



**POSTED AGENDA
Regular Meeting of
Independent School District No. 71
Kay County, Oklahoma
Ponca City Board Of Education
Board Room
Administration Center
613 East Grand Avenue
Ponca City, Oklahoma
Monday, October 13, 2025
6:00 PM**

1. CALL TO ORDER

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

2. PUBLIC COMMENT

1. Comments From the Public

The Ponca City Public School Board of Education recognizes the value of 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, 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 before 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) minutes duration unless altered by the presiding officer, with the approval of the board. All public comments during any one 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, under Board of Education.

3. **PRESENTATIONS AND RECOGNITIONS**

1. **Presentation of the Employee of the Month and Friend of Education Awards**

The President of the Board will preside over presenting the October Employee of the Month and Friend of Education Awards to the following employees.

Certified Employee of the Month - Rachel Didlake

2nd Grade Teacher, Union Elementary

Support Employee of the Month - Shanna Fezer

Secretary, Union Elementary

Friend of Education - Caitlyn Clark

4. **REPORTS WITH POTENTIAL BOARD DISCUSSION**

1. **Safety Action Plan** (*Larin Davis*)

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

1. **October 1 Enrollment**

2. **District Updates**

3. **Review Proposed Revisions to Board Policies As Listed Below:**

Section 3 - Administration

Policy 3.2-2.0 - First Amendment Protection will be renumbered 3.2-1.5 (REVISION)

Policy 3.2-2.0 - Title IX - Sex Discrimination and Sexual Harassment (NEW)

Policy 3.2-2.5 - Discrimination, Harassment, and Retaliation (REVISION)

3.2-3.0 - Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination, and Retaliation (REVISION)

Section 6 - Personnel

Policy 6.6-5.0 - Suspension, Demotion, Termination or Nonreemployment of Support Employees (REVISION)

Section 7 - Students

Policy 7.16-1.0 - Student Behavior (REVISION)

6. **Consider and Take Action on Board Policy Changes as Proposed During the Superintendent's Report**

7. **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. **Approval of the Minutes from the September 8, 2025, Regular Board Meeting, the September 26, 2025, Special Board Meeting, and the October 2, 2025, Special Board Meeting**

2. **Surplus Resolution**

3. **Approval of the FY26 Budget Analysis Reports**
4. **Approval of the FY26 Amendments**
5. **Approval of the FY26 Bond Fund Updates**
6. **Approval of FY26 Change Order Listings as of 10/09/25 for Funds 11, 21, 22, 35, and 81**
7. **Approval of FY26 General Fund 11 Encumbrances #620-#784 in the amount of \$273,131.29**
8. **Approval of FY26 Building Fund 21 Encumbrances #89-#113 in the amount of \$129,422.34**
9. **Approval of FY26 Child Nutrition Fund 22 Encumbrances #73-#81 in the amount of \$137,596.70**
10. **Approval of FY26 Fund 30 Encumbrances #3-#6 in the amount of \$114,072.35**
11. **Approval of FY26 Fund 34 Encumbrance #5 in the amount of \$516,500.00**
12. **Approval of FY26 Fund 35 Encumbrances #9-#11 in the amount of \$1,008,570.00**
13. **Approval of FY26 Gifts and Endowment Fund 81 Encumbrances #71-#83 in the amount of \$17,941.68**
14. **Approval of Booster Club Reports**
15. **Approval of Activity Fund Reports**
16. **Approval of Out of State Travel**
17. **Approval of Treasurer's Reports ending August 31, 2025**
18. **Ratification and Approval of Payrolls**
19. **Approval of an agreement with American Fidelity, effective September 1, 2026-August 31, 2027, updating the plan document so it aligns with the district plan year. Making this change to the Section 125 Flexible Benefit Plan will eliminate the two separate enrollments the district is currently providing. There is no cost to the district.**
20. **Approval of an agreement with Cargill Consulting, Inc. for a workshop to be held October 15, 2025, on how to increase a student's ACT score. There is a 30-student minimum at a charge of \$40.00 per student for a total of \$1,200.00, which will come from Activity Fund.**
21. **Approval of a quote from Evans & Associates dated October 13, 2025, for district snow/ice removal as needed for the 2025-2026 season for up to \$9,000.00, and the cost will come from the Building Fund.**
22. **Approval of an allocation made to Jackson Mechanical Service Inc. of \$4,000.00 for emergency district HVAC repairs as needed for the 2025-2026 fiscal year. Costs will come from the Building Fund.**
23. **Approval of a proposal from Jackson Mechanical Service Inc. for a one-time Comprehensive Asset Report of district HVAC systems. Estimated cost is \$5,000.00, and will come from the Building Fund.**
24. **Approval of a quote from JAMF, effective September 6, 2025-September 5, 2027, for software used to manage Apple iOS devices for the district. The total amount is \$7,200.00 and will come from Bond 35.**
25. **Approval of a quote from John Deere, dated September 24, 2025, for the purchase of a utility tractor with loader, rotary cutter, JDLink telematics system, and two Gators, including the trade-in of the district's 2022 John Deere**

- tractor with loader/grapple, snow plow, and brush hog, for a total cost of \$1,395.72. The cost will come from Building Fund.
26. **Approval of an agreement between Ponca City Public Schools and the Kaw Nation of Oklahoma for the 2025-2026 school year. The Kaw Nation will assign two Education Specialists to serve PCPS students and staff. There is no cost to the district.**
 27. **Approval of a ratification of an agreement with Kuta Software LLC, effective October 25, 2024-October 25, 2027, for Infinite Pre-Algebra Software for West Middle School. The total cost of \$320.00 was paid in full in year one; there is no charge to the district this fiscal year.**
 28. **Approval of an agreement with Chris Littlecook to provide educational programs on Native American heritage throughout the district during Native American Heritage Month. The cost is \$400.00, and funding will come from Title VI.**
 29. **Approval of an agreement with Littlebear Littlecook to sing/play at mini powwows during Native American Heritage Month. The total cost is \$600.00 and will come from Title VI.**
 30. **Approval of a quote from Math Medic for access to the Assessment Platform for AP Statistics for the 2025-2026 school year. The total cost is \$573.00 and includes the annual cost for an AP Calculus Video Subscription. Funds will come from Gifted and Talented.**
 31. **Approval of an agreement between Ponca City Public Schools and the Otoe-Missouria Head Start Program, effective October 13, 2025-June 30, 2026, to define the responsibilities of each system and to provide guidance for collaboration and cooperation between the two for preschool-aged children with disabilities. There is no cost to the district.**
 32. **Approval of a quote from Party Perfect Linen and Event Rental, effective October 31, 2025-November 1, 2025, to rent booth drapes, poles for the drapes, and piping for the exhibit hall during the Student Council State Convention. The total cost is \$2,940.00 and will come from the State Convention Account.**
 33. **Approval of an allocation made to Pinnacle Environmental Solutions & Consulting for up to \$4,000.00 for district mold testing and detection for the 2025-2026 school year. Costs will come from the Building Fund.**
 34. **Approval of a quote from SmartPass, effective October 1, 2025-June 30, 2026, for an electronic hall pass system for West Middle School. SmartPass enables administrators to limit the number of students in the hallways at any given time. The total cost of \$1,704.00 will come from the General Fund.**
 35. **Approval of a quote from Sober Brothers dated October 13, 2025, for up to \$9,000.00 for 2025-2026 district snow/ice removal as needed. The cost will come from the Building Fund.**
 36. **Approval of a Memorandum of Understanding by and between Ponca City Public Schools, Southwestern Oklahoma State University, and Oklahoma State University Center for Health Sciences, effective August 1, 2025-December 31, 2025. The purpose of this agreement is to allow Ponca City Public Schools to serve as a practicum or internship school site for school counseling students or school counselors acquiring LPC courses for candidacy with Southwestern**

- Oklahoma State University through a grant with Oklahoma State University Center for Health Sciences. There is no cost to the district.
37. **Approval of a quote from Ultimate Pest Management dated October 13, 2025, for up to \$9,000.00 for 2025-2026 district snow/ice removal as needed. The cost will come from the Building Fund.**
 38. **Approval of a renewal of a collaborative agreement with the University of Oklahoma's Outreach/College of Continuing Education's National Center for Disability Education and Training, effective July 1, 2025-June 30, 2026, to increase pre-employment transition services coordination to identify and prepare our student participants for post-secondary education and/or competitive integrated employment. There is no cost to the district.**
8. **ACTION ITEMS (MOTION REQUIRED)**
1. **Consider and Take Action on the Recognition of the Following Events:**
 - A. **American Education Week**
 - B. **National Education Support Professionals Day**
 - C. **National Native American Heritage Month**
 - D. **Celebrate Freedom Week**
 2. **Consider and Take Action on a Resolution to the Kay County Election Board Calling for the Annual Election of Board of Education Member in Ward #1**
 3. **Consider and Take Action on a Memorandum of Understanding with the Association of Classroom Teachers**
 4. **Consider and Take Action on the 2025-2026 Ponca City Public Schools Comprehensive District Academic Plan and the Site Improvement/Title I Plans**
 5. **Consider and Take Action on a Guaranteed Maximum Price (GMP) from Rick Scott Construction for the West Middle School Classroom Water Intrusion Project**
 6. **Consider and Take Action on the following Contracts/Agreements:**
 - A. **An Agreement with Orion Security Solutions for Access Controls for the Indoor/Outdoor Facility**
 - B. **An Agreement with ProCare Therapy to Provide an American Sign Language (ASL) Interpreter for the 2025-2026 School Year**
 - C. **An Agreement with Solution Tree for Professional Development for the High School**
 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)]**
 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**
9. **NEW BUSINESS**
10. **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.peps.us on October 9, 2025, at 4:00 p.m.

Safety Action Plan Update

2025-2026

Ponca City Public Schools



Achievements

- Continued SRO Program
- Access Control Installation at PoHi
- Fencing at Roosevelt
- District Wide Administration Communication



Safety in Action

- **Drills**
 - Standard Drills
 - RAVE Panic Button Drill District Wide
 - Fire drills completed in collaboration with the Fire Marshal
- **Development of Safety and Security Standards Committee**
 - Collaboration with City and County Emergency Management
- **Code Compliance**
 - Fire inspections completed at all sites
- **After Action Review**
 - Protocol for after incident review of stakeholder's actions



Attention Areas

Challenges

1. Funding

2. Timelines

a) Delays

b) Training

c) Implementation



Safety Action Plan

- Student Endangerment
- Crisis response
- Evacuation Procedures
- Reunification Procedures
- Accident & Serious Injury
- Bomb Threat
- Bus Accident
- Earthquake
- Fire
- Flood
- Hazardous Materials
- Incident Command System
- Intruder
- Media Relations
- Pandemic Preparedness
- Safety & Health Teams
- Shelter in Place
- Student Runaway/Abduction
- Suspicious Mail
- Lightning/Thunderstorm
- Tornado/Severe Weather
- Building Damage
- Transporting Students
- Utility Emergency
- Weapon
- Pipeline Safety
- ALICE/Active Shooter/Violent Intruder



Schedule

- Planning for desk phone and intercom repairs/upgrades
- Addition of Access Control at Indoor Practice Facility
- Increased communication with support of Public Information Officer
- Continued collaboration with City and County Emergency Management



Cost Considerations

- Construction costs increase between 5 and 10% annually
- New technology requires infrastructure upgrades
- Bond Planning - Data Collection
- Training
- State and Federal Mandates/Requirements

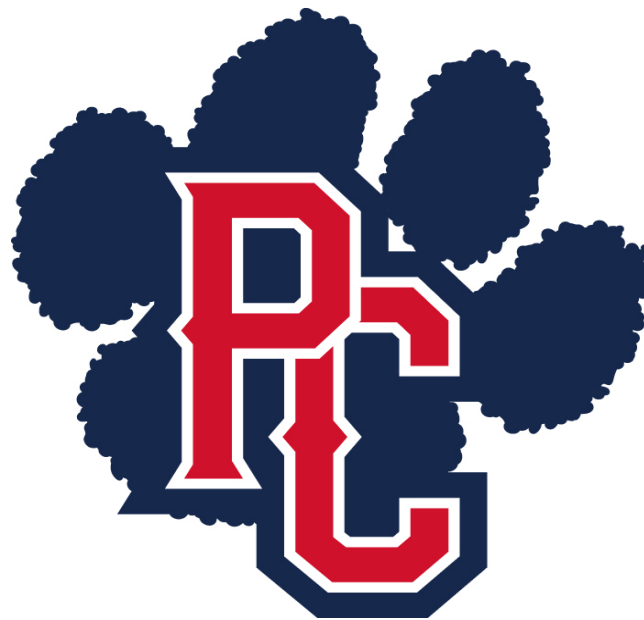


Thank You



Superintendent's Report: 10.13.25





October 1 Enrollment Update:

Enrollment by Site Update					
Site:	10.01.2025	10.01.2024	10.01.2023	10.01.2022	10.01.2021
Garfield	206	209	192	207	186
Liberty	244	236	232	248	235
Lincoln	298	318	351	328	331
Roosevelt	293	248	263	270	271
Trout	311	264	239	260	245
Union	309	298	302	275	274
Woodlands	284	257	265	287	304
Washington PK	N/A	199	213	244	237
<i>TSL</i>	13	<i>15</i>	11	8	16
<i>Head Start</i>		<i>17</i>	17	13	16
<i>SPEECH ONLY</i>	35	<i>9</i>	1	3	6
West MS	591	603	629	672	730
East MS	316	309	386	350	359
PO-HI	1433	1297	1460	1266	1185
TOTAL:	4305	4396	4650	4623	4612
<i>WCA</i>	97	<i>89</i>	85	78	91
<i>Virtual</i>	101	<i>122</i>	88	93	114
<i>SHARE</i>	12	<i>14</i>	16	25	34

Enrollment by Grade Level Update

Grade Level:	10.01.2025	10.01.2024	10.01.2023	10.01.2022
PreK	172	192	218	246
Kindergarten	235	252	321	322
First Grade	268	325	322	342
Second Grade	293	314	323	305
Third Grade	297	317	270	303
Fourth Grade	308	293	304	286
Fifth Grade	287	296	281	295
Sixth Grade	286	284	297	312
Seventh Grade	312	327	340	376
Eighth Grade	329	321	399	353
Ninth Grade	340	397	412	388
Tenth Grade	381	390	417	357
Eleventh Grade	351	379	388	339
Twelfth Grade	354	329	406	347

Transfers

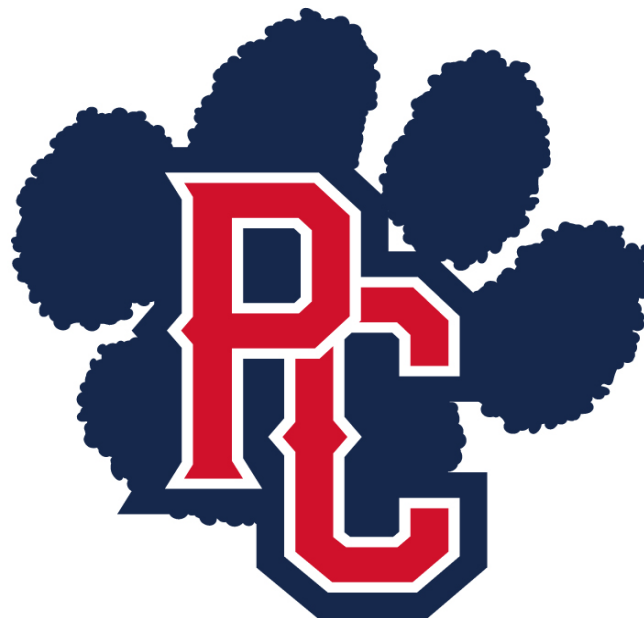
Incoming

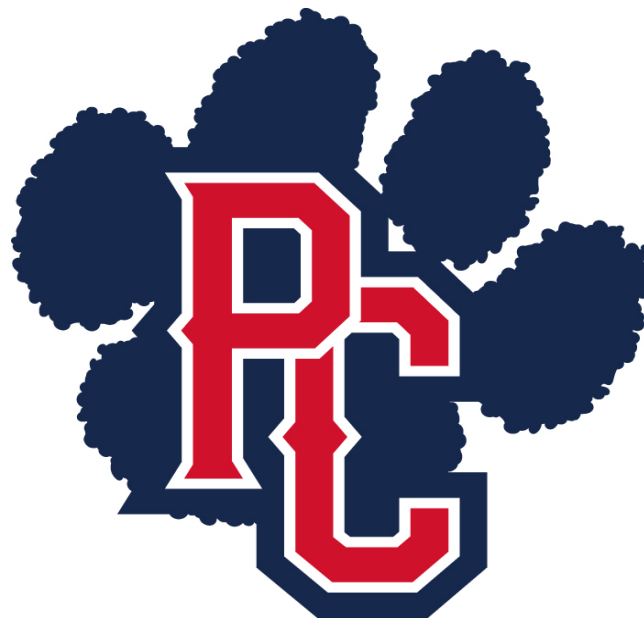
2025-2026 Incoming Open Transfers	
2	Blackwell
1	Frontier
5	Kildare
12	McCord
1	Shidler
Total: 21	

Outgoing

2025-2026 Outgoing Transfers	
1	Blackwell
1	Dewey
1	E-School Virtual Charter Academy
1	Norman
2	Osage Hills
3	Frontier
3	Woodland
4	Peckham
4	Virtual Prep Charter Academy
7	Shidler
10	Newkirk
15	Kildare
16	Tonkawa
28	McCord
53	Epic
Total: 149	

October 1 Enrollment Questions/Discussion





PCPS District Updates

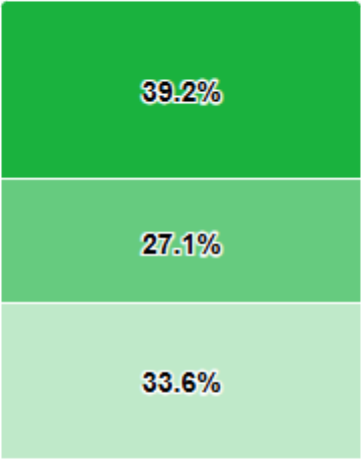
Promising Data - Reading

Star Reading Current Student Growth Percentile (SGP) ?

Fall to Fall 2025-2026



[✦ Explain it](#)



- High Growth
- Typical Growth
- Low Growth




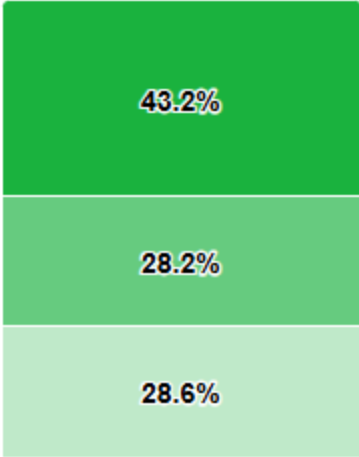
[EXPLORE](#)

Promising Data - Math

Star Math Current Student Growth Percentile (SGP) ?

Fall to Fall 2025-2026

 [Explain it](#)



- High Growth
- Typical Growth
- Low Growth

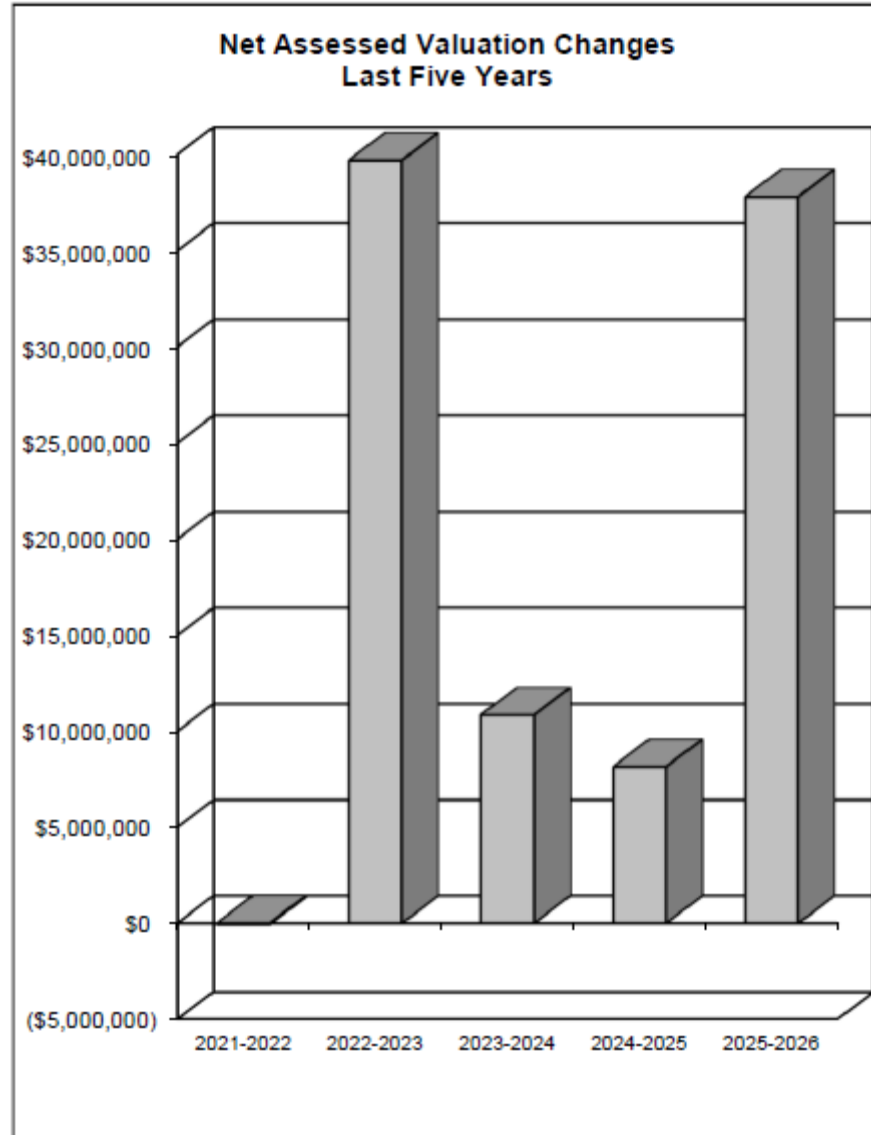
    

[EXPLORE](#)

District Valuation

History of Net Assessed Valuations

Fiscal Year	Net Assessed Valuation	Annual Change		Average Percentage Change	
		Dollar	Percent	Total	Five-Year
1999-2000	\$165,663,545				
2000-2001	\$167,260,872	\$1,597,327	0.96%		
2001-2002	\$166,515,995	(\$744,877)	-0.45%		
2002-2003	\$193,495,999	\$26,980,004	16.20%		
2003-2004	\$201,877,932	\$8,381,933	4.33%		
2004-2005	\$189,157,652	(\$12,720,280)	-6.30%		
2005-2006	\$192,942,742	\$3,785,090	2.00%		
2006-2007	\$215,989,486	\$23,046,744	11.94%		
2007-2008	\$251,828,755	\$35,839,269	16.59%		
2008-2009	\$249,050,907	(\$2,777,848)	-1.10%	3.68%	
2009-2010	\$248,403,852	(\$647,055)	-0.26%		
2010-2011	\$243,548,624	(\$4,855,228)	-1.95%		
2011-2012	\$259,478,360	\$15,929,736	6.54%		
2012-2013	\$260,562,352	\$1,083,992	0.42%		
2013-2014	\$263,657,574	\$3,095,222	1.19%		
2014-2015	\$268,458,840	\$4,801,266	1.82%		
2015-2016	\$273,184,094	\$4,725,254	1.76%		
2016-2017	\$280,863,949	\$7,679,855	2.81%		
2017-2018	\$283,654,221	\$2,790,272	0.99%		
2018-2019	\$287,002,868	\$3,348,647	1.18%		
2019-2020	\$311,847,485	\$24,844,617	8.66%		
2020-2021	\$312,641,086	\$793,601	0.25%		
2021-2022	\$312,587,006	(\$54,080)	-0.02%		
2022-2023	\$352,287,102	\$39,700,096	12.70%		
2023-2024	\$363,136,809	\$10,849,707	3.08%	5.64%	
2024-2025	\$371,283,486	\$8,146,677	2.24%		
2025-2026	\$409,079,141	\$37,795,655	10.18%		



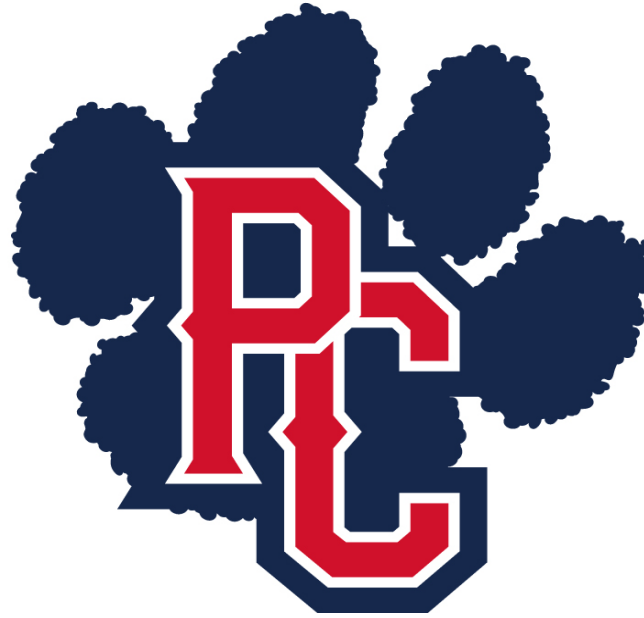
Policy Changes

- ▶ A number of policy housekeeping items and a new change proposed this month
- ▶ Title IX - same policy but in its own section
 - ▶ Admin desires to pull this out and create a new section exclusively for Title IX
 - ▶ Cleaning up the old policy Title IX was embedded, and pointing other policies to the new stand alone policy
- ▶ Personnel, Students - new change
 - ▶ Anti-Semitism from SB 942
 - ▶ Student behavior, faculty expectations, and employee code of conduct need to reflect this law (this will be reviewed by SDE)

Next Steps:

- ▶ If the resolution is BOE approved, the Superintendent's office will issue a press release and legal notice.
- ▶ The filing period for Board of Education Candidates opens at 8:00 a.m. on Monday, December 1, 2025, and closes at 5:00 p.m. on Wednesday, December 3, 2025. All filings must be made at the Kay County Election Board in Newkirk.
- ▶ Any contest of candidacy petitions, or withdrawal of candidate, must be filed by 5:00 p.m. on Friday, December 5, 2025, at the Kay County Election Board.
- ▶ The Board of Education Primary Election shall be held on February 10, 2026, only if three or more candidates file for the Board of Education position scheduled to be on the ballot.
- ▶ A Board of Education General Election shall be held on April 7, 2025, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast.
- ▶ Ward #1, which is up for election in 2026, is currently held by Robin Riley. The term of office will run from 2026 until 2031.
- ▶ Term begins the first Special or Regular Meeting after the election, depending on if we have a primary or general election. (Our first scheduled meeting is set for April 13th, 2025)

**Board Resolution:
Questions/Discussion**



3.2 – ~~2.0~~1.5 FIRST AMENDMENT PROTECTION

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall be discriminated against as a result of such person's exercise of protected speech under the First Amendment to the United States Constitution.

ADOPTED: October 21, 1993 (formerly Policy 3.2-2.0)

REVISED: October 13, 2025

3.2 – 2.0 Title IX - Sex Discrimination and Sexual Harassment

Introduction and Policy

Title IX prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. Title IX applies to employees and students. The policy establishes procedures for reporting sex discrimination, sexual harassment, and related retaliation, provides the grievance process procedure for a Title IX formal complaint for sexual harassment, sets forth supportive measures for a complainant and, as appropriate, a respondent, and a range of possible sanctions should a respondent be found responsible for sexual harassment.

The district condemns discrimination in its education programs and activities based on sex. Any district employee with actual knowledge of conduct that constitutes sex-based discrimination and/or sexual harassment is directed to notify the Title IX Coordinator as soon as possible.

Scope of the Policy

This policy applies to individuals working or participating in the district's education programs and activities in locations where the district exercises substantial control over both the respondent and the context in which discrimination or harassment occurred. Title IX may apply to any of the district's education programs or activities in the United States, whether such programs or activities occur on or off, including online instruction, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, or employment.

Reports of violations of this policy may be made in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the district's Title IX Coordinator.

Definitions:

A. Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any district employee. This standard is not met when the only official of the district with actual knowledge is the respondent.

B. Advisor: A person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a district faculty or staff member, a friend, or an attorney.

C. Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

D. Title IX Coordinator(s): Employee(s) of the district who has/have primary responsibility for overseeing the process of coordinating the district's compliance efforts, receiving complaints, conducting investigations, imposing sanctions, facilitating appeals, and providing education and training associated with this policy. The Title IX Coordinator(s) will further monitor the district's education programs and activities for barriers to reporting information about conduct that constitutes sex discrimination and take steps reasonably calculated to address such barriers. The Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

E. Deputy Coordinator: If desired by the district, this is a district employee designated by the Title IX Coordinator or the district to serve as the Coordinator where appropriate and to assist with the duties of the Title IX Coordinator. The Deputy Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.

F. Formal Complaint: A written document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation(s) of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to satisfy the basic elements of a Title IX claim under this policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district.

G. Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

H. Sex Discrimination: Sex discrimination includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education, employment, or school-related benefits, on account of sex or gender (including on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom). This may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, even if those acts do not involve conduct of a sexual nature.

I. Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct ("quid pro quo");
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity ("hostile environment");
- C. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

Whether conduct creates a hostile environment is a fact-based inquiry that includes, but is not limited to, the following:

- The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred, and
- other instances of sexual harassment in the district's education program or activity.

J. Supportive Measures: Individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Examples of Supportive Measures:

- Counseling
- Extension of deadlines and other course-related adjustments
- Campus escort services
- Restrictions on contact applied to one or more parties
- Leaves of absence
- Increased security measures and monitoring of district premises
- Training and education programs related to sexual harassment

K. Title IX Hearing Officer (decision maker): The individual may be a district administrator, legal counsel, or a specially trained officer, but cannot be the Coordinator or Investigator. The primary responsibility of the Hearing Officer is to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. The Hearing Officer should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

L. Title IX Investigators: An individual charged with collecting statements and any evidence directly related to any allegations, as directed by the Title IX Coordinator. Investigators may include, but not be limited to, district administration. The Investigator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.

M. Working Days: Days on which the district administration's office is open.

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

Coordinator

Title IX Coordinator (for questions or complaints based on sex)

Larin Davis, Executive Director of Operations

613 E. Grand Ave.

Ponca City, OK 74601

(580) 767-8000

District Title IX Coordinator – Executive Director of Operations

District Title IX Investigators – Principals/Supervisors

District Title IX Decision Makers – PCPS District Administrators

Reporting

All forms of sex discrimination, including sexual harassment, may be reported to the Title IX Coordinator, any Deputy Title IX Coordinator, any district employee, or to law enforcement, no matter the severity. A report of sex discrimination and/or sexual harassment should be made as soon as possible, but may be made at any time, regardless of the length of time between the alleged sex discrimination and/or sexual harassment and the decision to report it. However, a delay in reporting may compromise subsequent investigation. The district will take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the grievance process, provided that the steps do not restrict the ability of the parties to obtain and present evidence, consult with family members or other advisors, or otherwise prepare for or participate in the grievance procedures:

Although anyone may report sexual harassment, only alleged victims of sexual harassment or their parents or guardians may file a formal complaint.

No employee or student may discourage an individual from reporting alleged sex discrimination, including sexual harassment.

All district employees are mandatory reporters and are required to immediately report to the Title IX Coordinator any allegations of sexual harassment. Failure to do so may result in disciplinary action up to and including termination of employment.

Pre-Investigation/ Initial Response

Unless the Title IX Coordinator reasonably determines the conduct alleged could not constitute sex discrimination and/or sexual harassment, after receiving notice of allegations involving purported sex discrimination and/or sexual harassment, the Title IX Coordinator will promptly contact the complainant, if known or identifiable, to notify them of receipt of the allegations of sex discrimination and/or sexual harassment.

The district will treat the complainant and respondent equitably and offer supportive measures as appropriate. For complainants, this means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge before or after the

filing of a formal complaint or where no formal complaint has been filed. For a respondent, this means, at a minimum, following the grievance procedure for sexual harassment before the imposition of disciplinary sanctions or other actions that are not supportive measures.

The district will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation, once a report or knowledge of sexual harassment has been reported.

Emergency Removal

In some instances, the district may implement an emergency removal of a student when an individualized safety and risk analysis indicates that an immediate threat exists to the physical health or safety of an individual arising from the allegations of sexual harassment. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. By no means does this provision modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave

A non-student employee may be placed on administrative leave during the pendency of the grievance process. By no means does this provision modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Periodic updates on the status of the investigation will be provided to both the complainant and respondent.

Sex Discrimination without Harassment

If the allegations involve conduct that could constitute sex discrimination but not sexual harassment, the Title IX Coordinator will initiate an investigation in compliance with district policy.

Sexual Harassment

If the allegations involve conduct that could constitute sexual harassment, the Coordinator will contact the complainant to discuss the availability of supportive measures confidentially, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes regarding whether the district investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

Written Notice of Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time and with sufficient detail to give the respondent time to prepare a response before an initial interview. Written notice includes:

- a. Notice of the grievance process, including any informal resolution process;
- b. Notice of the allegations of sexual harassment, including sufficient details (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known):
- c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence;
- e. A statement that retaliation by the parties or district is prohibited;
- f. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence; and
- g. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

Dismissal of a Formal Complaint

The district must investigate the allegations in a formal complaint.

Mandatory Dismissal. A formal complaint must be dismissed when it is determined that the conduct alleged in the formal complaint: 1) would not constitute sexual harassment as defined herein even if proved; 2) did not occur in the district's program or activity; or 3) did not occur against a person within the United States.

Permissive Dismissal. A formal complaint may be dismissed if, during the investigation or hearing. 1) a complainant notifies the Coordinator in writing that they would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed by the district; or 3) specific circumstances prevent the district from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.

Upon either a mandatory or permissive dismissal, the district will promptly notify the complainant of the basis for the dismissal and provide the procedures to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the district will also promptly notify the respondent of the dismissal, the basis for the dismissal, and the

complainant's opportunity to appeal. Notification of dismissal should be in writing and delivered simultaneously to the parties. Dismissal of a formal complaint does not prevent the district from addressing allegations or taking action under another district policy, including but not limited to a different provision of the district code(s) of conduct.

Investigation

An investigator will be designated to investigate the allegations contained in the formal complaint or that are developed in the course of the investigation. In the event the district decides to investigate allegations about the complainant or respondent that are not included in the written notice, the district must provide notice of additional allegations to the parties and give them a reasonable opportunity to respond in writing to the new information or evidence.

The burden of gathering evidence and the burden of proof must remain on the district, not on the parties. The following evidence will not be considered by the district and will be excluded as impermissible:

- Evidence that is protected under a privilege as recognized by federal or state law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality:
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's or witness's voluntary, written consent for use in the district's grievance procedures: and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless the evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct, or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sexual harassment or preclude a determination that sexual harassment occurred.

The Investigator will endeavor to complete the investigation within 60 days. This timeline can be affected by one or both parties' right to have at least 10 days to review and respond to evidence and the draft investigative report or other good cause, such as the unavailability of parties, party advisors, witnesses, and evidence, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

In the investigation process, the Investigator will:

- Provide a party who is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- Meet personally with the complainant (unless extraordinary circumstances prevent a personal meeting)

- Meet personally with the respondent (unless extraordinary circumstances prevent a personal meeting)
- Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made.
- Provide an equal opportunity for the parties to present fact witnesses and other relevant evidence that is not otherwise impermissible.
- Not restrict either party's ability to discuss the allegations or to gather and present evidence. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor.
- Collect any physical evidence,
- Meet personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses)
- Review any documentary evidence; and
- Prepare a written report of the investigation that fairly summarizes the relevant evidence.

Party Review of Evidence and Report

Parties and advisors will have an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory), including evidence upon which the district does not intend to rely in reaching a determination, and will be given at least 10 calendar days prior to the completion of the final investigation to meaningfully respond.

Parties and advisors will have the opportunity to review the investigative report and to issue a written response at least 10 calendar days before a hearing or determination of responsibility.

Hearing

Absent extraordinary circumstances, a non-live hearing will be held. After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the Hearing Officer must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainants prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent. The Hearing Officer must explain to the party proposing questions any decision to exclude a question as not relevant.

Determination

Within five working days of the conclusion of the hearing, the Hearing Officer will issue a written determination regarding responsibility, applying the preponderance of evidence standard (whether it is more likely than not a violation occurred), to the parties simultaneously by mailing the determination by certified mail or other agreed form of notice. Preponderance of evidence

requires significantly less proof than beyond a reasonable doubt, which is required for a criminal prosecution.

The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination for each individual allegation;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided to the complainant;
- The district's procedures and permissible basis or bases for the complainant and respondent to appeal.

The determination becomes final either on the date that the district provides the parties with the written determination of the result of the appeal if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeal Procedures

A complainant or respondent may appeal the determination for any of the following reasons:

- Procedural irregularity that affected the outcome.
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter.
- The Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals must be submitted in writing to the Superintendent within five (5) working days of receiving the decision and reference the reason(s) for the appeal as identified above with supporting argument(s). Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

When an appeal is filed, the district will notify the non-appealing party in writing.

The Superintendent, or designee if the Superintendent was Hearing Officer, Investigator, or Coordinator, will review the record of the original hearing, including documentary evidence, and give each party a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome.

It is the Superintendent's (or designee's) discretion to affirm, overturn, or modify the determination. The Superintendent/designee may convert any sanction imposed to a lesser sanction, rescind any previous sanction, or return a recommended sanction to the original Hearing Officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded for either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original Hearing Officer, either or both parties may appeal the Hearing Officer's decision to the Superintendent/designees, and the procedures set out above shall control the appeal.

Appeal Decision

The final decision will be communicated in writing by the Superintendent to both parties, describing the result of the appeal and the rationale for the result. The decision will be communicated to both parties simultaneously within ten (10) working days of receiving the appeal request.

The decision of the Superintendent or designee on appeal shall be final.

Informal Resolution

An informal resolution to a complaint is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolutions may be entered into at any time prior to determining whether sexual harassment occurred. Informal resolution may include conflict resolution or a restorative agreement between the parties, with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory and will only take place with the full written consent of both parties involved. The district may, in its sole discretion, decline to offer an informal resolution in certain circumstances.

Before informal resolution may be commenced, written notice to the parties must be provided, disclosing the allegations and the requirements of the informal resolution process, including when an informal complaint would preclude the parties from resuming a formal complaint arising from the same allegations.

No appeal is available from an informal resolution, but at any time prior to agreeing to a resolution, any party has a right to withdraw from the formal resolution process and resume the grievance process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Further, if the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

Outcomes

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a violation of this policy, the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that a respondent is responsible for sexual harassment under the jurisdiction of this policy, the Title IX Coordinator will 1) coordinate remedies to complainant and other persons identified having had equal access limited by the discrimination; 2) coordinate disciplinary sanctions on the respondent including notification to complainant; and 3) take other appropriate, prompt and effective steps to ensure sexual harassment does not continue or reoccur.

The following sanctions may be considered where a respondent is found responsible for sexual harassment. The sanctions below are not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Student Respondent

- Restriction - A limitation on privileges for a period of time and may include, but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the district, or denial of participation in extracurricular activities.
- Service Project - Community service or an education class or project beneficial to the individual and campus or community.
- Probation - A specified period of time during which the student is placed on formal notice that he/she is not in good social standing with the district and that further violations of district policies will subject the student to suspension from school.
- Suspension - If warranted by the severity of the incident, removal from classes and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the district are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Superintendent or designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.
- Long-term Suspension - Suspension of a student for an indefinite period not to exceed the maximum period permitted by law, typically reserved for a sexual violence/assault finding. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the school by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the district. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

Employee Respondent

Employees found to have violated this policy will be subject to sanctions up to and including dismissal from employment.

Retaliation

Retaliation against an individual for reporting or participating in the Title IX grievance procedures is strictly prohibited.

Retaliation in this context means intimidation, threats, coercion or discrimination for the purpose of interfering with any right or privilege secured by Title IX. Retaliatory conduct includes filing a charge against an individual for code of conduct violations that arise out of the same facts or circumstances or a report or formal complaint of sexual harassment if done so in bad faith. Complaints alleging retaliation may be filed pursuant to the grievance process included herein, and sanctions may be imposed against an individual determined responsible for retaliation in accordance with this policy.

Nothing in this definition or this policy precludes the district from requiring an employee to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this policy.

Designees

The designation of a district official responsible for prescribed actions under this policy shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy.

Availability of Other Complaint Procedures

In addition to seeking criminal charges through local law enforcement, members of the district community may also file complaints with the following entities, regardless of whether they choose to file a complaint under this procedure:

Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Email: OCR@ed.gov

Office for Civil Rights:
Kansas City Field Office: OCR.KansasCity@ed.gov, (816) 268-0550;
Washington D.C.: OCR@ed.gov 1-800-421-3481

Equal Employment Opportunity Commission:
Oklahoma City Field Office: 1-800-669-4000;
Washington D.C.: 1-800-669-4000, Eeoc.gov/contact

Distribution

The district shall: prominently display on its website the required contact information for the Title IX Coordinator; post training materials used to train Title IX Coordinators and related Title IX Officials, Investigators, and Hearing Officers on its website; and notify applicants for employment, parents or legal guardians of elementary and secondary school students, and employee organizations-of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

ADOPTED: October 13, 2025 (*Portions formerly included in Policy 3.2-2.5 Discrimination, Harassment, and Retaliation and Policy 3.2-3.0 Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination and Retaliation*)

Notice: Whistleblower Protection for Teachers and Support Employees

Under 70 O.S. § 6-101.6b, school districts cannot prohibit or discipline a teacher or support employee for (1) disclosing public information to correct what the teacher or support employee reasonably believes evidences a violation of the Oklahoma Constitution or a law or a rule promulgated pursuant to law or (2) reporting a violation of the Oklahoma Constitution or state or federal law. Teachers and support employees are not required to give prior notice of any disclosures they intend to make.

This law does not permit a teacher or support employee to violate students' or parents' rights to confidentiality and protections under the Family and Educational Rights and Privacy Act of 1974 (FERPA).

70 O.S. §6-101.6b reads as follows:

A. For purposes of this section, "teacher" means the term as defined in paragraph 1 of Section 1-116 of Title 70 of the Oklahoma Statutes.

B. For purposes of this section, "support employee" means the term as defined in paragraph 9 of Section 1-116 of Title 70 of the Oklahoma Statutes.

C. No school district shall prohibit or take disciplinary action against teachers or support employees for:

1. Disclosing public information to correct what the teacher or support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma Constitution or state or federal law; or
3. Taking any of the above actions without giving prior notice to the teacher's or support employee's supervisor or anyone else in the relevant chain of command.

D. For the purposes of this section, "reporting" means providing a spoken or written account to a supervising teacher, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney and/or parent or legal guardian of a student directly impacted by the actions.

E. Each school district shall prominently post or publish a copy of this section of law in locations where it can reasonably be expected to come to the attention of all teachers and support employees.

F. Nothing in this section shall be construed to allow a teacher or support employee to violate students' or parents' rights to confidentiality and protection under the Family Educational Rights and Privacy Act of 1974 (FERPA).

This notice is posted in compliance with 70 O.S. § 6-101.6b.

3.2 – 2.5 DISCRIMINATION, HARASSMENT, AND RETALIATION

(This policy is referenced in and applies to Section VI – Personnel, I. General Policies, 6.7 – 2.0 and Section VII – Students, 7.25)

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

The district prohibits discrimination, harassment, or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. In accordance with OKLA. STAT. tit 70 § 24-163, the district uses the International Holocaust Remembrance Alliance’s Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews. This definition recognizes antisemitism as a certain perception of Jews that may be expressed as hatred toward Jews. This prohibition applies to students, employees and board members in any aspect of the district’s programs, including during school hours, extracurricular activities, school-sponsored events, or outside of school hours if the conduct affects the education or working environment.

~~In accordance with OKLA. STAT. tit 70 § 24-163, the district uses the International Holocaust Remembrance Alliance’s Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews.~~

For all allegations of sex discrimination, sexual harassment, or related retaliation, the District’s Title IX Policy (3.2-1.5: Title IX – Sex Discrimination and Sexual Harassment) shall apply. That policy sets forth specific definitions, reporting procedures, grievance processes, supportive measures, and potential remedies under federal Title IX regulations. This discrimination policy should be read in conjunction with the Title IX policy.

Definitions

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

“**Student**” refers to any person who is enrolled in any district school or program.

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

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person’s movement; unwelcome touching, and crude jokes or pictures., ~~discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person’s alleged sexual~~

~~activities.~~ Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

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

~~• is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or~~

~~• is used as a basis for decisions impacting either an employee's employment or a student's education; or~~

~~• has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.~~

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

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

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

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

Reporting

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

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

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

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

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

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

In compliance with OKLA. STAT. tit. 70 § 24-163(D)(1), the district shall electronically report all incidents and complaints of antisemitic discrimination and harassment to the Oklahoma Department of Education's Title VI Coordinator.

Administrative Response

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

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

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

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

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

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

ADOPTED: September 19, 2005

REVISED: October 10, 2011; December 10, 2012; September 14, 2015; September 11, 2017; October 8, 2018, [October 13, 2025](#) (*Portions moved to Policy 3.2-2.0*)

3.2-3.0 GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION, AND RETALIATION

Definitions

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

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

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

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Amy Swartz, Executive Director of Special Services

613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

~~Title IX Coordinator (for questions or complaints based on sex)~~

~~Larin Davis, Executive Director of Operations~~

~~613 E. Grand Ave.~~

~~Ponca City, OK 74601~~

~~(580) 767-8000~~

~~District Title IX Coordinator—Director of Operations~~

~~District Title IX Investigators—Principals/Supervisors~~

~~District Title IX Decision Makers—PCPS District Administrators~~

Age Act Coordinator (for questions or complaints based on age)

Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

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

Jennifer Dye, Executive Director of Human Resources
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

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

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

~~Pre-Filing Procedures~~ [Pre-Investigation/ Initial Response](#)

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the

building principal or the District's ~~Title IX~~, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

Informal Resolutions

If the District Coordinator believes informal resolution is appropriate for a disclosed problem or a filed complaint, he or she will notify the complaining party of the availability of informal resolution. Participation in informal resolution is not required by the District, and informal resolution will not require that the allegation be resolved directly with an alleged harasser without the District Coordinator. Informal resolution will not be permitted in instances where there is an alleged instance of sexual assault. If both the complaining party and the alleged harasser voluntarily agree to informal resolution after allegations are fully disclosed and both parties are informed of their right to proceed with a grievance, the district may initiate informal proceedings to resolve the problem or complaint. Either party may terminate informal proceedings at any time in favor of proceeding with a grievance. All timeframes under the grievance procedure will toll while the problem or complaint is pending informal resolution.

Filing, Investigation, Hearing and Review Procedures

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

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

The Coordinator will not delay the investigation of the discrimination complaint, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations, and the Coordinator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by the district's grievance policy. As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

To minimize risks to the integrity of the investigation, the District prohibits individuals—including witnesses and/or parents or guardians—from posting, sharing or publicizing information regarding the investigation or the underlying events. This prohibition expressly includes releasing information via social media. Provided, however, neither the district nor the Coordinator will restrict the ability of either the Grievant or Respondent to discuss the investigation with legal representation, law enforcement, and/or, if Grievant or Respondent is a student, his or her parents or guardians.

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

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

Within 5 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. The Grievant and Respondent will be afforded similar rights (i.e., timely access to information that will be used at the hearing, opportunity to present his or her side of the story, presentation of character witnesses, review of party statements). If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decisionmaker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. Advanced written notice of the hearing will be provided to both the Grievant and Respondent so as to provide each reasonable time to prepare for such hearing. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

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

Within 5 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not happy with the decision, he or she must notify the

Superintendent, in writing, within 5 days, and request an appeal to the board of education. The written appeal shall contain a specific statement explaining the basis of the appeal.

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

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

General Provisions

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

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

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

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

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

Corrective Action: After all facts and circumstances are reviewed, the district shall take any and all disciplinary actions to prevent further harassment or discrimination. Possible disciplinary or

remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

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

Basis of Decision: At each step in the grievance procedure, the decisionmaker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents. Any disciplinary decision will be made as a proportional response to the violation.

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

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Amy Swartz, Executive Director of Special Services
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

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

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

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

READOPTED: September 19, 2005

REVISED: August 10, 2009; December 10, 2012; September 14, 2015; September 12, 2016; September 11, 2017; October 8, 2018; October 11, 2021, July 17, 2023, April 15, 2024, [October 13, 2025](#) (*Portions moved to Policy 3.2-2.0*)

**SUPPORT EMPLOYEE
RULES FOR CONDUCT**

REVISED: ~~November 9, 2020~~ October 13, 2025

A support employee may be suspended, demoted, terminated or non-reemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Unapproved or excessive absenteeism.
6. Chronic absenteeism for any reason.
7. Unapproved or excessive tardiness.
8. Chronic tardiness.
9. Wasting time or loitering during working hours.
10. Leaving work area during work hours, without permission, for any reason.
11. Possession of weapons on school premises¹, in school district vehicles or while on duty.
12. Removing school district property or records from school district premises without proper authority.
13. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
14. Theft or misappropriation of property of employees or students of the school district.
15. Sabotage.

¹ Support personnel who are either (a) over the age of twenty-one (21) or (b) who are a military member or veteran and over the age of eighteen may possess a firearm in the school parking lot but that weapon must be stored in the employee's vehicle pursuant to Oklahoma law.

16. Distracting the attention of others.
17. Refusal to follow instructions of supervisor.
18. Refusal or failure to do work assignment.
19. Unauthorized operation of machines, tools, or equipment.
20. Threatening, intimidating, coercing or interfering with employees or supervisors.
21. Threatening, intimidating, coercing or exploiting students.
22. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
23. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
24. Creating or contributing to unsanitary conditions.
25. Actions or omissions that jeopardize the health, safety, life, or property of self or others.
26. Practical jokes injurious to other employees, students or school district property.
27. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
28. Disregard of known safety rules or common safety practices.
29. Unsafe operation of motor driven vehicles or equipment.
30. Operating machines or equipment without using the safety devices provided.
31. Gambling, lottery, or any other game of chance on school district property.
32. Unauthorized distribution of literature, written or printed matter of any description on school district property.
33. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
34. Poor workmanship.
35. Immoral conduct or indecency including abusive and/or foul language.

36. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
37. Walking off job.
38. Clocking in or out on another employee's time card or time sheet.
39. Smoking or using tobacco products in an unauthorized area, including the use of e-cigarettes, personal vaporizers and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.
40. Refusal of job transfer, if the transfer does not result in a demotion.
41. Abuse of "breaks" (rest periods) or meal period policies.
42. Insubordination of any kind.
43. Dishonesty of any kind, including withholding pertinent information from a supervisor.
44. Wrongdoing of any kind.
45. Violation of a law or regulation.
46. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
47. Engaging in discriminatory conduct (including discrimination based on race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, or age) against an employee, student, or third party. [This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.](#)
48. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.
49. Misuse or abuse of any school district leave policy or guidelines.
50. Any intentional act or omission which constitutes a material or substantial breach of job duties, responsibilities or obligations.
51. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.
52. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or non-reemployed.

53. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or non-reemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence. The administration may, in its discretion, extend additional unpaid leave as an accommodation of a disability.

7.16 – 1.0 STUDENT BEHAVIOR

Discipline Code

The following behaviors at school, while on school vehicles or while attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message. This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement

16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon¹ and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

¹ Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to

33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
34. Possession or claimed possession of illegal and/or drug related paraphernalia
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. School Bus or Transportation Misconduct – While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.
39. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
40. Theft
41. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
42. Truancy

participate in the program.

43. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the District's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*
44. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
45. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
46. Using racial, religious, ethnic, sexual, gender or disability-related epithets
47. Use of the school's resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
48. Vandalism
49. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
50. Vulgarity
51. Willful damage to school property
52. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether

or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

- *Instructor or Administrator Intervention*
May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.
- *Detention or In-School Intervention*
Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.
- *Alternative In-School Placement*
Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.
- *Alternative Out-of-School Placement*
Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.
- *School Service*
School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- *Out-of-School Student Suspension*
Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Corporal punishment will not be utilized at any school site to any student, including any student identified with a disability in accordance with the federal Individuals with Disabilities Education Act (IDEA).

Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

ADOPTED: September 19, 2005

REVISED: October 13, 2008; June 8, 2009; August 10, 2009; October 10, 2011;
December 10, 2012; September 9, 2013; October 13, 2014; September 14, 2015;
September 12, 2016; September 11, 2017; October 14, 2019, September 8, 2025,
[October 13, 2025](#)

Ponca City Public Schools
Regular Board of Education Meeting
Administration Center, Board Room, 613 East Grand Ave., Ponca City, Oklahoma 74601
Monday, September 8, 2025 at 6:00 PM

NOTICE OF MEETING

Prior to December 15 of the last calendar year, the date, time and place of the regular meetings were filed in the Office of the County Clerk of Kay County, Oklahoma. At least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the Ponca City Administration Building, 613 East Grand Avenue and on the school district's website located at www.pcps.us (posted on May 5, 2025, at 9:26 a.m.)

1. CALL TO ORDER

1.1. **Call Meeting to Order** *(President)*

1.2. **Flag Salute**

1.3. **Roll Call** *(Minutes Clerk of the Board)*

Attendance Taken at 6:00 PM.

Robin Riley: Present

Anna Roland: Present

Judy Throop: Present

Joe Vaden: Present

Nancy Zimmerschied: Present

2. PUBLIC COMMENT

2.1. 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) minutes duration unless altered by the presiding officer, with the approval of the board. All public comments during any one 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, under Board of Education.

3. REPORTS WITH POTENTIAL BOARD DISCUSSION

3.1. Alternative Education Report *(Karla Streeter)*

4. SUPERINTENDENT'S REPORT WITH POTENTIAL BOARD DISCUSSION AND ACTION TO ADOPT AND REVISE THE LISTED POLICIES

4.1. District Updates

4.2. Proposed Policy Changes

5. Consider and Take Action To Adopt and Revise the Board Policy Changes as Proposed During the Superintendent's Report

Motion to Adopt and Revise the Board Policy Changes as Proposed During the Superintendent's Report. This motion, made by Nancy Zimmerschied and seconded by Judy Throop, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

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.

Motion to approve Consent Agenda as printed or as amended. Items 6.1 thru 6.43. Board members may, however, call for a separate vote on any or all items listed on the Consent Agenda. This motion, made by Judy Throop and seconded by Nancy Zimmerschied, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

- 6.1. Approval of the Regular Minutes from the August 11, 2025, Board of Education Meeting**
- 6.2. Approval of the FY25 Budget Amendments**
- 6.3. Approval of the FY25 Budget Analysis Reports**
- 6.4. Approval of the FY25 Bond Fund Updates**
- 6.5. Approval of FY25 Change Orders As Of 8/29/25 for Funds 11, 21, 22, 30, and 81**
- 6.6. Approval of the FY26 Budget Amendments**
- 6.7. Approval of the FY26 Budget Analysis Reports**
- 6.8. Approval of the FY26 Bond Fund Updates**
- 6.9. Approval of FY26 Change Order Listing as of 9/4/25 for Funds 11, 21, 22, 35, and 81**
- 6.10. Approval of FY26 General Fund 11 Encumbrances #463-#619 in the amount of \$275,574.59**
- 6.11. Approval of FY26 Building Fund 21 Encumbrances #58-#88 in the amount of \$375,667.04**
- 6.12. Approval of FY26 Child Nutrition Fund 22 Encumbrances #56-#72 in the amount of \$455,372.55**
- 6.13. Approval of FY26 Fund 30 Encumbrance #2 in the amount of \$105,340.00**
- 6.14. Approval of FY26 Fund 34 Encumbrance #4 in the amount of \$3,985.45**
- 6.15. Approval of FY26 Fund 35 Encumbrances #6-#8 in the amount of \$38,638.00**
- 6.16. Approval of FY26 Gifts and Endowment Fund 81 Encumbrances #53-#70 in the amount of \$23,089.16**
- 6.17. Approval of Booster Club Reports**
- 6.18. Approval of Activity Fund Reports**
- 6.19. Approval of Out of State Travel**
- 6.20. Approval of Treasurer's Reports ending July 31, 2025**
- 6.21. Ratification and Approval of Payrolls**
- 6.22. Accept and approve Letticia Deitas to serve as an adjunct elementary teacher during the 2025-2026 school year**
- 6.23. Accept and approve Kennedy Harmon to serve as an adjunct music teacher during the 2025-2026 school year**

- 6.24. Accept and approve Brad Olson to serve as an adjunct Biology, English, and Intermediate Math teacher during the 2025-2026 school year**
- 6.25. Approval of an agreement with American Fidelity Assurance Company for the Section 125 Flexible Benefit Plan, effective September 1, 2025-August 31, 2026, at no charge to the district.**
- 6.26. Approval of the ratification of an agreement with Cengage Learning, effective July 17, 2022-June 30, 2028, for 50 Pre-Algebra Oklahoma Editions student books, 360 online licenses, and five teacher resource packages for East Middle School at no cost to the district.**
- 6.27. Approval of a contract with Choose Aerospace for aviation mechanics curriculum for the 2025-2026 school year at no charge to the district.**
- 6.28. Approval of a ratification of the original 99-year lease agreement with the City of Ponca City, approved on September 12, 2016, for City-owned land used by the Ponca City Public Schools Concert Hall, commencing November 1, 2015-June 30, 2115, at a cost of \$1.00 per year from the Building Fund.**
- 6.29. Approval of a ratification of the original 99-year lease agreement with the City of Ponca City, approved on November 13, 2023, for City-owned land used by the Ponca City Public Schools Tennis Facility, commencing January 1, 2024, through June 30, 2123, at a cost of \$1.00 per year from the Building Fund.**
- 6.30. Approval of a contract with CompTIA for CertMaster Learn Tech+ and Tech+ software for the 2025-2026 school year. This software is Career Tech approved and is designed to help students learn how to repair computers and introduce them to their internal components. It has online curriculum and certification exams for the high school's Computer Repair and Troubleshooting course. The cost of \$8,299.00 will come from a Carl Perkins federal grant.**
- 6.31. Approval of an agreement with CoolSpeak, effective November 2-3, 2025, to provide keynote speaker Natasha Carrizosa for the Student Council State Convention. Ms. Carrizosa will deliver a 45-minute keynote presentation and a 90-minute workshop, serving approximately 1,800 students. The total cost is \$6,500.00 and will come from the General Fund.**
- 6.32. Approval of a renewal agreement with EMS LinQ, Inc., effective August 1, 2025-July 31, 2026, for ISITE support and annual maintenance of the Child Nutrition website, mobile menus, online menu design with interactive nutritionals, hosting, and support for School Nutrition & Fitness. The cost is \$1,999.74 and will come from Child Nutrition.**
- 6.33. Approval of a logo agreement with Faith and Threads for the 2025-2026 school year. Faith and Threads provides customized apparel and merchandise. A royalty fee of \$100.00 was assessed.**
- 6.34. Approval of a contract with Great Expectations for a full day of professional development with Roosevelt Elementary staff on September 15, 2025. The total cost is \$1,641.41 and will come from Instructional.**

6.35. Approval of a renewal quote from Heartland School Solutions for Child Nutrition's Meal Planner for the 2025-2026 school year. The cost is \$2,200.00 and will come from Child Nutrition funds.

6.36. Approval of a renewal quote from Imagine Learning, effective July 1, 2025-June 30, 2026, for a computer program grounded in the Science of Reading for the 2025-2026 school year. Students participate in targeted intervention each time they log on. There is no cost to the district.

6.37. Approval of an agreement with InstaRaise by JMS for fundraisers for Ponca City High School, East Middle School, and West Middle School Choir to sell popcorn from September 8, 2025, through September 29, 2025. This will be funded through the Activity Fund.

6.38. Approval of an estimate from OATECA, effective August 19, 2025-June 30, 2026, for an annual educator license for electronic data input for student assessments and data collection, including access to OATECA Academy. The total cost is \$75.00 and will come from the General Fund.

6.39. Approval of a renewal agreement with PDQ.com for district-wide IT software used to deploy software and inventory management of applications on laptops and desktops. The two-year agreement (2025-2027) is \$5,610.00 and will be funded through Bond 34.

6.40. Approval of an agreement with the State of Oklahoma Department of Rehabilitation Services, effective October 1, 2025-September 30, 2026, for the Work Adjustment Training Program. The program prepares high school-age youths with the most significant disabilities for competitive, integrated employment in the community. There is no charge to the district.

6.41. Approval of a proposal from United Turf and Track to overseed, top dress, and fertilize the baseball field at the high school for the 2025-2026 school year. Total cost is \$7,129.00 and will come from the Building Fund.

6.42. Approval of an agreement with Vizavance to supervise volunteers from the local Lions Club to perform vision screenings for students in grades Pre-K-5 for the 2025-2026 school year. The total cost is \$700.00 and will come from the General Fund/Nurses.

6.43. Approval to rescind an agreement with Vizavance originally approved at the May 12, 2025, school board meeting for vision screening for students in grades Pre-K-5. The original agreement included Washington Pre-K Center and was for \$800.00.

7. ACTION ITEMS (MOTION REQUIRED)

7.1. Consider and Take Action on Acknowledging Constitution Day

Motion to Approve the Acknowledgement of Constitution Day. This motion, made by Nancy Zimmerschied and seconded by Joe Vaden, passed.

Robin Riley:	Yea
Anna Roland:	Yea
Judy Throop:	Yea
Joe Vaden:	Yea

Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.2. Consider and Take Action on the Estimate of Needs for FY26

Motion to Approve the Estimate of Needs for FY26. This motion, made by Anna Roland and seconded by Judy Throop, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.3. Consider and Take Action on the Gifted Advisory Committee

Motion to Approve the Gifted Advisory Committee. This motion, made by Anna Roland and seconded by Judy Throop, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.4. Consider and Take Action on a Proposal from American Roofing to Provide Inspections of District Roofs

Motion to Approve the Proposal from American Roofing to Provide Inspections of District Roofs. This motion, made by Nancy Zimmerschied and seconded by Judy Throop, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Abstain (With Conflict)
Nancy Zimmerschied: Yea
Yea: 4, Nay: 0, Abstain (With Conflict): 1

7.5. Motion to Approve an Allocation to American Roofing for Repairs of District Roofs

Motion to Approve an Allocation to American Roofing for Repairs of District Roofs. This motion, made by Anna Roland and seconded by Judy Throop, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea

Joe Vaden: Abstain (With Conflict)
Nancy Zimmerschied: Yea
Yea: 4, Nay: 0, Abstain (With Conflict): 1

7.6. Consider and Take Action on a Quote from Hudl to Provide Video Review and Performance Analysis Tools for the District.

Motion to Approve a Quote from Hudl to Provide Video Review and Performance Analysis Tools for the District. This motion, made by Nancy Zimmerschied and seconded by Anna Roland, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.7. Consider and Take Action on a Construction Manager Recommendations Report from Kyler Construction Group for the East Middle School Retaining Wall Project

Motion to Approve a Construction Manager Recommendations Report from Kyler Construction Group for the East Middle School Retaining Wall Project. This motion, made by Nancy Zimmerschied and seconded by Joe Vaden, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.8. Consider and Take Action on a Quote from Renaissance for a License for Accelerated Reader and STAR Comprehensive Suite Software

Motion to Approve a Quote from Renaissance for a License for Accelerated Reader and STAR Comprehensive Suite Software. This motion, made by Nancy Zimmerschied and seconded by Anna Roland, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.9. Consider and Take Action on an Estimate from SoundOff for a Silent Disco Party for the Oklahoma Student Council State Convention

Motion to Approve an Estimate from SoundOff for a Silent Disco Party for the Oklahoma Student Council State Convention. This motion, made by Anna Roland and seconded by Nancy Zimmerschied, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.10. Consider and Take Action on a Revised Quote from Stolhand-Wells Group to provide Preventive Maintenance for the District HVAC Units

Motion to Approve a Revised Quote from Stolhand-Wells Group to provide Preventive Maintenance for the District HVAC Units. This motion, made by Nancy Zimmerschied and seconded by Joe Vaden, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

7.11. Consider and Take Action on Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel per the Attached Detailed Report

Motion to Approve Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel per the Attached Detailed Report. This motion, made by Anna Roland and seconded by Nancy Zimmerschied, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

8. NEW BUSINESS

9. ADJOURNMENT (Motion required)

Motion to adjourn at 7:37pm. Motion was made by Joe Vaden

Erika Johnson
Minutes Clerk of the Board

APPROVED DATE:

President, Board of Education

Ponca City Public Schools
Special Board of Education Meeting
Administration Center, Board Room, 613 East Grand Ave., Ponca City, Oklahoma 74601
Friday, September 26, 2025 at 12:00 PM

NOTICE OF MEETING

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 school district's website located at www.pcps.us on Sept 24, at 9:30 a.m. Notice of Special Meeting was provided to the Kay County Clerk on Sept 18, at 1:45 p.m.

1. Call to Order

1.1. Call meeting to order (President)

1.2. Roll call (Minutes Clerk of the Board)

Attendance Taken at 12:07 PM.

Robin Riley: Present

Anna Roland: Present

Judy Throop: Absent

Joe Vaden: Present

Nancy Zimmerschied: Present

Attendance Update Taken at 12:09 PM.

Judy Throop: Present

2. 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.

Motion to approve items 2.1 thru 2.9 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. This motion, made by Anna Roland and seconded by Nancy Zimmerschied, passed.

Robin Riley: Yea

Anna Roland: Yea

Judy Throop: Yea

Joe Vaden: Yea

Nancy Zimmerschied: Yea

Yea: 5, Nay: 0, Absent: 0

- 2.1. Accept and approve Vanessa Ailey to serve as adjunct elementary education teacher for the 2025-2026 school year
 - 2.2. Accept and approve Kyle Albee to serve as an adjunct career tech business teacher during the 2025-2026 school year
 - 2.3. Accept and approve Devin Backhaus to serve as adjunct english teacher for the 2025-2026 school year
 - 2.4. Accept and approve Jackson Blue to serve as an adjunct biological sciences teacher during the 2025-2026 school year
 - 2.5. Accept and approve Weston Franklin to serve as adjunct physical education teacher during the 2025-2026 school year
 - 2.6. Accept and approve Mackenzie Hurd to serve as adjunct mid-level science teacher for the 2025-2026 school year
 - 2.7. Accept and approve Kumari Rapeti to serve as adjunct career tech business teacher for the 2025-2026 school year
 - 2.8. Accept and approve Alma Shelton to serve as adjunct elementary education teacher for the 2025-2026 school year
 - 2.9. Accept and approve Christina Slizewski to serve as adjunct intermediate math teacher for the 2025-2026 school year
3. Consideration and possible action on the presentation of the Superintendent's recommendation for the dismissal of Sara Cude from her employment; vote to schedule a meeting date, time, and place for a due process hearing; and to direct that a copy of the Superintendent's recommendation, along with a notice of due process rights, be mailed and/or hand-delivered to Sara Cude in accordance with law.

Motion to approve action on the presentation of the Superintendent's recommendation for the dismissal of Sara Cude from her employment; vote to schedule a meeting date, time, and place for a due process hearing; and to direct that a copy of the Superintendent's recommendation, along with a notice of due process rights, be mailed and/or hand-delivered to Sara Cude in accordance with law. Vote to schedule a due process hearing on Nov. 12 at 9:00 AM in the Administration Board Room at 613 E Grand Ave. This motion, made by Anna Roland and seconded by Nancy Zimmerschied, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0, Absent: 0

4. Consideration and possible action to accept or reject any resignations tendered since the posting of the agenda
5. 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)]

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)] at 12:28 PM. This motion, made by Nancy Zimmerschied and seconded by Anna Roland, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0, Absent: 0

6. Acknowledge return to open session at 1:28 pm
7. Recital by board president that minutes of executive session were kept by the board minutes clerk and will remain confidential
8. Consider and Take Action on Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel per the Attached Detailed Report

Motion to approve Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel per the Attached Detailed Report. This motion, made by Nancy Zimmerschied and seconded by Judy Throop, passed.

Robin Riley: Yea
Anna Roland: Yea
Judy Throop: Yea
Joe Vaden: Yea
Nancy Zimmerschied: Yea
Yea: 5, Nay: 0

9. ADJOURNMENT

*Motion required for adjournment Motion to adjourn at 1:29 PM.

Minutes Clerk of the Board

APPROVED DATE: Sept 26, 2025

President, Board of Education

**Ponca City Public Schools
Special Board of Education Meeting
Administration Center, Board Room, 613 East Grand Ave., Ponca City, Oklahoma 74601
Thursday, October 2, 2025 at 9:00 AM**

NOTICE OF MEETING

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 on September 29, 2025, at 9:00 a.m. Notice of Special Meeting was provided to the Kay County Clerk on September 26, 2025, at 4:08 p.m.

1. Call to Order

Attendance Taken at 9:00 AM.

Robin Riley:	Present
Anna Roland:	Present
Judy Throop:	Present
Joe Vaden:	Present
Nancy Zimmerschied:	Absent

1.1. **Call meeting to order** *(President)*

1.2. **Roll call** *(Minutes Clerk of the Board)*

2. 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.

Motion to approve the Consent Agenda as printed or as amended. This motion, made by Judy Throop and seconded by Joe Vaden, passed.

Robin Riley:	Yea
Anna Roland:	Yea
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 4, Nay: 0, Absent: 1

2.1. Accept and approve April Graham to serve as an adjunct career tech business teacher during the 2025-2026 school year

2.2. Accept and approve Shelby Youngblood to serve as adjunct elementary education teacher for the 2025-2026 school year

3. ADJOURNMENT

***Motion required for adjournment**

Motion to Adjourn. This motion, made by Joe Vaden, passed.

Erika Johnson
Minutes Clerk of the Board

APPROVED DATE: October 13, 2025

President, Board of Education

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 620 - 784, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	620	09/08/2025	69023	SHURLEY INSTR MATERIALS, INC	TROUT/INSTR/GRAMMAR STUDENT BOOK/TEACHER MANUAL	860.00
11	621	09/08/2025	10257	BSN SPORTS,LLC	Ath/V Girls Wrestling Uniforms	2,014.00
11	622	09/10/2025	68229	PROSPERITY BANK-STAPLES	TITLEVI/OFFICESUPPLIES	1,500.00
11	623	09/10/2025	10074	BRACE BOOKS & MORE, INC.	EAST/LIBRARY/LIBRARY BOOKS	800.00
11	624	09/10/2025	11875	PROSPERITY BANK-HOLIDAY INN	TITLE II/HOTEL/CHRISTIAN ED SUMMIT/CBA	831.66
11	625	09/10/2025	80653	BARBARA CUSICK	CURR/OUT OF DISTRICT TRAVEL FY26	800.00
11	626	09/10/2025	67827	PROSPERITY BANK-WALMART	TITLEVI/SUPPLIES	500.00
11	627	09/10/2025	11852	PROSPERITY BANK 46514	SPED/CONTINUING EDUCATION/THERAPIST	73.00
11	628	09/10/2025	68807	PRONOSS LLC	TRANS/BUS REPAIRS	6,432.20
11	629	09/10/2025	69040	PROSPERITY BANK-PEAR TREE INN	TITLE II/HOTEL/LEA CONVOCATION/LUTHERAN	3,600.00
11	630	09/10/2025	87716	SHELLI JACOBS	WEST / INST / TRAVEL TO IDEA-B DEC 4	150.00
11	631	09/10/2025	87716	SHELLI JACOBS	WEST / INST / TRAVEL TO IDEA-B MARCH 5	150.00
11	632	09/10/2025	87716	SHELLI JACOBS	WEST / INST / TRAVEL TO IDEA-B JUNE 25	150.00
11	633	09/12/2025	69025	COOLSPEAK,LLC	HS/STUCO STATE/SPEAKER/OASC CONV	6,500.00
11	634	09/12/2025	69037	BOBBY PETROCELLI	HS/STUCO STATE/SPEAKER/OASC CONV	5,875.00
11	635	09/12/2025	69035	HEAD CONTRACTING, LLC	BLD OP/REPAIR FENCE DAMAGED BY A BUS	313.64
11	636	09/12/2025	11852	PROSPERITY BANK 46514	HS/STUCO STATE/EQUIP/OASC CONV	10,157.00
11	637	09/12/2025	88593	MEGAN SIBLEY	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	638	09/12/2025	88618	KELLI OLECHNOWICZ	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	639	09/12/2025	86924	DIANA VAUGHAN	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	640	09/12/2025	68327	JEREMY BREY	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	641	09/12/2025	85844	AMANDA C PORTER	TITLE II/TRAVEL/LEA CONV/LUTHERAN	616.40
11	642	09/12/2025	10833	KRISTA HARBESON	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	643	09/12/2025	82950	LORI A. KELLY	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	644	09/12/2025	10831	JESSICA STEICHEN	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	645	09/12/2025	86465	MOLLY A CARTER	TITLE II/TRAVEL/LEA CONV/LUTHERAN	1,302.80
11	646	09/12/2025	67827	PROSPERITY BANK-WALMART	TITLE I/HOMELESS/SUPPLIES/DISTRICT	5,000.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 620 - 784, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	647	09/12/2025	68441	PROSPERITY BANK-PRO. ED	SPED/TESTING ASSESSMENTS	3,000.00
11	648	09/12/2025	68442	PROSPERITY BANK-PEARSON	SPED/TESTING ASSESSMENTS	1,000.00
11	649	09/12/2025	11852	PROSPERITY BANK 46514	EAST/FACS/FCCLA AFFILIATION	524.00
11	650	09/15/2025	88694	BRAD OLSON	HR/ADJUNCT REIMBURSEMENT	52.00
11	651	09/15/2025	86607	LETTICIA DEITAS	HR/ADJUNCT REIMBURSEMENT	27.00
11	652	09/15/2025	11852	PROSPERITY BANK 46514	TRANS/BOX TRUCK REPAIRS	1,300.00
11	653	09/15/2025	88571	KAITLYN PRESSNALL	SPED/TRAVEL/MTSS DATA LITERACY RETREAT	242.80
11	654	09/15/2025	83607	LAURIE A GRAHAM	BOE/OUT OF DISTRICT TRAVEL	250.00
11	655	09/15/2025	20932	OSSBA, INC	BOE/OSSBA TRAINING/F26/REGIST	500.00
11	656	09/15/2025	10044	KAY COUNTY MEDIA	BOE/LEGAL NOTICES/PUBLIC INFO #2	500.00
11	657	09/15/2025	10257	BSN SPORTS,LLC	ATH/JH BASEBALL UNIFORMS	3,100.50
11	658	09/16/2025	68442	PROSPERITY BANK-PEARSON	SPED/GIFTED TESTING	11,010.97
11	659	09/16/2025	69001	AMAZON CAPITAL SERVICES, INC	HS/AMAZON PURCHASES MADE BY INVOICE/FY25	113.84
11	660	09/16/2025	69002	PROSPERITY BANK-OAHPERD	TITLEIV/PE CONF REGIST/LUTZ	120.00
11	661	09/16/2025	11852	PROSPERITY BANK 46514	GARF/INST/CHAIR BACKS/GRADE 1	520.00
11	662	09/16/2025	83355	HEATHER MONKS	HS/MKTED/ACTE VISION MEALS/UBER	800.00
11	663	09/16/2025	66468	BUSINESS PROF OF AMERICA	HS/BMITE/A. MONKS/AFFILIATION DUES	420.00
11	664	09/16/2025	36673	HERTZBERG-NEW METHOD, INC	HS/LIBRARY/BOOKS/MATERIALS	6,500.00
11	665	09/17/2025	35162	MORRIS PRINTING GROUP, INC	WOOD/INSTR/FOLDERS	342.00
11	666	09/17/2025	10257	BSN SPORTS,LLC	Ath/High School Baseball Grey Uniforms	8,522.50
11	667	09/17/2025	88702	LARIN DAVIS	OPER/TRAVEL REIMB/LARIN DAVIS	1,000.00
11	668	09/17/2025	88399	ALICIA OWEN	OPER/TRAVEL REIMB/ALICIA OWENS	500.00
11	669	09/17/2025	87497	ANGELA BULLER	CARL PERKINS/TRANSPORTATION/ACT E VISION	250.10
11	670	09/17/2025	83355	HEATHER MONKS	CARL PERKINS/TRANSPORTATION/ACT E VISION	300.00
11	671	09/17/2025	84271	VINA J GOWDY	CARL PERKINS/TRANSPORTATION/ACT E VISION	150.00
11	672	09/17/2025	20340	MURRAY WOMBLE, INC	MAINT/FIX DOOR AT CONCERT HALL	400.00
11	673	09/22/2025	45445	OKLAHOMA BPA	EAST/BPA/ADVISOR REGISTRATION FOR FLC IN NORMAN	40.00
11	674	09/22/2025	99070	TRANSPORTATION DEPARTMENT	EAST/TRANS TO BPA FALL LEADERSHIP CONF.	410.00
11	675	09/22/2025	11852	PROSPERITY BANK 46514	SPED/OKOTA TRAVEL/HOTEL	150.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 620 - 784, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	676	09/22/2025	86627	BRENDA KIRCHENBAUER	SPED/OKOTA TRAVEL/REIMB	266.00
11	677	09/22/2025	68145	PROSPERITY BANK-OKOTA	SPED/OKOTA REGIST/DISTRICT	440.00
11	678	09/22/2025	86876	NOELLE BRIEN	SPED/OKOTA TRAVEL/REIMB	166.20
11	679	09/22/2025	86607	LETTICIA DEITAS	SPED/OAAP/TRAVEL REIMB	320.80
11	680	09/22/2025	88448	JUDITH CARDWELL	TRAVEL/IN DIST MILEAGE FY26	500.00
11	681	09/22/2025	11871	PROSPERITY BANK-AMAZON	TITLEVI/OFFICESUPPLIES/CLASSROOM/CULTURALSUPPLIES	500.00
11	682	09/22/2025	40417	ALAN MONKS	HS/BMITE/A. Monks/ACTE 12/9-13/2025 Meals, Travel	675.00
11	683	09/22/2025	40242	COLLEGE BOARD	HS/GT/PSAT Test Fee	700.00
11	684	09/22/2025	67982	TRAFERA HOLDINGS, LLC	CURR/LAPTOPS	3,392.00
11	685	09/22/2025	69054	DAKOTA SMITH	TITLE II/TRAVEL/CHRISTIAN ED SUMMIT/CBA	225.00
11	686	09/22/2025	69058	MEGAN GRACE SCHUYLER	TITLE II/TRAVEL/CHRISTIAN ED SUMMIT/CBA	225.00
11	687	09/22/2025	69056	MADALYN DIANNE FROST	TITLE II/TRAVEL/CHRISTIAN ED SUMMIT/CBA	252.00
11	688	09/22/2025	69055	CARY ANNE WIYNINGER	TITLE II/TRAVEL/CHRISTIAN ED SUMMIT/CBA	225.00
11	689	09/22/2025	69050	MICHELLE DAINE	TITLE II/TRAVEL/LEA CONV/LUTHERAN	616.40
11	690	09/22/2025	69051	MELISSA COLVIN	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	691	09/22/2025	69052	SHEILA BREMER	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	692	09/22/2025	69053	NANCY ABBUHL	TITLE II/TRAVEL/LEA CONV/LUTHERAN	300.00
11	693	09/23/2025	67570	OKLAHOMA SCHOOLS INSURANCE GROUP	OPER/COMM PROPERTY CASUALTY INSURANCE	39,914.00
11	695	09/23/2025	84734	AMANDA BIERY	SPED/EARLY CHILDHOOD TRAVEL/REIMB	96.60
11	696	09/23/2025	88124	JERA KIESPERT	ROOS/INST/TRAVEL TO OKC FOR OAESP/REIMB	204.00
11	697	09/23/2025	11852	PROSPERITY BANK 46514	LINCOLN/INSTR/TEACHER SUPPLIES	250.00
11	698	09/23/2025	68811	OKLAHOMA PUBLIC SCHOOL RESOURCE CTR	SPED/REGISTRATION/OTI 2025	300.00
11	699	09/23/2025	11912	PROSPERITY BANK-HILTON	SPED/HOTEL/OTI 2025	150.00
11	700	09/23/2025	88571	KAITLYN PRESSNALL	SPED/TRAVEL/OTI 2025	274.00
11	701	09/23/2025	87441	HOLLY LADNER	SPED/MEALS/OTI 2025	100.00
11	702	09/23/2025	10257	BSN SPORTS,LLC	Ath/Tennis Uniforms	4,795.60
11	704	09/23/2025	87234	CHEYENE K FEATHERS	HS/VOAG/Feathers/Tulsa State Fair Meals, Parking	550.00
11	705	09/23/2025	11852	PROSPERITY BANK 46514	HS/VOAG/Feathers/Tulsa State Fair Hotel	1,000.00
11	706	09/23/2025	66468	BUSINESS PROF OF AMERICA	HS/BMITE/Parr/Membership & Advisor Dues	420.00
11	707	09/23/2025	66468	BUSINESS PROF OF AMERICA	HS/BMITE/Graham/Membership & Advisor Dues	420.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 620 - 784, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	708	09/23/2025	66468	BUSINESS PROF OF AMERICA	HS/BMITE/Albee/Membership & Advisor Dues	420.00
11	709	09/23/2025	11852	PROSPERITY BANK 46514	OPER/OSSBA/L DAVIS/HOTEL	540.48
11	710	09/23/2025	20932	OSSBA, INC	OPER/REGIST/TRAINING/L DAVIS	450.00
11	711	09/24/2025	36553	CHAD CARGILL CONSULTING	TITLE V/ACT TEST PREP/HS	1,200.00
11	712	09/24/2025	11852	PROSPERITY BANK 46514	HS/Library/Library Materials	1,000.00
11	716	09/24/2025	69063	KNOCKOUT SPORTSWEAR.COM LLC	Ath/Girls Wrestling Singlets	1,895.00
11	717	09/24/2025	12331	PONCA CITY SCHOOLS/COPY CENTER	WOOD/INST/PAPER	187.50
11	718	09/24/2025	11852	PROSPERITY BANK 46514	WCA/INST/INTERACTIVE GAME	1,370.00
11	719	09/25/2025	11871	PROSPERITY BANK-AMAZON	TITLE III/HEADPHONES/DISTRICT	562.84
11	720	09/25/2025	11871	PROSPERITY BANK-AMAZON	TITLE IV/MATH/CALCULATORS/HS	977.82
11	721	09/26/2025	11852	PROSPERITY BANK 46514	WOOD/INST/Walkie Talkies	600.00
11	722	09/26/2025	11852	PROSPERITY BANK 46514	UNION/INST/AR/STUDENT INCENTIVES	250.00
11	723	09/26/2025	10265	UNITED SUBURBAN SCHOOLS ASSOC	OPER/REGISTRATION FEE FOR USSA LEADERSHIP CONF	300.00
11	724	09/26/2025	11852	PROSPERITY BANK 46514	OPER/USSA FALL TRAINING ARTESIAN HOTEL LARIN DAVIS	258.00
11	725	09/26/2025	12090	PROSPERITY BANK-MERRIFIELDS	EAST/TITLE I/PRINTER INK	300.00
11	726	09/26/2025	11852	PROSPERITY BANK 46514	HS/INSTRUC/Plaud Note & AI Annual Plan	258.99
11	727	09/26/2025	87267	BENJAMIN LUTZ	TITLE IV/TRAVEL/OAHPERD	296.80
11	728	09/26/2025	68631	OKLAHOMA AUTISM CENTER	SPED/REGISTRATION/AUTISM TRNG	650.00
11	729	09/26/2025	11912	PROSPERITY BANK-HILTON	SPED/HOTEL/AUTISM TRNG	150.00
11	730	09/26/2025	88690	ALMA SHELTON	SPED/TRAVEL/AUTISM TRNG	320.00
11	731	09/26/2025	88716	KATIE KIRCHENBAUER	SPED/TRAVEL/AUTISM TRNG	100.00
11	732	09/26/2025	99070	TRANSPORTATION DEPARTMENT	EAST/FACS/TRANSP TO LEADERSHIP CONF/9.30	112.50
11	733	09/26/2025	11852	PROSPERITY BANK 46514	WOOD/INSTRU/Convex Mirrors	200.00
11	734	09/26/2025	10132	MERRIFIELD OFFICE SUPPLY	WEST/TITLE 1/LAMINATOR	2,950.00
11	735	09/29/2025	11871	PROSPERITY BANK-AMAZON	TITLE III/SUPPLIES/DISTRICT	900.00
11	736	09/29/2025	87556	ALONDRA KEEN	WCA/INSTR/REIMB/Counselor Fest/10.2	64.40
11	737	09/29/2025	10228	SCHOLASTIC INC, MAGAZINES	UNION/TITLE 1/MY BIG WORLD	139.15
11	738	09/29/2025	67318	3P LEARNING, INC	UNION/TITLE 1/MATH SEEDS READING EGGS	2,303.40
11	739	09/29/2025	45103	MUSEUM OF OSTEOLOGY	WEST/GT/FIELD TRIP	534.00
11	740	09/29/2025	99070	TRANSPORTATION DEPARTMENT	WEST / GT / BUS TO OSTEOLOGY MUSEUM	475.00
11	741	09/29/2025	99070	TRANSPORTATION DEPARTMENT	TITLE IV/TRANSPORTATION/OKSTE CONFERENCE	475.00
11	742	10/01/2025	68797	SCHOOLSTATUS PARENT, INC	LIBERTY/TITLE 1/PARENT TEACHER COMMUNICATION	1,500.00
11	743	10/01/2025	37076	RENAISSANCE LEARNING	LIBERTY/TITLE 1/FRECKLE MATH	2,100.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 620 - 784, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	744	10/01/2025	11760	EDMENTUM,INC	UNION/TITLE 1/STUDY ISLAND	2,324.00
11	745	10/01/2025	11852	PROSPERITY BANK 46514	WEST / TECH ED / CLASSROOM SUPPLIES	1,000.00
11	746	10/01/2025	10074	BRACE BOOKS & MORE, INC.	WEST / TITLE 1 / BOOKS	700.00
11	747	10/01/2025	84151	CHRISTOPHER L LITTLECOOK	TITLEVI/VISITOR/MINIPOWWOW	400.00
11	748	10/02/2025	88714	DEVIN BACKHAUS	HS/INSTRUC/Counselor Fest Mileage Reimb 10/2/25	63.00
11	749	10/06/2025	99070	TRANSPORTATION DEPARTMENT	SPED/TRANSP/TRAINING/2.5.26	234.00
11	750	10/06/2025	12331	PONCA CITY SCHOOLS/COPY CENTER	LINCOLN/TITLE I/COPY PAPER	1,000.00
11	751	10/06/2025	11852	PROSPERITY BANK 46514	HS/GT/Powerpoints AP US History Curriculum	99.00
11	752	10/06/2025	99070	TRANSPORTATION DEPARTMENT	HS/GT/Academic Team Competitions FY26	500.00
11	753	10/06/2025	11852	PROSPERITY BANK 46514	HS/BMITE/Graham/Curriculum Needs	500.00
11	754	10/06/2025	38287	STATS MEDIC LLC	HS/GT/AP Statistics Assessment Package	573.00
11	755	10/06/2025	66913	SCHOOL SPECIALTY LLC	TITLE IV/ART SUPPLIES/EMS	285.51
11	756	10/06/2025	20019	NASCO EDUCATION, LLC	TITLE IV/ART SUPPLIES/EMS	1,098.98
11	757	10/06/2025	20019	NASCO EDUCATION, LLC	TITLE IV/ART SUPPLIES/TR	1,500.00
11	758	10/06/2025	20019	NASCO EDUCATION, LLC	TITLE IV/ART SUPPLIES/LB	1,500.00
11	759	10/06/2025	30482	BUREAU OF EDUCATION & RESEARCH, INC	EAST/515/REGISTRATION/WHAT'S NEW...LITERATURE	325.00
11	760	10/06/2025	85652	LORRIE E LAYTON	EAST/515/TRAVEL/WHAT'S NEW...LITERATURE	120.40
11	761	10/07/2025	88702	LARIN DAVIS	OPER/OUT OF DISTRICT MILEAGE	500.00
11	764	10/07/2025	11157	LITTLEBEAR LITTLECOOK	TITLEVI/VISITOR/MINIPOWWOW	600.00
11	765	10/07/2025	99070	TRANSPORTATION DEPARTMENT	WEST / GT / CAR TO OSTEOLOGY MUSEUM	204.00
11	766	10/07/2025	86428	SEAN D TAGLIALATELA	HS/Sr High Gap/Travel/Meals, Mileage, Uber	767.80
11	767	10/07/2025	11903	PROSPERITY BANK-MARRIOTT	HS/Sr High Gap/Hotel/Leaders in PLC 10/27-29/25	716.00
11	768	10/07/2025	12108	PROSPERITY BANK-SOLUTION TREE	HS/Sr High Gap/Leaders in PLC Registration	799.00
11	769	10/07/2025	11871	PROSPERITY BANK-AMAZON	TITLE IV/FLEXIBLE SEATING/CBA	639.92
11	770	10/07/2025	11455	TECHMART COMPUTER PRODUCTS, INC	TITLE IV/SCIENCE/CALCULATORS/HS	2,984.76
11	771	10/07/2025	66913	SCHOOL SPECIALTY LLC	TITLE IV/PE SUPPLIES/UN	866.26
11	772	10/07/2025	21021	THE PROPHET CORPORATION	TITLE IV/PE SUPPLIES/UN	455.77
11	773	10/07/2025	68835	PROSPERITY BANK-HAWTHORNE EDUCA	SPED/TESTING ASSESMENTS	865.00
11	774	10/07/2025	11852	PROSPERITY BANK 46514	TROUT/LIBERTY/INST/MUSIC/CO STUME	300.00
11	775	10/07/2025	68926	PROSPERITY BANK-SWEETPIPES	TROUT/LIBERTY/INST MUSIC/CLASSROOM ITEMS	25.00
11	776	10/07/2025	10112	NEW DIRECTION SOLUTIONS, LLC	SPED/ASL/DISTRICT	61,479.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 620 - 784, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	777	10/07/2025	20340	MURRAY WOMBLE, INC	MAINT/LOCKES AND DOOR HARDWARE	1,626.00
11	778	10/07/2025	68811	OKLAHOMA PUBLIC SCHOOL RESOURCE CTR	CURRIC/TRAINING ON MARZANO	300.00
11	779	10/08/2025	99070	TRANSPORTATION DEPARTMENT	SPED/TRANSPORTATION/AUTISM TRNG	220.00
11	780	10/08/2025	99070	TRANSPORTATION DEPARTMENT	TITLEVI/TRANSPORTATION/OCIE BOWL	202.00
11	781	10/08/2025	68229	PROSPERITY BANK-STAPLES	GT/SHIPPING/TESTS	100.00
11	782	10/08/2025	11860	PROSPERITY BANK-SOUTHWEST AIR	HS/Sr High Gap/Flight/Leaders in a PLC 10/27-29/25	800.00
11	783	10/09/2025	11871	PROSPERITY BANK-AMAZON	WEST/ TITLE 1/ CLASSROOM SUPPLIES	5,000.00
11	784	10/09/2025	67982	TRAFERA HOLDINGS, LLC	TITLE III/CHROMEBOOKS/DISTRICT ELL	7,968.00
Non-Payroll Total:						\$273,131.29
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$273,131.29

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 89 - 113, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	89	09/10/2025	37186	RICK SCOTT CONSTRUCTION, INC	REPAIR TRANSPORTATION BUILDING FOR DAMAGE	7,863.00
21	90	09/15/2025	38280	ATOMIC SERVICES, INC	FIRE MONITORING SERVICES	826.31
21	91	09/15/2025	20918	ENDEX INC. OF TULSA	HS INTERCOM SERVICE AND REPAIR	1,000.00
21	92	09/15/2025	20549	STOLHAND-WELLS PLUMB,HEAT,AIR	REPAIRS & SERVICE	1,040.53
21	93	09/15/2025	38280	ATOMIC SERVICES, INC	FIRE SUPPRESSION/ALARM REPAIR AND MAINTENANCE	10,000.00
21	95	09/17/2025	11852	PROSPERITY BANK 46514	REPLACEMENT CEILING TILES	3,147.31
21	96	09/17/2025	20549	STOLHAND-WELLS PLUMB,HEAT,AIR	WASHINGTON FIRE RISER LINE REPAIR	755.66
21	97	09/23/2025	69057	ETHOS EVACUATION STRATEGIES, LLC	MEDSLED FOR HIGH SCHOOL STEM WING	490.00
21	98	09/23/2025	68996	MCDONALD ELECTRIC	DISTRICT REPAIRS/RATE SCHEDULE #2	10,000.00
21	99	09/23/2025	20340	MURRAY WOMBLE, INC	NW EXTERIOR DOOR AT CONCERT HALL	1,492.00
21	100	09/24/2025	67169	ALLEN HARDESTY	OPER/DISTRICT MOLD TESTING	4,000.00
21	101	10/01/2025	20153	TEMPLE ENTERPRISES OF PONCA CITY	OPER/DISTRICT WIDE HVAC FILTERS FOR PM	7,450.23
21	102	10/06/2025	20549	STOLHAND-WELLS PLUMB,HEAT,AIR	EMERGENCY PO FOR GAS LINE LEAK REPAIRS AT HS	15,604.00
21	103	10/07/2025	68577	ORION SECURITY SOLUTIONS, LLC	ACCESS CONTROL FOR INDOOR/OUTDOOR FACILITY	24,873.00
21	104	10/07/2025	31719	KYLER CONSTRUCTION GROUP	REPLACE SIGN AT BACK SIDE OF BASEBALL FIELD	2,800.00
21	105	10/07/2025	31719	KYLER CONSTRUCTION GROUP	OPER/PO HI DOWNSTAIRS BATHROOM PARTITIONS	6,500.00
21	106	10/07/2025	31719	KYLER CONSTRUCTION GROUP	OPER/STAINLESS STEEL MIRRORS REAPLCED AT PO-HI	4,200.00
21	107	10/07/2025	69012	KENTUCKIANA CURB COMPANY INC	OPER/CONDENSER FAN MOTORS FOR DISTRICT REPAIR	2,076.00
21	108	10/07/2025	10067	JOHN W GASPARINI, INC	OPER/WATER FOUNTAIN IN FINE ARTS BUILDING	1,371.29
21	109	10/07/2025	20305	EVANS & ASSOCIATES CONST CO. INC.	OPER/DISTRICT SNOW AND ICE REMOVAL	9,000.00
21	110	10/07/2025	67373	LEWIS ASSOCIATES ARCHITECTS	UPDATED KEY PLANS FOR DISTRICT	5,925.00
21	111	10/08/2025	11128	ULINE, INC	GAS CANS FOR HIGH SCHOOL	353.91
21	112	10/09/2025	11320	OVERHEAD DOOR CO OF STILLWATER, LLC	OPER/REPAIR OVERHEAD DOORS AT BUS BARN	2,461.00
21	113	10/09/2025	10306	C&H OUTDOOR LLC	OPER/SAND SPREADER FOR DISTRICT	6,193.10

Non-Payroll Total:	\$129,422.34
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$129,422.34

Ponca City Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 73 - 81, Fund(s): CHILD NUTRITION FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	73	09/10/2025	69038	ALLISON ARECHIGA	LUNCH REFUND/ROOSEVELT	30.00
22	74	09/10/2025	69041	KAITLYN BRANHAM	LUNCH REFUND/LIBERTY	31.50
22	75	09/22/2025	69047	EEC GP BLOCKER, INC	equipment repairs for CNP kitchen sites	25,000.00
22	76	09/22/2025	69060	CARRIE LINDER	LUNCH REFUND/LIBERTY	35.20
22	77	09/29/2025	11852	PROSPERITY BANK 46514	purchase washer dryer for CNP West Middle School	1,500.00
22	78	10/01/2025	68611	GREGORY PACKAGING	purchase juice for CNP district sites	56,000.00
22	79	10/01/2025	68252	BLUEMARK ENERGY, LLC	gas utilities for CNP kitchens/sites	20,000.00
22	80	10/01/2025	30544	CITY OF PONCA CITY	electric utilities for CNP kitchen sites	10,000.00
22	81	10/08/2025	69047	EEC GP BLOCKER, INC	warehouse freezer compressor replace/repairs	25,000.00
Non-Payroll Total:						\$137,596.70
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$137,596.70

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 3 - 6, Fund(s): 2022 LRB IMPROVEMENT FND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
30	3	09/12/2025	67373	LEWIS ASSOCIATES ARCHITECTS	INDOOR/OUTDOOR ATHLETICS FACILITY	15,007.94
30	4	10/09/2025	37186	RICK SCOTT CONSTRUCTION, INC	WEST MIDDLE SCHOOL WATER INFILTRATION	68,695.75
30	5	10/09/2025	67373	LEWIS ASSOCIATES ARCHITECTS	OPER/WMS WATER INFILTRATION ARCHITECT	5,495.66
30	6	10/09/2025	68577	ORION SECURITY SOLUTIONS, LLC	OPER/ACCESS CONTROLS FOR ATHLETIC COMPLEX	24,873.00
Non-Payroll Total:						\$114,072.35
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$114,072.35

Ponca City Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 5 - 5, Fund(s): BOND FUND 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	5	10/01/2025	40763	BANC FIRST	ACQUISITION PAYMENT FY27	516,500.00
Non-Payroll Total:						\$516,500.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$516,500.00

Ponca City Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 9 - 11, Fund(s): BOND FUND 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	9	09/10/2025	67160	JAMF HOLDINGS, INC& SUBSIDIARIES	JAMF Ipad Management Software Renewal	4,591.00
35	10	09/23/2025	20501	APPLE COMPUTER, INC.	Apple Macbook Pro for Exec Op Dir	2,479.00
35	11	10/01/2025	40763	BANC FIRST	ACQUISITION PAYMENT FY 28	1,001,500.00
Non-Payroll Total:						\$1,008,570.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,008,570.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 71 - 83, Fund(s): GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	71	09/10/2025	20863	A+ PRINTING LLC	HOF/TABLE SPONSOR SIGNS	300.00
81	72	09/10/2025	99070	TRANSPORTATION DEPARTMENT	HS/STEM/OU Engineering Challenge 9/23/2025	292.50
81	73	09/12/2025	11852	PROSPERITY BANK 46514	HOF/RECIPIENT PICTURE FRAMING	150.00
81	74	09/12/2025	12039	STEMFINITY, LLC	HS/STEM/OZOBOT ARI CLSSRM SET	4,154.95
81	75	09/12/2025	66839	PATRICIA A HOLMES	HOF/TABLE CLOTH/NAPKIN RENTAL	450.00
81	76	09/12/2025	99070	TRANSPORTATION DEPARTMENT	HS/STEM/ENGINEERING SHADOW DAY 10/30/2025	255.00
81	77	09/15/2025	40530	CAMPUS MART CATERING	OTG/ALL STAFF BREAKFAST	4,200.00
81	78	09/16/2025	37286	PONCA CITY MAIN STREET AUTH INC	OTG/ICE ON THE PLAZA FY26	3,500.00
81	79	09/16/2025	11852	PROSPERITY BANK 46514	HS/ROBOTICS/STORAGE UNIT	2,604.07
81	80	10/01/2025	11852	PROSPERITY BANK 46514	LIBERTY/GIFTS/CLOTHING FOR CLOTHES CLOSET	200.00
81	81	10/09/2025	11852	PROSPERITY BANK 46514	HS/STEM/Consumables for WMS Showcase	500.00
81	82	10/09/2025	10074	BRACE BOOKS & MORE, INC.	HS/STEM/Pre-K & Kinder STEM Books	1,035.16
81	83	10/09/2025	11852	PROSPERITY BANK 46514	LIBERTY/GIFTS/STAFF MORALE TREATS/DRINKS	300.00

Non-Payroll Total:	\$17,941.68
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$17,941.68

BOARD OF EDUCATION ELECTION RESOLUTION

TO: Kay County Election Board

FROM: The Ponca City School District, Independent School
District No. I071 of Kay County, Oklahoma

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

Date of the Election:

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

Board Member Position on Ballot:

The voters shall elect a board member for board position No. 1, which has a 5-year term of office.

Qualifications of Candidates for Office:

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

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

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such

crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

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

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

Voters Eligible to Vote:

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

Ballot Titles:

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

1. Select one candidate for Ponca City School Board Position No. 1

Approved by the Ponca City Board of Education this 13th day of October, 2025.



President of the Board of Education



Clerk of the Board of Education

**APPROVED BY THE
PONCA CITY
BOARD OF EDUCATION**
10-13-25



PONCA CITY SCHOOLS					
PERSONNEL REPORT					
October 13, 2025					
		EFFECTIVE			
NAME	ASSIGNMENT	DATE	PROJ. #	SALARY	
<u>EMPLOYMENTS</u>					
<u>CERTIFIED PERSONNEL</u>					
<u>SUPPORT PERSONNEL</u>					
Baur, David	Bus Aide @ Transportation	10/9/2025	000	Salary Schedule	
Boyd, MARRISA	Custodian @ PoHi	10/21/2025	000	Salary Schedule	
Contreras, Rosa	ISD Monitor @ PoHi	10/6/2025	000	Salary Schedule	
Duke, Christian	Custodian @ Roosevelt	10/8/2025	000	Salary Schedule	
Hurley, Jennifer	Title I TA @ Liberty	10/6/2025	511	Salary Schedule	
Kelley, Erin	Attendance Secretary @ PoHi	10/13/2025	000	Salary Schedule	
Martin, Kaylee	Title I TA @ Union	10/13/2025	511	Salary Schedule	
McClung, Vincent	Parent Liaison @ West	10/6/2025	511	Salary Schedule	
Pappan, Deena	Library Monitor @ Liberty	10/13/2025	000	Salary Schedule	
Sherrill, Jennifer	Site Secretary @ Woodlands	10/13/2025	000	Salary Schedule	
Valenzuela, Stella	CNP @ East	10/3/2025	CNP	Salary Schedule	
Wallace, Alexiea	Title I TA @ Lincoln	10/13/2025	511	Salary Schedule	
Welch, Adilyn	Title I TA @ Trout	10/6/2025	511	Salary Schedule	
Wood, Brenda	SpEd Para @ Union	10/6/2025	028	Salary Schedule	
<u>SEPARATIONS</u>					
<u>CERTIFIED PERSONNEL</u>					
<u>SUPPORT PERSONNEL</u>					
Looney, Cassidy	PreK TA @ Woodlands	10/16/2025			
Stephens, Chris	Custodian @ PoHi	10/10/2025			
Thomason, Jami	CNP @ East	9/29/2025			
Todd, Kenneth	Groundskeeper @ Maintenance	10/1/2025			
Welch, Kori	Attendance Secretary @ PoHi	9/26/2025			
<u>CHANGE OF STATUS</u>					
<u>CERTIFIED PERSONNEL</u>					
Ailey, Vanessa	from Special Circumstance Adjunct to Librarian	2025-2026	000	Salary Schedule	
Albee, Kyle	from Special Circumstance Adjunct to BMITE	2025-2026	000	Salary Schedule	
Backhaus, Devin	from Special Circumstance Adjunct to English	2025-2026	000	Salary Schedule	
Blue, Jackson	from Special Circumstance Adjunct to Science	2025-2026	000	Salary Schedule	
Franklin, Weston	from Special Circumstance Adjunct to PE	2025-2026	000	Salary Schedule	
Hurd, Mackenzie	from Special Circumstance Adjunct to Science	2025-2026	000	Salary Schedule	
Keller, Steve	from 60% SpEd @ Union to 60% SpEd @ West	10/27/2025			
Rapeti, Kumari	from Special Circumstance Adjunct to Career Tech	2025-2026	000	Salary Schedule	
Shelton, Alma	from Special Circumstance Adjunct to Elementary	2025-2026	000	Salary Schedule	
Slizewski, Christina	from Special Circumstance Adjunct to Math	2025-2026	000	Salary Schedule	
Youngblood, Shelbi	from Certified teacher to adjunct teacher @ Garfield	8/14/2025			
<u>SUPPORT PERSONNEL</u>					
Hamilton, Michael	from Bus Aide to Bus Aide sub	10/7/2025	000	Salary Schedule	
Kirchenbauer, Katie	from SpEd Para to SpEd Para Tier 2 @ Lincoln	09/01/2025	028	Salary Schedule	
Lambel, Lisa	from SpEd Para to SpEd Para Tier 2 @ Roosevelt	10/01/2025	028	Salary Schedule	
McVicker, Rebecca	from SpEd Para to SpEd Para Tier 2 @ Union	10/1/2025	028	Salary Schedule	
Sebor, Taylor	from class size TA @ WO to Title I TA @ WO	10/13/2025	511	Salary Schedule	

PONCA CITY SCHOOLS PERSONNEL REPORT

October 13, 2025

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<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>PROJ. #</u>	<u>SALARY</u>
EXTRA DUTY				
CERTIFIED PERSONNEL				NON-CONTRACT DUTY
Allison, Caleb	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Barron, Samuel	Gifted and Talented Teacher	2025-2026	162	\$27.60/hr up to 20 hrs
Campbell, Ashley	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Crowder, Haley	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Fredricks, Bethany	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Grider, Anne	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Klein, Jill	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Kriech, Shelby	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Lamar, Stephen	Parent Liaison @ East	2025-2026	511	\$27.60/hr up to 5 hrs/week
Landes, Wendy	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
McCrary, Anthony	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Pressnall, Kaitlyn	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Servis, Cole	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Salazar, Jason	Marching Band Camp	summer 2025	000	\$18/hr up to 46.5 hrs
Shellhorse, Devin	Athletics	2025-2026	171	\$14.40 per hour
VanCuren, Dylan	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
Walters, Trenton	Athletics	2025-2026	171	\$14.40 per hour
Welch, Lisa	Co Teaching Training	Oct-May 2025	028	\$27.60/hr up to 3 hrs
CERTIFIED PERSONNEL				CONTRACT DUTY
SUPPORT PERSONNEL				NON-CONTRACT DUTY
Anderson, Jim	Diaper Stipend	2025-2026	028	\$200 per semester
Blackwell, Raymond	Diaper Stipend	2025-2026	028	\$200 per semester
Bruce, Kirstin	Diaper Stipend	2025-2026	028	\$200 per semester
Bruce, Tammy	Diaper Stipend	2025-2026	028	\$200 per semester
Chaloupek, Mikayla	Diaper Stipend	2025-2026	028	\$200 per semester
Coker, Debra	Diaper Stipend	2025-2026	028	\$200 per semester
Crosby, Preston	Athletics	2025-2026	171	\$14.40 per hour
Deakin, Betty	Diaper Stipend	2025-2026	028	\$200 per semester
Estes, Angel	Diaper Stipend	2025-2026	000	\$200 per semester
Fincher, Ashlynn	Diaper Stipend	2025-2026	000	\$200 per semester
French, Shelby	Diaper Stipend	2025-2026	028	\$200 per semester
Gable, Elissa	Diaper Stipend	2025-2026	028	\$200 per semester
Garner, Raylee	Diaper Stipend	2025-2026	000	\$200 per semester
Gibson, Stacey	Diaper Stipend	2025-2026	000	\$200 per semester
Gottfried, Ayden	Diaper Stipend	2025-2026	028	\$200 per semester
Gray, Hope	Diaper Stipend	2025-2026	028	\$200 per semester
Hamilton, Michelle	Diaper Stipend	2025-2026	028	\$200 per semester
Helm, Danielle	Diaper Stipend	2025-2026	000	\$200 per semester
Hill, Allison	Diaper Stipend	2025-2026	028	\$200 per semester
Hock, Kerri	Diaper Stipend	2025-2026	028	\$200 per semester
Holloway, Hope	Diaper Stipend	2025-2026	000	\$200 per semester
Johnson, Erin	Diaper Stipend	2025-2026	000	\$200 per semester
Kline, Tracy	Diaper Stipend	2025-2026	028	\$200 per semester
Klinger, Dorothy	Diaper Stipend	2025-2026	028	\$200 per semester
Lambert, Janie	Diaper Stipend	2025-2026	000	\$200 per semester
Long, Crystal	Diaper Stipend	2025-2026	000	\$200 per semester
McVicker, Rebecca	Diaper Stipend	2025-2026	028	\$200 per semester
Owdetallah, Micheal	Diaper Stipend	2025-2026	000	\$200 per semester
Patterson, Kelli	Diaper Stipend	2025-2026	028	\$200 per semester
Podurgiel, Beth	Diaper Stipend	2025-2026	028	\$200 per semester
Pratt, Francine	Diaper Stipend	2025-2026	028	\$200 per semester
Presley, Lorin	Diaper Stipend	2025-2026	028	\$200 per semester
Ramsey, Marie	Diaper Stipend	2025-2026	028	\$200 per semester
Robinson, Kim	Diaper Stipend	2025-2026	028	\$200 per semester
Ross, Brenda	Diaper Stipend	2025-2026	028	\$200 per semester

PONCA CITY SCHOOLS PERSONNEL REPORT				
October 13, 2025				
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Seeliger, Carrie	Diaper Stipend	2025-2026	028	\$200 per semester
Selvey, Angela	Diaper Stipend	2025-2026	028	\$200 per semester
Shields, Kaitlyn	Athletics	2025-2026	171	\$14.40 per hour
Shields, Kaitlyn	Diaper Stipend	2025-2026	028	\$200 per semester
Sotelo, Jayci	Diaper Stipend	2025-2026	000	\$200 per semester
Staton, Gina	Diaper Stipend	2025-2026	028	\$200 per semester
Swanson, Shelby	Diaper Stipend	2025-2026	028	\$200 per semester
Swopes, Madison	Diaper Stipend	2025-2026	028	\$200 per semester
Tebow, Tanya	Diaper Stipend	2025-2026	000	\$200 per semester
Tyson, Emma	Diaper Stipend	2025-2026	028	\$200 per semester
Wickham, Michelle	Diaper Stipend	2025-2026	028	\$200 per semester
<u>SUPPORT PERSONNEL</u>				<u>CONTRACT DUTY</u>
<u>SUBSTITUTES</u>				
<u>ADDITIONS FOR THE 2025-2026 SCHOOL YEAR</u>				
(Teacher Substitute: \$80/day, Teacher Asst. Substitute: \$70/day)				
<u>*ATTACHMENT A</u>				
<u>MENTORS FOR RESIDENT TEACHERS 2025-2026</u>				
<u>*ATTACHMENT B</u>				
<u>ADJUSTED SALARY SCHEDULE-10 MONTH</u>				
<u>*ATTACHMENT C</u>				

Ponca City Public Schools
Personnel Report
October 13, 2025
Attachment A

**FOR BOARD APPROVAL
SUBSTITUTE TEACHERS
OCTOBER 2025**

1. Carter, Beverly\$#

#=Receiving OTRS Payment
\$=Bachelors
*=Certified
&=Contract Bachelor's
(CONT)=Contract Sub

**2025-2026
SUPPORT SALARY SCHEDULE - 10-month**

Step	A	A1	A3	A4	B	BB	B1	B2	B3	C1	C3	C4	D	D2
0	12.35	12.65	13.10	12.25	12.02	12.80	13.02	13.75	13.35	14.43	14.50	16.00	18.35	18.13
1	12.55	12.85	13.30	12.45	12.22	13.00	13.22	13.95	13.55	14.63	14.70	16.20	19.35	19.13
2	12.75	13.05	13.50	12.65	12.42	13.20	13.42	14.15	13.75	14.83	14.90	16.40	20.35	20.13
3	12.95	13.25	13.70	12.85	12.62	13.40	13.62	14.35	13.95	15.03	15.10	16.60	23.35	23.13
4	13.15	13.45	13.90	13.05	12.82	13.60	13.82	14.55	14.15	15.23	15.30	16.80	26.35	26.13
5	13.35	13.65	14.10	13.25	13.02	13.80	14.02	14.75	14.35	15.43	15.50	17.00	26.75	26.53
6	13.55	13.85	14.30	13.45	13.22	14.00	14.22	14.95	14.55	15.63	15.70	17.20	27.15	26.93
7	13.75	14.05	14.50	13.65	13.42	14.20	14.42	15.15	14.75	15.83	15.90	17.40	27.55	27.33
8	13.95	14.25	14.70	13.85	13.62	14.40	14.62	15.35	14.95	16.03	16.10	17.60	27.95	27.73
9	14.15	14.45	14.90	14.05	13.82	14.60	14.82	15.55	15.15	16.23	16.30	17.80	28.35	28.13
10	14.35	14.65	15.10	14.25	14.02	14.80	15.02	15.75	15.35	16.43	16.50	18.00	28.75	28.53
11	14.55	14.85	15.30	14.45	14.22	15.00	15.22	15.95	15.55	16.63	16.70	18.20	29.15	28.93
12	14.75	15.05	15.50	14.65	14.42	15.20	15.42	16.15	15.75	16.83	16.90	18.40	29.55	29.33
13	14.95	15.25	15.70	14.85	14.62	15.40	15.62	16.35	15.95	17.03	17.10	18.60	29.95	29.73
14	15.15	15.45	15.90	15.05	14.82	15.60	15.82	16.55	16.15	17.23	17.30	18.80	30.35	30.13
15	15.35	15.65	16.10	15.25	15.02	15.80	16.02	16.75	16.35	17.43	17.50	19.00	30.75	30.53
16	15.55	15.85	16.30	15.45	15.22	16.00	16.22	16.95	16.55	17.63	17.70	19.20	31.15	30.93
17	15.75	16.05	16.50	15.65	15.42	16.20	16.42	17.15	16.75	17.83	17.90	19.40	31.55	31.33
18	15.95	16.25	16.70	15.85	15.62	16.40	16.62	17.35	16.95	18.03	18.10	19.60	31.95	31.73
19	16.15	16.45	16.90	16.05	15.82	16.60	16.82	17.55	17.15	18.23	18.30	19.80	32.35	32.13
20	16.35	16.65	17.10	16.25	16.02	16.80	17.02	17.75	17.35	18.43	18.50	20.00	32.75	32.53
21	16.55	16.85	17.30	16.45	16.22	17.00	17.22	17.95	17.55	18.63	18.70	20.20	33.15	32.93
22	16.75	17.05	17.50	16.65	16.42	17.20	17.42	18.15	17.75	18.83	18.90	20.40	33.55	33.33
23	16.95	17.25	17.70	16.85	16.62	17.40	17.62	18.35	17.95	19.03	19.10	20.60	33.95	33.73
24	17.15	17.45	17.90	17.05	16.82	17.60	17.82	18.55	18.15	19.23	19.30	20.80	34.35	34.13
25	17.35	17.65	18.10	17.25	17.02	17.80	18.02	18.75	18.35	19.43	19.50	21.00	34.75	34.53
26	17.55	17.85	18.30	17.45	17.22	18.00	18.22	18.95	18.55	19.63	19.70	21.20	35.15	34.93
27	17.75	18.05	18.50	17.65	17.42	18.20	18.42	19.15	18.75	19.83	19.90	21.40	35.55	35.33
28	17.95	18.25	18.70	17.85	17.62	18.40	18.62	19.35	18.95	20.03	20.10	21.60	35.95	35.73
29	18.15	18.45	18.90	18.05	17.82	18.60	18.82	19.55	19.15	20.23	20.30	21.80	36.35	36.13
30	18.35	18.65	19.10	18.25	18.02	18.80	19.02	19.75	19.35	20.43	20.50	22.00	36.75	36.53
31	18.55	18.85	19.30	18.45	18.22	19.00	19.22	19.95	19.55	20.63	20.70	22.20	37.15	36.93
32	18.75	19.05	19.50	18.65	18.42	19.20	19.42	20.15	19.75	20.83	20.90	22.40	37.55	37.33
33	18.95	19.25	19.70	18.85	18.62	19.40	19.62	20.35	19.95	21.03	21.10	22.60	37.95	37.73
34	19.15	19.45	19.90	19.05	18.82	19.60	19.82	20.55	20.15	21.23	21.30	22.80	38.35	38.13
35	19.35	19.65	20.10	19.25	19.02	19.80	20.02	20.75	20.35	21.43	21.50	23.00	38.75	38.53
36	19.55	19.85	20.30	19.45	19.22	20.00	20.22	20.95	20.55	21.63	21.70	23.20	39.15	38.93
37	19.75	20.05	20.50	19.65	19.42	20.20	20.42	21.15	20.75	21.83	21.90	23.40	39.55	39.33
38	19.95	20.25	20.70	19.85	19.62	20.40	20.62	21.35	20.95	22.03	22.10	23.60	39.95	39.73
39	20.15	20.45	20.90	20.05	19.82	20.60	20.82	21.55	21.15	22.23	22.30	23.80	40.35	40.13
40	20.35	20.65	21.10	20.25	20.02	20.80	21.02	21.75	21.35	22.43	22.50	24.00	40.75	40.53

- Sch A HQ Non-Certified Teacher Assistant (by test);
- Sch A1 HQ Non-Certified Teacher Assistant (by education) (48 credit hours); Attendance/Finance Office Asst
- Sch A3 Hearing Impaired Interpreter; ELL Teacher Assistant
- Sch A4 Daycare Assistant
- Sch B Site Custodian (10-mo)
- Sch BB HQ Special Ed Paraprofessional Tier 2
- Sch B1 Job Coach; ISD; Library Monitor
- Sch B2 HQ Certified Teacher Assistant
- Sch B3 HQ Title VI Assistant
- Sch C1 Office Asst/CNP; Parent Liaison
- Sch C3 Site Secretary (10-mo)
- Sch C4 Wildlife Safety
- Sch D Sign Interpreter; Special Licensed Speech; Path Asst
- Sch D2 COTA

HQ = Highly Qualified

Fringe

Each support employee who works 30 hours/week will receive a flex benefit of either \$189.69 cash option or the member health premium paid if the employee chooses to take the school district's health insurance.

The amount is only guaranteed year by year, if the State of Education funds it.