



**Agenda**  
**Regular Meeting**  
**Ponca City Board Of Education**  
**Administration Center, Board Room**  
**613 East Grand Ave.**  
**Ponca City, Oklahoma 74601**  
**Monday, August 11, 2025**  
**6:00 PM**

1. **CALL TO ORDER**

1. **Call Meeting to Order** (*President*)
2. **Flag Salute**
3. **Roll Call** (*Minutes Clerk of the Board*)

2. **PUBLIC COMMENT**

1. **Comments From the Public**

The Ponca City Public School Board of Education recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in board meetings. The board has established guidelines to govern public participation in board meetings necessary to conduct its meetings and to maintain order. After checking in with the board clerk, individuals or groups wishing to speak during the public comment period must provide the following information, in writing, in order to speak before the board:

- Name and address of the individual
- The agenda action item(s) the individual wishes to address
- The organization the individual represents or is affiliated with, if applicable

Anyone who would like to speak to the board during the public comment period of the meeting must check in with the board clerk at least 15 minutes prior to the start of the board meeting. There will be a form available they will need to fill out and return to the board clerk before they can be heard by the board.

Participants must be recognized by the president or other presiding officer and must preface their comments with an announcement of their name and group affiliation, if applicable.

Comments by the speaker must relate to an item on the meeting agenda. Generally, participants shall be limited to comments of a maximum of three (3) minute duration unless altered by the presiding officer, with the approval of the board. All public comments during any regular meeting shall be limited to no more than fifteen (15) minutes. No participant may speak more than once during a single meeting. All statements shall be directed to the presiding officer; no participant may address or

question board members individually.

For more information regarding Speaking Privileges of the Public, please refer to Board Policy 1.3-6.0 Speaking Privileges of the Public, which is available at the board meeting, or in the board policy manual located on the district website, [www.pcps.us](http://www.pcps.us), under Board of Education.

3. **REPORTS WITH POTENTIAL BOARD DISCUSSION**

1. **College Remediation Report** (*Sean Tagliatela*)
2. **Dropout Report** (*Barbara Cusick*)

4. **SUPERINTENDENT'S REPORT WITH POTENTIAL BOARD DISCUSSION AND ACTION**

1. **Registration Update**
2. **Staffing/District Updates**
  - A. **New Procedure for District Handbooks - Food Delivery**
  - B. **District Junior High Sports Policies and Practices**
3. **Proposed Board Policy Change**

**Commentary:** Board Policy 2.7 *Charges for Use of Facilities* is being updated to reflect the addition of new facilities and a streamlined fee schedule.

5. **Consider and Take Action to Approve the Revisions to Policy 2.7 *Charges for Use of Facilities***

6. **CONSENT AGENDA**

**Motion required for the approval of the Consent Agenda as printed or as amended. Board members may, however, call for a separate vote on any or all items listed on the Consent Agenda.**

1. **Minutes from July 14, 2025, Regular Board of Education Meeting**
2. **Contracts/Agreements under \$10,000**

7. **ACTION ITEMS (MOTION REQUIRED)**

1. **Consider and Take Action on the following District Financial Reports:**

- A. FY25 Budget Amendments
- B. FY25 Change Order Listing as of August 6, 2025, for Funds 11, 21, 22, 30, and 81
- C. FY 25 Bond Fund Updates
- D. FY25 Budget Analysis Reports
- E. FY26 Budget Amendments
- F. FY26 General Fund 11 Encumbrances #308-#462 in the amount of \$442,588.52
- G. FY26 Building Fund 21 Encumbrances #43-#57 in the amount of \$206,118.21
- H. FY26 Gifts and Endowment Fund 81 Encumbrances #11-#52 in the amount of \$52,169.57
- I. Bond 35 Encumbrances #4-#5 in the amount of \$23,783.22
- J. FY26 Change Order Listing as of August 6, 2025, for Funds 11 and 21
- K. FY26 Budget Analysis Reports
- L. FY26 Bond Fund Updates
- M. Booster Club Documents
- N. Activity Fund Requests/Budgets
- O. Activity Fund Revenue/Expense Summary
- P. Out of State Travel

- Q. Treasurer's Reports
- R. Ratification & Approval of Payrolls
- 2. **Consider and Take Action on School Site Statutory Deregulation Applications of Library Media Services for Garfield, Liberty, Roosevelt, EM Trout, Union, and Woodlands Elementary Schools**

**Commentary:** The District is requesting the deregulation of library media services for the above-mentioned schools due to a lack of personnel and potential cost savings for the district. The teacher shortage in Oklahoma has made it difficult for us to fill all of our open positions. Teachers who may be certified in this are required to fill classroom positions. The employment of a full-time librarian, if one were available, would cost the district approximately \$55,000.00. The employment cost of a full-time assistant is approximately \$25,000.00.

**A. Deregulation of Library Media Services for Garfield Elementary School**

**Commentary:** Ponca City Public Schools is requesting deregulation from OAC 210:35-5-71 - Library Media Services for the 2025-2026 school year for Garfield Elementary School. A full-time librarian is hired to split time between Garfield and another site. Working 2.5 days a week at each site, she is able to keep the library operating at both sites, and on-site personnel are available to assist in library operations. By utilizing site staff and a part-time certified librarian, we are able to meet the needs of Garfield. The library is open daily to teachers, staff, and students. Jennifer Dye will answer questions.

**B. Deregulation for Library Media Services for Liberty Elementary School**

**Commentary:** Ponca City Public Schools is requesting deregulation from OAC 210:35-5-71 - Library Media Services for the 2025-2026 school year for Liberty Elementary School. The support employee we currently have at Liberty is under the direct supervision of a Library Media Specialist within our district.

Unfortunately, they are required to monitor several buildings, and we must utilize a trained teaching assistant so that our students have full-time access to a library in both facilities. A full-time librarian is hired to monitor operations at Liberty and other sites. The support position is utilized to check out books, restock the library, and ensure our students have access throughout the day. Jennifer Dye will answer questions.

**C. Deregulation of Library Media Services for Roosevelt Elementary School**

**Commentary:** Ponca City Public Schools is requesting deregulation from OAC 210:35-5-71 - Library Media Services for the 2025-2026 school year for Roosevelt Elementary School. A full-time librarian is hired to split time between Roosevelt and another site. Working 2.5 days a week at each site, she can keep the library operating at both sites, and on-site personnel are available to assist in library operations. By utilizing site staff and a part-time certified librarian, we can meet the needs of Roosevelt. The library is open daily to teachers, staff, and students. Jennifer Dye will answer questions.

**D. Deregulation of Library Media Services for Trout and Union Elementary Schools**

**Commentary:** Ponca City Public Schools is requesting deregulation from OAC 210:35-5-71 - Library Media Services for the 2025-2026 school year for EM Trout and Union Elementary Schools. The two support employees we currently

employ are under the direct supervision of a Library Media Specialist within our district. Unfortunately, they are required to monitor several buildings, and we must utilize a trained teaching assistant so that our students have full-time access to a library in both facilities. Full-time librarians still do instruction and guidance at both of these sites. The support position is utilized to check out books, re-stock the library, and ensure our students have access throughout the day. Jennifer Dye will answer questions.

**E. Deregulation of Library Media Services for Woodlands Elementary School**

**Commentary:** Ponca City Public Schools is requesting deregulation from OAC 210:35-5-71 - Library Media Services for the 2025-2026 school year for Woodlands Elementary School. The support employee we currently have to fill that role is under the direct supervision of a Library Media Specialist within our district. They are required to monitor several buildings, and we must utilize a trained teaching assistant so that our students have full-time access to a library in both facilities. A full-time librarian is hired to monitor operations at Woodlands and another site. The support position is utilized to check out books, re-stock the library, and ensure our students have access throughout the day. Jennifer Dye will answer questions.

**3. Consider and Take Action on Hiring the Following Individuals as Adjunct Teachers As Specified:**

- Chrisa Markle - Intermediate Math
- Cathy Regnier - English

**4. Consider and Take Action on a Quote from Rick Scott Construction Inc. for the West Middle School Water Infiltration Project**

**Commentary:** Rick Scott Construction Inc. has submitted a quote to do all necessary repairs and restoration to an area at West Middle School that is experiencing water infiltration. The cost includes the base bid and Alternate 1, totaling \$63,755.66. The cost will come from Bond Fund 30, and Larin Davis will answer questions.

**5. Consider and Take Action to Approve or Not Approve the Applications for Conducting a Cooperative Activities Program Between Ponca City Public Schools and First Lutheran School**

**Commentary:** First Lutheran has applied to participate in the following Ponca City Public Schools junior high sports programs for the 2025-2026 school year; Cross-country, Track, Football, Wrestling, Softball, and Baseball. Adam Leaming will answer questions.

**6. Consider and Take Action on the following Contracts/Agreements:**

**A. Agreement with Adams Plumbing for Repair Services**

**Commentary:** Adams Plumbing will provide plumbing repairs to district sites as needed. The total amount is \$20,000.00 and will come from the Building Fund. Larin Davis will answer questions.

**B. Agreement with Chatterbox Speech Therapy, LLC to Provide Online Speech and Language Services**

**Commentary:** Chatterbox Speech Therapy, LLC, will provide online speech and language evaluation and teletherapy services for students enrolled in Ponca City Public Schools. The District will identify the students who need the

services and shall approve each individual situation as provided for under state and federal regulations. They will provide 1-2 full-time Speech-Language Pathologists for the 2025-2026 school year. The total cost of the agreement is up to \$94,500.00 and will come from the General Fund, Special Services. Amy Swartz will answer questions.

- C. **Agreement with Endex, Inc. of Tulsa for District Monitoring Services**  
**Commentary:** Endex, Inc. of Tulsa will monitor 23 District fire alarm panels as required by the State of Oklahoma for fire protection. The agreement is for \$456.00 per site, per year, for a total of \$10,488.00. This amount will come from the Building Fund and Larin Davis will answer questions.
  - D. **Quote for a Two-Year Annual Subscription Fee for FMX**  
**Commentary:** FMX is a computerized maintenance management system for the district. This quote is for a two-year annual subscription fee for a total cost of \$21,956.22. The cost will come from Bond Fund 25, and Ryan Dooley will answer questions.
  - E. **Quote from Isograd Inc. for Online Curriculum and Test Prep Material**  
**Commentary:** This is a quote for Isograd Learning Platform and the Tosa district bundle. The bundle includes license access for four teachers at PoHi, one teacher at East Middle School, and 1,000 students for online curriculum and test prep material for Tosa certification that will be utilized for Career Tech testing certification. The total cost is \$22,500.00 and will be funded through the Carl Perkins Federal Grant. Barbara Cusick will answer questions.
  - F. **Agreement with J&B Mechanical LLC for Repair Services**  
**Commentary:** J&B Mechanical LLC will provide repairs to refrigeration/freezer units for Child Nutrition as needed. The total amount is \$15,000.00, and Jeff Denton will answer questions.
  - G. **Agreement With Kildare Public Schools to Provide Services**  
**Commentary:** Kildare Public Schools will pay Ponca City Public Schools to provide services for one student attending a self-contained Special Education classroom (STARS) for the 2025-2026 school year. Kildare Public Schools agrees to payment of the services outlined in the contract of \$15,088.55.
  - H. **Contract with Oklahoma Career Tech for the 2025-2026 School Year**  
**Commentary:** This is the Oklahoma Department of Career and Technology Education contract for the Secondary Career and Technology Education Program(s) for the 2025-2026 school year. The district will receive an allocation from the state of \$144,420.00.
- 7. **Motion and Vote to Convene in Executive Session for the Following Purposes: to Discuss the Possible Termination, Reassignment, Resignation, and Employment of Personnel on the Attached Detailed Personnel Report [Authority for Executive Session: 25 O.S. Section 307 (B) (1)]; and to Discuss Negotiations [Authority for Executive Session: 25 O.S. Section 307 (B) (2)]**
  - 8. **Return to Open Session.**
  - 9. **Recital by Board President that Minutes of Executive Session Were Kept by the Board Minutes Clerk and Will Remain Confidential**

10. **Consider and Take Action on Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel per the Attached Detailed Report**
11. **Consider and Take Action on the Negotiated Agreement with the Ponca City Public Schools' Association of Classroom Teachers (ACT) for the 2025-26 School Year Pending Ratification by ACT**
8. **NEW BUSINESS**
9. **ADJOURNMENT (Motion required)**

The agenda was posted on the inside of the front east window of the Administration Building located at 613 E. Grand Avenue and on the district website located at [www.pcps.us](http://www.pcps.us) on August 8, 2025, at 8:30 a.m.



**PO-HI 2023  
GRADUATE**

**College Remediation Data**



# REMEDIATION PERCENTAGES

	<b><u>Po-Hi</u></b>	<b><u>State</u></b>
Science	PC 0.0%	0.6%
English	PC 4.4%	4.2%
Math	PC 24.4%	17.5%
Reading	PC 12.2%	5.5%



# COMPARABLES

	<u>PC</u>	<u>Enid</u>	<u>Stillwater</u>	<u>Choctaw</u>
<u>Science</u>	0.0%	0.0%	0.0%	0.5%
<u>English</u>	4.4%	8.0%	1.9%	8.8%
<u>Math</u>	24.4%	27%	8.1%	22.3%
<u>Reading</u>	12.2%	11.7%	3.1%	0.0%



# KAY COUNTY

	<u>State</u>	<u>PC</u>	<u>Newkirk</u>	<u>Blackwell</u>	<u>Tonkawa</u>
Reading	5.5%	12.2%	5.9%	28.0%	4.8%



# ADDITIONAL INFORMATION

- Overall, remediation course requirements of first-time freshmen are based upon ACT results.
- This data is based upon the ninety 2023 graduates who were classified as first-time freshmen in a college/university.
  - This number does not include 2023 graduates who concurrently enrolled in college courses during high school.
- NOC based remedial course enrollment on ACT results. If a student scored below a 18 in reading or science on the ACT, the student was enrolled in a reading remediation course <http://www.noc.edu/act>, as there is no option for science remediation



# Action Plan

- Essential Standard Review (aligned to Oklahoma/ACT Standards)
- PLC Refinement
- Intervention Time
- Growing personnel



# OSDE Certified Dropout Report

2023-2024  
Grades 7-12

## Dropout Report Calculations

State statute (70 O.S. § 35 E) requires each accredited Oklahoma school with students in any of the grades 7-12 to report dropouts to the Oklahoma State Department of Education on an annual basis for state and federal reporting requirements.

This report fulfills both federal and state dropout reporting.

### Who qualifies as a dropout?

A student is considered a dropout if they leave the district without proper documentation of their exit. Students may move to another state and fail to provide proper documentation of their next school; students who enrolled in a private school that is not accredited or left to home-school; students who left high school to earn a GED; or a student who discontinued school and we are unable to locate that student.

School Site	2021-2022	2022-2023	2023-2024
West Middle School 7 <sup>th</sup> grade	(4) 1.11%	(5) 1.33%	(2) 0.61%
East Middle School 8 <sup>th</sup> grade	(2) .55%	(4) 1.33%	(10 ) 2.99%
Ponca City High School (all sites) 9-12 grades	(53) 3.91%  State 5.5%	(95) 6.66%  State 4.2%	(82 ) 4.41%  State -Not posted

PCPS actions to prevent and reduce student dropout rate:

- ▶ Develop and maintain student relationships
- ▶ Create a more positive learning environment
- ▶ Provide support for struggling students
- ▶ Increase parent/guardian contacts regarding student attendance and academic progress
- ▶ Train secretarial staff to track students leaving the district.

# Superintendent Report

## 8.11.2025



# Registration Update

POHI			POHI - Previous Year	
9th Grade	315		9th Grade	402
10th grade	353		10th grade	392
11th Grade	327		11th Grade	371
12th Grade	319		12th Grade	349
Total	1314		Total	1514
<b>EMS</b>			<b>EMS</b>	
8th Grade	300		8th Grade	326
<b>WMS</b>			<b>WMS</b>	
7th Grade	209		7th Grade	334
6th Grade	263		6th Grade	295
Total	472		Total	629

# Registration Update

08/11/2025	GF	LB	LN	RO	TR	UN	WO	Totals	8/12/24	GF	LB	LN	RO	TR	UN	WO	WPK	Totals
5th Grade	19	25	42	32	43	35	45	241	5th Grade	32	24	37	32	32	51	32		240
4th Grade	30	40	39	40	45	36	48	278	4th Grade	20	26	45	34	41	39	50		255
3rd Grade	26	29	32	37	44	38	41	247	3rd Grade	27	32	43	36	46	47	51		282
2nd Grade	32	38	31	45	34	34	41	255	2nd Grade	28	37	37	36	43	42	46		269
1st Grade	26	33	35	31	39	39	33	236	1st Grade	26	38	44	41	39	42	42		272
Kindergarten	20	30	29	27	33	24	32	195	Kindergarten	21	28	27	31	38	32	37		214
Pre-K	10	14	18	20	31	21	30	144	Pre-K									156
<b>Total</b>	<b>163</b>	<b>209</b>	<b>226</b>	<b>232</b>	<b>269</b>	<b>227</b>	<b>270</b>	<b>1596</b>	<b>Total</b>	<b>154</b>	<b>185</b>	<b>233</b>	<b>210</b>	<b>239</b>	<b>253</b>	<b>258</b>	<b>156</b>	<b>1688</b>

# Staffing Notes

- ▶ New teachers came back today!
- ▶ One of our smallest groups in 20 years
- ▶ Game plans for August 20<sup>th</sup>
  - ▶ Speech Path, Athletic Trainer
- ▶ We did not replace some openings based off enrollment trends and timing
  - ▶ Instructional coach Lincoln
  - ▶ 2<sup>nd</sup> grade Lincoln
  - ▶ 1 team at West
  - ▶ 1 Strength and Conditioning
- ▶ New ATLAS, CDC/PCPS childcare discount

# Proposed Handbook Language

## Problem:

Managing third-party deliveries to our school sites - missing deliveries, congestion, limited staff resources

## Solution:

Ending third-party deliveries to all sites. Parents, guardians, and emergency contacts can drop off food. Deliveries must happen at the office during the child's lunchtime.

# Junior High Sports

Overview for PCPS

# Student Development Comes First

- ▶ Fundamentals, Physical literacy, Character Building
  - ▶ 1,131 total student-athletes (several are multisport)
  - ▶ 644 male student athletes, and 487 female student athletes
  - ▶ Strength and Conditioning - 2 coaches in the past

# Access and Participation

- ▶ Broad participation, Multiple Sport Participation, No “Win at all Costs” Culture
  - ▶ Softball, Volleyball, Basketball, Cheer, Golf, Football, Wrestling, Cross Country, Tennis, Track
  - ▶ Limited facilities - 2021 bond helped in huge ways!

# Academic and Behavioral Alignment

- ▶ Eligibility, Wildcat Way, Life Balance
  - ▶ Teaching principles for life
  - ▶ Heat and severe weather protocols
  - ▶ Scheduling

# Safe and Supportive Environment

- ▶ Proper Coaching, Injury Prevention, Social Support
  - ▶ Athletic training (by committee) - 2 openings

# Current Staffing

- ▶ Softball (2 coaches) - No cuts
- ▶ Volleyball (2 coaches) - 7 cut
- ▶ Girls Basketball (4 coaches) - No cuts
- ▶ Boys Basketball (4 coaches, 1 vacant) - 20 cut
- ▶ Cheer (1 coach) - 4 cut, but corrected - no cuts
- ▶ Cross Country (1 coach) - no cuts
- ▶ Girls Golf (1 coach) - no cuts
- ▶ Boys Golf (1 coach) - no cuts (has had cuts in the past)
- ▶ Wrestling (4 total coaches, 2 unfilled girls) - no cuts
- ▶ Baseball (2 coaches) - first season
- ▶ Track (2 coaches) - No cuts
- ▶ Tennis (1 girls coach unfilled) - No cuts
- ▶ Football (4 coaches) - No cuts

# Community Feedback

- ▶ Athletics is the top area where we receive the most feedback from the community
- ▶ Growing our coaches and programs
  - ▶ Goal setting and goal review
- ▶ Creating more opportunities for our junior high kids
  - ▶ Scheduling - Facilities - 6A organization in a rural community

# Upcoming Dates!

- ▶ Softball opening night is right now!
- ▶ PC Chamber new teacher luncheon is Tuesday (tomorrow)
- ▶ All teachers report back on Thursday
- ▶ Back to School Breakfast (7:30 am at HS, 8 am assembly at Concert Hall)
- ▶ State Required PD Friday (discussing possible legislation to improve this)
- ▶ First day back August 20

# Good News

- ▶ OSSBA
  - ▶ PCPS was invited to speak on the CDC/PCPS partnership
  - ▶ 2<sup>nd</sup> year to present!
- ▶ Every Principal/Assistant Principal is returning
  - ▶ 1<sup>st</sup> time in over 20 years
  - ▶ Smallest new teacher group in 20 years
- ▶ Concurrent enrollment at the UC is higher than ever
- ▶ Internships continue to grow
  - ▶ Our connections in the community continue to strengthen and develop

***Any Questions?***

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the slide, creating a modern, layered effect against the white background.

RENTAL FEES

Fees for personnel and facilities are listed below.

<b>PONCA CITY PUBLIC SCHOOLS FEE SCHEDULE</b>			
Custodial (per staff/per hour)			\$20
SRO/Security (per officer/per hour)			\$50
Security must be provided by the lessee when determined by the Superintendent or their designee, based on anticipated attendance: 0-250 = 1 officer; 251-500 = 2 officers; 501 - 750 = 3 officers; 751 or more = 4 officers			
<b>FACILITY</b>	<b>For-Profit Fee</b>	<b>Non-Profit Fee</b>	<b>PCPS Employee Fee*</b>
Elementary, Middle School, and High School Old Gymnasiums	\$40	\$20	\$5
Indoor Batting Cages	\$40	\$20	\$5
Allen Robson Fieldhouse	\$200	\$100	\$25
Indoor Athletic Complex	\$200	\$100	\$25
Outdoor Athletic Complex	\$200	\$100	\$25
Sullins Stadium	\$200	\$100	\$25
Fenced Athletics Fields: Tennis Courts, Baseball, Softball, West MS Field	\$150	\$75	\$25
Wrestling Rooms: Robson FH, East MS	\$40	\$20	\$5
All Cafeterias	\$80	\$40	\$20
High School Assembly Center	\$100	\$50	\$5
High School Commons	\$100	\$50	\$5
Concert Hall	\$400	\$200	\$100
Outdoor Amphitheater at Concert Hall	\$40	\$20	\$5
All Secondary Auditoriums	\$100	\$50	\$25
Classroom	\$20	\$10	\$5
*No fee for PCPS employees when working with only PCPS students, and no fees are being charged for the event			
Fees listed are based on a per-hour charge.			
<b>Ponca City Public Schools reserves the right to reduce or waive fees.</b>			

**CONSENT AGENDA ITEMS**  
**(Contracts/Agreements Under \$10,000)**  
**Board of Education Meeting - August 11, 2025**

	<b>COMPANY NAME</b>	<b>SERVICE PROVIDED</b>	<b>AMOUNT OF CONTRACT</b>	<b>CONTRACT DATE</b>	<b>PREVIOUS YEAR</b>
1	American Telephone	American Telephone will provide labor and materials to install three additional security cameras at <b>Roosevelt</b> .	<b>Building Fund</b> \$1,827.00	August 11, 2025	New
2	Asbestos Handlers Incorporated	This is a quote to sanitize two classrooms at <b>Trout</b> where mold was found, using SteraMist System.	<b>Building Fund</b> \$1,600.00	August 11, 2025	New
3	Belknap Piano Services	This agreement with Charles Belknap is for tuning services for the Steinway piano at the Concert Hall (\$165.00 per tuning) and two Yamaha Grand pianos, one in the orchestra room and one in the choir room (\$165.00 per tuning). An additional \$75.00 per hour will be charged for regulation voicing/repair work to be done as needed.	<b>General Fund</b> Up To \$2,000.00	2025-2026	Same
4	Blanchard Alexander, Diane	This is an agreement for Diane Blanchard Alexander to facilitate two <b>Love and Logic professional development workshops on September 15, 2025, and January 19, 2026 for secondary certified staff.</b> Love and Logic is a classroom management philosophy that emphasizes positive relationships, student responsibility, and a calm, cooperative learning environment. It focuses on helping teachers build strong relationships with students, manage behaviour issues, and foster student accountability.	<b>General Fund</b> \$2,700.00	2025-2026	New
5	Child Development Center	This is an agreement with the Child Development Center to provide breakfast, lunch and snack to their site at 1621 North 7th Street from 8/20/2025- 6/30/2026. The cost to the Child Development Center will be determined when the USDA publishes Schedule B.	<b>No Cost To District</b>	August 20, 2025 - June 30, 2026	New

6	Cintas	This proposal is for six khaki Carhartt ripstop uniform shirts for 13 maintenance workers with service. Six Polo shirts for maintenance director with service. Carhartt active jackets for 14 workers with service. Included in the cost of \$45.22 per week is \$.30 per Polo shirt, \$.44 per Ripstop shirt and \$.65 for the Carhartt jackets and a \$6.95 total service fee.	<b>General Fund/ Maintenance</b> \$3,500.00	2025-2026	\$4,685.72
7	Compliance Resource Group	Compliance Resource Group will provide on-site random DOT urine drug screens at \$60.00 each and on-site DOT breath alcohol testing at \$45.00 each for the <b>Transportation Department</b> . This service keeps the department in compliance with state and school board policies.	<b>General Fund/ Transportation</b> Up To \$3,000.00	July 1, 2025- June 30, 2026	Same
8	Echalk, Dr. Edward, D.C.	Dr. Edward Echalk, D.C. will provide on-site school bus driver physicals at \$40.00 each for the <b>Transportation Department</b> .	<b>General Fund/ Transportation</b> Up To \$500.00	July 1, 2025- June 30, 2026	Same
9	FMX	This quote is for add-ons to the current FMX subscription to improve asset and facility management. This quote includes the implementation for add-on features for preventive maintenance, commissioned reports, invoicing and schedule requests.	<b>General Fund/ Operations</b> \$4,685.10	July 1, 2024- June 30, 2025	Previous Year \$6,693.00
10	FMX/Transportation	This is a quote for the transportation module. This is to be able to request a school vehicle/bus for school activities.	<b>General Fund/ Transportation</b> \$1,377.30	July 1, 2025- June 30, 2026	Same
11	Freezing Point, LLC	This bundle agreement is for Freezing Point, LLC to provide two-bowl frozen beverage machines to <b>CNP</b> for use to sell Frazil frozen drinks at <b>West Middle School and East Middle School</b> with the commitment to purchase a minimum of 30 cases of product annually per machine.	<b>No Cost To District</b>	2025-2026	Same
12	Grand Lake Mental Health Center, Inc.	This Memorandum of Understanding is for Grand Lake Mental Health Center to provide on-site mental health and/or substance use services to students in need, as well as mental health crisis response.	<b>No Cost To District</b>	August 11, 2025- June 30, 2026	N/A

13	Imagine Learning	This quote is for 25 reusable user licenses for Imagine Language & Literacy for ELL students in grades 6th and 7th grade.	<b>General Fund/ Title III</b> \$2,500.00	July 1, 2025- June 30, 2026	Same
14	Imagine Learning, Inc.	This proposal is for Sonday System online course providing training on existing special education curriculum for new elementary resource teachers.	<b>Spec Ed/ Project 628</b> \$249.00	August 1, 2025 - July 31, 2026	Same
15	ISOGRAD Inc.	This agreement with ISOGRAD designates <b>Ponca City Public Schools</b> as a TOSA Education-approved testing center.	<b>No Cost To District</b>	2025-2026	New
16	Kaw Nation Child Care Department	This is an agreement between the Child Care Department of the Kaw Nation and Ponca City Public Schools wherein the Kaw Nation will pay for services rendered by the PCPS CatCare Program to children who qualify under the guidelines of the Child Care Department of the Kaw Nation.	<b>No Cost To District</b>	August 22, 2025- August 22, 2026	Same
17	Kuder	This is a proposal for Clever integration for Navigator for five sites. The OKCareerGuide is the PCPS resource for teachers, counselors, administrators, students, and parents of secondary (6-12) sites to guide college and career exploration. OKCareerGuide was developed in a partnership between the Oklahoma State Department of Education and OKCareerTech and is aligned to Individual Career and Academic Plans (ICAP) graduation requirements. PCPS students begin to use the OKCareerGuide in sixth grade and continue each year through graduation. This service will provide a bridge between the student information system and OKCareerGuide to support accurate student enrollment and record keeping.	<b>General Fund/ Secondary Curriculum</b> \$750.00	July 1, 2025- June 30, 2026	Same
18	Kuta Software LLC	This quote from Kuta Software LLC is for a site license for the Infinite Algebra 1 and Infinite Geometry software used by the <b>Po Hi Math Department</b> .	<b>General Fund/ Instructional</b> \$184.00	August 2025- June 30, 2026	2024-2025 \$320.00

19	MPact Fundraising	This is a brochure and web store from Gnome Sweet Gnome & Web Store a fundraiser for <b>Instrumental Music</b> .	<b>Activity Fund</b>	August 22, 2025-September 4, 2025	N/A
20	MPact Fundraising	This is an Otis-Extravaganza Cookie fundraiser for <b>Instrumental Music</b>	<b>Activity Fund</b>	August 22, 2025-September 4, 2025	N/A
21	Oklahoma State Department of Education National School Lunch Program	<b>Child Nutrition</b> Programs' Renewal Application/Agreement for National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Snack Program 2025-2026.	<b>No Cost To District</b>	2025-2026	N/A
22	Pioneer Technology Center	Memorandum of Understanding between Pioneer Technology Center and Ponca City Public Schools to utilize PCPS as a temporary alternate location in the case of an emergency.	<b>No Cost To District</b>	2025-2026	Same
23	Safran/MorphoTrust USA	Ratification of MorphoTrust USA agreement. The PCPS District is the satellite host for biometric identification services to facilitate Oklahoma State Bureau of Investigation fingerprinting. The District provides the employee to perform fingerprinting services and MorphoTrust provides the equipment, schedules appointments, and collects payment. This service is at no cost to the district and we are compensated \$4.00 for each fingerprint image conducted. Having this service on site is of great benefit to the District because, by statute, all public school employees in Oklahoma must have an OSBI Criminal background check completed before employment commences. Potential employees for other governmental agencies requiring criminal background checks may schedule fingerprinting with the PCPS satellite station as well.	<b>No Cost to District</b>	2025-2026	N/A
24	SmartPass	This is a quote for an electronic hall pass system at <b>East Middle School</b> . It allows them to limit how many students are in the hallways at any given time.	<b>Project 515</b> \$1,851.78	July 1, 2025 - June 30, 2026	New at this location

25	Smith Home Furnishings	This is an <b>Instrumental Music</b> fundraiser. Smith Home Furnishings will donate 10% of all sales from 10:00 a.m. to 6:00 p.m. Students will be performing at the store throughout the day.	<b>Activity Fund</b>	April 11, 2026	Same
26	Solution Tree	This quote is to provide online resources for the <b>PoHi</b> guided coalition and PLCs.	<b>Project 515</b> \$1,490.00	August 11, 2025- August 11, 2026	New resource, have used for PD
27	State of Oklahoma Department of Rehabilitation Services	The Transition School To Work: Work Study is designed to prepare high school-age youth with significant disabilities for independent competitive employment in the community. The current contract goes through September 30, 2025.	<b>No Charge To District</b>	October 1, 2025- June 30, 2026	Same
28	Stolhand-Wells Group	These agreements are for bottled water, delivery, and cooler rental for <b>West Middle School and Liberty.</b>	<b>Activity Fund</b> Up To \$500.00 per site	2025-2026	Same

29	Team Radio Marketing Group	<p>Team Radio will provide broadcast service and audio streaming on the internet for Ponca City varsity football games including playoffs on KPNC, Ponca City varsity boys and girls basketball games on KPNC including playoffs (regular season tournaments may need to air on 1580 and FM-TBA), wrestling matches and post season tournaments on 1580 and FM-TBA, post season soccer matches on 1580 and FM-TBA. In addition to the radio broadcasts, Team Radio will provide video streaming of Ponca City Athletics, as well as provide the rights to upload video feed to <a href="http://PoncaCityNow.com">PoncaCityNow.com</a>. PCPS will contract with HUDL to provide automatic camera systems at Sullins Stadium, Robson Fieldhouse and the old Girls gym. Video signal will be linked to <a href="http://PoncaCityNow.com/tv">PoncaCityNow.com/tv</a>. Team Radio Marketing Group will have rights for images and or scrolling text to appear on the video feed. It is the intent of both parties to stream every PCPS Athletics event at the above venues. Should additional cameras be placed at the baseball field and softball field, those events will also stream on the <a href="http://PoncaCityNow.com/tv">PoncaCityNow.com/tv</a>. Team Radio will continue to air two softball games and two baseball games until the cameras are installed at those respective locations. Team Radio will pay a rights fee of \$6,500.00 per year.</p>	<p><b>District Receives Annual Rights Fee of \$6,500.00</b></p>	2025-2026	Same
30	Walsworth	<p>Agreement with Walsworth for 2025 <b>East Middle School</b> renewal for yearbooks. The agreement is for 125 books at a cost of \$24.50 per book, for total cost of \$3,062.50.</p>	<p><b>Activity Fund</b> \$3,062.50</p>	2025-2026	Same
<b>PONCA CITY PUBLIC SCHOOLS LOGO AGREEMENTS</b>					

1	80HD/Zak Frederick	Will use the logo on shirts, hats, hooded sweatshirts, shorts, jackets etc.	<b>Royalty Fee</b> \$100.00	2025-2026	New
2	Dirt Road Designs, LLC	Will use the logo on shirts, hats, hooded sweatshirts, shorts.	<b>Royalty Fee</b> \$100.00	2025-2026	New
3	Nancy's Needle	Previously doing business as Completely Quilted, the owner sold the business name and changed it to Nancy's Needle. The owner embroiders the school logo and student name on shirts for various sports teams and the student council.	<b>No Royalty Fee</b>	2025-2026	Same
<b>RESCINDED CONTRACTS</b>					
1	Completely Quilted	<b>This agreement, initially approved at the June 9, 2025, board meeting, is being rescinded due to a name change.</b> The original business name was sold and owner is reopening under the new name, Nancy's Needles.	<b>No Royalty Fee</b>	2025-2026	Same
2	ISOGRAD Inc.	This agreement is for ISOGRAD to provide the Tosa software for PoHi's Career Tech testing certifications. <b>This agreement was approved at the March 10, 2025, board meeting and is being rescinded. The original commentary incorrectly stated that the agreement provided software at no cost.</b>	<b>No Cost To District</b>	March 10, 2025- March 9, 2026	New

## Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	308	07/10/2025	11852	PROSPERITY BANK 46514	TRANS/PRONOSS HEAVY DUTY/BUS REPAIRS	6,432.20
11	309	07/10/2025	68998	HERITAGE LANDSCAPE SUPPLY GR, INC	MAINT/HERBICIDE, PESTICIDE	4,000.00
11	310	07/10/2025	25923	GALAXIE BUSINESS EQUIP. INC.	HS/INSTRUC/Toner, Printer & Copy Maintenance	6,500.00
11	311	07/10/2025	20863	A+ PRINTING LLC	HS/INSTRUC/Class release slips, Certificates, Etc	2,500.00
11	312	07/10/2025	11138	PONCA CITY SCHOOLS/COPY CENTER	HS/INSTRUC/Copies for FY26	1,000.00
11	313	07/10/2025	12331	PONCA CITY SCHOOLS/COPY CENTER	HS/INSTRUC/40 Cases of Copy Paper	1,518.00
11	314	07/10/2025	32744	JOSTENS, INC	HS/INSTRUC/Diplomas, Covers & Replacements	4,000.00
11	315	07/10/2025	11852	PROSPERITY BANK 46514	HS/INSTRUC/Weekly Newsletter Software	100.00
11	316	07/10/2025	11852	PROSPERITY BANK 46514	HS/VOAG/Feathers/Summer Summit Reg, Hotel	275.00
11	317	07/10/2025	87234	CHEYENE K FEATHERS	HS/VOAG/Feathers/Summer Summit Meals Reimb	100.00
11	319	07/10/2025	11852	PROSPERITY BANK 46514	TROUT/INST/ARRIVAL/DISMISSAL SIGNS	300.00
11	320	07/10/2025	68208	SCHOOL SPECIALTY, LLC	TROUT/INST/TEACHER SUPPLIES	2,800.00
11	321	07/10/2025	11852	PROSPERITY BANK 46514	TROUT/INST/ON LINE ITEMS FOR TEACHERS	300.00
11	322	07/10/2025	11138	PONCA CITY SCHOOLS/COPY CENTER	WEST/TITLE 1/COPIES	1,000.00
11	323	07/10/2025	84271	VINA J GOWDY	EAST/BITE/OKACTE SUMMIT 8/3-8/5 REIMB	400.00
11	324	07/10/2025	11852	PROSPERITY BANK 46514	EAST/BITE/OKACTE SUMMIT 8-3-8-5/HOTEL	350.00
11	325	07/10/2025	11852	PROSPERITY BANK 46514	OPER/ OFFICE SUPPLIES	2,000.00
11	326	07/14/2025	99070	TRANSPORTATION DEPARTMENT	EXTRA CURRIC/BAND TRANSPORTATION	13,725.00
11	327	07/14/2025	99070	TRANSPORTATION DEPARTMENT	BUS OFC/BAND TRANSP TO AWAY FB GAMES	8,000.00
11	328	07/14/2025	99070	TRANSPORTATION DEPARTMENT	GT/TRANSP/STATE SOLO AND ENSEMBLE	2,000.00
11	329	07/14/2025	11852	PROSPERITY BANK 46514	OPER/HOTEL FOR OSPMA	250.00
11	330	07/14/2025	11852	PROSPERITY BANK 46514	WEST/FACS/REG FOR SUMMER SUMMIT 8.4-8.5	115.00
11	331	07/14/2025	39880	OK ASSOC OF CAREER & TECHNOLOGY ED	WEST/TECH ED/ SUMMER SUMMIT/ REG	125.00
11	332	07/14/2025	11400	LOFTIS & WETZEL CORPORATION	HR/ CHYRL DENTON NOTARY RENEWAL	100.00
11	333	07/15/2025	10186	AMC URGENT CARE PLUS, LLC	TRANS/BUS DRIVER PHYSICALS	500.00
11	334	07/15/2025	10614	MIDWEST BUS SALES, INC	TRANS/BUS MAINTENANCE SUPPLIES/REPAIRS	1,500.00
11	335	07/15/2025	68596	EDWARD ECHALK	TRANS/BUS DRIVER PHYSICALS	2,000.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	336	07/15/2025	11852	PROSPERITY BANK 46514	TRANS/BUS/VEHICLE MAINTENANCE & REPAIRS-FLEETPRIDE	10,000.00
11	337	07/15/2025	11852	PROSPERITY BANK 46514	TRANS/BUS/VEHICLE SUPPLIES O'REILLY'S	5,000.00
11	338	07/16/2025	10752	MICHAEL K MARSHALL	CURR/MEMO/DISTRICT	230.00
11	339	07/16/2025	25923	GALAXIE BUSINESS EQUIP. INC.	Ath/Copy Count & Maintenance	1,000.00
11	340	07/16/2025	20863	A+ PRINTING LLC	Ath/Admission Tickets/Forms/Plaques/Medals	7,000.00
11	341	07/16/2025	20070	BRANDT'S INC	Ath/Custodial Supplies/Facility Needs	750.00
11	342	07/16/2025	11852	PROSPERITY BANK 46514	Ath/Supplies/Merrifield/Walmart/Amazon/Staples	1,000.00
11	344	07/16/2025	20932	OSSBA	Title IX Training	2,000.00
11	345	07/21/2025	25923	GALAXIE BUSINESS EQUIP. INC.	DIST/STEM/MONTHLY COPIER LEASE PAYMENT	2,376.00
11	346	07/21/2025	25923	GALAXIE BUSINESS EQUIP. INC.	EAST/FACS/COPIES	300.00
11	347	07/21/2025	25923	GALAXIE BUSINESS EQUIP. INC.	LINCOLN/INST/COPIER MAINT/FY 26	2,200.00
11	348	07/21/2025	25923	GALAXIE BUSINESS EQUIP. INC.	WCA/INST/COPIER NEEDS	800.00
11	350	07/21/2025	11852	PROSPERITY BANK 46514	DIST/PLAUD NOTE AND PRO PLAN	300.00
11	351	07/21/2025	11852	PROSPERITY BANK 46514	DIST/SUP/PENS FOLDERS STAPLES/SUPPLIES	500.00
11	353	07/21/2025	88710	APRIL GRAHAM	HS/BMITE/A. Graham/ New Teacher Conf Reimb	402.00
11	354	07/21/2025	87811	KUMARI RAPETI	WEST/STEM/SUMMIT TRAVEL	300.00
11	355	07/21/2025	11852	PROSPERITY BANK 46514	WEST/STEM/SUMMER SUMMIT HOTEL	300.00
11	356	07/21/2025	10034	O.S.A.G.	TITLE 1/OSAG WORKERS COMP ESTIMATES	4,400.00
11	357	07/22/2025	88710	APRIL GRAHAM	HS/BMITE/A. Graham/OK Summit Meals & Mileage Reimb	380.00
11	358	07/22/2025	11852	PROSPERITY BANK 46514	HS/BMITE/A. Monks/Ink, Paper, Project Supplies	1,000.00
11	359	07/22/2025	11168	BIO-RAD LABORATORIES, INC	HS/GT/Biology Supplies	622.28
11	360	07/22/2025	10724	CAROLINA BIOLOGICAL SUPPLY CO	HS/GT/Pre AP Biology Lab Supplies	723.40
11	361	07/22/2025	12130	FLINN SCIENTIFIC, INC	HS/GT/Kits for Pre AP Chemistry Labs	504.14
11	362	07/22/2025	40288	J.W. PEPPER & SON, INC	HS/Instru Vocal Music/Sheet Music for Classroom	1,150.00
11	363	07/22/2025	11852	PROSPERITY BANK 46514	HS/Instruc Vocal Music/Paper,Tissues, Scarfs, Ties	428.32
11	364	07/22/2025	31711	CRISIS PREVENTION INSTITUTE, INC	SPED/TRAINING WORKBOOKS	3,329.00
11	365	07/22/2025	10257	BSN SPORTS, INC	Ath/Basketball Scorebooks & Game Balls	2,670.82
11	366	07/22/2025	10257	BSN SPORTS, INC	Ath/9th Girls Basketball Uniforms	3,180.00
11	367	07/22/2025	85800	MARK A KIMBRELL	SPED/TRAVEL/MTSS ONBOARDING	100.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	368	07/22/2025	10257	BSN SPORTS, INC	Ath/Softball Uniforms & Equipment	5,237.21
11	369	07/22/2025	11805	OKLAHOMA ASBO	BUS OF/INSTITUTIONAL MEMBERSHIP DUES FY 26	1,425.00
11	370	07/23/2025	11852	PROSPERITY BANK 46514	HR/OFFICE SUPPLIES	1,500.00
11	371	07/23/2025	11852	PROSPERITY BANK 46514	HR/TRAVEL FY26	1,000.00
11	372	07/23/2025	11852	PROSPERITY BANK 46514	HR/TRAININGS FY26	1,500.00
11	373	07/23/2025	86627	BRENDA KIRCHENBAUER	TRAVEL/IN DISTRICT MILEAGE FY26	300.00
11	374	07/23/2025	87388	LORI MOLLET	TRAVEL/IN DISTRICT MILEAGE FY26	250.00
11	375	07/23/2025	87067	JACQUELYNN BENTON	TRAVEL/IN DIST MILEAGE FY26	300.00
11	376	07/23/2025	87922	ANALES BEETS	TRAVEL/IN DIST MILEAGE FY26	300.00
11	377	07/23/2025	88425	CANDIDA BARBER	TRAVEL/IN DIST MILEAGE FY26	500.00
11	378	07/23/2025	82972	KIRK M HOLLIS	TRAVEL/IN DIST MILEAGE FY26	700.00
11	379	07/23/2025	87921	ASHLEY DIEDRICH	TRAVEL/IN DIST MILEAGE FY26	500.00
11	380	07/23/2025	87566	CASEY HALL	TRAVEL/IN DIST MILEAGE FY26	500.00
11	381	07/23/2025	85552	ANGELA A HAMLIN	TRAVEL/IN DIST MILEAGE FY26	1,000.00
11	382	07/23/2025	88481	WESLEY TOPEL	TRAVEL/IN DIST MILEAGE FY26	500.00
11	383	07/23/2025	86876	NOELLE BRIEN	TRAVEL/IN DIST MILEAGE FY26	300.00
11	384	07/23/2025	88559	SARAH BRANCHEAU	TRAVEL/IN DIST MILEAGE FY26	300.00
11	385	07/28/2025	84911	CRYSTINA E FISHER	TRAVEL/IN DIST MILEAGE FY26	700.00
11	386	07/28/2025	10257	BSN SPORTS, INC	Ath/Softball Uniforms	5,151.60
11	387	07/28/2025	10257	BSN SPORTS, INC	Ath/Football Pants	8,095.00
11	388	07/28/2025	20409	JSW PROPERTIES, INC	MAINT/TIRES FOR CARPENTER'S VAN	1,051.18
11	389	07/29/2025	10257	BSN SPORTS, INC	Ath/Football Practice Jerseys & Equipment	5,756.46
11	390	07/29/2025	10265	UNITED SUBURBAN SCHOOLS ASSOC	SUPER/REGIST FOR FALL/SPRING CONFERENCES	400.00
11	391	07/29/2025	10839	SOLUTION TREE, INC	EAST/515/ON SITE TRAINING	21,300.00
11	392	07/29/2025	11871	PROSPERITY BANK-AMAZON	CAT CARE/DOORBELL CAMERAS	90.00
11	393	07/29/2025	69004	SMARTPASS, INC	EAST/515/SMART PASS PROGRAM	1,851.78
11	394	07/29/2025	11852	PROSPERITY BANK 46514	HS/BMITE/A. Graham/Hotel Summer Summit 8/4-5/2025	300.00
11	395	07/29/2025	11871	PROSPERITY BANK-AMAZON	SPED/MEETINGS/SUPPLIES	350.00
11	396	07/31/2025	11852	PROSPERITY BANK 46514	HS/515/Smart Pass Ponca City Senior High	4,864.09
11	397	07/31/2025	81762	CHRISTOPHER ADAMS	TRAVEL/IN DIST MILEAGE FY26	350.00
11	398	07/31/2025	83722	PAULA R MACPHERSON-COCHRAN	TRAVEL/IN DIST MILEAGE FY26	300.00
11	399	07/31/2025	88551	HOLLY PEART	TRAVEL/IN DIST MILEAGE FY26	120.00
11	400	08/01/2025	68268	FACILITIES MANAGEMENT EXPRESS	OPER/TRANS/FMX/SCHEDULING AND ADD ONS	6,062.40
11	401	08/01/2025	68229	PROSPERITY BANK-STAPLES	ROOS/TITLE 1/PAPER/PENCILS/GLUE/FOLDER S/FY26	1,056.25

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11	402	08/01/2025	11852	PROSPERITY BANK 46514	ROOS/INST/OFFICE/CLASSROOM /MATERIALS	500.00
11	403	08/01/2025	87832	ASHLEY SHEARER	TRAVEL/IN DIST MILEAGE FY26	350.00
11	404	08/01/2025	82218	LANCE A KELLY	TRAVEL/IN DIST MILEAGE FY26	600.00
11	405	08/01/2025	88198	ANTHONY MCGUGAN	TRAVEL/IN DIST MILEAGE FY26	1,000.00
11	406	08/01/2025	67827	PROSPERITY BANK-WALMART	GARF/TITLE I/SCHOOL SUPPLIES	2,000.00
11	407	08/01/2025	68229	PROSPERITY BANK-STAPLES	GARF/TITLE I/SCHOOL SUPPLIES	1,000.00
11	408	08/01/2025	11871	PROSPERITY BANK-AMAZON	SPED/SUPPLIES/STUDENT SERVICES	40.00
11	409	08/01/2025	68802	IMAGINE LEARNING, LLC	SPED/CURRICULUM TRAINING	249.00
11	410	08/01/2025	10265	UNITED SUBURBAN SCHOOLS ASSOC	SPED/REGISTRATION/CONFERENCE	300.00
11	411	08/01/2025	11852	PROSPERITY BANK 46514	SPED/HOTEL/CONFERENCE	258.00
11	412	08/01/2025	11852	PROSPERITY BANK 46514	SPED/OFFICE/SUPPLIES/RESOURCES	2,000.00
11	413	08/01/2025	11852	PROSPERITY BANK 46514	SPED/STUDENTS/SUPPLIES/RESOURCES	5,000.00
11	414	08/04/2025	68208	SCHOOL SPECIALTY, LLC	UNION/INST/CHART TABLES/WORD GAMES/STICKERS	3,500.00
11	415	08/04/2025	86707	JESSICA DAVIS	HR/ADJUNCT REIMBURSEMENT	27.00
11	416	08/04/2025	88707	KRISTIE GOSS	HR/ADJUNCT REIMBURSEMENT	27.00
11	417	08/04/2025	87970	KIM SCHOLEY	HR/ADJUNCT REIMBURSEMENT	27.00
11	418	08/04/2025	87965	MICHAEL SEALS	HR/ADJUNCT REIMBURSEMENT	27.00
11	419	08/04/2025	88691	JACK SERVIS	HR/ADJUNCT REIMBURSEMENT	27.00
11	420	08/04/2025	10228	SCHOLASTIC INC, MAGAZINES	ROOS/TITLE 1/PERIODICALS	151.80
11	421	08/04/2025	10119	HADDOCK CORPORATION	CARL PERKINS/PROMETHEAN BOARDS	18,000.00
11	422	08/04/2025	11852	PROSPERITY BANK 46514	CARL PERKINS/MONITORS	9,100.00
11	423	08/04/2025	10235	DELL	CARL PERKINS/DESKTOP COMPUTER	2,000.00
11	424	08/04/2025	11852	PROSPERITY BANK 46514	CARL PERKINS/IMAC COMPUTER	1,900.00
11	425	08/04/2025	10718	REALITYWORKS INC	CARL PERKINS/REAL CARE BABY & ADAPTORS	4,500.00
11	426	08/04/2025	69006	ISOGRAD, INC.	CARL PERKINS/TOSA SOFTWARE	22,500.00
11	427	08/04/2025	11852	PROSPERITY BANK 46514	SPED/HOTEL/CONFERENCE	232.22
11	428	08/04/2025	20932	OSSBA	SPED/REGISTRATION/CONFERENCE	600.00
11	429	08/04/2025	68069	CHATTERBOX SPEECH THERAPY, LLC	SPED/SPEECH/DISTRICT	94,500.00
11	430	08/05/2025	11852	PROSPERITY BANK 46514	WCA/INST/CLASSROOM-OFFICE SUPPLIES, MISC.	1,500.00
11	431	08/05/2025	11852	PROSPERITY BANK 46514	WCA/LIBRARY/BOOKS FOR THE LIBRARY	1,500.00
11	432	08/05/2025	11852	PROSPERITY BANK 46514	WCA/INST/TEACHER CHAIR, MANDY CHAIR	750.00
11	433	08/05/2025	88554	TRAVIS GREENHAGEN	TRANS/OUT OF DISTRICT TRAVEL	500.00
11	434	08/05/2025	87121	DENEE RICE	TRANS/OUT OF DISTRICT TRAVEL EXPENSES	200.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	435	08/05/2025	86968	LACY ROBERSON	TRANS/OUT OF DISTRICT EXPENSES	50.00
11	436	08/05/2025	88516	JOE POWELSON	TRANS/OUT OF DISTRICT TRAVEL EXPENSES	200.00
11	437	08/05/2025	25923	GALAXIE BUSINESS EQUIP. INC.	TRANS/COPIER SERVICE	200.00
11	438	08/05/2025	86481	JAMES PAGE	TRANS/DRIVER TESTING EXAMINER	300.00
11	439	08/05/2025	86840	JIM PAYNE	TRANS/OUT OF DISTRICT TRAVEL EXPENSES	50.00
11	440	08/05/2025	31160	COOP COUNCIL FOR OK SCHOOL ADMIN	HS/INSTRUC/New Princ Acad/Dylan Jackson Reg	500.00
11	441	08/05/2025	87707	DYLAN JACKSON	HS/INSTRUC/New Principal Acadmey/Travel	816.00
11	442	08/05/2025	11852	PROSPERITY BANK 46514	EAST/INST/PENS,TAPE, PAPER	1,500.00
11	443	08/05/2025	11852	PROSPERITY BANK 46514	Ath/Chalk for S&C	270.39
11	444	08/05/2025	12269	EDPUZZLE, INC	West / INST / EdPuzzle Subscription	3,285.00
11	445	08/05/2025	35906	KATHERYNE B PAYNE ED CENTER	LINCOLN/TITLE 1/ 1Morphology Kit	400.00
11	446	08/05/2025	10257	BSN SPORTS, INC	Ath/Football Helmet Decals & Play Coach Wristbands	1,630.44
11	447	08/05/2025	67571	REDLANDS OFFICE SOLUTIONS, LLC	LINCOLN/OFFICE SUPPLIES	1,000.00
11	448	08/05/2025	36673	HERTZBERG-NEW METHOD, INC	LINCOLN/RED BUD BOOK	344.83
11	449	08/05/2025	66913	SCHOOL SPECIALTY LLC	LINCOLN/ SUPPLY ORDERS	1,500.00
11	450	08/05/2025	11852	PROSPERITY BANK 46514	SUPER/MONTHLY SUBSCRIPTIONS	700.00
11	451	08/05/2025	11852	PROSPERITY BANK 46514	SUPER/ZOOM SUBSCRIPTION	203.88
11	452	08/05/2025	12352	PLANBOOK INC	LIBERTY/INST/TEACHER APP RENEW	360.00
11	453	08/05/2025	67389	PROSPERITY BANK-LOWE'S	SPED/SHELVING FOR TSL	175.00
11	454	08/05/2025	11871	PROSPERITY BANK-AMAZON	NURSES/LOCKABLE CABINET	145.00
11	455	08/05/2025	68885	ACT EDUCATION CORP.	CURR/ACT TESTS/HS	6,500.00
11	456	08/05/2025	68208	SCHOOL SPECIALTY, LLC	GARFIELD/TITLE 1/STUDENT SCHOOL SUPPLIIS	4,000.00
11	457	08/05/2025	11871	PROSPERITY BANK-AMAZON	GARFIELD/TITLE 1/STUDENT SCHOOL SUPPLIES	1,000.00
11	458	08/05/2025	10614	MIDWEST BUS SALES, INC	TRANS/BUS PARTS/SUPPLIES	5,000.00
11	459	08/06/2025	36673	HERTZBERG-NEW METHOD, INC	TROUT/LIBRARY/FY26 REDBUD BOOKS	344.83
11	460	08/06/2025	11852	PROSPERITY BANK 46514	TROUT/INST/SUPPLIES TEACHER/STUDENT	2,000.00
11	461	08/06/2025	10775	CINTAS CORPORATION NO 2	MAINT/UNIFORMS/ CLEANING SRVICES	3,500.00
11	462	08/06/2025	20225	AT&T MOBILITY	DISTRICT WIRELESS SERVICE	43,000.00

<b>Non-Payroll Total:</b>	<b>\$442,588.52</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$442,588.52</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 43 - 57, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	43	07/14/2025	10132	MERRIFIELD OFFICE SUPPLY	OPER/CONFERENCE DESK & CHAIRS	1,875.63
21	44	07/16/2025	11852	PROSPERITY BANK 46514	OPER/REPLACING 4 SHELVES AT TROUT	113.04
21	45	07/21/2025	68039	AMERICAN ROOFING & CONST, LLC	REPAIR LEAK HS NORTH HALLWAY	5,600.00
21	46	07/22/2025	11852	PROSPERITY BANK 46514	CELL PHONE HOLDING CASE POHI	139.89
21	47	07/23/2025	68687	ASBESTOS HANDLERS INC	OPER/SANITIZE 2 CLASSROOMS	1,600.00
21	48	07/23/2025	12231	JOHN ADAMS PLUMBING, LLC	OPER/DISTRICT PLUMBING REPAIRS	20,000.00
21	49	07/29/2025	30520	AMERICAN TELEPHONE, INC	OPER/CAMERAS AT RO	1,827.00
21	50	07/29/2025	34328	PLAYCORE WISCONSIN, INC	OPER/ADA ACCESSIBLE CURBS FOR DISTRICT	1,915.91
21	51	08/01/2025	67373	LEWIS ASSOCIATES ARCHITECTS	DRAWINGS FOR THE LATEST ROOF PROJECTS IN DISTRICT	2,943.75
21	52	08/01/2025	34328	PLAYCORE WISCONSIN, INC	MULCH FOR DISTRICT PLAYGROUNDS	17,612.80
21	53	08/04/2025	68274	MOVING OKC, BBM, LLC	WPK MOVE	898.75
21	54	08/04/2025	20363	TRANE U.S. INC	COST FOR TRANE INITIAL STARTUP ON 5 UNITS	8,720.00
21	55	08/06/2025	11852	PROSPERITY BANK 46514	CELL PHONE HOLDING CASE WMS/EMS	199.35
21	56	08/06/2025	20918	ENDEX INC. OF TULSA	FIRE ALARM MONITORING SERVICE DISTRICT	10,488.00
21	57	08/06/2025	67456	CITY OF PONCA CITY	SCHOOL SAFETY/2 RESOURCE OFFICERS/EMS & WMS/HS	132,184.09
<b>Non-Payroll Total:</b>						<b>\$206,118.21</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$206,118.21</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 11 - 52, Fund(s): GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	11	07/14/2025	67282	MAKEKINGS LLC	SONIC/MARCHING BAND BANNER LOGO UPDATE	180.00
81	12	07/15/2025	84854	ALLEN W HARDESTY	HOF/501C3 EXPENSES	165.00
81	13	07/15/2025	11852	PROSPERITY BANK 46514	HS/STEM/Forensics Conf Edmond, OK Hotel	578.11
81	14	07/15/2025	87988	SHELBY KRIECH	HS/STEM/Forensic Conf Reimb Mileage & Meals	377.40
81	15	07/22/2025	45209	LEGACY SIGNS, LLC	HS/STEM/Summer Camp T-Shirts	874.74
81	16	07/22/2025	25923	GALAXIE BUSINESS EQUIP. INC.	HS/Robotics/Printer Maintenance FY26	1,000.00
81	17	07/22/2025	68933	JOHNATHAN SCHILTZ	HOF/SECURITY/NICHOLS EVENT	150.00
81	18	07/28/2025	10470	PIONEER TECHNOLOGY CENTER	HOF/JANITORIAL SERVICE	120.00
81	19	07/28/2025	68418	CLARK CONTRACTING COMPANY, LLC	O'NEILL/SOFTBALL DIRTWORK	13,564.00
81	20	07/29/2025	20863	A+ PRINTING LLC	HOF/PRINTING BANQUET TICKETS	100.00
81	21	07/29/2025	20863	A+ PRINTING LLC	HOF/PRINTING BANQUET PROGRAMS	550.00
81	22	07/29/2025	69003	NORTHEASTERN OK A&M COLLEGE	HS/Ponca City Class of 1963 Scholarship/C. Hill	1,000.00
81	23	07/29/2025	12372	STOBBE DESIGN, LLC	HOF/PLAQUE FOR HOF BANQUET	425.00
81	24	07/29/2025	66205	HOBBY LOBBY STORES, INC	HOF/PICTURE FRAMING	70.00
81	25	07/29/2025	69005	SALT FORK RESTAURANT GROUP LLC	HOF/CATERING FOR HOF BANQUET	4,000.00
81	26	07/29/2025	36831	PCSH STUDENT COUNCIL	HOF/PARTICIPATION AT HOF BANQUET	100.00
81	27	07/29/2025	67202	PONCA CITY HIGH SCHOOL CHORALE	HOF/PARTICIPATION AT HOF BANQUET	100.00
81	28	07/29/2025	67204	POHI INSTRUMENTAL MUSIC	HOF/PARTICIPATION AT HOF BANQUET	100.00
81	29	07/29/2025	67203	PONCA CITY HIGH SCHOOL STEPPERS	HOF/PARTICIPATION AT HOF BANQUET	100.00
81	30	07/29/2025	20863	A+ PRINTING LLC	HOF/TABLE SPONSOR SIGNS	85.00
81	31	07/29/2025	11852	PROSPERITY BANK 46514	HOF/PIZZA FOR STUDENT HELPERS	200.00
81	32	07/29/2025	10460	OKLAHOMA STATE UNIVERSITY	HS/Ponca City Alumni Hall of Fame/M. Shear	2,000.00
81	33	07/29/2025	35597	THE UNIVERSITY OF OKLAHOMA	HS/A.H. Pete Long Scholarship/J. Sheets	1,000.00
81	34	07/29/2025	40092	NORTHERN OKLAHOMA COLLEGE	HS/Charles Cuning Vocal Music/A. Kyler	1,000.00
81	35	07/29/2025	32415	UNIVERSITY OF CENTRAL OKLAHOMA	HS/Frances Cantron Music Scholarship/A. Leaming	1,000.00
81	36	07/29/2025	32415	UNIVERSITY OF CENTRAL OKLAHOMA	HS/Robert Moore Chorale Scholarship/I. Mazurier	1,500.00
81	37	07/29/2025	35597	THE UNIVERSITY OF OKLAHOMA	HS/Charles & Carrie Huber Scholarship/N. Mayer	1,000.00
81	38	07/29/2025	32880	NORTHERN OKLAHOMA COLLEGE	HS/Delbert Carlile Memorial Scholarship/D.Quesada	1,500.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 11 - 52, Fund(s): GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	39	07/29/2025	32880	NORTHERN OKLAHOMA COLLEGE	HS/Kelly Chaney Memorial Scholarship/D. Kirchner	500.00
81	40	07/29/2025	40176	OKLAHOMA STATE UNIVERSITY	HS/M.J. Spradlin Scholarship/J. Johnston	1,000.00
81	41	07/29/2025	33944	SOUTHERN NAZARENE UNIVERSITY	HS/Ponca City Alumni Hall of Fame/A. Edwards	2,000.00
81	42	07/29/2025	40176	OKLAHOMA STATE UNIVERSITY	HS/Ponca City Alumni Hall of Fame/R. Lawson	2,000.00
81	43	07/29/2025	33944	SOUTHERN NAZARENE UNIVERSITY	HS/Charles & Carrie Huber Scholarship/A. Landes	1,000.00
81	44	07/29/2025	33944	SOUTHERN NAZARENE UNIVERSITY	HS/Ponca City Class of 1963 Scholarship/A. Landes	1,000.00
81	45	07/29/2025	10348	UNIVERSITY OF NEBRASKA LINCOLN	HS/Ponca City Class of 1962 Scholarship/H.Leclair	5,000.00
81	46	07/29/2025	40176	OKLAHOMA STATE UNIVERSITY	HS/Vince Iraggi Memorial Scholarship/A. Sullivan	500.00
81	47	07/31/2025	11852	PROSPERITY BANK 46514	PARENTAL INVOLVEMENT/SNACKS/DISTRICT	500.00
81	48	08/05/2025	11852	PROSPERITY BANK 46514	HS/STEM/Materials & Consumables FY26	3,000.00
81	49	08/05/2025	20863	A+ PRINTING LLC	HOF/NICKLES/TICKET PRINTING	276.32
81	50	08/05/2025	32966	DANNY'S BBQ HEAD QUARTERS, INC	HOF/NICKLES/CATERING NICKLES EVENT	1,500.00
81	51	08/05/2025	33944	SOUTHERN NAZARENE UNIVERSITY	HS/ROB FRY SCHOL/LANDES	1,000.00
81	52	08/05/2025	20863	A+ PRINTING LLC	HOF/NICKLES/VIP SIGNAGE	54.00
<b>Non-Payroll Total:</b>						<b>\$52,169.57</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$52,169.57</b>

**Ponca City Public Schools****Encumbrance Register****Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 4 - 5, Fund(s): BOND FUND 35

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
35	4	07/15/2025	30520	AMERICAN TELEPHONE, INC	Cameras for ATLAS	1,827.00
35	5	08/05/2025	68268	FACILITIES MANAGEMENT EXPRESS	Renewal FMX for Tech/Maint work orders	21,956.22
<b>Non-Payroll Total:</b>						<b>\$23,783.22</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$23,783.22</b>

<b>PONCA CITY SCHOOLS</b>				
<b>PERSONNEL REPORT</b>				
<b>August 11, 2025</b>				
<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>PROJ. #</b>	<b>SALARY</b>
<b><u>EMPLOYMENTS</u></b>				
<b><u>CERTIFIED PERSONNEL</u></b>				
Backhaus, Devin	Counselor @ PoHi	2025-2026	000	Salary Schedule
Johnston, Chase	Contract sub	2025-2026	000	Salary Schedule
Leshe, Braedon	Contract sub	2025-2026	000	Salary Schedule
Levy, Howard	Contract sub	2025-2026	000	Salary Schedule
Slizewski, Christina	6th grade Math @ West	2025-2026	000	Salary Schedule
<b><u>SUPPORT PERSONNEL</u></b>				
Ake, Tacy	Secretary @ West	2025-2026	000	Salary Schedule
Andrews, Tifani	Secretary @ PoHi	8/1/2025	000	Salary Schedule
Axelson, George	Bus Aide	08/15/2025	000	Salary Schedule
Bennett, Andrea	Part time library assistant @ West	2025-2026	000	Salary Schedule
Bruce, Kirstin	SpEd Para @ Union	2025-2026	028	Salary Schedule
Estes, Angel	Class size TA @ Union	2025-2026	000	Salary Schedule
Jansson, Shane	Bus Driver	2025-2026	000	Salary Schedule
Kirchenbauer, Katie	SpEd Para @ Union	2025-2026	028	Salary Schedule
Longoria, Tanner	Computer Tech @ West	8/11/2025	000	Salary Schedule
Martin, Devin	CNP Custodian @ PoHi	7/23/2025	CNP	Salary Schedule
McCarter, Lisa	CNP @ West	2025-2026	CNP	Salary Schedule
McClung, Jessica	Bus Aide	2025-2026	000	Salary Schedule
McGuire, Kellie	CNP Custodian @ PoHi	08/11/2025	000	Salary Schedule
McMillen, Marayah	CNP @ West	2025-2026	CNP	Salary Schedule
McVay, Harvey	Bus Driver	2025-2026	000	Salary Schedule
Parr, Katie	Public Information Coordinator	2025-2026	000	Salary Schedule
Robinson, Lynn	SpEd Para @ Lincoln	2025-2026	028	Salary Schedule
Spore, Barbara	Secretary @ East	8/1/2025	000	Salary Schedule
Terry, Alyssia	CNP @ PoHi	8/12/2025	CNP	Salary Schedule
<b><u>SEPARATIONS</u></b>				
<b><u>CERTIFIED PERSONNEL</u></b>				
Curtis, Audrey	Speech Pathologist	5/25/2025		
Reid, Deana	7th ELA @ West	5/25/2025		
<b><u>SUPPORT PERSONNEL</u></b>				
Arnold, Jerilynn	Class size TA @ Union	5/16/2025		
Briggs, Cylie	SpEd Para @ Union	5/16/2025		
Crowder, MacKenzie	Stength & Conditioning @ PoHi	7/28/2025		
Madrid, Brenda	Title 1 TA @ Garfield	5/16/2025		
Martin, Devin	CNP Custodian @ PoHi	7/27/2025		
McDaniels, Tonya	Bus Driver	5/16/2025		
Musser, Jaelynn	Sign Interpreter	5/16/2025		
O'Keefe, Donald	SpEd Para @ West	5/16/2025		
<b><u>CHANGE OF STATUS</u></b>				
<b><u>CERTIFIED PERSONNEL</u></b>				
Stewart, Elizabeth	from adjunct to certified ELA @ West	2025-2026	000	Salary Schedule
<b><u>SUPPORT PERSONNEL</u></b>				
Bonifield, Elizabeth	from Title 1 TA @ Lincoln to class size TA @ Lincoln	2025-2026	000	Salary Schedule
Lambel, Lisa	from Title 1 TA @ RO to SpEd Para @ RO	2025-2026	028	Salary Schedule
Presley, Lorin	from SpEd Para @ Woodlands to SpEd Para @ PoHi	2025-2026	028	Salary Schedule
Stephens, Linda	from ATLAS TA to Title 1 TA @ Roosevelt	2025-2026	000	Salary Schedule
Turner, Brandi	from 3 hour CNP @ WPK to 6 hour CNP Floater	2025-2026	CNP	Salary Schedule

PONCA CITY SCHOOLS PERSONNEL REPORT

August 11, 2025

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<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE</u> <u>DATE</u>	<u>PROJ. #</u>	<u>SALARY</u>
				<u>EXTRA DUTY</u>
<u>CERTIFIED PERSONNEL</u>				
				<u>NON-CONTRACT DUTY</u>
Allison, Caleb	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Backhaus, Devin	CPI Training	8/7/2025	028	\$27.60/hr up to 7 hrs
Benton, Jacki	Nurses Extra Duty	Aug 2025	028	\$27.60/hr up to 14 hrs
Benton, Jacki	CPR/AED Trainor	8/5/2025	017	\$50/hr up to 4 hrs
Biery, Amanda	BLT-Curriculum and planning	8/11/2025	105	\$27.60/hr up to 2 hrs
Biery, Amanda	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs
Biester, Jordan	CPI Training	8/7/2025	028	\$27.60/hr up to 7 hrs
Brancheau, Sarah	Speech Dept Meeting	8/7/2025	028	\$27.60/hr up to 4 hrs
Brien, Noelle	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Brown, Megan	Liberty Site Tech Coach	2025-2026	795	Salary Schedule
Brown, Megan	New Teacher Orientation Tech Help	8/11/2025	000	\$27.60/hr up to 3 hrs
Campbell, Ashley	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Campbell, Ashley	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Campbell, Cody	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Cardwell, Judy	Speech Dept Meeting	8/7/2025	028	\$27.60/hr up to 4 hrs
Chambers, Jenna	BLT-Curriculum and planning	8/11/2025	105	\$27.60/hr up to 2 hrs
Clark, Aimee	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs
Clark, Aimee	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Coleman, Jonathan	Woodlands Site Tech Coach	2025-2026	795	Salary Schedule
Crowder, Hayley	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Cude, Sara	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Danks, Stacie	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Danks, Stacie	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Day, Ginger	BLT-Curriculum and planning	8/11/2025	105	\$27.60/hr up to 2 hrs
Deitas, Letticia	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Deitas, Letticia	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Dugan, Tonya	Speech Dept Meeting	8/7/2025	028	\$27.60/hr up to 4 hrs
Fannin, Josie	Guiding Coalition PLC Work	2025-2026	515	\$27.60/hr up to 15 hrs
Fisher, Tina	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Fredricks, Bethany	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Fredricks, Bethany	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Galloway, Courtney	Diabetes Management Training	8/7/2025	028	\$27.60/hr up to 4 hrs
Glazier, Steve	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Grider, Anne	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Grider, Anne	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Guinn, Morgan	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs
Guinn, Morgan	CPI Training	8/7/2025	028	\$27.60/hr up to 7 hrs
Hamlin, Kirk	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Hamlin, Kirk	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Hamlin, Kirk	CPI Trainor	8/7-8/8	028	\$50/hr up to 16 hrs
HAMPL, Cherie	East Site Tech Coach	2025-2026	795	Salary Schedule
Horton, Rodger	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Hurd, MacKenzie	Schedule Pick up West	8/11-8/12	109	\$12/hr up to 10 hours
Jackson, Dylan	Guiding Coalition PLC Work	2025-2026	515	\$27.60/hr up to 15 hrs
Jacobs, Shelli	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Johndrow, Cindy	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Jones, Rebeca	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs
Jones, Rebeca	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Kahle-Mendoza, Angela	Garfield Site Tech Coach	2025-2026	795	Salary Schedule
Keller, Steven	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs
Kimbrel, Kerie	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Kirchenbauer, Brenda	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Klein, Jill	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Kreich, Shelby	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Kreisel, Bridget	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Ladner, Holly	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs
Ladner, Holly	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Landes, Wendy	Co-Teaching Training - Trainer	Aug 2025	028	\$50/hr up to 1.5 hrs

PONCA CITY SCHOOLS PERSONNEL REPORT					
August 11, 2025					
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LaRue, Hallie	Schedule Pick up West	8/11-8/12	109	\$12/hr up to 10 hours	
Laughlin, Sherri	Schedule Pick up West	8/11-8/12	109	\$12/hr up to 10 hours	
Lutz, Ben	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Lutz, Miranda	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Mayo, Zuri	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Mayo, Zuri	Diabetes Management Training	8/7/2025	028	\$27.60/hr up to 4 hrs	
Mayo, Zuri	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
McClelland, Alicia	New Teacher Orientation Tech Help	8/11/2025	000	\$27.60/hr up to 3 hrs	
McClelland, Alicia	PoHi Site Tech Coach	2025-2026	795	Salary Schedule	
McCrary, Anthony	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs	
Meador, Sandy	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Meador, Sandy	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Mears, Dori	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Mears, Dori	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Mendenhall, Taylor	Speech Dept Meeting	8/7/2025	028	\$27.60/hr up to 4 hrs	
Mollet, Lori	Nurses Extra Duty	Aug 2025	028	\$27.60/hr up to 14 hrs	
Mollet, Lori	First Aid/Diabetes Management Trainor	8/6-8/7	017	\$50/hr up to 12 hrs	
Moorhead, Mike	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
O'Neill, Megan	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Olson, Brad	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs	
Olson, Brad	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs	
Olson, Brad	Diabetes Management Training	8/7/2025	028	\$27.60/hr up to 4 hrs	
Olson, Brad	CPI Training	8/7/2025	028	\$27.60/hr up to 7 hrs	
Orr, Kathy	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Parent, Angela	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs	
Parks, Amy	BLT-Curriculum and planning	8/11/2025	105	\$27.60/hr up to 2 hrs	
Peck, Jennifer	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Pinney, Stacy	Schedule Pick up West	8/11-8/12	109	\$12/hr up to 10 hours	
Piper, Max	CPI Training	8/7/2025	028	\$27.60/hr up to 7 hrs	
Pratt, Monica	BLT-Curriculum and planning	8/11/2025	105	\$27.60/hr up to 2 hrs	
Pressnall, Kaitlyn	Guiding Coalition PLC Work	2025-2026	515	\$27.60/hr up to 15 hrs	
Rand, Ian	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs	
Rand, Ian	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Richard, Stacey	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Richard, Stacey	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Sacket, Theresa	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs	
Sacket, Theresa	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Saldana, Jennifer	Speech Dept Meeting	8/7/2025	028	\$27.60/hr up to 4 hrs	
Schatz, Susan	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs	
Schatz, Susan	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Scholey, Kim	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Servis, Cole	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs	
Shelton, Angela	Diabetes Management Training	8/7/2025	028	\$27.60/hr up to 4 hrs	
Shelton, Angela	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Shields, Amanda	Nurses Extra Duty	Aug 2025	028	\$27.60/hr up to 14 hrs	
Shields, Amanda	CPR/AED Trainor	8/5/2025	017	\$50/hr up to 4 hrs	
Shields, Amanda	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Singleton, Kelly	West Site Tech Coach	2025-2026	795	Salary Schedule	
Smith, Brandy	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Smith, Brandy	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs	
Smith, Stephanie	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs	
South, Shelia	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
South, Shelia	CPI Trainor	8/7-8/8	028	\$50/hr up to 16 hrs	
Stafford, Kim	Guiding Coalition PLC Work	2025-2026	515	\$27.60/hr up to 15 hrs	
Stewart, Elizabeth	Schedule Pick up West	8/11-8/12	109	\$12/hr up to 10 hours	
Sullivan, Shelly	Lincoln Site Tech Coach	2025-2026	795	Salary Schedule	
Taylor, Caroline	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	
Taylor, Caroline	CPI Training	8/7/2025	028	\$27.60/hr up to 7 hrs	
VanCuren, Dylan	Co-Teaching Training	Aug 2025	028	\$27.60/hr up to 1.5 hrs	
VanZant, Nancy	Speech Dept Meeting	8/7/2025	028	\$27.60/hr up to 4 hrs	
Waldie, Jennifer	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs	

PONCA CITY SCHOOLS PERSONNEL REPORT				
August 11, 2025				
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Waldie, Jennifpher	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Walters, Trenton	BLT-Curriculum and planning	8/11/2025	105	\$27.60/hr up to 2 hrs
Welch, Lisa	Co-Teaching Training - Trainer	Aug 2025	028	\$50/hr up to 1.5 hrs
Welch, Lisa	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Wilburn, Lindsey	Compliance Coordinator	2025-2026	028	\$31.74/hr up to 100 hrs
Wilburn, Lindsey	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs
Wilburn, Lindsey	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Williams, Brooke	Roosevelt Site Tech Coach	2025-2026	795	Salary Schedule
Wyckoff, Jessica	Elementary SpEd Teachers Meeting	8/4/2025	028	\$27.60/hr up to 7 hrs
Wyckoff, Jessica	CPI Training	8/8/2025	028	\$27.60/hr up to 4 hrs
Wylie, Amanda	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
Wylie, Jamey	Secondary SpEd Teachers Meeting	8/6/2025	028	\$27.60/hr up to 7 hrs
<b><u>CERTIFIED PERSONNEL</u></b>			<b><u>CONTRACT DUTY</u></b>	
Hurd, Mackenzie	Bus Driver Training Completion	2024-2025	000	\$1000 Permit/\$1000 CDL
Laughlin, Sherri	Bus Driver Training Completion	2024-2025	000	\$1000 Permit/\$1000 CDL
Lyons, Mackenzie	Bus Driver Training Permit	2024-2025	000	\$1000 Permit/\$1000 CDL
Walters, Trenton	Master's Degree Prep Stipend	2024-2025	000	\$1500
<b><u>SUPPORT PERSONNEL</u></b>			<b><u>NON-CONTRACT DUTY</u></b>	
Ailey, Vanessa	Finance Secretary Training	8/1-8/4	109	\$14.90/hr up to 8 hrs
Anderson, Jim	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Anderson, Robert	Foreman Stipend	2025-2026	000	5% increase
Bailey, Kristi	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Beck, Cindy	Salary Adjustment	2025-2026	000	5% increase
Bentley, Vicki	Diabetes Management Training	8/7/2025	028	Reg Rate up to 4 hrs
Blackwell, Fermin	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Bocanegra, Michelle	Cat Care	2025-2026	165	Reg Rate up to 550 hrs
Briggs, Cylie	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Briner, Jaedra	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Bruce, Kirstin	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Bruder, Louri	West Move In Night	8/18/2025	000	Reg Rate up to 3 hours
Cain, Keradi	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Chaloupek, Mikayla	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Chavez, Kandi	Schedule Pick up West	8/11-8/12	109	\$12/hr up to 10 hours
Estep, Tanya	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Fezer, Shanna	Union Site Tech Coach	2025-2026	795	Salary Schedule
French, Shelby	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Gable, Elissa	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Glaser, Therese	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Gottlob, Desiree	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Gray, Hope	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Gregg, Chloe	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Hamilton, Michelle	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Helm, Danielle	Cat Care	2025-2026	165	Reg Rate up to 550 hrs
Hernandez, JoAnn	Diabetes Management Training	8/7/2025	028	Reg Rate up to 4 hrs
Hernandez, Julius	Cat Care	2025-2026	165	Reg Rate up to 550 hrs
Hill, Allison	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Hoch, Robert	Supervisor Stipend	2025-2026	000	5% increase
Hock, Kerri	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Hoggatt, Rhonda	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Jones, Patty	Meals on Wheels	Aug 2025	CNP	Reg Rate up to 12 hrs
Kirchenbauer, Katie	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Kline, Tracy	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Klinger, Dorothy	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Lambel, Lisa	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Looper, Scott	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Loy, Pam	Cat Care	2025-2026	165	Reg Rate up to 550 hrs
McVicker, Becky	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Nelson, Paula	Meals on Wheels	Aug 2025	CNP	Reg Rate up to 12 hrs
Patterson, Keli	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Podurgiel, Beth	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs

PONCA CITY SCHOOLS PERSONNEL REPORT

August 11, 2025

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Presley, Lorin	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Ramsey, Marie	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Robinson, Kim	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Robinson, Lynn	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Sanford, Hannah	Cat Care	2025-2026	165	Reg Rate up to 550 hrs
Selvey, Angela	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Sentel, LeighAn	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Shields, Kaitlyn	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Spore, Barbara	Diabetes Management Training	8/7/2025	028	Reg Rate up to 4 hrs
Stanton, Ruth	Morning Bus Duty West	2025-2026	109	Reg Rate up to 43 hours
Stanton, Ruth	Schedule Pick up West	8/11-8/12	109	\$12/hr up to 10 hours
Swanson, Shelby	Cat Care	2025-2026	165	Reg Rate up to 550 hrs
Swanson, Shelby	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Swopes, Madison	CPI Training	8/7/2025	028	Reg Rate up to 7 hrs
Tarver, Renea	East Move In Night	8/18/2025	000	Reg Rate up to 3 hours
Tohee, C'Anna	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Tohee, Rosa	Cat Care	2025-2026	165	Reg Rate up to 550 hrs
Tohee, Rosa	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs
Vannest, Craig	CPI Training	8/8/2025	028	Reg Rate up to 4 hrs

**SUPPORT PERSONNEL**

**CONTRACT DUTY**

**SUBSTITUTES**

**ADDITIONS FOR THE 2024-2025 SCHOOL YEAR**

(Teacher Substitute: \$80/day, Teacher Asst. Substitute: \$70/day)

**ALL CERTIFIED STAFF THAT WORKED 120 DAYS OR MORE IN THE 2024-2025 SCHOOL YEAR WILL ADVANCE 1 STEP FOR THIS SCHOOL YEAR 2025-2026**

**ALL ADMINISTRATIVE STAFF THAT WORKED 120 DAYS OR MORE IN THE 2024-2025 SCHOOL YEAR WILL ADVANCE 1 STEP FOR THIS SCHOOL YEAR 2025-2026**

**ALL SUPPORT STAFF THAT WORKED 120 DAYS OR MORE IN THE 2024-2025 SCHOOL YEAR WILL ADVANCE 1 STEP FOR THIS SCHOOL YEAR 2025-2026**

**ALL NEW TEACHERS REPORTING TO NEW TEACHER ORIENTATION WILL RECEIVE AMOUNT PER NEGOTIATED AGREEMENT FOR EACH DAY ATTENDED. AUGUST 11, 12, 13, 2025**

**ADDITION TO SUPPORT SALARY SCHEDULE**

\*See Attachment A

**ADJUNCT SALARY SCHEDULE**

\*See Attachment B

**ADJUNCT MEMORANDUM OF UNDERSTANDING**

\*See Attachment C

**COACHING ASSIGNMENTS 2025-2026**

\*See Attachment D

**POHI EXTRA DUTY 2025-2026**

\*See Attachment E

Ponca City Public Schools  
Personnel Report  
August 11, 2025  
Attachment A

Interventionist & Public Information Coordinator
---

42,764
43,783
44,343
44,903
45,463
47,023
47,583
48,143
48,703
49,263
50,823
51,383
51,943
52,503
53,063
54,623
55,183
55,743
56,303
56,863
57,423
57,983
58,543
59,103
59,663
60,223
60,783
61,343
61,903
62,463
63,023
63,583
64,143
64,703
65,263
65,823
66,383
66,943
67,503
68,063

### Adjunct Teacher Salary Schedule

Adjunct Teacher  
(175 days)

39,764
40,783
41,343
41,903
42,463
43,023
43,583
44,143
44,703
45,263
45,823
46,383
46,943
47,503
48,063
48,623
49,183
49,743
50,303
50,863
51,423
51,983
52,543
53,103
53,663
54,223
54,783
55,343
55,903
56,463
57,023
57,583
58,143
58,703
59,263

We are proposing to freeze our current non-degreed adjunct teachers on the step they were on in the 2024-2025 school year. All non-degreed adjunct teacher hired after the 2024-2025 school year in the district will be paid at the rate of \$39,764 with no steps in the future as an adjunct teacher.

Adjuncts who have a degree would be eligible for steps.

**Ponca City Public Schools  
Memorandum of Understanding  
Between Ponca City Public Schools and Adjunct Teachers Hired Prior to the 2025–2026  
School Year**

**Purpose:**

This Memorandum of Understanding (MOU) outlines the agreement between Ponca City Public Schools (“the District”) and adjunct teachers hired prior to the 2025–2026 school year concerning compensation and post-certification pay adjustments.

**Parties:**

This MOU is entered into by and between Ponca City Public Schools and adjunct teachers employed by the District prior to the start of the 2025–2026 academic year.

**Agreement:**

**1. Salary Freeze:**

Adjunct teachers hired by Ponca City Public Schools before the 2025–2026 school year will have their pay rate frozen at the rate in effect of the 2024-2025 school year. This pay rate will remain unchanged until the teacher obtains appropriate certification as defined by the Oklahoma State Department of Education and required by the District.

**2. Certification Completion and Stipend:**

Upon successful completion of teacher certification, the District agrees to issue a **one-time stipend** to the employee. This stipend will represent the difference between:

- The total salary the teacher received while employed as an adjunct, and
- The total salary the teacher will earn at **Step 0** of the certified salary scale during the same period.

**3. Eligibility Requirements for Stipend:**

- The teacher must have been continuously employed with the District from the date of hire through the date of certification.
- The teacher must obtain and provide documentation of certification within the timeline and guidelines set forth by the District and state licensing authority.

**4. Timing of Stipend Payment:**

The one-time stipend will be paid within [30] days following the District’s receipt of documentation confirming the teacher’s full certification status.

**5. No Precedent:**

This MOU is intended to apply solely to adjunct teachers hired prior to the 2025–2026 school year and shall not be construed as establishing a practice or precedent for future compensation or employment decisions.

**Duration:**

This MOU shall remain in effect for all applicable adjunct teachers until such time as the outlined stipend has been paid or until further agreement is reached in writing.

Ponca City Public Schools  
Personnel Report  
August 11, 2025  
Attachment C

**Authorization:**

By signing below, both parties acknowledge and accept the terms of this Memorandum of Understanding.

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**Ponca City Public Schools**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Adjunct Teacher**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

PONCA CITY SCHOOL COACHES DIRECTORY

2025-2026 Coaching Assignments

	Title	First Name	Last Name	Salary Schedule
<b>Athletics Staff</b>	Athletic Director	Joe	Turner	Salary Schedule
	Asst Athletic Dir	Stoney	Parks	Salary Schedule
	Secretary	Ashley	Shearer	Salary Schedule
<b>Baseball</b>	Head Coach	Grant	Middlebrooks	Salary Schedule
	Asst Coach	Brandon	Skelton	Salary Schedule
	Asst Coach	Cody	Campbell	Salary Schedule
	Asst Coach	Jackson	Blue	Salary Schedule
	JH Head Coach	Corey	Fincher	Salary Schedule
	JH Asst Coach	Vacant		
<b>Basketball</b>	Boys Head Coach	Jacob	Birnbaum	Salary Schedule
	Boys Asst Coach/JV	Kevin	Shellhorse	Salary Schedule
	Boys Asst Coach	Corey	Fincher	Salary Schedule
	9th Boys Head Coach	Gavin	Jones	Salary Schedule
	8th Boys Head Coach	Anthony	Gazaway	Salary Schedule
	8th Boys Asst	Vacant		
	7th Boys Head Coach	Tom	Chaney	Salary Schedule
	7th Boys Asst	Zach	Hutson	Salary Schedule
	Girls Head Coach	Mica	Estrada	Salary Schedule
	Girls Asst Coach/Varsity	Alan	Monks	Salary Schedule
	Girls Asst Coach/Varsity	Brad	Parent	Salary Schedule
	9th Girls Coach	Caden	Mercer	Salary Schedule
	8th Girls Head Coach	Kenzie	Lyons	Salary Schedule
	8th Girls Asst	Hailey	Hall	Salary Schedule
	7th Girls Head Coach	Sherri	Laughlin	Salary Schedule
	7th Girls Asst	Mackenzie	Hurd	Salary Schedule
<b>Cheer</b>	Head Coach	Norene	Graves	Salary Schedule
	Asst Coach	Haley	Goddard	Salary Schedule
	JH Coach	Ashtin	Graham	Salary Schedule
<b>Cross Country</b>	Head Coach	Wendy	Landes	Salary Schedule
	Asst Coach	Sam	Barron	Salary Schedule
	Asst Coach	Ashley	Campbell	Salary Schedule
	Asst Coach	Kwanza	Bohnart	Salary Schedule
<b>Drill</b>	Head Coach	Katie	Parr	Salary Schedule
<b>Football</b>	Head Coach	Justin	Roland	Salary Schedule
	Asst Head Coach/OC	Graham	Snelding	Salary Schedule
	Asst Coach	Steve	McHenry	Salary Schedule
	Asst Coach	Cody	Campbell	Salary Schedule
	Asst Coach	Brad	Parent	Salary Schedule
	Asst Coach	Taner	Williams	Salary Schedule
	Asst Coach	Josh	Hallemeier	Salary Schedule
	Asst Coach	Cole	Servis	Salary Schedule
	Asst Coach	Corey	Fincher	Salary Schedule
	Asst Coach	Jason	Freeman	Salary Schedule
	9th Grade Head Coach	Troy	Mitchell	Salary Schedule
	9th Grade Asst	Steve	Vaughan	Salary Schedule
	9th Grade Asst	Kenneth	Ostler	Salary Schedule
	8th Head Coach	Ben	Lutz	Salary Schedule
	8th Grade Asst	Cory	Burkett	Salary Schedule
	7th Grade Head Coach	Robert	Mellinger	Salary Schedule
7th Grade Asst	Antral	Miller	Salary Schedule	

PONCA CITY SCHOOL COACHES DIRECTORY

<b>Golf</b>	Boys Head Coach	Taner	Williams	Salary Schedule
	Girls Head Coach	Kenneth	Ostler	Salary Schedule
	Boys JV Coach	Stoney	Parks	Salary Schedule
	B&G Head JH Coach	Josh	Swain	Salary Schedule
	Assistant JH Golf	Chip	Meador	Salary Schedule
	Girls HS Asst/JV Coach	Caden	Mercer	Salary Schedule
<b>Soccer</b>	Boys Head Coach	Ben	Steichen	Salary Schedule
	Boys Asst Coach	Lauren	Meberg	Salary Schedule
	Boys Asst Coach	Vacant		Salary Schedule
	Girls Head Coach	Shelby	Kriech	Salary Schedule
	Girls Asst Coach/JV	Tim	McDaniel	Salary Schedule
	Girls Asst Coach	Kevin	Shellhorse	Salary Schedule
<b>Softball</b>	Head Coach	Jared	Freeman	Salary Schedule
	Asst Coach/Hitting	Jeremy	DeNoya	Salary Schedule
	Asst Coach/Pitching	Kenzie	Lyons	Salary Schedule
	Asst Coach/Head JV	Jaden	Hawkins	Salary Schedule
	JH Coach	Sherrie	Laughlin	Salary Schedule
	JH Asst Coach	Mackenzie	Hurd	Salary Schedule
<b>Swimming</b>	Head Coach	Max	Piper	Salary Schedule
	Asst Coach	Derek	Taylor	Salary Schedule
<b>Tennis</b>	Head Coach	Lynne	Collenback	Salary Schedule
	Asst Coach	Ben	Lutz	Salary Schedule
	Asst Coach	Jessica	Steichen	Salary Schedule
	Girls JH Coach	Vacant		Salary Schedule
	All Tennis Asst	Carly	Parks	Salary Schedule
<b>Track</b>	Boys Head Coach	Steve	McHenry	Salary Schedule
	Girls Head Coach	Brad	Parent	Salary Schedule
	Girls Asst Coach	Wendy	Landes	Salary Schedule
	Asst Coach/Distance	Sam	Barron	Salary Schedule
	Asst Coach/Throwers	Jason	Freeman	Salary Schedule
	Asst Coach/Jumps	Vacant		Salary Schedule
	Head Boys JH Coach	Josh	Hallemeier	Salary Schedule
	Asst Boys JH Coach	Robert	Mellinger	Salary Schedule
Head Girs JH Coach	Vacant			
<b>Volleyball</b>	Head Coach	Jennie	Hinterreiter	Salary Schedule
	Asst Coach/Head JV	Carly	Parks	Salary Schedule
	9th Grade Coach	Stoney	Parks	Salary Schedule
	8th Grade Coach	Tawna	Scantlin	Salary Schedule
	8th Grade Asst	Hailey	Hall	Salary Schedule
	HS Volunteer Coach	Courtney	Gallaway	Salary Schedule
<b>Wrestling</b>	Head Coach Boys	Steven	Moore	Salary Schedule
	Boys Asst Coach	Zachary	Myles	Salary Schedule
	Head Coach JH Boys	Antral	Miller	Salary Schedule
	JH Boys Asst	Cory	Burkett	Salary Schedule
	Head Coach Girls	Richard	Agee	Salary Schedule
	Asst Coach Girls	Tony	Arbona	Salary Schedule
	Asst Coach Girls	Vacant		Salary Schedule
	JH Girls Coach (Head)	Vacant		Salary Schedule
	JH Girls Asst	Vacant		Salary Schedule
<b>Strength &amp; Cond</b>		Weston	Franklin	Salary Schedule
		Vacant		
<b>Athletic Trainer</b>		Vacant		

### 2025-2026 PO-HI Extra Duty

<b>Name</b>	<b>Duty</b>	<b>Stipend</b>
	<b>Po-Hi Dept Heads</b>	
Bartelt, Delwin	Social Studies Dept. Head	\$1810 (Was 1560 GF)
Robinson, Jon	Foreign Language Dept. Head	\$640
Klein, Jill	Math Dept. Head	\$1550
Rand, Ian	SPED Dept. Head	\$1550
Miller, William	Fine Arts Dept. Head	\$640
Monks, Heather	VocEd Dept. Head	\$1290 (Was 720 GF)
Murray, Thomas	Science Dept. Head	\$1550
Fannin, Josie	English Dept. Head	\$1550
	<b>AP</b>	
Easley, Betsy	AP Coordinator	\$750
Bartelt, Delwin	AP Teacher	\$960 (GF)
Klein, Jill	AP Teacher	\$600
Murray, Thomas	AP Teacher	\$960 (GF)
McCrary, Anthony	AP Teacher	\$600
Parr, Leanne	AP Teacher	\$960 (GF)
Collenback, Lynne	AP Teacher	\$600
Fischer, Kerri	AP Teacher	\$600
Smith, Kristin	AP Teacher	\$600
	<b>Music</b>	
MacPherson, Paula	Instrumental Coordinator	\$6500
MacPherson, Paula	Orchestra Director	\$11,500 (GF)
Keilman, Chad	Vocal Music Director	\$6000
Labon, Dylan	Orchestra Assistant	\$5000
Walker, Alyssa	Flag Corps	\$2500
Pratt, Connor	Band Director	\$9500
Salazar, Jason	Assistant Band Director	\$5500
Davis, Trent	Assistant Band Director	\$5500
Rolf, Kathryn	Assistant Orchestra Director	\$5800 (GF)
Nichols, Katie	Assistant Vocal Music Director	\$3,100
	<b>Virtual Tutors</b>	
N/A	Virtual Content Teacher-English	\$1,500 per semester
N/A	Virtual Content Teacher-Math	\$1,500 per semester

Ponca City Public Schools  
 Personnel Report  
 August 11, 2025  
 Attachment E

N/A	Virtual Content Teacher- Science	\$1,500 per semester
N/A	Virtual Content Teacher- Social Studies	\$1,500 per semester
	<b>Other Extra Duty</b>	
Bartelt, Delwin	Academic Team/Bowl	\$1800
Crowder, Haley	Student Council Lead	\$3000
TBD	Student Council Assistant	\$900
Easley, Betsy	Student Council State Coordinator	\$3000
Easley, Betsy	GT Coordinator	\$1800
TBD	Prom Coordinator	\$1000 (Not splitting)
Bridget Kreisel	After Prom Coordinator (Co)	\$500
Fischer, Kerri	After Prom Coordinator (Co)	\$500
Landsdowne-Peebles, Eric	National Honor Society	\$1200 (Not Splitting)
Hensley, Amelia	Panic (Talent Show)	\$900
McClelland, Brad	Yearbook	\$3000
Murray, Thomas	Mock Trial	\$1200
Hensley, Ami	Play Production	\$3,600
TBD	Robotics	\$2400
Rand, Ian	E-Sports	\$2500
VanCuren, Dylan	E-Sports Assistant	\$1000
Jackson, Dylan	Master Scheduler	\$1,200
McLelland, Alisha	Tech Coach	\$3500
TBD	Great Escape Coordinator	\$1,000
TBD	Hope Squad Coordinator (co)	\$250
TBD	Hope Squad Coordinator (co)	\$250

*NEGOTIATED CONTRACT  
BETWEEN  
PONCA CITY ASSOCIATION OF CLASSROOM TEACHERS  
AND  
PONCA CITY BOARD OF EDUCATION  
2025-2026*

The Ponca City Board of Education and the Ponca City Association of Classroom Teachers recognize that providing a high quality of continuous education for the students of Ponca City Independent School District No. 71, Kay County, Oklahoma, is the paramount objective of the school district.

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**NEGOTIATED CONTRACT**  
**Between**  
**PONCA CITY ASSOCIATION OF CLASSROOM TEACHERS**  
**And**  
**PONCA CITY BOARD OF EDUCATION**  
**2025-2026**

**I. SCOPE OF CONTRACT**

**1.01 Recognition**

The Board of Education of Ponca City Independent School District Number 71, Kay County, Oklahoma; hereinafter Board; hereby recognizes the Ponca City Association of Classroom Teachers; hereinafter Association; as the exclusive representative for all the Members of the Bargaining Unit whether under contract, on leave, full or part-time, for the purpose of collective bargaining on all matters affecting wages, hours, fringe benefits, and other terms and conditions of employment.

No agreement, understanding, consideration, or interpretation which alters, varies, waives, or modifies any of the terms or conditions contained herein shall be made with any member of the Bargaining Unit or any group of persons within the Bargaining Unit by the employer or any of its agents or representatives, unless it has been made, ratified, and agreed to in writing by the Association and the Board. Any such agreement shall not constitute a precedent in the future enforcement of any terms contained herein.

Unless otherwise indicated, the term, Member of the Bargaining Unit, (when used hereinafter in this Negotiated Contract), shall refer to all employees represented by the Association in the Bargaining Unit defined as all licensed and certified professional personnel of the Ponca City School District, excluding the superintendent, administrators, directors, principals, assistant principals, support staff (including psychologists), and positions which are principally supervisory or administrative. This recognition shall remain in effect as long as the Association is in compliance with current State Law in reference to recognition.

**1.02 Board Rights**

The Association and the Board shall abide by terms of the Procedural Agreement and the Negotiated Contract and all applicable state and federal statutes, rules and regulations. No agreement shall abrogate the legal rights, obligations, and powers of the Board, including its power to make and apply policy or direct the maintenance, operations, and management of the District. However, any policies affecting the terms and conditions of employment shall be subject to negotiations in accordance with subsequent paragraphs of this contract.

Policies, procedures, and guidelines heretofore and hereafter adopted by the Board, and not the subject of an agreement between the parties may remain in full force and effect. No act of omission shall constitute a waiver of the powers, rights, and duties of the Board.

**1.03 Duration**

The 2025-2026 Negotiated Contract shall take effect when ratified by both the Association and the Board, and shall be in full force and effect until a successor contract has been put in place pursuant to the provisions of Oklahoma Statutes (§70-18-114.8). Any change in compensation will be retroactive to the beginning of the current fiscal year. This agreement constitutes the entire agreement between parties and supersedes all previous agreements, negotiations, past practices, and oral understandings and may not be modified except in writing.

If the Association desires to negotiate a contract for the 2026-2027 school year, the Association shall notify the Board in writing no later than Monday preceding the April Board meeting. If the Association does not notify the Board of its intent to negotiate a contract for the 2026-2027 school year, the Board shall notify the Association in writing no later than Monday following the April Board meeting of its intent to negotiate.

**1.04 Contingency Provision**

In the event of a court decision or a change in Oklahoma Statutes that impacts on the budget or efficient operation of the school district, the Board and Association will immediately resume bargaining in order to negotiate conditions or items affected by the change. All provisions of the Negotiations Procedural Agreement will be followed.

**1.05 Severability**

If any provision(s) of this Contract or any application of the provisions of this Contract to any person(s) is found, by a court of competent jurisdiction, to be in conflict with any federal or state law, regulation, ruling or order, now or hereinafter enacted or issued, such provision or application shall be inoperative but the remaining provisions hereof shall continue in effect. Upon request of the Association or the Board, within fourteen (14) calendar days after such finding(s), the parties shall meet solely for the purpose of negotiating the provision(s) affected.

**II. PROCEDURAL AGREEMENT FOR COLLECTIVE BARGAINING**

**2.01 Scope of Bargaining**

The Board and the Association agree to negotiate in good faith on wages, hours, fringe benefits and other conditions and terms of employment. To negotiate in good faith shall mean both parties must be willing to consider proposals in an effort to find a mutually satisfactory basis for agreement and must be willing to discuss their respective contract proposals. If either party objects to the other's contract proposal, the objecting party must

support its objections with rationale. (§70-509.6)

The Association and the Board shall abide by terms of the Procedural Agreement and the Negotiated Contract and all applicable state and federal statutes, rules, and regulations. No agreement shall abrogate the legal rights, obligations, and powers of the Board, including its power to make and apply policy or direct the maintenance, operations, and management of the District. However, any policies affecting the terms and conditions of employment shall be subject to negotiations in accordance with subsequent paragraphs of this contract. Policies, procedures, and guidelines heretofore and hereafter adopted by the Board, and not the subject of an agreement between the parties may remain in full force and effect.

## **2.02 Procedures**

- A. If either the Board or the Association has notified the other party of its intent to negotiate, the first bargaining meeting will be held by mutual agreement. Prior to the time set for the first bargaining meeting, the Board, through the Superintendent, and the Association, through its President, shall designate in writing the names of not more than six persons who shall serve on their respective negotiating teams. Each party shall also designate the person on their team who will be the chairperson or chief negotiator.
- B. At the first meeting, the Board and the Association may mutually agree to engage in collaborative bargaining. If both parties agree to engage in collaborative bargaining, guidelines for collaborative bargaining shall be collaboratively developed. In addition, both parties will present the list of items they desire to negotiate. If either party does not agree to engage in collaborative bargaining, then both will prepare written proposals to be presented at the next bargaining meeting.
- C. Dates and times of subsequent meetings will be mutually agreed upon. A maximum time limit of three (3) hours will be set for each meeting unless both parties mutually agree to an extension.
- D. Negotiations meetings shall be closed to all except Board and Association negotiations team members and parties mutually agreed to by both teams. No recording or transcription shall be made unless mutually agreed upon by each negotiations team.
- E. Items to be negotiated will not be discussed in open Board meeting until signed tentative agreement has been reached.
- F. An item may be disposed of by one of the following methods:
  - 1. agreement on the item
  - 2. agreement to withdraw the item
  - 3. declaration of impasse

- G. Tentative agreements reached as a result of such negotiations shall be reduced to writing by the Board to be presented within five (5) calendar days for initialing by each chief negotiator and for ratification by the Association. The Association shall have no more than fifteen (15) calendar days from the date the tentative agreements are initialed in which to file a written declaration of their ratification or lack thereof to the Board through the Superintendent. Absence of a written reply within this allotted time shall constitute ratification by the Association. Following such ratification, the agreements shall be presented to the Board for ratification. If ratification of the agreement is within a week of the regularly scheduled Board meeting, the Board may call a special meeting for the purpose of considering the ratification of the agreement by the Board. In no event shall ratification be later than the second regularly scheduled Board meeting following ratification by the Bargaining Unit. Failure to act upon the agreements within this allotted time shall constitute ratification by the Board. No other negotiations shall take place until a formal request is made the following year in accordance with the provisions of this contract, except as otherwise provided for in Sections 1.04 and 1.05 of this agreement or the Board and the Association mutually agree to engage in collective bargaining.
- H. In the event that either the Board or the Association fails to ratify the tentative agreement reached by the negotiations teams, the teams shall meet within seven (7) calendar days to resume a good-faith effort to resolve the remaining differences. Items may be disposed of by either agreement on the item or declaration of impasse on the unresolved items. In the event that either the Board or the Association fails to ratify a second tentative agreement reached by the negotiations team, all negotiations for that school year shall cease.
- I. If negotiations are not successfully concluded by the first day of school, impasse shall exist. At any earlier time, either party may declare impasse. Upon reaching of impasse, the items causing the impasse shall be referred to a three-member fact finding committee. The Board and the Association shall follow the procedures for resolving impasse as set forth in Oklahoma Statute §70-509.7.
- J. All hearings by the fact-finding committee shall be conducted in closed session and no press releases shall be made by either party or the fact-finding committee concerning the progress of the hearings.
- K. The costs for the services of the fact-finding committee, including per diem expenses, if any, and factual and necessary travel expenses shall be shared in the following manner: The Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.

**2.03 Press Releases**

Joint press releases will be the exclusive device for public information dissemination by the parties. All releases will be composed and approved by the chief negotiators. Such releases shall be made only with the signed approval of both chief negotiators. The term "press release" shall mean material given in advance to the newspaper, television, or radio for publication or broadcast at a later date.

**2.04 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 organization to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Bargaining Unit 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 organization shall cease to be recognized as representative of the unit and the school district shall be relieved of the duty to negotiate with the Association or its representatives. (§70-509.8)

**2.05 Time Limits**

Time limits set forth herein may be extended by mutual agreement of the parties. (§70-509.7)

**III. NON-DISCRIMINATION CLAUSE**

**3.01 Member Protection**

No member of the Bargaining Unit shall be discriminated against by the Board, by any administrative officer of the district, or by any employee organization, its officers, or any member thereof because of his/her exercise or non-exercise of rights under this contract. It shall be prohibited for an employee organization, employee or employer to impede, restrain or coerce an employer or employees in the exercise of their rights. (§70-509.9)

**3.02 Civil Protection**

There shall be no discrimination against any Member of the Bargaining Unit covered by this contract in a manner which would violate any applicable laws on the basis of race, color, creed, national origin, age, gender, or marital status in the evaluation, employment, transfer, or promotion of personnel.

**IV. DEFINITIONS**

**4.01** The following definitions apply throughout this document:

A. Administrator:

A duly certified person who devotes a majority of time to serve as a superintendent,

principal, director, assistant principal, or in any other administrative or supervisory capacity in the Ponca City Public Schools.

- B. Career Teacher:  
As defined by State Statute §70-6-101.3 and board policy.  
<https://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=89914>
- C. Probationary Teacher:  
As defined by State Statute §70-6-101.3 and board policy.  
<https://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=89914>
- D. Inductee:  
An Inductee, or Entry-year teacher, is a teacher new to the profession or new to the position (e.g. teacher to counselor).
- E. Teacher:  
A duly certified or licensed person who is employed to serve as a classroom teacher, counselor, librarian, or school nurse or in any instructional capacity by the Ponca City Public Schools.
- F. Superintendent:  
The executive officer of the Board and the administrative head of the school system.
- G. School/Site:  
Any work location at which employees perform their job functions.
- H. Working Day:  
A contract day exclusive of a professional day.

## V. **WORKING CONDITIONS/EMPLOYMENT PROVISIONS**

### 5.01 **Work Year/Work Day**

- A. The work year shall consist of not more than one hundred eighty-five (185) days, including instructional days, professional days, pre-school days, and work days. New teachers work up to an additional three (3) days for mandatory new teacher orientation. New teachers will be paid a stipend of \$250.00 per day, to be paid on the first day of school upon completion of the days (up to 3) of new teacher orientation. The instructional day is a day devoted to instruction, preparation, parent-teacher conferences, and/or in-service activities. If the Board should desire a calendar longer than one hundred eighty-five (185) days, negotiations will resume at that point on that issue only.
- B. The teacher instructional day for the Member of the Bargaining Unit shall consist of not more than seven (7) hours, twenty (20) minutes, exclusive of a thirty (30)

minute duty-free lunch. Within this seven (7) hour, twenty (20) minute teacher work day, Members of the Bargaining Unit will have a minimum of ten (10) minutes preparation time before student contact begins and after student contact ends, unless a rotating duty is assigned. Other contract days shall consist of not more than six (6) hours, exclusive of a lunch break. Professional development day and Work Day hours are from 8:00-3:00 with a 1-hour lunch.

Should the Administration decide that blocks of time past the contract day are necessary to accommodate Parent-Teacher conferences, then compensatory time will be granted in a manner that allows for an extended weekend within the week of the final additional time.

- C. Members of the Bargaining Unit will attend scheduled in-service activities and meetings on professional, pre-school, and work days. Teachers may be required to attend either before or after the work day, functions related to the activities of school including, but not limited to, IEP meetings, family involvement events, and graduation. Members of the Bargaining Unit will be expected to attend regularly scheduled faculty meetings and specially called faculty meetings which may not extend more than one hour beyond the regular contract day. Teachers who cannot attend specially called meetings shall make arrangements with the appropriate administrator. If leave other than school business is utilized on a professional development day, the principal will assign a make-up activity for the teacher to complete.
- D. For the purpose of compensation only, per diem will be calculated on the basis of the instructional, professional, pre-school, and work days in the current work year.
- E. The Senior High teaching day will consist of no more than seven (7) consecutive periods, to include six (6) classes and one (1) planning period. The Board reserves the right to change the number of periods in the school day as long as it is consistent with state law. In such case, the Board and the Association will renegotiate this item.
- F. Members of the Bargaining Unit will complete an 18-hour strand of approved professional development. Up to an additional fifteen (15) hours of professional development will be compensated at \$30.00 per hour (pending federal funding). Professional development stipend for hours taken after the last day of school will be awarded only to returning employees of the district.

## **5.02 Planning Time**

- A. Teachers will be provided planning time for individual planning and/or preparation and consultation during the instructional day.
- B. Each elementary teacher, excluding counselors and librarians, shall be provided a minimum of two hundred (200) minutes of scheduled planning time each week

within the student instructional day.

- C. In the event those staff members who provide planning times are absent, the elementary teacher's planning time provided by that staff member will be made up within a five-day period of time. In the event the planning time is not made up, the teacher will receive fifteen dollars (\$15.00) for each planning period missed provided the missed planning period(s) reduced the actual planning time in that week below 200 minutes.
- D. Middle school teachers, excluding counselors and librarians, will be provided a minimum of two hundred (200) minutes of scheduled planning time each week within the student instructional day.
- E. Senior High School teachers, excluding counselors and librarians, will be provided a minimum of one planning period each day within the seven (7) period day.
- F. Teachers requested to substitute for absent teachers during their regularly scheduled planning period will be paid at the rate of twenty-five dollars (\$25.00) per class period, provided the teacher has substituted a minimum of thirty (30) minutes.
- G. Teachers requested to combine classes due to the lack of substitute teachers will be paid at the rate of twenty-five dollars (\$25.00) per class period.
- H. Payment will be at the close of the school year. This will be an administratively directed procedure.

### **5.03 Duty-Free Lunch Period**

Each Member of the Bargaining Unit will have a duty-free lunch period of not less than thirty (30) consecutive minutes per day. If conditions do not allow this duty-free lunch, the building principal will then contract with an employee to assist with the lunch duty. If extra personnel is needed and no employee agrees to assist with the lunch duty, then the building principal, Building Level Team, and all certified staff will work to arrive at a mutually accommodating lunch schedule.

### **5.04 Posting of Vacancies**

All instructional, supervisory, administrative and extracurricular vacancies within the district shall be posted on the district web-site within two (2) days after the vacancy has been determined to exist and, if possible, within a minimum of two (2) days before interviewing begins and the position is filled. Throughout the school year, instructional, supervisory, administrative, and athletic extracurricular vacancies shall be posted on the district web-site. After July 1, the length of posting of vacancies shall be one (1) day before the position may be filled.

### **5.05 Personnel Vacancies and Transfers**

A. Assignment/Voluntary Transfer

Members of the Bargaining Unit shall be placed in positions for which they are certified as determined by law and/or the State Department of Education of Oklahoma. Assignment of personnel within the building shall be the responsibility of the building principal. Assignments of personnel to another building shall be the responsibility of the superintendent.

If a teacher desires a change in assignment within his/her building, he/she shall present in writing his/her needs to the building principal.

A teacher who desires transfer to another building may make application as an internal candidate for posted positions at any time in accordance with the provision of the posting.

B. Involuntary Transfer

1. If an involuntary transfer is deemed by the superintendent to be essential to the best interests of the children, the superintendent or his/her designee shall hold a conference with the affected teacher to acquaint the teacher with the needs of the district.
2. All other involuntary transfers, when deemed necessary, shall be based on certification requirements needed in the system. The superintendent will make a selection that is least disruptive to the district with consideration to seniority and experience in the related position.
3. When an involuntary transfer is to be made, the superintendent or his/her designee shall hold a conference with the teacher to be affected. The conference shall be held as soon as possible after the need is recognized and at least four (4) weeks prior to final placement, if possible. The teacher shall be notified by the superintendent in writing as to the nature and cause of such reassignment within five (5) days of the conference. During the first three (3) weeks of each semester, transfers may be made as justified by enrollment with less than four (4) weeks notification.

**5.06 Reduction in Force**

A. Definition

The term "seniority," as used in this contract, shall include a combination of longevity with the district and total years teaching experience. Teachers will be credited with one (1) year of seniority for each year of continuous, full-time contractual employment, commencing with the first year of the current continuous employment. Seniority will not be broken nor shall it continue to accrue when a teacher is on authorized leave or on layoff or when the break in service is fewer

than 13 months. Teachers will be credited with one (1) year of seniority for every three (3) years of out-of-district teaching experience and/or in-district experience prior to the current continuous employment.

B. Procedure

With the Board resides the authority and the responsibility to reduce the number of teachers in the school district and to make the decision when such measures are necessary. Should an occasion arise, when in the best interest of the school district the Board decides a reduction in force is necessary, the bargaining unit will be notified, and the following procedures will be followed per state statute 70 O.S. 6-101.31: In determining which teacher(s) will be dismissed or non-reemployed when one or more of the number of identical positions is eliminated, the following criteria, in this order, shall govern (70 O.S. 6-101-31):

1. The school district will dismiss or non-reemploy the teacher(s) who has the lowest composite rating under the school district's Teacher and Leader Effectiveness Evaluation System (TLE) in the position being eliminated. Ratings will be calculated by averaging the past three (3) years' ratings (or fewer if 3 years are not available) and will be measured to the nearest hundredth of a decimal point.
2. In the event of identical TLE Composite ratings the following criteria, in this order, shall govern:
  - a. Licensed teachers shall be released first, before probationary or career teachers who are certified and highly qualified to hold positions currently held by licensed teachers.
  - b. Probationary teachers shall be released before career teachers who are certified and highly qualified to hold positions currently held by probationary teachers.
3. Selection of probationary teachers for release shall be based on the following criteria:
  - a. Years of teaching service in the area of certification in the position open
  - b. Total number of years of teaching experience
  - c. Years of service in the district
4. If normal attrition and the release of licensed and probationary teachers does not sufficiently reduce the certified staff, the following items shall be considered in the reduction process in the order they are listed:
  - a. Teachers with the least amount of seniority in the district will be released first.

- b. Teachers with the least amount of service in the current assignment will be released next.
- c. Teachers with the least amount of approved academic and professional training will be released next.

C. Release of Teachers Due to Reduction in Force

If a teacher whose position has been eliminated as a result of a reduction in force declines or refuses the offer of a position for which he/she is certified and highly qualified, he/she shall be released.

D. Reemployment

1. Until September 1 of the next succeeding school year after the effective date of termination, the Board shall offer to a teacher who has been released due to a reduction in force all positions that become available for which he/she is certified and highly qualified. If several former teachers are certified and highly qualified for a position, the position shall be offered first to the former career teacher who had the most seniority when laid off. The second criterion for recall will be years of teaching service in the area of certification in the position open. Any teacher who desires to be considered for recall to a teaching position shall notify the Executive Director of Human Resources in writing of this desire and shall also be responsible for keeping the Executive Director of Human Resources advised of a current mailing address, telephone number, and change in job status. Any such offer of recall shall be made by certified mail, return receipt requested, and the teacher shall be notified that he/she must submit a written acceptance or non-acceptance of the position within ten (10) calendar days. If a teacher who is subject to recall declines a position, that teacher's name will be removed from the recall list.
2. A teacher who is recalled shall have restored all benefits accrued on the effective date of the termination, and for payroll purposes shall be placed on the salary schedule at the step reflecting the recalled teacher's teaching experience and college degree.
3. A teacher who is released as a result of a reduction in force shall remain on the recall list until September 1 of the next succeeding school year following the effective date of the reduction in force unless the teacher waives recall in writing, resigns, or fails to accept recall on a position that he/she is certified to teach, or accepts another contract in a different school district.

**5.07 Supplemental Assignment**

A. Definition

The term supplemental assignment shall refer to assigned or accepted services under a supplemental contract as set forth in Appendix D. In the event new positions are created, such positions shall be added to the Supplemental Salary Schedule and shall be subject to bargaining as set forth in this agreement.

B. Supplemental Contracts

A teacher who performs a supplemental assignment in the school district will receive a supplemental contract. Supplemental assignments and supplemental contracts will be issued under the requirements and provisions of Oklahoma Statutes.

C. Conferences Concerning Supplemental Contracts

If a supplemental contract will not be offered to a Member of the Bargaining Unit who heretofore held such a contract, the person who is directly responsible for supervising such Member in the discharge of his/her duties in the supplemental contract shall schedule and hold a conference with the Member for the purpose of informing him/her that supplemental contract will not be offered.

**VI. LEAVE PROVISIONS**

**6.01 Leave for Illness**

A. Definition

Certified employees of the Ponca City Board of Education may be absent from their duties due to personal accidental injury, illness, or childbirth or adoption or for accidental injury or illness in the immediate family without the loss of salary. The immediate family for the purposes of sick leave shall include spouse, son, step-son, daughter, step-daughter, mother, step-mother, father, step-father, or persons living in the same household as a member of the family.

B. Provisions

On the first day of the contract year, each certified employee shall be credited with ten (10) days sick leave.

Unused sick leave shall be cumulative up to a total of one hundred eighty (180) days. Teachers with accumulated one hundred eighty (180) days prior to the 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 eighty (180) days is transferred to their retirement bank.

For certified employees, the right to sick leave shall vest on the first day of the contract year. If a certified employee's effective date of employment is not at the beginning of the school year, he/she shall be eligible immediately for sick leave in an amount equal to one day for each month to be worked between the effective date of employment and the beginning of the next school year.

C. Excess Sick Leave

If, after exhausting, all sick leave, a teacher is absent from his/ her duties, the teacher shall receive for a period of twenty (20) days his/her full contract salary less current substitute rate per day.

D. Sick Leave Bank

Certified employees may participate in the Sick Leave Bank on a voluntary basis. Sick Leave Bank may be utilized by an employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition. An employee may utilize the Sick Leave Bank only under the following conditions: (1) the employee has exhausted, or will exhaust, all sick leave as a result of the condition (including 20 days cost of sub), (2) the condition has caused, or is likely to cause, the employee to take leave without pay or to terminate employment, and (3) the condition is serious, extreme, or life-threatening.

The Board of Education shall require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. "Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.

"Relative of the employee" means a spouse, son, daughter, step-child, mother, father, step-parent, grandparent or grandchild. "Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another.

Provisions for participation include the following:

1. Each employee will be assessed one day of his sick leave upon his initial enrollment in the Sick Leave Bank. Assessment of one day per year of a member's sick leave will be continued until the bank is built up to a minimum of six hundred (600) days. No more days will be added except from new enrollees until the bank is depleted to below six hundred (600). When the Sick Leave Bank total falls below a minimum six hundred (600) days, each active member will be assessed one day each. This assessment will be made at the time of enrollment as a Sick Leave Bank member, that being the first official school day.
2. Additions will be made to the bank at the beginning of each school year according to the limitations stated in Item 1.
3. A person withdrawing from membership in the Sick Leave Bank will not be able to withdraw the contributed days and will lose their Sick Leave Bank

balance.

4. Only those employees participating in the Sick Leave Bank will be eligible to withdraw days, and then only after their accumulated sick leave and excess sick leave are used.
5. A maximum of sixty (60) days each contract year can be drawn from the Sick Leave Bank by an employee who is ill or injured. For "relative of the employee," the employee may utilize no more than ten (10) days each contract year from the Sick Leave Bank.
6. The days available in the Sick Leave Bank to any individual employee will be ten (10) days on the first day of the contract year he/she elects to participate and will increase ten (10) days each year reaching a maximum of sixty (60) days the sixth year of participation.
7. Persons withdrawing sick leave days from the Sick Leave Bank will not have to replace these days except as a regular contributing member to the bank.
8. Utilization of accumulated sick leave, excess sick leave, and Sick Leave Bank shall not exceed a combined total of 185 days.
9. After exhausting all Sick Leave Bank days, to remain a member of the Sick Leave Bank, an employee will need to donate one day of sick leave to remain in the Sick Leave Bank.
10. Persons who have chosen to not participate in the Sick Leave Bank and wish to join, must join prior to August 1 of the school year in which they desire to become a member.

E. Reimbursement for Unused Sick Leave

Certified employees who have accumulated a maximum of one hundred eighty (180) days of sick leave will be eligible for a buy-back of up to a maximum of ten (10) days at the end of the fiscal year. Each unused day of sick leave between the accumulation of one hundred eighty (180) days and one hundred ninety (190) days will receive thirty dollars (\$30.00) per day for each of these unused sick leave days.

This buy-back provision will in no way alter the sick leave pay for retiring employees.

F. Sick Leave Pay for Retiring Employees

The Ponca City Board of Education will pay a certified retiring employee retiring through the Oklahoma Teacher Retirement System, who has completed fifteen (15) years or more in the Ponca City School System, twenty dollars (\$20.00) for each unused sick leave day up to a maximum of one hundred eighty (180) days.

G. Transfer of Cumulative Sick Leave

Certified employees may transfer a maximum of sixty (60) days cumulative sick leave from another Oklahoma public school district. The school Board of the sending district shall certify the exact number of days eligible for transfer.

**6.02 Bereavement Leave**

Teachers will be granted up to five (5) days of bereavement leave without loss of pay for a death in the immediate family, to be used within 30 days of death. Request forms can be found and downloaded from the Human Resources Department webpage.

Bereavement leave shall be granted for each occurrence. For the purpose of bereavement leave, the immediate family shall include spouse, son, daughter, son-in-law, daughter-in-law, mother, father, step-mother, step-father, mother-in-law, father-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew.

Bereavement leave taken for the death of a spouse, child, or pregnancy loss (including stillbirth or miscarriage) will be up to fifteen (15) days without loss of pay. In the case of a stillbirth or miscarriage, a doctor's note is required.

After bereavement leave has been exhausted, a certified employee who is absent because of a death in the immediate family shall receive his/her full contract salary less the amount of cost of a substitute for a period up to twenty (20) working days.

**6.03 Emergency Leave**

Up to three (3) days of emergency leave will be granted without loss of pay for unforeseen and uncontrollable circumstances which would reasonably keep a teacher from performing his/her duties.

Emergency Leave shall be limited to:

1. Household Emergencies
2. Court appearances in which the employee is required to testify that are not of a personal nature.
3. College or university matters that cannot be scheduled outside of school hours.
4. Other items submitted and approved by the Designee of the Board of Education.

After emergency leave has been exhausted, a certified employee who is absent because of unforeseen and uncontrollable circumstances shall receive his or her full contract salary less the amount of the cost of a substitute.

Emergency leave will be entered in Absence Management as Personal Business by the

employee. Once the Emergency Leave Form is submitted and approved, the leave will be changed from Personal Business to Emergency Leave. All Emergency Leave is subject to approval by the Designee of the Board of Education.

#### **6.04 Personal Business Leave**

Three days of personal business leave will be granted upon the request by a teacher and approved by site administrator. The request MUST be made three (3) days in advance, except in an emergency situation. Non-emergency personal business requested for any Friday, must be approved in advance by the superintendent or his designee. Members of the Bargaining Unit on Step 0 – Step 25 may utilize the first and third personal business day taken at no loss of pay. The second personal business day taken shall be docked at eighty dollars (\$80.00). Members of the Bargaining Unit who are above Step 25 on the salary schedule will receive three (3) personal business days at no loss of pay. If these three (3) days are not used during the current school year, at the end of the fiscal year, Members above Step 25 will be paid eighty dollars (\$80.00) for each day not used.

Except in cases of unusual or extraordinary circumstances, personal business leave shall not be taken the first five (5) days or the last five (5) days that school is in session, the day immediately preceding or following a holiday or vacation period, or days when semester examinations are scheduled. Personal business leave meeting these conditions must be approved in advance by the superintendent or her designee.

Personal business leave days are cumulative. There is no maximum cumulation. The teacher may use no more than ten (10) consecutive days and no more than fifteen (15) days per year on personal business leave.

Members of the Bargaining Unit that use accrued personal business will be docked pay \$80.00 per day.

A certified retiring employee retiring through the Oklahoma Teachers Retirement System, who has completed fifteen (15) years or more in the Ponca City School System, has the option to:

- A. Convert unused personal business days to unused sick leave days for the purpose of retirement;
- B. Cash in personal business days for \$40.00 per day; or
- C. Any combination of either option.

#### **6.05 Automatic Leave of Absence**

After exhausting all sick leave, excess sick leave, and Sick Leave Bank, personnel will automatically be placed on leave of absence without pay. When an employee is placed on an automatic leave of absence, a statement from a doctor indicating that the employee is unable to work must be furnished for the leave to remain in effect. An employee returning from an automatic leave of absence must present a doctor's statement indicating that he/she

is able to return to work without restrictions.

While an employee is on leave of absence without pay, benefits or experience will not accrue, but the employee will not lose prior experience or benefits and will be eligible to participate in professional associations. Although the leave of absence will not be considered as a break in employment, salary increments based on additional experience will not be granted for the period of the leave of absence except when the teacher has completed at least one-half year of service before being placed on automatic leave of absence.

Automatic leave of absence shall not exceed one contract year. Exceptions may be allowed for individual cases when a request is submitted to the designee of the Board and approved by the Board.

#### **6.06 Maternity Leave**

- A. Employees must have worked for at least one full year and 1,250 hours for Ponca City Public Schools in the preceding twelve months.
- B. Employees are eligible for up to six (6) weeks of paid maternity leave at the birth of their child.
- C. The six (6) weeks begin immediately at the birth of the child.
- D. The PCPS employee is responsible for providing lesson plans for each week that they are gone.
- E. Employees can use their accrued sick days for additional leave after the six (6) weeks are used.
- F. If, after exhausting all sick leave, a teacher is absent for his/her duties, the employee shall receive for a period of twenty (20) days his/her full contract salary less the current substitute rate per day.
- G. Additional days may be permitted if the employee was an active participant with the sick bank. Provisions for the sick bank are in the Negotiated Agreement Section 6.01 Leave for Illness, Item D Sick Leave Bank.

#### **6.07 Paternity Leave**

- A. A leave of absence without pay shall be granted for up to one year for the purpose of paternity. It may be renewable annually upon approval of the Board. The application for such leave shall be given to the superintendent no later than sixty (60) calendar days prior to the effective date of such leave and shall include a statement of the exact date on which the teacher wishes to terminate her/his teaching.

- B. A teacher on leave under the above conditions wishing to return to duty shall file a written request with the superintendent prior to April 10 of the year she/he plans to return. The Board shall not be required to return the teacher to employment except at the beginning of the following school year.
- C. If a teacher does not comply with the above conditions, the right to such a leave and/or right to return may be denied by the Board.
- D. A teacher on paternity leave may continue the employee health insurance plan by paying the monthly premium for the duration of leave, subject to approval of the health insurance program underwriter.

#### **6.08 Family and Medical Leave**

The provisions set for the Family and Medical Leave Act Policy shall apply to all eligible employees. However, in any case where a category of leave covered in the negotiated contract or contained in board policy exceeds the provisions for length of leave in the FMLA Policy, the two leave provisions shall run concurrently until the FMLA leave provision expires, and at that point, leave as otherwise provided for in contract and in policy shall continue until exhausted under the provisions of the previously mentioned documents.

#### **6.09 Sabbatical Leave**

- A. Sabbatical leave will be for the purpose of continuing education, or for other personal reasons requiring absence from education duties.
- B. The sabbatical leave shall be for no more than one year. The certified personnel making the sabbatical leave request must have career status.
- C. Granting of the request shall be contingent upon finding a qualified replacement, willing to accept a temporary contract.
- D. Application is to be approved by the Board of Education and the Superintendent of Schools.
- E. While the teacher is on sabbatical leave without pay, he/she shall be entitled to maintain membership and participate in professional associations, and to retain all other benefits related to employment or experience, except that such benefits or experience shall not accrue.
- F. The teacher on sabbatical leave will forfeit no cumulative leave days or days currently deposited in the sick leave bank.
- G. Written notice to return to employment in the district shall be on file with the Clerk of the Board by March 1, of the sabbatical leave year.

**6.10 National Board Certification Leave**

Two (2) days of school business will be granted to teachers working toward National Board Certification. Must be approved prior to absence.

**6.11 Attendance Incentive**

For exemplary attendance, teachers will be awarded additional accumulated sick leave as follows:

- Four (4) days for zero (0) absences;
- Three (3) days for up to, and including, one (1) day absence.

All absences, except for jury duty and school business, shall be counted towards the incentives. Attendance incentives will be calculated in June. The attendance incentives will be pro-rated for part-time and/or less than full year employment in proportion to their employment status based on full-time equivalency.

**6.12 Occasional Leave**

Occasional leave may be taken up to one (1) hour upon approval of the building principal. The teacher taking the leave will be responsible for arranging coverage of classes and informing the building principal. No substitute will be provided or paid by the district for the teacher using leave. No entry is required in the automated absence reporting system. Absences exceeding one (1) hour must be entered into the automated absence reporting system as the appropriate leave type. The building principal will determine the parameters of occasional leave. Any disputes will be turned over to the Executive Director of Human Resources.

**VII. TEACHER EVALUATION**

**7.01 Philosophy**

The Ponca City Public Schools Teacher Evaluation Program is based on the improvement of instruction through focusing on factors which have demonstrated effectiveness in increasing student achievement, fostering a positive student self-image, and building student enthusiasm for the learning process. It is designed to increase the faculty member's effectiveness, give a clearer definition of the teacher's job, and lead to self-improvement. Evaluation should be a continuous, constructive, and cooperative experience between the teacher and evaluator, be made a matter of record, and provide information for both teachers and administrators. The Ponca City Public Schools shall make every reasonable effort to give all necessary support and assistance to teachers with respect to maintenance of an appropriate learning environment in the classroom.

## **7.02 Orientation**

Within six (6) weeks after the beginning of each school year, the building principal shall acquaint each teacher under his/her supervision with the evaluation procedures and instruments and advise each as to the designated administrator who will evaluate his/her performance. All new teachers to the district will be acquainted with the evaluation instrument. In the case of a change of evaluation instrument, no evaluation shall take place until all teachers have gone through orientation and are acquainted with the new instrument. A new teacher or a teacher reassigned after the beginning of the school year shall be notified by the appropriate principal of the evaluation procedures in effect. Such notification shall be within six (6) weeks of the first day in the new assignment.

## **7.03 Appraisal Process**

Appraisal is a cooperative process wherein the individual appraised and the evaluator feel a joint responsibility to focus on instructional improvement and to work together to achieve professional growth. The process is based on the assumption that the need for professional growth extends to all teachers regardless of their experience or current level of competence. A need for professional growth does not necessarily imply incompetence.

## **7.04 Observations and Purpose**

Observations may be planned or "drop-in." The supervisor will use the Marzano Focused Framework Protocol, through iObservation, to apply data points for the analysis of the teaching. The Marzano Framework allows the supervisor to analyze the lesson and formulate objectives for the conferences. A copy of the evaluation record, with data points applied, will be emailed to the teacher within two working days following the observation. The email will be sent to the teacher through iObservation. The teacher will be required to acknowledge the email to indicate receipt, and the acknowledgement will serve as an electronic signature. A record of observation will be maintained in iObservation.

All observations shall be conducted openly with the full knowledge of the teacher and for the purpose of promoting professional growth.

During the course of the school year, at least one (1) observation conducted by the supervising principal must be a minimum of twenty (20) consecutive minutes in duration.

## **7.05 Conferences**

### **A. Conferences**

Conferences will be held by the supervisor in working with the teacher. A conference must be preceded by a minimum of thirty (30) minutes of observation. Observations and conferences will provide information to be used in the final evaluation.

- B. Conferences for Probationary Teachers  
Probationary teachers will have at least one conference prior to November 15, at least one additional conference prior to February 10, and at least one additional conference prior to May 1.
- C. Conferences for Career Teachers  
Career teachers will have a minimum of two conferences prior to May 1 each year.
- D. Additional observations and conferences may be held at the request of the teacher.

#### **7.06 Remediation**

- A. When the supervisor believes a teacher's deficiencies may lead to a recommendation for dismissal or non-reemployment, a detailed written Plan of Improvement to assist the teacher in eliminating difficulties related to the Performance Guidelines will be developed. Prior to finalization of the Plan of Improvement, the teacher will have an opportunity to provide input. The areas of unsatisfactory performance shall be identified in writing, and the administrator will make a reasonable effort to assist the teacher to correct whatever appears to be the causes for the potential dismissal or non-reemployment. A signed copy of the Plan of Improvement will be retained by both the teacher and the evaluator.
- B. A reasonable time for improvement, not to exceed two (2) months, shall be established in accordance with the nature and gravity of the teacher's performance or conduct. When the stated time has expired, the teacher will receive a written assessment of the progress on the Plan of Improvement. The written assessment shall indicate one of the following: (1) plan has been successfully completed, (2) plan will be extended, or (3) new plan will be written. If the teacher does not correct the cause for potential dismissal or non-reemployment within a reasonable length of time, the administrator shall indicate the recommendation on the Evaluation Record. Copies of the Plan of Improvement shall be attached to the Evaluation Record.

#### **7.07 Evaluation Record and Copy**

- A. The building principal or assistant principal shall observe and evaluate each teacher formally through iObservation. The criteria for evaluating professional performance are divided into four categories: classroom strategies and behaviors; planning and preparing; reflections on teaching; and collegiality and professionalism. Data points shall be applied to elements observed.
- B. Observation will be reflective of observable performance, not isolated incidents or events.

- C. The final evaluation will be completed after a minimum of two (2) conferences for career teachers and a minimum of three (3) conferences for probationary teachers. All final evaluations must be completed by May 1 of each year.
- D. The teacher shall be provided a copy of the final evaluation, signed by both supervisor and teacher. The teacher signature does not necessarily indicate agreement with the evaluation but rather awareness of the content and receipt thereof.

#### **7.08 Response**

If the teacher feels his/her final evaluation is incomplete, inaccurate, or unjust, he/she may put his objections in writing if done within two (2) weeks and have them attached to the final evaluation to be placed in his/her personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

#### **7.09 Recommendation for Renewal**

The final evaluation indicates the evaluator's recommendation for continued employment, admonishments that could lead to non-reemployment, or recommendation for non-reemployment.

### **VIII. INDIVIDUAL RIGHTS**

#### **8.01 Exclusion of Exempted Employees**

Nothing in this contract is intended to grant any rights under the Teacher Due Process Act of 1990 to any teachers who are exempted from the provisions thereof. (§70-6-101.23)

#### **8.02 Personnel File**

##### **A. Personnel File Review**

1. A personnel file will be accurately maintained in the Central Administrative Office for each teacher.
2. Each teacher shall have the right during regular school district office hours to review the contents of his/her personnel file, except references provided to the district on a confidential basis. A representative of the Association, at the teacher's request, may accompany the teacher in this review.
3. The Board or its administrative representative, including building principals, shall not establish any separate personnel file which is not available for the teacher's inspection. Material not maintained or referenced in the central office personnel file shall not provide the basis for discipline against a teacher.

B. Personnel File Contents

1. Each teacher's personnel file shall contain only the following:
  - a. teaching certificates,
  - b. college placement material, including official transcripts,
  - c. record of staff development points,
  - d. copies of annual contracts,
  - e. records relative to compensation,
  - f. copy of Annual Leave Report,
  - g. Evaluation Records and Conference Records, written pursuant to Article VII, Teacher Evaluation,
  - h. copies of official personnel action,
  - i. letters of commendation, and
  - j. other materials considered pertinent by the superintendent.
2. Material that may adversely affect a teacher's employment status may not be placed in a teacher's personnel file until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. Material resulting from a complaint must be signed by the complainant before it is placed in the teacher's file. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) working days, to affix a written response to said material.
3. Any material may be removed from the file and returned to the teacher by mutual consent of the superintendent and teacher, unless otherwise prohibited by law.

C. Personnel File Reproduction

The teacher shall have the right to reproduce any of the contents of his/her file if it does not violate a federal or state law.

**8.03 Conference and Notification**

When an official investigation is initiated because of a student or parent complaint alleging an action which is in violation of Board policy or State Law, the teacher will be notified in a reasonable time frame.

During any administrator-teacher conference, especially those that may lead to a written disciplinary action or dismissal of the teacher or pertain to Negotiated Agreement concerns, the conference may be interrupted or postponed at the request of the teacher so that he/she may have representation present when the conference is continued.

A 24-hour advance written or electronic notice of the right to representation will be provided to certified employees when a meeting is scheduled for the purposes of presenting a Plan of Improvement, Admonishment or other personnel file record.

#### **8.04 Grievance Procedure**

##### **A. Purpose**

The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a claim of the grievant.

##### **B. Definitions**

1. A "grievance" shall be defined as a claim by a grievant that a disagreement exists involving interpretation or application of the terms of this contract, Board policy, or Board practice.
2. The term "grievant" shall refer to the person or group making the claim.
3. The term "day" shall mean working days, except when an occurrence or omission giving rise to a grievance is discovered or a grievance is submitted less than twenty (20) days before the close of school or during the summer. When the discovery of the cause for grievance or the submittal of a grievance occurs within the last twenty (20) days before the close of school or during the summer, the term day shall mean calendar day, exclusive of weekends and holidays.

##### **C. Association Rights**

1. The Association may continue any grievance filed and later dropped by a teacher or group of teachers, provided that the grievance involves the application or interpretation of this contract.
2. If a grievance affects a group of teachers or the Association, the Association may initiate and submit a grievance. Class grievances involving more than one administrator or an administrator above the building level may be filed by the Association at Step 2.

##### **D. Individual Rights**

1. Written documents, communications, or records dealing with the grievance shall be filed separately from the personnel file of the grievant and shall be kept confidential.
2. The grievant shall be afforded the right to representation of the grievant's choice at any conference or hearing relating to the grievance.

3. The grievant shall have the right to forward the grievance to the Clerk of the Board on his/her own behalf at Step 4 if the Association does not forward the grievance.

E. Procedure

1. If any of the time limits outlined herein are not met by the grievant, the grievance shall lapse.
2. If any of the time limits outlined herein are not met by the affected administrator, the grievant may proceed to the next step.
3. The Board, the administration, and the Association will cooperate in the investigation of any grievance and will share the information as is requested for the processing of a grievance.
4. Steps shall be followed in sequence, subject to being discontinued by the grievant at any point in this procedure:

STEP ONE:

Within twenty (20) days after the discovery of the occurrence or the act of omission giving rise to the grievance, the teacher shall (a) promptly notify the immediately involved administrator of the alleged violation, stating that a grievance may exist; (b) discuss the alleged grievance with the administrator; and (c) attempt to resolve the issue. Any written record of a complaint shall be destroyed if the grievance does not go beyond Step One.

If the grievance is not resolved through discussion, the grievant shall present the grievance in writing to the Superintendent within five (5) days after initial discussion.

STEP TWO:

The Superintendent shall meet with the parties concerned and reply to the grievant in writing within ten (10) days of receipt of the grievance, giving disposition of the grievance.

STEP THREE:

If the grievant is not satisfied with the disposition of the grievance at Step Two, the grievant shall forward the grievance in writing to the Association Member Rights Committee within five (5) days of receipt of the Superintendent's reply. The Member Rights Committee shall reply to the grievant in writing within ten (10) days of receipt of the grievance.

STEP FOUR:

The Association and/or grievant shall forward the grievance in writing to the Clerk of the Board within five (5) days of receiving the Member Rights Committee's reply to the grievant. The Clerk shall inform the grievant of the hearing date. Said hearing shall take place at the next regularly scheduled Board meeting or at a special meeting called within fifteen (15) days after receipt of the request. The parties of interest shall have the right to include in the hearing such witnesses or counselors as they deem necessary to develop facts pertinent to the grievance. Said hearing will be held in open meeting.

STEP FIVE:

The Superintendent shall, within five (5) days after the conclusion of the hearing, report the Board's decision to the grievant and the Association President in writing.

5. Grievance forms are attached hereto as Appendix B.

**8.05 Student Teachers**

All student teachers shall be assigned to the sites only by the Executive Director of Human Resources. The building principal will be responsible for placement of the student teachers within his/her building. Student teachers shall be assigned to a teacher only with the teacher's consent. Supervising teachers shall be notified at least four (4) weeks prior to the arrival of the student teacher.

**8.06 Tuition Fee Waivers**

A tuition fee waiver shall be defined as a tuition free credit granted by a higher education institution to a teacher as compensation or appreciation for assisting with the student teaching program. When the tuition fee waiver forms are received from the institution of higher education by the school district, the Executive Director of Human Resources shall forward the fee waiver form to the respective supervising teacher. He/she may utilize the tuition fee waiver or make it available to another member of the certified teaching staff.

**8.07 Standards of Conduct and Performance**

The standards established by the State Board of Education pursuant to Oklahoma Statutes §70-6-101.21 shall be the Standards of Conduct and Performance for Teachers of the Ponca City Public Schools until such time as new standards are negotiated between the Board and Association. The Standards of Performance and Conduct for Teachers promulgated by the State Board of Education are attached hereto in Appendix A.

## **8.08 Payday Schedules**

Members of the Bargaining Unit will be paid according to a specific schedule determined annually and posted at each site. The schedule will list the payroll delivery dates for the school year. Payroll delivery dates will be the last day of the month. If the last of the month falls on a weekend, the payroll delivery date will be the preceding working day except for the December 31<sup>st</sup> (January) payroll which shall be the calendar day following the January 1<sup>st</sup> holiday or weekend. Extra Duty pay will be paid on the fifteenth of the month. When school is not in session, working day shall be defined as the calendar day preceding the weekend.

When a teacher is separated from employment before the end of a contractual period, terminal pay will be prorated on a per diem basis, and the teacher will receive the terminal pay on the next payroll delivery date.

## **8.09 Payroll Deductions**

Each teacher may, upon written authorization, initiate the following payroll deductions:

- a. board-approved insurance programs,
- b. Oklahoma Educators Credit Union,
- c. PCACT/OEA/NEA dues,
- d. OK-PAC/NEA-PAC dues,
- e. annuities, and
- f. other items as approved by Board policy.

Teachers wishing to make changes may do so by giving written notice to the payroll clerk by the fifteenth (15th) of the month prior to the next payroll date. Teachers may terminate a payroll deduction by giving written notice to the payroll clerk by the fifteenth (15th) of the month prior to the next payroll date; teachers who terminate a deduction will not be allowed to renew the deduction for that year.

The district shall make disbursements to the above-mentioned agencies within ten (10) working days after deduction has been made.

Payroll deduction options placed in the district's 125 Plan shall only be changed in accordance with the regulations of the Plan.

## **IX. ASSOCIATION RIGHTS**

### **9.01 Released Time**

Should a conference or the investigation and processing of a grievance require a teacher or Association representative be released from his regular assignment, he/she shall be released without loss of pay. However, no member of the Association may miss more than a total of seven (7) hours to represent Members of the Bargaining Unit.

**9.02 Use of Building/Mail Boxes**

The Association will be permitted to use school facilities for Association meetings and/or business upon arrangement with appropriate administrator. Association meetings may be called before the start of the instructional day or following the end of the instructional day.

The Association shall have the right to place notices, circulars, and other Association material in the mail boxes of all Members of the Bargaining Unit. However, in case a large quantity of Association material is to be delivered through the district's inter-district mail/delivery service from school site to school site, arrangements must be made through the Executive Director of Finance.

**9.03 Availability of Information**

The Board Clerk shall make available to the Association two (2) electronic copies of the official agenda and addenda for each meeting of the Board before the Board meeting. Any addenda to the formal agenda will be available at the Board meeting.

The President of the Association will advise the superintendent no later than July 1 of any fiscal year what two members will be receiving the electronic copy of the agenda. An email with a link to the Agenda with Commentary will be sent to all members of the Bargaining Unit before the board meeting.

**9.04 Distribution of Contract**

The cost of printing this contract shall be the responsibility of the Board. The Board shall be responsible for typing, preparing the contract for printing, and posting a copy on the school district web site. The contract will be printed in sufficient quantity to provide a copy for each building administrator, a copy for each site to be placed in the teacher's lounge, and up to fifty (50) additional copies for the Association upon request. Within thirty (30) days from the date of ratification, the Association shall provide the Board a list of additional copies that have been requested by their membership. A copy shall be posted on the school district web site within thirty (30) days from the date of ratification.

**9.05 Availability of Board Policies**

A link to current Board policies may be found on the homepage of the district website.

**9.06 Association Leave**

A pool of fifteen (15) days shall be provided to the Association for the purpose of Association related professional meetings. No more than five (5) days shall be used from this pool on a given day except for Delegate Assembly. No individual Member shall use more than three (3) days from the pool during the school year, except for the Association president. Written request for use of Association leave shall be made to the superintendent or his/her designee not less than forty-eight (48) hours in advance of the anticipated leave.

**9.07 Calendar Committee**

The Association President and six other Members of the Bargaining Unit will be asked to serve on the Calendar Committee. Members will include a member from each: Ponca City High School, East, West, elementary, elementary special and PreK.

**9.08 Professional Development Committee**

The Ponca City Professional Development committee shall be appointed by the Ponca City Board of Education. The Professional Development Committee for the Ponca City Public Schools shall include classroom teachers, administrators, and parents of the school district. A majority of the staff development committee shall be composed of classroom teachers by at least one more than half of the committee. The teacher members will be selected by a designated administrator from a list created by teacher self-nominations and names submitted by the Ponca City Association of Classroom Teachers. Each building or school site shall have at least one representative. The final slate of new committee members shall be approved by teacher vote. The term of appointment for each committee member shall be three years, unless otherwise noted. No committee member shall serve more than two consecutive terms. Vacancies shall be filled by appointment of the Board of Education. The committee will elect its own chairperson and its own secretary annually.

**X. COMPENSATION**

**10.01 Incentive Pay**

In the event a petition signed by twenty percent (20%) of the classroom teachers employed in the district requesting incentive pay is submitted to the Board or in the event the Board desires to implement an incentive pay plan, the Board will notify the Association in writing and return to bargaining to negotiate the incentive pay plan. (§70-5-141.2)

**10.02 Fringe Benefits**

- A. The Board in partnership with the Oklahoma State Department of Education shall pay one hundred percent (100%) of the contribution of each Member of the Bargaining Unit to the Oklahoma Teachers' Retirement System.
- B. Certified personnel who choose to take the actual health coverage shall receive a flexible benefit allowance of 100% the OSEEGIB Health Choice High plan to be paid in full until June 30, 2026. Certified personnel who choose not to take the health insurance available by OSEEGIB will receive a flex cash benefit of \$836.52, which will not, and does not, increase.

**10.03 Compensation**

- A. The base salary of all persons covered by this contract is set forth in Appendix D, which is attached hereto and made a part hereof.

1. Upon ratification, all Members of the Bargaining Unit shall be placed on the salary schedule for which they are qualified for the current contract year based on their years of experience.

Newly employed members of the Bargaining Unit shall be placed on the salary schedule commensurate with their actual teaching experience and degree held. Experience may be in public school, private school, higher education institutes, both public and private, or a combination thereof. In calculating actual teaching experience, a maximum of five (5) years for military service shall be used to determine appropriate placement on the Negotiated Base Salary Schedule. No employee will be placed on a salary lane for which they do not have a valid degree.

2. Degree Preparation Stipend: Teachers accepted into a Master's Degree program and pursuing a Master's Degree in education or related fields will be paid a one-time stipend of \$1,500 upon completion of 16 credit hours in their graduate program while employed by the Ponca City Public Schools. The stipend will be awarded only to returning employees of the district.

Teachers accepted into a Doctorate Degree program and pursuing a Doctorate Degree in education or related fields will be paid a one-time stipend of \$2,000 upon completion of 20 hours in their graduate program while employed by the Ponca City Public Schools. The stipend will be awarded only to returning employees of the district.

3. Members of the Bargaining Unit shall advance on the salary schedule in accordance with advanced college credits and degrees earned. All such credits and degrees must be earned from accredited institutions and must be in a field of study which either enhances the teacher's current area of certification, prepares the teacher for a new area of certification or endorsement, or is designed to improve the teacher's general teaching skills.
4. Members of the Bargaining Unit who earn 20 hours past the Master's Degree in education while employed by the Ponca City Public Schools shall be paid \$500 above the appropriate step on the Masters Salary Schedule.

- B. A Member of the Bargaining Unit who accepts a supplemental assignment shall be compensated. Compensation for all supplemental assignments shall be paid as set forth in the schedule of Extra Duty Compensation in Appendix D, attached hereto and made a part hereof.
- C. Members of the Bargaining Unit who are authorized by the administration and approved by the Board to work a period of days before and/or after the official school calendar year shall be remunerated at the rate of the individual Member's per diem.

- D. Members of the Bargaining Unit who are off-step on the Bachelor's, Master's or Doctorate Schedules in 2024-2025 will be paid a \$500.00 stipend for 2025-2026.

## **APPENDIX A**

# **Standards of Performance and Conduct for Teachers**

Professional Services Division  
(70 O.S. Supp. 1990 § 6-101.21 and 101.22)

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 nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their 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
  - Exclude any student from participation in any program;
  - Deny benefits to any students; or
  - Grant any advantage to any student.

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**

**Oklahoma Administrative Code (OAC) 210:20-29-5 – [Amended] February 2024**

A career teacher may be dismissed or not reemployed for:

1. Willful neglect of duty;
2. Repeated negligence in performance of duty;
3. Mental or physical abuse to a child;
4. Incompetency;
5. Instructional ineffectiveness;
6. Unsatisfactory teaching performance; or
7. Any reason involving moral turpitude; or
8. Abandonment of contract.

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment, the teacher is convicted in any state or federal court, or any sex offense subject to the Oklahoma Sex Offenders Registration Act or any other state or federal sex offender registration provisions.

A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has engaged in acts that could form the basis of criminal charges sufficient to result in the denial or revocation of a certificate for a reason set forth in subparagraph a of paragraph 6 of 70 O.S. § 3-104.

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 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.

## SELF-APPRAISAL

1. Identify what you think has contributed to your effectiveness as an educator (e. g., course work, private study, travel, work on school committees, in-service training, etc.)
2. What do you consider to be your greatest strengths?
3. Identify the areas in which you would like to demonstrate professional growth during the next year.

## **APPENDIX B**

**PONCA CITY PUBLIC SCHOOLS**  
**Grievance Form**

AGGRIEVED:

SUBMITTAL DATE:

STEP:

BELIEVED VIOLATION:

DATE CAUSE OF GRIEVANCE OCCURRED:

ASSOCIATION GRIEVING ON BEHALF OF:

SCHOOL:

IMMEDIATE ADMINISTRATOR:

STATEMENT OF GRIEVANCE:

RELIEF SOUGHT:

---

Signature of Grievant

Date

Distribution: Superintendent  
Immediate Administrator  
Grievant  
Association President

**PONCA CITY PUBLIC SCHOOLS**  
**Reply to Grievant**

AGGRIEVED:

DATE:  
STEP:

DATE RECEIVED BY ADMINISTRATOR:

DISPOSITION OF GRIEVANCE:

---

Signature of Administrator

Date

Distribution: Superintendent  
Affected Administrator  
Grievant  
Association President

## **APPENDIX C**

### Senior High School Head Coaching

Sport	Stipend
Athletic Training	\$6,200
Baseball	\$7,000
Basketball	\$10,000
Cross Country (combined b/g)	\$5,700
Football	\$12,000
Golf	\$3,600
Soccer	\$5,000
Softball	\$7,000
Strength and Conditioning	\$6,200 for 1 coach or \$3,100 for 2 coaches
Swimming (combined b/g)	\$6,800
Tennis	\$4,250
Track	\$4,000
Volleyball	\$4,800
Wrestling	\$10,000

Assistant Athletic Director	\$6,000
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### Senior High School Assistant Coaching

Sport	Stipend
Associate Head Coach or Coordinator	\$2,500
Baseball	\$3,000
Basketball	\$3,800
Cross Country	\$1,800
Football	\$4,500
Golf	\$1,800
Soccer	\$2,500
Softball	\$3,000
Swimming	\$2,200
Tennis	\$2,000
Track	\$2,000
Volleyball	\$2,000
Wrestling	\$3,800

### 9<sup>th</sup> Grade Head Coaching

Sport	Stipend
9 <sup>th</sup> Basketball	\$3,600
9 <sup>th</sup> Football	\$3,600
9 <sup>th</sup> Volleyball	\$2,400

### 9<sup>th</sup> Grade Assistant Coaching

Sport	Stipend
9 <sup>th</sup> Football	\$2,500

### Middle School Head Coaching

Sport	Stipend
Baseball	\$2,500
Basketball	\$3,000

Cross Country	\$2,400
7 <sup>th</sup> AND 8 <sup>th</sup> Football	\$6,000
7 <sup>th</sup> OR 8 <sup>th</sup> Football	\$3,000
Golf	\$2,000
Softball	\$2,500
Tennis	\$2,000
Track	\$2,400
Volleyball	\$2,400
Wrestling	\$3,500

### Middle School Assistant Coaching

Sport	Stipend
Baseball	\$1,800
Basketball	\$2,000
Cross Country	\$1,800
Football	\$2,000
Golf	\$1,800
Softball	\$1,800
Tennis	\$1,800
Track	\$1,800
Volleyball	\$1,500
Wrestling	\$2,000

Bus Driver Stipend	\$250
Three Sport Stipend	\$1,000

### Coordination

Assignment	Stipend
ATLAS Teacher	\$5,000
Art, Music, & PE Coordinator	\$600
Department Chair	\$250 + \$130 per teacher in the department
District Instrumental Music	\$6,500
Elementary Grade Level Curriculum and Speech Pathology Coordinator	\$1,500
STEP Teacher	\$5,000
Technology Coach	\$500 per site

### Activities

Activity	Stipend
Band- Senior Band Director	\$9,500
Band- Assistant Band Director	\$5,500
Cheerleading- Senior High	\$5,500
Cheerleading- Assistant Senior High	\$3,200
Cheerleading- 9 <sup>th</sup> grade	\$3,200
Cheerleading- 8 <sup>th</sup> grade	\$3,200
Drill Team	\$5,500
E-Sports	\$2,500
E-Sports Assistant Coach	\$1,000
Flag Corps	\$2,500

Hope Squad	\$500 for PoHi, \$200 for East, and \$350 West
Orchestra- Senior High Director	\$9,500
Orchestra- Assistant Director	\$5,000
Robotics	\$2,400
Special Olympics Head Coach	\$1,000
Unified Champion Advisor	\$250
Vocal Music- Senior High Director	\$6,000
Vocal Music- Assistant Director	\$3,100

### Senior High Site Responsibilities

Activity	Stipend
Advanced Placement Coordinator	\$750
Advanced Placement Teacher (excludes coordinator)	\$600
Prom Coordinator	\$1,000
Gifted Coordinator	\$1,800
Great Escape Coordinator	\$1,000
Master Scheduler	\$1,200
Mock Trial	\$1,200
National Honor Society	\$1,200
Panic	\$900
State Student Council Coordinator	\$3,000
Student Council- Lead	\$3,000
Student Council- Assistant	\$900
Theater	\$3,600
Yearbook	\$3,000

### Elementary Extra Duty Responsibilities

Activity	Compensation
Per Site	\$2,500

### Middle School Extra Duty Responsibilities

Activity	Compensation
Per Site	\$4,500

**Grandfathered:** Staff making in excess of the stipend listed will be grandfathered in at their 2021-2022 rate. No stipend will be at a lesser rate than they currently are making.

**Longevity:** Staff in extra duty positions will be paid an additional percentage of stipend per activity:

- 2% 5-9 years
- 4% 10-14 years
- 6% 15-20 years
- 8% 20+ years

Longevity stipends are paid for:

- Extra duty service only in our district
- Longevity in each individual sport or area

Clarification Language:

- If there is a break in service, previous experience in Ponca City will count.
- Longevity will not be added to the “Three Sport Stipend” of \$1,000.

**District Shuttle Bus Supervisors:** \$1,400 for only required sites

**Special Services:** Child Find Coordinator- \$1,700

**Recruitment Stipend:** Upon approval of Board of Education, any stipend up to \$6,000 may be given as a one-time stipend as a recruitment incentive and will not be given to the same individual in subsequent years.

## **APPENDIX D**

**2025-2026 PONCA CITY PUBLIC SCHOOLS  
BACHELORS**

(A)	(B)	(C)	(D)	(E)	(F)	(G)
<u>STEP</u>	<u>BASE SALARY</u>	<u>DISTRICT PAID RETIREMENT</u>	<u>TOTAL COMPENSATION</u>	<u>TRS CREDIT</u>	<u>FBA BENEFIT PER MONTH</u>	<u>STATE MINIMUM</u>
0	40,662.24	3,000.46	43,662.70	60.15	707.00	39,601.00
1	41,614.56	3,028.88	44,643.44	103.41	707.00	40,035.00
2	42,134.43	3,025.77	45,160.20	145.65	707.00	40,469.00
3	42,655.23	3,022.47	45,677.70	188.15	707.00	40,904.00
4	43,175.10	3,016.42	46,191.52	233.33	707.00	41,338.00
5	44,707.06	3,086.30	47,793.36	278.76	707.00	42,810.00
6	45,230.65	3,079.21	48,309.86	325.26	707.00	43,273.00
7	45,755.17	3,071.13	48,826.30	372.82	707.00	43,737.00
8	46,278.76	3,061.92	49,340.68	421.44	707.00	44,200.00
9	46,802.35	3,051.65	49,854.00	471.12	707.00	44,663.00
10	48,426.38	3,123.14	51,549.52	521.87	707.00	46,684.00
11	48,954.62	3,111.10	52,065.72	573.67	707.00	47,177.00
12	49,482.86	3,097.99	52,580.85	626.54	707.00	47,670.00
13	50,010.17	3,083.74	53,093.91	680.48	707.00	48,162.00
14	50,538.41	3,068.51	53,606.92	735.47	707.00	48,655.00
15	52,084.32	3,128.80	55,213.12	791.53	707.00	50,167.00
16	52,612.56	3,111.44	55,724.00	848.65	707.00	50,660.00
17	53,140.80	3,093.02	56,233.82	906.83	707.00	51,153.00
18	53,669.04	3,073.54	56,742.58	966.07	707.00	51,646.00
19	54,197.28	3,053.00	57,250.28	1,026.38	707.00	52,139.00
20	54,744.12	3,032.79	57,776.91	1,087.75	707.00	52,652.00
21	55,272.36	3,010.12	58,282.48	1,150.18	707.00	53,145.00
22	55,801.53	2,986.45	58,787.98	1,213.68	707.00	53,639.00
23	56,329.77	2,961.66	59,291.43	1,278.23	707.00	54,132.00
24	56,858.01	2,935.80	59,793.81	1,343.85	707.00	54,625.00
25	58,252.08	2,974.05	61,226.13	1,410.53	707.00	56,049.00
26	58,717.08	3,009.05	61,726.13	1,410.53	707.00	56,542.00
27	59,182.08	3,044.05	62,226.13	1,410.53	707.00	57,035.00
28	59,647.08	3,079.05	62,726.13	1,410.53	707.00	57,528.00
29	60,112.08	3,114.05	63,226.13	1,410.53	707.00	58,021.00
30	60,577.08	3,149.05	63,726.13	1,410.53	707.00	58,514.00
31	61,042.08	3,184.05	64,226.13	1,410.53	707.00	59,007.00
32	61,507.08	3,219.05	64,726.13	1,410.53	707.00	59,494.00
33	61,972.08	3,254.05	65,226.13	1,410.53	707.00	59,987.00
34	62,437.08	3,289.05	65,726.13	1,410.53	707.00	60,480.00
35	62,902.08	3,324.05	66,226.13	1,410.53	707.00	60,973.00
36	63,367.08	3,359.05	66,726.13	1,410.53	707.00	
37	63,832.08	3,394.05	67,226.13	1,410.53	707.00	
38	64,297.08	3,429.05	67,726.13	1,410.53	707.00	
39	64,762.08	3,464.05	68,226.13	1,410.53	707.00	
40	65,227.08	3,499.05	68,726.13	1,410.53	707.00	
41	65,692.08	3,534.05	69,226.13	1,410.53	707.00	
42	66,157.08	3,569.05	69,726.13	1,410.53	707.00	
43	66,622.08	3,604.05	70,226.13	1,410.53	707.00	
44	67,087.08	3,639.05	70,726.13	1,410.53	707.00	

**2025-2026 PONCA CITY PUBLIC SCHOOLS**

**MASTERS**

(A)	(B)	(C)	(D)	(E)	(F)	(G)
<u>STEP</u>	<u>BASE SALARY</u>	<u>DISTRICT PAID RETIREMENT</u>	<u>TOTAL COPENSATION</u>	<u>TRS CREDIT</u>	<u>FBA BENEFIT PER MONTH</u>	<u>STATE MINIMUM</u>
0	43,163.94	3,188.76	46,352.70	60.15	707.00	40,991.00
1	44,116.26	3,217.18	47,333.44	103.41	707.00	41,425.00
2	44,636.13	3,214.07	47,850.20	145.65	707.00	41,859.00
3	45,156.93	3,210.77	48,367.70	188.15	707.00	42,294.00
4	45,676.80	3,204.72	48,881.52	233.33	707.00	42,728.00
5	47,208.76	3,274.60	50,483.36	278.76	707.00	44,200.00
6	47,732.35	3,267.51	50,999.86	325.26	707.00	44,663.00
7	48,256.87	3,259.43	51,516.30	372.82	707.00	45,127.00
8	48,780.46	3,250.22	52,030.68	421.44	707.00	45,590.00
9	49,304.98	3,240.02	52,545.00	471.12	707.00	46,054.00
10	50,992.25	3,316.27	54,308.52	521.87	707.00	48,568.00
11	51,520.49	3,304.23	54,824.72	573.67	707.00	49,061.00
12	52,048.73	3,291.12	55,339.85	626.54	707.00	49,554.00
13	52,576.97	3,276.94	55,853.91	680.48	707.00	50,047.00
14	53,104.28	3,261.64	56,365.92	735.47	707.00	50,539.00
15	54,651.12	3,322.01	57,973.13	791.53	707.00	52,052.00
16	55,179.36	3,304.65	58,484.01	848.65	707.00	52,545.00
17	55,707.60	3,286.23	58,993.83	906.83	707.00	53,038.00
18	56,235.84	3,266.75	59,502.59	966.07	707.00	53,531.00
19	56,764.08	3,246.20	60,010.28	1,026.38	707.00	54,024.00
20	57,311.85	3,226.06	60,537.91	1,087.75	707.00	54,538.00
21	57,840.09	3,203.39	61,043.48	1,150.18	707.00	55,031.00
22	58,368.33	3,179.65	61,547.98	1,213.68	707.00	55,524.00
23	58,897.50	3,154.93	62,052.43	1,278.23	707.00	56,018.00
24	59,425.74	3,129.07	62,554.81	1,343.85	707.00	56,511.00
25	60,853.29	3,169.84	64,023.13	1,410.53	707.00	57,971.00
26	61,318.29	3,204.84	64,523.13	1,410.53	707.00	58,464.00
27	61,783.29	3,239.84	65,023.13	1,410.53	707.00	58,957.00
28	62,248.29	3,274.84	65,523.13	1,410.53	707.00	59,450.00
29	62,713.29	3,309.84	66,023.13	1,410.53	707.00	59,943.00
30	63,178.29	3,344.84	66,523.13	1,410.53	707.00	60,463.00
31	63,643.29	3,379.84	67,023.13	1,410.53	707.00	60,923.00
32	64,108.29	3,414.84	67,523.13	1,410.53	707.00	61,416.00
33	64,573.29	3,449.84	68,023.13	1,410.53	707.00	61,909.00
34	65,038.29	3,484.84	68,523.13	1,410.53	707.00	62,402.00
35	65,503.29	3,519.84	69,023.13	1,410.53	707.00	62,895.00
36	65,968.29	3,554.84	69,523.13	1,410.53	707.00	
37	66,433.29	3,589.84	70,023.13	1,410.53	707.00	
38	66,898.29	3,624.84	70,523.13	1,410.53	707.00	
39	67,363.29	3,659.84	71,023.13	1,410.53	707.00	
40	67,828.29	3,694.84	71,523.13	1,410.53	707.00	
41	68,293.29	3,729.84	72,023.13	1,410.53	707.00	
42	68,758.29	3,764.84	72,523.13	1,410.53	707.00	
43	69,223.29	3,799.84	73,023.13	1,410.53	707.00	
44	69,688.29	3,834.84	73,523.13	1,410.53	707.00	

**2025-2026 PONCA CITY PUBLIC SCHOOLS  
DOCTORATE**

<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>
<b>STEP</b>	<b>BASE SALARY</b>	<b>DISTRICT PAID RETIREMENT</b>	<b>TOTAL COPENSATION</b>	<b>TRS CREDIT</b>	<b>FBA BENEFIT PER MONTH</b>	<b>STATE MINIMUM</b>
0	45,665.64	3,377.06	49,042.70	60.15	707.00	42,381.00
1	46,617.96	3,405.48	50,023.44	103.41	707.00	42,815.00
2	47,137.83	3,402.37	50,540.20	145.65	707.00	43,249.00
3	47,658.63	3,399.07	51,057.70	188.15	707.00	43,684.00
4	48,178.50	3,393.02	51,571.52	233.33	707.00	44,118.00
5	49,710.46	3,462.90	53,173.36	278.76	707.00	45,590.00
6	50,234.98	3,455.88	53,690.86	325.26	707.00	46,054.00
7	50,788.57	3,449.98	54,238.55	372.82	707.00	46,517.00
8	51,282.16	3,438.52	54,720.68	421.44	707.00	46,980.00
9	51,806.68	3,428.32	55,235.00	471.12	707.00	47,444.00
10	53,621.36	3,514.16	57,135.52	521.87	707.00	50,945.00
11	54,149.60	3,502.12	57,651.72	573.67	707.00	51,438.00
12	54,677.84	3,489.01	58,166.85	626.54	707.00	51,931.00
13	55,206.08	3,474.83	58,680.91	680.48	707.00	52,424.00
14	55,733.39	3,459.53	59,192.92	735.47	707.00	52,916.00
15	57,281.16	3,519.97	60,801.13	791.53	707.00	54,430.00
16	57,809.40	3,502.61	61,312.01	848.65	707.00	54,923.00
17	58,337.64	3,484.19	61,821.83	906.83	707.00	55,416.00
18	58,865.88	3,464.71	62,330.59	966.07	707.00	55,909.00
19	59,394.12	3,444.16	62,838.28	1,026.38	707.00	56,402.00
20	59,942.82	3,424.09	63,366.91	1,087.75	707.00	56,917.00
21	60,471.06	3,401.42	63,872.48	1,150.18	707.00	57,410.00
22	60,999.30	3,377.68	64,376.98	1,213.68	707.00	57,903.00
23	61,528.47	3,352.96	64,881.43	1,278.23	707.00	58,397.00
24	62,056.71	3,327.10	65,383.81	1,343.85	707.00	58,890.00
25	63,526.11	3,371.02	66,897.13	1,410.53	707.00	60,395.00
26	63,991.11	3,406.02	67,397.13	1,410.53	707.00	60,888.00
27	64,456.11	3,441.02	67,897.13	1,410.53	707.00	61,381.00
28	64,921.11	3,476.02	68,397.13	1,410.53	707.00	61,874.00
29	65,386.11	3,511.02	68,897.13	1,410.53	707.00	62,367.00
30	65,851.11	3,546.02	69,397.13	1,410.53	707.00	62,887.00
31	66,316.11	3,581.02	69,897.13	1,410.53	707.00	63,347.00
32	66,781.11	3,616.02	70,397.13	1,410.53	707.00	63,840.00
33	67,246.11	3,651.02	70,897.13	1,410.53	707.00	64,333.00
34	67,711.11	3,686.02	71,397.13	1,410.53	707.00	64,826.00
35	68,176.11	3,721.02	71,897.13	1,410.53	707.00	65,319.00
36	68,641.11	3,756.02	72,397.13	1,410.53	707.00	
37	69,106.11	3,791.02	72,897.13	1,410.53	707.00	
38	69,571.11	3,826.02	73,397.13	1,410.53	707.00	
39	70,036.11	3,861.02	73,897.13	1,410.53	707.00	
40	70,501.11	3,896.02	74,397.13	1,410.53	707.00	
41	70,966.11	3,931.02	74,897.13	1,410.53	707.00	
42	71,431.11	3,966.02	75,397.13	1,410.53	707.00	
43	71,896.11	4,001.02	75,897.13	1,410.53	707.00	
44	72,361.11	4,036.02	76,397.13	1,410.53	707.00	

## **2025-2026 PONCA CITY PUBLIC SCHOOLS**

- (A) Step: Salary Placement Level
- (B) Base Salary: Ponca City Negotiated Base Salary - based on number of years of experience
- (C) Total Retirement: [Total Compensation (Column D) + TRS Credit (Column E)] \* 7% = Total Retirement  
District Paid Retirement: Total Retirement - TRS Credit (Column E).
- (D) Total Compensation: Total of columns (B) and (C)
- (E) TRS Credit: Statutory amount paid by the State to OTRS for certified staff based on # years experience.  
District pays as additional compensation to certified staff; however, this is not included in Total Compensation
- (F) Flexible Insurance Benefit Allowance: This amount may increase in January 2026. Employees who choose not to take the insurance option will receive a flex cash benefit of \$69.71 per month, which will not, and does not, increase. This benefit is in accordance with State law.
- (G) 2025-2026 State Minimum Teacher Salary Schedule

**Special Education Teachers receive 15% of their base salary.**