



Special Meeting of the Board of Education  
Board Room, Administration Building, 900 W Choctaw Ave, Chickasha, Oklahoma 73018  
Thursday, August 21, 2025 at 12:00 PM

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

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Discussion and possible action regarding Chickasha Association of Support Employees (CASE) Negotiated agreement.  
**Jennifer Stegman**
5. Discussion and possible action regarding CUTA Negotiated Agreement  
**Jennifer Stegman**
6. Discussion and possible action regarding COPA Negotiated Agreement  
**Jennifer Stegman**
7. Discussion and possible action regarding Pay Scales for exempt employees  
**Jennifer Stegman**
8. Discussion and possible action regarding Request to solicit bids for copier maintenance agreement  
**Jennifer Stegman**
9. Consent Agenda:  
The following items, which concern items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:
  - a. Travel:
    - Chickasha FFA - Livestock Project Purchasing Trip - Iowa, Minnesota, Illinois, Indiana and Ohio
10. Motion to Adjourn

This agenda was posted at 12:00 p.m. on the 20th day of August 2025, at the east and west entrances of the Administration Building, Chickasha Public Schools, 900 W. Choctaw, Chickasha, Ok. and emailed to

the concerned public. Notice of the meeting was given to the Grady County Clerk at 9:55 a.m. on the 18th day of August 2025.

Rochelle Bowens

Board Clerk

Welcome to Chickasha Public Schools  
Board Session Public Attendance

Please PRINT your name, title, and company below.

Date: August 21, 2025

| Name (Print)     | Representation, Title, Company |
|------------------|--------------------------------|
| Joe Molder ✓     | Admin                          |
| DAN TURNER       | Admin ✓                        |
| Danya Williams   | Admin                          |
| Pam Ladyman      | Admin                          |
| Jennifer Stegman | Admin                          |
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**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 21, 2025**

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

**ADMINISTRATIVE RECOMMENDATION:** Accept agreement

**RATIONALE FOR RECOMMENDATION:** This is an annual approval between the Chickasha Board of Education and Chickasha Association of Support Employees. School Year 2025-2026

**FINANCIAL IMPACT AND FUNDING:** There will be approximately a \$170,000 increase in support salaries; however, the increase is comparable to the retention stipend provided last year. The agreement includes a 35 cent raise with a step and adds a year to the salary schedule.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

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

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

**SALARY SCHEDULE**

**Step increase for all support employees.**

**Tentative Agreement:**

CPS: Jennifer Stegman

Date: 8/8/25

CASE: Melissa James

Date: 8/8/25

CASE TA: Melissa James  
CPS TA: Jennifer Segnan

8/8/25

**Chickasha Public Schools  
CASE Negotiations  
2025-2026**

**Presented by CPS**

**Proposed:  
Pay Scales**

**Effective for the 2025-2026 School Year, Step 0 on the Support Staff Hourly Pay Scale will be increased by \$0.35.**

**In addition, the step progression will be adjusted as follows:**

- **Each step increase will be \$0.25 per hour**
- **The step increase from Step 9 to Step 10 will be \$0.50 per hour.**

**The revised pay scale is attached to this item.**

**Overtime/Compensatory (Comp) Time**

**40.1 The Board agrees to abide by Board Policy and the Fair Labor Standards Act concerning overtime pay or compensatory time. However, no overtime or comp time will be worked without prior approval of the immediate supervisor and the Superintendent or his/her designee. The Overtime/Comp Time Pre-Approval Form must be completed and processed prior to hours worked. If the Comp Time does not exceed a 40 hour work week, the immediate supervisor may offer and approve additional hours to be used as Comp Time.**

**Employees are not permitted to begin work before their normal starting time or to continue working after their normal quitting time (this includes taking work home and working through lunch breaks) and receive compensation without the prior approval of their supervisor and central office.**

**Tentative Agreement:**

CPS: RC

Date: 8/4/25

CASE: Melissa James

Date: 8/4/25

WORK DAYS (PER NEW CALENDAR) [add to Article 9.1]

New calendars for each position reflecting the new changes. How does this affect job positions (times)?

*"New yearly work calendars for all support positions should be sent out to all employees with re-hire letters by May 31<sup>st</sup> or 14 days following their being rehired by the board, unless there is a change in the calendar that would affect the work calendar. (Revised 2025) "In the event of a calendar change, a revised work calendar which states the revised 'report date' or the revision shall be sent out to all employees within 8 business days following Board approval". (Revised 2026) 10 ms*

Tentative Agreement:

CPS: RC

Date: 8/4/25

CASE: Melbae James

Date: 8/4/25

Article 27.1 MATERNITY LEAVE

Add the following language:

*Qualifying employees may utilize accrued sick leave to extend the duration of their maternity leave beyond six (6) weeks in order to recover from childbirth, bond with a newborn, or care for a newborn, without requiring additional approval of the Board or administration. The employee must have sufficient sick leave to cover the extended duration of the leave and the additional sick leave shall not exceed six (6) weeks or a combined total of twelve (12) weeks of FMLA leave, unless a licensed medical professional provides the district with written certification recommending additional leave for the employee due to medical necessity related to recovery from childbirth, or to care for the newborn. An employee seeking to use sick leave to extend the duration of their maternity leave shall notify their employer in accordance with FMLA. FMLA leave shall run concurrently with the extended duration of the paid sick leave.  
(Revised 2026)*

Tentative Agreement:

CPS: RC

Date: 8/4/25

CASE: Melissa James

Date: 8/4/25

ARTICLE 10.1 EMPLOYEE BREAKS

6.0 JF MS

The support staff's workday will consist of ~~7.0~~-8.0 hours. This does not include the lunch period. <sup>or breaks</sup> Each employee's immediate supervisor will develop the time schedules to be followed within the workday, so that positions will remain covered during employee breaks and lunch periods. Work schedules will be approved by the supervisor or building principal in advance and are subject to change based upon the needs of the district. Support personnel may not leave their assigned buildings during such periods without notifying the building principal or immediate supervisor. Any deviation from this schedule must be approved in advance by the supervisor. (Revised 2026)

Tentative Agreement:

CPS: JF

Date: 8/8/25

CASE: Melissa James

Date: 8/8/25

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 21, 2025**

**TOPIC:** CUTA Agreement.

**ADMINISTRATIVE RECOMMENDATION:** Accept agreement

**RATIONALE FOR RECOMMENDATION:** This is an annual approval between the Chickasha Board of Education and CUTA. School Year 2025-2026.

**FINANCIAL IMPACT AND FUNDING:** Included in the CUTA revisions is a fall retention stipend, step raise and increase to benefits. The retention stipend will not result in additional costs. The step increase and benefits adjustment will add approximately \$65,000, and additional stipends will increase salaries by about \$20,000, for a total projected cost of \$85,000.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

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

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

CUTA TA: SP  
Admin TA: RC  
Date: 8/4/25

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**

**Item #1**

**Step Increase and Contract Time Increase:**

**Teachers to receive their step increase over last year and the contract day will increase by 10 minutes. Current contract day is 7 hours and 20 minutes and will now be 7 hours and 30 minutes.**

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

**15.1. The teacher work day will be for 7 hours and 30 minutes and will be sufficient in length to meet the district's approved annual instructional calendar, including duty free lunch and preparation time.**

CUTA TA: SD  
Admin TA: RC  
Date: 8/4/25

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**

**Item #2**

**Teacher Benefits Increase:**

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

CUTA TA: SP  
Admin TA: RC  
Date: 8/4/25

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**

**Item #3**

**Head Nurse will be paid as a department head.**

CUTA TA: *RC*  
Admin TA: *RC*  
Date: *8/4/25*

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**

**Item #4**

**Special Education Teacher Over Caseload Stipend:**

**\$1,000 (what it is now) for up to 20% over caseload**

**\$1,500 for 20% to 40% over caseload**

**\$2,000 41% to 60% over caseload**

**\$2,500 61% + over caseload**

CUTA TA: JD  
Admin TA: RC  
Date: 2/4/25

Chickasha Public Schools

Negotiations

CUTA Items

2025-2026

Item #6

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

19.1 Any teacher who is assigned to cover a class which requires him/her to forfeit his/her preparation period shall be compensated at the rate of twenty (\$20.00) dollars per hour or ten (\$10.00) dollars per ½ hour. High school teachers will have no more than 30 total students in the classroom.

CUTA TA: SP  
Admin TA: RC  
Date: 8/4/25

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**

**Item #8**

**Administration will provide teachers with their step and degree status by September 1<sup>st</sup>.**

CUTA TA: SP  
Admin TA: RC  
Date: 8/4/25

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**

**Item #9**

**School counselors and librarians will be able to flex their 20 additional days before or after the academic school year with the prior approval from the building administration.**

**High School counselors may be able to work up to 10 additional days with prior approval of the building and district administration.**

CUTA TA: SP  
Admin TA: RC  
Date: 8/4/25

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**



**Item #10**

**Fall Semester Bonus**

The fall semester bonus will be \$1,000 and will be paid to Chickasha Public Schools certified/non-administrative staff in December each year beginning for the 2025-2026 school year. The bonus is subject to all required taxes, withholdings, and contributions.

The bonus is for certified/non-administrative staff who meet the following qualifications:

1. Employed full-time or part-time on or before September 1<sup>st</sup> each school year.
2. Performed services for CPS during the fall semester of the current school year.
3. Remained continuously employed for the fall semester.

CUTA TA:   
Admin TA:   
Date: 4/4/25

**Chickasha Public Schools**

**Negotiations**

**CUTA Items**

**2025-2026**

**Item #11**

**Yearbook Sponsor Increase**

**H.S. Yearbook Sponsor stipend will be increased from \$1,500 to \$2,500**

**M.S. and Lincoln Yearbook Sponsors stipend will be increased from \$750 to \$1,500**

**Elementary Yearbook Sponsors will be increased from \$500 to \$1,000**

CUTA TA: SP  
Admin TA: RC  
Date: 8/8/25

**Chickasha Public Schools**  
**Negotiations**  
**2025 - 2026**

**Item #12**

**Cheerleading Coaches Increase to match Pom Coaches**

- High School Head Coach from \$4,800 to \$5,800
- High School Assistant Coach from \$1,750 to \$2,500
- Middle School Head Coach from \$2,000 to \$2,500
- Middle School Assistant Coach from \$750 to \$1,250

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 21, 2025**

**TOPIC:** COPA Agreement.

**ADMINISTRATIVE RECOMMENDATION:** Accept agreement

**RATIONALE FOR RECOMMENDATION:** This is an annual approval between the Chickasha Board of Education and COPA. School Year 2025-2026

**FINANCIAL IMPACT AND FUNDING:** Recommending a step raise that will cost approximately 11,000 dollars.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

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

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

COPATA

CPS TA

DATE

DD  
RC  
8/19/25

Chickasha Public Schools  
COPA Negotiations  
2025-2026

**Item 5: Step Raise**

COPA TA TC  
CPS TA RC  
DATE 7-17-25

Chickasha Public Schools  
Negotiations Proposals  
COPA Items  
2025-2026

**Item 1: Flex Days**

Administrators have the ability to trade out documented non contracted days worked for contracted days with approval of Superintendent or designee.

COPA TA  
CPS TA  
DATE

TC  
RC  
1-17-25

Chickasha Public Schools  
COPA Negotiations  
2025-2026

**Item 2: Building Administrators Start/Stop Dates Adjustment**

Adjust all building administrator calendars to end one week earlier in June and return one week earlier in July.

**SY 2025-26**

**Elementary Principals finish June 10th**

**Elementary Asst. Principals finish June 2nd**

**Secondary Principals (Linc/MS) finish June 23rd**

**Secondary Asst. Principals (Linc/MS/HS) finish June 4th**

**All Administrators return July 20th to begin the 2026/27 SY**

It is understood that to finish this fiscal year (25/26 SY) the five days in June can be accounted for with flex days or leave days. Documentation on how these will be accounted for will be sent to the Superintendent or designee.

COPA TA

TC

CPS TA

RC

DATE

7-17-25

Chickasha Public Schools  
COPA Negotiations  
2025-2026

**Item 3: Unused Vacation Time**

**12 month Administrator: Any unused vacation time that is not carried over rolls into Donated Accumulation Sick Leave.**

COPA TA  
CPS TA  
DATE

TC  
RC  
7-17-25

Chickasha Public Schools  
COPA Negotiations  
2025-2026

**Item 4: Retirement Sick Leave Payout**

Upon Administrative retirement, the rate of sick leave payout will be \$30/day with notice by May 25th.

Upon an administrator voluntarily leaving the district, the rate of sick leave payout will be \$20/day with notice by May 25th.

Should the administrator notify the district of leaving after May 25th, sick leave payout will be \$10/day.

COPA TA TC  
CPS TA RC  
Date 7-17-25




To: Chickasha Organization of Professional Administrators  
From: Pam Ladyman, Assistant Superintendent of Personnel and Student Services  
Re: Memorandum of Understanding - High School Principal Vacation Days  
Date: September 27, 2024


This Memorandum of Understanding (MOU) signifies an agreement between Chickasha Public Schools and the Chickasha Organization of Professional Administrators (COPA) for the 2024-2025 school year, in regards to adding 10 Days of Paid Vacation to the High School Principal. We have increased the number of days worked by the High School Principal due to the scope of the position. As part of this adjustment the district has agreed to add 10 Days of Paid Vacation.

All parties agree that this MOU is only issued for the current school year, and then it will be revisited by both parties, Prior to the beginning of the 2025-2026 school year.

The below signatures signify agreement of the above MOU.

  
\_\_\_\_\_  
Tori Clark  
President-COPA

9-27-24  
\_\_\_\_\_  
Date

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

9-27-24  
\_\_\_\_\_  
Date

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

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 21, 2025**

**TOPIC:** Pay Scales for exempt employees

**ADMINISTRATIVE RECOMMENDATION:** Accept agreement

**RATIONALE FOR RECOMMENDATION:** This is an annual approval for pay scales that are not included in the negotiated agreements for School Year 2025-2026.

**FINANCIAL IMPACT AND FUNDING:** Executive Administrative and Coordinator pay scales have been increased by 5%. These pay scales were not adjusted last year when site administrators received their increase. To ensure alignment across positions, these pay scales have now been updated. In addition, support exempt pay scales have been adjusted in accordance with the CASE agreement. The total budget impact of these adjustments is approximately \$96,000.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

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

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

**Executive Team Pay Scale FY26**

| Step | Athletic Director/Tech Director | Executive Director | Assistant Superintendent |
|------|---------------------------------|--------------------|--------------------------|
| 0    | \$93,392.25                     | \$96,073.53        | \$113,066.73             |
| 1    | \$94,232.25                     | \$96,913.53        | \$113,906.73             |
| 2    | \$95,072.25                     | \$97,753.53        | \$114,746.73             |
| 3    | \$95,912.25                     | \$98,593.53        | \$115,586.73             |
| 4    | \$96,752.25                     | \$99,433.53        | \$116,426.73             |
| 5    | \$97,592.25                     | \$100,273.53       | \$117,266.73             |
| 6    | \$98,432.25                     | \$101,113.53       | \$118,106.73             |
| 7    | \$99,272.25                     | \$101,953.53       | \$118,946.73             |
| 8    | \$100,112.25                    | \$102,793.53       | \$119,786.73             |
| 9    | \$100,952.25                    | \$103,633.53       | \$120,626.73             |
| 10   | \$101,792.25                    | \$104,473.53       | \$121,466.73             |
| 11   | \$102,632.25                    | \$105,313.53       | \$122,306.73             |
| 12   | \$103,472.25                    | \$106,153.53       | \$123,146.73             |
| 13   | \$104,312.25                    | \$106,993.53       | \$123,986.73             |
| 14   | \$105,152.25                    | \$107,833.53       | \$124,826.73             |
| 15   | \$105,992.25                    | \$108,673.53       | \$125,666.73             |
| 16   | \$106,832.25                    | \$109,513.53       | \$126,506.73             |
| 17   | \$107,672.25                    | \$110,353.53       | \$127,346.73             |
| 18   | \$108,512.25                    | \$111,193.53       | \$128,186.73             |
| 19   | \$109,352.25                    | \$112,033.53       | \$129,026.73             |
| 20   | \$110,192.25                    | \$112,873.53       | \$129,866.73             |
| 21   | \$111,032.25                    | \$113,713.53       | \$130,706.73             |
| 22   | \$111,872.25                    | \$114,553.53       | \$131,546.73             |
| 23   | \$112,712.25                    | \$115,393.53       | \$132,386.73             |
| 24   | \$113,552.25                    | \$116,233.53       | \$133,226.73             |
| 25   | \$114,392.25                    | \$117,073.53       | \$134,066.73             |
| 26   | \$115,232.25                    | \$117,913.53       | \$134,906.73             |
| 27   | \$116,072.25                    | \$118,753.53       | \$135,746.73             |
| 28   | \$116,912.25                    | \$119,593.53       | \$136,586.73             |
| 29   | \$117,752.25                    | \$120,433.53       | \$137,426.73             |
| 30   | \$118,592.25                    | \$121,273.53       | \$138,266.73             |
| 31   | \$119,432.25                    | \$122,113.53       | \$139,106.73             |
| 32   | \$120,272.25                    | \$122,953.53       | \$139,946.73             |
| 33   | \$121,112.25                    | \$123,793.53       | \$140,786.73             |
| 34   | \$121,952.25                    | \$124,633.53       | \$141,626.73             |
| 35   | \$122,792.25                    | \$125,473.53       | \$142,466.73             |

**Benefits**

|        |            |
|--------|------------|
| Phone  | \$420.00   |
| Auto   | \$600.00   |
| PD     | \$385.00   |
| Health | \$2,050.44 |

### Payroll

| Calculation Type | Degree/Grade | Additional Hours Step | Experience | Salary      |
|------------------|--------------|-----------------------|------------|-------------|
| CONT             | 0            | 0                     | 0          | \$46,082.00 |
| CONT             | 0            | 0                     | 1          | \$46,582.00 |
| CONT             | 0            | 0                     | 2          | \$47,082.00 |
| CONT             | 0            | 0                     | 3          | \$47,582.00 |
| CONT             | 0            | 0                     | 4          | \$48,082.00 |
| CONT             | 0            | 0                     | 5          | \$48,582.00 |
| CONT             | 0            | 0                     | 6          | \$49,082.00 |
| CONT             | 0            | 0                     | 7          | \$49,582.00 |
| CONT             | 0            | 0                     | 8          | \$50,082.00 |
| CONT             | 0            | 0                     | 9          | \$50,582.00 |
| CONT             | 0            | 0                     | 10         | \$51,082.00 |
| CONT             | 0            | 0                     | 11         | \$51,582.00 |
| CONT             | 0            | 0                     | 12         | \$52,082.00 |
| CONT             | 0            | 0                     | 13         | \$52,582.00 |
| CONT             | 0            | 0                     | 14         | \$53,082.00 |
| CONT             | 0            | 0                     | 15         | \$53,582.00 |
| CONT             | 0            | 0                     | 16         | \$54,082.00 |
| CONT             | 0            | 0                     | 17         | \$54,582.00 |
| CONT             | 0            | 0                     | 18         | \$55,082.00 |
| CONT             | 0            | 0                     | 19         | \$55,582.00 |
| CONT             | 0            | 0                     | 20         | \$56,082.00 |
| CONT             | 0            | 0                     | 21         | \$56,582.00 |
| CONT             | 0            | 0                     | 22         | \$57,082.00 |
| CONT             | 0            | 0                     | 23         | \$57,582.00 |
| CONT             | 0            | 0                     | 24         | \$58,082.00 |
| CONT             | 0            | 0                     | 25         | \$58,582.00 |

Benefits:

Teacher Retirement

Additional Health 170.87 per month

Clerks / Personnel

| Calculation Type | Degree/Grade | Additional Hours Step | Experience | Salary      |
|------------------|--------------|-----------------------|------------|-------------|
| CONT             | 0            | 0                     | 0          | \$41,082.00 |
| CONT             | 0            | 1                     | 0          | \$41,582.00 |
| CONT             | 0            | 2                     | 0          | \$42,082.00 |
| CONT             | 0            | 3                     | 0          | \$42,582.00 |
| CONT             | 0            | 4                     | 0          | \$43,082.00 |
| CONT             | 0            | 5                     | 0          | \$43,582.00 |
| CONT             | 0            | 6                     | 0          | \$44,082.00 |
| CONT             | 0            | 7                     | 0          | \$44,582.00 |
| CONT             | 0            | 8                     | 0          | \$45,082.00 |
| CONT             | 0            | 9                     | 0          | \$45,582.00 |
| CONT             | 0            | 10                    | 0          | \$46,082.00 |
| CONT             | 0            | 11                    | 0          | \$46,582.00 |
| CONT             | 0            | 12                    | 0          | \$47,082.00 |
| CONT             | 0            | 13                    | 0          | \$47,582.00 |
| CONT             | 0            | 14                    | 0          | \$48,082.00 |
| CONT             | 0            | 15                    | 0          | \$48,582.00 |
| CONT             | 0            | 16                    | 0          | \$49,082.00 |
| CONT             | 0            | 17                    | 0          | \$49,582.00 |
| CONT             | 0            | 18                    | 0          | \$50,082.00 |
| CONT             | 0            | 19                    | 0          | \$50,582.00 |
| CONT             | 0            | 20                    | 0          | \$51,082.00 |
| CONT             | 0            | 21                    | 0          | \$51,582.00 |
| CONT             | 0            | 22                    | 0          | \$52,082.00 |
| CONT             | 0            | 23                    | 0          | \$52,582.00 |
| CONT             | 0            | 24                    | 0          | \$53,082.00 |
| CONT             | 0            | 25                    | 0          | \$53,582.00 |

Benefits:

Teacher Retirement

Additional Health 170.87 per month

Administrative Assistant to Superintendent

| Calculation Type | Degree/Grade | Additional Hours Step | Experience | Salary      |
|------------------|--------------|-----------------------|------------|-------------|
| CONT             | 0            | 0                     | 0          | \$36,082.00 |
| CONT             | 0            | 1                     | 0          | \$36,582.00 |
| CONT             | 0            | 2                     | 0          | \$37,082.00 |
| CONT             | 0            | 3                     | 0          | \$37,582.00 |
| CONT             | 0            | 4                     | 0          | \$38,082.00 |
| CONT             | 0            | 5                     | 0          | \$38,582.00 |
| CONT             | 0            | 6                     | 0          | \$39,082.00 |
| CONT             | 0            | 7                     | 0          | \$39,582.00 |
| CONT             | 0            | 8                     | 0          | \$40,082.00 |
| CONT             | 0            | 9                     | 0          | \$40,582.00 |
| CONT             | 0            | 10                    | 0          | \$41,082.00 |
| CONT             | 0            | 11                    | 0          | \$41,582.00 |
| CONT             | 0            | 12                    | 0          | \$42,082.00 |
| CONT             | 0            | 13                    | 0          | \$42,582.00 |
| CONT             | 0            | 14                    | 0          | \$43,082.00 |
| CONT             | 0            | 15                    | 0          | \$43,582.00 |
| CONT             | 0            | 16                    | 0          | \$44,082.00 |
| CONT             | 0            | 17                    | 0          | \$44,582.00 |
| CONT             | 0            | 18                    | 0          | \$45,082.00 |
| CONT             | 0            | 19                    | 0          | \$45,582.00 |
| CONT             | 0            | 20                    | 0          | \$46,082.00 |
| CONT             | 0            | 21                    | 0          | \$46,582.00 |
| CONT             | 0            | 22                    | 0          | \$47,082.00 |
| CONT             | 0            | 23                    | 0          | \$47,582.00 |
| CONT             | 0            | 24                    | 0          | \$48,082.00 |
| CONT             | 0            | 25                    | 0          | \$48,582.00 |
| CONT             | 0            | 26                    | 0          | \$49,082.00 |

Benefits:

Teacher Retirement

Treasurer Pay Scale

| Calculation Type | Degree/Grade | Additional Hours Step | Experience | Salary      |
|------------------|--------------|-----------------------|------------|-------------|
| CONT             | 0            | 0                     | 0          | \$54,582.00 |
| CONT             | 0            | 0                     | 1          | \$55,082.00 |
| CONT             | 0            | 0                     | 2          | \$55,582.00 |
| CONT             | 0            | 0                     | 3          | \$56,082.00 |
| CONT             | 0            | 0                     | 4          | \$56,582.00 |
| CONT             | 0            | 0                     | 5          | \$57,082.00 |
| CONT             | 0            | 0                     | 6          | \$57,582.00 |
| CONT             | 0            | 0                     | 7          | \$58,082.00 |
| CONT             | 0            | 0                     | 8          | \$58,582.00 |
| CONT             | 0            | 0                     | 9          | \$59,082.00 |
| CONT             | 0            | 0                     | 10         | \$59,582.00 |
| CONT             | 0            | 0                     | 11         | \$60,082.00 |
| CONT             | 0            | 0                     | 12         | \$60,582.00 |
| CONT             | 0            | 0                     | 13         | \$61,082.00 |
| CONT             | 0            | 0                     | 14         | \$61,582.00 |
| CONT             | 0            | 0                     | 15         | \$62,082.00 |
| CONT             | 0            | 0                     | 16         | \$62,582.00 |
| CONT             | 0            | 0                     | 17         | \$63,082.00 |
| CONT             | 0            | 0                     | 18         | \$63,582.00 |
| CONT             | 0            | 0                     | 19         | \$64,082.00 |
| CONT             | 0            | 0                     | 20         | \$64,582.00 |
| CONT             | 0            | 0                     | 21         | \$65,082.00 |
| CONT             | 0            | 0                     | 22         | \$65,582.00 |
| CONT             | 0            | 0                     | 23         | \$66,082.00 |
| CONT             | 0            | 0                     | 24         | \$66,582.00 |
| CONT             | 0            | 0                     | 25         | \$67,082.00 |

Benefits:

Teacher Retirement

Additional Health 170.87 per month

Transportation Supervisor and Food Service Supervisor  
Custodial Supervisor

| Calculation Type | Degree/Grade | Additional Hours Step | Experience | Salary      |
|------------------|--------------|-----------------------|------------|-------------|
| CONT             | 0            | 1                     | 0          | \$49,160.00 |
| CONT             | 0            | 2                     | 0          | \$49,666.00 |
| CONT             | 0            | 3                     | 0          | \$50,172.00 |
| CONT             | 0            | 4                     | 0          | \$50,678.00 |
| CONT             | 0            | 5                     | 0          | \$51,184.00 |
| CONT             | 0            | 6                     | 0          | \$51,690.00 |
| CONT             | 0            | 7                     | 0          | \$52,196.00 |
| CONT             | 0            | 8                     | 0          | \$52,702.00 |
| CONT             | 0            | 9                     | 0          | \$53,208.00 |
| CONT             | 0            | 10                    | 0          | \$53,714.00 |
| CONT             | 0            | 11                    | 0          | \$54,220.00 |
| CONT             | 0            | 12                    | 0          | \$54,726.00 |
| CONT             | 0            | 13                    | 0          | \$55,232.00 |
| CONT             | 0            | 14                    | 0          | \$55,738.00 |
| CONT             | 0            | 15                    | 0          | \$56,244.00 |
| CONT             | 0            | 16                    | 0          | \$56,750.00 |
| CONT             | 0            | 17                    | 0          | \$57,256.00 |
| CONT             | 0            | 18                    | 0          | \$57,762.00 |
| CONT             | 0            | 19                    | 0          | \$58,268.00 |
| CONT             | 0            | 20                    | 0          | \$58,774.00 |
| CONT             | 0            | 21                    | 0          | \$59,280.00 |
| CONT             | 0            | 22                    | 0          | \$59,786.00 |
| CONT             | 0            | 23                    | 0          | \$60,292.00 |
| CONT             | 0            | 24                    | 0          | \$60,798.00 |
| CONT             | 0            | 25                    | 0          | \$61,304.00 |

LPC Pay Scales FY26

| Calculation Type | Degree Grade | Additional Hours Step | Experience | Salary      |
|------------------|--------------|-----------------------|------------|-------------|
| CONT             | 0            | 1                     | 0          | \$71,733.00 |
| CONT             | 0            | 2                     | 0          | \$72,533.00 |
| CONT             | 0            | 3                     | 0          | \$73,333.00 |
| CONT             | 0            | 4                     | 0          | \$74,133.00 |
| CONT             | 0            | 5                     | 0          | \$74,933.00 |
| CONT             | 0            | 6                     | 0          | \$76,033.00 |
| CONT             | 0            | 7                     | 0          | \$76,833.00 |
| CONT             | 0            | 8                     | 0          | \$77,633.00 |
| CONT             | 0            | 9                     | 0          | \$78,433.00 |
| CONT             | 0            | 10                    | 0          | \$79,233.00 |
| CONT             | 0            | 11                    | 0          | \$80,033.00 |
| CONT             | 0            | 12                    | 0          | \$80,833.00 |
| CONT             | 0            | 13                    | 0          | \$81,633.00 |
| CONT             | 0            | 14                    | 0          | \$82,433.00 |
| CONT             | 0            | 15                    | 0          | \$83,233.00 |
| CONT             | 0            | 16                    | 0          | \$84,033.00 |
| CONT             | 0            | 17                    | 0          | \$84,833.00 |
| CONT             | 0            | 18                    | 0          | \$85,633.00 |
| CONT             | 0            | 19                    | 0          | \$86,433.00 |
| CONT             | 0            | 20                    | 0          | \$87,233.00 |
| CONT             | 0            | 21                    | 0          | \$88,233.00 |
| CONT             | 0            | 22                    | 0          | \$89,033.00 |
| CONT             | 0            | 23                    | 0          | \$89,833.00 |
| CONT             | 0            | 24                    | 0          | \$90,633.00 |
| CONT             | 0            | 25                    | 0          | \$91,433.00 |

| <b>Step:</b> | <b>Coordinator I<br/>195 Days</b> | <b>Coordinator II<br/>210 Days</b> | <b>Coordinator III<br/>220 Days</b> | <b>Coordinator IV<br/>260 Days</b> | <b>Step Increase</b> |
|--------------|-----------------------------------|------------------------------------|-------------------------------------|------------------------------------|----------------------|
| 1            | 62,244                            | 67,032                             | 70,224                              | 82,992                             |                      |
| 2            | 63,084                            | 67,872                             | 71,064                              | 83,832                             | 800                  |
| 3            | 63,924                            | 68,712                             | 71,904                              | 84,672                             | 800                  |
| 4            | 64,764                            | 69,552                             | 72,744                              | 85,512                             | 800                  |
| 5            | 65,604                            | 70,392                             | 73,584                              | 86,352                             | 800                  |
| 6            | 66,759                            | 71,547                             | 74,739                              | 87,507                             | 1100                 |
| 7            | 67,599                            | 72,387                             | 75,579                              | 88,347                             | 800                  |
| 8            | 68,439                            | 73,227                             | 76,419                              | 89,187                             | 800                  |
| 9            | 69,279                            | 74,067                             | 77,259                              | 90,027                             | 800                  |
| 10           | 70,119                            | 74,907                             | 78,099                              | 90,867                             | 800                  |
| 11           | 70,959                            | 75,747                             | 78,939                              | 91,707                             | 800                  |
| 12           | 71,799                            | 76,587                             | 79,779                              | 92,547                             | 800                  |
| 13           | 72,639                            | 77,427                             | 80,619                              | 93,387                             | 800                  |
| 14           | 73,479                            | 78,267                             | 81,459                              | 94,227                             | 800                  |
| 15           | 74,319                            | 79,107                             | 82,299                              | 95,067                             | 800                  |
| 16           | 75,159                            | 79,947                             | 83,139                              | 95,907                             | 800                  |
| 17           | 75,999                            | 80,787                             | 83,979                              | 96,747                             | 800                  |
| 18           | 76,839                            | 81,627                             | 84,819                              | 97,587                             | 800                  |
| 19           | 77,679                            | 82,467                             | 85,659                              | 98,427                             | 800                  |
| 20           | 78,519                            | 83,307                             | 86,499                              | 99,267                             | 800                  |
| 21           | 79,569                            | 84,357                             | 87,549                              | 100,317                            | 1000                 |
| 22           | 80,409                            | 85,197                             | 88,389                              | 101,157                            | 800                  |
| 23           | 81,249                            | 86,037                             | 89,229                              | 101,997                            | 800                  |
| 24           | 82,089                            | 86,877                             | 90,069                              | 102,837                            | 800                  |
| 25           | 82,929                            | 87,717                             | 90,909                              | 103,677                            | 800                  |

✓

**ITEM OF CONSIDERATION**  
**Board of Education**  
**August 21, 2025**

**TOPIC:** Request to solicit bids for copier maintenance agreement.

**ADMINISTRATIVE RECOMMENDATION:** Accept request

**RATIONALE FOR RECOMMENDATION:** We have exceeded our current five-year maintenance agreement with Standleys, during which the cost of the agreement has increased by 75%.

**FINANCIAL IMPACT AND FUNDING:** No fiscal impact beyond inflation.

**OPTIONS:**

1. Approve
2. Not Approve
3. Table

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

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

## **REQUEST FOR PROPOSAL (RFP)**

### **Copier Maintenance & Software Management Services**

Chickasha Public Schools

Issue Date:08/22/25

#### **1. Introduction**

Chickasha Public Schools is seeking proposals from qualified vendors to provide comprehensive maintenance and software management services for the district's fleet of copiers. The resulting agreement will be for a five-year term, beginning 11/01/2025 and ending 11/01/2030, with the option to extend upon mutual agreement.

#### **2. Scope of Services**

The selected vendor will provide full-service copier maintenance and software management, including but not limited to:

- Preventative Maintenance: Scheduled inspections and servicing to minimize downtime.
- Repairs: On-call service for breakdowns, including parts, labor, and travel.
- Toner & Consumables: Supply and delivery (excluding paper) as required.
- Software Management: Remote monitoring, usage tracking, automated meter reads, secure print release, and user authentication.
- Response Time: Priority response within 4 business hours for service calls.
- Replacement Equipment: Temporary replacement units if repairs exceed 3 days.

A list of all copiers, including make, model, and location, is attached as Appendix A.

#### **3. Vendor Qualifications**

- At least 5 years of experience in copier maintenance and software management.
- Experience with a variety of copier brands and models.
- The ability to provide prompt on-site service within 150 miles of Chickasha.
- References from at least three (3) clients with similar service agreements.

#### **4. Walk-Through Opportunity**

Vendors are welcome to conduct a walk-through of all sites prior to submitting proposals. To schedule, contact Joe Molder at 405-620-2981 or [jmolder@chickasha.k12.ok.us](mailto:jmolder@chickasha.k12.ok.us) no later than 09/05/2025.

#### **5. Proposal Submission Requirements**

- Cover Letter summarizing the vendor's interest and qualifications.
- Company Profile including years in business, staffing, and locations.
- Proposed Service Plan detailing maintenance procedures, software management capabilities, and response times.

- Pricing Structure (include monthly cost with maximum page limits and per page overage costs). Pricing structure should include a 5 year agreement with a maximum of 15% cumulative increase in service fee's and overage costs for the entire agreement.
- References from comparable clients.
- Proof of Insurance meeting the district's minimum coverage requirements.

## 6. Timeline

- RFP Issued: 08/22/2025
- Walk-Through Deadline: 09/05/2025
- Questions Due: 09/05/2025
- Proposals Due:09/19/2025
- Evaluation & Selection: 10/13/2025
- Contract Start Date: 11/01/2025

## 7. Evaluation Criteria

- Experience and qualifications (25%)
- Service plan and capabilities (25%)
- Software management functionality (20%)
- Pricing (20%)
- References and past performance (10%)

## 8. Terms & Conditions

The district reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous.

The selected vendor will be required to enter into a formal agreement with the district.

All costs associated with preparing and submitting a proposal are the responsibility of the vendor.

### Contact for Questions:

Jennifer Stegman, Assistant Superintendent  
Chickasha Public Schools  
405-222-2500 | jstegman@chickasha.k12.ok.us

Attachments:

- Appendix A – Copier Inventory List

# Chickasha Public Schools

CF-F1

## DISTRICT FORM

### Staff Overnight Travel Request Form

Any person who will incur Travel Expenses shall submit appropriate documentation for approval of the incurring of Travel Expenses to the Superintendent or designee. This must include submitting a requisition in advance of beginning the travel, as well as obtaining Board approval for any out-of-state travel. See Board Policy CF.

Date of Trip: 8/28-29/25 Employee: Mark McLeak

Site: H.S. Group: FPA

Purpose: Livestock Project Purchasing Trip

Destination: Iowa, Minnesota, Illinois, Indiana, Ohio

Departure Date: 8/23 Departure Time: \_\_\_\_\_

Return Date: 8/29 Return Time: \_\_\_\_\_

Method of Travel: Ag Truck

Funding Source: 412

#### Names of Participating Staff

|                    |  |  |
|--------------------|--|--|
| <u>Mark McLeak</u> |  |  |
|                    |  |  |
|                    |  |  |
|                    |  |  |

Date submitted to Superintendent Office: 8/12/25

Request Approved:  Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

If the request is out-of-state, School Board Approval is required in advance.  
Next available Board Meeting Date: \_\_\_\_\_

Dolly Davis

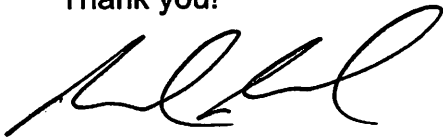
To Whom It May Concern:

This is being written to provide an explanation of why I am submitting a travel request for overnight and out of state travel. I have been buying show pig projects for students nationwide for the past fourteen years. I take pride in my work and do my best to see those animals in person no matter where they are located before I ask a student and their parents to spend their hard earned money on that animal. Unfortunately, with the technology we have at our disposal today, some photos get doctored and may not be an actual representation of that animal, so I believe it is my responsibility to do as much front loading for our students as possible.

Many times as Ag teachers we do not get months in advance notice when a breeder's animals will be ready to be viewed or for sale, sometimes we get a phone call the night before they are ready to start selling. We try to organize and plan these trips to look for animals as early as we can, but unfortunately sometimes we are at the mercy of the breeders. There was a miscommunication on my part, as I thought the out of state and overnight travel request for the purchasing of livestock projects had already been submitted to Mrs. Davis and then sent on the Mr. Croslin and to be voted on at the July board meeting. I was just made aware that it had not been submitted yet, hence the reason for this letter and the request to be able to leave the state to purchase these

projects. Last winter Chickasha FFA/4-H more than doubled its number of swine show projects from the previous year. Several of those animals were purchased on this same trip that I went on approximately the same time last year. Another reason for the need to travel out of state to purchase animals at times is due to being able to buy similar quality animals at a better price point for our students. Currently livestock show animals are just like every other commodity we see daily. Prices have skyrocketed, so trying to save our students money, while still receiving a quality product has never been needed more in my opinion.

Thank you!

A handwritten signature in black ink, appearing to read 'Mark McPeak', with a stylized, cursive script.

Mark McPeak