	500
HS Head	<i>Summer Tennis</i>	1,000
HS Head	<i>Summer Wrestling</i>	1,000
HS Asst	<i>Summer Wrestling</i>	500
HS	Tennis Coordinator	4,334
HS Head	Tennis-Boys	6,000
HS Head	Tennis-Girls	6,000
HS Asst	Tennis (B/G)	4,000
HS Head	Track-Boys	6,000
HS Asst	Track-Boys #2	4,000
HS Asst	Track-Boys (Distance)	500
HS Head	Track-Girls	6,000
HS Asst	Track-Girls #1	4,000

Ardmore Athletic Stipends

FY26

		<u>Assignment</u>	<u>Stipend</u>
HS	Asst	Track-Girls #2	4,000
HS	Asst	Track-Shot/Disc only (B&G)	4,000
HS		Winter Sport Supv.	3,000
HS	Head	Wrestling	6,000
HS	Asst	Wrestling #1	4,000
HS	Asst	Wrestling #2 (Part-time) Extra Duties(Video)	1,167
MS	Head	Baseball	4,000
MS	Asst	Baseball	3,000
MS	Head	Basketball-7th Boys	4,000
MS	Head	Basketball-7th Girls	4,000
MS	Head	Basketball-8th Boys	4,000
MS	Head	Basketball-8th Girls	4,000
MS		CDL	500
MS		CDL	500
		N/A	
MS	Head	Cross Country-Boys	4,000
MS	Head	Cross Country-Girls	4,000
MS	Head	Football - Extra Duties	833
MS	Asst	Football #1	3,000
MS	Asst	Football #2	3,000
MS	Asst	Football #3	3,000
MS	Asst	Football #4	3,000
MS	Asst	Football #5	3,000
		N/A	
MS		Football Coordinator (7th & 8th Gr.)	6,000
MS	Head	Football-7th	4,000
MS	Head	Football-8th	4,000
MS	Head	Golf - Boys	4,000
MS	Head	Golf - Girls	4,000
MS		MS Athletic Coordinator	1,500
MS	Head	Softball	4,000
MS	Asst	Softball	3,000
MS	Head	Tennis-Boys	4,000
MS	Asst	Tennis-Boys	3,000
MS	Head	Tennis-Girls	4,000
MS	Asst	Tennis-Girls (LAY)	3,000
MS		Track Coord. (Boys & Girls, 7th & 8th Gr.)	6,000
MS	Head	Track-Boys	4,000
MS	Asst	Track-Boys #1	3,000
MS	Asst	Track-Boys #2	3,000
MS	Head	Track-Girls	4,000
MS	Asst	Track-Girls #1	3,000
MS	Head	Wrestling	4,000
MS	Asst	Wrestling #1	3,000
MS	Asst	Wrestling #2	3,000
			389,901

Ardmore City Schools		10/9/25 8:35 AM
Extra-Duty Contract Schedule for 2025 - 2026		
Sponsors, Directors, & Other Positions		
Sponsors, Directors, & Other	SITE	FY26 Stipend Range
Head Band Director – AHS	AHS	8,000 – 13,000
Assistant Band Director - AHS	AHS	2,500 – 4,000
Teacher Asst - AHS Band (FY18 only)	AHS	2,000 - 3,500
Assistant Band Director – AHS	AHS	2,500 – 4,000
Special Coordinator for Band – AHS (FY18 only)	AHS	500
Music Arrangement & Drills - AHS	AHS	2,000
Color Guard Coach - AHS	AHS	2,000
Band Director - AMS	AMS	2,500 – 4,000
Jazz Band AHS	AHS	650 - 3,500
Strings Instructor – AHS (AMS)	AHS/AMS	2,500 – 4,000
Vocal Music Director – AHS	AHS	2,500 – 4,000
Vocal Music Asst Director	AHS	3500
Vocal Music Director – AMS	AMS	1,500 – 2,500
Musical – AHS (1-time stipend for a musical production)	AHS	1,000 – 1,500
Show Choir – AHS	AHS	1,000 – 1,500
Asst. Director of Fine Arts	District	1,000 – 1,500
District Director of Bands	District	8,000 – 13,000
Coordinator of Class Sponsors - AHS	AHS	1,000 – 1,500
Senior Class Sponsor – AHS (2)	AHS	650 – 1000
Senior Class Sponsor – AHS (2)	AHS	650 – 1000
Junior Class Sponsor – AHS (2)	AHS	650 – 1000
Junior Class Sponsor – AHS (2)	AHS	650 – 1000
Sophomore Class Sponsor – AHS (2)	AHS	400 – 600
Sophomore Class Sponsor – AHS (2)	AHS	400 – 600
Freshman Class Sponsor – AHS (2)	AHS	400 – 600
Freshman Class Sponsor – AHS (2)	AHS	400 – 600
Club Sponsors – AHS (Art Club)	AHS	500 – 700
Club Sponsors – AHS (FCCLA Club)	AHS	500 – 700
Club Sponsors – AHS (Science Club)	AHS	500 – 700
Club Sponsors – AHS (International Club)	AHS	500 – 700
Club Sponsors – AHS (International Club)	AHS	500 – 700
Club Sponsors – AHS (Native American Club)	AHS	500 – 700
Student Council Sponsor – AHS	AHS	1,200 – 1,700
Student Council Sponsor – AHS		<i>only 1 stipend</i>
Student Council Sponsor – AMS	AMS	900 – 1,300
Speech/Drama – AHS	AHS	2,500 – 4,000
The ACT Director - AHS	AHS	2,000 - 9,000
Competitive Debate Coach - AHS	AHS	3,500 - 5,500
Speech/Drama – AMS	AMS	1,500 – 2,500
Yearbook – AHS	AHS	1,000 – 1,500
Yearbook – AHS		
Newspaper – AHS	AHS	500 – 750
Newspaper – AHS		500 – 750
Yearbook – AMS	AMS	600 – 900
Newspaper – AMS	AMS	600 – 850
State & National Honor Society – AHS	AHS	650 – 1,000
State & National Honor Society – AHS	AHS	<i>only 1 stipend</i>
State & National Honor Society – AMS	AMS	650 – 1,000
Academic Bowl – AHS	AHS	1,200 – 1,800
Assistant Academic Bowl Coach – AHS	AHS	600 – 900

Extra-Duty Contract Schedule for 2025 - 2026

Sponsors, Directors, & Other Positions

Sponsors, Directors, & Other	SITE	FY26 Stipend Range
eSports Co-Coach # 1 - AHS	AHS	3000
eSports Co-Coach # 2 - AHS	AHS	3000
Environmental Camp Asst. Director – 6th Gr.	JF	500 – 1,000
Environmental Camp Lead Director – 6th Gr.	JF	500 – 1,000
Special Olympics Coordinator – District	District	500 – 750
Academic Club (G&T) - LN	LN	400 – 600
Academic Club (G&T) - CE	CE	500 – 800
Lead Teachers: (Changed to Dept. Chairs in FY18)		500 – 800
CE		500 – 800
JF		500 – 800
LN		500 – 800
AMS		500 – 800
AMS Lead Teacher - Language Arts		500 – 800
AMS Lead Teacher - Science		500 – 800
AMS Lead Teacher - Math		500 – 800
AMS Lead Teacher - Social Studies		500 – 800
Saturday School/After School Tutoring– AMS		2,000
Elementary Music Teacher - WR (Head)	WR	400 - 1,000
Elementary Music Teacher - CE (Asst)	CE	400 - 800
Elementary Music Teachers - JEFF (Asst.)	JF	400 - 800
Elementary Music Teachers - LINC (Asst.)	LN	400 - 800
Robotics Club Sponsor # 1 - CE	CE	400 – 600
Robotics Club Sponsor # 2 - CE	CE	400 – 600
Robotics Club Sponsor # 1 - LN	LN	400 – 600
Robotics Club Sponsor # 2 - LN	LN	400 – 600
Art Club Sponsor - JF	JF	400 – 600
AMS Technology Club (Robotics) - AMS	AMS	400 – 600
STEAM Club Sponsor # 1 - JF	JF	400 – 600
STEAM Club Sponsor # 2 - JF	JF	400 – 600
Student Council Sponsor - JF	JF	400 – 600
Spirit Squad Cheer Coach - AMS	AMS	3,000
Spirit Squad Pom Coach - AMS	AMS	3,000
Spirit Squad Cheer Coach - AHS	AHS	5,000
Spirit Squad Cheer Coach - AHS	AHS	5,000
Spirit Squad Pom Coach - AHS	AHS	5,000
Gear Up Strategies Coordinator	AHS	4,000
Headstart Director (full-year)	WR	3000
Headstart Director (part-year)	WR	
Take II Stipends: Paid out of COOP Fund		
Yearbook Sponsor	T2	1,500
Van Driver	T2	1,000
Merit Sponsor	T2	1,000
Student Store Mgmt	T2	1,000
Work Study Monitor	T2	1,000
Grants and Community Liaison	T2	1,000

Ardmore City Schools		10/9/25 8:35 AM
Extra-Duty Contract Schedule for 2025 - 2026		
Sponsors, Directors, & Other Positions		
Sponsors, Directors, & Other	SITE	FY26 Stipend Range
Take II Senior Sponsor	T2	300
Therapy Dog	T2	2,000
Department Chairs:		
AHS Department Chairs:		
Fine Arts - AHS Dept. Chair	AHS	1,000 – 1,300
Foreign Language - AHS Dept. Chair	AHS	1,000 – 1,300
Business - AHS Dept. Chair	AHS	1,000 – 1,300
Math - AHS Dept. Chair	AHS	1,000 – 1,300
Science - AHS Dept. Chair	AHS	1,000 – 1,300
English - AHS Dept. Chair	AHS	1,000 – 1,300
Social Studies - AHS Dept. Chair	AHS	1,000 – 1,300
Speech/Drama - AHS Dept. Chair	AHS	1,000 – 1,300
Special Ed - AHS Dept. Chair	AHS	1,000 – 1,300
AMS Department Chairs:		
Language Arts - AMS Dept. Chair	AMS	1,000 – 1,300
Science - AMS Dept. Chair	AMS	1,000 – 1,300
Math - AMS Dept. Chair	AMS	1,000 – 1,300
Social Studies - AMS Dept. Chair	AMS	1,000 – 1,300
Singleton - AMS Dept. Chair	AMS	1,000 – 1,300
Special Ed - AMS Dept. Chair	AMS	1,000 – 1,300
Speech Pathology Department Chair	District	1,000 – 1,300
Lead Counselor- 504 Coordinator	District	
Special Ed Coordinators:		
AHS (if no additional planning time)		1,000 – 1,300
AMS (if no additional planning time)		1,000 – 1,300
District Test Coordinator	AHS	3,000
ELL Coordinator	District	3,000
504 Coordinator	District	5,000
Technology Mentors:		
2 technology mentors per site	District	1,750 each
3 technology mentors per site	District	1,167 each
Will Rogers - Tech Mentor	WR	
Will Rogers - Tech Mentor	WR	
Charles Evans		
Charles Evans - Tech Mentor	CE	
Charles Evans - Tech Mentor	CE	
Jefferson - Tech Mentor	JF	
Jefferson - Tech Mentor	JF	
Lincoln - Tech Mentor	LN	
Lincoln - Tech Mentor	LN	
Lincoln - Tech Mentor	LN	
AMS - Tech Mentor	AMS	

Ardmore City Schools		10/9/25 8:35 AM
Extra-Duty Contract Schedule for 2025 - 2026		
Sponsors, Directors, & Other Positions		
Sponsors, Directors, & Other	SITE	FY26 Stipend Range
AMS - Tech Mentor	AMS	
AHS -Tech Mentor	AHS	
AHS -Tech Mentor	AHS	
Take II - Tech Mentor	T2	
Take II - Tech Mentor	T2	
Chromebook Manager - AHS		
Title I Instructional Coaches:		
<i>*Positions are only available when Federal funding</i>		
Title I Instructional Coach - Math (AHS)		3,000
Title I Instructional Coach - History & AP Facilitator	AHS	3,000
Title I Instructional Coach - Language Arts (AHS)		3,000
Title I Instructional Coach - R180, Title I Assessment (AHS)		3,000
Title I Instructional Coach - Reading, Title I Assessment (AMS)		3,000
Title I Instructional Coach - Science & Reading (AMS)		3,000
Title I Instructional Coach - Pre-K (WR)		1,500
Title I Instructional Coach - Kindergarten (WR)		1,500
Title I Instructional Coach - Elementary Reading		3,000
Nursing -District Lead	District	2,500.00
Nursing -District Lead	District	2,500.00
Title II Instructional Coaches:		
<i>*Positions are only available when Federal funding allows.</i>		
Title II Instructional Coach - Special Education	District	3,000
ESSER III Trauma Team:		
<i>*Positions are only available when Federal funding allows.</i>		
AHS - Trauma Team		1,200
AHS - Trauma Team		1,200
AHS - Trauma Team		1,200
AMS - Trauma Team		1,200
AMS - Trauma Team		1,200
AMS - Trauma Team		1,200
Charles Evans - Trauma Team		1,200
Lincoln - Trauma Team		1,200
Lincoln - Trauma Team		1,200
Jefferson - Trauma Team		1,200
Jefferson - Trauma Team		1,200
Will Rogers - Trauma Team		1,200
Will Rogers - Trauma Team		1,200
Suspension Hearing Committee:		
Hearing Officer - Suspension Committee	District	1,000
High School Rep - Suspension Committee	District	500
Middle School Rep - Suspension Committee	District	500
Elementary School Rep - Suspension Committee	District	500
Total Non-Athletic Stipends		

Ardmore City Schools		10/9/25 8:35 AM
Extra-Duty Contract Schedule for 2025 - 2026		
Sponsors, Directors, & Other Positions		
Sponsors, Directors, & Other	SITE	FY26 Stipend Range
The Board and Administration reserve the following privileges:		
Of determining the specific amount that will be paid in any given year for each of the positions listed above as long as it falls within the range of the limits listed. Experience of the individual, skill and success shown in prior years, and the availability of funds may be used as factors to make those determinations.		
Of changing the responsibilities associated with each assignment, thus possibly creating a need for adjusting the ranges. When such changes are being recommended, the assignment and ranges are subject to re-negotiation at the next scheduled negotiations session.		
Of adding new assignments when the need exists and setting the ranges at the time of hiring. The ranges will then be subject to re-negotiation at the next scheduled negotiations session.		
Individuals may receive more than one extra duty contract depending on individual assignments.		

Staff | Faculty Contract Calendar for 2025-2026 **REVISED**

CERTIFIED STAFF MEMBERS		CALENDAR	
Certified Teaching Staff, Director of Bands, Site Instructional Coaches		C-01	
8/7/2025	5/21/2026	175 (FY26 only)	
Contract Starts	Contract Ends	Total Days	

July 2025

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23	0	0	0	0
----	---	---	---	---

August 2025

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5	4	0	0	12
---	---	---	---	----

September 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1	0	0	0	21
---	---	---	---	----

October 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3	0	1	0	19
---	---	---	---	----

November 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5	0	0	0	15
---	---	---	---	----

December 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8	0	0	0	15
---	---	---	---	----

January 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

3	0	0	1	18
---	---	---	---	----

February 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

0	0	0	0	20
---	---	---	---	----

March 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5	1	1	0	15
---	---	---	---	----

April 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

2	0	0	1	19
---	---	---	---	----

May 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9	0	0	1	11
---	---	---	---	----

June 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

22	0	0	0	0
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86 Non-Contract Day 5 Prof Day 2 P/T Conf Observed 3 PLC|Staff Trng 165 Regular Contract Day

****Inclement Weather Make-up Days if Needed.**

175 Contract 86 NC Days 104 Wknds 365 Balance

NOTES FOR THIS CALENDAR

P/T Conference Days Observed. If you do not work the extended time on the actual P/T Conference Days, this will be a regular work day for you.

Staff | Faculty Contract Calendar for 2025-2026 **REVISED**

CERTIFIED STAFF MEMBERS		CALENDAR
Elementary Librarians		C-02
8/7/2025 Contract Starts	5/28/2026 Contract Ends	179 (FY26 only) Total Days

July 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23	0	0	0	0
----	---	---	---	---

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5	4	0	0	12
---	---	---	---	----

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1	0	0	0	21
---	---	---	---	----

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3	0	1	0	19
---	---	---	---	----

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5	0	0	0	15
---	---	---	---	----

December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8	0	0	0	15
---	---	---	---	----

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

3	0	0	1	18
---	---	---	---	----

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

0	0	0	0	20
---	---	---	---	----

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5	1	1	0	15
---	---	---	---	----

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

2	0	0	1	19
---	---	---	---	----

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5	0	0	1	15
---	---	---	---	----

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

22	0	0	0	0
----	---	---	---	---

82 Non-Contract Day
 5 Prof Day
 2 P/T Conf Observed
 3 Staff Trng
 169 Regular Contract Day

****Inclement Weather Make-up Days if Needed.**

179 Contract
 82 NC Days
 104 Wknds
 365 Balance

NOTES FOR THIS CALENDAR
 P/T Conference Days Observed. If you do not work the extended time on the actual P/T Conference Days, this will be a regular work day for you.

Staff | Faculty Contract Calendar for 2025-2026 **REVISED 2**

CERTIFIED STAFF MEMBERS		CALENDAR
Registered Nurses		C-03
7/30/2025 Contract Starts	5/20/2026 Contract Ends	180 (FY26 only) Total Days

July 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
21	0	0	0	2

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
0	4	0	0	17

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
1	0	0	0	21

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
3	0	1	0	19

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
5	0	0	0	15

December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
8	0	0	0	15

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
4	0	0	0	18

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
0	0	0	0	20

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
6	1	0	0	15

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
2	0	0	1	19

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
9	0	0	1	11

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
22	0	0	0	0

81 Non-Contract Day
 5 Prof Day
 1 P/T Conf Observed
 2 Staff Trng
 172 Regular Contract Day

****Inclement Weather Make-up Days if Needed.**

180 Contract
 81 NC Days
 104 Wknds
 365 Balance

NOTES FOR THIS CALENDAR
 P/T Conference Days Observed. If you do not work the extended time on the actual P/T Conference Days, this will be a regular work day for you.

Staff | Faculty Contract Calendar for 2025-2026 **REVISED**

CERTIFIED STAFF MEMBERS		CALENDAR
**COUNSELORS: AMS, GRADE CENTERS, WILL ROGERS **LIBRARIANS: AHS & AMS **SPECIAL SERVICES: PSYCHOLOGISTS & PSYCHOMETRISTS		C-04
8/1/2025 Contract Starts	5/28/2026 Contract Ends	185 (FY26 only) Total Days

July 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23	0	0	0	0
----	---	---	---	---

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

0	4	0	0	17
---	---	---	---	----

September 2025				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1	0	0	0	21
---	---	---	---	----

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3	0	1	0	19
---	---	---	---	----

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5	0	0	0	15
---	---	---	---	----

December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8	0	0	0	15
---	---	---	---	----

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

3	0	0	1	18
---	---	---	---	----

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

0	0	0	0	20
---	---	---	---	----

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5	1	1	0	15
---	---	---	---	----

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1	0	0	1	20
---	---	---	---	----

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5	0	0	1	15
---	---	---	---	----

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

22	0	0	0	0
----	---	---	---	---

76 Non-Contract Day
 5 Prof Day
 2 P/T Conf Observed
 3 Staff Trng
 175 Regular Contract Day

****Inclement Weather Make-up Days if Needed.**

185 Contract
 76 NC Days
 104 Wknds
 365 Balance

NOTES FOR THIS CALENDAR
 P/T Conference Days Observed. If you do not work the extended time on the actual P/T Conference Days, this will be a regular work day for you.

Staff | Faculty Contract Calendar for 2025-2026 **REVISED 2**

CERTIFIED STAFF MEMBERS		CALENDAR
COUNSELORS: ARDMORE HIGH SCHOOL		C-05
7/22/2025	6/3/2026	195(FY26 only)
Contract Starts	Contract Ends	Total Days

July 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

15	0	0	0	8
----	---	---	---	---

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

0	4	0	0	17
---	---	---	---	----

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1	0	0	0	21
---	---	---	---	----

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3	0	1	0	19
---	---	---	---	----

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5	0	0	0	15
---	---	---	---	----

December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8	0	0	0	15
---	---	---	---	----

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

3	0	0	1	18
---	---	---	---	----

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

0	0	0	0	20
---	---	---	---	----

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5	1	1	0	15
---	---	---	---	----

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

2	0	0	1	19
---	---	---	---	----

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5	0	0	1	15
---	---	---	---	----

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

19	0	0	0	3
----	---	---	---	---

66 Non-Contract Day
 5 Prof Day
 2 P/T Conf Observed
 3 Staff Trng
 185 Regular Contract Day

 ****Inclement Weather Make-up Days if Needed.**

195 Contract
 66 NC Days
 104 Wknds
 365 Balance

NOTES FOR THIS CALENDAR
 P/T Conference Days Observed. If you do not work the extended time on the actual P/T Conference Days, this will be a regular work day for you.

ASPO Negotiated Agreement

Work Rules Handbook

2025-2026

This attachment includes the following:

- FY26 Negotiated Agreement
- Work Rules Handbook
 - No Changes
 - Toward the back of the handbook, you will find the Support Salary Schedules for:
 - S – 3; S – 5
 - S – 6; S – 8
 - S - 9; S – 12; S – 13
 - S – 13A
 - S – 13B; S – 13D
 - S – 13E; S – 14; S – 14A
 - S – 15; S - 16
 - S – 17
 - S – 19; S – 20; S-20A
 - S – 21; S – 22; S – 23
 - S – 14
 - S – 26; S – 26A
 - S – 27; S – 27A
 - S – 28; S – 29
 - S – 30B
 - S – 39; S – 40
 - S – 42; S – 42B
 - S – 43; S – 43B
 - S – 52
 - S – 53; S - 54



FY26 NEGOTIATED AGREEMENT

Board of Education | Ardmore Support Personnel Organization [ASPO]

ITEM 1

The Board of Education agrees to give Support Personnel step raises for the 2025-2026 school year.

ITEM 2

The Board of Education agrees to give Support Personnel who exceed the maximum number of steps on the salary schedule a 1% pay increase.

ITEM 3

The Board agrees to continue the four (4) personal business leave days for the **2025-2026 school year only**. The District will pay reimbursement to each full-time support employee for unused personal business leave days for the 2025-2026 school year only as follows:

- **\$200.00** – (4) **Four days unused personal days** [no personal business leave taken]
- **\$150.00** – (3) **Three days unused personal days** [(1) One personal business leave taken]
- **\$100.00** – (2) **Two days unused personal days** [(2) Two personal business leave day taken]
- **\$ 50.00** – (1) **One day used personal day** [(3) Three personal business leave days taken]



Andy Davis
Superintendent of Schools
Board's Negotiation Team Representative

10/21/25

Date



Joan Price
ASPO President
ASPO Negotiation Team Representative

10/21/25

Date

James Foreman, Member
Ardmore Board of Education

10/23/25

Date

Harry Spring, President
Ardmore Board of Education

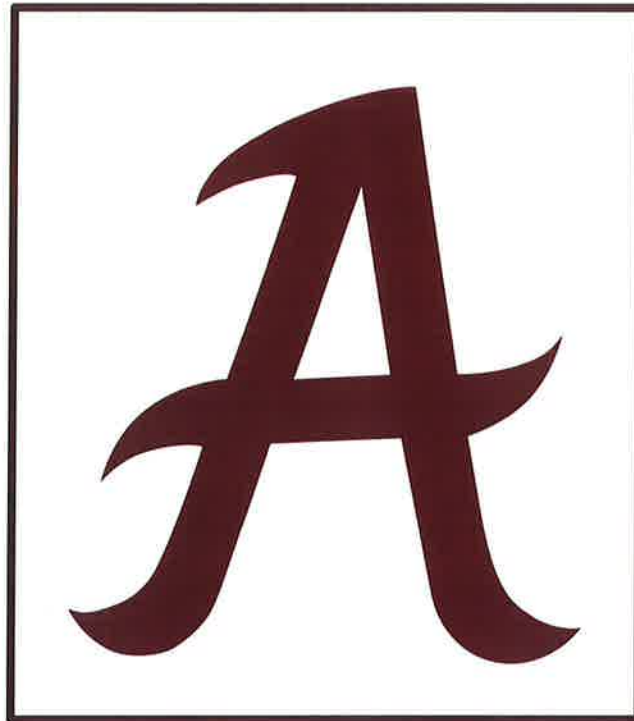
10/23/25

Date

ARDMORE CITY SCHOOLS

2025-2026

WORK RULES



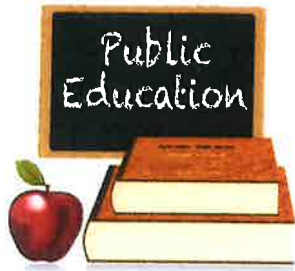
For Non-Certified Support Staff

RAISE THE BAR.

Approved by the Board of Education: October 23, 2025

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Mission Statement

In partnership with parents and the community, the mission of Ardmore City Schools is to educate all students through an unconditional commitment to quality and high standards

Belief Statements

- ⇒ We believe that all students can learn and succeed.
- ⇒ We believe that all students deserve capable, caring, professional, well-trained and dedicated teachers who have high expectations for their learning success.
- ⇒ We believe that all students are entitled to a learning environment in which they experience security, acceptance and dignity as individuals.
- ⇒ We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.
- ⇒ We believe that higher academic and behavioral standards will challenge students to reach their full potential.
- ⇒ We believe that teachers and principals should be empowered to implement innovative programs and techniques.
- ⇒ We believe that an effective school community requires respect for others, responsibility for actions, and accountability for results.
- ⇒ We believe that instruction is structured and sequential in nature and must focus on skills and curriculum content that are considered essential and that are assessed and most valued.
- ⇒ We believe that all teachers must be provided with appropriate up-to-date classroom materials and teaching tools.
- ⇒ We believe that educationally appropriate and well-kept facilities foster a productive learning environment.

My Commitment to Ardmore City Schools

Every decision and every action among people in an organization has the potential of improving or damaging the relationship the organization has with its stakeholders, and therefore improving or endangering the opportunities to fulfill its mission for students.

Members of the Ardmore City School education family accept responsibility for communicating effectively, building relationships, and marketing the organization.

Everyone in the organization must fulfill their role as ambassadors of the District as they meet and greet people going about their daily work.

As a member of the Ardmore City Schools' education family, I have read, understand and commit to my role in promoting & supporting Ardmore City Schools:

- ✓ I understand that as an employee of Ardmore City Schools, I serve as a representative of the District during my daily work. In my position, I am an ambassador for Ardmore City Schools.
- ✓ I understand that I have a responsibility to communicate accurately and effectively about my school, the District or issues within the scope of my professional responsibility and knowledge.
- ✓ I understand that I should not attempt to answer for others, discuss topics which I am not familiar with or topics which are outside of my school or departmental scope.
- ✓ I understand that I should make appropriate efforts to be knowledgeable about the District, its programs, services, accomplishments, challenges, plans and priorities.
- ✓ I understand that communication will be guided by the pursuit of truth, accuracy and fairness. Misinformation shall never intentionally be released. Unintentional release of misinformation shall be rectified immediately upon delivery.
- ✓ I understand that the privacy and reputations of students, families and employees will be respected and protected. Information which might damage the reputation of students or staff members shall not be released, except as provided by law or by other Board policy.
- ✓ I understand that my behavior, attitudes and actions will be conducted in concert with high ethical standards [in public and in private].

RAISE THE BAR.

Ardmore Support Personnel Organization



2025-2026 Officers

Joan Price, President

Marivel Avilia, Vice-President

Mark Minyard, Treasurer - Secretary

Marcia Pratt, Treasurer – Secretary

Rena Richardson – Maintenance Representative

Work Rules

As required by Board Policy DC-I, the Superintendent of Schools formulates work rules for all non-teaching support personnel. The Work Rules Handbook for support staff contains some of the Board Policies and Procedures for non-certified staff members. Please note however, not all Board Policies and Procedures can be included in this handbook.

Non-Certified personnel are expected to read, have access to, and be familiar with the information contained in the Board Policies and Administrative Procedures Manual. A complete copy of the Manual is located in each principal's office, each school library, and in each office of the Education Services Center to include the Transportation Department and the Service Center. In addition, non-certified personnel are also expected to read, have access to, and be familiar with the information contained in the handbooks of their respective schools and the rules developed by their individual supervisors.

When Board Policies and Procedures are revised or created, they are sent to each site and each office within the ESC for update to the Manual. In addition, items that are negotiated as part of the annual negotiations between the Board of Education and the Ardmore Support Personnel Organization are included in these work rules for informational purposes.

Also, in order to be in compliance with state statute, the Work Rules Handbook also includes enumeration of causes and procedures for suspension, demotion or termination of non-teaching personnel who have been employed by the Board of Education for more than one year.

Such work rules will be updated annually, be approved by the Board of Education and given to all non-certified staff members as soon as negotiations have been finalized and approved by the Ardmore Board of Education and the Ardmore Support Personnel Organization (ASPO).

Professional Ethics for Support Personnel

The Board of Education approves and recommends the Code of Ethics of the Education Support Personnel Organization of the State of Oklahoma:

ESPO Recommended Code of Ethics

School employees who are in daily contract with many phases of educational work should be persons who conduct is beyond reproach, and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the State Association proposes this Code of Ethics as a standard for its members.

As a school employee I will:

- Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation of high quality of service – to the end that others may follow my example.
- Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
- Be just in my criticism and be generous in my praise; to improve and not destroy.
- At all times be courteous in my relations with pupils, parents, teachers, and others.
- Be a resourceful person who readily adapts himself/herself to different kinds of work and changed conditions and finds better ways of doing things.
- Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
- Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public-school conditions.
- Always uphold my obligations as a citizen to my nation, my state, my school district, my community and give them unswerving loyalty.
- Always bear in mind that the purpose of the Association is to promote the efficiency and raise the standards of all school employees that I shall be equally obligated to assist my fellow workers.

Dress Code

The dress and grooming of district employees shall be professional, clean, neat, and in a manner appropriate for their assignment. The campus principal or director will be the authority in all decisions regarding the grooming and dress code. Any provisions not covered in the code, any interpretations of the code, or any exception to the code will be the responsibility of the campus administrator or director. Certified and non-certified staff may not wear overly casual attire. A professional appearance is required. Clothing (including shirts, pants, or skirts) should be coordinated as part of a professional looking ensemble.

Professional Dress Requirements

- See-through clothing, including lace and crochet blouses, shirts, skirts, and bare midriffs, is not considered professional dress unless worn over, or layered over, other appropriate clothing.
- Exposed bare shoulders and décolletage are not considered appropriate for professional dress. Plunging necklines, backless tops, cropped tops, spaghetti-strap dresses, tank tops or halter-tops are not appropriate as school attire.
- To be considered professional dress, large legged dress shorts, skorts, culottes, dresses, and skirts cannot be higher than 3" above the knee.
- Shirts with inappropriate, questionable, or distracting non-school logos are not considered professional dress.
- Tight-fitting or body-contouring clothing is not considered professional dress; this includes, but is not limited to, layered t-shirts and clothing made mostly of spandex.
- Undergarments worn as outerwear clothing is not considered professional dress; this includes, but not limited to, fitted t-shirts, spandex tank tops, and tights or leggings.
- Casual sweatshirts, sweatpants, exercise/yoga pants, spandex, or other form-fitting pants that would be worn for exercising or biking, are not considered professional dress. However, either leggings or tights may be worn under clothing, but not used as a form of pants unless when worn with a top or dress which must meet the no higher than 3" above the knee requirement.
- Beach-style flip-flops and slippers are not acceptable forms of footwear.
- Colored denim dress pants may be worn. However, blue jeans may not be worn except on designated days such as teacher work days, on field trips when appropriate, Spirit Day, and other days designated by the site principal or district. Jeans worn on these days must be neat and free of holes. Professional dress is required on Professional Development days.
- Coaches and PE teachers may wear clothing such as wind suits, warm-ups, and athletic shorts during coaching duties and PE class periods. Professional dress is required during regular classroom instruction,

Spirit Day Dress Requirements

"Spirit Day" is designed to promote pride among students and staff at Ardmore City Schools and should not be interpreted as a casual dress day. Spirit Day is celebrated every Friday, unless school is out, in which case Spirit Day is celebrated on the last student attendance school day of the week.

Spirit Day attire includes:

- Denim jeans which are clean, neat, and free of holes.
- Shirts that exemplify school spirit by either school colors or logo or which have school-related symbols (apples, ABCs, etc.) which are interpreted to represent school spirit.

Social Media

Many social networking websites are not accessible on the district's network because they have been blocked. If school personnel, including teachers, would like to request that a website be made accessible to use for teaching and learning, that person shall submit a written request to the Director of Technology for review, identifying the online tools to be used and the instructional purpose in using them.

While on school property, neither school personnel nor students may use an outside, proprietary network to access websites that are blocked on the district's network. Personnel shall abide by the following requirements regarding use of social networking websites, even when done in their personal time, using personal property.



The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct

themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - A. Teachers may not list current students as "friends" on networking sites.
 - B. All e-contacts with students should be through the district's computer and telephone system.
 - C. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - D. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - E. Improper private contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs or alcohol.
4. Monitoring and penalties for improper use of district computers and technology.
5. Employees may not post to their personal social media accounts pictures, video, or audio of students unless the student's parent (if the student is under 18) or the student (if the student is 18 or over) has provided the student's building administrator with written permission to do so.

Note that when using a school district e-mail address and/or equipment to participate in any social media or professional social networking activity, the communications are public, and employees are responsible for the content in the communication.

Text and Instant Messaging

District personnel shall not text or instant message any student individually without prior written consent from the parent/legal guardian, or student if 18 years of age. [Board Policy DA-AO-A]. Communications are to be conducted using only Board Approved platforms: Thrillshare Rooms and the Official Ardmore City Schools Email System to ensure safety, security and privacy standards. All text and instant messages to students shall be sent to the school, class, team, club or organization. Staff shall not send messages that are personal in nature and not related to the business of the school or that contain confidential information to persons not authorized to receive that information.

Use of Social Media

The Superintendent shall designate those staff persons who have management or administrator access to the district's social media, including, but not limited to the ability to remove content from the school's social media if determined to be inappropriate. Only content that is allowable on the school's website is allowable on the school's social media pages unless otherwise authorized by the Superintendent.

District Facebook Page

Ardmore City Schools has an official Facebook page to promote district activities/achievements and provide information to our students, staff and community. It is the only page authorized to represent Ardmore City Schools, its clubs, organizations and all extracurricular activities, including sports. All postings of comments on this page are at the discretion of the page administrators. The intent is not to keep any negative or critical information from being posted, but to protect the privacy and rights of Ardmore City Schools' staff and students. Naming specific employees or students in a negative way will not be allowed. The page administrators will review all comments to make sure they are appropriate and are in accordance with the district's Internet usage policy.

When submitting information for district consideration:

1. Keep your information short and precise.
2. If submitting photos, they should be photos of good quality.
3. Sender should also ensure that any student that is captured in a photo has an approved media release prior to submitting the photos for consideration.

Closed Group Facebook Pages

Classroom teachers may apply with their principal to have a closed group private classroom page on Facebook. If approved, the classroom page would only be in effect for the current school year. At the conclusion of the school year, the classroom teacher would need to delete their page. This would require the teacher to reapply each year as they receive new students.

The process for the classroom teacher is as follows:

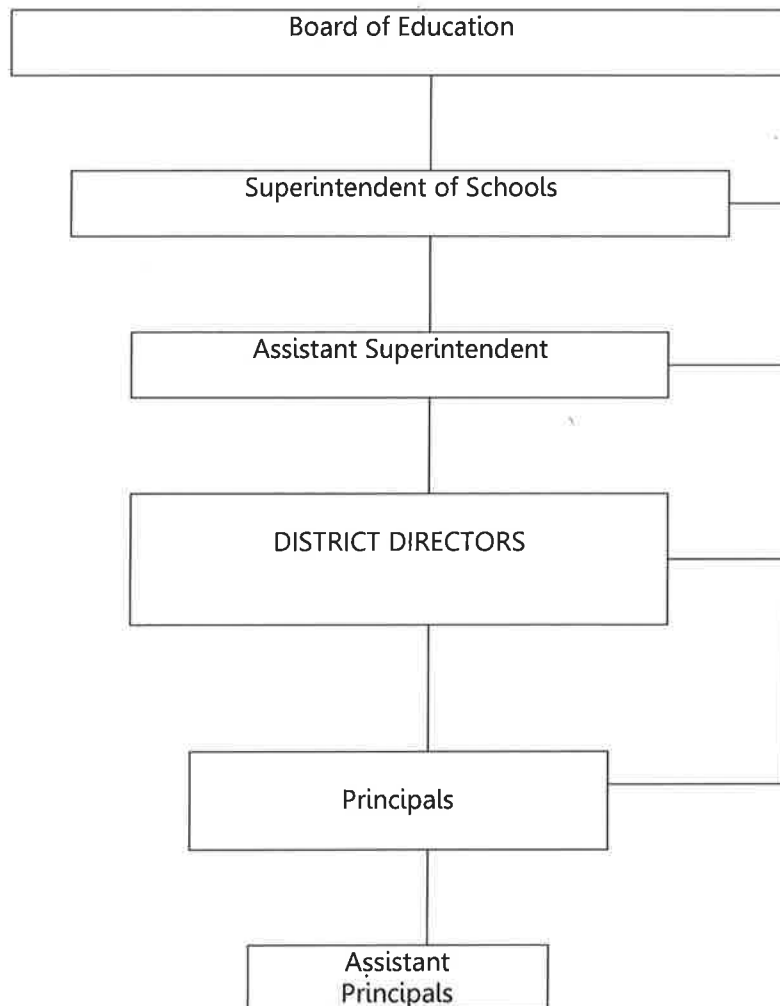
1. Complete a Private Classroom Page application and submit to your principal.
2. If approved, the classroom teacher would move forward with the Parent Facebook Permission Form.
3. Facebook page must be a private page closed to all except those who have authorized permission.
4. Must have written permission from the parent of each student communicated with on the private Facebook page.
5. Each parent must complete and fully understand the Facebook permission form.
6. The principal is responsible for monitoring the private classroom page.
7. At the conclusion of the school year, the page is to be deleted.

Penalties

Both district personnel and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using social media.

Section I | Introduction & General Information

Organizational Chart



District Organization

Staff members shall use the organizational structure as outlined in the organizational chart approved annually by the Board of Education (Board Policy BC). Staff members shall follow the chain of command. However, staff members are at the liberty to request an appointment with the superintendent or assistant superintendent at any time.

Staff members are encouraged to leave school problems at school. Such problems are best solved by discussion with administrative staff and utilization of the chain of command. If satisfaction is not gained through the principal or the central office staff, procedures are provided for requesting a hearing before the Board of Education.

The superintendent shall keep the Board of Education members informed of all situations involving the schools.

Authority of the Superintendent

The superintendent is the executive officer of the Board of Education and all personnel are responsible to the superintendent. Prior to the beginning of classes each school year, the superintendent shall submit an organizational chart of all employees to the Board of Education for approval.

Persons to Whom Responsible

Employees shall be directly responsible to immediate supervisors and indirectly to the superintendent.

Non-Discrimination

The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

Fair Labor Standards Act

The Ardmore Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information and disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. For more information, refer to the Board Policy & Procedure Manual or contact the Business Office at 226-7650.

Duty Time

Schedules for non-certified employees are established by the superintendent. Staff members are asked not to leave the job early to play golf, keep beauty shop appointments, get haircuts, or to take care of personal business.

Political Activities

The public schools shall be kept out of partisan politics. The Board does not, however, presume to control or limit the personal activities of its employees. They may exercise their privileges and responsibilities as citizens according to their personal convictions. The Board does not approve the use of school facilities, materials, equipment, or official capacities to promote the candidacy of any individual or group. The superintendent and the administrative staff are responsible to assure the Board of the compliance of their staffs with this provision.

Public Relations in the School Office

Good public relations is the job of the entire staff. Every employee should feel a keen personal responsibility for the development of good relations with the public. Each contact made with the school offices, whether in person, by telephone or by letter, should always receive a warm, courteous and personal reception. Telephones should be answered promptly. Delays in answering the phone are not conducive to good public relations.

Solicitations

No solicitations may be made by members of the faculty or any other employee for contributions of merchandise or money to finance projects for Ardmore City Schools. Any exceptions to this policy must be made by the Board of Education.

Subpoena

Employees who are subpoenaed as a witness by a court of record in Oklahoma shall not suffer loss of pay as a result of such subpoena, provided that their testimony is given for official business or as a result of their employment by the district, and provided that all witness fees received are delivered to the district. If released by the court before or by noon, if the court of records sits locally, the employee shall return to duty as soon as possible.

Voting

Teachers and other employees of the schools should be encouraged to accept their civic responsibility by voting in all elections for which they are qualified. Participation of staff in election and political activities is encouraged when this activity involves the educational process.

Section II | Board of Education

School Board Meetings – Agenda Preparation & Dissemination

As executive officer of the Ardmore Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent or board president.

Public Participation at Board Meetings

The following guidelines shall apply with regard to individuals wanting to place an action item on the board agenda:

1. Any individual wishing to have an item placed on the board agenda for action shall communicate such wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name, address and phone number of the person making the request, and what is expected from the board. The letter must be received by the superintendent at least ten (10) business days prior to the next regularly scheduled meeting. The superintendent will discuss the request with the board president and they will determine if the item is to be placed on the agenda.
2. If the Board President and/or the Superintendent determine that an item received in written format should be placed on the Board agenda, the individual requesting the item will be given four (4) minutes to discuss with the Board why they feel the Board should consider and/or act on their request. The board president may require all proponents of one side of an issue to elect one spokesperson.

The following guidelines apply with regard to individuals wanting to be placed on the board agenda for items not requiring board action.

The Open Meeting Act gives the public a right to be present at the board meetings and to see and hear everything. While the act requires open meetings, it does not guarantee all citizens the right to participate in the meetings. Neither the Open Meeting Act nor the Constitution grants to members of the public the right to be heard by public bodies. However, in an effort to allow individuals an avenue to express concerns or to make comments on items not requiring action, the following guidelines have been set:

1. Any person wishing to make a comment to the Board of Education on items not requiring action shall submit a written request to the President of the Board asking to be placed on the agenda and stating the nature or subject matter of the comment, at least ten (10) business days prior to the next regularly scheduled meeting. The written request should also include the full name, address and phone number of the person making the request. Whether such request shall be granted will be at the discretion of the Board President and the Superintendent of Schools.
2. The comment should be:
 - a) Mailed to the Ardmore City Schools Board of Education, PO Box 1709, Ardmore, OK 73402; or
 - b) Hand delivered to the Office of the Superintendent, Attn: Ardmore Board of Education, 611 Veterans Blvd., Ardmore, OK 73401
3. The Board President will follow up with the Superintendent for any items that require further investigation or a possible response.

Note: Any individual asking to be placed on the Board agenda for a complaint for which a resolution has not been sought through the proper staff or administrative channels or any business that did not originate at the proper staff or administrative level will not be placed on the agenda. *The Superintendent and/or the presiding officer shall make any final determinations necessary as to whether or not prior and appropriate resolution has been sought concerning the complaint.*

Civility (Conduct of Parents, Visitors and District Employees)

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other

employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

For more information, refer to the Board Policy & Procedure Manual or contact the Superintendent's Office at 223-2483.

Section III | Business & Support Services

Advertising & Commercial Announcements

Advertising and commercial announcement will be made in the schools only upon the approval of the superintendent. Advertisements may not be posted on the school premises or a school owned vehicle.

Petitions

The petition of any cause may not be circulated in a school building without the approval of the superintendent.

Use of Private Vehicles for School Purposes

School personnel are not to use privately owned vehicles for the transportation of students except in rare emergency situations because of safety and insurance reasons. Persons who transport students in privately owned vehicles do so at their own accident and insurance risk.

Use of School Vehicles

Anyone assigned a school vehicle is required to keep a log of business miles driven and will be subject to taxability as according to the Internal Revenue Service. Vehicles should be used only for school business and are not to be used for personal trips. (05-06)

Use of Telephones

All long-distance calls are to be made for business purposes only, and are to be made only when it is not feasible to conduct business by mail.

Travel and Reimbursement for Employees:

Staff members who are traveling for school-approved business, may be able to file for reimbursement of their travel expenses such as lodging, meals, taxi/bus, turnpike fees, parking fees, registrations and mileage. Claims for reimbursement shall include itemized expenses and receipts. Credit card receipts and cancelled checks are insufficient. Travel expenses may not be refunded after thirty (30) days from the date of travel. Staff members should use the Claim for Reimbursement form to request the reimbursement.

Note: All travel and expenses must be pre-approved to be eligible for reimbursement.

The following provisions have been adopted for the expenses of those who are conducting official business of the District.

1. Transportation reimbursements and other personal reimbursements related to approved travel expenses shall be submitted to the Business Office upon conclusion of travel using the Claim for Reimbursement form. Each staff members must sign the claim form and be signed by the supervisor who approved their initial travel.
 - Car expenses shall be limited to the standard mileage rate as set by the Internal Revenue Service annually plus turnpike and parking fees.
 - Air travel reimbursement shall be only at standard or economy rates. Reimbursement for travel shall be for the most economical means available.

2. Meal allowance for overnight travel shall be set at \$59.00 per day. ***No expenses will be reimbursed for in-state, one-day travel.***

The Superintendent or Assistant Superintendent may adjust these rates to accommodate those employees conducting official business for the District.

3. Unless previously approved, District employees are to utilize a school vehicle such as a school car, suburban or bus for school-approved travel. District employees approved for a specific event shall ride in one vehicle when possible. To request school transportation, the Request for Transportation form must be completed and submitted to the Transportation Department. In some instances, it may be necessary and/or desirable to approve mileage.
4. This policy shall provide for in-district travel as well as out-of-district travel as long as each trip is approved and recorded. All travel must be for strictly school-approved business such as supervision of athletic events, attendance at professional meetings, and other approved school business.

Section IV | Operations

Maintenance

Responsibility for Maintenance

The responsibility for maintenance of the school plant is a joint responsibility of the Director of Operations, the principal and the custodial staff. It is the responsibility of the principal to notify the Director of Operations of all situations which may affect the maintenance of the school plant. Routine daily maintenance of the school plant and school site is the responsibility of the school custodian and the principal. The safety and welfare of the pupil shall be the first consideration.

Borrowing of School Property & Equipment

No school property or equipment may be removed from the school for non-school use without the written approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower must assume the expense of the operation and the full responsibility for the equipment while it is in the borrower's possession. (70-5-130)

Care of Buildings

Keeping the buildings and grounds in excellent condition is the responsibility of all employees. Each employee should take pride in his/her building and work area. Any areas that need repair or that could be a safety problem should be brought to the attention of the immediate supervisor.

All Buildings

All staff members are advised that for any installation of equipment or any items which must be attached to walls, ceilings, floors, or windows, a request must be made to the principal of the building and a work requisition forwarded to the Director of Operation's office. Approval must be granted before work is commenced.

Keys to Facilities

The number of keys for the various school buildings shall be limited. Keys to school buildings are not to be duplicated without the approval of the Director of Operations. Persons who need access to keys to any facility must obtain approval from the building principal or the Director of Operations. Keys will be checked out to those persons and must be returned on the indicated date.

Custodial & Maintenance Staff Members (Policy DC-J 04-05)

The policies governing custodial and maintenance staff are contained in the custodial staff handbook.

All custodial staff members will work under the direction of the school principals during the months that school is in session. Custodians at the high school will be under the direction of the school Principal/ Director of Operations during the months that school is in session. During the periods when school is not in session, the custodial staff members will answer directly to the Director of Operations.

Transportation

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)
2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)
3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)
4. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.
5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.

6. The district shall adopt a preventive maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

School Bus Drivers

Bus Drivers and Use of Technology

Administrative Procedure DB-B.4 (Mar 2010)

School bus drivers are prohibited from text messaging, using cell phones and/or any other technological devices while driving a school bus or school-owned vehicle. If an emergency arises, the bus driver shall remove the bus or school-owned vehicle from the roadway and place an emergency call to the appropriate legal authorities. Any driver found to have engaged in text messaging, the nonschool emergency use of a cell phone and/or usage of any other technological device while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

Administrative Procedure CB-B.1 (Dec 2012)

Bus drivers will be employed by the board of education upon the recommendation of the superintendent. Bus drivers are hereby notified that they shall not write, read, or send text messages while operating a school bus or multi-passenger vehicle owned and approved to operate by the State Department of Education or any school district within Oklahoma. Any person who violates this provision of law, upon conviction, shall be guilty of a misdemeanor punishable by a fine of Five Hundred Dollars (\$500). Please note that this fine is for the individual and not the school district. As a result, if any school employee is charged and convicted of the offense, that individual becomes personally responsible for the fine and will not be reimbursed by the school district for the expense.

1. Any person employed as a school bus driver, whether full- or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.
2. Any person employed as a school bus driver, whether full- or part-time, shall successfully complete a school bus drivers' course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education.
3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.
4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)
5. The use of tobacco by a school bus driver is not permitted during the operation of the bus or while on school premises. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)
6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of \$500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operations.
7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request.
8. Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation supervisor within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:
 - A. Failure to conduct a thorough daily pre-trip inspection;
 - B. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.
 - C. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. Section 11-801:

- 1) No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two-lane highways, except on turnpikes and interstate highways where the maximum shall be 65 miles per hour.
 - 2) On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation
 - 3) Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.
- D. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children
 - E. Conviction of any crime of moral turpitude involving children.
 - F. Abuse of sick leave; excessive absenteeism and/or tardiness.
 - G. Use of any portable electronic communications device while the vehicle is in motion.
8. Any school bus driver shall be suspended with pay pending the outcome of an investigation of any charge or recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.
 9. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.
 10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:
 - A. Thong-type sandals;
 - B. Halter tops or see-through blouses;
 - C. Dresses shorter than three inches above the knee;
 - D. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;
 - E. Any gang-related paraphernalia.
 11. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

School Bus Safety

1. Illegally passing a school bus is a violation of state law. All school bus drivers are required to report, within 24 hours of the alleged offense, drivers who illegally pass their buses. Each report is to include the vehicle color, license tag number, and the time and place of the violation and is to be made to the law enforcement authority of the municipality where the violation occurred and to the district's director of transportation.
2. All auxiliary transportation equipment owned by this district shall comply with state law requirements and shall be of such construction as to provide safe, comfortable, and economical transportation of passengers.
3. School bus drivers transporting children under the age of six will utilize a child passenger restraint system or a seat belt when using school-owned vehicles other than school buses to transport the students.

School Bus Route

1. Transportation shall be restricted to use for the students of this school district who reside within the boundaries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to.
2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.

5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the principal.

Auxiliary or Activity Transportation

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
4. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.
5. All requests for auxiliary transportation must be made to the supervisor of transportation or principal prior to the trip.

Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.
2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules.
3. Any violation of these rules could result in the following:
 - A. Two-day suspension of school bus riding privileges;
 - B. Two-day in-house suspension;
 - C. Suspension of bus riding privileges.
4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.
5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

Buses and Suburbans should be cleaned by those who use them as they are returned. All supervisors will address this with their employees. Those who do not will be subject to disciplinary action. (09-10)

School Bus Accidents and Emergencies

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the supervisor of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.
2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:
 - A. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.
 - B. The bus driver will notify the proper authorities and the supervisor of transportation.
 - C. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.

3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.
4. Upon request, in the event of serious injury or death of a student, the principal shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.
5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.
6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the supervisor of transportation.

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.
2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.
3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.
4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation.

Regulations Pertaining to Bus Drivers

In accordance with the policy of the board of education, this regulation shall govern the operation of school buses in Ardmore City Schools. Bus drivers shall:

1. Be eighteen years of age or older.
2. Possess an Oklahoma Commercial Driver License (CDL), A, B or C, and an "S" and "P" endorsement authorizing the operation of a school bus and an Oklahoma bus driving certificate.
3. Be required to complete a satisfactory physical examination upon the offer of employment and must obtain an annual physical examination. Such examination will include drug testing as set forth in policy (Need Policy Reference in Personnel Section). A copy of the results of the annual physical examination shall be maintained by the superintendent.
4. Submit to drug and alcohol testing as required by state and federal law. (Again need Personnel policy number here).
5. Operate on their designated routes approved by the transportation division of the State Department of Education.
6. Report individuals illegally passing their school buses. The approved form (See CB-B.2) will be completed and submitted to the law enforcement authority or municipality where the alleged violation occurred and to the district's director of transportation.
7. Make other appropriate reports as required by state law and/or district administrators.

Bus drivers will be employed by the board of education upon the recommendation of the superintendent. Bus drivers will be employed by the board of education upon the recommendation of the superintendent. Bus drivers are hereby notified that they shall not write, read, or send text messages while operating a school bus or multi-passenger vehicle owned and approved to operate by the State Department of Education or any school district within Oklahoma. Any person who violates this provision of law, upon conviction, shall be guilty of a misdemeanor punishable by a fine of Five Hundred Dollars (\$500). Please note that this fine is for the individual and not the school district. As a result, if any school employee is charged and convicted of the offense, that individual becomes personally responsible for the fine and will not be reimbursed by the school district for the expense.

Use of Video Equipment in Buses

The Board intends to use video surveillance cameras in school buses. Any tape made by video surveillance equipment on any school bus may be used as evidence of misconduct on the part of any students.

Commercial Driver's License Required

The State Department of Education states that anyone driving a bus or transporting children must have a commercial driver's license and a bus driver's certificate and no exceptions will be made to these regulations. Those drivers who have been employed by the District for at least four consecutive years will be eligible to have the District pay the portion of those fees that are required for the employee to continue to drive a bus.

Section V | Child Nutrition

Food Safety Program

The Ardmore Board of Education has determined that the safe handling of food prepared for district students and staff is required of all cafeteria employees. The director of food services and/or cafeteria manager will be responsible for developing the food safety program in compliance with the USDA guidelines and based on the Process Approach to Hazard Analysis and Critical Control Points (HACCP). Standards shall be based on the 2001 FDA Food Code as amended, and as adopted by the Oklahoma State Department of Health.

Training will be provided to all food service employees after being hired and before handling food. Substitute food service staff will be given instructions in the necessary procedures relevant to the tasks they will be performing. Training will include standard operating procedures for the safe handling of food, procedures monitoring, corrective actions, and required documentation.

Standard operating procedures will be updated as needed. Food service employees will be advised of all changes made.

Food Allergy Guidelines

The following guidelines are designed to reduce the risk of exposure to potentially life-threatening food allergens for our growing number of students with severe allergies. It is the district's goal to provide a school setting that minimizes the risk of accidental exposure while maintaining a safe, positive educational environment for all students.

Impact on the School

Every school should expect at some point to have students with food allergies. Schools must be prepared to deal with food allergies and the potential for anaphylaxis.

The student with an undiagnosed food allergy may experience a first allergy reaction while at school.

When a physician assesses that a child's food allergy will result in anaphylaxis, the child's condition meets the definition of "disability" and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, and may be covered under Individuals with Disabilities Education Act (IDEA) if the allergy management affects the student's ability to make educational progress.

Adequate plans and staff, who are knowledgeable regarding preventive measures and are well prepared to handle severe allergic reactions, can save the life of a child.

Family Responsibility

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.

7. Review guidelines/procedures with the core team members as soon as possible following a reaction.

Student Responsibility

It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.
5. Wear a medic-alert bracelet at all times.

School Responsibility

It is the responsibility of school personnel to:

1. Keep informed of and follow all applicable federal laws, including ADA, IDEA, Section 504, and FERPA, as well as all state laws and district policies/guidelines that may apply.
2. Include food-allergic students in school activities. Students shall not be excluded from school activities solely based on their food allergies unless those activities pose a legitimate threat to the health of the students.
3. Inform and update all families registered in the district about known allergens in order to minimize the risk of life-threatening exposure. Extracurricular groups using school facilities will also be notified, and shall be excluded from using any area designed as "allergen-free."
4. Provide all families with a copy of food allergy guidelines as well as a listing of resources listing regarding food allergies, such as Food Allergy and Anaphylaxis Network (FAAN – See attached).
5. Identify a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and child nutrition manager to work with the parents and student (age appropriate) to establish a food allergy action plan specific to that child. Changes will be made as necessary with team participation.
6. Consult with local emergency management personnel to establish and/or update emergency protocols and drill procedures as needed.
7. Educate staff who interact with students with food allergies, on a regular basis so they understand food allergy, can recognize symptoms, can take emergency action, and will work with other school staff to eliminate the use of food allergens in the lunch program, educational tools, arts and crafts projects, or incentives.
8. Identify school personnel who are properly trained to administer medications in accordance with state nursing and Good Samaritan laws governing the administration of emergency medications.
9. Coordinate with the school nurse to assure that medications are stored appropriately (easily accessible, secure location such as the main office) and that an emergency kit is readily available and contains a physician's standing order for epinephrine.
10. Practice the food allergy action plan as a drill to assure the efficiency/effectiveness of the plan. Emergency protocols shall be updated as needed with team participation.
11. Review the food allergy action plan with core team members and physician as soon as possible following a reaction.
12. Work with bus companies to determine appropriate management of transportation needs.
13. Discuss planned field trips as a team to decide appropriate strategies for managing the child's food allergy. Encourage parents of the child to participate as chaperones.
14. Take seriously threats or harassment against an allergic child.

Everyone's Responsibility:

- 1, Read information made available by the school regarding food allergies. Any questions regarding the food allergy guidelines should be directed to the school principal or school nurse.

2. Understand the seriousness of food allergies and consider how food choices may impact the lives of severely allergic students.
3. Promote understanding, acceptance, and compassion.

Section VI | Human Resources

General Information

Types of Employment

Full Time: Staff members who work a regularly scheduled day of at least six (6) hours for twelve (12) months.
Part Time: Staff members who work less than a regularly scheduled day of at least six (6) hours.
Seasonal: Staff members who work a regularly scheduled day of at least six (6) hours for less than twelve (12) months.

Personnel Files for Support Employees

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education. The employee shall also sign a statement indicating receipt of a written job description and the following school policies or a staff handbook containing these policies:

- ❖ Drug-free Workplace
- ❖ Fair Labor Standards Act and Compliance Procedures
- ❖ Nondiscrimination
- ❖ Sexual Harassment
- ❖ Support Personnel Suspension, Demotion, or Termination

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the assistant superintendent for personnel's office. The file record shall include the following information:

1. Full legal name, date of birth (if under 19 years of age), sex, address, telephone number, and date of employment
2. Social Security Number
3. Data on education, including all institutes completed
4. Ad data requested concerning health and/or medical examinations
5. Record of assignments
6. Evaluations of performance
7. Signed statement indicating receipt of a written job description and staff handbook/policies

Additionally, the following data is maintained in the business office.

1. Time and day of week when employee's workweek begins
2. Hours worked each day
3. Total hours worked each workweek
4. Basis on which the employee's wages are paid (e.g., \$6 an hour", \$220 per week", "piecework")
5. Regular hourly pay rate
6. Total daily or weekly straight-time earnings
7. Total overtime earnings for the workweek
8. All additions to or deductions from the employee's wages
9. Total wages paid each pay period
10. Date of payment and the pay period covered by the payment

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

Assignments

Assignments of all non-teaching personnel shall be made by the superintendent or his/her designated representative.

Reassignments

All employees are subject to change in assignment if the administration is of the opinion that it would improve the overall program of the school such reassignments will be made only after conferences with the employee involved and, insofar as practical, they will be made before the opening of the school year.

Re-Employment

Non-Certified employees will be presented by the Superintendent to the Board for consideration for re-employment at their May meeting.

Pay Period

The 20th of each month or the last work day preceding the 20th of the month is designated as the day each certified employee will receive his/her paycheck. All twelve-month support personnel shall be paid twice monthly – once on the 15th and once on the last day of the month. All other support personnel shall be paid once monthly on the last workday before the 20th of the month along with all certified employees. The Director of Finance is directed to reduce any employee's paycheck by the amount of the cost to the district when the employee's check has been garnished by a court order.

All nine, ten, or eleven month full-time employees will be paid on a twelve-month basis during the appropriate fiscal year of contract. Part-year employees' salaries will be paid in equal payments over the remaining fiscal year contract.

Overtime and Compensation Time

It is the policy of the Ardmore Board of Education **that no employee shall work overtime without the prior approval of the appropriate supervisor or the superintendent. Employees may elect by written agreement to take compensation time off instead of overtime pay. All compensation time must be used within the fiscal year in which it was earned. Specific days off must be approved in advance by the appropriate supervisor or the superintendent.**

When, at the employee's selection, compensatory time is granted in lieu of cash payment for time worked in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees. The purpose of compensatory time is to provide the superintendent/department head with an alternative to cash payment of overtime. A nonexempt employee may work more than 40 hours a week only after having obtained prior approval or instructions from the appropriate supervisor. The following guidelines apply to the accrual and usage of compensatory time:

1. Compensatory time may be accrued to a maximum of 240 hours in a fiscal year (160 hours of overtime at time and one-half equals 240 hours of compensatory time).
2. Compensatory time will be recorded when it is earned and used the same as annual leave. Annual and sick leave are accrued during the use of compensatory time.
3. All compensatory time must be used or paid as overtime by June 30 of each fiscal year.
4. All compensatory time must be used or paid as overtime prior to transfer or termination of an employee.
5. A supervisor may direct that an employee use accrued compensatory time.

Procedure for Requesting Compensatory Time

1. Obtain prior approval/instructions from supervisor
2. Forms must be completed, signed off on by each participating party.
3. Submitted to supervisor for final processing within 5 days of the upcoming pay day.
4. Compensatory time may be lost if not filed in a timely manner. [To be considered "filed" must be signed by both the staff member and supervisor.]

Timekeeping (Non-Exempt Employees)

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

Job Descriptions

Job descriptions for all certified positions as well as for all support personnel are to be on file in the office of the principal or the office of the supervisor as well as the office of the superintendent of schools.

Felony Records Search Procedures

Pursuant to 70 O.S. Section 5-142, Ardmore City Schools will obtain the results of a national felony record search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national felony record search of every prospective employee's name and fingerprints as a condition of employment;

2. To enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;
3. The school district will request a felony record search only if the superintendent of schools recommends employment of the applicant;
4. If the superintendent of schools recommends employment of the applicant, the applicant must pay the non-refundable fee;
5. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and
6. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a "temporary" employee until the school district is notified that the search is clear of any felony record.

If the felony records search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the superintendent. The superintendent may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national felony record search of the name any fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.

Evaluation

All personnel are to be evaluated on a regular basis.

Title I and Special Education Paraprofessionals: [Board Policy DC-L, May 2019 Revision from OK State Board of ED]

It is the policy of the Ardmore Board of Education that Title I and Special Education paraprofessionals will be employed in accordance with all applicable state and federal laws. Employment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations.

Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential, which is required for general educational paraprofessionals in Title I schools and available to general education paraprofessionals in other settings, an applicant must:

- A. Have a high school diploma or a General Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.
- B. Have on file with the State Board of Education a current Oklahoma criminal history record from the OSBI as well as a national fingerprint-based criminal history record provided by the FBI.
- C. Meet at least one of the following:
 1. Has completed at least two years of study at an institution of higher education;
 2. Has obtained an associate's degree or higher; or
 3. Has either passed the Oklahoma General Education Test obtained a national Career Readiness Certificate , through successful completion of the ACTG WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.

Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential which is required for special education paraprofessionals, an applicant shall meet the qualifications of Tier 1 and all of the following:

- A. Have completed the Oklahoma Special Education Paraprofessional Training available at Career Technology Center, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.
- B. Have completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.
- C. Have completed training in Universal Precautions/Bloodborne Pathogens.

In the event a school requires a special education paraprofessional, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional at the time the services must be delivered, the district may employ an individual on a provision basis if the district determines the individual is able to provide the appropriate paraprofessional services. The individual will have one hundred twenty (120) calendar days of employment to provide special education paraprofessional services without certification. Any provisional placement must be reported to the State Department of Education Office of Special Education.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Reduction-In-Force (Support Personnel) | BP DC-M | BOE Revised March 2010

The Ardmore Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

<ul style="list-style-type: none"> • Administrative secretaries • Bus drivers • Business Office Clerks • Food service 	<ul style="list-style-type: none"> • Maintenance/custodial • Media/library assistants • Paraprofessionals 	<ul style="list-style-type: none"> • School site secretaries • Teacher assistants • Technology assistants
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If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with one hour as vacancies become available, if the employee chooses to return.

Section VII | Leave Information

Family Medical Leave Act

Ardmore City Schools participates in the Family Medical Leave Act. For more information, refer to the Board Policy & Procedure Manual or contact the Business Office at 221-3001 Ext 1220.

Emergency Leave [Board Policy DA-CC-B: Jun 15]

All employees shall be provided not more than two days a year emergency leave. These days shall not be chargeable to sick leave and are non-cumulative. The term "emergency" is defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. (70-6-104). Examples of emergency leave include, but are not limited to: automobile accidents, floods, tornado damage, residential fires, etc.

If a more suitable leave-type is appropriate, emergency leave may not be granted. The final decision as to whether emergency leave is granted or if another type of leave is more appropriate will be made by the superintendent or his/her designee.

Emergency leave does not include bad weather days when school is in session.

Sick Leave & Personal Business Leave for Non-Certified Staff [Board Policy DA-CB Aug 2015 Revision]

All non-certified support personnel are entitled to sick leave calculated on the basis of one day per full month employed, accumulative to one hundred twenty (120) days (*Per the 2005-2006 ASPO Negotiated Agreement*). (70-6-104)

Sick leave days shall be interpreted to mean personal accident, injury, illness or pregnancy, or accident, injury or illness of immediate family and bereavement leave in the instance of the death of a member of employee's immediate family.

Immediate family shall be interpreted as spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister, brother, aunt, uncle, brother-in-law, sister-in-law. In the instance of bereavement, immediate family shall also include niece, nephew, first cousin and spouse's grandparents. For extenuating circumstances, the superintendent or their designee can review requests on a case-by-case basis to consider someone else as immediate family.

Bereavement Leave

All support personnel will receive up to 3 days of bereavement leave at no loss of salary each school year. Bereavement leave will be non-accumulative, non-reimbursable and used before other available leave. Bereavement leave will be granted for the death of an immediate family member as defined under sick leave. In addition to the three days of bereavement leave, non-certified support staff may use a maximum of five (5) sick days for this purpose. In the case of the death of a spouse or a child, the staff member will be granted up to 10 days of bereavement leave.

Non-certified employees transferring into the district from another school district in Oklahoma who are employed for the next succeeding school year shall be permitted to transfer sick leave accumulated prior to such transfer, provided that the number of days transferred shall not exceed the maximum days permitted under this policy. The number of accumulative days sick leave transferred to be credited shall be certified by the prior district employing such non-certified person.

This policy is to cover all non-certified staff. If it is not necessary for the employee to use the sick leave, he/she will not be paid extra for the unused portion; however, if the employee meets the provisions of policy DA-CB-A at the time of full retirement, they may be eligible for some reimbursement at that time. A day of sick leave is defined as the length of day the employee normally works.

Abuse of sick leave will not be tolerated. At the discretion of the Board of Education or its designated officer, medical certification of sickness may be required. (70-6-104)

Reimbursement of Unused Sick Leave [Board Policy DA-CB-A] [15-16 Negotiations]:

The Ardmore Board of Education will compensate support personnel for unused sick leave for those who retire under the Oklahoma State Teachers' Retirement System providing:

- Said support personnel has been employed in the Ardmore Schools for twenty (20) years or more immediately prior to retirement, and;
- Said support personnel has officially notified the district of their retirement prior to May 30 of the contract year, and;
- Said support personnel has not previously retired from the district, then;
- Each support person retiring under this plan will be paid \$12.00 per day of accumulated sick leave, providing no individual will receive more than \$1,000.00 however;

- The total cost of the district's reimbursement plans, support and certified personnel, may not exceed \$10,000 per fiscal year.
- In the event that the total cost of these plans exceeds \$10,000, the amount to be paid to any individual will be pro-rated among all qualifying personnel consistent to each plan.

Sick Leave Bank for Non-Certified Personnel

The Ardmore Board of Education shall establish a Sick Leave Bank that may be used by the full-time employees on a voluntary basis. The purpose of such Sick Leave Bank shall be to allow employees the privilege of having a reserve of sick leave days to draw against in the case that they have exhausted their personal accumulation of days.

For more information, please contact the Business Office 221-3001 Ext 1220.

Shared Sick Leave

The Board of Education of Ardmore City Schools shall establish a policy which allows employees to "share" their sick leave with other district employees under certain conditions. The program shall permit district employees to donate one or more of their accumulated sick leave days to a fellow district employee who is suffering from (*or has a close relative suffering from*) a severe illness, injury, impairment, or physical or mental condition which is causing or may cause the employee to lose all wage benefits.

For more information, refer to the Board Policy & Procedure Manual or contact the Business Office at 221-3001 Ext 1220.

Personal Business Leave [2024-2025]

All full-time support personnel are allowed three personal business leave days per year and none will be taken from sick leave. [Revision based on 2014-2015 ASPO Negotiations]. For the 2025-2026 school year only, full-time support personnel are allowed four personal business leave days. The district will pay reimbursement to each non-certified employee for unused personal business leave days for the 2025-2026 school year only as follows:

- \$200.00 – (4) Four days unused personal business days [no personal business leave taken]
- \$150.00 – (3) Three days unused personal business days [(1) one personal business leave taken]
- \$100.00 – (2) Two days unused personal business days [(2) two personal business leave days taken]
- \$ 50.00 – (1) One day unused personal business day [(3) three personal business leave days taken]

Part-time support staff shall consult with the Director of Finance on the number of sick leave and personal leave days allowed.

Funerals

On occasions when employees desire to attend funeral services for an associate or friend, they may be excused for the services. Requests for attendance should be directed to the principal or immediate supervisor, who will advise the office of the superintendent.

Bad Weather Days [Board Policy DA-CC-C - Rev Jun 2015]

The school system has no restrictions on where its' employees reside; however, on bad weather days when school is being held, school employees are expected to be in attendance. Employees who are not in attendance will have a day's pay deducted from their salaries unless they are absent under one of the Board approved leave options, to include personal business leave. Emergency leave does not include bad weather days when school is in session.

Jury Duty & Witness Leave (Board Policy DA-CC-G)

The Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty shall be applied toward the expense of the substitute teacher. The district may deduct any compensation received for serving as a juror from the non-certified support employees salary during such service.

- Non-certified support staff members released by the court before or by noon, shall return to work as soon as possible.

If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars (\$100.00) per day.

Military Service

The Board of Education recognizes the involuntary recall to active duty in the armed forces of the United States government of members of the faculty and grants leaves of absence to such personnel for the period of such active service without loss of status or efficiency rating and without loss of pay during the first **twenty (20)** calendar days of such leaves of absence. Such leave is exclusive of vacation time. (70-6-105)

Vacation for Full-Time, Twelve-Month Staff Members (Board Policy DA-CC-F Revised [FY18 Negotiations])

Support personnel who are employed with Ardmore City Schools on a twelve-month contract are to be granted vacation days according to the length of their employment with the district, per the following schedule:

237 Day Non-Certified Contract Staff
<ul style="list-style-type: none">➤ 0-8 years (accrued at a rate of .83 day per month for a maximum of <u>10 days</u> total per fiscal year).➤ After completing 8 years with the district, staff members will receive one additional vacation day for a total of <u>11 days</u> total per fiscal year.➤ After completing 20 years with the district, staff members will receive one additional vacation day. For the 237 staff member, this is a total of <u>12 days</u> per fiscal year.

1. Certified personnel who are employed with Ardmore City Schools on a twelve (12) month contract are to be granted vacation days each school year according to their length of their employment with the district as per the following schedule:
 - 1-10 years [accrued at a rate of .83 of a day per month for a maximum of 10 days]
 - 11 years & above [accrued at a rate of 1.25 days per month for a maximum of 15 days]
2. Vacation accrual begins at the beginning of each school year, July 1st.

Effective for the 2010-2011 school year, 252-day full time support staff members who have worked at least 10 years can accrue and use their annual allotted vacation days at the beginning of the school year rather than accruing monthly. If it would cause a shortage or hardship in the staff member's building or office, the principal/supervisor may deny all or part of the days and ask the employee to select another time to use the days. In addition, if the employee separates from the district for any reason, their pay will be docked by the unearned portion of the vacation already taken. *Example: If an employee takes 10 days of vacation in July and quits on December 31, they would be docked five days for the five unearned days of vacation that they have already taken.*
3. Vacation leave shall not be accumulative beyond 40 days as of the fiscal year end (June 30). There will be no reimbursement for unused vacation time.
4. Vacation leave will not be reimbursed if staff member leaves the district's employment.
5. No vacation in excess of ten days may be taken at one time without the Superintendent's approval.
6. Building custodians shall take vacations when school is not in session, unless prior arrangements are made with their supervisor.
7. The Superintendent or designee may establish a vacation calendar and require that employees schedule their vacation so no office or program is understaffed.
8. Staff members requesting vacation must request leave via the online leave scheduler with a username and password, which will go to their supervisor for processing.
9. New staff members who begin their employment on the first day of any month, shall begin accruing leave on that day. If a new staff member begins their employment after the first day of the month, their accrual will begin on the first day of the following month.

Section VIII | Health & Welfare

Hygiene & Sanitation (Bloodborne Pathogens)

The Ardmore Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infection materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential. (*Reference: 63 O.S. § 1-502 et seq. 29 CFR Part 1910.1030, OSHA*)

IRS Section 125 Tax Break

The Board works with one of the insurance carriers to provide tax breaks under Section 125 for staff members who desire this benefit.

Medical Exams

Every employee of the Ardmore Board of Education must be physically capable of performing the duties for which the employee is hired and/or assigned. Therefore, every employee of the Ardmore Board of Education is required to furnish a completed medical history form, under oath, to the Superintendent's office at such time as employment begins. To verify physical fitness and capability to continue to perform one's duties, medical examinations may be required of any employee at the discretion of the Board of Education or its designated officer, on an individual basis, and such an examination shall be at the district's expense.

Medical Marijuana [Board Policy CC-BE, Sep 2018]

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa L.*, whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

Sexual Harassment

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Ardmore Board of Education will not tolerate sexual harassment by any of its employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel. For more information, refer to the Board Policy & Procedure Manual or contact the Personnel Office at 221-3001 Ext 1211.

Social Security

All teachers and employees are required to participate in the Federal Old Age and Survivors Insurance Plan (FICA) as provided under the Social Security Law.

Tobacco Use

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

Computer and Internet/Network Usage (March 2010 Board Policy CE-A)

Ardmore City Schools is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

For more information, refer to the Board Policy & Procedure Manual or contact the Technology Office at 221-3001 Ext 1110.

Reporting Accidents

Any person witnessing an accident in the school buildings or on school property at any time shall make a written report thereof immediately to the principal, to be forwarded to the superintendent.

Reporting Students under the Influence of or in possession of Low-Point Beer, Alcoholic Beverages or Controlled Dangerous Substances:

No officer, employee or member of the Board of Education shall be subject to civil liability for any statement, report, or action taken in assisting or referring any student to any medical treatment or social service agency or facility if it is reasonably believed that the student is abusing or is incapacitated by the use of low-point beer, alcoholic beverages or a controlled dangerous substance (70-24-138)

Reporting Suspected Child Abuse [May 2016]

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the state-wide toll-free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FE-EA.

School law provides that:

- *It shall be a misdemeanor for any person to knowingly and willfully fail to promptly report any incident of physical abuse, sexual abuse, or neglect. If the report is not made in writing in the first instance, it shall be reduced to writing by the maker thereof as soon as may be after it is initially made by telephone or otherwise and shall contain the names and addresses of the child and his parents or other persons responsible for his care, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, the nature and extent of the child's dependence on a controlled dangerous substance and any other information that the maker of the report believes might be helpful in establishing the cause of the injuries and the identity of the person or persons responsible thereof if such information or any part thereof is known to the person making the report (21-846)*
- *Any person participating in good faith and exercising due care in the making of a report of physical abuse, sexual abuse, or neglect, or any person who, in good faith and exercising due care, allows access to a child by a person authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report. (21-847)*

What is a Grievance?

A grievance is a complaint by an individual (student, employee, or patron) in the school district whereby the person alleges a violation, misinterpretation, or inequitable application of an established policy governing the person involved, individually or collectively.

A grievance procedure shall be initiated only after all normal procedures have been exhausted. This means discussion between the aggrieved and the appropriate teacher(s) and/or administrator(s). For more information, refer to the Board Policy & Procedure Manual located on the district's website or contact the Superintendent's Office at 223-2483.

Section X | Disciplinary Actions

Suspension, Demotion or Termination of Support Staff

The Ardmore Board of Education has adopted the following procedures for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of the suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education, which special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment, or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.

7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time
9. Removing district property, records, or confidential information from premises without proper authority
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students or other this district
12. Sabotage
13. Refusal to follow instructions of supervisor
14. Refusal or failure to do work assignment
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employees' or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized are or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district with transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Violation of any district rule or policy
41. Violation of any administrative rule or order.
42. Failure or inability to perform the essential functions or duties of the assigned position.
43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above shall be sufficient grounds for suspension, demotion, or termination of the support employee.

Grounds for Dismissal or Non-reemployment of Support Employees

Felony Convictions, Criminal Sexual Activity, or Sexual Misconduct

1. A school support employee convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
2. A school support employee may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties.

Negotiated Items

General | Introductory Information

Support Personnel Organization

In November 1981, the Ardmore Board of Education approved the Ardmore Support Personnel Organization as the official representative of the support personnel of Ardmore City Schools.

Negotiated Items

All items agreed upon by the negotiations teams and signed into agreement will remain in effect until such time as items are changed by the negotiation's procedure or federal or state laws.

Duty-Free Lunch

All support employees are to have at least a thirty (30) minute duty free lunch break.

In-Service Workshops

In-service workshops will be made available to support personnel. These workshops will be offered by using a minimum of staff working time. Some workshops will be optional for support personnel while other may be required.

ASPO is to provide the staff development office with a list of in-service workshops in areas of staff needs for each category of support personnel. The staff development office will review these needs with the appropriate central office supervisor and building principals and set a monthly staff development calendar for support personnel.

Use of Inter-School Mail & Posting of Notices/Bulletins

ASPO may use inter-school mail for the delivery of ASPO Newsletters and bulletins and may also post such in a central location in at each building site.

Calendar Committee

One ASPO member will be selected by the Superintendent to serve on the calendar committee.

Training

Relevant training will be provided for support personnel throughout the school year. Relevant training information will be provided to support personnel who did not attend a specific training in oral or written form [12-13]

Field Trips [12-13]

Field trips, not excursions, are academic activities which culminate a class or interdisciplinary units. These activities are academically based and under the strict supervision of a certified person. Certified personnel are trained not only in the academic components but the supervision and management of this type of activity. The liability should not be placed on support personnel who are not specifically trained in these areas. [Administrative Procedure EG-A.1 on Field Trips provides guidance].

Therefore:

- a. Only certified personnel can serve as sponsors or co-sponsors.
- b. Support personnel can serve as a chaperone on field trips.
- c. Personal leave or compensatory time must be used to attend these functions (i.e., field trips).

Staff Recognition

District administration and ASPO will work together to create a method for "recognition of service" for support employees who have been employed with the district for 10 years or more. [FY18]

Business & Support Services

Nursing Staff

The district will pay the renewal fees for all nurses' required state licenses after said nurses have been employed by the district for at least four (4) consecutive years.(01-02)

District will provide a clothing allowance of up to \$30 for nurses to purchase two (2) smocks (01-02).

Travel Reimbursement

The District will reimburse support employees for their reimbursable out of town expenses within four (4) days of receiving all required documents. **(01-02)**

In order for this to be accomplished, the staff member must have had the purchase order submitted to the Business Office and board of education approved prior to the trip. [15-16]

Use of Private Vehicles for School Purposes

The District will reimburse support staff members for mileage when they are required to run errands for the District in their personal vehicle. **(01-02)**

Direct Deposit for Summer Payroll

Staff members may not "turn off" their direct deposit for the months of July and August for the deposit of their payroll checks. **[15-16]**

Operations

Cellular Phones on Bus Trips

Cellular phones should be carried on all buses that transport students on out-of-town trips. Only one phone may be needed when two or more buses are traveling in a caravan.

Bus Driver Severe Weather Guidelines [16-17]

The Director of Operations will create crisis cards to be installed on all buses that will provide guidelines for bus drivers to follow during severe weather.

Bus Drivers Pay for Overnight, Out-of-Town Trips

The District will provide an advance of \$50.00 for bus drivers when they are assigned overnight trips out of town. The employee must request the advance, with the sponsor's approval, at least three (3) business days prior to the trip. The employee must return all receipts and remaining cash to the Business Office within 3 business day of returning from the trip. All meal amounts exceeding the policy limits (Policy CBAAA) and undocumented usage of advanced funds must be reimbursed to the district by the employee within three business days of returning from the trip. **(02-03)**

Bus Driver Field Trip Rates

Bus drivers will be paid their hourly rate of pay for field trips. **(06-07)**

Maintenance Staff Uniforms

The Board and ASPO agree that Chris Kennedy and Martha Craig will work out an alternative plan for Transportation and Maintenance uniforms for FY17. All new employees will receive uniforms as usual. Current employees will receive replacement shirts or jeans for items they turn in that are worn out and need replacing. Otherwise, uniforms will not be purchased for FY 17. **(16-17)**

The district will provide five shirts and five pairs of pants for maintenance staff members. It is the intent of the District to provide these items annually, **if funding is available**. A jacket will be provided every other year, if funding is available. **(11-12)**

For specialized maintenance/custodial positions, staff members have a choice of t-shirt material in a polo style shirt. The shirt must be the same color as the existing shirt. Employees wanting to stay with their existing shirt may do so. A bidding process can be used and only vendors who reside within the Ardmore School's area are eligible to participate. **(13-14)**

Note: As a reminder and as approved in the 2010-2011 Negotiated Agreement, Support employees who do not wear the uniform purchased and provided by the district will be sent home to put their uniform on and will then return to work. The employee who is sent home to change will have their pay docked according to business office procedures used to assign docks in pay.

Transportation Uniforms

The Board and ASPO agree that Chris Kennedy and Martha Craig will work out an alternative plan for Transportation and Maintenance uniforms for FY17. All new employees will receive uniforms as usual. Current employees will receive replacement shirts or jeans for items they turn in that are worn out and need replacing. Otherwise, uniforms will not be purchased for FY 17. [16-17 Negotiated Agreement]

The district will provide five shirts for each eligible transportation staff member. It is the intent of the District to provide this item annually **if funding is available**. **(11-12)**

Note: As a reminder and as approved in the 2010-2011 Negotiated Agreement, Support employees who do not wear the uniform purchased and provided by the district will be sent home to put their uniform on and will then return to work. The employee who is sent home to change will have their pay docked according to business office procedures used to assign docks in pay.

Uniforms & Personal Appearance [12-13]

Uniforms shall be clean and fresh daily. An employee is required to wear the following school uniform and should maintain high standards of personal hygiene and personal appearance:

Clothing. The employer annually shall provide:

- **Child Nutrition:** four (4) new uniform scrub shirts, four (4) new uniform scrub pants and one (1) new pair of shoes at the beginning of each year.
- **Transportation:** Five (5) Shirts and **one (1) Jacket per year. [14-15 Agreement]**
- **Maintenance:** Five (5) collared shirts, five (5) pairs of jeans per year, and one (1) Jacket every other year.

Uniforms shall be laundered and otherwise maintained by the employee to present a tidy appearance and normally worn only while working in the schools or going to and from work.

Shoes. CNP ONLY: Shoes must be a clean, low heeled, completely enclosed style of non-porous material (not cloth or canvas with a non-skid/slip-resistant sole. Color preference to be specified by School Nutrition Director. Shoes must be approved prior to start of school year by the CNP Director.

Uniform Agreement. A uniform agreement must be signed by every employee prior to receiving their uniform.

School Activity & Transportation Request Form

The School Activity & Transportation Request Form has been revised so that the sponsor of the trip can sign that they are responsible for discipline, making the students aware of the bus rules, having students clean the bus before they depart the bus, and in the case of more than one sponsor will sit throughout the bus with the students. The statement will also include that they will not deviate from the itinerary unless authorized by the Director of Operations or the Superintendent.

Child Nutrition

Uniforms for Child Nutrition Staff

The Child Nutrition Department will provide uniforms for their employees. The uniforms will be decided upon by a committee of Child Nutrition employees, one of whom will be a member of the ASPO negotiated team. The cost of the uniforms and shoes will be no more than **\$200 per employee. (20-21)**. See **Uniforms & Personal Appearance [12-13]** section above.

Part of the \$200-dollar uniform allowance includes up to \$65 for each employee to purchase a pair of appropriate and approved shoes. Shoes can be ordered through the Child Nutrition Department. If staff members purchase their own shoes, receipts must be given to the Child Nutrition Department so that a reimbursement can be provided. (20-21)

Note: Support employees who do not wear the uniform purchased and provided by the district will be sent home to put their uniform on and will then return to work. The employee who is sent home to change will have their pay docked according to business office procedures used to assign docks in pay. **(10-11)**

Payment of Child Nutrition Substitutes

Child Nutrition employees (*does not include substitutes*) who temporarily assume the position of an absent employee with a higher salary classification will receive the salary of the absent employee after one week, providing the Director of Child Nutrition certifies that the substituting employee is able to do the same amount of work at a similar level of competence as the absent employee.

Child Nutrition staff members who work extra duties, such as banquets, will receive a minimum of \$16.00 per hour or their actual overtime rate, whichever is higher (if overtime rate applies). **(09-10)**

Staff Meals

The district will stop paying for all staff meals, except for the cafeteria staff. Revenue from the National School Lunch Program and the School Breakfast Program cannot be used to subsidize adult meals. If school employees are not charged the minimum amount required, the money for the meals comes out of the General Fund. The Board cannot approve this expense. **[15-16]**

Communication Device for Cafeteria Staff [15-16]

An appropriate communication device will be obtained for child nutrition staff members who are working in the cafeterias.

Human Resources

Wages

Annually, the Superintendent shall submit recommendations of wage schedules for all non-teaching personnel to the Board of Education for approval *as part of the annual negotiations process.*

Effective for FY18, there will be a 2% extra duty stipend for special education paraprofessionals, in the multi-handicapped classes who perform duties that include toileting/hygiene, feeding, positioning and serving students with paralysis.

Contract Days

Effective for the 2024-2025 contract year, support employees currently on a 170-day contract will receive two (2) additional contract days, resulting in a total of a 172-day contract in order to maintain full-time status. The two (2) additional workdays for the 2024-2025 school year will be scheduled for Friday, March 7, 2025, and Monday, April 21, 2025.

Types of Employment

The District will move the part-time (less than 6 hours per day) scales to the same hourly rates as full-time. The District will also lower the eligibility for district-paid benefits from 6 hours per day to 4 hours per day. **(11-12)**

Salary Schedule

- a. Each eligible support employee shall be advanced one step on the district’s compensation schedule. **(19-20)(22-23)(23-24)**
- b. Support personnel whose creditable experience exceeds the maximum number of steps on the schedule will be given a 1% raise of their previous year’s base salary **(18-19)(22-23)(23-24).**
- c. In order to be competitive and hire/retain bus driving staff, the bus driving pay scale is changed to reflect an hourly wage of \$20.00 per hour for "drive time", \$7.50 per hour for non-driving "seat time". **(13-14)**

 Bus Driver non-driving "seat time" increased to \$10.00 an hour for field trips and extracurricular activities. **(22-23)**

 The Board agrees to raise the starting salary for bus drivers to \$20.00 per hour beginning July 1, 2023. **(23-24)**
- d. Developing a new salary scale for paraprofessionals that have Registered Behavior Technician certification. **(21-22)**
- e. The Board agrees to raise that starting salary for Licensed Practical Nurses to \$20.00 per hour beginning July 1, 2023. **(23-24) This item initiated by the Board of Education.**
- f. The Board agrees to give all full-time support employees a pay increase of \$1.00 per hour beginning July 1, 2023. **(23-24) This item initiated by the Board of Education.**
- e. The Custodial and grounds staff salaries will be raised by \$1.35 per hour. Starting salary with no years of experience at Ardmore Schools would be \$12.00 an hour. Salary scales will be updated to reflect the increase in salary. [21-22]

Historical Salary Information:

The 2007-2008 Non-Certified Salary Schedule reflects a \$0.35 per hour across the board pay raise for all support staff effective July 1, 2007. The following changes are also being made to the 2007-2008 Non-Certified Salary Schedule as follows: **(07-08)**

- District secretaries will receive the \$0.35 per hour raise as stated above, plus an additional \$0.65 per hour increase for a total increase of \$1.00 per hour. **(07-08)**
- Middle School and elementary secretaries will receive the \$0.35 per hour raise as stated above, the additional \$0.65 per hour increase as stated above and an additional \$0.25 per hour increase for a total increase of \$1.25 per hour. **(07-08)**
- A new job category will be added into the 2007-2008 Salary Schedule for the Commodity Delivery position. This position will be for four hours per day and the starting salary will be \$8.50 per hour. **(07-08)**
- The Board has also agreed to adjust several non-certified pay schedules to address inequities in the schedules. **(07-08)**

- The Board will extend all support pay schedules to 30 years. **(09-10)**
- The Board will provide a step raise for all support employees. **(09-10)**

In addition to the state raise of \$0.50 per hour, the Board agrees to increase the paraprofessional/teacher assistant salary with an additional \$0.50 per hour pay raise for a total raise of \$1.00 per hour. (The 2% special education and 2% NCLB stipends from 2005-2006 have been deleted). **(06-07)**

In addition to the state raise of \$0.50 per hour, the Board agrees to increase the pay of Child Nutrition staff members at the sites an additional \$.25 per hour for a total raise of \$.75 per hour. **(06-07)**

A 28-year step was added to the Non-Certified Salary Schedule. **(05-06)**

The Board and Administration commits to improving the amount of money between steps on the salary schedules and will accomplish by addressing one or two support employee work categories per year in the same order that the categories were addressed previously. This will be to the extent funding is available. The order of the categories is 1) Transportation Drivers and Technology Assistants, 2) Child Nutrition and Para-professionals, Teacher Assistants, Library/Computer Lab Assistants, 3) Secretaries, Clerks, Receptionists, Day Care Staff, 4) Custodial, Grounds, Maintenance, and Mechanic Helper. **(09-10)**

The district will add additional money to the transportation drivers and technology assistant salary schedules to increase the amount between steps. The total cost for this item will not exceed \$100,000 including fixed costs. **(09-10)**

For all support scales excluding technology assistants (S-9) and bus drivers (S-26, S-26A, S-30, S-30B, S-30A), steps were adjusted to equal a 1% step beginning with 1 year of service. Each step represents 1% of the previous year's salary. **(12-13)**

For technology assistants' and bus drivers' scales, steps were increased by \$10 per year multiplied by the hours worked per day. For example, technology assistant scale steps increased by \$70 which equals \$10 per year multiplied by 7 hours per day. Bus drivers' scale steps were increased by \$20 - \$80 per year depending upon the hours worked per day. **(12-13)**

New scales were added for carpenter, Licensed plumber, licensed electrician, and licenses HVAC, Boiler, & Electrical Technician. **(12-13)**

In order to be competitive and hire/retain bus driving staff, the bus driving pay scale is changed to reflect an hourly wage of \$14.74 per hour for "drive time", \$7.50 per hour for non-driving "seat time". **[13-14]**

Elementary Secretary Salaries & Contract Day

Secretaries from the four elementary schools (Charles Evans, Jefferson, Lincoln and Will Rogers) will be moved from a seven hour per day contract to an 8 hour per day contract, with their salary prorated for the additional hour of work. In no case shall this extension cause the employee to work over 40 hours per week and require overtime wages to be paid. **(07-08)**

Technology/Maintenance/Accounting/Degree-Required Skill Fields [15-16]

Because of the short supply of skilled technicians in certain fields (especially technology, maintenance, accounting or other fields within the district where a college degree is required), the ASPO and the District agree that the exclusive use of salary scale wages may not be sufficient to hire and/or keep employees in those positions. Both parties agree that the District administration may use discretionary judgment in the hiring and retention of employees in these positions until further notice.

Review of Compensation

The administration will review any and all positions reported to them when an employee reports that the compensation is not appropriate for the hours worked or does not fit the job description of the position.

Staff Vacancies & Job Postings

All staff vacancies will be posted in each building, on the district's web site (www.ardmoreschools.org) and on the Administration Center lobby television. Vacancies may also be published periodically in the local newspaper or with the Oklahoma Employment Commission.

Job postings that are sent to each site should be posted by the site in a visible location for all to see. Items listed on the job posting will include: job title, qualifications/certifications if applicable, supervisor for the position, site for the position, posting period and salary range for the position. **(13-14)**

This is in an effort to be assured that all staff members have an opportunity to apply for a reassignment to the new position, if desired.

A closing date for taking applications will be posted when a job vacancy is advertised. However, since there is no guarantee that a qualified applicant will file within this time frame, the administration will not be forced to hire from that applicant pool. Additional posting(s) may be required in order to get a qualified applicant. Likewise, the administrator doing the hiring may hire for the position earlier than the posted closing date, provided that at least four (4) days (excluding weekends) has passed since the posting.

A letter of acknowledgement will be sent to all in-house applicants for a position stating that their application was received and reviewed along with all other applications. In addition, each applicant who makes the interview stage of the selection process shall receive the courtesy of being notified, either personally or in writing, as to whether or not they have been selected for the job.

Paraprofessional Certification

Paraprofessional Certification will be placed in each paraprofessional staff member's official personnel record. This certification is a requirement of the No Child Left Behind Act. **(04-05)**

Leave

Professional Leave for ESPO Workshops

Attendance of ESPO workshops and delegate meetings on days when school is in session will be counted as professional leave for those persons attending with the approval of the superintendent.

Staff Members on 252 Day Contract

The administration will work with the Director of Operations to revise the contract calendar to include Good Friday as a non duty day. This will be done only if it does not create a reduction in the total days worked. **(09-10)**

Sabbatical-Type Leave (13-14)

Any non-certified support staff member wanting to request "sabbatical-type" leave for the purpose of furthering their education will need to work with Human Resources to arrange "leave" within the existing policy for non-certified support staff members. Protocol for any non-certified staff member wanting to request "sabbatical type leave" is as follows:

- a. Employee must contact the office of Human Resources at least three (3) months before the requested effective date.
- b. At that time an appointment will be scheduled with the employee to discuss what options are available within the scope of the district's non-certified leave policy.

COVID Emergency Leave

Non-certified support staff members who are scheduled to work but are unable to due to being personally diagnosed with COVID-19. The staff member is required to provide a medical diagnosis from a physician. [For the 2021-2022 school year only. This is not a negotiated item, but a Board Policy.]

Health & Welfare

Retirement Plan per Negotiated Agreement

All qualified support personnel are eligible to participate in the Oklahoma Teachers' Retirement System starting in 1985-86, as ratified in the Negotiated Agreement between the Ardmore Support Personnel Organization and the Board of Education. The District will pay all eligible support employees' contributions to the Teachers' Retirement System.

Insurance (Health/Life Dental/Salary Protection)

The following items already signed into agreement will remain in effect and do not need to be negotiated annually: insurance, flex benefit, retirement, salary protection [19-20 Negotiated Agreement]

For "contracted" staff members who work 4 hours or more per day, the District will provide fringe benefits for salary protection/short-term disability insurance at \$7.80 per month, and group life insurance at \$2.55 per month. For the purpose of this policy, "contracted" means those **who** were **hired** by the board of education for positions listed on the district's salary scale and does not include people who are considered temporary and/or paid via a time sheet. **(13-14)**

For full-time staff members who take the health insurance coverage, the District will pay the state's flex benefit allowance of \$615.90 per month through December 31, 2022. The health insurance coverage for 2022 did not change from 2021.

For full-time staff members who do not take the health insurance coverage, the District will pay the state's flex benefit allowance (currently \$189.69 per month). **(04-05)**

As part of the negotiated agreement, The Board agrees that all contracted support personnel working 4 hours per day, but less than 6 hours per day, who are not eligible for the Flex Benefit Allowance paid by the state shall receive an extra **\$300.00** per year. **(03-04)**

As part of the negotiated agreement, the Board agrees that each contracted support employee who elects to carry spouse or children's health insurance coverage in addition to their individual coverage shall receive an extra \$200.00 per year. **(03-04)**

Perfect Attendance Bonus Pay

The Board will provide a \$300 perfect attendance bonus for each full-time support staff member who does not miss a day of work for the contract period for any reason [except professional leave, vacation or bereavement leave] and to provide a \$150 bonus for each part-time contracted employee (who works four hours, but less than six) under the same circumstances. **(09-10)**

The Board of Education and ASPO agree to discontinue the Support Perfect Attendance Incentive Program. Support employees will be compensated \$50.00 for each unused personal day in lieu of afore mentioned program **(22-23)**

The Board of Education agrees to the following reimbursement to each full-time support employee for unused personal business leave days [maximum three (3) days]:

- \$200.00 – Three (3) days unused personal days [no personal business leave taken]
- \$100.00 – Two (2) days unused personal days [one (1) personal business leave day taken]
- \$ 50.00 – One (1) day unused personal day [two (2) personal business leave days taken]

(23-24) This item initiated by the Board of Education.

Note: See Personal Leave information for the 2024-2025 school year on page 20.

CPR/First Aid Training

CPR/First Aid training will be provided for more support employees (2 additional per site). **(09-10)**. In 2018-2019, it was agreed to enlarge the circle of those trained for CPR and CPI, which could include cafeteria staff, custodians, support office staff and bus drivers.

Training Days [18-19]

The district will continue providing training to support staff as necessary during scheduled PLC all staff-type days. ASPO may also make training suggestions to administration on areas where additional training would be beneficial to specific job positions.

The Board and ASPO agree to encourage better communication between schools and district offices in coordinating training for support staff. This is especially important for the job fields of teacher assistants, paraprofessionals and school aides. **[21-22]**



ONE TEAM. ONE MISSION.

Child Nutrition Department
Ardmore City Schools

Uniform Agreement

I, _____, understand the following options regarding my uniforms should I terminate my employment.

1. If I terminate my employment with the Ardmore City Schools as a member of the Child Nutrition Department any time after my uniforms have been ordered up to December 31 of my current contract year, I must pay for my uniforms, to include shoes, up to \$200.00. Shoes are not to be returned to the district.
2. If I terminate my employment between January 1 and the last contract day of the current school year, then I must pay for half of the entire purchase price of uniforms, to include shoes, up to \$100.00. Shoes are not to be returned to the district.

If I have not turned in my uniforms and/or payment prior to my last paycheck being submitted, the total amount due to the Child Nutrition Department will be deducted from my final paycheck.

Purchase Price of Uniforms: _____
Purchase Price of Shoes: _____
TOTAL: _____



Signature of Child Nutrition Staff Member

Date



ONE TEAM. ONE MISSION.

Maintenance Department
Ardmore City Schools

Uniform Agreement

I, _____, understand the following options regarding my uniforms should I terminate my employment.

Uniforms

- ❖ If I terminate my employment with the Ardmore City Schools Maintenance Department any time after my uniforms have been ordered, up to December 31 of the current contract year, I must either turn in all uniforms (shirts & jeans) within 7 days or pay for the entire purchase price of the uniforms.
- ❖ If I terminate my employment between January 1 and June 30 of the current contract year, I must either turn in all uniforms (shirts & jeans) within 7 days or pay for half of the entire purchase price of the uniforms.

Uniform Coat

- ❖ If I terminate my employment with the Ardmore City Schools Maintenance Department any time after my uniform coat has been ordered, up to December 31 of the current contract year, I must either turn in the uniform coat within 7 days or pay for the entire purchase price of the uniform coat.
- ❖ If I terminate my employment between January 1 and June 30 of the current contract year, I must either turn in my uniform coat within 7 days or pay for half of the entire purchase price of the uniform coat.

If I have not turned in my uniforms and/or uniform coat and/or payment prior to my last paycheck being issued, the total amount due to the Maintenance Department will be deducted from my final paycheck.

Purchase Price of Uniforms: _____
Purchase Price of Coat: _____
TOTAL: _____



Signature of Maintenance Department Staff Member

Date



ONE TEAM. ONE MISSION.

Transportation Department
Ardmore City Schools

Uniform Agreement

I, _____, understand the following options regarding my uniforms should I terminate my employment.

Uniforms [Shirts & Current Year Jacket]

- ❖ If I terminate my employment with the Ardmore City Schools Transportation Department any time after my uniforms have been ordered, up to December 31 of the current contract year, I must either turn in all uniforms within 7 days or pay for the entire purchase price of the uniforms.
- ❖ If I terminate my employment between January 1 and June 30 of the current contract year, I must either turn in all uniforms (shirts & jeans) within 7 days or pay for half of the entire purchase price of the uniforms.

If I have not turned in my uniform [shirts & current year jacket] and/or payment prior to my last paycheck being issued, the total amount due to the Transportation Department will be deducted from my final paycheck.

Purchase Price of Shirts: _____
Purchase Price of Jacket: _____
TOTAL: _____



Signature of Transportation Department Staff Member

Date

**Staff-Student Communications
Parent/Guardian Notification**

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools will notify all personnel of the required use of approved platforms for all digital communications with students.

1. Approved Communication Platforms:

- All digital communications between Ardmore City Schools personnel and students must be conducted through the official Ardmore City Schools email system or Thrillshare Rooms.
- These platforms have been approved by the Board of Education for their compliance with safety, security, and privacy standards.

2. Prohibited Communication Methods:

- Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.

3. Compliance and Monitoring:

- The use of Ardmore City Schools email and Thrillshare Rooms ensures that all communications are subject to monitoring and review to maintain appropriate professional boundaries and to ensure the safety and well-being of our students.

I understand Ardmore City Schools is sending all ACS staff notice of the required use of Board Approved platforms, Ardmore City Schools email system and Thrillshare Rooms, for all electronic or digital communication with staff, students, and parents.

Please feel free to contact your school principal or the superintendent's office regarding any violations of this policy.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's school-approved platform.
 - c. Improper contact via electronic or digital communication is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

"Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

The Board of Education designates Thrillshare Rooms by Aptegey and Ardmore City Schools Email System as school-approved communication platforms. The administration shall publish these school-approved platforms on the district's website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS (CON'T)

approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy and state law.

REFERENCE: **74 O.S. § 840-8.1**
 70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - e. Improper private contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

REFERENCE: 74 O.S. § 840-8.1

*A copy of this policy shall be distributed to each affected employee by email.

Overtime and Compensation Time

It is the policy of the Ardmore Board of Education that no employee shall work overtime without the prior approval of the appropriate supervisor and the superintendent. Employees may elect by written agreement to take compensation time off instead of overtime pay. All compensation time must be used within the fiscal year in which it was earned. Specific days off must be approved in advance by the appropriate supervisor.

When, at the employee's selection, compensatory time is granted in lieu of cash payment for time worked in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees. The purpose of compensatory time is to provide the superintendent/department head with an alternative to cash payment of overtime. A nonexempt employee may work more than 40 hours a week only after having obtained prior approval or instructions from the appropriate supervisor. The following guidelines apply to the accrual and usage of compensatory time:

1. Compensatory time may be accrued to a maximum of 240 hours in a fiscal year (160 hours of overtime at time and one-half equals 240 hours of compensatory time).
2. Compensatory time will be recorded when it is earned and used the same as annual leave. Annual and sick leave are accrued during the use of compensatory time.
3. All compensatory time must be used or paid as overtime by June 30 of each fiscal year.
4. All compensatory time must be used or paid as overtime prior to transfer or termination of an employee.
5. A supervisor may direct that an employee use accrued compensatory time.

Procedure for Requesting Over-Time

1. Obtain the Overtime/Compensatory Prior Approval Authorization Form [Board Policy DA-AA-B.1 revised Oct 2024] from supervisor.
2. Form must be completed and signed by the employee.
3. Submit form to the supervisor for approval.
4. If approved by the supervisor, the supervisor will submit to the superintendent for final approval.

Procedure for Requesting Compensatory Time

1. Obtain the Overtime/Compensatory Prior Approval Authorization Form [Board Policy DA-AA-B.1 revised Oct 2024] from supervisor.
2. Form must be completed and signed by the employee.
3. Submit form to the supervisor for approval.
4. If approved by the supervisor, the supervisor will submit to the superintendent for final approval.

Any nonexempt employee required to work more than 40 hours in a workweek must obtain prior approval from his/her supervisor and the superintendent **before** performing overtime or accruing compensatory time. Failure to secure approval in advance may result in the denial of overtime pay or compensatory time accrual. Supervisors are responsible for ensuring that all requests for overtime or compensatory time are submitted to the superintendent in a timely manner.

**TIMEKEEPING
NON-EXEMPT EMPLOYEES**

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

The following are samples of timekeeping formats that may be used by the district to meet record keeping requirements. These formats may be substituted by the district's current format if the same information requirements are met.

Option 1:

Day/Date:

Employee Name	Time In	Time Out	Time In	Time Out	Total Hours	Employee Signature
John Doe	8:00	12:03	1:00	5:01	8	

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Timekeeper's Signature: _____

Option 2:

Employee Name:

Day	Date	Time In	Time Out	Total Hours
Sunday	5/2/93	-----		
Monday	5/3/93	8:00	12:03	
		1:00	5:02	8
Tuesday	5/4/93			

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Employee Verification Signature: _____

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	S-3	S-3 hourly	S-5	S-5 hourly
0	25,400	15.31	24,291	14.64
1	25,625	15.45	24,505	14.77
2	25,852	15.58	24,721	14.90
3	26,081	15.72	24,939	15.03
4	26,313	15.86	25,159	15.17
5	26,547	16.00	25,382	15.30
6	26,783	16.14	25,607	15.44
7	27,022	16.29	25,834	15.57
8	27,263	16.43	26,063	15.71
9	27,507	16.58	26,295	15.85
10	27,753	16.73	26,529	15.99
11	28,001	16.88	26,765	16.13
12	28,252	17.03	27,004	16.28
13	28,505	17.18	27,245	16.42
14	28,761	17.34	27,488	16.57
15	29,020	17.49	27,734	16.72
16	29,281	17.65	27,982	16.87
17	29,545	17.81	28,233	17.02
18	29,811	17.97	28,486	17.17
19	30,080	18.13	28,742	17.33
20	30,352	18.30	29,000	17.48
21	30,626	18.46	29,261	17.64
22	30,903	18.63	29,525	17.80
23	31,183	18.80	29,791	17.96
24	31,466	18.97	30,060	18.12
25	31,752	19.14	30,332	18.28
26	32,040	19.31	30,606	18.45
27	32,331	19.49	30,883	18.62
28	32,625	19.67	31,163	18.78
29	32,922	19.84	31,446	18.95
30	33,222	20.03	31,731	19.13
31	33,525	20.21	32,019	19.30

S - 3 Accounting Clerks (Payroll, Encumbrance, Activity/Insurance, *Prorated to 7.5 hrs/day*)

S - 5 High School Secretary (*Prorated to 7 & 8 hrs/day*), Athletic Secretary (237 days, 7 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	S-6	S-6 hourly	S-8	S-8 hourly
0	24,089	14.52	23,057	13.89
1	24,301	14.65	23,258	14.02
2	24,515	14.78	23,461	14.14
3	24,731	14.91	23,667	14.27
4	24,949	15.04	23,875	14.39
5	25,169	15.17	24,085	14.52
6	25,392	15.31	24,297	14.65
7	25,617	15.44	24,511	14.77
8	25,844	15.58	24,727	14.90
9	26,073	15.72	24,945	15.04
10	26,305	15.86	25,165	15.17
11	26,539	16.00	25,388	15.30
12	26,775	16.14	25,613	15.44
13	27,014	16.28	25,840	15.58
14	27,255	16.43	26,069	15.71
15	27,498	16.57	26,301	15.85
16	27,744	16.72	26,535	15.99
17	27,992	16.87	26,771	16.14
18	28,243	17.02	27,010	16.28
19	28,496	17.18	27,251	16.43
20	28,752	17.33	27,494	16.57
21	29,010	17.49	27,740	16.72
22	29,271	17.64	27,988	16.87
23	29,535	17.80	28,239	17.02
24	29,801	17.96	28,492	17.17
25	30,070	18.13	28,748	17.33
26	30,342	18.29	29,006	17.48
27	30,616	18.45	29,267	17.64
28	30,893	18.62	29,531	17.80
29	31,173	18.79	29,797	17.96
30	31,456	18.96	30,066	18.12
31	31,741	19.13	30,338	18.29

S - 6 Admin. Receptionist/Textbook Coordinator, (237 days, 7 hrs/day); District Enrollment/ Attendance/Technology Clerk (237, 7 hpd), Business Office Secretary (237 days, 7 hpd),

S - 8 CNP Administrative Assistant (237 days, 7 hrs/day); Maint. Dept. Secretary (Prorated to 7.5 hpd), Transp. Secretary (Prorated to 8 hpd); Special Services Secretary (Prorated to 7hpd)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Revised

Revised

Years	S-9	S-9 hourly	S-12	S-12 hourly	S-13	S-13 hourly
0	32,286	19.46	26,488	22.00	18,136	13.49
1	32,649	19.68	26,681	22.16	18,291	13.61
2	32,946	19.86	26,885	22.33	18,448	13.73
3	33,245	20.04	27,078	22.49	18,607	13.84
4	33,547	20.22	27,283	22.66	18,767	13.96
5	33,853	20.41	27,475	22.82	18,929	14.08
6	34,162	20.59	27,680	22.99	19,092	14.21
7	34,474	20.78	27,897	23.17	19,257	14.33
8	34,789	20.97	28,101	23.34	19,424	14.45
9	35,107	21.16	28,306	23.51	19,592	14.58
10	35,428	21.36	28,523	23.69	19,762	14.70
11	35,753	21.55	28,739	23.87	19,934	14.83
12	36,081	21.75	28,956	24.05	20,107	14.96
13	36,412	21.95	29,173	24.23	20,282	15.09
14	36,747	22.15	29,402	24.42	20,459	15.22
15	37,084	22.35	29,618	24.60	20,638	15.36
16	37,425	22.56	29,847	24.79	20,818	15.49
17	37,770	22.77	30,076	24.98	21,000	15.63
18	38,117	22.98	30,305	25.17	21,184	15.76
19	38,469	23.19	30,533	25.36	21,370	15.90
20	38,823	23.40	30,774	25.56	21,558	16.04
21	39,182	23.62	31,003	25.75	21,748	16.18
22	39,544	23.84	31,244	25.95	21,940	16.32
23	39,910	24.06	31,485	26.15	22,133	16.47
24	40,279	24.28	31,737	26.36	22,328	16.61
25	40,652	24.50	31,978	26.56	22,525	16.76
26	41,029	24.73	32,231	26.77	22,724	16.91
27	41,410	24.96	32,484	26.98	22,925	17.06
28	41,794	25.19	32,737	27.19	23,128	17.21
29	42,182	25.43	32,990	27.40	23,333	17.36
30	42,574	25.66	33,254	27.62	23,540	17.51
31	42,970	25.90	33,519	27.84	23,749	17.67

S - 9 Technology Assistant (237 days, 7 hrs/day)

S - 12 Licensed Practical Nurse (172 days, 7 hrs/day) - *Starting hourly rate @ \$22/hr (\$2.00 per hour raise)*

S - 13 High School Counselors' Secretary (192 days, 7hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026
Ardmore City Schools

Years	S-13A	S-13A hourly
0	22,481	13.55
1	22,677	13.67
2	22,874	13.79
3	23,075	13.91
4	23,278	14.03
5	23,482	14.15
6	23,689	14.28
7	23,897	14.40
8	24,107	14.53
9	24,319	14.66
10	24,534	14.79
11	24,751	14.92
12	24,970	15.05
13	25,191	15.18
14	25,414	15.32
15	25,640	15.46
16	25,867	15.59
17	26,098	15.73
18	26,330	15.87
19	26,565	16.01
20	26,802	16.16
21	27,042	16.30
22	27,284	16.45
23	27,528	16.59
24	27,775	16.74
25	28,024	16.89
26	28,276	17.04
27	28,530	17.20
28	28,787	17.35
29	29,046	17.51
30	29,308	17.67
31	29,572	17.83

S - 13A AMS Secretary (237 days 7 hrs/day) (presently prorated to 7 & 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	S-13B	S-13B hourly	S-13D	S-13D hourly
0	20,947	13.64	20,325	13.51
1	21,129	13.76	20,498	13.63
2	21,312	13.88	20,674	13.75
3	21,497	14.00	20,851	13.86
4	21,684	14.12	21,031	13.98
5	21,873	14.24	21,211	14.10
6	22,064	14.36	21,394	14.22
7	22,257	14.49	21,579	14.35
8	22,452	14.62	21,766	14.47
9	22,649	14.75	21,954	14.60
10	22,848	14.88	22,144	14.72
11	23,049	15.01	22,336	14.85
12	23,252	15.14	22,530	14.98
13	23,457	15.27	22,726	15.11
14	23,664	15.41	22,923	15.24
15	23,873	15.54	23,123	15.37
16	24,084	15.68	23,326	15.51
17	24,297	15.82	23,529	15.64
18	24,512	15.96	23,735	15.78
19	24,729	16.10	23,943	15.92
20	24,948	16.24	24,153	16.06
21	25,170	16.39	24,366	16.20
22	25,394	16.53	24,581	16.34
23	25,620	16.68	24,797	16.49
24	25,848	16.83	25,015	16.63
25	26,079	16.98	25,235	16.78
26	26,312	17.13	25,458	16.93
27	26,547	17.28	25,683	17.08
28	26,785	17.44	25,911	17.23
29	27,025	17.59	26,141	17.38
30	27,267	17.75	26,373	17.54
31	27,512	17.91	26,607	17.69

S - 13B AMS & AHS Attendance Clerks (192 days, 8 hrs/day)

S - 13D AHS Receptionist (188 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	Revised		Revised		Revised	
	S-13E	S-13E hourly	S-14	S-14 hourly	S-14A	S-14 hourly
0	20,110	13.51	20,947	13.64	20,434	14.85
1	20,281	13.63	21,129	13.76	20,612	14.98
2	20,455	13.75	21,312	13.88	20,791	15.11
3	20,630	13.86	21,497	14.00	20,970	15.24
4	20,808	13.98	21,684	14.12	21,163	15.38
5	20,986	14.10	21,873	14.24	21,342	15.51
6	21,167	14.23	22,064	14.36	21,534	15.65
7	21,350	14.35	22,257	14.49	21,713	15.78
8	21,535	14.47	22,452	14.62	21,906	15.92
9	21,721	14.60	22,649	14.75	22,099	16.06
10	21,909	14.72	22,848	14.88	22,291	16.20
11	22,099	14.85	23,049	15.01	22,498	16.35
12	22,291	14.98	23,252	15.14	22,690	16.49
13	22,484	15.11	23,457	15.27	22,897	16.64
14	22,680	15.24	23,664	15.41	23,089	16.78
15	22,878	15.37	23,873	15.54	23,296	16.93
16	23,078	15.51	24,084	15.68	23,502	17.08
17	23,279	15.64	24,297	15.82	23,708	17.23
18	23,483	15.78	24,512	15.96	23,929	17.39
19	23,689	15.92	24,729	16.10	24,135	17.54
20	23,897	16.06	24,948	16.24	24,355	17.70
21	24,107	16.20	25,170	16.39	24,575	17.86
22	24,319	16.34	25,394	16.53	24,796	18.02
23	24,533	16.49	25,620	16.68	25,016	18.18
24	24,749	16.63	25,848	16.83	25,236	18.34
25	24,966	16.78	26,079	16.98	25,456	18.50
26	25,188	16.93	26,312	17.13	25,690	18.67
27	25,411	17.08	26,547	17.28	25,924	18.84
28	25,636	17.23	26,785	17.44	26,144	19.00
29	25,863	17.38	27,025	17.59	26,392	19.18
30	26,092	17.54	27,267	17.75	26,626	19.35
31	26,324	17.69	27,512	17.91	26,860	19.52

S - 13E AMS Receptionist (186 days, 8 hrs/day)

S - 14 Elementary Secretaries and Take Two Secretary (192 days, 8 hrs/day)

S - 14A Technology Instructional Assistant (172 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Revised

Revised

Years	S-15	S-15 hourly	S-16	S-16 hourly
0	17,423	11.90	16,868	14.01
1	17,568	12.00	17,277	14.35
2	17,714	12.10	17,422	14.47
3	17,863	12.20	17,578	14.60
4	18,013	12.30	17,723	14.72
5	18,163	12.41	17,879	14.85
6	18,317	12.51	18,036	14.98
7	18,471	12.62	18,192	15.11
8	18,626	12.72	18,349	15.24
9	18,784	12.83	18,505	15.37
10	18,943	12.94	18,662	15.50
11	19,103	13.05	18,831	15.64
12	19,265	13.16	18,987	15.77
13	19,429	13.27	19,156	15.91
14	19,594	13.38	19,324	16.05
15	19,761	13.50	19,493	16.19
16	19,930	13.61	19,661	16.33
17	20,101	13.73	19,830	16.47
18	20,273	13.85	19,998	16.61
19	20,447	13.97	20,167	16.75
20	20,623	14.09	20,336	16.89
21	20,800	14.21	20,504	17.03
22	20,979	14.33	20,685	17.18
23	21,160	14.45	20,853	17.32
24	21,343	14.58	21,034	17.47
25	21,527	14.70	21,214	17.62
26	21,713	14.83	21,395	17.77
27	21,902	14.96	21,576	17.92
28	22,091	15.09	21,756	18.07
29	22,283	15.22	21,949	18.23
30	22,478	15.35	22,130	18.38
31	22,673	15.49	22,322	18.54

S - 15 Elementary Receptionist (183 days, 8 hrs/day)

S - 16 Registered Behavior Technician (172 days, 7 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	Revised	Revised
	S-17	S-17 hourly
0	15,062	12.51
1	15,194	12.62
2	15,351	12.75
3	15,483	12.86
4	15,616	12.97
5	15,736	13.07
6	15,881	13.19
7	16,013	13.30
8	16,146	13.41
9	16,278	13.52
10	16,423	13.64
11	16,555	13.75
12	16,699	13.87
13	16,844	13.99
14	16,988	14.11
15	17,133	14.23
16	17,277	14.35
17	17,422	14.47
18	17,578	14.60
19	17,723	14.72
20	17,879	14.85
21	18,036	14.98
22	18,192	15.11
23	18,349	15.24
24	18,505	15.37
25	18,662	15.50
26	18,831	15.64
27	18,987	15.77
28	19,156	15.91
29	19,324	16.05
30	19,493	16.19
31	19,661	16.33

S - 17 Teacher Assistant/Paraprofessional, Library & Computer Lab Assistants (172 days, 7 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Revised

Revised

Years	S-19	S-19 hourly	S-20	S-20 hourly	S-20A	S-20A hourly
0	8,607	12.51	28,403	14.98	37,920	20.00
1	8,683	12.62	28,656	15.11	38,204	20.15
2	8,772	12.75	28,911	15.25	38,489	20.30
3	8,848	12.86	29,169	15.38	38,773	20.45
4	8,923	12.97	29,429	15.52	39,058	20.60
5	8,992	13.07	29,692	15.66	39,342	20.75
6	9,075	13.19	29,957	15.80	39,645	20.91
7	9,150	13.30	30,225	15.94	39,949	21.07
8	9,226	13.41	30,496	16.08	40,252	21.23
9	9,302	13.52	30,770	16.23	40,555	21.39
10	9,384	13.64	31,046	16.37	40,859	21.55
11	9,460	13.75	31,325	16.52	41,181	21.72
12	9,543	13.87	31,607	16.67	41,503	21.89
13	9,625	13.99	31,892	16.82	41,826	22.06
14	9,708	14.11	32,179	16.97	42,148	22.23
15	9,790	14.23	32,469	17.13	42,470	22.40
16	9,873	14.35	32,762	17.28	42,793	22.57
17	9,955	14.47	33,058	17.44	43,115	22.74
18	10,045	14.60	33,357	17.59	43,456	22.92
19	10,127	14.72	33,659	17.75	43,798	23.10
20	10,217	14.85	33,964	17.91	44,139	23.28
21	10,306	14.98	34,272	18.08	44,480	23.46
22	10,396	15.11	34,583	18.24	44,821	23.64
23	10,485	15.24	34,897	18.41	45,163	23.82
24	10,575	15.37	35,215	18.57	45,504	24.00
25	10,664	15.50	35,536	18.74	45,845	24.18
26	10,760	15.64	35,860	18.91	46,206	24.37
27	10,850	15.77	36,187	19.09	46,566	24.56
28	10,946	15.91	36,517	19.26	46,926	24.75
29	11,042	16.05	36,851	19.44	47,286	24.94
30	11,139	16.19	37,188	19.61	47,646	25.13
31	11,235	16.33	37,528	19.79	48,007	25.32

S - 19 Teacher Assistant/Para., Library & Computer Lab Asst (PART-TIME 172 days, 4 hpd)

S - 20 Licensed Vehicle Mechanic (237 days, 8 hrs/day)

S-20A Tran Technician/Driver (237days, 8 hrs)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	S-21	S-21 hourly	S-22	S-22 hourly	S-23	S-23 hourly
0	30,953	16.33	27,651	14.58	26,097	13.76
1	31,204	16.46	27,869	14.70	26,299	13.87
2	31,457	16.59	28,089	14.81	26,518	13.99
3	31,713	16.73	28,311	14.93	26,725	14.10
4	31,971	16.86	28,535	15.05	26,934	14.21
5	32,232	17.00	28,762	15.17	27,145	14.32
6	32,496	17.14	28,991	15.29	27,358	14.43
7	32,762	17.28	29,222	15.41	27,573	14.54
8	33,031	17.42	29,456	15.54	27,790	14.66
9	33,303	17.56	29,692	15.66	28,009	14.77
10	33,577	17.71	29,930	15.79	28,230	14.89
11	33,854	17.86	30,171	15.91	28,454	15.01
12	34,134	18.00	30,414	16.04	28,680	15.13
13	34,417	18.15	30,659	16.17	28,908	15.25
14	34,702	18.30	30,907	16.30	29,138	15.37
15	34,990	18.45	31,157	16.43	29,371	15.49
16	35,281	18.61	31,410	16.57	29,606	15.61
17	35,575	18.76	31,665	16.70	29,843	15.74
18	35,872	18.92	31,923	16.84	30,083	15.87
19	36,172	19.08	32,184	16.97	30,325	15.99
20	36,475	19.24	32,447	17.11	30,570	16.12
21	36,781	19.40	32,713	17.25	30,817	16.25
22	37,090	19.56	32,981	17.40	31,066	16.39
23	37,402	19.73	33,252	17.54	31,318	16.52
24	37,717	19.89	33,526	17.68	31,573	16.65
25	38,035	20.06	33,803	17.83	31,830	16.79
26	38,357	20.23	34,082	17.98	32,090	16.93
27	38,682	20.40	34,364	18.12	32,352	17.06
28	39,010	20.57	34,649	18.27	32,617	17.20
29	39,341	20.75	34,937	18.43	32,884	17.34
30	39,676	20.93	35,228	18.58	33,154	17.49
31	40,014	21.10	35,522	18.74	33,427	17.63

S - 21 Head High School Custodian (237 days, 8 hrs/day)

S - 22 Head Middle School, WR, CE, LN Custodians (237 days, 8 hrs/day)

S - 23 Custodians & Groundskeepers (237 days, 8 hpd), Commodities Deliverer (Part-time, 4 hpd)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	S-24	S-24 hourly
0	13,049	13.76
1	13,150	13.87
2	13,259	13.99
3	13,362	14.10
4	13,466	14.21
5	13,571	14.32
6	13,677	14.43
7	13,784	14.54
8	13,893	14.66
9	14,003	14.77
10	14,114	14.89
11	14,226	15.01
12	14,339	15.13
13	14,453	15.25
14	14,568	15.37
15	14,684	15.49
16	14,802	15.61
17	14,921	15.74
18	15,041	15.87
19	15,162	15.99
20	15,284	16.12
21	15,408	16.25
22	15,533	16.39
23	15,659	16.52
24	15,786	16.65
25	15,915	16.79
26	16,045	16.93
27	16,176	17.06
28	16,308	17.20
29	16,442	17.34
30	16,577	17.49
31	16,713	17.63

S - 24 Custodians (PART-TIME 237 days, 4 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	Revised	Revised	Revised	Revised
	S-26	S-26 hourly	S-26A	S-26A hourly
0	13,760	20.00	6,880	20.00
1	13,863	20.15	6,932	20.15
2	13,966	20.30	6,983	20.30
3	14,070	20.45	7,035	20.45
4	14,173	20.60	7,086	20.60
5	14,276	20.75	7,138	20.75
6	14,386	20.91	7,193	20.91
7	14,489	21.06	7,245	21.06
8	14,599	21.22	7,300	21.22
9	14,709	21.38	7,355	21.38
10	14,820	21.54	7,410	21.54
11	14,930	21.70	7,465	21.70
12	15,047	21.87	7,523	21.87
13	15,157	22.03	7,578	22.03
14	15,274	22.20	7,637	22.20
15	15,391	22.37	7,695	22.37
16	15,508	22.54	7,754	22.54
17	15,624	22.71	7,812	22.71
18	15,748	22.89	7,874	22.89
19	15,865	23.06	7,933	23.06
20	15,989	23.24	7,995	23.24
21	16,113	23.42	8,056	23.42
22	16,237	23.60	8,118	23.60
23	16,368	23.79	8,184	23.79
24	16,491	23.97	8,246	23.97
25	16,622	24.16	8,311	24.16
26	16,753	24.35	8,376	24.35
27	16,884	24.54	8,442	24.54
28	17,014	24.73	8,507	24.73
29	17,152	24.93	8,576	24.93
30	17,289	25.13	8,645	25.13
31	17,420	25.32	8,710	25.32

S - 26 Bus Driver - 4 HPD (PART-TIME 172 days, 4 hrs/day)

S - 26A Bus Driver - 2 HPD (PART-TIME 172 days, 2 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Revised

Revised

Years	S-27	S-27 hourly	S-27A	S-27A hourly
0	26,261	13.85	9,529	13.85
1	26,487	13.97	9,611	13.97
2	26,715	14.09	9,694	14.09
3	26,947	14.21	9,776	14.21
4	27,180	14.34	9,866	14.34
5	27,415	14.46	9,948	14.46
6	27,654	14.59	10,038	14.59
7	27,893	14.71	10,120	14.71
8	28,136	14.84	10,210	14.84
9	28,381	14.97	10,299	14.97
10	28,628	15.10	10,389	15.10
11	28,878	15.23	10,478	15.23
12	29,130	15.36	10,568	15.36
13	29,385	15.50	10,664	15.50
14	29,643	15.63	10,753	15.63
15	29,904	15.77	10,850	15.77
16	30,166	15.91	10,946	15.91
17	30,431	16.05	11,042	16.05
18	30,698	16.19	11,139	16.19
19	30,970	16.33	11,235	16.33
20	31,244	16.48	11,338	16.48
21	31,520	16.62	11,435	16.62
22	31,800	16.77	11,538	16.77
23	32,081	16.92	11,641	16.92
24	32,366	17.07	11,744	17.07
25	32,654	17.22	11,847	17.22
26	32,944	17.38	11,957	17.38
27	33,238	17.53	12,061	17.53
28	33,534	17.69	12,171	17.69
29	33,834	17.84	12,274	17.84
30	34,135	18.00	12,384	18.00
31	34,440	18.17	12,501	18.17

S - 27 Mechanic Helper (237 days, 8 hrs/day)

S - 27A Mechanic Helper (PART-TIME 172 days, 4 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	S-28	S-28 hourly	S-29	S-29 hourly
0	29,466	15.54	29,285	15.45
1	29,702	15.67	29,519	15.57
2	29,940	15.79	29,756	15.69
3	30,181	15.92	29,995	15.82
4	30,424	16.05	30,236	15.95
5	30,670	16.18	30,480	16.08
6	30,918	16.31	30,726	16.21
7	31,169	16.44	30,975	16.34
8	31,422	16.57	31,226	16.47
9	31,678	16.71	31,480	16.60
10	31,936	16.84	31,736	16.74
11	32,197	16.98	31,995	16.88
12	32,460	17.12	32,256	17.01
13	32,726	17.26	32,520	17.15
14	32,995	17.40	32,787	17.29
15	33,266	17.55	33,056	17.43
16	33,540	17.69	33,328	17.58
17	33,817	17.84	33,603	17.72
18	34,096	17.98	33,880	17.87
19	34,378	18.13	34,160	18.02
20	34,663	18.28	34,443	18.17
21	34,951	18.43	34,729	18.32
22	35,242	18.59	35,018	18.47
23	35,536	18.74	35,310	18.62
24	35,833	18.90	35,604	18.78
25	36,133	19.06	35,901	18.94
26	36,436	19.22	36,201	19.09
27	36,742	19.38	36,504	19.25
28	37,051	19.54	36,810	19.41
29	37,363	19.71	37,119	19.58
30	37,678	19.87	37,432	19.74
31	37,996	20.04	37,748	19.91

S - 28 District Grounds Supervisor (237 days, 8 hrs/day)

S - 29 Noble Stadium Grounds Supervisor (237 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Revised

Revised

Years	S-30B	S-30B hourly
0	21,500	20.00
1	21,661	20.15
2	21,823	20.30
3	21,984	20.45
4	22,145	20.60
5	22,306	20.75
6	22,478	20.91
7	22,640	21.06
8	22,812	21.22
9	22,984	21.38
10	23,156	21.54
11	23,328	21.70
12	23,510	21.87
13	23,682	22.03
14	23,865	22.20
15	24,048	22.37
16	24,231	22.54
17	24,413	22.71
18	24,607	22.89
19	24,790	23.06
20	24,983	23.24
21	25,177	23.42
22	25,370	23.60
23	25,574	23.79
24	25,768	23.97
25	25,972	24.16
26	26,176	24.35
27	26,381	24.54
28	26,585	24.73
29	26,800	24.93
30	27,015	25.13
31	27,219	25.32

S - 30B Bus Driver - 6.25 HPD (172 days, 6.25 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	Revised	Revised	Revised	Revised
	S-39	S-39 hourly	S-40	S-40 hourly
0	21,865	15.89	20,819	15.13
1	22,016	16.00	20,956	15.23
2	22,181	16.12	21,135	15.36
3	22,332	16.23	21,273	15.46
4	22,498	16.35	21,424	15.57
5	22,663	16.47	21,576	15.68
6	22,828	16.59	21,713	15.78
7	22,993	16.71	21,865	15.89
8	23,158	16.83	22,016	16.00
9	23,337	16.96	22,167	16.11
10	23,502	17.08	22,319	16.22
11	23,681	17.21	22,484	16.34
12	23,860	17.34	22,635	16.45
13	24,039	17.47	22,800	16.57
14	24,218	17.60	22,952	16.68
15	24,396	17.73	23,117	16.80
16	24,575	17.86	23,282	16.92
17	24,768	18.00	23,447	17.04
18	24,947	18.13	23,612	17.16
19	25,140	18.27	23,777	17.28
20	25,332	18.41	23,942	17.40
21	25,525	18.55	24,121	17.53
22	25,717	18.69	24,300	17.66
23	25,910	18.83	24,465	17.78
24	26,116	18.98	24,644	17.91
25	26,309	19.12	24,823	18.04
26	26,516	19.27	25,002	18.17
27	26,722	19.42	25,181	18.30
28	26,928	19.57	25,373	18.44
29	27,135	19.72	25,552	18.57
30	27,341	19.87	25,745	18.71
31	27,561	20.03	25,938	18.85

S - 39 High School Cafeteria Manager (172 days, 8 hrs/day)

S - 40 Elementary & Middle School Cafeteria Managers (172 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>
	S-42	S-42 hourly	S-42B	S-42B hourly
0	17,073	14.18	15,853	14.18
1	17,193	14.28	15,965	14.28
2	17,362	14.42	16,122	14.42
3	17,482	14.52	16,233	14.52
4	17,602	14.62	16,345	14.62
5	17,711	14.71	16,446	14.71
6	17,831	14.81	16,558	14.81
7	17,952	14.91	16,669	14.91
8	18,072	15.01	16,781	15.01
9	18,192	15.11	16,893	15.11
10	18,325	15.22	17,016	15.22
11	18,445	15.32	17,128	15.32
12	18,566	15.42	17,240	15.42
13	18,698	15.53	17,363	15.53
14	18,831	15.64	17,486	15.64
15	18,951	15.74	17,597	15.74
16	19,083	15.85	17,720	15.85
17	19,216	15.96	17,843	15.96
18	19,348	16.07	17,966	16.07
19	19,493	16.19	18,100	16.19
20	19,625	16.30	18,223	16.30
21	19,758	16.41	18,346	16.41
22	19,902	16.53	18,481	16.53
23	20,047	16.65	18,615	16.65
24	20,179	16.76	18,738	16.76
25	20,324	16.88	18,872	16.88
26	20,468	17.00	19,006	17.00
27	20,625	17.13	19,151	17.13
28	20,769	17.25	19,286	17.25
29	20,913	17.37	19,420	17.37
30	21,070	17.50	19,565	17.50
31	21,214	17.62	19,699	17.62

S - 42 Accuclaim Cashier/Asst. Manager (172 days, 7 hrs/day)

S - 42B Accuclaim Cashier/Asst. Manager (172 days, 6.50 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	Revised	Revised	Revised	Revised
	S-43	S-43 hourly	S-43B	S-43B hourly
0	16,567	13.76	15,384	13.76
1	16,699	13.87	15,507	13.87
2	16,844	13.99	15,641	13.99
3	16,976	14.10	15,764	14.10
4	17,109	14.21	15,887	14.21
5	17,241	14.32	16,010	14.32
6	17,374	14.43	16,133	14.43
7	17,506	14.54	16,256	14.54
8	17,651	14.66	16,390	14.66
9	17,783	14.77	16,513	14.77
10	17,928	14.89	16,647	14.89
11	18,072	15.01	16,781	15.01
12	18,217	15.13	16,915	15.13
13	18,361	15.25	17,050	15.25
14	18,505	15.37	17,184	15.37
15	18,650	15.49	17,318	15.49
16	18,794	15.61	17,452	15.61
17	18,951	15.74	17,597	15.74
18	19,107	15.87	17,743	15.87
19	19,252	15.99	17,877	15.99
20	19,408	16.12	18,022	16.12
21	19,565	16.25	18,168	16.25
22	19,734	16.39	18,324	16.39
23	19,890	16.52	18,469	16.52
24	20,047	16.65	18,615	16.65
25	20,215	16.79	18,771	16.79
26	20,384	16.93	18,928	16.93
27	20,540	17.06	19,073	17.06
28	20,709	17.20	19,230	17.20
29	20,877	17.34	19,386	17.34
30	21,058	17.49	19,554	17.49
31	21,227	17.63	19,710	17.63

S - 43 Cook I/Cashier (172 days, 7 hrs/day)

S - 43B Cook I/Cashier (172 days, 6.50 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	^{Revised} S-52	^{Revised} S-52 hourly
0	16,964	14.09
1	17,109	14.21
2	17,253	14.33
3	17,398	14.45
4	17,542	14.57
5	17,699	14.70
6	17,855	14.83
7	18,000	14.95
8	18,156	15.08
9	18,313	15.21
10	18,481	15.35
11	18,638	15.48
12	18,794	15.61
13	18,963	15.75
14	19,132	15.89
15	19,288	16.02
16	19,457	16.16
17	19,625	16.30
18	19,806	16.45
19	19,974	16.59
20	20,155	16.74
21	20,324	16.88
22	20,504	17.03
23	20,685	17.18
24	20,865	17.33
25	21,058	17.49
26	21,239	17.64
27	21,443	17.81
28	21,612	17.95
29	21,804	18.11
30	21,997	18.27
31	22,190	18.43

S - 52 HUGS Coordinator (172 days, 7 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2025-2026

Ardmore City Schools

Years	S-53	S-53 hourly	S-54	S-54 hourly
0	31,370	16.55	41,450	21.86
1	31,652	16.69	41,833	22.06
2	31,937	16.84	42,220	22.27
3	32,225	17.00	42,611	22.47
4	32,516	17.15	43,006	22.68
5	32,810	17.30	43,405	22.89
6	33,107	17.46	43,808	23.11
7	33,407	17.62	44,215	23.32
8	33,710	17.78	44,626	23.54
9	34,016	17.94	45,041	23.76
10	34,325	18.10	45,460	23.98
11	34,637	18.27	45,883	24.20
12	34,952	18.43	46,310	24.43
13	35,270	18.60	46,742	24.65
14	35,591	18.77	47,178	24.88
15	35,915	18.94	47,618	25.11
16	36,243	19.12	48,063	25.35
17	36,574	19.29	48,512	25.59
18	36,908	19.47	48,966	25.83
19	37,246	19.64	49,424	26.07
20	37,587	19.82	49,887	26.31
21	37,931	20.01	50,354	26.56
22	38,279	20.19	50,826	26.81
23	38,630	20.37	51,303	27.06
24	38,985	20.56	51,785	27.31
25	39,343	20.75	52,271	27.57
26	39,705	20.94	52,762	27.83
27	40,071	21.13	53,258	28.09
28	40,440	21.33	53,759	28.35
29	40,813	21.53	54,265	28.62
30	41,190	21.72	54,776	28.89
31	41,570	21.93	55,292	29.16

S - 53 Carpenter (237 days, 8 hrs/day)

S - 54 Licensed Plumber (237 days, 8 hrs/day)

