



**Agenda**  
**Duncan Public Schools**  
**Regular Meeting of the Board of Education**  
**Administration Building, 1740 W. Spruce, Duncan, Oklahoma 73533**  
**Tuesday, October 14, 2025 at 6:00 PM**

1. **Call to order** and roll call:  
Buckholts Davis Lolar Neal Schreckengost
2. **Flag Salute**
3. **Chicken Express Employees of the Month**
4. **Food 4 Kids** presentation
5. **Public participation** and/or discussion
6. **Superintendent's Report**
  - A. **Bond Projects Update** by Hope Equipment & Construction
  - B. **Strategic Plan Presentation** and update from Goal Area 1: Teaching, Learning, & Assessment
  - C. Department Presentation from the Business Office, including the annual **Operational Budget**
  - D. District Update
7. Consideration and vote to elect or not elect the following as **new member of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001)**:
  - A. Position No. 1: Pam Deering (CCOSA), Executive Director of CCOSA, to a 2026-2030 term
  - B. Position No. 2: Robert Trammell (OROS), Executive Director of OROS, to a 2026-2030 term
  - C. Position No. 4: Randy Davenport (OROS), Superintendent of Holdenville Public Schools, to a 2026-2029 term
  - D. Position No. 9: Terry Davidson (CCOSA), Finance Director of Comanche Public Schools, to a 2026-2029 term
  - E. Position No. 13: Glen Coper (OSSBA), Board Member of Moore Norman Technology Center, to a 2026-2029 term
8. Discussion and possible motion to approve amendments to the following **district policy and procedure**:
  - A. **Policy 6023 Student Transfers** - amendments
  - B. **Policy 6023-1 Intra District Transfers** - amendments
9. **Consent Agenda**  
*All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member*

*desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:*

- A. **Minutes** of the September 9, 2025 Regular Meeting
- B. **Cafeteria Monthly Reports**
- C. **Financial Reports**
- D. **Activity Fund Reports**
- E. **Additions, deletions, and/or changes to Activity Fund Sub-accounts**
- F. **District Fundraisers**
- G. **Encumbrance Reports**
  - General Fund 11 Purchase Order Numbers 65588-65722, total dollar value of \$294,931.26
  - Building Fund 21 Purchase Orders, Number 21102-21117, total dollar value of \$30,989.05
  - Bond Fund 34 Purchase Orders, Number 3404-3405, total dollar value of \$2,289,921.00
  - Bond Fund 35 Purchase Orders, Number 35006-35007, total dollar value of \$70,067.91
  - Bond Fund 36 Purchase Orders, Number 36000-36007, total dollar value of \$108,498.91
  - Change Order Listing(s) of Encumbrances
  - Encumbrance(s) More Than 10% Over
- H. Board of Education **Regular Meeting dates for 2026** calendar year
- I. **2026 Election Resolution** for Board Member position #1
- J. Updates to the Duncan Virtual Academy portion of the High School **Student Handbook** for FY 25-26
- K. Host **After-School Tutoring** at all district sites
- L. **Out-of-State Travel** - Middle School Vocal Music trip to the Epic Waters Music Festival April 10, 2026 in Grand Prairie, TX
- M. **Hinton Refrigeration Co.** - district Child Nutrition Walk-In Freezer in the amount of \$62,235.00
- N. **Splashtop** - Remote and Autonomous Endpoint Management for district device management and cybersecurity in the amount of \$2,317.95
- O. **Summit Mailing & Shipping Systems** - district Postage Meter and Lease Agreement in the amount of \$1,439.28
- P. **Outdoor Sign Solutions** - Digital Marquee for Emerson Elementary in the amount of \$28,280.00 paid by the Building Fund, Bond Fund and a donation from First Bank & Trust
- Q. **CDW-G** - DPS 2020 Vision Bond purchase of laptops for district teachers in the amount of \$319,890.00
- R. **OK Work Trucks** - DPS 2020 Vision Bond purchase of Two Trucks for the Maintenance Department in the amount of \$49,825.00
- S. **Holt Truck Centers** - DPS 2020 Vision Transportation Bond purchase of a Multi-Function School Activity Bus with Lift and graphics in the amount of \$123,835.00
- T. **Model 1 Commercial Vehicles** - DPS 2020 Vision Transportation Bond purchase of a 14 Passenger Yellow Bus with Lift in the amount of \$105,537.00

10. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of extra duty contracts of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Extra Duty employment contracts as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(2) Discussing support staff negotiations concerning employees and representatives of employee groups; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. Vote to convene or not convene into Executive Session
11. Vote to acknowledge the Board's **return to Open Session**  
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of extra duty contracts of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Extra Duty employment contracts as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(2) Discussing support staff negotiations concerning employees and representatives of employee groups; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.
12. Discussion and possible action regarding resignations, employment, and changes of extra duty contracts as listed on **Schedule A** attached
13. Discussion and possible action regarding Extra Duty contracts for Support Staff as listed on **Schedule A1** attached
14. Discussion and motion to approve, not approve or table the **ratification of negotiations** for Support Staff (DESA, Duncan Educational Support Association)
15. Discussion and possible action regarding declaration of miscellaneous items as **surplus**
16. Discussion and possible action regarding **New Business**
17. **The next Regular Meeting of the Board of Education will be held on Tuesday, November 11, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**
18. **Adjournment**

NOV 12 2024

ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2025 are as follows:

Tuesday, January 14, 2025

Tuesday, July 15, 2025

Tuesday, February 11, 2025

Thursday, August 19, 2025

Tuesday, March 11, 2025

Tuesday, September 9, 2025

Tuesday, April 8, 2025

Tuesday, October 14, 2025

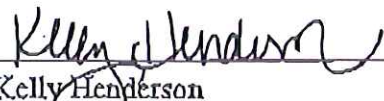
Tuesday, May 13, 2025

Tuesday, November 11, 2025

Tuesday, June 10, 2025

Tuesday, December 9, 2025

Thursday, June 26, 2025

  
\_\_\_\_\_  
Kelly Henderson  
Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
STEPHENS COUNTY  
RECORDED OR FILED  
2024 NOV 13 AM 10:09  
BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
JERRY MOORE  
COUNTY CLERK  
BY \_\_\_\_\_ DEPUTY



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Encumbrance(s) More Than 10% Over

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Vote to convene or not convene into Executive Session

11. Vote to acknowledge the Board's **return to Open Session**

Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of extra duty contracts of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Extra Duty employment contracts as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(2) Discussing support staff negotiations concerning employees and representatives of employee groups; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

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13. Discussion and possible action regarding Extra Duty contracts for Support Staff as listed on **Schedule A1** attached

14. Discussion and motion to approve, not approve or table the **ratification of negotiations** for Support Staff (DESA, Duncan Educational Support Association)

15. Discussion and possible action regarding declaration of miscellaneous items as **surplus**

16. Discussion and possible action regarding **New Business**

**17. The next Regular Meeting of the Board of Education will be held on Tuesday, November 11, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

**18. Adjournment**

*This Agenda for the Regular Meeting of October 14, 2025 was posted online, at [www.duncanps.org](http://www.duncanps.org), and on the front window of the Administration Building at 1740 W. Spruce, Duncan, OK on October 13, 2025 at 4:10 P.M.*

Posted by Kelly Henderson  
Kelly Henderson, Board Clerk

**SCHEDULE A**  
10/14/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Thornton	Shellie	EM/Counselor	13	9/22/2025
Altom	David	CO/Technology Coordinator	24	10/9/2025
Culberson	Edmond	EM/Library-Media Assistant-Paraprofessional	0	10/1/2025
Richmond	Austin	PL/SPED Paraprofessional-Teacher Assistant	0	never worked
Smith	Dustin	CO/Security Director	1	10/21/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Cafeteria - Server/Helper		Support
		Licensed Practical Nurse	Background	Support
		Bus Driver w/CDL	Background	Support
		Assistant Girls Wrestling Coach	Background	Contract Coach

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		
Howard	Toni	change to HS Student Council Co-Sponsor		
Lynch	Allison	add Elementary Archery		
Peters	Brandy	Add in-District Travel		
Sale	Tabitha	add SPED Self-Contained		
Scifres	Tamara	change to Elementary Academic Team Co-Sponsor		
Shipman	Amanda	add Elementary Academic Team Co-Sponsor		

**Schedule A1 - October 14, 2025  
EXTRA DUTY CONTRACTS (SUPPORT)**

BARKER, DAINA M.	Special Ed Self-Contained	\$ 500.00
BEARCE, LENNETTA J.	Special Ed Self-Contained	\$ 500.00
BEARCE, MYLEAH C.	Special Ed Self-Contained	\$ 500.00
BENNETT, FAITH E.	Special Ed Self-Contained	\$ 500.00
BINGHAM, VERONICA M.	Special Ed Self-Contained	\$ 500.00
BOGGESS, CHRISTINA M.	Special Ed Self-Contained	\$ 500.00
BYERS, KASEY D.	Special Ed Self-Contained	\$ 500.00
CALDWELL, MELINDA A.	Special Ed Self-Contained	\$ 500.00
COULSTON, HEATHER D.	Special Ed Self-Contained	\$ 500.00
CROSS, REBECCA L.	Facebook Facilitator (\$500) SPED Self-Contained (\$2,500) SPED 7.5% (\$2,329.44)	\$ 5,329.44
FORD, CRYSTAL D.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,064.48)	\$ 4,564.48
FRANKLIN, ASHLEY L.	Special Ed Self-Contained	\$ 500.00
FRANKLIN, LAURA L.	Special Ed Self-Contained	\$ 500.00
GRISSOM, KATRINA G.	Special Ed Self-Contained	\$ 500.00
HENDERSON, AUTUMN B.	Elementary Archery	\$ 300.00
HENDERSON, KELLY D.	Board Clerk	\$ 5,000.00
HEULITT, AMY A.	Special Ed Self-Contained	\$ 500.00
HODGES, ASHLEY N.	Special Ed Self-Contained	\$ 500.00
JARRETT, TRISHA R.	Facebook Facilitator	\$ 500.00
JOHNS, GLYNIS L.	Special Ed Self-Contained	\$ 500.00
KASPEREIT, TWYLA K.	Special Ed Self-Contained	\$ 500.00
KAUS, ANGELA L.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,329.44)	\$ 4,829.44
KNIGHT, L. REBEKAH	Lead Librarian	\$ 1,000.00
LEWIS, VERNA F.	Special Ed Self-Contained	\$ 500.00
MCCORD, MEGAN R.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,086.56)	\$ 4,586.56
MITCHELL, VONDA F.	Special Ed Self-Contained	\$ 500.00
MYERS, AMBER M.	Special Ed Self-Contained	\$ 500.00
PHELPS, TRESA L.	Special Ed Self-Contained	\$ 500.00
PRIETO, ERIK B.	Special Ed Self-Contained	\$ 500.00

PURSLEY, SARAH M.	HS SADD Sponsor	\$ 600.00
SEARCY, TERESA G.	SPED Self-Contained (\$500) Asst Special Olympics Sponsor (\$1,000) HS Student Council Co-Sponsor (\$1,750)	\$ 3,250.00
SIMMS, AIDA A.	Special Ed Self-Contained	\$ 500.00
SMITH, DUSTIN	xtra Events Stipend (\$2,500) Travel Stipend (\$1,000)	\$ 3,500.00
SMITH, ERIN R.	Special Ed Self-Contained	\$ 500.00
SPENCER, MADALYNN A.	Special Ed Self-Contained	\$ 500.00
VAN OVEN, KARMAN A.	Special Ed Self-Contained	\$ 500.00
VAUGHN, TAYLOR B.	Special Ed Self-Contained	\$ 500.00
WADE, MCKAYLA D.	Special Ed Self-Contained	\$ 500.00
WRIGHT, SHAYLA M.	Special Ed Self-Contained	\$ 500.00

**DUNCAN PUBLIC SCHOOLS**  
**Regular Board Meeting Sign-In Sheet**  
**October 14, 2025**

Please <b>PRINT</b> Your Name	<b>PUBLIC PARTICIPATION</b> Agenda Item You Would Like to Discuss (if previously discussed/approved by Superintendent)
Dr. Channa Byerly	
Kelly Henderson	
* Randall Pitts	Address Fence Issue *
Nicole Punnett	Food 4 Kids
Kade Collier	
Donna McConell	
Rita Livingston	Duncan Chamber / Food 4 Kids
Kelly Arnold	Duncan Chamber
Lori McCann	
Jessica Clayton	
Tamara Gregor	
Lisha Eby	



DREAM  
BIG  
LITTLE  
ON

HOLIDAY

Teacher's heart is where it starts





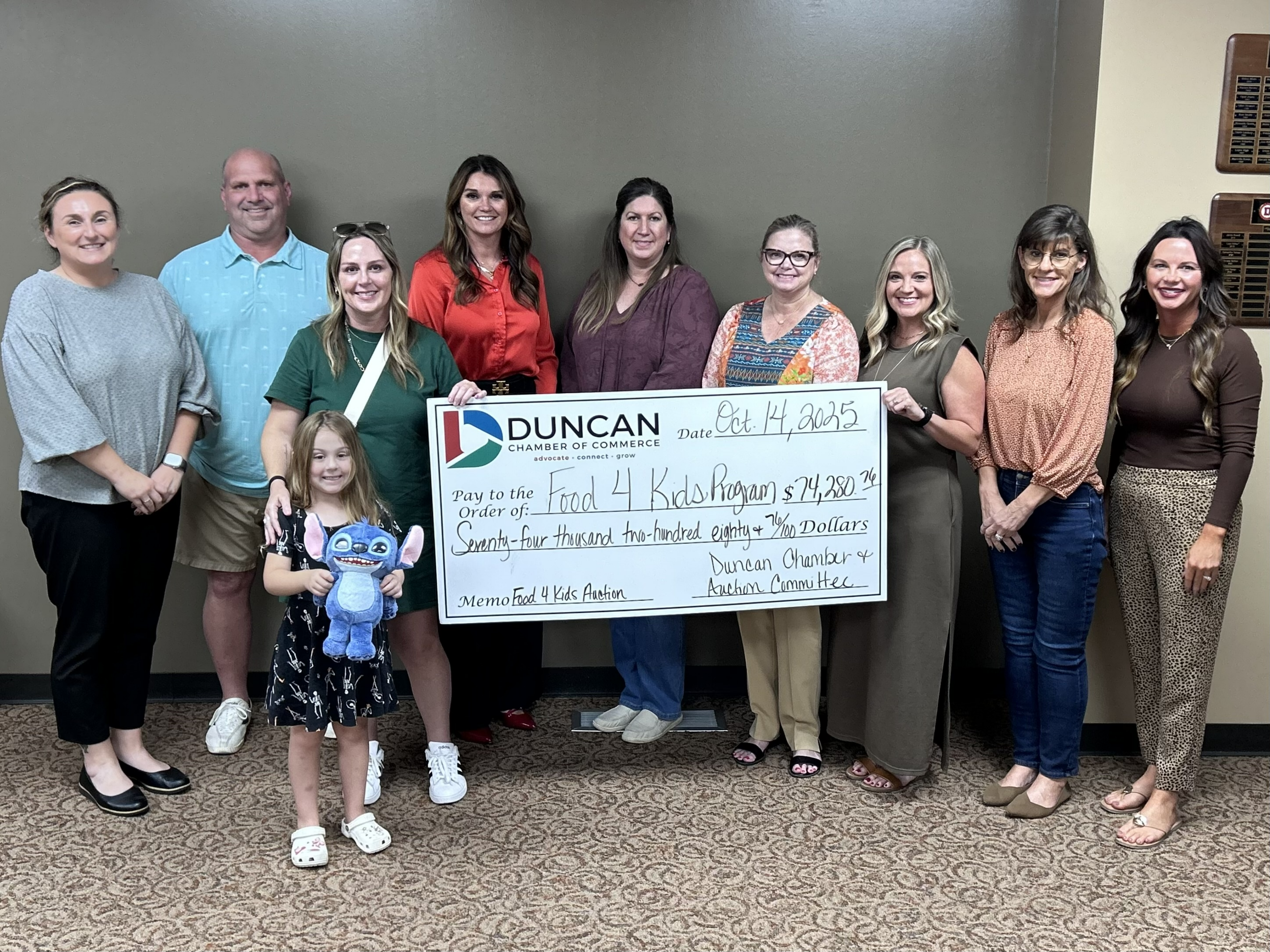
A woman with blonde hair, wearing a red cardigan over a white top and a patterned scarf, stands on the far left. She is wearing a lanyard with a badge that says "Duncan Public Schools" and "Spirits Start Here".

A woman with dark hair, wearing a black cardigan over a black top with a blue patterned design, stands next to the first woman. She is also wearing a lanyard with a badge.

An older woman with short grey hair and glasses, wearing a red top and a black cardigan, stands in the center. She is wearing a ring and a watch.

A young man with dark hair and a beard, wearing a black t-shirt with "DUNCAN PUBLIC SCHOOLS FOOTBALL" printed on it, stands next to the older woman. He is holding the large red gift bag.

A woman with long brown hair, wearing a white top, a black cardigan, and red pants, stands on the far right. She is wearing a necklace and a watch.



 **DUNCAN**  
CHAMBER OF COMMERCE  
advocate · connect · grow

Date Oct. 14, 2025

Pay to the Order of: Food 4 Kids Program \$74,280.<sup>76</sup>

Seventy-four thousand two-hundred eighty + <sup>76</sup>/<sub>100</sub> Dollars

Memo Food 4 Kids Auction

Duncan Chamber & Auction Committee

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances, will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

REFERENCE: 25 O.S. §307

70 O.S. §5-118 Atty. Gen. Op. 82-114 (April 12, 1982)

Adoption Date:

Revision Date(s): 6-26-07

## **2018 HEARING OF PUBLIC**

All regular, special and emergency meetings of the Duncan Board of Education shall be open to the public. The Board wishes to hear the viewpoints of citizens and considers responsible presentation of these viewpoints vital to the efficient operation of the school system. The Board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The Board, therefore, establishes the following procedures to receive input from citizens:

1. In order for the Board to fulfill its responsibility to conduct its business in an orderly and efficient manner, unless otherwise enlarged by a majority vote of the Board public comments under Hearing of the Public of thirty (30) minutes will generally be permitted. Any citizen wishing to address the board must communicate such desire to the Clerk of the Board prior to the commencement of the meeting. Without an agenda item, no discussion between the board and the citizen can occur under Hearing of the Public.
2. Any citizen desiring to include an item on an agenda shall communicate such to the office of the superintendent in writing. Such writing shall state the nature of the matter to be discussed, the name of the citizen and/or group making the request. For placement on an agenda under Hearing of the Public, such writing must be received by the office of the superintendent at least five (5) full working days prior to any meeting which, with respect to any regularly scheduled meeting, shall require receipt on or before 4:00 o'clock p.m. on the Friday one week preceding such meeting.
3. Public comments are generally limited to five (5) minutes and where several people wish to address the same subject a spokesperson must be selected. It will be the decision of the board president if additional citizens are allowed to address the same subject. No official board action can be taken under Hearing of the Public. Speakers will be recognized in order in which they have signed in with the Clerk. Those persons who have not signed in will be permitted to address an item if there is time remaining during the approximate thirty (30) minute period of Hearing of the Public.
4. During the Hearing of the Public period no citizen will be recognized twice. Each citizen who addresses the Board shall give his or her name, and identify his or her topic of discussion.
5. The President of the Board shall be responsible for recognizing speakers, maintaining proper order, and adhering to time limits.
6. The purpose of Hearing of the Public is to allow citizens to present to the Board suggestions concerning items on the agenda. Consistent with this purpose, public participation should not be used for personal attacks upon Board members, district employees, individual students or other persons in attendance or absent unless it is specifically related to an agenda item. The President of the Board will interrupt and terminate any presentation that is not in accordance with this restriction. The Board may, in its discretion, also place other restrictions upon Hearing of the Public when such restrictions are necessary or appropriate to protect the privacy rights of the affected individual(s).

## **2019 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

As a member of the School Board:

I will listen.

I will recognize the integrity of my predecessors and associates and the merit of their work.

I will be motivated only by a desire to serve the children of my community.

I will recognize the fact that it is my responsibility, together with that of my fellow Board members, to see that the schools are properly run not to run them myself.

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Dorinda McCordell	
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Kelly Arnold	Duncan Chamber
Lori McCann	
Jessica Clayton	
Tamara Gregor	
Lisha Eby	

# DPS Strategic Plan Goal Area 1



October 14, 2025

# Goal Area 1 Team



Cassie Berthold, Amie Moore, Deana Hosch, Jessica Clayton, Kim Ellis, Koree Goldsmith, Rebecca Ward, Tara Smith, Brandy Peters, and Sandra Hurst

# Objective 1

## Graduate Students that are College and Career Ready

### Initiative 1: ACT Prep

- Compare and align state content standards to ACT standards
- Targeted ACT workshops for all ACT content area teachers
- Identify ACT prep teacher
- Offer ACT bootcamp for all 11th grade students

# Objective 1

## Graduate Students that are College and Career Ready

### **Initiative 2: Implement comprehensive evaluation grades K-12 for end of course aligned to standards**

- Train leadership team and staff on how to develop high quality assessments
- Analyze high quality assessments in COE by subject area
- Monitor and evaluate the quality of comprehensive assessments

# Objective 1

Graduate Students that are College and Career Ready

## **Initiative 3: Implement career readiness testing to determine career readiness**

- Review assessment results with students and parents
- Work with assessed students to develop a career pathway

# Objective 1

Graduate Students that are College and Career Ready

## Initiative 4: Track the success of DHS graduates

- Develop an exit survey for all seniors that provides additional contact information and states their future plans
- Develop and administer a survey to determine why DHS graduates are or are not successful in college/career

# Objective 2

## Increase Instructional Rigor/Depth of Knowledge

### **Initiative 1: Increase critical thinking, collaboration, and teacher facilitation skills**

- Use Professional Learning Community (COE) structures
- Train all teachers in research-based instructional strategies and how to integrate them into curriculum units
- Identify and purchase materials
- Develop a process to monitor and evaluate implementation of research-based instructional strategies

# Objective 2

## Increase Instructional Rigor/Depth of Knowledge

### Initiative 2: Analyze and Collect Data

- Develop protocol for when and how student data will be reviewed regularly at each building to ensure effectiveness of RTI
- Develop protocol for when and how student data will be shared with receiving building
- Students' grades will accurately reflect student performance
- Implement research-based benchmarks 2nd-8th, all core subjects

# Objective 3

## Increase Student Achievement

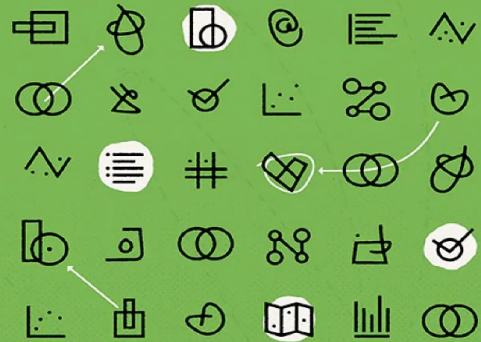
### Initiative 1: Curriculum Alignment

- Analyze teaching standards using Oklahoma Frameworks
- Create curriculum and rigorous learning opportunities
- Develop consistent and cohesive scope and sequence and pacing guides to be utilized across the district
- Develop a process to monitor and evaluate integration of 5th and 8th grades



# Goal Area 1

## Teaching, Learning, & Assessment



**THE** The Missing Link for Translating  
Research into Practice  
**INSTRUCTIONAL**  
**PLAYBOOK**

JIM KNIGHT | ANN HOFFMAN | MICHELLE HARRIS | SHARON THOMAS

### Common Goals:

All 3-5 students will show 10% growth until proficiency or above is reached on the Reading OSTP.

All 3-5 students will show 10% growth until proficiency or above is reached on the Math OSTP.

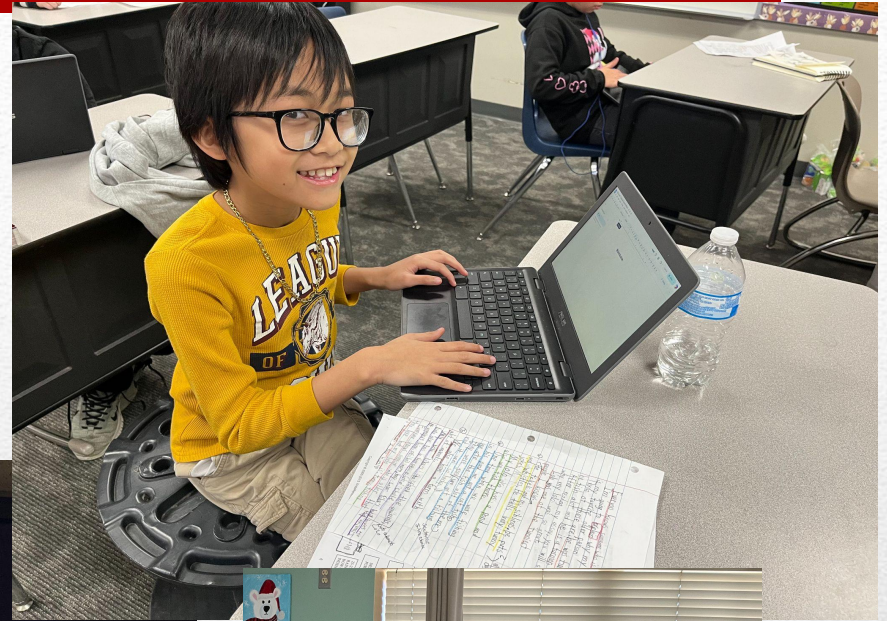
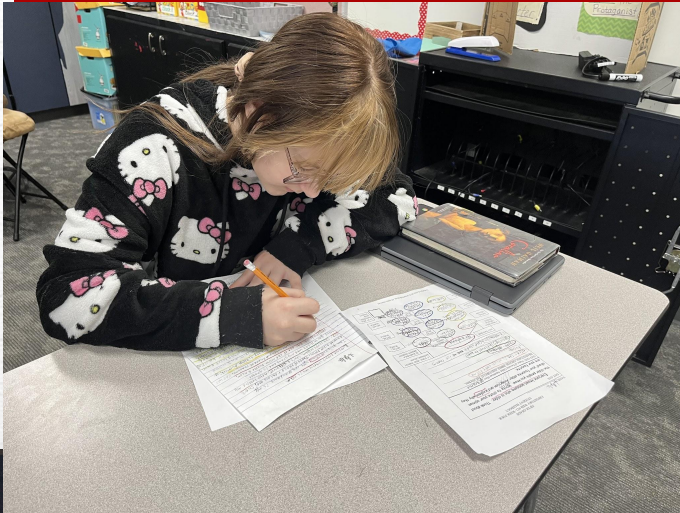
All 5th students will show 10% growth until proficiency or above is reached on the Science OSTP.



- **Pulling students for intervention**
- **Assisting teachers with interventions**
- **Modeling Lessons**
- **Data/Grade Level Meetings**
- **Math Quarterly Assessments**
- **Title One Duties**

# **Instructional Coaches**

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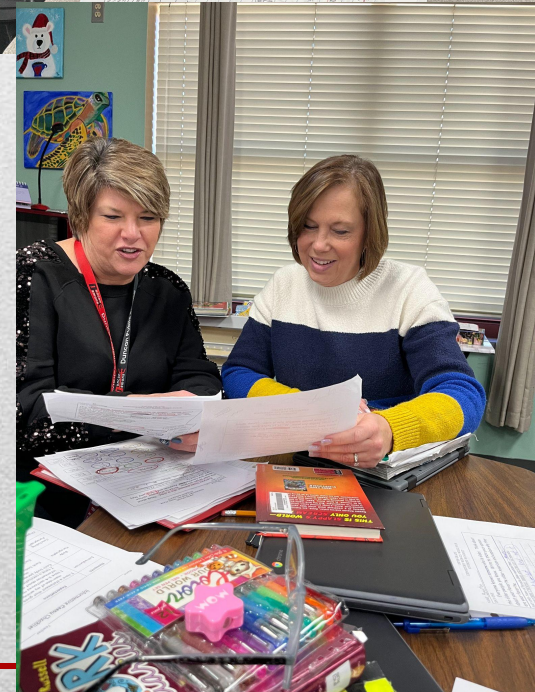


**Monday  
Must Do**

1. Amira (3 stories a week)
2. Word Search
3. Daily Fix-It (2 sentences a day)

**May Do**

Technology	Fluency	Enrichment
Boom Cards	Read to Self	Halloween Logic Puzzles
Typing.Com	Walking Words	
Study Island	Spin and Steal	
Imagine Math	Multiplication Squares	
Multiplication Games (Google Classroom)		





# Elementary PD Day

# DHS Ed Camp

DHS ED CAMP - 2025

What are you interested in learning that would help you?



How to Create Lesson Plans with ChatGPT



for Education



The Art of Classroom Management

CREATING AN

ENVIRONMENT THAT

MAXIMIZES LEARNING

AND MINIMIZES STRESS

Your Quizizz name is...

Start

Jan 13	Jan 14	Jan 15
Translation <a href="#">Quizizz</a>		
Reflection <a href="#">Google form</a> - graded <a href="#">Quizizz</a> - more practice not graded	Rotation <a href="#">Quizizz</a>	Dilation <a href="#">Google form</a> - graded <a href="#">Quizizz</a> - more practice not graded

Memes



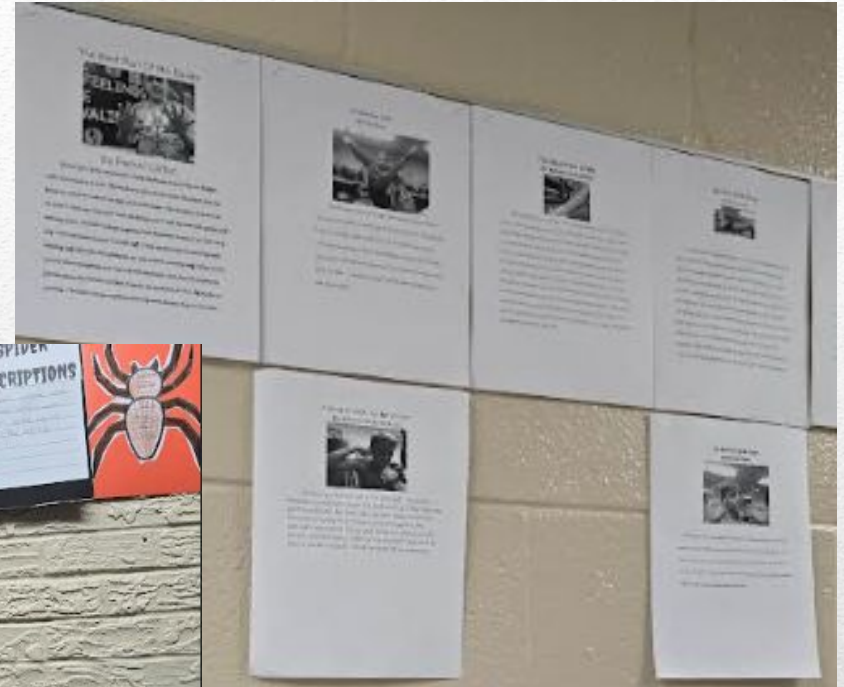
Sound effects



32

# Duncan Public Schools Elementary Teachers

**Emerson - Jackie Pope Reading/Write Reflections**  
**Mark Twain- Michelle Spurgin ( Math)**  
**Pre-K- Kim Blalock- Letter/Sound recognition**  
**Plato - Elizabeth Dysart- Foundations**  
**Woodrow - Kimi Hays - Reading**



# Focus on Writing

# Write Reflections Jackie Pope

Golden Nugget  
and Proverb

THIRD-GRADE, REVIEW OF SECOND-GRADE  
EXPOSITORY WRITING: WEEK SEVEN  
STUDENT HANDOUT

NAME \_\_\_\_\_

DAY ONE  
Everyone has a favorite place. Think about your favorite place. Write to share your opinion about your favorite place and explain why it is your favorite.

DAY ONE Favorite Place Story  
DRAW A PICTURE, CHOOSE TWO AND CIRCLE THE ONE YOU LIKE THE MOST.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

1 DETAIL - BLUE  
2 MAIN IDEA - GREEN BODY  
3 DETAIL - BLUE  
4 DETAIL - BLUE  
5 DETAIL - BLUE  
6 DETAIL - BLUE  
7 DETAIL - BLUE  
8 DETAIL - BLUE  
9 DETAIL - BLUE  
10 DETAIL - BLUE  
11 DETAIL - BLUE  
12 DETAIL - BLUE  
13 DETAIL - BLUE  
14 DETAIL - BLUE  
15 DETAIL - BLUE  
16 DETAIL - BLUE  
17 DETAIL - BLUE  
18 DETAIL - BLUE  
19 DETAIL - BLUE  
20 DETAIL - BLUE

Quest  
(hunt, pursuit)

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# Day 1 and Day 2

THIRD GRADE REVISION OF SECOND GRADE  
EMERGENCY RECALL WORK SHEET  
STUDENT NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

DAY ONE  
Everyone has a favorite place. Think about your favorite place. Write to share your opinion about your favorite place and explain why it is your favorite.

DAY TWO Favorite Place List  
WRITING PROMPT: CHOOSE ONE AND WRITE TWO PARAGRAPHS ABOUT IT.

- NFL Game, Bowling Alley, Dog park
- Urban Air, A friend's house, The Mall
- Home, Water Park, Skating
- Food, Texas Roadhouse, My bed
- Movie Theater, School

In my opinion, the OKC mall is the best place to go shopping!

## Day 3 thru Day 5

Mrs. Rice SS  
10-9-24

26 Everyone has a favorite place. The OHC mall is my favorite mall. My parents take me to the mall in their vehicle. I love going to Build-A-Bear because I can design an animal of my choice. I get to dress up my animal and add accessories. Other things I can do is record my voice saying something sweet and add my favorite scent to make my animal smell good.

I also love going to Foot Locker. I like to look at the Jordan 4's and my brother/sister likes the Nike kicks. They also have a big selection of athletic clothes that I like. In my opinion, the OHC mall is the place to go shopping!

Plato - Elizabeth Dysart

# FUNDATIONS

# Mark Twain- Michelle Spurgin ( Math)



# Pre-K- Kim Blalock- Letter/Sound recognition



# Woodrow - Kimi Hays - Reading





# EL (English Learner) DEPARTMENT

**Armida García**  
*EL Coordinator*



# Increasing Reading Scores

---

The EL Department is committed to helping our EL students increase their English language proficiency which in turn will help them succeed in the classroom. In an effort to help improve our students' reading comprehension skills, we are able to provide our students (and teachers) with various types of support.

# Teacher Support

1. ELAP (English Language Academic Plan)
2. List of classroom supports
3. Websites/Apps

# **EL Intervention**

- 1. Imagine Learning Language and Literacy (K-6th)**
  - 2. Cengage National Geographic curriculum (7th-8th)**
  - 3. Rosetta Stone (6th-12th)**
-

# WIDA Test Practice/Prep

1. DMS - provided during EL class
2. DHS - will pull out EL students the last two weeks of January

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# **EL Family Night**

- 1. Share academic information to the parents**
- 2. Provide a bilingual book to each EL student**

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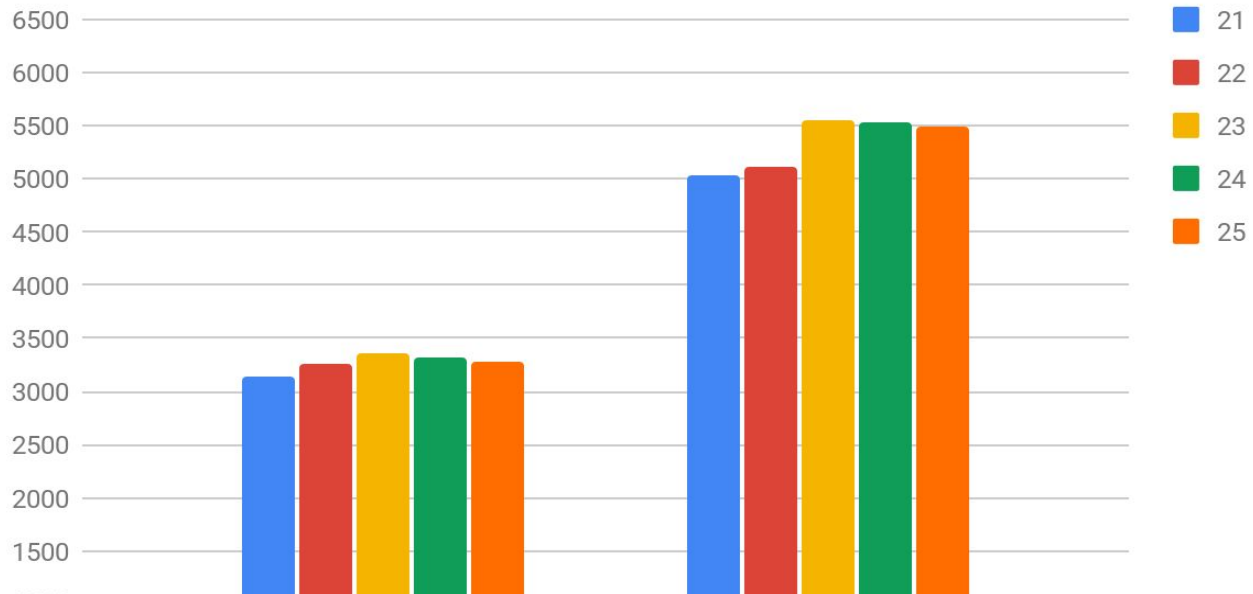


FISCAL YEAR '26  
OPERATIONAL BUDGET

# WADM

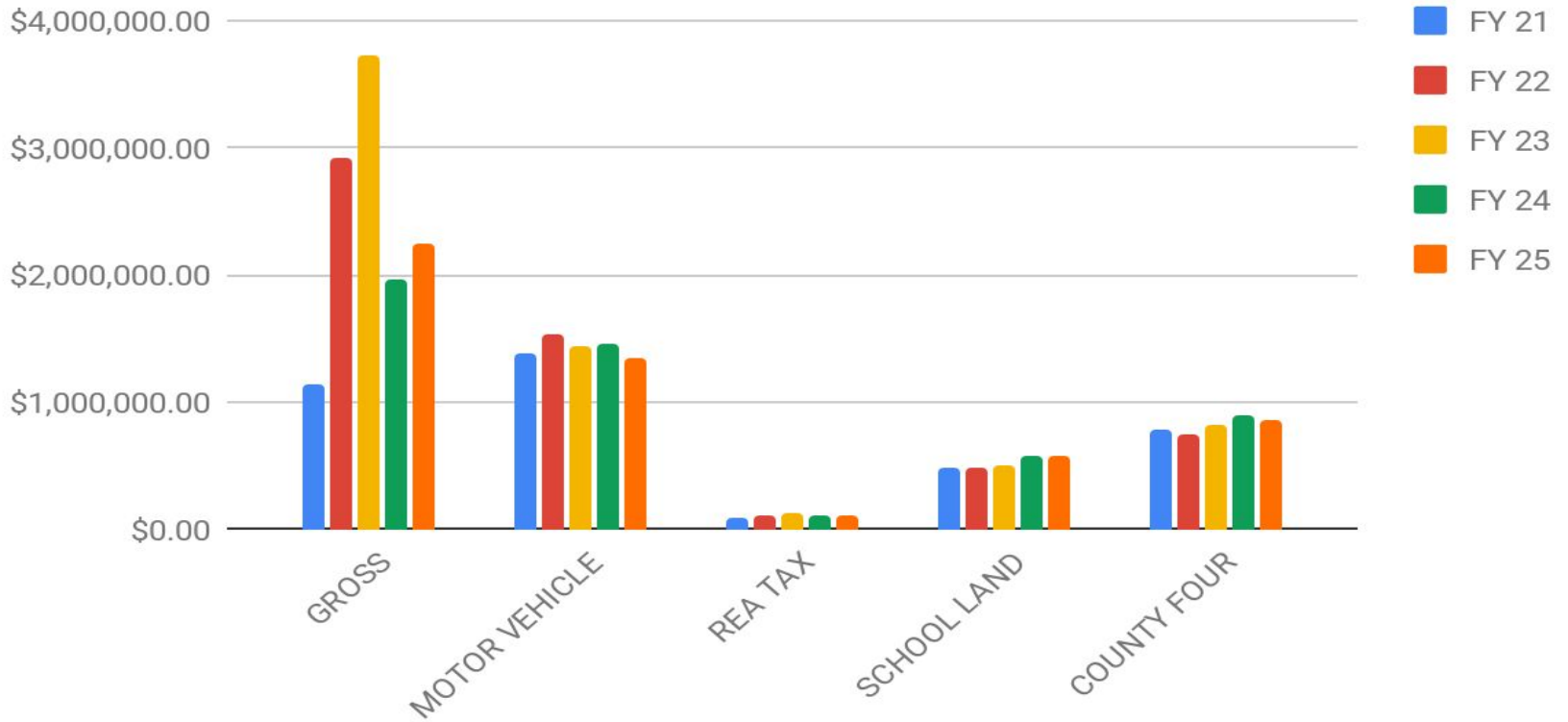


**AVERAGE DAILY MEMBERSHIP and TOTAL WEIGHTED**



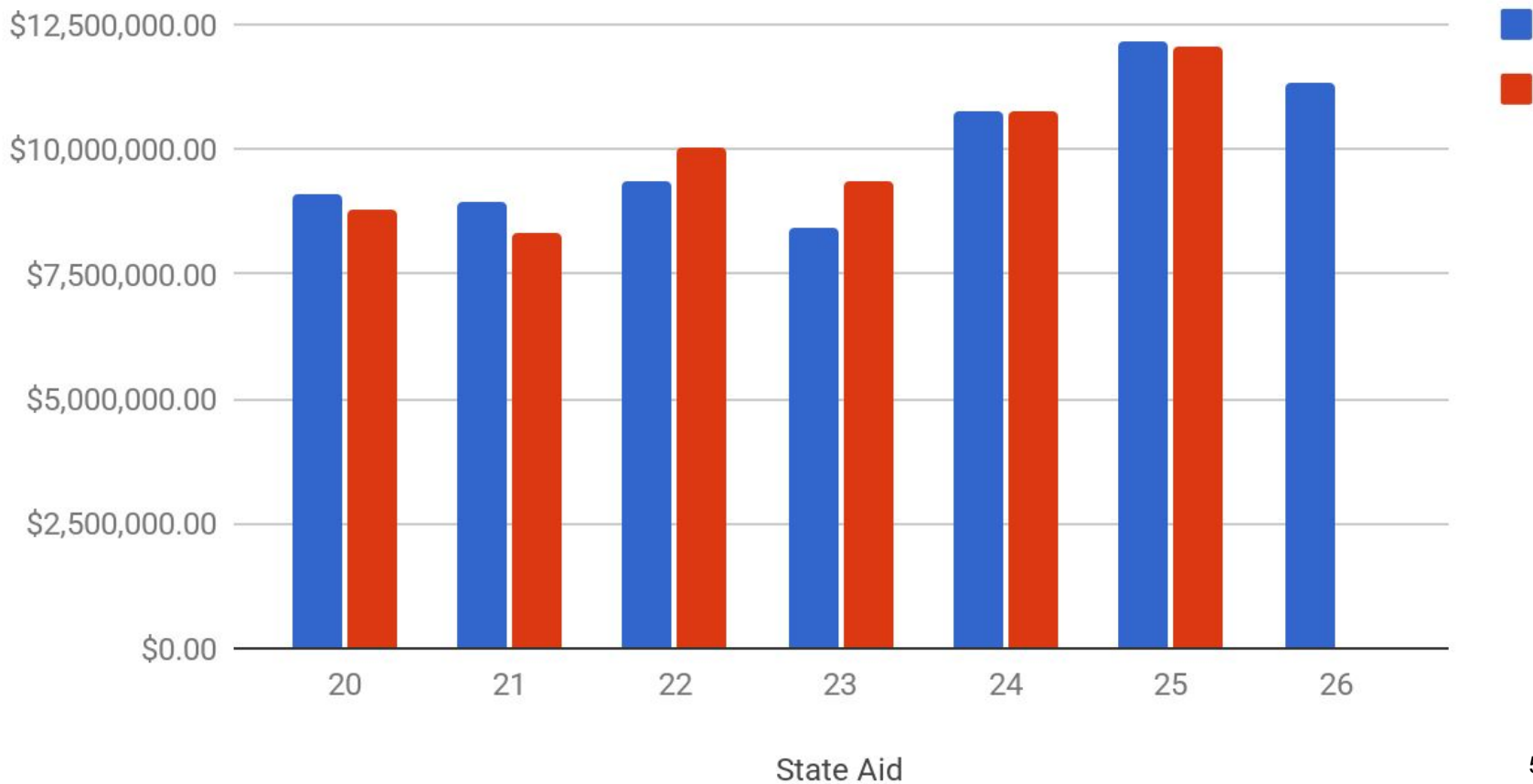
# CHARGEABLES

## CHARGEABLES



# STATE AID

## Initial and Mid-Year



# ESTIMATE OF NEEDS

County Excise Board's Appropriation of Income and Revenue	General Fund	Building Fund	New Sinking Fund
Appropriation Approved and Provision Made	\$35,865,381.02	\$2,837,058.42	\$2,797,700.00
Appropriation of Revenues:			
Excess of Assets Over Liabilities	\$5,336,012.73	\$1,921,273.42	\$83,110.25
Unclaimed Protest Tax Refunds	\$ -	\$ -	\$ -
Miscellaneous Estimated Revenues	\$24,114,743.31		None
Est. Value of Surplus Tax in Process	\$ -	\$ -	None
Sinking Fund Contributions	\$ -	\$ -	\$ -
Surplus Building Fund Cash	\$ -	\$ -	\$ -
Total Other Than 2025 Tax	\$29,450,756.04	\$1,921,273.42	\$83,110.25
Balance Required	\$6,414,624.98	\$915,785.00	\$2,714,589.75
Add allowance for Delinquency	\$641,462.50	\$91,578.50	\$135,729.49
Total Required for 2025 Tax	\$7,056,087.48	\$1,007,363.50	\$2,850,319.24
Rate of Levy Required and Certified			14.43 Mills

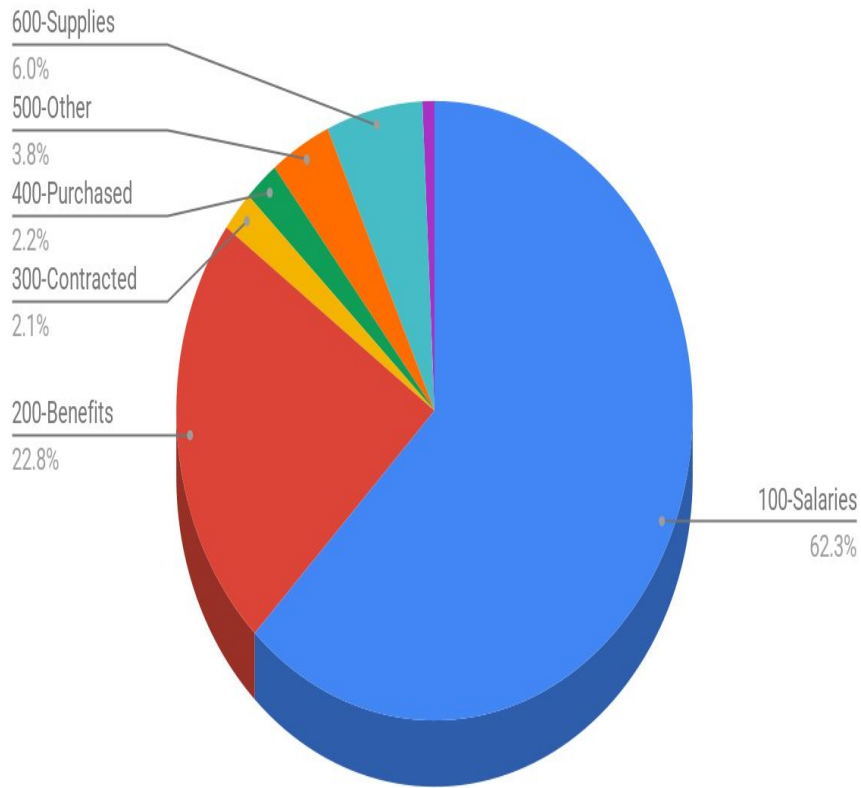
# GENERAL FUND

EON \$35,865,381.02

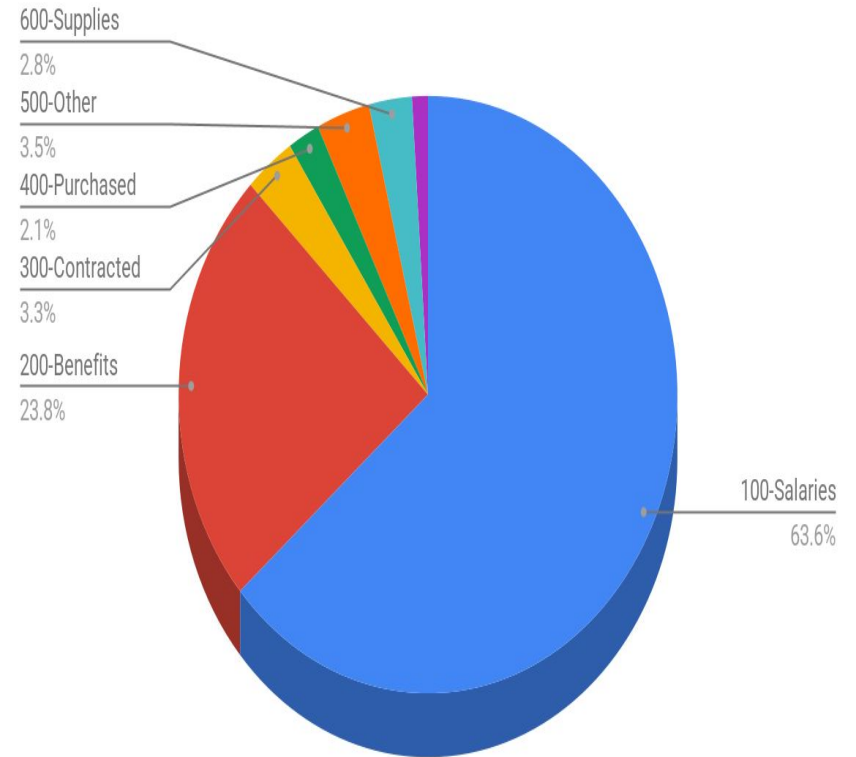
2025 ESTIMATED BUDGET	EON	PROJECTED
ESTIMATED REVENUE	\$24,114,743.31	\$25,547,166.98
FUND BALANCE	\$5,336,012.73	<b>\$5,336,012.73</b>
AD VALOREM TAX	\$6,414,624.98	\$6,850,000.00
	\$35,865,381.02	\$37,733,179.71

# PROJECTED EXPENDITURES

## FY 25 Expenditures



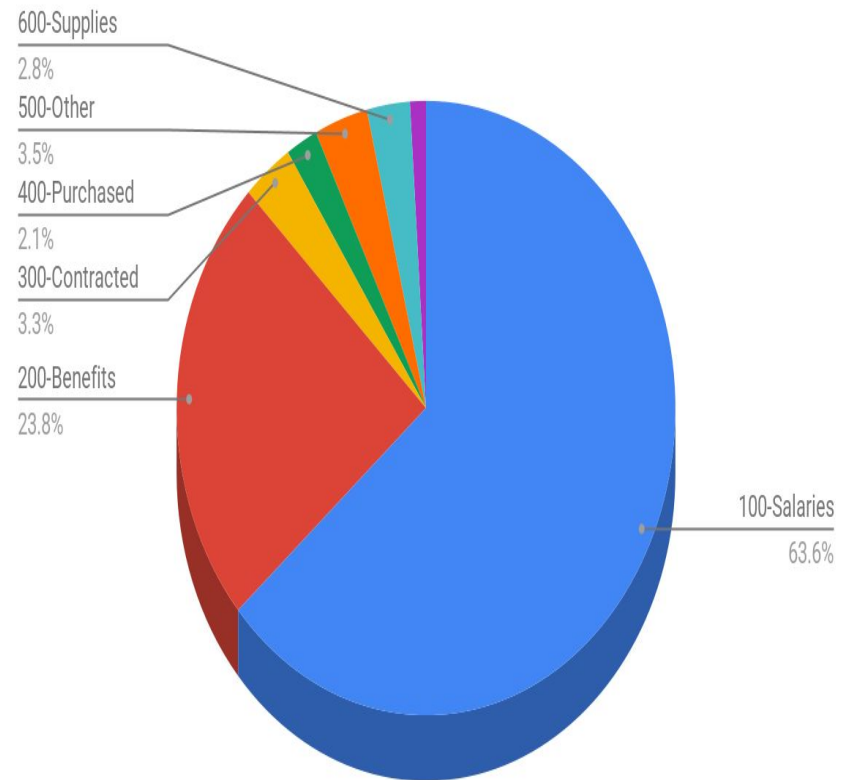
## FY 26 Expenditures



# EXPENDITURES BY OBJECT

100-Salaries	20,800,000.00	63.58%
200-Benefits	7,791,026.09	23.81%
300-Contracted Services	1,068,027.78	3.26%
400-Purchased Property Services	674,808.86	2.06%
500-Other Purchased Services	1,131,667.30	3.46%
600-Supplies	913,410.14	2.79%
700-900 Property	337,183.94	1.03%
	32,716,124.11	100.00%

FY 26 Expenditures



# BUILDING FUND

SOURCE	EON	PROJECTED
Revenue	\$915,785.00	\$1,780,000.00
Excess of Assets over Liabilities	\$1,921,273.42	\$1,921,273.42
TOTAL	\$2,837,058.42	\$3,701,273.42



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- Position No. 1: Pam Deering, Executive Director of CCOSA (CCOSA)
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Agenda items should read as follows:

Consideration and vote to elect or not to elect the following as new member of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001):

- Yes  No  Position No. 1: Pam Deering (CCOSA), Executive Director of CCOSA, to a 2026-2030 term.
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School District: Duncan

Board Clerk: Kelly Hendon

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**OKLAHOMA PUBLIC SCHOOL INVESTMENT INTERLOCAL**

2801 North Lincoln Boulevard, Suite 125 • Oklahoma City, OK 73105  
(405) 528-3571 • (405) 528-5695 (FAX) • [www.olaponline.org](http://www.olaponline.org)

September 17, 2025

To: Superintendents of Districts Belonging to the Oklahoma Public School Investment Interlocal [Oklahoma Liquid Asset Pool (OLAP)]

From: Dr. Shawn Hime, Board President

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OCT 14 2025



OKLAHOMA PUBLIC SCHOOL INVESTMENT INTERLOCAL ITEM # 7

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

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

Out of district transfers for the upcoming school year will be reviewed when principals return at the end of July . Both an application for enrollment and the transfer form must be completed in order for a principal to review and make a determination. Families will be notified the first week in August.

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

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence.

Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application

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must be filed for each student so that the district can timely consider requests in the order applications are received. Priority will be given to siblings of existing transfer students.

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

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

**District Capacity, by grade level, by site:**

In making the decision to determine capacity, the Board of Education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at that level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect the lesser amount based upon that classroom size.

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

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State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

**Virtual Program Capacity**

The district has a capacity of 20 students at each grade level for virtual enrollment in grades 6th through 12th grade.

**Children of District Staff**

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher of said district regardless of capacity.

**First Come, First Serve Basis**

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

Priority will be given to students who have attended a district for at least three years prior to becoming eligible to apply for a transfer.

**Military Families**

The school district shall allow the transfer of ~~S~~students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and **for whom Oklahoma is the home of record and** students who are the dependent children of the military ~~reserve server~~ **reserve server** on active duty orders **and for whom Oklahoma is the home of record.** ~~shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:~~ **Transfers will be approved if:**

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

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- The student will be residing with a relative of the student who lives in the Duncan School District **or who will be living in the Duncan School District** within six (6) months of filing **of** the application for transfer.  
See 70 O. S. § 8-103.1v2 (B) (3)

### Military Families Continued

A student shall not be precluded from enrollment prior to residency for any of the following:

- Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
- Receiving or qualifying for special education courses or services; or
- Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in place prior to the student's first day of school in the state. 70 O. S. § 8-103.1

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

### Appeal Process

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to

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overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

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

**Athletics**

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

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<b>INTRA-DISTRICT TRANSFERS</b>		
ADOPTION DATE: 10/08/2024	REVISION DATE(S): 10/14/2025	PAGE 1 OF 3

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July, and October each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district transfer may be requested at any time in the school year, unless that grade level of the receiving school site has reached capacity. If the capacity at the grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

- Students who reside in the school site boundary;
- Students who attended the school site the prior school year;
- Siblings of students who are already enrolled at the school site;
- Children of school district employees who wish to attend a different school site within the district; and
- Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district’s site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transfers as long as the school district has capacity in the grade level and the

DUNCAN BOARD OF EDUCATION		6023 - 1
<b>INTRA-DISTRICT TRANSFERS</b>		
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sibling does not meet a basis for denial as listed below. A separate application must be filled out for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

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

- The district has the capacity to accept the student at the grade level at the school site;
- The transferring student has not been disciplined for:
  - Violation of a school regulation
  - Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the prosperity is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2000) feet of public school property, or at a school event, as defined by the Uniform Controlled Dangerous Substance Act
- The transferring student does not have a history of absences. “History of absences” means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

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

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<b>INTRA-DISTRICT TRANSFERS</b>		
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Once granted an intra-district transfer shall automatically continue unless the school district denies the continued transfer for the reasons set forth in items 2 or 3 above.

The school district shall allow students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty and students who are the dependent children of a member of the military reserve on active duty orders provisional eligibility for intra-district transfer regardless of capacity. This provision eligibility will be limited to two (2) military dependents per one hundred (100) enrolled students at the elementary level, four (4) military dependents per one hundred (100) students at the middle school level, and six (6) military dependents per one hundred (100) students at the high school level. 70 O.S. § 8-114

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3. The transferring student does not have a history of absences. “History of absences” means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. TRANSFER POLICY(Cont.)

**District Capacity, by grade level, by site:**

In making the decision to determine capacity, the Board of Education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at that level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district’s capacity numbers will reflect the lesser amount based upon that classroom size.

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

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State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

**Virtual Program Capacity**

The district has a capacity of 20 students at each grade level for virtual enrollment in grades 6th through 12th grade.

**Children of District Staff**

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher of said district regardless of capacity.

**First Come, First Serve Basis**

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

Priority will be given to students who have attended a district for at least three years prior to becoming eligible to apply for a transfer.

**Military Families**

The school district shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and for whom Oklahoma is the home of record and students who are the dependent children of the military server on active duty orders and for whom Oklahoma is the home of record.

Transfers will be approved if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. The student will be residing with a relative of the student who lives in the Duncan School District or who will be living in the Duncan School District within six (6) months of filing of the application for transfer.

See 70 O. S. § 8-103.1v2 (B) (3)

A student shall not be precluded from enrollment prior to residency for any of the following:

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1. Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
2. Receiving or qualifying for special education courses or services; or
3. Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in place prior to the student’s first day of school in the state. 70 O. S. § 8-103.1

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

**Appeal Process**

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

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to

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the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

**Athletics**

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

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Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July, and October each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district transfer may be requested at any time in the school year, unless that grade level of the receiving school site has reached capacity. If the capacity at the grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the district; and
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district’s site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transfers as long as the school district has capacity in the grade level and the

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sibling does not meet a basis for denial as listed below. A separate application must be filled out for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

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

- The district has the capacity to accept the student at the grade level at the school site;
- The transferring student has not been disciplined for:
  - Violation of a school regulation
  - Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the prosperity is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2000) feet of public school property, or at a school event, as defined by the Uniform Controlled Dangerous Substance Act
- The transferring student does not have a history of absences. “History of absences” means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

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

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Once granted, an intra-district transfer shall automatically continue unless the school district denies the continued transfer for the reasons set forth in items 2 or 3 above.

The school district shall allow students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty and students who are the dependent children of a member of the military reserve on active duty orders provisional eligibility for intra-district transfer regardless of capacity. This provision eligibility will be limited to two (2) military dependents per one hundred (100) enrolled students at the elementary level, four (4) military dependents per one hundred (100) students at the middle school level, and six (6) military dependents per one hundred (100) students at the high school level. 70 O.S. § 8-114

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

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

Out of district transfers for the upcoming school year will be reviewed when principals return at the end of July . Both an application for enrollment and the transfer form must be completed in order for a principal to review and make a determination. Families will be notified the first week in August.

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

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence.

Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application

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must be filed for each student so that the district can timely consider requests in the order applications are received. Priority will be given to siblings of existing transfer students.

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

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

**District Capacity, by grade level, by site:**

In making the decision to determine capacity, the Board of Education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at that level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district’s capacity numbers will reflect the lesser amount based upon that classroom size.

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

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State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

**Virtual Program Capacity**

The district has a capacity of 20 students at each grade level for virtual enrollment in grades 6th through 12th grade.

**Children of District Staff**

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher of said district regardless of capacity.

**First Come, First Serve Basis**

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application.

Priority will be given to students who have attended a district for at least three years prior to becoming eligible to apply for a transfer.

**Military Families**

The school district shall allow the transfer of ~~S~~students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and **for whom Oklahoma is the home of record and** students who are the dependent children of the military ~~reserve server~~ **reserve server** on active duty orders **and for whom Oklahoma is the home of record.** ~~shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:~~ **Transfers will be approved if:**

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

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- The student will be residing with a relative of the student who lives in the Duncan School District **or who will be living in the Duncan School District** within six (6) months of filing of the application for transfer.  
See 70 O. S. § 8-103.1v2 (B) (3)

### Military Families Continued

A student shall not be precluded from enrollment prior to residency for any of the following:

- Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
- Receiving or qualifying for special education courses or services; or
- Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in place prior to the student's first day of school in the state. 70 O. S. § 8-103.1

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

### Appeal Process

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to

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overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

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

**Athletics**

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

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

Out of district transfers for the upcoming school year will be reviewed when principals return at the end of July . Both an application for enrollment and the transfer form must be completed in order for a principal to review and make a determination. Families will be notified the first week in August.

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

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence.

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**District Capacity, by grade level, by site:**

In making the decision to determine capacity, the Board of Education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at that level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect the lesser amount based upon that classroom size.

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Priority will be given to students who have attended a district for at least three years prior to becoming eligible to apply for a transfer.

**Military Families**

The school district shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and for whom Oklahoma is the home of record and students who are the dependent children of the military server on active duty orders and for whom Oklahoma is the home of record.

Transfers will be approved if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. The student will be residing with a relative of the student who lives in the Duncan School District or who will be living in the Duncan School District within six (6) months of filing of the application for transfer.

See 70 O. S. § 8-103.1v2 (B) (3)

A student shall not be precluded from enrollment prior to residency for any of the following:

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1. Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
2. Receiving or qualifying for special education courses or services; or
3. Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in place prior to the student’s first day of school in the state. 70 O. S. § 8-103.1

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

**Appeal Process**

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

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to

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the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

**Athletics**

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

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<b>INTRA-DISTRICT TRANSFERS</b>		
ADOPTION DATE: 10/08/2024	REVISION DATE(S): 10/14/2025	PAGE 1 OF 3

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July, and October each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district transfer may be requested at any time in the school year, unless that grade level of the receiving school site has reached capacity. If the capacity at the grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

- Students who reside in the school site boundary;
- Students who attended the school site the prior school year;
- Siblings of students who are already enrolled at the school site;
- Children of school district employees who wish to attend a different school site within the district; and
- Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district’s site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transfers as long as the school district has capacity in the grade level and the

DUNCAN BOARD OF EDUCATION		6023 - 1
<b>INTRA-DISTRICT TRANSFERS</b>		
ADOPTION DATE: 10/08/2024	REVISION DATE(S): 10/14/2025	PAGE 2 OF 3

sibling does not meet a basis for denial as listed below. A separate application must be filled out for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

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

- The district has the capacity to accept the student at the grade level at the school site;
- The transferring student has not been disciplined for:
  - Violation of a school regulation
  - Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the prosperity is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2000) feet of public school property, or at a school event, as defined by the Uniform Controlled Dangerous Substance Act
- The transferring student does not have a history of absences. “History of absences” means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

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

DUNCAN BOARD OF EDUCATION		6023 - 1
<b>INTRA-DISTRICT TRANSFERS</b>		
ADOPTION DATE: 10/08/2024	REVISION DATE(S): 10/14/2025	PAGE 3 OF 3

Once granted an intra-district transfer shall automatically continue unless the school district denies the continued transfer for the reasons set forth in items 2 or 3 above.

The school district shall allow students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty and students who are the dependent children of a member of the military reserve on active duty orders provisional eligibility for intra-district transfer regardless of capacity. This provision eligibility will be limited to two (2) military dependents per one hundred (100) enrolled students at the elementary level, four (4) military dependents per one hundred (100) students at the middle school level, and six (6) military dependents per one hundred (100) students at the high school level. 70 O.S. § 8-114

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## Minutes



### 1. **Call to order** and roll call:

Buckholts Davis Lolar Neal Schreckengost  
Attendance Taken at 6:00 PM.

Carl Buckholts: Present  
Eric Davis: Absent  
Krista Lolar: Present  
Greg Neal: Present  
Christopher Schreckengost: Absent

Also present were the following: Kelly Henderson, Donna McConnell, Lisha Elroy, Maria Pardo, Kim Ellis, Butch Lawson, and Merry Stone.

### 2. **Flag Salute**

The flag salute was led by Carl Buckholts, Board President.

### 3. **Chicken Express Employees of the Month**

The September 2025 recipients are Certified Staff of the Month, Rachel Terry of Duncan High School and Support Staff Employee of the Month, Ben Garland, of the Maintenance Department. The recipients were not in attendance and will be celebrated at the next Regular Meeting on October 14, 2025.

### 4. **Public participation** and/or discussion

There was no public participation and/or discussion.

### 5. Superintendent's Report

#### 5.A. **Bond Projects Update** by Hope Equipment & Construction

District CMAR, Butch Lawson of Hope Equipment & Construction, updated the board regarding the High School Boiler Room renovations. The project is winding down, and they plan to have training with the district Maintenance Department on September 24th to review the new equipment and its use.

#### 5.B. **Strategic Plan Presentation** and update from Goal Area 2: Staff Quality & Development

Lisha Elroy, High School Principal, and Maria Pardo, Horace Mann Elementary Principal, presented updates on the progress of Goal Area 2, part of the district's Continuous Strategic Plan. Goal Area 2 focuses on Staff Quality and Development.

**5.C. Site Presentation** from Duncan High School

Each site presents an update to the board each school year. This month, Duncan High School was highlighted and Head Principal Lisha Elroy was in attendance to share all of the good things happening at DHS.

**5.D. Discussion and possible motion regarding the High School Dropout Report**  
Motion to accept and approve the Dropout Report for fiscal year 24 as presented by High School Principal Lisha Elroy. This motion, made by Krista Lolar and seconded by Carl Buckholts, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent  
Yea: 3, Nay: 0, Absent: 2

**5.E. District Update**

**6. Discussion and possible motion to approve amendments to the following district policy and procedure:**

Motion to approve the amendments to Policy 4001 Nondiscrimination and Policy 4045 Maternity Leave, of the district policies and procedures. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent  
Yea: 3, Nay: 0, Absent: 2

**6.A. Policy 4001 Nondiscrimination - amendments**

**6.B. Policy 4045 Maternity Leave - amendments**

**7. Consent Agenda**

*All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:*

Motion to approve Consent Agenda items #7.A-7.N. as listed and discussed. This motion, made by Greg Neal and seconded by Carl Buckholts, Passed.

Carl Buckholts: Yea

Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent

Yea: 3, Nay: 0, Absent: 2

7.A. **Minutes** of the August 19, 2025 Special Meeting

7.B. **Financial Reports**

7.C. **Activity Fund Reports**

7.D. **Additions, deletions, and/or changes to Activity Fund Sub-accounts**

7.E. **District Fundraisers**

7.F. **Encumbrance Reports**

General Fund 11 Purchase Order Numbers 65474-65587, total dollar value of \$385,446.93

Building Fund 21 Purchase Orders, Number 21086-21101, total dollar value of \$23,378.93

Bond Fund 26 Purchase Orders, Number 2609-2613, total dollar value of \$17,871.42

Change Order Listing(s) of Encumbrances

Encumbrance(s) More Than 10% Over

7.G. **Estimate of Needs**

7.H. **Statutory Waiver** for Library/Media Specialists

7.I. **Purple Wave** Internet Auction Agreement to Auction Four District Surplus Buses

7.J. **Zoom** Consent to Educational Data Collection for use with the Oklahoma Department of Human Services School-Based Family Services Program

7.K. **PresenceLearning, Inc.** - Master Services Agreement for PreK-12 Telepractice Speech-Language Services in the amount of \$28,927.20 paid by Federal Funds

7.L. **BancFirst** - annual payment of Principal and Interest on Bond Series 2020, 2021, and 2021a in the amount of \$2,270,751.00 paid by Bond Funds

7.M. **OK Work Trucks** - DPS 2020 Vision Bond purchase of Two Trucks for the Maintenance Department in the amount of \$52,320.00

7.N. **AngelTrax** - DPS 2020 Vision Transportation Bond fund purchase to Upgrade Bus Security Cameras to Wireless System and Install a Dash Cam on Special Needs Bus in the amount of \$28,347.91

8. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, changes of contract, and changes of extra-duty contract(s) of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Extra Duty employment as listed on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(2) Discussing certified

negotiations concerning employees and representatives of employee groups; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

Motion to not convene into Executive Session at 6:40 P.M. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent

Yea: 3, Nay: 0, Absent: 2

9. Vote to acknowledge the Board's **return to Open Session**

Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, changes of contract, and changes of extra-duty contract(s) of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Extra Duty employment as listed on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(2) Discussing certified negotiations concerning employees and representatives of employee groups; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

There was no Executive Session, therefore the meeting continued.

10. Discussion and possible action regarding resignations, employment, changes of contract, and changes of extra-duty contract(s) as listed on **Schedule A** attached  
Motion to approve the resignations, employment, changes of contract, and changes of extra-duty contract(s) as listed on Schedule A attached. This motion, made by Greg Neal and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent

Yea: 3, Nay: 0, Absent: 2

11. Discussion and possible action regarding Extra Duties as listed on **Schedule A1** attached

Motion to approve the Extra Duties as listed on Schedule A1 attached. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent

Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent  
Yea: 3, Nay: 0, Absent: 2

12. Discussion and motion to approve, not approve or table the **ratification of negotiations** for Certified Staff (ADE, Association of Duncan Educators)  
Motion to approve and ratify negotiations for Certified Staff with ADE, Association of Duncan Educators, for FY 25-26. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent  
Yea: 3, Nay: 0, Absent: 2

13. Discussion and possible action regarding declaration of miscellaneous items as **surplus**  
Motion to declare miscellaneous items as surplus. This motion, made by Greg Neal and seconded by Carl Buckholts, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent  
Yea: 3, Nay: 0, Absent: 2

14. Discussion and possible action regarding **New Business**  
There was no New Business.

15. **The next Regular Meeting of the Board of Education will be held on Tuesday, October 14, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

#### 16. **Adjournment**

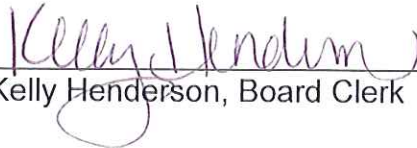
This concludes the business that came before the Board on September 9, 2025 and at 6:42 P.M. Board President Carl Buckholts declared the meeting adjourned.

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the agenda for this Regular Meeting of September 9, 2025 was posted on the door of the Administration Building at 5:50 P.M., Monday, September 8, 2025 by Board Clerk, Kelly Henderson. Notice of this meeting was filed with the Stephens County Clerk November 13, 2024.

I also certify that at least 24 hours prior to this meeting the agenda of this meeting was posted on the school district website located at [www.duncanps.org](http://www.duncanps.org).

Respectfully submitted and witness my hand and seal of the Duncan Public School District.

DUNCAN BOARD OF EDUCATION

  
\_\_\_\_\_  
Kelly Henderson, Board Clerk



**SCHEDULE A**  
09/09/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Sechrist	Adria	DHS/English Teacher	0	8/29/2025
Albert	Allyson	Licensed Practical Nurse	1	9/19/2025
Albertson	Brennon	CO/Technology Director	0	9/17/2025
Johnson	Holly	WW/Cafeteria - Server/Helper	2	9/5/2025
Russell	Crystal	HM/SPED Paraprofessional/Teacher Assistant	4	8/29/2025
Sanders	Beverly	DMS/Custodian	0	8/5/2025
Sparks	Samantha	EM/SPED Paraprofessional/Teacher Assistant	4	9/2/2025
Williams	Cindy	WW/Cafeteria - Manager	12	8/19/2025
Cobble	Larry	Assistant HS Tennis Contract Coach		9/9/2025
Cogburn	Kaden	MS Assistant Football		9/9/2025
Greening	Tanner	MS Assistant Boys Soccer		9/9/2025
Pharoah	Noah	MS Assistant Wrestling		9/9/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		SPED Teacher	Background	Temporary
		Teacher	Background	Temporary
		SPED Paraprofessional/Teacher Assistant	Background	Support
		Assistant Warehouseman	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
		Teacher Assistant/Paraprofessional	Background	Support
		HS Assistant Boys Swim Coach	Background	Contract Coach
		MS Assistant Wrestling Coach	Background	Contract Coach

D. Charleen Brown  
Marguerite Law  
Halle Anghay  
Chisium Longest  
Ila Morgan  
Austin Richmond  
Haylee Stallcup  
Steve Sherman  
Tyson Walker

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment	Effective	
Cox	Kristie	from 7hr Cafeteria - Server/Helper to 8hr Cafeteria - Cook	8/28/2025	
Tetlow	Leligh	from 6hr Cafeteria - Server/Helper to 7hr Cafeteria - Server/Helper	9/8/2025	

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		
Acosta	Victor	add MS Assistant Football		

**SCHEDULE A1**  
 Extra Duty Contracts 25-26  
 09/09/2025

<b>ADAMS, LEANNE P.</b>	
Elementary Academic Team Sponsor	\$600.00
<b>ARCHER, LAURA M.</b>	
Special Ed Self-Contained	\$2,500.00
Special Olympics Sponsor	\$1,000.00
<b>ARMSTRONG, AMY E.</b>	
Facebook Facilitator	\$500.00
MS Enrichment	\$600.00
MS Asst. National Junior Honor Society	\$400.00
<b>BARKER, CATHY G.</b>	
TOTY Chairperson (1mo)	\$83.33
<b>BEARD, COUNTRY</b>	
Virtual Teacher	\$500.00
<b>BENCH, B. CHEYENNE</b>	
Facebook Facilitator	\$500.00
<b>BLACK, CHELSEA R.</b>	
National Honor Society	\$750.00
<b>BROWN, CORTNI N.</b>	
In-District Travel	\$1,000.00
School Based Family Specialist	\$4,880.44
<b>BURTON, AMARA M.</b>	
Elementary Academic Team Sponsor	\$600.00
<b>CARTER, CHERITY R.</b>	
Counselor	\$4,783.89
<b>CASTLE, ROSE M. "ROSIE"</b>	
MS Science Club (STEM)	\$600.00
Technology Student Association Co-Sponsor	\$375.00
<b>CHANDLER, JOELINE E. "JOIE"</b>	
MS Asst Student Council	\$750.00
<b>CLARK II, FREDIE D. "BUBBA"</b>	
Counselor	\$6,504.89
<b>CLAYTON, JESSICA N.</b>	
In-District Travel	\$1,000.00

<b>COBBLE, DARREN J.</b>	
Elementary Archery	\$300.00
<b>COOPER, ASHTON W.</b>	
In-District Travel	\$500.00
<b>COPELAND, CODY E.</b>	
Leadership Advisor	\$1,000.00
<b>CURRY, BETH F.</b>	
Dept Head - English	\$600.00
<b>CURRY, MORGAN B.</b>	
Elementary Archery	\$300.00
<b>DAVIS, BARBRA E.</b>	
Counselor	\$5,349.67
<b>DYSART, ELIZABETH S.</b>	
Elementary Archery	\$300.00
<b>ELLIS, DAVID R.</b>	
HS Key Club	\$600.00
HS Yearbook	\$1,250.00
<b>ELLIS, KIM D.</b>	
In-District Travel	\$1,000.00
<b>EVANS, BROOKE L.</b>	
Counselor	\$5,034.89
<b>FERGUSON, SANDY L.</b>	
In-District Travel	\$1,000.00
Virtual Coordinator	\$1,000.00
STEM Coordinator	\$4,153.50
Facebook Facilitator	\$500.00
STEM Coordinator (Base/9x3)	\$13,504.22
<b>GARCIA, ARMIDA</b>	
In-District Travel	\$1,000.00
Multicultural Parent Liason	\$2,000.00
District ELL Coordinator	\$6,559.78
<b>GARCIA, ROCIO</b>	
HS Band Assistant	\$5,250.00
HS Percussion	\$3,500.00
MS Percussion	\$2,000.00
In-District Travel	\$500.00
<b>GRIMES, CHARLA B.</b>	

District Coordinator of Student Services/Technology	\$3,100.00
In-District Travel	\$1,000.00
Data Systems Coordinator (Base/9x3)	\$20,613.67
<b>HAAS, DAWN M.</b>	
MS Band	\$6,125.00
Colorguard/Winterguard	\$3,750.00
In-District Travel	\$500.00
<b>HAAS, JERAMY S.</b>	
Head HS Band	\$9,500.00
Jazz Band	\$2,000.00
Dept Head - Fine Arts	\$600.00
In-District Travel	\$500.00
<b>HALLERAN-DAVIS, LAUREN W.</b>	
Title 1 Teacher	\$5,896.33
<b>HARRIS, JOSHUA G. "JOSH"</b>	
Elementary Archery	\$300.00
<b>HARRIS, STACEY L.</b>	
In-District Travel	\$1,000.00
District Testing Coordinator/Asst Data Systems Coord	\$5,632.22
<b>HENNAN, SHERAH L.</b>	
DECA	\$600.00
In-District Travel	\$1,000.00
Senior Class Sponsor	\$1,250.00
<b>HORNBERGER, EMILY F.</b>	
Special Ed Self-Contained	\$2,500.00
In-District Travel	\$1,000.00
Behavior Interventionist/Counselor	\$4,938.33
<b>HOSCH, DEANA K.</b>	
Instructional Coach	\$6,074.00
<b>HOWARD, TONI J.</b>	
Special Ed Self-Contained	\$2,500.00
Transitional Services Coordinator	\$1,000.00
Dept Head - Special Ed	\$600.00
Junior Class Sponsor	\$1,250.00
Special Olympics Sponsor	\$1,000.00
HS Co-Student Council	\$2,500.00
<b>HURLOCKER, CHELSEY A.</b>	

Special Ed Self-Contained	\$2,500.00
<b>HYNSON, MARK R. "RANDY"</b>	
Special Ed Self-Contained	\$2,500.00
<b>IVEY, DEWEY M.</b>	
HS Archery	\$800.00
<b>JACKSON, ALLIE S.</b>	
In-District Travel	\$1,000.00
National Certified Clinical Speech Pathologist	\$6,000.00
Special Ed Self-Contained	\$2,500.00
<b>JARBOE, CORY J.</b>	
1/10 salary for 2 months (Base/10x2)	\$12,068.80
<b>JONES, KELSEY A.</b>	
Elementary Archery	\$300.00
<b>KASPAREK, KARLI L.</b>	
Special Ed Self-Contained	\$2,500.00
<b>KELLY, KEVIN L.</b>	
Auto Allowance	\$3,000.00
<b>KINNAIRD, JENNIFER L.</b>	
Senior Class Sponsor	\$1,250.00
<b>KNOX, CORTNEY N.</b>	
Title 1 Teacher	\$5,522.67
<b>LARD, AMANDA M.</b>	
Junior Class Sponsor	\$1,250.00
<b>LAWLER, RENE G.</b>	
Technology Student Association Co-Sponsor	\$375.00
Virtual Teacher	\$500.00
<b>LEDFORD, M. TODD</b>	
Dept Head - Science	\$600.00
<b>LORENZEN, NICHOLE D.</b>	
HS Art Co-Sponsor	\$300.00
Dept Head - Electives, Business, CT, Foreign Lang	\$600.00
<b>LOVETT, ALLISON</b>	
In-District Travel	\$1,000.00
<b>MAHAFFEY, HAILEY M.</b>	
Counselor	\$4,890.11
<b>MCCASLIN, CHARMEN K.</b>	
Elementary Enrichment	\$600.00

<b>MCGHGHY, SHERRY A.</b>	
Counselor	\$6,776.78
<b>MIDDICK, MATTHEW A. "MATT"</b>	
Counselor	\$5,841.56
<b>MILES, COURTNEY J.</b>	
MS Vocal Music	\$5,500.00
<b>MILLER, DERRICK R.</b>	
MS Yearbook	\$750.00
MS Newspaper	\$600.00
MS National Honor Society	\$750.00
MS Student Council	\$1,250.00
<b>MITCHELL, LORI B.</b>	
Facebook Facilitator	\$500.00
<b>MITCHELL, SANDRA D. "SANDY"</b>	
Special Ed Self-Contained	\$2,500.00
<b>MONTEITH, MARK A.</b>	
MS 4H Co-Sponsor	\$300.00
MS Archery	\$400.00
<b>MORRIS, JUSTIN S.</b>	
Dept Head - Social Studies	\$600.00
<b>NEWMAN, KRISTYN M.</b>	
Special Ed Self-Contained	\$2,500.00
<b>NORTON, SONIA D.</b>	
Special Ed Self-Contained	\$2,500.00
<b>O'DELL, DELANEY N.</b>	
Counselor Assistant	\$5,034.89
<b>OZALTIN, CHARISSA R.</b>	
Dept Head - Mathematics	\$600.00
HS Head Academics Sponsor	\$2,200.00
<b>PENA, JUSTIN T.</b>	
MS 6th Academics Sponsor	\$1,100.00
<b>PENA, STACY L.</b>	
MS Go Green	\$600.00
MS 4H Co-Sponsor	\$300.00
MS Archery	\$400.00
<b>PHILLIPS-COPE, BRENDA G.</b>	
HS Art Co-Sponsor	\$300.00

<b>PRICHARD, EMILY A.</b>	
In-District Travel	\$1,000.00
Pathways to Future Careers	\$3,500.00
Health Careers Club	\$600.00
<b>ROBINSON, ALEXANDRIA M.</b>	
Elem Vocal Music	\$1,000.00
<b>ROWELL, JAMIE L.</b>	
In-District Travel	\$1,000.00
STEM Coordinator	\$1,846.50
STEM Coordinator	\$6,074.00
<b>SALE, TABITHA R.</b>	
District Nursing	\$2,500.00
<b>SANTOS, DEANNA D.</b>	
Special Ed Self-Contained	\$2,500.00
<b>SCIFRES, TAMERA J.</b>	
Elementary Academic Team Sponsor	\$600.00
<b>SCOTT, BREEANA L.</b>	
HS Asst Volleyball	\$3,300.00
<b>SELF, KENITA S.</b>	
Elementary Enrichment	\$600.00
<b>SMILEY, BRITTANY A.</b>	
Facebook Facilitator	\$500.00
<b>SMITH, MINDY M.</b>	
District Library Media Coordinator	\$1,500.00
Facebook Facilitator	\$500.00
<b>SMITH, STACY L.</b>	
In-District Travel	\$1,000.00
Head MS Math Counts	\$600.00
Gifted/Talented Coordinator	\$6,563.22
<b>SPIGNER, CARRA</b>	
In-District Travel	\$1,000.00
Special Ed Self-Contained	\$2,500.00
Asst Drama Coach	\$2,250.00
Instructional Coach	\$11,819.33
<b>SPURGIN, MICHELLE D.</b>	
Elementary Enrichment	\$600.00
<b>SPURLIN, ALLISON</b>	

In-District Travel	\$1,000.00
Athletic Streaming	\$3,000.00
Communications Director	\$14,786.01
<b>STEPHENS, STEPHANIE D.</b>	
Elem Vocal Music	\$1,000.00
<b>STONE, MERRY</b>	
In-District Travel	\$1,000.00
<b>SULLIVAN, RONALD G.</b>	
Speech and Drama Coach	\$3,500.00
Virtual Teacher	\$500.00
<b>TARPLEY, MARCELLA A.</b>	
In-District Travel	\$1,000.00
School Based Family Specialist	\$6,614.56
<b>TERRY, MATTHEW K. "MATT"</b>	
Virtual Teacher	\$500.00
MS Athletic Coordinator	\$5,000.00
Football Coach (Base/9x2)	\$12,676.44
<b>TERRY, RACHEL A.</b>	
Counselor	\$6,184.00
<b>THORNTON, SHELLIE D.</b>	
Counselor	\$6,450.11
<b>VARNER, MARY J.</b>	
Counselor	\$5,841.56
<b>WAGNER, RODNEY C. "CHUCK"</b>	
MS 7th & 8th Academics Sponsor	\$1,100.00
<b>WEBB, TRACY L.</b>	
Special Ed Self-Contained	\$2,500.00
<b>WILLIAMS, JILLIAN B.</b>	
Elementary Enrichment	\$600.00
<b>WITT, KAYLA J.</b>	
Special Ed Self-Contained	\$2,500.00
<b>ZINN, KEVIN D.</b>	
HS Vocal Music	\$6,500.00
In-District Travel	\$500.00

# Oklahoma State Department of Education

## Child Nutrition Programs

DUNCAN

1740 W. Spruce

Duncan OK 73533

County and District: 69I001

## NATIONAL SCHOOL LUNCH DISBURSEMENT

Print Date: 9/11/2025 12:27:53 PM

**Claim Date: 9/11/2025**

Month and Year of Claim: 8/2025

Breakfast: \$33,951.84

Lunch: \$84,205.10

Snack: \$0.00

Milk: \$0.00

Sub Total: \$118,156.94

Balance of Money Due: \$0.00

Payment Plan Amount: \$0.00

Previous Sub Total (Adjusted Claims Only):

**Calculated Reimbursement: \$118,156.94**

After all applicable forms are green padlocked/certified, please click on "Submit Application to CNP" found at the bottom of the Checklist. A time stamp will appear, and the "status" of the application will show "Pending Approval". If you do not see either, please contact the person approving your application.



# OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome BECKY L BARNES

9/11/2025, 12:28:52 PM

## Child Nutrition Programs - Claims System

DUNCAN			
County:	69	District:	I001
FY:	2026		<input type="button" value="Claim"/>

### National School Lunch Program - School Food Authority Claim Summary

69-I001 DUNCAN  
Post Office Box 1548  
Duncan, OK 73534-3534

[Application System](#)

- [Home](#)
- [Log Out](#)
- [Privacy Statement](#)
- [State Department of Education](#)

[SFA User's Guide](#)

[SA User's Guide](#)

#### General Information

Date Signed	<input type="text" value="9/11/2025"/>	Revision	<input type="text" value="Original"/>
Claim Date	<input type="text" value="9/11/2025"/>	Claim Month	<input type="text" value="August"/>
		Claim Year	<input type="text" value="2025"/>
Number of Days In Operation	<input type="text" value="12"/>	Number of Sites	<input type="text" value="8"/>
		Number of Children Enrolled	<input type="text" value="3217"/>

This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students).

This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Comments

#### Number of Enrolled Students On Site

Free	<input type="text" value="2804"/>	Reduced	<input type="text" value="0"/>	Paid	<input type="text" value="613"/>
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#### Average Daily Participation

Breakfast	<input type="text" value="1075"/>	Lunch	<input type="text" value="1669"/>
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#### Adult and Contract Meals

Adult Lunches	<input type="text" value="482"/>	Contract Lunches	<input type="text" value="429"/>
Adult Snacks	<input type="text" value="0"/>	Contract Snacks	<input type="text" value="0"/>
Adult Breakfast	<input type="text" value="0"/>	Contract Breakfast	<input type="text" value="0"/>
Adult SNB	<input type="text" value="415"/>	Contract SNB	<input type="text" value="413"/>

Provision 3

CEP

<b>Summary of Eligibles</b>	
<b>Free</b> 2892	<b>Paid</b> 399

Lunch

Site	Meals	Free	Paid
DUNCAN HS (705) Y	824	87.90% = 724	12.10% = 100
MARK TWAIN ES (135) Y	1256	87.90% = 1104	12.10% = 152
WILL ROGERS PRE-K CT (130) Y	1470	87.90% = 1292	12.10% = 178
PLATO ES (145) Y	1551	87.90% = 1363	12.10% = 188
HORACE MANN ES (125) Y	2554	87.90% = 2245	12.10% = 309
EMERSON ES (110) Y	2841	87.90% = 2497	12.10% = 344
WOODROW WILSON ES (140) Y	2990	87.90% = 2628	12.10% = 362
DUNCAN MS (505) Y	6532	87.90% = 5742	12.10% = 790
		17595	2423

Breakfast

Site	Meals	Free	Paid
DUNCAN HS (705) Y	2395	87.90% = 2105	12.10% = 290
MARK TWAIN ES (135) Y	1234	87.90% = 1085	12.10% = 149
WILL ROGERS PRE-K CT (130) Y	1091	87.90% = 959	12.10% = 132
PLATO ES (145) Y	1227	87.90% = 1079	12.10% = 148
HORACE MANN ES (125) Y	939	87.90% = 825	12.10% = 114
EMERSON ES (110) Y	2046	87.90% = 1798	12.10% = 248
WOODROW WILSON ES (140) Y	1994	87.90% = 1753	12.10% = 241
DUNCAN MS (505) Y	1970	87.90% = 1732	12.10% = 238
		11336	1560

**Note:** If ALL your sites are participating in CEP (district-wide), the *meal counts* have already been added for you and entered into the correct category for Lunch and Severe Need Breakfast below, as well as Snack, if applicable. If only some of your sites are participating in CEP, add the *meal counts* from the tables above to the *meal counts* from your other sites, and enter the total into the categorical *meal counts* for Lunch and Severe Need Breakfast below, as well as Snacks, if applicable.

If **ALL** your sites are participating in CEP (district-wide), the *eligible numbers* have already been added for you and entered into the General Data information above. If only some of your sites are participating in CEP, add the *eligible numbers* from the table above to the *eligible numbers* from your other sites, and enter the total into the General Data information above.

Breakfast

Type	Meals	Rate	Reimbursement
Free	0	\$2.46	\$0.00
Reduced	0	\$2.16	\$0.00
Paid	0	\$0.44	\$0.00
Total	0		\$0.00

**Note:** Regular breakfast served – do not include severe need breakfast (SNB) sites.

Severe Need Breakfast

Type	Meals	Rate	Reimbursement
Free	11336	\$2.94	\$33,327.84
Reduced	0	\$2.64	\$0.00
Paid	1560	\$0.40	\$624.00
Total	12896		\$33,951.84

**Note:** Severe Need Breakfasts Served - Do not include Regular Breakfast sites.

Breakfast - Sub-Totals

Total Breakfast Reimbursement:	\$33,951.84
Total Adjustments:	\$0.00
Warrant Amount:	\$33,951.84

Lunch

Type	Meals	Rate	Reimbursement
Free	17595	\$4.62	\$81,288.90
Reduced	0	\$4.22	\$0.00
Paid	2423	\$0.46	\$1,114.58
Performance Incentive	20018	0.09	\$1,801.62
<b>Total</b>	<b>20018</b>		<b>\$84,205.10</b>

After School Snack Program (ASSP)

*Over 50%*

*Under 50%*

Type	Meals	Rate	Reimbursement
Free	0	\$1.26	\$0.00
Reduced	0	\$0.63	\$0.00
Paid	0	\$0.11	\$0.00

<u>After School Snack Program Sub-Total</u>			
Total Meals	0	Reimbursement	\$0.00

Lunch / Snack Sub-Totals

Total Lunch/Snack Reimbursement:	\$84,205.10
Total Adjustments:	\$0.00
Warrant Amount:	\$84,205.10

Special Milk - Non Pricing

Special Milk - Option 1

Special Milk - Option 2

Special Milk - Sub-Totals

NSLP SFA Summary Total

\$118,156.94
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Advances and Payments

Advance Amount	\$0.00	Adjusted Amount	\$0.00
Payment Plan Amount	\$0.00	Previous Claim Amount	\$0.00
Amount Paid	\$118,156.94		

Claim Management

SFA Claim Submitted by: BECKY L BARNES on 9/11/2025	119
<input type="button" value="Submit"/> <input type="button" value="Print Disbursement"/> <input type="button" value="Claims"/>	

[Print Claim Summary](#)

[Use 60 Day Exception](#)

[Process Claims](#)

[Print Site Summary](#)

[Override 60 Day Exception](#)

[Unsubmit SFA Claim](#)

If you have questions or need assistance, please contact our office at 405-521-3327.

**For Additional Information:**

**Child Nutrition Programs**

2500 North Lincoln Blvd., Suite 310

Oklahoma City, OK 73105-4599

(405) 521-3327 fax: (405) 521-2239

To the best of my knowledge this report is correct.

Becky Garner      9/11/25  
Child Nutrition Director      Date

# Oklahoma State Department of Education

## Child Nutrition Programs

### NSLP Site Claim List

- DUNCAN

1740 W. Spruce

Duncan, OK 73533

Claim Month/Year: 9/2025

<u>Name</u>	<u>Enrolled</u>	<u>B</u>	<u>SNB</u>	<u>L</u>	<u>S</u>	<u>Milk</u>	<u>Amount</u>
DUNCAN HS	933	0	1631	3967	0	0	\$20,982.53
DUNCAN MS	716	0	3379	10982	0	0	\$55,091.98
EMERSON ES	327	0	3773	4933	0	0	\$30,682.75
HORACE MANN ES	334	0	1301	4535	0	0	\$22,502.17
MARK TWAIN ES	148	0	1906	2094	0	0	\$13,827.16
PLATO ES	276	0	2269	2930	0	0	\$18,295.86
WILL ROGERS PRE-K CTR	166	0	1428	2152	0	0	\$12,813.22
WOODROW WILSON ES	303	0	3261	4957	0	0	\$29,435.51
<b>Totals: Sites Claimed: 8</b>	<b>3203</b>	<b>0</b>	<b>18948</b>	<b>36550</b>	<b>0</b>	<b>0</b>	<b>\$203,631.18</b>

### National School Lunch Program - School Food Authority Claim Summary

69-I001 DUNCAN  
Post Office Box 1548  
Duncan, OK 73534-3534

#### General Information

Date Signed	<input type="text" value="10/2/2025"/>	Revision	<input type="text" value="Original"/>
Claim Date	<input type="text" value="10/2/2025"/>	Claim Month	<input type="text" value="September"/>
		Claim Year	<input type="text" value="2025"/>
Number of Days In Operation	<input type="text" value="20"/>	Number of Sites	<input type="text" value="8"/>
		Number of Children Enrolled	<input type="text" value="3203"/>

This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students).

This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Comments

#### Number of Enrolled Students On Site

Free	<input type="text" value="2594"/>	Reduced	<input type="text" value="0"/>	Paid	<input type="text" value="609"/>
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#### Average Daily Participation

Breakfast	<input type="text" value="948"/>	Lunch	<input type="text" value="1828"/>
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#### Adult and Contract Meals

Adult Lunches	<input type="text" value="793"/>	Contract Lunches	<input type="text" value="692"/>
Adult Snacks	<input type="text" value="0"/>	Contract Snacks	<input type="text" value="0"/>
Adult Breakfast	<input type="text" value="0"/>	Contract Breakfast	<input type="text" value="0"/>
Adult SNB	<input type="text" value="530"/>	Contract SNB	<input type="text" value="524"/>

Provision 2

Provision 3

CEP

Summary of Eligibles

**Free**

2892

**Paid**

399

Lunch

Site	Meals	Free	Paid
MARK TWAIN ES (135) Y	2094	87.90% = 1841	12.10% = 253
WILL ROGERS PRE-K CT (130) Y	2152	87.90% = 1892	12.10% = 260
PLATO ES (145) Y	2930	87.90% = 2575	12.10% = 355
DUNCAN HS (705) Y	3967	87.90% = 3487	12.10% = 480
HORACE MANN ES (125) Y	4535	87.90% = 3986	12.10% = 549
EMERSON ES (110) Y	4933	87.90% = 4336	12.10% = 597
WOODROW WILSON ES (140) Y	4957	87.90% = 4357	12.10% = 600
DUNCAN MS (505) Y	10982	87.90% = 9653	12.10% = 1329
		32127	4423

Breakfast

Site	Meals	Free	Paid
MARK TWAIN ES (135) Y	1906	87.90% = 1675	12.10% = 231
WILL ROGERS PRE-K CT (130) Y	1428	87.90% = 1255	12.10% = 173
PLATO ES (145) Y	2269	87.90% = 1994	12.10% = 275
DUNCAN HS (705) Y	1631	87.90% = 1434	12.10% = 197
HORACE MANN ES (125) Y	1301	87.90% = 1144	12.10% = 157
EMERSON ES (110) Y	3773	87.90% = 3316	12.10% = 457
WOODROW WILSON ES (140) Y	3261	87.90% = 2866	12.10% = 395
DUNCAN MS (505) Y	3379	87.90% = 2970	12.10% = 409
		16654	2294

**Note:** If ALL your sites are participating in CEP (district-wide), the *meal counts* have already been added for you and entered into the correct category for Lunch and Severe Need Breakfast below, as well as Snack, if applicable. If only some of your sites are participating in CEP, add the *meal counts* from the tables above to the *meal counts* from your other sites, and enter the total into the categorical *meal counts* for Lunch and Severe Need Breakfast below, as well as Snacks, if applicable.

If **ALL** your sites are participating in CEP (district-wide), the *eligible numbers* have already been added for you and entered into the General Data information above. If only some of your sites are participating in CEP, add the *eligible numbers* from the table above to the *eligible numbers* from your other sites, and enter the total into the General Data information above.

Breakfast

Type	Meals	Rate	Reimbursement
Free	0	\$2.46	\$0.00
Reduced	0	\$2.16	\$0.00
Paid	0	\$0.40	\$0.00
Total	0		\$0.00

**Note:** Regular breakfast served – do not include severe need breakfast (SNB) sites.

Severe Need Breakfast

Type	Meals	Rate	Reimbursement
Free	16654	\$2.94	\$48,962.76

Reduced	0	\$2.64	\$0.00
Paid	2294	\$0.40	\$917.60
<b>Total</b>	<b>18948</b>		<b>\$49,880.36</b>

**Note:** Severe Need Breakfasts Served - Do not include Regular Breakfast sites.

Breakfast - Sub-Totals

Total Breakfast Reimbursement:	\$49,880.36
Total Adjustments:	\$0.00
Warrant Amount:	\$49,880.36

Lunch

Type	Meals	Rate	Reimbursement
Free	32127	\$4.62	\$148,426.74
Reduced	0	\$4.22	\$0.00
Paid	4423	\$0.46	\$2,034.58
Performance Incentive	36550	0.09	\$3,289.50
<b>Total</b>	<b>36550</b>		<b>\$153,750.82</b>

After School Snack Program (ASSP)

**Over 50%**

**Under 50%**

Type	Meals	Rate	Reimbursement
Free	0	\$1.26	\$0.00
Reduced	0	\$0.63	\$0.00
Paid	0	\$0.11	\$0.00

<u>After School Snack Program Sub-Total</u>			
Total Meals	0	Reimbursement	\$0.00

Lunch / Snack Sub-Totals

Total Lunch/Snack Reimbursement:	\$153,750.82
Total Adjustments:	\$0.00
Warrant Amount:	\$153,750.82

Special Milk - Non Pricing

Special Milk - Option 1

Special Milk - Option 2

Special Milk - Sub-Totals

NSLP SFA Summary Total

<u>\$203,631.18</u>
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Advances and Payments

<table style="width: 100%;"> <tr> <td style="width: 70%;">Advance Amount</td> <td style="border: 1px solid black; text-align: right;">\$0.00</td> </tr> <tr> <td>Payment Plan Amount</td> <td style="border: 1px solid black; text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Paid</td> <td style="border: 1px solid black; text-align: right;">\$203,631.18</td> </tr> </table>	Advance Amount	\$0.00	Payment Plan Amount	\$0.00	Amount Paid	\$203,631.18	<table style="width: 100%;"> <tr> <td style="width: 70%;">Adjusted Amount</td> <td style="border: 1px solid black; text-align: right;">\$0.00</td> </tr> <tr> <td>Previous Claim Amount</td> <td style="border: 1px solid black; text-align: right;">\$0.00</td> </tr> </table>	Adjusted Amount	\$0.00	Previous Claim Amount	\$0.00
Advance Amount	\$0.00										
Payment Plan Amount	\$0.00										
Amount Paid	\$203,631.18										
Adjusted Amount	\$0.00										
Previous Claim Amount	\$0.00										

Claim Management

<input type="button" value="Submit"/>	<input type="button" value="Print Disbursement"/>	<input type="button" value="Claims"/>
<input type="button" value="Print Claim Summary"/>	<input type="button" value="Use 60 Day Exception"/>	<input type="button" value="Process Claims"/>
<input type="button" value="Print Site Summary"/>	<input type="button" value="Override 60 Day Exception"/>	
<input type="button" value="Unsubmit SFA Claim"/>		

If you have questions or need assistance, please contact our office at 405-521-3327.

To the best of my knowledge this report is correct.

  
Becky Barnes      10/2/25  
 Child Nutrition Director      Date

# Oklahoma State Department of Education

## Child Nutrition Programs

DUNCAN

1740 W. Spruce

Duncan OK 73533

County and District: 69I001

## NATIONAL SCHOOL LUNCH DISBURSEMENT

Print Date: 10/2/2025 2:20:50 PM

**Claim Date: 10/2/2025**

Month and Year of Claim: 9/2025

Breakfast: \$49,880.36

Lunch: \$153,750.82

Snack: \$0.00

Milk: \$0.00

Sub Total: \$203,631.18

Balance of Money Due: \$0.00

Payment Plan Amount: \$0.00

Previous Sub Total (Adjusted Claims Only):

**Calculated Reimbursement: \$203,631.18**

# DUNCAN PUBLIC SCHOOLS

## Treasurer's Report

9/30/2025

### ASSETS:

Composite of Cash on Hand and Investments

Beginning of Month 10,658,725.34

### COLLECTIONS:

Ad Valorem Tax 92,806.60

Interest, Inv. & Bond Sales 34,131.40

Intermediate Funds 8,901.55

State Funds 1,768,733.21

Federal Funds 118,156.94

Child Nutrition Funds: 5,812.98

Other Local Items: 7,062.49

2,035,605.17

TOTAL ASSETS

12,694,330.51

### ADJUSTMENTS:

0.00

### LIABILITIES:

Checks Issued 5,293,307.06

5,293,307.06

BALANCE AS OF 09/30/2025

7,401,023.45

### COMPOSITION OF BALANCE

Balance of Cash on Hand

Month End 1,193,727.82

Investments

Month End 6,207,295.63

TOTAL OF COMPOSITE:

7,401,023.45

**DUNCAN PUBLIC SCHOOLS**

**Treasurer's Report  
9/30/2025**

CHECKS ISSUED TO DATE:

Fund	Total Issued	Outstanding
YEAR 5 - GENERAL FUND	0.00	2,525.23
YEAR 6 - GENERAL FUND	6,439,185.74	715,922.85
YEAR 6 - BUILDING FUND	892,640.91	22,106.38
YEAR 6 - 2021 BOND FUND	2,289,921.00	19,170.00
	<hr/>	<hr/>
	9,621,747.65	759,724.46

Treasurer: \_\_\_\_\_

**DUNCAN PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

09/30/2025

All Years Grouped By FUND	GENERAL FUND	BUILDING FUND	2021 BOND FUND	2021 TRANSPORTATIO N	SINKING FUND
CASH ON HAND:					
BEGINNING MONTHLY BALANCE	245,010.27	986,344.63	2,440,354.37	334,512.14	108,709.68
ADD: MONTHLY RECEIPTS	1,999,138.95	7,945.11	0.00	0.00	23,194.89
MATURING INVESTMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CASH:	2,244,149.22	994,289.74	2,440,354.37	334,512.14	131,904.57
LESS: CHECKS ISSUED	2,823,845.53	179,540.53	2,289,921.00	0.00	0.00
PURCHASE OF INVESTMENTS	17,244.52	0.00	0.00	0.00	0.00
INTEREST ON NON-PAYABLE	0.00	0.00	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE	-596,940.83	814,749.21	150,433.37	334,512.14	131,904.57
INVESTMENTS:					
BEGINNING MONTHLY BALANCE	4,438,041.61	245,000.00	0.00	0.00	37,910.57
ADD: INVESTMENTS	17,244.52	0.00	0.00	0.00	0.00
TOTAL INVESTMENTS:	4,455,286.13	245,000.00	0.00	0.00	37,910.57
LESS: MATURING INVESTMENTS	0.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE:	4,455,286.13	245,000.00	0.00	0.00	37,910.57
-----					
TOTALS:					
END OF MONTH CASH BALANCE:	-596,940.83	814,749.21	150,433.37	334,512.14	131,904.57
END OF MONTH INV. BALANCE:	4,455,286.13	245,000.00	0.00	0.00	37,910.57
TOTAL CASH:	3,858,345.30	1,059,749.21	150,433.37	334,512.14	169,815.14
ADD: OUTSTANDING CHECKS	718,448.08	22,106.38	19,170.00	0.00	0.00
TOTAL MONIES:	4,576,793.38	1,081,855.59	169,603.37	334,512.14	169,815.14

**DUNCAN PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

09/30/2025

All Years Grouped By FUND	ENDOWMENT FUNDS	INSURANCE FUND	TOTAL ALL FUNDS
CASH ON HAND:			
BEGINNING MONTHLY BALANCE	7,469.70	351,368.26	4,473,769.05
ADD: MONTHLY RECEIPTS	231.40	5,094.82	2,035,605.17
MATURING INVESTMENTS	0.00	0.00	0.00
TOTAL CASH:	7,701.10	356,463.08	6,509,374.22
LESS: CHECKS ISSUED	0.00	0.00	5,293,307.06
PURCHASE OF INVESTMENTS	0.00	5,094.82	22,339.34
INTEREST ON NON-PAYABLE	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00
ENDING MONTHLY BALANCE	7,701.10	351,368.26	1,193,727.82
INVESTMENTS:			
BEGINNING MONTHLY BALANCE	71,128.12	1,392,875.99	6,184,956.29
ADD: INVESTMENTS	0.00	5,094.82	22,339.34
TOTAL INVESTMENTS:	71,128.12	1,397,970.81	6,207,295.63
LESS: MATURING INVESTMENTS	0.00	0.00	0.00
ENDING MONTHLY BALANCE:	71,128.12	1,397,970.81	6,207,295.63
-----			
TOTALS:			
END OF MONTH CASH BALANCE:	7,701.10	351,368.26	1,193,727.82
END OF MONTH INV. BALANCE:	71,128.12	1,397,970.81	6,207,295.63
TOTAL CASH:	78,829.22	1,749,339.07	7,401,023.45
ADD: OUTSTANDING CHECKS	0.00	0.00	759,724.46
TOTAL MONIES:	78,829.22	1,749,339.07	8,160,747.91

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>GENERAL FUND</b>					
<b>LOCAL SOURCES</b>					
6-11-000-1110-000-050	AD VAL TX LV (CUR YR)	\$0.00	\$78,137.02	\$0.00	\$171,423.41
6-11-000-1120-000-050	AD VAL TX LV (PRIOR)	\$58,188.86	\$116,721.49	\$61,742.34	\$61,742.34
6-11-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$4,602.59	\$0.00	\$4,102.12
6-11-000-1310-000-050	INTEREST EARNINGS	\$160,412.90	\$229,885.22	\$28,270.81	\$88,821.74
6-11-100-1310-000-050	CC REWARDS	\$924.30	\$2,407.74	\$534.37	\$1,392.26
6-11-000-1410-000-050	RNTL OF SCH FAC	\$0.00	\$2,490.00	\$0.00	\$0.00
6-11-000-1440-000-050	SALE OF SURPLUS EQUIPMENT	\$0.00	\$28.60	\$97.80	\$97.80
6-11-000-1520-000-050	INSURANCE REFUND	\$190.44	\$341.43	\$0.00	\$0.00
6-11-000-1550-000-050	WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$5,194.02
6-11-000-1590-000-050	MISC REIMBURSEMENTS	\$185.02	\$892.38	\$3,393.27	\$6,248.83
6-11-000-1590-700-050	CN- REIMBURSEMENT	\$2,367.06	\$2,407.06	\$2,671.17	\$2,671.17
6-11-000-1610-000-050	CONTRIBUTIONS & DONATIONS	\$4.10	\$31.58	\$900.25	\$900.60
6-11-000-1620-000-050	COMMUNITY SERVICES	\$0.00	\$0.00	\$0.00	\$798.90
6-11-000-1650-000-050	DISTRICT CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1680-000-050	REF OF PRIOR YR'S	\$0.00	\$0.00	\$0.00	\$423.44
6-11-000-1690-000-050	MISC REV FROM DISTRICT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1710-700-050	STUDENT MEALS	\$4,538.67	\$9,405.72	\$4,871.13	\$9,134.89
6-11-000-1720-700-050	ALACARTE	\$21.00	\$21.00	\$0.00	\$0.00
6-11-000-1730-700-050	ADULT MEALS	\$1,337.21	\$2,142.56	\$887.20	\$1,869.04
6-11-000-1740-700-050	SUMMER FOOD SVC ADULT	\$2.00	\$2.00	\$0.00	\$0.00
6-11-000-1760-700-050	CONTRACT	\$3,260.75	\$12,998.00	\$0.00	\$2,341.25
6-11-000-1790-700-050	STATEMENTS	\$0.00	\$1,573.70	\$54.65	\$54.65
	<b>TOTAL</b>	<b>\$231,432.31</b>	<b>\$464,088.09</b>	<b>\$103,422.99</b>	<b>\$357,216.46</b>
<b>INTERMEDIATE SOURCES</b>					
6-11-000-2100-000-050	COUNTY 4 MILL AD VAL	\$6,220.61	\$20,572.07	\$166.03	\$16,198.12
6-11-000-2200-000-050	COUNTY APPORTN (MTG)	\$6,874.07	\$19,604.71	\$8,735.52	\$8,735.52
6-11-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$13,094.68</b>	<b>\$40,176.78</b>	<b>\$8,901.55</b>	<b>\$24,933.64</b>
<b>STATE SOURCES</b>					
6-11-000-3110-000-050	GROSS PRODUCTION TAX	\$172,399.80	\$462,790.02	\$232,652.74	\$813,137.60
6-11-000-3120-000-050	MOTOR VEH COLLECTION	\$133,027.86	\$266,967.94	\$117,718.10	\$274,344.18
6-11-000-3130-000-050	RURAL ELECTRIC COOPERATIVE	\$10,120.16	\$27,542.56	\$10,862.08	\$29,668.79
6-11-000-3140-000-050	ST SCH LAND EARNINGS	\$45,784.84	\$131,953.35	\$39,443.38	\$121,328.61
6-11-000-3150-000-050	VEHICLE TAX STAMP	\$176.14	\$237.89	\$0.00	\$0.00
6-11-000-3160-000-050	FARM IMPLEMENTS	\$215.87	\$731.02	\$142.54	\$142.54
6-11-000-3210-000-050	FNDTN & SAL INC AID	\$1,092,972.18	\$2,185,944.35	\$1,021,522.81	\$2,042,678.44
6-11-331-3250-000-050	FBA IN LIEU - CERT EMPL	\$1,731.59	\$3,463.19	\$2,108.03	\$4,216.06

**DUNCAN PUBLIC SCHOOLS**

**TREASURER'S REVENUE SUMMARY COMPARISON**

09/30/2025

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
6-11-332-3250-000-050	FBA IN LIEU - SUPP PER HEALTH	\$11,718.29	\$22,535.17	\$12,906.51	\$25,813.02
6-11-332-3250-700-050	CN-FBA IN LIEU SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-334-3250-000-050	CERTIFIED EMP HEALTH	\$167,349.63	\$334,699.26	\$171,037.44	\$342,074.88
6-11-335-3250-000-050	SUPP PERSONNEL HEALTH	\$123,662.57	\$237,812.63	\$125,987.40	\$251,974.80
6-11-335-3250-700-050	CN-SUPPORT PER HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
6-11-388-3310-000-050	ALTN/HIGH CHLG EDU	\$0.00	\$0.00	\$0.00	\$0.00
6-11-312-3412-000-050	NATL BOARD CERT BONUS	\$0.00	\$0.00	\$0.00	\$0.00
6-11-305-3413-000-050	INSPIRED TO TEACH INCENTIVE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-367-3415-000-050	READING SUFFICIENCY	\$0.00	\$0.00	\$0.00	\$0.00
6-11-333-3420-000-050	TEXTBOOK	\$0.00	\$208,719.35	\$18,289.77	\$36,579.55
6-11-376-3436-000-050	SCHOOL RESOURCE OFFICER	\$0.00	\$183,829.62	\$0.00	\$93,041.47
6-11-377-3437-000-050	PAID MATERNITY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-3610-000-050	HOMESTEAD EXEMPTION	\$0.00	\$0.00	\$444.67	\$444.67
6-11-339-3650-000-050	TOBACCO SETTLE ENDOWMENT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-340-3650-000-050	TSET - TOBACCO SETTLEMENT	\$0.00	\$0.00	\$0.00	\$8,546.56
6-11-080-3690-000-050	CELLPHONE-FREE ED ENVIR	\$0.00	\$0.00	\$0.00	\$38,400.00
6-11-361-3690-000-050	ACE TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00
6-11-385-3720-700-050	STATE MATCHING	\$0.00	\$0.00	\$0.00	\$0.00
6-11-411-3811-000-050	COMPR HS VO SAL REIM	\$1,980.00	\$1,980.00	\$1,980.00	\$1,980.00
6-11-412-3812-000-050	VOCATIONAL PROG ASSIST	\$13,562.00	\$13,562.00	\$13,562.00	\$13,562.00
<b>TOTAL</b>		<b>\$1,774,700.93</b>	<b>\$4,082,768.35</b>	<b>\$1,768,657.47</b>	<b>\$4,097,933.17</b>

**FEDERAL SOURCES**

6-11-511-4210-000-050	TITLE I ACT,BASIC PG	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4210-000-050	TITLE I-PART A	\$0.00	\$278,695.10	\$0.00	\$206,807.00
6-11-541-4271-000-050	TITLE II - PART A	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4271-000-050	T2-PART A, RECRUIT	\$0.00	\$23,917.19	\$0.00	\$49,416.59
6-11-572-4281-000-050	TITLE III A ENGLISH LANGUAGE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-613-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	\$0.00	\$0.00	\$0.00	\$0.00
6-11-615-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	\$0.00	\$0.00	\$0.00	\$0.00
6-11-621-4310-000-050	IDEA-B FLOW THROUGH	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4310-000-050	CARRYFORWARD IDEA-B FLOW	\$0.00	\$57,314.54	\$0.00	\$46,391.72
6-11-641-4340-000-050	PRE-SCHOOL AGED 3-5	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4340-000-050	PRESCHOOL	\$0.00	\$1,055.94	\$0.00	\$3,174.34
6-11-552-4442-000-050		\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4442-000-050	TITLE IV LEAS FORMULA	\$0.00	\$10,631.29	\$0.00	\$11,201.64
6-11-587-4470-000-050	TITLEV-SUB2 RURAL &	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4470-000-050	TITLE VI PT B1 LEA	\$0.00	\$12,216.76	\$0.00	\$14,003.03
6-11-726-4689-000-050	OTHER MISC SOURCES OF FED	\$0.00	\$0.00	\$0.00	\$0.00
6-11-795-4689-000-050	ESSER III	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4689-000-050	ESSER II FUNDS	\$0.00	\$483,078.36	\$0.00	\$0.00

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
6-11-763-4710-700-050	NATL SCHOOL LUNCH -FED	\$91,225.70	\$91,225.70	\$84,205.10	\$84,205.10
6-11-764-4720-700-050	NATL SCHOOL BREAKFAST -FED	\$27,263.34	\$27,263.34	\$33,951.84	\$33,951.84
6-11-766-4740-700-050	SUMMER FOOD PROGRAM	\$1,902.56	\$53,046.08	\$0.00	\$13,198.62
6-11-421-4821-000-050	CARL PERKINS	\$0.00	\$13,278.28	\$0.00	\$19,087.98
<b>TOTAL</b>		\$120,391.60	\$1,051,722.58	\$118,156.94	\$481,437.86
<b>REVENUE SOURCE TOTAL</b>		\$2,139,619.52	\$5,638,755.80	\$1,999,138.95	\$4,961,521.13
<b>NON-REVENUE RECEIPTS</b>					
6-11-000-5120-700-050	RETURN CASH OR CHANGE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-5600-000-050	CORRECTING ENTRY	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>BALANCE SHEET</b>					
6-11-000-6110-000-050	CASH FORWARD	\$0.00	\$5,359,528.87	\$0.00	\$5,336,012.73
6-11-000-6110-700-050	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-333-6110-000-050	333 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-352-6110-000-050	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-367-6110-000-050	367 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-376-6110-000-050	CARRYOVER CORRECTION	\$0.00	\$0.00	\$0.00	\$0.00
6-11-385-6110-700-050	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-759-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
6-11-760-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-6130-000-050	LAPSED	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-6140-000-050	ESTOP	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$5,359,528.87	\$0.00	\$5,336,012.73
<b>NON-REVENUE SOURCE</b>		\$0.00	\$5,359,528.87	\$0.00	\$5,336,012.73
<b>FUND TOTAL</b>		\$2,139,619.52	\$10,998,284.67	\$1,999,138.95	\$10,297,533.86

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>BUILDING FUND</b>					
<b>LOCAL SOURCES</b>					
6-21-000-1110-000-050	AD VAL TX LV (CUR YR)	\$0.00	\$16,574.39	\$0.00	\$21,779.45
6-21-000-1120-000-050	AD VAL TX LV (PRIOR)	\$8,308.03	\$11,246.94	\$7,925.75	\$7,925.75
6-21-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$28.59	\$0.00	\$0.00
6-21-000-1310-000-050	INTEREST EARNINGS	\$830.05	\$2,463.38	\$0.00	\$1,392.14
6-21-000-1590-000-050	MISC REIMBURSEMENTS	\$3,168.00	\$3,168.00	\$0.00	\$0.00
<b>TOTAL</b>		\$12,306.08	\$33,481.30	\$7,925.75	\$31,097.34
<b>INTERMEDIATE SOURCES</b>					
6-21-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>STATE SOURCES</b>					
6-21-000-3160-000-050	FARM IMPLEMENTS	\$30.82	\$104.38	\$19.36	\$19.36
6-21-318-3435-000-050	REDBUD	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$30.82	\$104.38	\$19.36	\$19.36
<b>REVENUE SOURCE TOTAL</b>		\$12,336.90	\$33,585.68	\$7,945.11	\$31,116.70
<b>BALANCE SHEET</b>					
6-21-000-6110-000-050	CASH FORWARD	\$0.00	\$1,712,780.14	\$0.00	\$1,921,273.42
6-21-318-6110-000-050	REDBUD CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$1,712,780.14	\$0.00	\$1,921,273.42
<b>NON-REVENUE SOURCE</b>		\$0.00	\$1,712,780.14	\$0.00	\$1,921,273.42
<b>FUND TOTAL</b>		\$12,336.90	\$1,746,365.82	\$7,945.11	\$1,952,390.12

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>2021 BOND FUND</b>				
<b>NON-REVENUE RECEIPTS</b>				
6-34-000-5112-000-050      BOND SALES	\$0.00	\$2,259,401.01	\$0.00	\$2,257,635.02
<b>TOTAL</b>	\$0.00	\$2,259,401.01	\$0.00	\$2,257,635.02
<b>BALANCE SHEET</b>				
6-34-000-6110-000-050      Cash Forward	\$0.00	\$958,005.95	\$0.00	\$182,719.35
<b>TOTAL</b>	\$0.00	\$958,005.95	\$0.00	\$182,719.35
<b>NON-REVENUE SOURCE</b>	\$0.00	\$3,217,406.96	\$0.00	\$2,440,354.37
<b>FUND TOTAL</b>	\$0.00	\$3,217,406.96	\$0.00	\$2,440,354.37

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>2021 TRANSPORTATION</b>				
<b>NON-REVENUE RECEIPTS</b>				
6-35-000-5112-000-050      BOND SALES	\$0.00	\$181,818.00	\$0.00	\$181,818.00
<b>TOTAL</b>	\$0.00	\$181,818.00	\$0.00	\$181,818.00
<b>BALANCE SHEET</b>				
6-35-000-6110-000-050      Cash Forward	\$0.00	\$112,378.24	\$0.00	\$152,694.14
<b>TOTAL</b>	\$0.00	\$112,378.24	\$0.00	\$152,694.14
<b>NON-REVENUE SOURCE</b>	\$0.00	\$294,196.24	\$0.00	\$334,512.14
<b>FUND TOTAL</b>	\$0.00	\$294,196.24	\$0.00	\$334,512.14

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>SINKING FUND</b>					
<b>LOCAL SOURCES</b>					
6-41-000-1110-000-050	AD VAL TX LV (CUR YR)	\$0.00	\$33,424.80	\$0.00	\$0.00
6-41-000-1120-000-050	AD VAL TX LV (PRIOR)	\$24,843.81	\$50,014.47	\$23,138.51	\$86,648.51
6-41-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$85.66	\$0.00	\$0.00
6-41-000-1310-000-050	INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$24,843.81</b>	<b>\$83,524.93</b>	<b>\$23,138.51</b>	<b>\$86,648.51</b>
<b>INTERMEDIATE SOURCES</b>					
6-41-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>STATE SOURCES</b>					
6-41-000-3160-000-050	FARM IMPLEMENTS	\$92.34	\$312.71	\$56.38	\$56.38
	<b>TOTAL</b>	<b>\$92.34</b>	<b>\$312.71</b>	<b>\$56.38</b>	<b>\$56.38</b>
	<b>REVENUE SOURCE TOTAL</b>	<b>\$24,936.15</b>	<b>\$83,837.64</b>	<b>\$23,194.89</b>	<b>\$86,704.89</b>
<b>BALANCE SHEET</b>					
6-41-000-6110-000-050	CASH FORWARD	\$0.00	\$91,457.59	\$0.00	\$83,110.25
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$91,457.59</b>	<b>\$0.00</b>	<b>\$83,110.25</b>
	<b>NON-REVENUE SOURCE</b>	<b>\$0.00</b>	<b>\$91,457.59</b>	<b>\$0.00</b>	<b>\$83,110.25</b>
	<b>FUND TOTAL</b>	<b>\$24,936.15</b>	<b>\$175,295.23</b>	<b>\$23,194.89</b>	<b>\$169,815.14</b>

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE		BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
		CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>ENDOWMENT FUNDS</b>					
<b>LOCAL SOURCES</b>					
6-50-000-1310-000-050	INTEREST EARNINGS	\$230.76	\$684.89	\$231.40	\$686.70
<b>TOTAL</b>		\$230.76	\$684.89	\$231.40	\$686.70
<b>REVENUE SOURCE TOTAL</b>		\$230.76	\$684.89	\$231.40	\$686.70
<b>BALANCE SHEET</b>					
6-50-000-6110-000-050	CASH FORWARD	\$0.00	\$75,421.99	\$0.00	\$78,142.52
<b>TOTAL</b>		\$0.00	\$75,421.99	\$0.00	\$78,142.52
<b>NON-REVENUE SOURCE</b>		\$0.00	\$75,421.99	\$0.00	\$78,142.52
<b>FUND TOTAL</b>		\$230.76	\$76,106.88	\$231.40	\$78,829.22

**DUNCAN PUBLIC SCHOOLS**

09/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>INSURANCE FUND</b>				
<b>LOCAL SOURCES</b>				
6-86-000-1310-000-050 INTEREST EARNINGS	\$0.00	\$0.00	\$5,094.82	\$13,448.48
<b>TOTAL</b>	\$0.00	\$0.00	\$5,094.82	\$13,448.48
<b>REVENUE SOURCE TOTAL</b>	\$0.00	\$0.00	\$5,094.82	\$13,448.48
<b>BALANCE SHEET</b>				
6-86-000-6110-000-050 CASH FORWARD	\$0.00	\$2,323,826.05	\$0.00	\$1,735,890.59
<b>TOTAL</b>	\$0.00	\$2,323,826.05	\$0.00	\$1,735,890.59
<b>NON-REVENUE SOURCE</b>	\$0.00	\$2,323,826.05	\$0.00	\$1,735,890.59
<b>FUND TOTAL</b>	\$0.00	\$2,323,826.05	\$5,094.82	\$1,749,339.07

<b>DUNCAN PUBLIC SCHOOLS</b>									
<b>BALANCE SHEET</b>									
<b>30-Sep-25</b>									
		General-11 Fund	Building-21 Fund	Bond 34 Fund	Bond 35 Transportation	Endowment 50 Fund	Insurance 86 Fund	Sinking Fund	All Funds
Cash		\$ (596,940.83)	\$ 814,749.21	\$ 150,433.37	\$ 334,512.14	\$ 7,701.10	\$ 351,368.26	\$ 131,904.57	\$ 1,193,727.82
Investments		\$ 4,455,286.13	\$ 245,000.00	\$ -	\$ -	\$ 71,128.12	\$ 1,397,970.81	\$ 37,910.57	\$ 6,207,295.63
	Total Assets	\$ 3,858,345.30	\$ 1,059,749.21	\$ 150,433.37	\$ 334,512.14	\$ 78,829.22	\$ 1,749,339.07	\$ 169,815.14	\$ 7,401,023.45
Warrants outstanding		\$ (718,448.08)	\$ (22,106.38)	\$ (19,170.00)	\$ -	\$ -	\$ -	\$ -	\$ (759,724.46)
Fund Balance		\$ 4,576,793.38	\$ 1,081,855.59	\$ 169,603.37	\$ 334,512.14	\$ 78,829.22	\$ 1,749,339.07	\$ 169,815.14	\$ 8,160,747.91
<b>DUNCAN PUBLIC SCHOOLS</b>									
<b>STATEMENT OF CHANGES IN FUND BALANCE</b>									
<b>MONTH ENDED SEPTEMBER 30, 2025</b>									
Fund Balance - Beginning of Month		\$ 245,010.27	\$ 986,344.63	\$ 2,440,354.37	\$ 334,512.14	\$ 7,469.70	\$ 351,368.26	\$ 108,709.68	\$ 4,473,769.05
District		\$ 103,422.99	\$ 7,925.75	\$ -	\$ -	\$ 231.40	\$ 5,094.82	\$ 23,138.51	\$ 139,813.47
Intermediate		\$ 8,901.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,901.55
State		\$ 1,768,657.47	\$ 19.36	\$ -	\$ -	\$ -	\$ -	\$ 56.38	\$ 1,768,733.21
Federal		\$ 118,156.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,156.94
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total revenue	\$ 1,999,138.95	\$ 7,945.11	\$ -	\$ -	\$ 231.40	\$ 5,094.82	\$ 23,194.89	\$ 2,035,605.17
Salaries		\$ (1,687,843.13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,687,843.13)
Benefits		\$ (633,403.68)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (633,403.68)
Professional services		\$ (51,196.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (51,196.50)
Property services		\$ (97,012.73)	\$ (27,906.00)	\$ (2,270,751.00)	\$ -	\$ -	\$ -	\$ -	\$ (2,395,669.73)
Other services		\$ (145,996.48)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (145,996.48)
Supplies & materials		\$ (171,806.89)	\$ (22,875.09)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (194,681.98)
Other		\$ (45,584.36)	\$ (129,940.79)	\$ (19,170.00)	\$ -	\$ -	\$ -	\$ -	\$ (194,695.15)
Purchase of Investments		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total expenditures	\$ (2,832,843.77)	\$ (180,721.88)	\$ (2,289,921.00)	\$ -	\$ -	\$ -	\$ -	\$ (5,303,486.65)
	Investments	\$ 4,455,286.13	\$ 245,000.00	\$ -	\$ -	\$ 71,128.12	\$ 1,397,970.81	\$ 37,910.57	\$ 6,207,295.63
Fund Balance - End of Month		\$ 3,866,591.58	\$ 1,058,567.86	\$ 150,433.37	\$ 334,512.14	\$ 78,829.22	\$ 1,754,433.89	\$ 169,815.14	\$ 7,413,183.20
<i>Note: These financial statements are unaudited and intended for internal review and analysis.</i>									

# DUNCAN PUBLIC SCHOOLS

## Open Investment Ledger

Invest #	CHECK #	DATE	BANK NAME	AMOUNT	RATE	MATURITY DATE
1372607-1	0	1/7/2025	CORNERSTONE BANK	249,912.38	4.311	09/30/2025
4	0	5/18/2007	BANK OF COMMERCE	100,000.00	5.100	07/16/2025
5	0	9/9/2024	OLAP LIQUID POOL	2,886,541.94	4.144	01/25/2026
FZFX	0	9/4/2024	FIDELITY TREASURY MM FUND	1,218,831.81	4.290	09/04/2025
TOTAL OPEN INVESTMENTS FOR 6 - 11 GENERAL FUND				4,455,286.13		
3-2283	0	1/7/2022	IBC BANK	245,000.00	3.400	01/07/2026
TOTAL OPEN INVESTMENTS FOR 6 - 21 BUILDING FUND				245,000.00		
11076951	0	5/26/2020	LEGACY BANK	37,910.57	3.740	11/30/2025
TOTAL OPEN INVESTMENTS FOR 6 - 41 SINKING FUND				37,910.57		
1107	0	11/26/2021	LEGACY BANK	71,128.12	0.180	11/26/2025
TOTAL OPEN INVESTMENTS FOR 6 - 50 ENDOWMENT FUNDS				71,128.12		
22324	0	11/22/2024	FIRST BANK & TRUST COMPANY	258,062.60	3.785	11/22/2025
5-86	0	11/6/2024	OLAP LIQUID POOL	1,034,835.78	4.144	01/25/2026
FZFX-QAGCQ	0	9/4/2024	FTMM FUND-OSAIC INS DEP PROG	105,072.43	3.960	09/04/2025
TOTAL OPEN INVESTMENTS FOR 6 - 86 INSURANCE FUND				1,397,970.81		
TOTAL OF ALL INVESTMENTS				6,207,295.63		

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

**Reconciliation**

October 01, 2025

Bank account:  
\*\*\*\*\*9935

Reconciliation date:  
9/30/2025

Prepared by:  
MILLER, LATISHA

For applied period:  
**September, 2026**

General ledger account balance	\$1,049,412.01	Balance per bank statement as of reconciliation date	\$101,618.26
Add debits	\$298,000.58	Add receipts in transit	\$0.00
Less credits	\$222,711.60	Less outstanding checks	\$32,574.33
Add adjustments	\$14,614.21	Interest not yet posted	\$0.00
		Charges not yet posted	(\$986.29)
		Investments	\$1,071,257.56
<b>Bank Balance Per General Ledger (Activity Fund)</b>	<b>\$1,139,315.20</b>	<b>Bank Balance Per Statement Reconciliation</b>	<b>\$1,139,315.20</b>

**Variance: \$0.00 \*\*\***

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548

DUNCAN, OK 73534

**Reconciliation**

October 01, 2025

**Outstanding Receipts**

No Transactions

**Outstanding Checks**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00109993	41.95	00110271	400.00	00110275	90.00
00110300	27.97	00110447	1731.28	00110645	90.00
00110802	175.00	00110820	300.00	00110821	475.00
00110827	110.85	00110834	320.00	00110844	51.99
00110846	404.80	00110848	150.00	00110870	2499.90
00110871	750.00	00110872	295.36	00110876	109.90
00110877	150.00	00110878	250.00	00110879	80.00
00110880	220.00	00110881	250.00	00110883	433.00
00110891	280.00	00110892	1320.00	00110893	525.67
00110894	225.00	00110895	7537.66	00110896	858.00
00110897	145.00	00110898	160.00	00110899	120.00
00110900	150.00	00110901	81.00	00110902	150.00
00110903	323.00	00110904	420.00	00110905	440.00
00110906	105.00	00110907	140.00	00110908	1856.10
00110909	8180.90	00110910	150.00		

**Total Outstanding Checks:**  
**\$32,574.33**

**Items:**  
**44**

**Receipts Cleared This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
01250210	135.50	01250211	1.00	01250212	2.00
01250213	1.50	01250214	9.50	01250215	1.00
01250216	6.50	01250217	136.00	01250218	52.00
01250219	6.00	05000007	22.86	05000008	100.00
05000009	40.00	05000010	40.00	05000011	20.00
05000012	20.00	05000013	20.00	05000014	20.00
05000015	20.00	05000016	20.00	05000017	57.00
05000018	2.00	05000019	472.85	05000020	20.00
05000021	20.00	05000022	500.00	05000023	7.73
05000024	438.83	05000025	69.74	11006190	3.00
11006191	20.00	11006192	2.50	11006193	7.50
11006194	8.00	11006195	0.50	11006196	2.00
11006197	1.00	11006198	2.00	11006199	1.00
11006200	26.00	11006201	7.75	11006202	35.00
11006203	5.50	11006204	20.00	11006205	43.00
11006206	15.00	11006207	1.50	11006208	6.00
11006209	20.00	11006210	15.00	11006211	1.50
11006212	0.50	11006213	5.00	11006214	5.50

DUNCAN PUBLIC SCHOOLS

PO BOX 1548  
DUNCAN, OK 73534

Reconciliation

October 01, 2025

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11006215	7.00	11006216	2.50	11006217	3.00
11006218	2.50	11006219	8.00	11006220	3.00
11006221	2.00	11006222	3.00	11006223	2.00
11006224	5.00	11006225	5.00	11006226	1.00
11006227	2.00	11006228	1.00	11006229	1.00
11006230	1.00	11006231	0.50	11006232	5.25
11006233	5.00	11006234	1.00	11006235	0.50
11006236	3.00	11006237	3.50	11006238	7.50
11006239	1.00	11006240	1.00	11006241	15.00
11006242	11.00	11006243	13.00	11006244	1.00
11006245	1.00	11006246	2.50	11006247	3.50
11006248	8.00	11006249	1.00	11006250	0.50
11006251	10.00	11006252	0.50	11006253	2.50
11006254	1.50	11006255	1.00	11006256	2.50
11006257	10.50	11006258	4.50	11006259	1.00
11006260	1.00	11006261	5.00	11006262	4.00
11006263	10.00	11006264	1.00	11006265	2.00
11006266	29.00	11006267	10.00	11006268	4.00
11006269	3.00	11006270	40.50	11006271	0.50
11006272	1.00	11006273	3.00	11006274	0.50
11006275	5.00	11006276	2.25	11006277	0.50
11006278	1.00	11006279	5.00	11006280	0.50
11006281	5.00	11006282	6.00	11006283	0.50
11006284	0.50	11006285	5.00	11006286	1.00
11006288	1.00	11006289	0.25	11006290	1.00
11006291	10.25	11006292	1.00	11006293	1.50
11006294	0.50	11006295	0.75	11006296	0.50
11006297	2.00	11006298	0.75	11006299	2.00
11006300	2.40	11006301	0.50	11006302	6.50
11006303	12.00	11006304	7.00	11006305	6.00
11006306	7.00	11006307	7.00	11006308	5.00
11006309	3.00	11006310	5.00	11006311	1.00
11006312	11.50	11006313	5.00	11006314	10.00
11006315	7.00	11006316	32.00	11006317	1.00
11006318	5.00	11006319	5.50	11006320	12.00
11006321	6.00	11006322	7.00	11006323	3.00
11006324	1.50	11006325	0.50	11006326	2.00
11006327	11.00	11006328	1.00	11006329	5.00
11006330	5.50	11006331	0.50	11006332	1.00
11006333	10.00	11006334	1.00	11006335	6.00
11006336	25.00	11006337	0.50	11006338	14.50
11006339	1.00	11006340	10.00	11006341	10.00
11006342	3.00	11006343	0.50	11006344	5.00
11006345	1.00	11006346	3.00	11006347	2.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548

DUNCAN, OK 73534

**Reconciliation**

October 01, 2025

11006348	0.50	11006349	2.00	11006350	9.00
11006351	10.00	11006352	10.00	11006353	3.00
11006354	2.50	11006355	0.50	11006356	5.00
11006357	25.00	11006358	40.00	11006359	26.00
11006360	15.00	11006361	1.00	11006362	0.50
11006363	2.00	11006364	1.00	11006365	28.00
11006366	25.00	11006367	1.00	11006368	3.50
11006369	25.00	11006370	2.50	11006371	9.00
11006372	2.00	11006373	1.00	11006374	0.50
11006375	2.50	11006376	50.00	11006377	1.50
11006378	9.00	11006379	32.00	11006380	3.00
11006381	7.50	11006382	1.50	11006383	2.00
11006384	2.00	11006385	5.50	11006386	3.00
11006387	1.50	11006388	21.00	11006389	5.00
11006390	1.00	11006391	5.00	11006392	3.50
11006393	5.00	11006394	1.00	11006395	6.00
11006396	17.50	11006397	2.00	11006398	14.50
11006399	2.50	11006400	3.00	11006401	0.50
11006402	5.00	11006403	2.00	11006404	0.50
11006405	22.50	11006406	2.00	11006407	6.00
11006408	8.00	11006409	9.00	11006410	5.50
11006411	7.00	11006412	5.00	11006413	5.00
11006414	3.00	11006415	2.00	11006416	33.00
11006417	20.00	11006418	34.00	11006419	39.00
11006420	23.00	11006421	17.00	11006422	31.00
11006423	27.00	11006424	33.00	11006425	6.00
11006426	19.00	11006427	13.00	11006428	42.00
11006429	39.00	11006430	31.00	11006431	36.00
11006432	1.00	12500155	10.00	12500156	5.50
12500157	2.00	12500158	0.50	12500159	3.00
12500160	1.00	12500161	1.00	12500162	6.00
12500163	10.00	12500164	8.00	12500165	5.00
12500166	1.00	12500167	11.00	12500168	15.00
12500169	1.00	12500170	2.00	12500171	1.00
12500172	45.00	12500173	2.00	12500174	0.50
12500175	1.00	12500176	20.00	12500177	20.00
12500178	10.00	12500179	2.00	12500180	3.00
12500181	3.50	12500182	4.00	12500183	22.00
12500184	2.50	12500185	2.30	12500186	1.00
12500187	5.00	12500188	12.00	12500189	15.00
12500190	17.00	12500191	30.00	12500192	14.00
12500193	27.00	12500194	7.00	12500195	11.50
12500196	10.00	12500197	92.50	12500198	55.00
12500199	193.00	12500200	141.50	12500201	14.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

**Reconciliation**

October 01, 2025

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12500202	47.50	12500203	60.00	12500204	54.00
12500205	169.50	12500206	160.00	12500207	9.00
12500208	18.00	12500209	52.00	12500220	52.50
12500221	74.50	12500222	160.00	12500223	3.00
12500224	49.50	12500225	52.00	12500226	40.00
12500227	7.50	12500228	16.50	12500229	57.00
12500230	43.00	12500231	1.00	12500232	5.00
12500233	3.00	12500234	12.00	12500235	21.00
12500236	6.00	12500237	6.00	12500238	3.00
12500239	5.00	12500240	5.50	12500241	20.00
12500242	7.50	12500243	80.00	12500244	184.00
12500245	251.50	12500246	99.00	12500247	91.50
12500248	112.00	12500249	70.50	12500250	157.50
12500251	57.00	12500252	172.50	12500253	101.00
12500254	55.00	12500255	121.50	12500256	121.50
12500257	88.00	12500258	35.50	12500259	20.00
12500260	5.00	12500261	1.00	12500262	1.00
12500263	2.00	12500264	2.00	12500265	1.00
12500266	40.00	12500267	46.00	12500268	40.00
12500269	40.00	12500270	5.00	12500271	80.00
12500272	40.00	12500273	3.00	12500274	3.00
12500275	2.00	12500276	1.00	12500277	1.00
12500278	40.00	12500279	4.00	12500280	340.00
12500281	340.00	12500282	340.00	12500283	340.00
12500284	300.00	12500285	340.00	12500286	340.00
12500287	340.00	12500288	340.00	12500289	50.00
12500290	20.00	12500291	5.00	12500292	5.00
12500293	5.00	12500294	0.50	12500295	0.50
12500296	10.00	12500297	5.00	12500298	9.00
12500299	14.00	12500300	340.00	12500301	10.00
12500302	9.50	12500303	2.50	12500304	2.00
12500305	2.50	12500306	7.00	12500307	5.00
12500308	3.00	12500309	680.00	12500310	40.00
12500311	340.00	12500312	250.00	12500313	20.00
12500314	30.00	12500315	5.00	12500316	2.00
12500317	5.00	12500318	3.00	12500319	9.50
12500320	15.50	12500321	6.00	12500322	30.00
12500323	700.00	12500324	30.00	12500325	57.72
12500326	4.00	12500327	23.80	12500328	10.50
12500329	15.00	12500330	1.50	12500331	14.00
12500332	12.00	12500333	13.00	12500334	3.00
12500335	120.00	12500336	20.00	12500337	80.00
12500338	340.00	12500339	80.00	12500340	100.00
12500341	10.00	12500342	8.00	12500343	10.00

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12500344	2.00	12500345	10.00	12500346	10.00
12500347	7.00	12500348	4.50	12500349	11.00
12500350	10.00	12500351	260.00	12500352	80.00
12500353	100.00	12500354	10.00	12500355	4.50
12500356	10.50	12500357	3.00	12500358	3.00
12500359	130.00	12500360	130.00	12500361	110.00
12500362	110.00	12500363	40.00	12500364	100.00
12500365	100.00	12500366	340.00	12500367	190.00
12500368	5.00	12500369	29.50	12500370	3.50
12500371	10.00	12500372	10.00	12500373	3.75
12500374	5.00	12500375	5.00	12500376	3.00
12500377	9.00	12500378	3.00	12500379	18.00
12500380	3.00	12500381	5.00	12500382	11.00
12500383	3.00	12500384	3.50	12500385	110.00
12500386	300.00	12500387	30.00	12500388	150.00
12500389	130.00	12500390	280.00	12500391	260.00
12500392	80.00	12500393	50.00	12500394	140.00
12500395	240.00	12500396	110.00	12500397	340.00
12500398	70.00	12500399	220.00	12500400	120.00
12500401	100.00	12500402	220.00	12500403	120.00
12500404	100.00	12500405	100.00	12500406	70.00
12500407	260.00	12500408	40.00	12500409	60.00
12500410	170.00	12500411	10.00	12500412	80.00
12500413	40.00	12500414	200.00	12500415	100.00
12500416	110.00	12500417	140.00	12500418	70.00
12500419	5.00	12500420	5.00	12500421	20.00
12500422	6.00	12500423	2.00	12500424	6.00
12500425	4.50	12500426	15.00	12500427	13.50
12500428	10.50	12500429	76.00	12500430	9.50
12500431	7.50	12500432	6.00	12500433	6.00
12500434	3.00	12500435	9.00	12500436	100.00
12500437	150.00	12500438	60.00	12500439	110.00
12500440	30.00	12500441	380.00	12500442	110.00
12500443	110.00	12500444	200.00	12500445	40.00
12500446	40.00	12500447	70.00	12500448	40.00
12500449	40.00	12500450	150.00	13005470	2.50
13005471	14.50	13005472	3.00	13005473	33.00
13005474	12.50	13005475	30.00	13005476	20.00
13005477	2.00	13005478	5.00	13005479	10.00
13005480	8.00	13005481	26.00	13005482	2.00
13005483	22.00	13005484	10.00	13005485	20.00
13005486	20.00	13005487	10.00	13005488	1.00
13005489	20.00	13005490	5.00	13005491	40.00
13005492	10.00	13005493	10.00	13005494	10.00

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13005495	6.50	13005496	6.00	13005497	14.00
13005498	22.00	13005499	12.00	13005500	44.00
13005501	90.00	13005502	32.00	13005503	30.00
13005504	34.00	13005505	23.50	13005506	2.50
13005507	10.00	13005508	25.50	13005509	35.00
13005510	20.00	13005511	10.00	13005512	50.00
13005513	10.00	13005514	30.00	13005515	10.00
13005516	0.50	13005517	11.00	13005518	11.00
13005519	30.00	13005520	5.00	13005521	2.00
13005522	3.50	13005523	2.00	13005524	3.00
13005525	10.00	13005526	1.00	13005527	2.00
13005528	2.50	13005529	1.00	13005530	9.00
13005531	10.00	13005532	3.00	13005533	13.50
13005534	1.50	13005535	20.00	13005536	2.00
13005537	7.00	13005538	10.00	13005539	3.50
13005540	3.00	13005541	6.00	13005542	11.50
13005543	176.00	13005544	74.30	13005545	74.30
13005546	148.60	13005547	222.90	13005548	148.60
13005549	74.30	13005550	3.50	13005551	14.50
13005552	1.00	13005553	10.00	13005554	6.00
13005555	2.50	13005556	21.00	13005557	29.00
13005558	12.00	13005559	1.00	13005560	1.00
13005561	5.00	13005562	10.00	13005563	11.00
13005564	1.00	13005565	20.00	13005566	8.00
13005567	9.00	13005568	28.00	13005569	1.00
13005570	4.00	13005571	3.00	13005572	7.00
13005573	3.00	13005574	13.50	13005575	2.00
13005576	16.00	13005577	14.00	13005578	47.00
13005579	19.00	13005580	7.00	13005581	21.00
13005582	7.00	13005583	5.00	13005584	184.00
13005585	2.00	13005586	1.50	13005587	1.00
13005588	128.00	13005589	5.00	13005590	22.50
13005591	8.00	13005592	36.00	13500069	19.50
13500070	25.50	13500071	18.80	13500072	30.50
13500073	2.00	13500074	1.00	13500075	3.35
13500076	20.00	13500077	9.00	13500078	1.00
13500079	4.00	13500080	22.00	13500081	22.75
13500082	3.00	13500083	14.50	13500084	0.50
13500085	5.00	13500086	1.00	13500087	6.00
13500088	36.00	13500089	12.50	13500090	3.00
13500091	2.50	13500092	6.00	13500093	2.50
13500094	17.50	13500095	32.50	13500096	1.50
13500097	5.00	13500098	1.00	13500099	0.50
13500100	21.00	13500101	1200.00	13500102	120.00

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13500103	60.00	13500104	60.00	13500105	60.00
13500106	60.00	13500107	120.00	13500108	120.00
13500109	120.00	13500110	60.00	13500111	5.50
13500112	5.50	13500113	13.00	13500114	6.50
13500115	5.00	13500116	3.61	13500117	4.00
13500118	120.00	13500119	60.00	13500120	60.00
13500121	60.00	13500122	60.00	13500123	60.00
13500124	60.00	13500125	120.00	13500126	60.00
13500127	60.00	13500128	60.00	13500129	60.00
13500130	60.00	13500131	60.00	13500132	60.00
13500133	60.00	13500134	60.00	13500135	60.00
13500136	60.00	13500137	60.00	13500138	60.00
13500139	60.00	13500140	60.00	13500141	60.00
13500142	60.00	13500143	60.00	13500144	60.00
13500145	60.00	13500146	6.80	13500147	12.00
13500148	8.50	13500149	11.00	13500150	2.00
13500151	60.00	13500152	60.00	13500153	60.00
13500154	60.00	13500155	60.00	13500156	60.00
13500157	60.00	13500158	60.00	13500159	60.00
13500160	4.00	13500161	5.00	13500162	12.50
13500163	4.00	13500164	60.00	13500165	60.00
13500166	60.00	13500167	60.00	13500168	60.00
13500169	60.00	13500170	60.00	13500171	60.00
13500172	60.00	13500173	60.00	13500174	60.00
13500175	60.00	13500176	60.00	13500177	60.00
13500178	60.00	13500179	60.00	13500180	60.00
13500181	10.00	13500182	16.00	13500183	8.00
13500184	14.00	13500185	1.50	13500186	0.50
13500187	180.00	13500188	60.00	13500189	60.00
13500190	60.00	13500191	60.00	13500192	60.00
13500193	744.50	13500194	15.85	13500195	12.00
13500196	2.00	13500197	7.00	13500198	3.50
13500199	300.00	13500200	60.00	13500201	60.00
13500202	60.00	13500203	60.00	13500204	60.00
13500205	60.00	13500206	60.00	13500207	60.00
13500208	60.00	14007133	10.50	14007134	19.40
14007135	30.50	14007136	13.75	14007137	5.00
14007138	5.00	14007139	14.00	14007140	15.10
14007141	7.50	14007142	15.90	14007143	8.18
14007144	4.00	14007145	43.25	14007146	16.50
14007147	25.50	14007148	6.60	14007149	146.65
14007150	28.00	14007151	200.00	14007152	0.50
14007153	3.00	14007154	9.00	14007155	20.00
14007156	9.75	14007157	3.25	14007158	15.80

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14007159	10.00	14007160	26.81	14007161	20.46
14007162	11.51	14007163	2.10	14007164	5.50
14007165	5.00	14007166	7.75	14007167	36.00
14007168	50.00	14007169	20.00	14007170	21.00
14007171	3.00	14007172	3.30	14007173	1.00
14007174	14.00	14007175	1.00	14007176	6.75
14007177	21.27	14007178	4.25	14007179	1.00
14007180	5.00	14007181	23.31	14007182	8.50
14007183	4.85	14007184	10.50	14007185	0.50
14007186	2.00	14007187	21.00	14007188	112.00
14007189	21.50	14007190	2.00	14007191	6.05
14007192	3.00	14007193	0.50	14007194	1.00
14007195	1.00	14007196	2.00	14007197	92.57
14007198	50.00	14007199	385.50	14007200	28.00
14007201	109.00	14007202	24.00	14007203	13.50
14007204	1.00	14007205	5.00	14007206	5.00
14007207	6.00	14007208	14.00	14007209	5.05
14007210	2.00	14007211	1.00	14007212	10.00
14007213	12.00	14007214	4.30	14007215	4.50
14007216	9.25	14007217	21.00	14007218	17.00
14007219	600.00	14007220	10.00	14007221	1.75
14007222	5.50	14007223	0.50	14007224	2.00
14007225	12.00	14007226	1.00	14007227	20.00
14007228	1.50	14007229	7.00	14007230	8.00
14007231	3.00	14007232	2.00	14007233	1.69
14007234	4.00	14007235	7.00	14007236	22.50
14007237	6.50	14007238	0.50	14007239	22.50
14007240	2.00	14007241	24.00	14007242	5.00
14007243	0.95	14007244	5.00	14007245	10.00
14007246	10.00	14007247	2.50	14007248	2.00
14007249	3.73	14007250	2.00	14007251	4.50
14007252	7.00	14007253	6.00	14007254	10.25
14007255	21.90	14007256	11.00	14007257	6.00
14007258	2.00	14007259	102.00	14007260	60.00
14007261	60.00	14007262	60.00	14007263	60.00
14007264	60.00	14007265	60.00	14007266	60.00
14007267	60.00	14007268	60.00	14007269	60.00
14007270	60.00	14007271	60.00	14007272	60.00
14007273	60.00	14007274	60.00	14007275	60.00
14007276	60.00	14007277	60.00	14007278	60.00
14007279	60.00	14007280	60.00	14007281	60.00
14007282	60.00	14007283	60.00	14007284	60.00
14007285	60.00	14007286	60.00	14007288	310.55
14007289	25.00	14007290	23.50	14007291	8.75

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14007292	6.00	14007293	8.25	14007294	2.25
14007295	7.00	14007296	1.00	14007297	2.50
14007298	3.50	14007299	7.50	14007300	2.00
14007301	6.00	14007302	2.00	14007303	1.50
14007304	60.00	14007305	60.00	14007306	60.00
14007307	60.00	14007308	60.00	14007309	60.00
14007310	60.00	14007311	60.00	14007312	60.00
14007313	60.00	14007314	60.00	14007315	60.00
14007316	60.00	14007317	60.00	14007318	60.00
14007319	60.00	14007320	60.00	14007321	60.00
14007322	60.00	14007323	60.00	14007324	10.00
14007325	70.00	14007326	100.00	14007327	60.00
14007328	60.00	14007329	60.00	14007330	60.00
14007331	60.00	14007332	60.00	14007333	60.00
14007334	60.00	14007335	60.00	14007336	60.00
14007337	60.00	14007338	60.00	14007339	60.00
14500542	11.00	14500543	6.00	14500544	10.00
14500545	39.50	14500546	25.00	14500547	50.00
14500548	60.00	14500549	20.00	14500550	15.00
14500551	22.50	14500552	67.50	14500553	67.50
14500554	10.00	14500555	5.00	14500556	5.00
14500557	10.00	14500558	1.00	14500559	10.00
14500560	6.00	14500561	5.00	14500562	5.50
14500563	11.00	14500564	20.00	14500565	15.00
14500566	67.00	14500567	5.00	14500568	20.00
14500569	5.00	14500570	6.00	14500571	10.00
14500572	10.00	14500573	10.00	14500574	15.00
14500575	5.00	14500576	5.00	14500577	5.00
14500578	22.50	14500579	33.75	14500580	27.50
14500581	14.50	14500582	43.00	14500583	10.00
14500584	5.00	14500585	30.00	14500586	35.00
14500587	5.00	14500588	6.25	14500589	5.00
14500590	20.00	14500591	5.00	14500592	11.50
14500593	10.00	14500594	20.00	14500595	5.00
14500596	10.00	14500597	10.00	14500598	11.75
14500599	9.50	14500600	10.00	14500601	5.00
14500602	5.00	14500603	5.00	14500604	5.00
14500605	11.00	14500606	30.00	14500607	9.00
14500608	2.50	14500609	5.00	14500610	5.00
14500611	33.75	14500612	5.00	14500613	9.00
14500614	14.75	14500615	5.00	14500616	7.00
14500617	3.75	14500618	20.00	14500619	10.00
14500620	5.00	14500621	33.75	14500622	33.75
14500623	8.50	14500624	24.00	14500625	13.75

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14500626	33.75	14500627	5.00	14500628	5.00
14500629	20.00	14500630	4.25	14500631	55.00
14500632	345.00	14500633	10.00	14500634	1.50
14500635	2.00	14500636	8.50	14500637	1.00
14500638	0.50	14500639	22.00	14500640	20.00
14500641	2.00	14500642	3.00	14500643	60.00
14500644	1.00	14500645	6.00	14500646	5.00
14500647	3.00	14500648	2.00	14500649	10.00
14500650	10.00	14500651	20.00	14500652	40.00
14500653	20.00	14500654	20.00	14500655	55.00
14500656	60.00	14500657	15.00	14500658	4.50
14500659	1.00	14500660	1.00	14500661	1.00
14500662	5.00	14500663	15.00	14500664	20.00
14500665	12.00	14500666	3.00	14500667	55.00
14500668	30.00	14500669	29.99	14500670	85.00
14500671	20.00	14500672	150.00	14500673	10.50
14500674	0.50	14500675	2.00	14500676	3.00
14500677	50.00	14500678	200.00	14500679	10.00
14500680	10.00	14500681	10.00	14500682	2.00
14500683	5.50	14500684	9.00	14500685	10.00
14500686	10.00	14500687	10.00	14500688	30.00
14500689	100.00	14500690	20.00	14500691	1.00
14500692	2.00	14500693	0.50	14500694	10.00
14500695	1.00	14500696	5.00	14500697	5.00
14500698	180.00	14500699	10.00	14500700	8.00
14500701	10.00	14500702	2.00	14500703	20.00
14500704	10.00	14500705	1.00	14500706	5.00
14500707	10.00	14500708	30.00	14500709	10.00
14500710	10.00	14500711	10.00	14500712	15.00
14500713	2.00	14500714	1.00	14500715	1.00
14500716	20.00	14500717	0.55	14500718	0.50
14500719	10.00	14500720	5.00	14500721	50.00
14500722	5.00	14500723	455.00	14500724	30.00
14500725	70.00	14500726	150.00	14500727	20.00
14500728	20.00	14500729	11.50	14500730	35.00
14500731	11.00	14500732	5.50	14500733	10.00
14500734	1.00	14500735	0.25	14500736	20.00
14500737	30.00	14500738	150.00	14500739	5.00
14500740	10.00	50500025	240.00	50500026	1514.00
50500027	123.00	50500028	240.00	50500029	200.00
50500030	203.00	50500031	200.00	50500032	292.95
50500033	600.00	50500034	621.00	50500035	600.00
50500036	1106.00	50500037	40.00	50500038	1202.00
50500039	60.00	50500040	788.20	50500041	260.00

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50500049	1021.00	50500050	430.00	50500051	120.00
50500052	139.95	50500053	720.85	50500054	200.00
50500055	211.00	50500056	200.00	50500057	40.00
50500058	545.01	50500059	200.00	50500060	558.00
50500061	540.00	50500062	100.00	50500063	900.00
50500064	60.00	50500065	100.00	50500066	145.00
50500067	200.00	50500068	228.00	50500069	200.00
50500070	399.00	50500071	200.00	50500072	425.25
50500073	1494.04	50500074	765.00	50500075	737.75
50500076	690.00	50500077	275.90	50500078	60.00
50500079	180.00	50500080	60.00	50500081	200.00
50500082	373.00	50500083	457.25	50500084	349.00
50500085	270.00	50500086	102.00	50500087	86.00
50500088	100.00	50500089	100.00	50500090	430.00
50500091	100.00	50500092	50.00	50500093	200.00
50500094	301.00	50500095	200.00	50500096	293.00
50500097	600.00	50500098	441.90	50500099	600.00
50500100	777.00	50500101	600.00	50500102	821.00
50500103	200.00	50500104	363.00	50500105	200.00
50500106	33.00	50500107	30.00	50500108	40.00
50500109	200.00	50500110	334.00	50500111	200.00
50500112	501.00	70500092	20.00	70500093	59.95
70500094	825.00	70500095	80.00	70500096	65.00
70500097	170.00	70500098	7.00	70500099	130.00
70500100	1972.50	70500101	5147.11	70500102	150.00
70500103	500.00	70500104	4350.00	70500105	2429.60
70500106	200.00	70500107	300.00	70500108	1350.00
70500109	105.00	70500110	150.00	70500111	40.00
70500112	200.00	70500113	150.00	70500114	646.08
70500115	1000.00	70500116	1000.00	70500117	1000.00
70500118	4100.00	70500119	1000.00	70500120	1000.00
70500121	5830.00	70500122	225.00	70500123	225.00
70500124	1330.00	70500125	1445.00	70500126	3845.00
70500127	2416.00	70500128	4782.25	70500129	13716.45
70500130	140.00	70500131	160.00	70500132	225.00
70500133	1345.00	70500134	1231.00	70500135	1396.60
70500137	636.00	70500138	1093.00	70500139	100.00
70500140	200.00	70500141	35.00	70500142	105.00
70500143	4365.00	70500144	160.00	70500145	12495.00
70500146	130.00	70500147	344.13	70500148	1793.48
70500149	12000.00	70500150	670.00	70500151	1100.00
70500152	150.00	70500153	220.00	70500154	150.00
70500155	120.00	70500156	100.00	70500157	10.00
70500158	40.00	70500159	700.00	70500160	780.00

**DUNCAN PUBLIC SCHOOLS**

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**Reconciliation**

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70500161	351.25	70500162	150.00	70500163	150.00
70500164	300.00	70500165	195.15	70500166	1120.00
70500167	300.00	70500168	75.00	70500169	85.00
70500170	125.00	70500171	220.00	70500172	135.00
70500173	290.00	70500174	3550.00	70500175	510.00
70500176	774.00	70500177	1356.25	70500179	1555.00
70500180	5877.50	70500181	180.00	70500182	637.00
70500183	301.00	70500184	1035.00	70500185	155.00
70500186	2101.50	70500188	3901.00	70500189	60.00
70500190	160.00	70500191	741.00	70500192	445.00
70500193	1475.00	70500194	505.00	70500195	262.00
70500196	274.00	70500197	746.00	70500198	275.00
70500199	191.00	70500200	669.00	70500201	169.00
70500202	1032.00	70500203	1359.00	70500204	1556.00
70500206	84.00	70500207	154.00	70500208	1385.00
70500209	92.00	70500210	251.00	70500211	1227.00
70500212	21.00	70500213	654.00	70500214	340.00
70500215	694.00	70500216	983.00	70500217	1434.75
70500218	1470.75	70500219	2216.00	70500220	2328.00
70500221	230.00	70500223	770.00	70500224	20.00
70500225	378.00	70500226	904.00	70500227	935.00
70500228	479.00	70500229	1854.00	70500230	3069.00
70500231	171.00	70500232	1832.00	70500233	167.70
70500235	100.00	70500236	1084.00	70500237	981.00
70500238	943.00	70500239	1004.00	70500240	3098.00
70500241	230.00	70500242	623.00	70500243	111.00
70500244	303.00	70500245	40.00	70500246	315.00
70500247	45.00	70500248	100.00	70500249	3000.00
70500250	4500.00	70500251	587.33	70500252	23540.00
70500253	363.76	70500254	315.23	70500255	4983.50
70500256	2911.00	70500257	2163.50	70500258	1275.00
70500259	4705.00	70500260	280.00	70500261	755.00
70500262	250.00	70500263	150.00		

**Total Receipts Cleared:**  
**\$298,000.58**

**Items:**  
**1472**

**Checks Cleared This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00110646	460.00	00110656	185.45	00110700	240.00
00110705	1000.00	00110706	153.65	00110707	237.00
00110709	664.00	00110710	755.25	00110711	354.64
00110712	192.98	00110714	100.00	00110715	1850.00
00110716	722.00	00110717	300.00	00110718	518.00

**DUNCAN PUBLIC SCHOOLS**

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00110719	1972.50	00110720	2371.40	00110721	5147.11
00110722	632.05	00110723	250.00	00110724	160.00
00110725	2680.00	00110726	150.00	00110727	600.00
00110728	600.00	00110729	2000.00	00110730	600.00
00110731	600.00	00110732	600.00	00110733	200.00
00110734	600.00	00110735	200.00	00110736	18.33
00110737	6000.10	00110738	200.00	00110739	1058.10
00110740	400.00	00110741	62.00	00110742	213.99
00110743	525.00	00110744	5830.00	00110745	250.00
00110746	1000.00	00110747	1000.00	00110748	4100.00
00110749	1000.00	00110750	1000.00	00110751	1000.00
00110752	2000.00	00110753	600.00	00110754	17.96
00110755	306.24	00110756	659.41	00110757	20.04
00110758	83.84	00110759	928.96	00110760	110.00
00110761	1820.00	00110762	671.00	00110763	145.00
00110764	234.74	00110765	391.50	00110766	37.95
00110767	192.71	00110768	299.05	00110769	1434.53
00110770	1055.23	00110771	3010.25	00110772	22.86
00110773	646.08	00110774	54.65	00110775	3000.00
00110776	3000.00	00110777	458.00	00110778	3079.10
00110779	300.00	00110780	600.00	00110781	300.00
00110782	240.00	00110783	200.00	00110784	200.00
00110785	200.00	00110786	200.00	00110787	200.00
00110788	200.00	00110789	150.00	00110790	200.00
00110791	600.00	00110792	3052.84	00110793	3263.55
00110794	50.00	00110795	18750.00	00110796	344.13
00110797	1793.48	00110798	2895.25	00110800	947.00
00110801	217.60	00110803	12000.00	00110804	1102.75
00110805	106.95	00110806	132.00	00110807	1000.00
00110808	1000.00	00110809	300.00	00110810	600.00
00110811	300.00	00110812	1000.00	00110813	1947.00
00110814	200.00	00110815	600.00	00110816	200.00
00110817	1541.74	00110818	500.00	00110819	3521.72
00110822	5802.90	00110823	5160.54	00110824	1497.58
00110825	3888.32	00110826	280.00	00110828	490.00
00110829	195.15	00110830	2080.00	00110831	227.20
00110832	64.65	00110833	200.00	00110835	705.00
00110836	5299.91	00110837	2739.44	00110838	962.23
00110839	2790.00	00110840	327.00	00110841	553.50
00110842	318.85	00110843	4754.00	00110845	1397.00
00110847	200.00	00110849	250.00	00110850	1195.02
00110851	351.00	00110852	337.50	00110853	7.73
00110854	165.00	00110855	2000.00	00110856	2000.00
00110857	600.00	00110858	600.00	00110859	600.00

**DUNCAN PUBLIC SCHOOLS**

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00110860	300.00	00110861	600.00	00110862	600.00
00110863	600.00	00110864	600.00	00110865	200.00
00110867	1200.00	00110868	200.00	00110869	200.00
00110873	315.23	00110874	363.76	00110875	587.33
00110882	150.00	00110884	600.00	00110885	600.00
00110886	600.00	00110887	600.00	00110888	23540.00
00110889	250.00	00110890	400.00	00110911	1200.00

**Total Cleared Checks:**

**\$217,734.50**

**Items:**

**168**

**Adjustments This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00010715	1827.00	00010716	120.00	00010717	-20.00
00010718	-150.00	00010719	750.00	00010720	80.00
00010721	200.00	00010722	-1.00	00010723	-2.00
00010724	20.00	00010725	206.43	00010726	1050.00
00010727	2125.23	00010732	18.68	00010733	417.36
00010734	600.00	00010735	10.00	00010736	221.50
00010737	1810.00	00010738	48.00	00010739	120.00
00010740	200.00	00010741	20.00	00010742	110.00
00010743	4935.87	00010744	140.00	00010745	20.00
00010746	40.00	00010747	60.00	00010748	40.00
00010749	10.00				

**Total Adjustments:**

**\$14,614.21**

**Items:**

**31**

**Receipts Voided This Month**

No Transactions

**Checks Voided This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00110708	750.00	00110713	1947.00	00110799	80.00
00110866	200.00				

**Total Void Checks:**

**\$2,977.00**

**Items:**

**4**

**Legacy Checks Outstanding**

No Transactions

**Legacy Receipts Outstanding**

No Transactions

**Legacy Checks Cleared**

No Transactions

**Legacy Receipts Cleared**

No Transactions

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
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September, FY2026  
MTD Summary

**Summary Of Accounts**

October 01, 2025

<b>For Bank Account:</b> * * * * * 9935  Date: ____/____/____	<b>This Report Is True And Correct                  To The Best Of My Knowledge.</b>
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<b>Beginning:</b>	<b>1,049,412.01</b>
<b>Receipts:</b>	<b>298,000.58</b>
<b>Checks:</b>	<b>(222,711.60)</b>
<b>Adjustments:</b>	<b>14,614.21</b>
<b>Ending:</b>	<b>\$1,139,315.20</b>

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0101 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
001 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
0104 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201 ATHLETIC REVENUE FUND	19283.63	28415.50	32640.00	-150.00	14909.13
001 ATHLETIC REVENUE FUND	19283.63	28415.50	32640.00	-150.00	14909.13
0202 ATHLETIC ADMINISTRATION	-3200.00	13900.00	11900.00	0.00	-1200.00
001 ATHLETIC ADMINISTRATION	-3200.00	13900.00	11900.00	0.00	-1200.00
0203 FOOTBALL FUND	17386.34	41415.00	17463.46	750.00	42087.88
001 FOOTBALL FUND - \$23,540	17386.34	41415.00	17463.46	750.00	42087.88
002 SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204 BOYS BASKETBALL	8872.33	0.00	8711.86	0.00	160.47
001 BOYS BASKETBALL - \$5,942.50	8872.33	0.00	8711.86	0.00	160.47
0205 GIRLS BASKETBALL	7578.40	0.00	0.00	0.00	7578.40
001 GIRLS BASKETBALL - \$5,942.50	7578.40	0.00	0.00	0.00	7578.40
0206 BOYS WRESTLING	7758.97	0.00	0.00	0.00	7758.97
001 BOYS WRESTLING - \$5,600	7758.97	0.00	0.00	0.00	7758.97
0207 BASEBALL	1248.24	0.00	0.00	0.00	1248.24
001 BASEBALL - \$4,100	1248.24	0.00	0.00	0.00	1248.24
0208 BOYS & GIRLS TRACK	11877.55	0.00	1140.71	0.00	10736.84
001 BOYS - \$3,400, GIRLS - \$3,400	11877.55	0.00	1140.71	0.00	10736.84
0209 ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001 GIRLS TRACK - \$3,400	0.00	0.00	0.00	0.00	0.00
0210 TENNIS	1888.79	420.00	354.24	0.00	1954.55
001 TENNIS - B-\$1,600, G-\$1,600	1888.79	420.00	354.24	0.00	1954.55
0211 GIRLS WRESTLING	9460.76	0.00	0.00	0.00	9460.76
001 GIRLS WRESTLING - \$5,600	9460.76	0.00	0.00	0.00	9460.76

**DUNCAN PUBLIC SCHOOLS**

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Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0212 BOYS GOLF	11339.67	0.00	0.00	0.00	11339.67
001 BOYS GOLF - \$1,500	11339.67	0.00	0.00	0.00	11339.67
0213 GIRLS SOFTBALL	204.62	5375.00	1040.00	0.00	4539.62
001 GIRLS SOFTBALL - \$4,100	204.62	5375.00	1040.00	0.00	4539.62
0214 CROSS-COUNTRY	-4.22	1580.00	540.00	0.00	1035.78
001 CROSS COUNTRY - \$1,000	-4.22	1580.00	540.00	0.00	1035.78
0215 LETTERMEN'S CLUB	18014.89	3274.74	9677.86	0.00	11611.77
001 LETTERMEN'S CLUB	18014.89	3274.74	9677.86	0.00	11611.77
0218 CHEERLEADING	16251.84	8276.89	15967.90	0.00	8560.83
001 CHEERLEADING - \$1,000	16251.84	8276.89	15967.90	0.00	8560.83
0219 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222 BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
001 BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
0225 BOYS SOCCER	1048.45	0.00	0.00	0.00	1048.45
001 BOYS SOCCER - \$2,000	1048.45	0.00	0.00	0.00	1048.45
0226 GIRLS SOCCER	1323.46	0.00	0.00	0.00	1323.46
001 GIRLS SOCCER - \$2,000	1323.46	0.00	0.00	0.00	1323.46
0227 SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
001 SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
0228 GIRLS GOLF	6036.37	0.00	0.00	0.00	6036.37
001 GIRLS GOLF - \$1,500	6036.37	0.00	0.00	0.00	6036.37
0229 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230 LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
001 LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
002 2020 - CAITLYNN STEPHENS /ARMY	0.00	0.00	0.00	0.00	0.00
0231 ATHLETIC DEPT. CONCESSION	40346.58	29224.20	31443.30	4935.87	43063.35
001 ATHLETIC DEPT. CONCESSION	40346.58	29224.20	31443.30	4935.87	43063.35

**DUNCAN PUBLIC SCHOOLS**

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September, FY2026  
MTD Summary

**Summary Of Accounts**

October 01, 2025

<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0235 TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
001 TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
0240 ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001 HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249 TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001 TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251 VOLLEYBALL	14771.97	1903.04	3746.99	0.00	12928.02
001 VOLLEYBALL - \$1,000	14771.97	1903.04	3746.99	0.00	12928.02
002 VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255 PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
001 PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
0256 TENNIS BOOSTER CLUB	-326.57	0.00	0.00	0.00	-326.57
001 TENNIS BOOSTER CLUB	-326.57	0.00	0.00	0.00	-326.57
0257 TIP-IN BASKETBALL BOOSTER CLUB	6819.55	0.00	0.00	0.00	6819.55
001 TIP-IN BASKETBALL BOOSTER CLUB	6819.55	0.00	0.00	0.00	6819.55
0261 POM PON	5630.23	2180.00	1103.50	0.00	6706.73
001 POM PON - \$1,000	5630.23	2180.00	1103.50	0.00	6706.73
0263 SWIMMING	2028.69	1000.00	0.00	0.00	3028.69
001 SWIMMING - \$1,000	2028.69	1000.00	0.00	0.00	3028.69
0264 SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
001 SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
0285 ATHLETIC TRAINER	6780.59	0.00	0.00	0.00	6780.59
001 ATHLETIC TRAINER	6780.59	0.00	0.00	0.00	6780.59
0290 OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
001 OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
0301 SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001 SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302 NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18
001 NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18

**DUNCAN PUBLIC SCHOOLS**

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September, FY2026  
MTD Summary

**Summary Of Accounts**

October 01, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0303 PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001 PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304 MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
001 MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
0305 PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
001 PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
0306 JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001 JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307 SENIOR CLASS	5912.02	5147.11	0.00	0.00	11059.13
001 SENIOR CLASS	5912.02	5147.11	0.00	0.00	11059.13
0308 JUNIOR CLASS	0.00	0.00	0.00	0.00	0.00
001 JUNIOR CLASS	0.00	0.00	0.00	0.00	0.00
0309 SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001 SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310 FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001 FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311 KEY CLUB	1533.44	160.00	0.00	20.00	1713.44
001 KEY CLUB	1533.44	160.00	0.00	20.00	1713.44
0312 BAND BOOSTERS	28255.12	0.00	14754.03	0.00	13501.09
001 BAND BOOSTERS	28255.12	0.00	14754.03	0.00	13501.09
0313 DEHYDRATOR RACE	29325.75	0.00	1065.00	0.00	28260.75
001 DEHYDRATOR RACE	29325.75	0.00	1065.00	0.00	28260.75
0314 NATIONAL HONOR SOCIETY	464.55	760.00	213.99	20.00	1030.56
001 NATIONAL HONOR SOCIETY	464.55	760.00	213.99	20.00	1030.56
0315 FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001 FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316 SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
001 SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
0317 SMOKE RINGS YEARBOOK	3886.20	610.00	3079.10	720.00	2137.10
001 SMOKE RINGS YEARBOOK	3886.20	610.00	3079.10	720.00	2137.10

**DUNCAN PUBLIC SCHOOLS**

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September, FY2026  
MTD Summary

**Summary Of Accounts**

October 01, 2025

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0319	STUDENT COUNCIL	6042.75	615.23	1474.97	158.00	5341.01
001	STUDENT COUNCIL	6042.75	615.23	1474.97	158.00	5341.01
0320	LIBRARY	0.00	0.00	0.00	0.00	0.00
001	LIBRARY	0.00	0.00	0.00	0.00	0.00
0321	HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
001	HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
0322	SCHOLARSHIP ACCOUNT	4931.00	0.00	0.00	0.00	4931.00
001	SCHOLARSHIP ACCOUNT	2930.10	0.00	0.00	0.00	2930.10
002	COMMUNITIES FOUNDATION OF OK	2000.90	0.00	0.00	0.00	2000.90
003	AAUW - AM ASSOC OF UNIV WOMEN	0.00	0.00	0.00	0.00	0.00
0323	BAND	1350.89	1795.00	1640.00	0.00	1505.89
001	BAND	1350.89	1795.00	1640.00	0.00	1505.89
0324	BAND TRIP ACCOUNT	18754.70	34771.45	18750.00	0.00	34776.15
001	BAND TRIP ACCOUNT	18754.70	34771.45	18750.00	0.00	34776.15
0325	RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
001	RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
0327	S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
001	S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
0328	HORTICULTURE	27725.21	0.00	175.00	0.00	27550.21
001	HORTICULTURE	27725.21	0.00	175.00	0.00	27550.21
0329	MARKETING	1255.99	768.95	1385.00	0.00	639.94
001	MARKETING	1255.99	768.95	1385.00	0.00	639.94
0330	OFFICE ACCOUNT	3147.18	5932.50	2574.37	0.00	6505.31
001	OFFICE ACCOUNT	1660.10	5932.50	2574.37	0.00	5018.23
002	DEMON DEN CLOSET & PANTRY	618.17	0.00	0.00	0.00	618.17
003	MATH & SCIENCE - OERB DONATION	868.91	0.00	0.00	0.00	868.91
004	DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333	ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
001	ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
0334	GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001	GREEN CLUB	347.03	0.00	0.00	0.00	347.03

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0335 DRAMA	1729.72	160.00	1345.02	0.00	544.70
001 DRAMA	1729.72	160.00	1345.02	0.00	544.70
0337 VOCATIONAL AGRICULTURE	22815.44	33370.50	1058.10	0.00	55127.84
001 VOCATIONAL AGRICULTURE	22815.44	33370.50	1058.10	0.00	55127.84
0338 VOCAL MUSIC	5260.07	200.00	955.00	0.00	4505.07
001 VOCAL MUSIC	5260.07	200.00	955.00	0.00	4505.07
0339 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340 VENDING	3415.49	780.73	0.00	0.00	4196.22
001 VENDING	3415.49	780.73	0.00	0.00	4196.22
0343 FELOWSHIP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
001 FELOWSHIP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
0346 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
001 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
0347 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
001 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
0348 LEADERSHIP	1160.78	240.00	393.75	0.00	1007.03
001 LEADERSHIP	1160.78	240.00	393.75	0.00	1007.03
002 CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349 SENIOR CAP & GOWN	15011.90	700.00	8180.90	0.00	7531.00
001 SENIOR CAP & GOWN	15011.90	700.00	8180.90	0.00	7531.00
0350 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0353 DHS FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
001 FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
0360 EDGE: VENDING	2733.94	16.25	0.00	0.00	2750.19
001 EDGE: VENDING	2733.94	16.25	0.00	0.00	2750.19

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0500 MAINTENANCE DEPARTMENT	542.19	2.00	150.00	0.00	394.19
001 MAINTENANCE DEPARTMENT	542.19	2.00	150.00	0.00	394.19
0550 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
001 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
1011 CO: TECHNOLOGY DEPARTMENT	138459.32	2135.80	4737.00	2463.04	138321.16
001 CO: CHROMEBOOKS	134216.60	2135.80	4737.00	2463.04	134078.44
002 CO: DONATIONS	4242.72	0.00	0.00	0.00	4242.72
1021 ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
001 CO: ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
1030 CLOSED	0.00	0.00	0.00	0.00	0.00
001 CO: SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00
1031 CO: SPEC ED/SPECIAL OLYMPICS	-172.57	500.00	0.00	0.00	327.43
001 CO: SPEC ED/SPECIAL OLYMPICS	-172.57	500.00	0.00	0.00	327.43
1032 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051 CO: ASSISTANT SUPERINTENDENTS	2941.49	0.00	970.46	1050.00	3021.03
001 CO: ASSISTANT SUPERINTENDENTS	2941.49	0.00	970.46	1050.00	3021.03
002 LITTLE DRIBBLERS	0.00	0.00	0.00	0.00	0.00
1061 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
001 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
1062 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063 CO: GIFTED AND TALENTED	3154.74	0.00	0.00	0.00	3154.74
001 CO: GIFTED AND TALENTED	2854.74	0.00	0.00	0.00	2854.74
002 CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071 CO: ADMINISTRATIVE ACCOUNT	34432.06	30.59	2032.11	1918.80	34349.34
001 CO: ADMINISTRATION ACCOUNT	34432.06	30.59	2032.11	1918.80	34349.34
002 ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00

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003 CO: EMPLOYEE OF THE MONTH	0.00	0.00	0.00	0.00	0.00
1081 COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001 MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00
002 TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
001 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
1099 CO: EMPLOYEE BENEVOLENCE FUND	499.66	257.00	0.00	0.00	756.66
001 CO: EMPLOYEE BENEVOLENCE FUND	499.66	257.00	0.00	0.00	756.66
1101 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
001 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
1213 MS: BAND	7580.85	619.00	280.00	0.00	7919.85
001 MS: BAND	7580.85	619.00	280.00	0.00	7919.85
1214 MS: STEM	2432.05	145.00	0.00	0.00	2577.05
001 MS: STEM	2432.05	145.00	0.00	0.00	2577.05
1216 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
001 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
1218 MS: OFFICE	8716.78	11902.32	411.42	-1.00	20206.68
001 MS: OFFICE	8716.78	11902.32	411.42	-1.00	20206.68
1219 MS: ATHLETICS	27809.79	14082.10	8948.00	200.00	33143.89
001 MS: ATHLETICS	25121.28	14082.10	8948.00	200.00	30455.38
002 MS: FOOTBALL	0.00	0.00	0.00	0.00	0.00
003 MS: CHEERLEADING	2688.51	0.00	0.00	0.00	2688.51
1220 CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001 MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221 MS: VOCAL MUSIC	3993.29	956.00	213.33	140.00	4875.96
001 MS: VOCAL MUSIC	3123.79	956.00	147.35	140.00	4072.44
002 MS: PITCHFORKS	869.50	0.00	65.98	0.00	803.52
1222 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77

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1225	MS: CLOTHES CLOSET	4683.82	0.00	0.00	0.00	4683.82
001	MS: CLOTHES CLOSET	3693.34	0.00	0.00	0.00	3693.34
002	MS: DONATIONS FOR	990.48	0.00	0.00	0.00	990.48
003	MS: CREATING HOPE CHROMEBOOKS	0.00	0.00	0.00	0.00	0.00
1301	MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
001	MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
1302	MS: NJHS	9737.80	430.00	0.00	0.00	10167.80
001	MS: NJHS	9737.80	430.00	0.00	0.00	10167.80
1303	ACCT CLOSED-BA: 12/14/21	0.00	0.00	0.00	0.00	0.00
001	MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002	MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1308	MS: STUDENT COUNCIL	9755.12	0.00	324.22	0.00	9430.90
001	MS: STUDENT COUNCIL	9755.12	0.00	324.22	0.00	9430.90
1310	MS: YEARBOOK	14607.44	0.00	225.00	240.00	14622.44
001	MS: JOURNALISM	14607.44	0.00	225.00	240.00	14622.44
1312	MS: ACADEMIC CLUB	910.26	0.00	231.00	0.00	679.26
001	MS: ACADEMIC CLUB	910.26	0.00	231.00	0.00	679.26
1315	CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001	DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350	MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
001	MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
2201	EM: MILK FUND	5909.22	1370.15	647.93	10.00	6641.44
001	EM: MILK FUND	5909.22	1370.15	647.93	10.00	6641.44
2203	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204	EM: MISCELLANEOUS	3852.93	50.00	0.00	0.00	3902.93
001	EM: MISCELLANEOUS	2625.95	0.00	0.00	0.00	2625.95

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002 EM: CLOTHES CLOSE	605.58	50.00	0.00	0.00	655.58
003 EM: ARCHERY	621.40	0.00	0.00	0.00	621.40
2205 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
001 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
2206 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
001 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
2207 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
001 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
2208 EM: PTO FUND	10340.49	444.00	482.23	0.00	10302.26
001 EM: PTO FUND	10340.49	444.00	482.23	0.00	10302.26
5201 HM: MILK FUND	7072.87	905.85	687.03	221.50	7513.19
001 HM: MILK FUND	7072.87	905.85	687.03	221.50	7513.19
5203 HM: STUDENT STORE	306.30	10.00	0.00	0.00	316.30
001 HM: STUDENT STORE	306.30	10.00	0.00	0.00	316.30
5204 HM: MISCELLANEOUS	7643.51	97.72	1316.77	0.00	6424.46
001 HM: MISCELLANEOUS	2763.18	97.72	212.77	0.00	2648.13
002 DONATIONS FOR MARQUEE	0.00	0.00	0.00	0.00	0.00
003 HM: ARCHERY	4174.95	0.00	1104.00	0.00	3070.95
004 HM: CLOTHES CLOSET	705.38	0.00	0.00	0.00	705.38
5206 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
001 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
5208 HM: PTO FUND	30432.07	18573.50	539.80	1810.00	50275.77
001 HM: PTO FUND	26551.03	0.00	49.94	0.00	26501.09
002 BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003 SPIRITWEAR	0.00	0.00	0.00	0.00	0.00
004 SPIRIT WAGON	1534.50	0.00	0.00	0.00	1534.50
005 FALCON FRIDAY	1500.00	4383.50	318.85	0.00	5564.65
006 DONATION DRIVE	0.00	14190.00	0.00	1810.00	16000.00
007 HOSPITALITY	846.54	0.00	171.01	0.00	675.53
008 KIND WEEK	0.00	0.00	0.00	0.00	0.00

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009 WORLD'S FINEST CHOCOLATE	0.00	0.00	0.00	0.00	0.00
6201 WR: MILK FUND	11110.56	1392.50	473.67	0.00	12029.39
001 WR: MILK FUND	11110.56	1392.50	473.67	0.00	12029.39
6203 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204 WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001 WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002 WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205 WR: INTEREST & DONATIONS	1558.30	0.00	0.00	0.00	1558.30
001 WR: INTEREST & DONATIONS	485.87	0.00	0.00	0.00	485.87
003 WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004 WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005 WR: J. DITTNER, COUNSELOR	130.72	0.00	0.00	0.00	130.72
006 WR: LORI MITCHELL'S CLASS	217.51	0.00	0.00	0.00	217.51
007 WR: CLOTHES CLOSET	510.00	0.00	0.00	0.00	510.00
6206 WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
001 WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
6207 WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
001 WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
6208 WR: PRE-K OPERATIONS	31235.48	1325.50	2117.61	10.00	30453.37
001 WR: PRE-K OPERATIONS	31235.48	1325.50	2117.61	10.00	30453.37
7201 MT: MILK FUND	4517.32	550.16	332.08	0.00	4735.40
001 MT: MILK FUND	4517.32	550.16	332.08	0.00	4735.40
7204 MT: MISCELLANEOUS	527.38	0.00	0.00	0.00	527.38
001 MT: MISCELLANEOUS	275.13	0.00	0.00	0.00	275.13
002 MT: CLOTHES CLOSET	252.25	0.00	0.00	0.00	252.25
7205 MT: INTEREST & DONATIONS	21789.05	0.00	0.00	0.00	21789.05
001 MT: INTEREST & DONATIONS	5739.05	0.00	0.00	0.00	5739.05
002 MT: MARQUEE	16050.00	0.00	0.00	0.00	16050.00
7206 MT: PICTURE FUND	1258.84	52.48	0.00	0.00	1311.32
001 MT: PICTURE FUND	1258.84	52.48	0.00	0.00	1311.32

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7207 MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
001 MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
7208 MT: PTO FUND	10935.35	7404.50	94.30	-2.00	18243.55
001 MT: PTO FUND	10935.35	7404.50	94.30	-2.00	18243.55
8201 WW: MILK FUND	20138.98	1020.51	411.29	0.00	20748.20
001 WW: MILK FUND	20138.98	1020.51	411.29	0.00	20748.20
8203 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204 WW: MISCELLANEOUS	12693.32	3910.55	433.56	20.00	16190.31
001 WW: MISCELLANEOUS	12332.26	3910.55	433.56	20.00	15829.25
002 WW: CLOTHES CLOSET	361.06	0.00	0.00	0.00	361.06
8205 WW: INTEREST & DONATIONS	5793.79	200.00	0.00	0.00	5993.79
001 WW: INTEREST & DONATIONS	5462.20	200.00	0.00	0.00	5662.20
002 WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004 WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005 WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206 WW: PICTURE FUND	265.77	0.00	0.00	0.00	265.77
001 WW: PICTURE FUND	265.77	0.00	0.00	0.00	265.77
8207 WW: LIBRARY FUND	6712.59	848.65	0.00	0.00	7561.24
001 WW: LIBRARY FUND	6712.59	848.65	0.00	0.00	7561.24
8208 WW: PTO FUND	14464.05	1187.07	0.00	0.00	15651.12
001 WW: PTO FUND	4403.99	834.50	0.00	0.00	5238.49
002 WW: MARQUEE	2565.00	0.00	0.00	0.00	2565.00
011 WW: 1ST GRADE	516.25	92.57	0.00	0.00	608.82
012 WW: 2ND GRADE	487.59	0.00	0.00	0.00	487.59
013 WW: 3RD GRADE	601.25	260.00	0.00	0.00	861.25
014 WW: 4TH GRADE	196.89	0.00	0.00	0.00	196.89
015 WW: 5TH GRADE	176.01	0.00	0.00	0.00	176.01
016 WW: KINDERGARTEN	543.64	0.00	0.00	0.00	543.64
017 WW: ART	4473.43	0.00	0.00	0.00	4473.43
018 WW: KARON HISE (WE LOVE)	500.00	0.00	0.00	0.00	500.00
8209 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65
001 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548

DUNCAN, OK 73534

September, FY2026

MTD Summary

**Summary Of Accounts**

October 01, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
9201 PL: MILK FUND	12100.70	500.80	1069.20	80.00	11612.30
001 PL: MILK FUND	12100.70	500.80	1069.20	80.00	11612.30
9204 PL: MISCELLANEOUS	12344.80	1150.00	145.00	0.00	13349.80
001 PL: 1ST GRADE	31.90	0.00	0.00	0.00	31.90
002 PL: 2ND GRADE	390.24	0.00	0.00	0.00	390.24
003 PL: 3RD GRADE	310.20	0.00	0.00	0.00	310.20
004 PL: 4TH GRADE	749.96	0.00	0.00	0.00	749.96
005 PL: 5TH GRADE	1096.46	630.00	0.00	0.00	1726.46
006 PL: KINDERGARTEN	404.93	0.00	0.00	0.00	404.93
007 PL: PE - PHYSICAL EDUCATION	1787.70	0.00	0.00	0.00	1787.70
008 PL: MUSIC	1799.05	230.00	145.00	0.00	1884.05
009 PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020 PL: GRADE LEVEL SHIRTS	2749.50	90.00	0.00	0.00	2839.50
021 PL: DUNCAN DEMON SHIRTS	1435.21	200.00	0.00	0.00	1635.21
022 PL: YEARBOOKS	927.68	0.00	0.00	0.00	927.68
023 PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024 PL: CLOTHES CLOSET	660.00	0.00	0.00	0.00	660.00
9205 PL: INTEREST & DONATIONS	10583.85	0.00	0.00	0.00	10583.85
001 PL: INTEREST & DONATIONS	9984.06	0.00	0.00	0.00	9984.06
002 AIMEE GREENING MEMORIAL	598.08	0.00	0.00	0.00	598.08
003 M. TARPLEY RESOURCE-OECU GRANT	1.71	0.00	0.00	0.00	1.71
9206 PL: PICTURE FUND	7733.15	0.00	0.00	0.00	7733.15
001 PL: PICTURE FUND	7733.15	0.00	0.00	0.00	7733.15
9207 PL: LIBRARY FUND	542.61	0.00	400.00	0.00	142.61
001 PL: LIBRARY FUND	542.61	0.00	400.00	0.00	142.61
9208 PL: PTO FUND	31867.83	2954.74	2264.54	0.00	32558.03
001 PL: PTO OPERATING FUND	2287.89	29.99	0.00	0.00	2317.88
002 PL: POP AND POPCORN	10568.55	1084.75	0.00	0.00	11653.30
003 PL: SHIRTS	10112.22	190.00	1497.58	0.00	8804.64
004 PL: DONATION DRIVE	4145.82	1645.00	766.96	0.00	5023.86
005 PL: YEARBOOKS to be 9204.022	241.34	5.00	0.00	0.00	246.34
006 PL: SPIRIT STORE	4027.13	0.00	0.00	0.00	4027.13
007 PL: PTO PICTURES	0.00	0.00	0.00	0.00	0.00
008 PL: BOX TOPS	212.40	0.00	0.00	0.00	212.40
009 PL: STAFF MEALS	272.48	0.00	0.00	0.00	272.48
9209 PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77
001 PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77

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**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548

DUNCAN, OK 73534

September, FY2026

MTD Summary

**Summary Of Accounts**

October 01, 2025

<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
9990 DPSF OPERATING ACCOUNT	12514.38	0.00	0.00	0.00	12514.38
001 DEX AWARDS	4418.86	0.00	0.00	0.00	4418.86
002 ESPORTS	2853.09	0.00	0.00	0.00	2853.09
004 SPEC ED - OPAL LOWRY TRUST	893.43	0.00	0.00	0.00	893.43
007 PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40
008 DMS PROJECT BASED LEARNING	0.00	0.00	0.00	0.00	0.00
009 STEM	1249.60	0.00	0.00	0.00	1249.60
<b>MTD TOTALS: (162 Accounts)</b>	<b>1,049,412.01</b>	<b>298,000.58</b>	<b>(222,711.60)</b>	<b>14,614.21</b>	<b>1,139,315.20</b>

<b>Beginning MTD Account Balance:</b>	<b>\$1,049,412.01</b>
Bank Charges:	(206.43)
Interest:	3,175.23
NSF Adjustments:	(170.00)
Expense:	0.00
Revenue:	8,838.41
<b>Total Adjustments:</b>	<b>\$11,637.21</b>
Total Adjustments:	11,637.21
Add Voids:	2,977.00
<b>Adjustment with Voids:</b>	<b>\$14,614.21</b>
Receipts Issued:	298,000.58
Voided Receipts:	0.00
<b>Total Receipts:</b>	<b>\$298,000.58</b>
Checks Issued:	222,711.60
Voided Checks:	(2,977.00)
<b>Total Checks:</b>	<b>\$222,431.60</b>
<b>Current Balance:</b>	<b>\$1,139,315.20</b>
YTD Outstanding Checks:	30,283.13
Prior Year Outstanding Checks:	2,291.20

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2026  
YTD Summary

**Summary Of Accounts**

October 01, 2025

**For Bank Account:**      **This Report Is True And Correct**  
 \* \* \* \* \* 9935      **To The Best Of My Knowledge.**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Beginning:**      **1,026,926.54**  
**Receipts:**      **431,761.57**  
**Checks:**      **(363,498.23)**  
**Adjustments:**      **44,410.32**  
**Ending:**      **\$1,139,600.20**

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0101	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
001	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
0104	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201	ATHLETIC REVENUE FUND	17744.63	30194.50	32880.00	-150.00	14909.13
001	ATHLETIC REVENUE FUND	17744.63	30194.50	32880.00	-150.00	14909.13
0202	ATHLETIC ADMINISTRATION	0.00	15100.00	16300.00	0.00	-1200.00
001	ATHLETIC ADMINISTRATION	0.00	15100.00	16300.00	0.00	-1200.00
0203	FOOTBALL FUND	29067.57	51415.00	39144.69	750.00	42087.88
001	FOOTBALL FUND - \$23,540	29067.57	51415.00	39144.69	750.00	42087.88
002	SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204	BOYS BASKETBALL	11549.50	365.00	11754.03	0.00	160.47
001	BOYS BASKETBALL - \$5,942.50	11549.50	365.00	11754.03	0.00	160.47
0205	GIRLS BASKETBALL	10477.40	0.00	2899.00	0.00	7578.40
001	GIRLS BASKETBALL - \$5,942.50	10477.40	0.00	2899.00	0.00	7578.40
0206	BOYS WRESTLING	7758.97	0.00	0.00	0.00	7758.97
001	BOYS WRESTLING - \$5,600	7758.97	0.00	0.00	0.00	7758.97
0207	BASEBALL	1248.24	0.00	0.00	0.00	1248.24
001	BASEBALL - \$4,100	1248.24	0.00	0.00	0.00	1248.24
0208	BOYS & GIRLS TRACK	12541.55	0.00	1804.71	0.00	10736.84
001	BOYS - \$3,400, GIRLS - \$3,400	12541.55	0.00	1804.71	0.00	10736.84
0209	ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001	GIRLS TRACK - \$3,400	0.00	0.00	0.00	0.00	0.00
0210	TENNIS	1598.79	800.00	444.24	0.00	1954.55
001	TENNIS - B-\$1,600, G-\$1,600	1598.79	800.00	444.24	0.00	1954.55
0211	GIRLS WRESTLING	9460.76	0.00	0.00	0.00	9460.76
001	GIRLS WRESTLING - \$5,600	9460.76	0.00	0.00	0.00	9460.76

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

FY-2026  
 YTD Summary

**Summary Of Accounts**

October 01, 2025

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0212	BOYS GOLF	13064.67	0.00	1725.00	0.00	11339.67
001	BOYS GOLF - \$1,500	13064.67	0.00	1725.00	0.00	11339.67
0213	GIRLS SOFTBALL	669.87	6575.00	2705.25	0.00	4539.62
001	GIRLS SOFTBALL - \$4,100	669.87	6575.00	2705.25	0.00	4539.62
0214	CROSS-COUNTRY	552.83	1915.00	1432.05	0.00	1035.78
001	CROSS COUNTRY - \$1,000	552.83	1915.00	1432.05	0.00	1035.78
0215	LETTERMEN'S CLUB	3058.41	24072.54	15519.18	0.00	11611.77
001	LETTERMEN'S CLUB	3058.41	24072.54	15519.18	0.00	11611.77
0218	CHEERLEADING	20063.44	15401.76	27005.87	101.50	8560.83
001	CHEERLEADING - \$1,000	20063.44	15401.76	27005.87	101.50	8560.83
0219	QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001	QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222	BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
001	BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
0225	BOYS SOCCER	1548.45	0.00	500.00	0.00	1048.45
001	BOYS SOCCER - \$2,000	1548.45	0.00	500.00	0.00	1048.45
0226	GIRLS SOCCER	1823.46	0.00	500.00	0.00	1323.46
001	GIRLS SOCCER - \$2,000	1823.46	0.00	500.00	0.00	1323.46
0227	SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
001	SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
0228	GIRLS GOLF	3736.37	2300.00	0.00	0.00	6036.37
001	GIRLS GOLF - \$1,500	3736.37	2300.00	0.00	0.00	6036.37
0229	DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001	DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230	LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
001	LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
002	2020 - CAITLYNN STEPHENS /ARMY	0.00	0.00	0.00	0.00	0.00
0231	ATHLETIC DEPT. CONCESSION	55359.01	32048.20	50207.37	5863.51	43063.35
001	ATHLETIC DEPT. CONCESSION	55359.01	32048.20	50207.37	5863.51	43063.35

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2026  
YTD Summary

**Summary Of Accounts**

October 01, 2025

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0235	TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
001	TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
0240	ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001	HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251	VOLLEYBALL	17403.72	1903.04	6378.74	0.00	12928.02
001	VOLLEYBALL - \$1,000	17403.72	1903.04	6378.74	0.00	12928.02
002	VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255	PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
001	PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
0256	TENNIS BOOSTER CLUB	260.43	0.00	587.00	0.00	-326.57
001	TENNIS BOOSTER CLUB	260.43	0.00	587.00	0.00	-326.57
0257	TIP-IN BASKETBALL BOOSTER CLUB	3819.55	3000.00	0.00	0.00	6819.55
001	TIP-IN BASKETBALL BOOSTER CLUB	3819.55	3000.00	0.00	0.00	6819.55
0261	POM PON	7291.73	4412.50	4997.50	0.00	6706.73
001	POM PON - \$1,000	7291.73	4412.50	4997.50	0.00	6706.73
0263	SWIMMING	2028.69	1000.00	0.00	0.00	3028.69
001	SWIMMING - \$1,000	2028.69	1000.00	0.00	0.00	3028.69
0264	SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
001	SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
0285	ATHLETIC TRAINER	4780.59	2000.00	0.00	0.00	6780.59
001	ATHLETIC TRAINER	4780.59	2000.00	0.00	0.00	6780.59
0290	OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
001	OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
0301	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302	NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18
001	NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2026  
YTD Summary

**Summary Of Accounts**

October 01, 2025

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0303	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304	MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
001	MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
0305	PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
001	PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
0306	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307	SENIOR CLASS	5912.02	5147.11	0.00	0.00	11059.13
001	SENIOR CLASS	5912.02	5147.11	0.00	0.00	11059.13
0308	JUNIOR CLASS	6457.11	0.00	6457.11	0.00	0.00
001	JUNIOR CLASS	6457.11	0.00	6457.11	0.00	0.00
0309	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311	KEY CLUB	1452.51	160.00	0.00	100.93	1713.44
001	KEY CLUB	1452.51	160.00	0.00	100.93	1713.44
0312	BAND BOOSTERS	31076.12	0.00	17575.03	0.00	13501.09
001	BAND BOOSTERS	31076.12	0.00	17575.03	0.00	13501.09
0313	DEHYDRATOR RACE	20961.86	17306.40	11225.11	1502.60	28545.75
001	DEHYDRATOR RACE	20961.86	17306.40	11225.11	1502.60	28545.75
0314	NATIONAL HONOR SOCIETY	464.55	760.00	213.99	20.00	1030.56
001	NATIONAL HONOR SOCIETY	464.55	760.00	213.99	20.00	1030.56
0315	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316	SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
001	SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
0317	SMOKE RINGS YEARBOOK	3026.20	610.00	3079.10	1580.00	2137.10
001	SMOKE RINGS YEARBOOK	3026.20	610.00	3079.10	1580.00	2137.10

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2026  
YTD Summary

**Summary Of Accounts**

October 01, 2025

Acct. Name	Beg. Year	Receipts	Checks	Adjust.	Ending
0319 STUDENT COUNCIL	4340.75	1424.23	1474.97	1051.00	5341.01
001 STUDENT COUNCIL	4340.75	1424.23	1474.97	1051.00	5341.01
0320 LIBRARY	0.00	0.00	0.00	0.00	0.00
001 LIBRARY	0.00	0.00	0.00	0.00	0.00
0321 HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
001 HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
0322 SCHOLARSHIP ACCOUNT	2931.00	4000.00	3000.00	1000.00	4931.00
001 SCHOLARSHIP ACCOUNT	2930.10	0.00	0.00	0.00	2930.10
002 COMMUNITIES FOUNDATION OF OK	0.90	4000.00	3000.00	1000.00	2000.90
003 AAUW - AM ASSOC OF UNIV WOMEN	0.00	0.00	0.00	0.00	0.00
0323 BAND	1350.89	1795.00	1640.00	0.00	1505.89
001 BAND	1350.89	1795.00	1640.00	0.00	1505.89
0324 BAND TRIP ACCOUNT	14504.70	39021.45	18750.00	0.00	34776.15
001 BAND TRIP ACCOUNT	14504.70	39021.45	18750.00	0.00	34776.15
0325 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
001 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
0327 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
001 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
0328 HORTICULTURE	27962.21	0.00	412.00	0.00	27550.21
001 HORTICULTURE	27962.21	0.00	412.00	0.00	27550.21
0329 MARKETING	1255.99	768.95	1385.00	0.00	639.94
001 MARKETING	1255.99	768.95	1385.00	0.00	639.94
0330 OFFICE ACCOUNT	3214.79	6227.50	2936.98	0.00	6505.31
001 OFFICE ACCOUNT	1727.71	6227.50	2936.98	0.00	5018.23
002 DEMON DEN CLOSET & PANTRY	618.17	0.00	0.00	0.00	618.17
003 MATH & SCIENCE - OERB DONATION	868.91	0.00	0.00	0.00	868.91
004 DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
001 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
0334 GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001 GREEN CLUB	347.03	0.00	0.00	0.00	347.03

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**DUNCAN PUBLIC SCHOOLS**PO BOX 1548  
DUNCAN, OK 73534FY-2026  
YTD Summary**Summary Of Accounts**

October 01, 2025

<b>Acct. Name</b>	<b>Beg.Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0335 DRAMA	1729.72	160.00	1345.02	0.00	544.70
001 DRAMA	1729.72	160.00	1345.02	0.00	544.70
0337 VOCATIONAL AGRICULTURE	21742.88	33770.50	1058.10	672.56	55127.84
001 VOCATIONAL AGRICULTURE	21742.88	33770.50	1058.10	672.56	55127.84
0338 VOCAL MUSIC	5283.56	200.00	1473.39	494.90	4505.07
001 VOCAL MUSIC	5283.56	200.00	1473.39	494.90	4505.07
0339 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340 VENDING	8997.79	1549.62	6371.30	20.11	4196.22
001 VENDING	8997.79	1549.62	6371.30	20.11	4196.22
0343 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
001 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
0346 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
001 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
0347 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
001 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
0348 LEADERSHIP	380.78	1020.00	393.75	0.00	1007.03
001 LEADERSHIP	380.78	1020.00	393.75	0.00	1007.03
002 CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349 SENIOR CAP & GOWN	9330.00	4350.00	8180.90	2031.90	7531.00
001 SENIOR CAP & GOWN	9330.00	4350.00	8180.90	2031.90	7531.00
0350 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0353 DHS FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
001 FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
0360 EDGE: VENDING	2731.69	18.50	0.00	0.00	2750.19
001 EDGE: VENDING	2731.69	18.50	0.00	0.00	2750.19

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0500 MAINTENANCE DEPARTMENT	542.19	2.00	150.00	0.00	394.19
001 MAINTENANCE DEPARTMENT	542.19	2.00	150.00	0.00	394.19
0550 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
001 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
1011 CO: TECHNOLOGY DEPARTMENT	114915.52	15688.55	6884.00	14601.09	138321.16
001 CO: CHROMEBOOKS	110672.80	15688.55	6884.00	14601.09	134078.44
002 CO: DONATIONS	4242.72	0.00	0.00	0.00	4242.72
1021 ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
001 CO: ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
1030 CLOSED	0.00	0.00	0.00	0.00	0.00
001 CO: SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00
1031 CO: SPEC ED/SPECIAL OLYMPICS	973.83	500.00	1146.40	0.00	327.43
001 CO: SPEC ED/SPECIAL OLYMPICS	973.83	500.00	1146.40	0.00	327.43
1032 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	1028.97	1050.00	3021.03
001 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	1028.97	1050.00	3021.03
002 LITTLE DRIBBLERS	0.00	0.00	0.00	0.00	0.00
1061 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
001 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
1062 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063 CO: GIFTED AND TALENTED	3154.74	0.00	0.00	0.00	3154.74
001 CO: GIFTED AND TALENTED	2854.74	0.00	0.00	0.00	2854.74
002 CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071 CO: ADMINISTRATIVE ACCOUNT	32974.25	106.72	6466.57	7734.94	34349.34
001 CO: ADMINISTRATION ACCOUNT	32974.25	106.72	6466.57	7734.94	34349.34
002 ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00

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003 CO: EMPLOYEE OF THE MONTH	0.00	0.00	0.00	0.00	0.00
1081 COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001 MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00
002 TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
001 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
1099 CO: EMPLOYEE BENEVOLENCE FUND	499.66	257.00	0.00	0.00	756.66
001 CO: EMPLOYEE BENEVOLENCE FUND	499.66	257.00	0.00	0.00	756.66
1101 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
001 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
1213 MS: BAND	7940.85	619.00	640.00	0.00	7919.85
001 MS: BAND	7940.85	619.00	640.00	0.00	7919.85
1214 MS: STEM	2257.05	320.00	0.00	0.00	2577.05
001 MS: STEM	2257.05	320.00	0.00	0.00	2577.05
1216 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
001 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
1218 MS: OFFICE	7131.44	14441.32	1365.08	-1.00	20206.68
001 MS: OFFICE	7131.44	14441.32	1365.08	-1.00	20206.68
1219 MS: ATHLETICS	35114.79	15356.10	18127.00	800.00	33143.89
001 MS: ATHLETICS	24047.28	15356.10	9748.00	800.00	30455.38
002 MS: FOOTBALL	0.00	0.00	0.00	0.00	0.00
003 MS: CHEERLEADING	11067.51	0.00	8379.00	0.00	2688.51
1220 CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001 MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221 MS: VOCAL MUSIC	3458.29	1336.00	438.33	520.00	4875.96
001 MS: VOCAL MUSIC	2588.79	1336.00	372.35	520.00	4072.44
002 MS: PITCHFORKS	869.50	0.00	65.98	0.00	803.52
1222 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77

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1225 MS: CLOTHES CLOSET	4683.82	0.00	0.00	0.00	4683.82
001 MS: CLOTHES CLOSET	3693.34	0.00	0.00	0.00	3693.34
002 MS: DONATIONS FOR	990.48	0.00	0.00	0.00	990.48
003 CHROMEBOOKS MS: CREATING HOPE	0.00	0.00	0.00	0.00	0.00
1301 MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
001 MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
1302 MS: NJHS	9637.80	430.00	0.00	100.00	10167.80
001 MS: NJHS	9637.80	430.00	0.00	100.00	10167.80
1303 ACCT CLOSED-BA:12/14/21	0.00	0.00	0.00	0.00	0.00
001 MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002 MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1308 MS: STUDENT COUNCIL	9755.12	0.00	324.22	0.00	9430.90
001 MS: STUDENT COUNCIL	9755.12	0.00	324.22	0.00	9430.90
1310 MS: YEARBOOK	14458.44	0.00	716.00	880.00	14622.44
001 MS: JOURNALISM	14458.44	0.00	716.00	880.00	14622.44
1312 MS: ACADEMIC CLUB	910.26	0.00	231.00	0.00	679.26
001 MS: ACADEMIC CLUB	910.26	0.00	231.00	0.00	679.26
1315 CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001 DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
001 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
2201 EM: MILK FUND	4307.60	3155.90	832.06	10.00	6641.44
001 EM: MILK FUND	4307.60	3155.90	832.06	10.00	6641.44
2203 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204 EM: MISCELLANEOUS	3852.93	50.00	0.00	0.00	3902.93
001 EM: MISCELLANEOUS	2625.95	0.00	0.00	0.00	2625.95

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002 EM: CLOTHES CLOSE	605.58	50.00	0.00	0.00	655.58
003 EM: ARCHERY	621.40	0.00	0.00	0.00	621.40
2205 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
001 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
2206 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
001 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
2207 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
001 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
2208 EM: PTO FUND	11035.38	444.00	1177.12	0.00	10302.26
001 EM: PTO FUND	11035.38	444.00	1177.12	0.00	10302.26
5201 HM: MILK FUND	5223.15	2832.35	1118.31	576.00	7513.19
001 HM: MILK FUND	5223.15	2832.35	1118.31	576.00	7513.19
5203 HM: STUDENT STORE	306.30	10.00	0.00	0.00	316.30
001 HM: STUDENT STORE	306.30	10.00	0.00	0.00	316.30
5204 HM: MISCELLANEOUS	8904.51	431.72	2911.77	0.00	6424.46
001 HM: MISCELLANEOUS	4024.18	431.72	1807.77	0.00	2648.13
002 DONATIONS FOR MARQUEE	0.00	0.00	0.00	0.00	0.00
003 HM: ARCHERY	4174.95	0.00	1104.00	0.00	3070.95
004 HM: CLOTHES CLOSET	705.38	0.00	0.00	0.00	705.38
5206 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
001 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
5208 HM: PTO FUND	30732.07	18573.50	839.80	1810.00	50275.77
001 HM: PTO FUND	26851.03	0.00	349.94	0.00	26501.09
002 BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003 SPIRITWEAR	0.00	0.00	0.00	0.00	0.00
004 SPIRIT WAGON	1534.50	0.00	0.00	0.00	1534.50
005 FALCON FRIDAY	1500.00	4383.50	318.85	0.00	5564.65
006 DONATION DRIVE	0.00	14190.00	0.00	1810.00	16000.00
007 HOSPITALITY	846.54	0.00	171.01	0.00	675.53
008 KIND WEEK	0.00	0.00	0.00	0.00	0.00

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009	WORLD'S FINEST CHOCOLATE	0.00	0.00	0.00	0.00	0.00
6201	WR: MILK FUND	11349.10	1447.00	766.71	0.00	12029.39
001	WR: MILK FUND	11349.10	1447.00	766.71	0.00	12029.39
6203	WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001	WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204	WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001	WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002	WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205	WR: INTEREST & DONATIONS	1558.30	0.00	0.00	0.00	1558.30
001	WR: INTEREST & DONATIONS	485.87	0.00	0.00	0.00	485.87
003	WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004	WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005	WR: J. DITTNER, COUNSELOR	130.72	0.00	0.00	0.00	130.72
006	WR: LORI MITCHELL'S CLASS	217.51	0.00	0.00	0.00	217.51
007	WR: CLOTHES CLOSET	510.00	0.00	0.00	0.00	510.00
6206	WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
001	WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
6207	WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
001	WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
6208	WR: PRE-K OPERATIONS	28642.78	3967.25	2205.41	48.75	30453.37
001	WR: PRE-K OPERATIONS	28642.78	3967.25	2205.41	48.75	30453.37
7201	MT: MILK FUND	3890.18	1486.98	644.56	2.80	4735.40
001	MT: MILK FUND	3890.18	1486.98	644.56	2.80	4735.40
7204	MT: MISCELLANEOUS	459.28	68.10	0.00	0.00	527.38
001	MT: MISCELLANEOUS	207.03	68.10	0.00	0.00	275.13
002	MT: CLOTHES CLOSET	252.25	0.00	0.00	0.00	252.25
7205	MT: INTEREST & DONATIONS	21804.29	0.00	15.24	0.00	21789.05
001	MT: INTEREST & DONATIONS	5754.29	0.00	15.24	0.00	5739.05
002	MT: MARQUEE	16050.00	0.00	0.00	0.00	16050.00
7206	MT: PICTURE FUND	1258.84	52.48	0.00	0.00	1311.32
001	MT: PICTURE FUND	1258.84	52.48	0.00	0.00	1311.32

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7207	MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
001	MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
7208	MT: PTO FUND	11047.25	7404.50	420.20	212.00	18243.55
001	MT: PTO FUND	11047.25	7404.50	420.20	212.00	18243.55
8201	WW: MILK FUND	19382.21	2227.28	861.29	0.00	20748.20
001	WW: MILK FUND	19382.21	2227.28	861.29	0.00	20748.20
8203	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204	WW: MISCELLANEOUS	12780.28	3910.55	520.52	20.00	16190.31
001	WW: MISCELLANEOUS	12419.22	3910.55	520.52	20.00	15829.25
002	WW: CLOTHES CLOSET	361.06	0.00	0.00	0.00	361.06
8205	WW: INTEREST & DONATIONS	5545.29	448.50	0.00	0.00	5993.79
001	WW: INTEREST & DONATIONS	5213.70	448.50	0.00	0.00	5662.20
002	WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004	WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005	WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206	WW: PICTURE FUND	643.50	14.51	392.24	0.00	265.77
001	WW: PICTURE FUND	643.50	14.51	392.24	0.00	265.77
8207	WW: LIBRARY FUND	6712.59	848.65	0.00	0.00	7561.24
001	WW: LIBRARY FUND	6712.59	848.65	0.00	0.00	7561.24
8208	WW: PTO FUND	14343.35	1307.77	0.00	0.00	15651.12
001	WW: PTO FUND	4403.99	834.50	0.00	0.00	5238.49
002	WW: MARQUEE	2565.00	0.00	0.00	0.00	2565.00
011	WW: 1ST GRADE	516.25	92.57	0.00	0.00	608.82
012	WW: 2ND GRADE	487.59	0.00	0.00	0.00	487.59
013	WW: 3RD GRADE	601.25	260.00	0.00	0.00	861.25
014	WW: 4TH GRADE	196.89	0.00	0.00	0.00	196.89
015	WW: 5TH GRADE	176.01	0.00	0.00	0.00	176.01
016	WW: KINDERGARTEN	543.64	0.00	0.00	0.00	543.64
017	WW: ART	4352.73	120.70	0.00	0.00	4473.43
018	WW: KARON HISE (WE LOVE)	500.00	0.00	0.00	0.00	500.00
8209	WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65
001	WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65

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9201	PL: MILK FUND	5011.89	8848.55	2328.14	80.00	11612.30
001	PL: MILK FUND	5011.89	8848.55	2328.14	80.00	11612.30
9204	PL: MISCELLANEOUS	8196.07	4372.00	145.00	926.73	13349.80
001	PL: 1ST GRADE	31.90	0.00	0.00	0.00	31.90
002	PL: 2ND GRADE	126.24	0.00	0.00	264.00	390.24
003	PL: 3RD GRADE	310.20	0.00	0.00	0.00	310.20
004	PL: 4TH GRADE	749.96	0.00	0.00	0.00	749.96
005	PL: 5TH GRADE	1096.46	630.00	0.00	0.00	1726.46
006	PL: KINDERGARTEN	404.93	0.00	0.00	0.00	404.93
007	PL: PE - PHYSICAL EDUCATION	1124.97	0.00	0.00	662.73	1787.70
008	PL: MUSIC	1799.05	230.00	145.00	0.00	1884.05
009	PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020	PL: GRADE LEVEL SHIRTS	569.50	2270.00	0.00	0.00	2839.50
021	PL: DUNCAN DEMON SHIRTS	393.21	1242.00	0.00	0.00	1635.21
022	PL: YEARBOOKS	927.68	0.00	0.00	0.00	927.68
023	PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024	PL: CLOTHES CLOSET	660.00	0.00	0.00	0.00	660.00
9205	PL: INTEREST & DONATIONS	10583.85	0.00	0.00	0.00	10583.85
001	PL: INTEREST & DONATIONS	9984.06	0.00	0.00	0.00	9984.06
002	AIMEE GREENING MEMORIAL	598.08	0.00	0.00	0.00	598.08
003	M. TARPLEY RESOURCE-OECU GRANT	1.71	0.00	0.00	0.00	1.71
9206	PL: PICTURE FUND	8256.15	0.00	523.00	0.00	7733.15
001	PL: PICTURE FUND	8256.15	0.00	523.00	0.00	7733.15
9207	PL: LIBRARY FUND	542.61	0.00	400.00	0.00	142.61
001	PL: LIBRARY FUND	542.61	0.00	400.00	0.00	142.61
9208	PL: PTO FUND	26229.06	10011.49	3682.52	0.00	32558.03
001	PL: PTO OPERATING FUND	2480.87	29.99	192.98	0.00	2317.88
002	PL: POP AND POPCORN	7500.30	4153.00	0.00	0.00	11653.30
003	PL: SHIRTS	7348.72	4178.50	2722.58	0.00	8804.64
004	PL: DONATION DRIVE	4145.82	1645.00	766.96	0.00	5023.86
005	PL: YEARBOOKS to be 9204.022	241.34	5.00	0.00	0.00	246.34
006	PL: SPIRIT STORE	4027.13	0.00	0.00	0.00	4027.13
007	PL: PTO PICTURES	0.00	0.00	0.00	0.00	0.00
008	PL: BOX TOPS	212.40	0.00	0.00	0.00	212.40
009	PL: STAFF MEALS	272.48	0.00	0.00	0.00	272.48
9209	PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77
001	PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77

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**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

FY-2026  
 YTD Summary

**Summary Of Accounts**

October 01, 2025

<b>Acct. Name</b>	<b>Beg. Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
9990 DPSF OPERATING ACCOUNT	14954.77	0.00	2440.39	0.00	12514.38
001 DEX AWARDS	6859.25	0.00	2440.39	0.00	4418.86
002 ESPORTS	2853.09	0.00	0.00	0.00	2853.09
004 SPEC ED - OPAL LOWRY TRUST	893.43	0.00	0.00	0.00	893.43
007 PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40
008 DMS PROJECT BASED LEARNING	0.00	0.00	0.00	0.00	0.00
009 STEM	1249.60	0.00	0.00	0.00	1249.60
<b>YTD TOTALS: (162 Accounts)</b>	<b>1,026,926.54</b>	<b>431,761.57</b>	<b>(363,498.23)</b>	<b>44,410.32</b>	<b>1,139,600.20</b>

**Beginning YTD Account Balance: \$1,026,926.54**

Bank Charges: (699.53)

Interest: 9,484.47

NSF Adjustments: (270.00)

Expense: 0.00

Revenue: 30,918.38

**Total Adjustments: \$39,433.32**

Total Adjustments: 39,433.32

Add Voids: 4,977.00

**Adjustment with Voids: \$44,410.32**

Receipts Issued: 431,761.57

Voided Receipts: 0.00

**Total Receipts: \$431,761.57**

Checks Issued: 363,498.23

Voided Checks: (4,977.00)

**Total Checks: \$358,521.23**

**Current Balance: \$1,139,600.20**

YTD Outstanding Checks: 30,283.13

Prior Year Outstanding Checks: 2,291.20

**DUNCAN PUBLIC SCHOOLS**  
**ACTIVITY FUND INVESTMENT REPORT**  
**9/30/2025**

BANK	ACCOUNT HOLDER	ACCOUNT NUMBER	AMOUNT	RATE	TERM	MATURITY
BancFirst	Activity Fund/Checking	5020019935	\$ 101,618.26			
BancFirst	Sweep Account	9550200022	\$ 1,071,257.56			
	<b>TOTAL</b>		<b>\$ 1,172,875.82</b>			

*LaTisha Miller*  


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LaTisha Miller  
Activity Fund Custodian

ACTIVITY FUND ACCOUNTS  
 REQUEST TO ADD, CHANGE OR DELETE  
 OCTOBER 14, 2025

CHANGE		
ACCOUNT #	ACCOUNT NAME	REASON FOR CHANGE
5208.006	HORACE MANN CHAMPIONS	Change this account from Donation Drive to HM Champions. Students will sell Sponsorships to be put on the back of his or her t-shirt.

ADD		
ACCOUNT #	ACCOUNT NAME	REASON FOR ADD
1307.001	MIDDLE SCHOOL ARCHERY	To keep better track of the money going in and out of this account. To fundraise and collet dues

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Board Member

ACTIVITY FUND ACCOUNTS  
REQUEST TO ADD, CHANGE OR DELETE  
OCTOBER 14, 2025

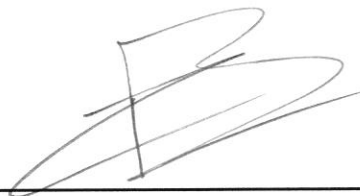
BOARD APPROVED

OCT 14 2025

ITEM # 9.E.

CHANGE		
ACCOUNT #	ACCOUNT NAME	REASON FOR CHANGE
5208.006	HORACE MANN CHAMPIONS	Change this account from Donation Drive to HM Chanpions. Students will sell Sponsorships to be put on the back of his or her t-shirt.

ADD		
ACCOUNT #	ACCOUNT NAME	REASON FOR ADD
1307.001	MIDDLE SCHOOL ARCHERY	To keep better track of the money going in and out of this account. To fundraise and collet dues



Board Member

DPS FUNDRAISER REQUESTS

OCTOBER 14, 2025

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

SITE	ORGANIZATION	DESCRIPTION	EVENT DATES *may be approximate
High School	Speech & Drama	One – Act Play	October 2025
High School	Key Club	Dues	10/15/25-6/1/26
High School	STUCO	Pumpkin carving	10/15/25-11/30/25
High School	STUCO	HALO week car wash	10/15/25-5/1/26
Middle School	DMS Archery	Archery Dues	10/25/25-5/1/26
Middle School	DMS Archery	Archery Pretzel Sales	1/12/26-1/26/26
Middle School	DMS Archery	Archery Spirit Store	11/1/25-5/22/26
Emerson	Archery	Movie on the Playground	10/15/25-3/31/26
Emerson	Archery	T-Shirt Sales	10/15/25-3/31/26
Emerson	Archery	Fill the Targe	10/15/25-3/31/26
Emerson	Archery	BOO Grams (Halloween candy grams)	10/15/25-10/31/25
		BOARD MEMBERS SIGNATURE	



**DUNCAN PUBLIC SCHOOLS**

From PO: 65588 to PO: 65722

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65588	TEACHER INNOVATIONS, INC	PL- 103-TEACHERS / ADMIN PLANBOOK- 12 MO SUBSCRIPTION	234.00	09/09/2025
65589	* * * AMAZON	CAN OPENERS, STAINLESS PANS FOR CAFETERIAS	343.88	09/09/2025
65590	SOUTHERN TROPHY MANUFACTURING	SPED - 239 - DOOR HANGERS FOR NOTICE OF ATTEMPT OF VISITATION AT STUDENT'S RESIDENCES	45.99	09/09/2025
65591	* * * TEACHERS PAY TEACHERS	SPED-APRAXIA SCREENERS FOR SPECIAL SERVICES	50.00	09/09/2025
65592	GREAT EXPECTATIONS	541- PL - ONSITE PD AND COACHING DAYS FOR INSTRUCTIONAL STAFF	1,500.00	09/09/2025
65593	BOOK SYSTEMS, INC	051 - FY26 SUBSCRIPTION TO ATRIUM AND BOOKTRACKS FOR LIBRARY INVENTORIES AND TEXTBOOK/ASSET TRACKING	10,911.00	09/09/2025
65594	* * * AMAZON	HS-ART-ART SUPPLIES FOR THE SCHOOL YEAR	233.59	09/10/2025
65595	PRESENCELEARNING, INC.	621-MASTER SERVICES AGREEMENT FOR PREK-12 TELEPRACTICE SPEECH-LANGUAGE SVCS 25-26 (BA 090925 #7K)	28,927.20	09/10/2025
65596	BLICK, DICK ART COMPANY	HS-ART-ART SUPPLIES FOR SCHOOL YEAR	600.00	09/10/2025
65597	* * * AMAZON	511-WW-MISC ITEMS FOR 1ST, 4TH & 5TH GRADE READING INSTRUCTION EX. MIRRORS, SOUND PHONES, DIGITAL TIMERS, ETC. FY 25-26	397.88	09/11/2025
65598	* * * AMAZON	WW - 11 - MEDICAL SUPPLIES FOR NURSE'S OFFICE FOR '26 SCH YR.	223.35	09/11/2025
65599	* * * AMAZON	SUPPLIES FOR RESTOCK AND FOR PROJECTS AT WW AND TRANSPORTATION.	1,427.00	09/11/2025
65600	* * * AMAZON	412-(HS/705) -STEM CLASSROOM SUPPLIES TO SUPPORT PLTW-CTE (B.LEDFORD)	1,500.00	09/11/2025
65601	TROUTMAN, JESSICA	STUDENT REFUND-LUNCH ACCT.	12.94	09/11/2025
65602	HAGAR RESTAURANT SERVICE	MAINT - WW - SOLINOID VALVE FOR DISHWASHER	523.80	09/11/2025
65603	JARBOE, CORY J	HS-AG-TRAVEL EXPENSES FOR JARBOE FOR STATE FAIR OF OKLAHOMA-9/11-14/25	180.00	09/11/2025
65604	BEST WESTERN INN AND SUITES	HS-AG-HOTEL ROOM FOR CORY JARBOE TO STATE FAIR IN OKC-9/11-14/25	500.00	09/11/2025
65605	LAWTON COMMUNICATIONS, LLC	376 - PURCHASE SECURITY AND TRANSPORTATION RADIOS FOR SECURITY PURPOSES	24,000.00	09/11/2025
65606	HOOVER ENTERPRISES, INC.	376 - FENCE MATERIALS FOR ALL CAMPUS SITES	3,627.49	09/11/2025
65607	WESTERN PSYCHOLOGICAL SERVICES (WPS)	SPED - OWLS-II LC/OE HAND SCORED KIT AND FORMS FOR USE WITH SPECIAL NEEDS STUDENTS (SKU: W-603 AND SKU-W603A)	1,250.00	09/15/2025
65608	BOOK SYSTEMS, INC	MT - 102 OPAC SNAPSHOT (CLASSIC); STANDARD PACKAGE FOR SCHOOLS; YEARY SUBSCRIPTION BENCH-MCGUIRE	200.00	09/16/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65609	EMPIRE PAPER COMPANY	MAINT - CUSTODIAL SUPPLIES FOR DISTRICT	1,300.00	09/16/2025
65610	MAKERBOT INDUSTRIES, INC.	412 - (HS/705) - STEM/CTE CLASSROOM SUPPLIES TO SUPPORT PLTW/CTE (B.LEDFORD)	1,000.00	09/16/2025
65611	CRISIS PREVENTION INSTITUTE, INC.	SPED - NCI ONLINE COURSES/WORKBOOKS 3RD ED. FOR SPED STAFF	1,700.00	09/16/2025
65612	*** OKLAHOMA STATE DEPT. OF EDUCATION	C/O- CAREER TECH PROVISIONAL CERTIFICATION FEE FOR S. DIXON- DMS	52.00	09/16/2025
65613	*** EASTLAND GROCERY LLC	MAINT - FUEL FOR MAINTENANCE VEHICLE	103.58	09/16/2025
65614	QUILL CORPORATION (E-VERIFIED)	053-ADDITIONAL WAREHOUSE STOCK FOR 25-26 (LAMINATE, STAPLES, SHARPIES, ETC)	4,120.00	09/18/2025
65615	*** EMBASSY SUITES BY HILTON WILL ROGERS AIRPORT	HOTEL FOR 09/22/25 SUPT TRAVEL TO AASA FOCUS GROUP IN BOSTON, MA	150.00	09/18/2025
65616	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	541 - PROFESSIONAL DEVELOPMENT FOR DISTRICT ADMIN	1,000.00	09/19/2025
65617	*** UNIVERSITY OF OKLAHOMA	WOMEN IN LEADERSHIP PROGRAM- ADMIN	7,500.00	09/19/2025
65618	*** AMAZON	SPED - ITEMS FOR CO-CURRICULAR FOR SPED STUDENTS - 135	550.00	09/19/2025
65619	IDN GLOBAL, INC.	MAINT - PARTS & SUPPLIES FOR DISTRICT DOOR HANDLES/LOCKS	5,000.00	09/19/2025
65620	STARLITE WELDING SUPPLIES INC,	MAINT - SUPPLIES FOR HEATING & AIR AS NEEDED FOR MAINTENANCE	300.00	09/19/2025
65621	*** AMAZON	WW - 511 - SOUND WALLS TO HELP STUDENTS BY PROVIDING VISUAL REFERENCE FOR SPEECH SOUNDS FOR GRADES K-1, SCH YR. '26	184.75	09/19/2025
65622	ROCKETPD	541 - REGISTRATION TO BUILDING THINKING CLASSROOMS VIRTUAL TRAINING FALL '25 MS MATH TEAM	3,395.00	09/19/2025
65623	*** AMAZON	SUPPLIES FOR PROJECTS AT DHS AND RESTOCK.	1,419.75	09/19/2025
65624	OKLAHOMA FFA ASSOCIATION	HS-25-26 AFFILIATE MEMBERSHIP STATE CONVENTION-AET PACKAGE	1,220.00	09/19/2025
65625	*** EMBASSY SUITES TULSA	HS-HOTEL ROOM FOR CORY JARBOE TULSA STATE FAIR-9/25-28/25	600.00	09/19/2025
65626	*** HOLIDAY INN EXPRESS & SUITES - EDMOND	WW - 511 - ONE NIGHT LODGING, 9 /23/2025 FOR ARCHERY TRNG IN ARCADIA, OK FOR A. LYNCH, SCH YR. '26	151.00	09/19/2025
65627	LYNCH, ALLISON J	WW - 511 - REINBURSEMENT FOR MEALS FOR ARCERY TRNG IN ARCADIA, OK, 9/23-24-2025, SCH YR.' 26	90.00	09/19/2025
65628	*** AMAZON	ADMINISTRATORS BOOK PROGRAM	119.96	09/19/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65588 to PO: 65722

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65629	BANCFIRST	DIST- ANNUAL BOND PAYMENT FEES FOR NOTE SERIES 2020 & 2021	15,075.00	09/19/2025
65630	* * * EMBASSY SUITES NORMAN	541 - SPED - ROOMS FOR J. CLAYTON, C. BERTHOLD, K. GOLDSMITH FOR 2025 FALL SCHOOL COUNSELOR CARAVAN IN MOORE, 10.6.25-10.7.25	675.00	09/19/2025
65631	CLAYTON, JESSICA N	541 - PER DIEM/TRAVEL FOR COUNSELOR CARAVAN, MOORE, OK, 10/6-7/25, J. CLAYTON	90.00	09/19/2025
65632	BERTHOLD, CASSANDRA D	541 - PER DIEM/TRAVEL FOR COUNSELOR CARAVAN, MOORE, OK, 10/6-7/25 - C. BERTHOLD	90.00	09/19/2025
65633	GOLDSMITH, KOREE K	541 - PER DIEM/TRAVEL FOR COUNSELOR CARAVAN, MOORE, OK, 10/6-7/25 - K. GOLDSMITH	90.00	09/19/2025
65634	JENNIFER LAIL	STUDENT LUNCH REFUND	28.40	09/19/2025
65635	DECA--DISTRIBUTIVE EDUCATION CLUBS OF AMERICA	HS-DECA- MEMBERSHIP DUES FOR 25-26 FY	400.00	09/22/2025
65636	INFINITE CAMPUS INC. (INS 07-30-09)(E-VERIFIED)	000 - NEW PINPADS FOR ALL CN STATIONS	3,500.00	09/22/2025
65637	CULLIGAN WATER CONDITIONING	WATER SOFTENER-DHS	11,333.66	09/22/2025
65638	OKLAHOMA DECA	HS-DECA-DECA ADVISOR REGISTRATION FOR THE FALL LEADERSHIP CONFERENCE IN NORMAN OK -10/20/2025	40.00	09/23/2025
65639	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	REGISTRATION TO TITLE IX TRAINING- INVESTIGATIONS & SRO'S 10/01/2025 VIRTUAL-KIM ELLIS	150.00	09/23/2025
65640	* * * AMAZON	TONER FOR MARCELA TARPLY AND CORTNI BROWN AT DHS	157.98	09/23/2025
65641	* * * WAL MART - VISA CARD CHARGES	TVS FOR PROJECTS AT DHS AND TRANSPORTATION	1,500.00	09/23/2025
65642	AMAZON.COM	109 - 9TH - NEW DESKTOP DOCUMENT SCANNERS FOR ENROLLMENT OFFICE	720.00	09/23/2025
65643	E3 DIAGNOSTICS, INC.	DIST- AUDIOMETERS FOR THE DISTRICT	7,500.00	09/23/2025
65644	SOUTHERN BOX COMPANY	SHIPPING PRINTER TO REPAIR DEPOT FOR WARRANTY WORK.	300.00	09/23/2025
65645	* * * EMBASSY SUITES OKC DOWNTOWN/MEDICAL CENTER	239 - SPED - ROOM FOR COLLABORATIVE EARLY DISPUTE RESOLUTION WORKGROUP MEETING - OSDE - OKC,OK - 9/29-30/25 - J. CLAYTON	300.00	09/23/2025
65646	* * * WAL MART - VISA CARD CHARGES	TV FOR TARA SMITHS OFFICE @ DHS	400.00	09/23/2025
65647	CLAYTON, JESSICA N	239 - PER DIEM/TRAVEL/PARKING FOR COLLABORATIVE EARLY DISPUTE RESOLUTION WORKGROUP MEETING AT OSDE IN OKC 9/29-30/25 - J. CLAYTON	110.00	09/23/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65648	SPIGNER, CARRA M	239 - PER DIEM/TRAVEL FOR COLLABORATIVE EARLY DISPUTE RESOLUTION WORKGROUP MEETING AT OSDE IN OKC 9/29-30/25 - C. SPIGNER	90.00	09/23/2025
65649	*** HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - DIAGNOSTICS, REPLACE FAN DRIVE INCLUDING CLUTCH AND VBELT FOR BUS 23	2,800.00	09/24/2025
65650	MERIT DUNCAN BCG LLC	TRANS - OIL CHANG AND FILTER FOR AG TRUCK	500.00	09/24/2025
65651	CDW GOVERNMENT INC	MICROPHONE FOR THE STADIUM PRESSBOX ANOUNCER.	303.18	09/24/2025
65652	TURNITIN, LLC	511-HS-YEARLY SUBSCRIPTION FOR TURNITIN SOFTWARE	5,887.26	09/24/2025
65653	TRINITY TECHNOLOGIES	376 - INSTALLATION OF FENCE HARDWARE FOR SECURITY FOR EM, MT, DHS	1,500.00	09/24/2025
65654	JARBOE, CORY J	HS-AG-412-TRAVEL EXPENSES FOR TULSA STATE FAIR 9/26-29/25	250.00	09/24/2025
65655	*** AMAZON	HS-ART-102-ART SUPPLIES FOR SCHOOL YEAR	1,325.00	09/25/2025
65656	*** COUNCIL OF ADMINISTRATORS OF	621 - REGISTRATION FOR 3 STAFF TO SPED CASE CONF 11/05-07/2025 OKC	2,010.00	09/25/2025
65657	P & K EQUIPMENT, INC	HS-AG-412- PARTS AND REPAIRS FOR LAWN MOWER AND TRACTOR	2,300.00	09/25/2025
65658	SPIGNER, CARRA M	621 - TRAVEL/PER DIEM - CASE CONFERENCE IN OKC, 11/3-7/25 - C. SPIGNER	400.00	09/26/2025
65659	HORNBERGER, EMILY	621- TRAVEL/PER DIEM - CASE CONFERENCE IN OKC, 11/3-7/25 - E. HORNBERGER	400.00	09/26/2025
65660	*** GALLUP STORE	104-OSSBA CLIFTONSTRENGTHS FOR STUDENTS CODES FOR SSAC LEADERSHIP	1,000.00	09/26/2025
65661	GOLLEHER, KADE	FUEL FOR MAINTENANCE TRUCK	50.00	09/26/2025
65662	ACE HARDWARE	MS-MISC SUPPLIS FOR FY25-26 (NOT TO BE INVENTORIED)	100.00	09/29/2025
65663	*** AMAZON	MT - 055 - MEDICAL SUPPLIES FOR NURSE'S OFFICE	120.95	09/29/2025
65664	MACGILL CO., WILLIAM V.	MT - 055 - MEDICAL SUPPLIES FOR NURSE'S OFFICE	135.38	09/29/2025
65665	LISA BROWN	STUDENT LUNCH REFUND-KATELYN YOUNG	51.50	09/29/2025
65666	BERTHOLD, CASSANDRA D	MS-TRAVEL & PER DIEM FOR CASE LAW & LEADERSHIP CONF NOV. 4-7, 2025 OKC	320.00	09/29/2025
65667	BEETLE JUICE PEST CONTROL, LLC	MAINT - INCIDENTAL PEST CONTROL FOR DIST II FY 25-26	3,000.00	09/29/2025
65668	RILEY, LILLIE K	C/O- REIMBURSEMENT FOR A PREMIUM RECEIVED AFTER SHE SURRENDERED HER AMERICAN FIDELITY INSURANCE	50.00	09/29/2025
65669	PROJECT LEAD THE WAY, INC.	412 - (HS/705) CYBERSECURITY NETWORK SECURITY LAB HOSTING ANNUAL FEE (B.LEDFORD)	1,000.00	09/29/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65670	PETERS, BRANDY	621 - TRAVEL/PERDIEM - CASE CONFERENCE IN OKC, 11/3-11/5 - B PETERS	210.00	09/29/2025
65671	CLAYTON, JESSICA N	621 - TRAVEL/PER DIEM - CASE CONFERENCE IN OKC, 11/4-7/25 - J. CLAYTON	300.00	09/29/2025
65672	TRINITY TECHNOLOGIES	376 - ALARM SYSTEM UPGRADES ACROSS THE DISTRICT	23,500.00	09/29/2025
65673	TRINITY TECHNOLOGIES	MOVE AND INSTALL CAMERAS AND A SPEAKER AT WILL ROGERS	3,500.00	09/29/2025
65674	*** HILTON GARDEN INN EDMOND	621 - ROOM FOR 2025 OKLAHOMA AUTISM CONFERENCE, EDMOND, 10/1-2/25 - T. HOWARD	150.00	09/29/2025
65675	HOWARD, TONI J	621 - TRAVEL/PER DIEM FOR 2025 OKLA AUTISM CONF, EDMOND, 10/1-2/25 - T. HOWARD	90.00	09/29/2025
65676	*** AMAZON	MACS FOR COPELAND'S CLASS AT DHS, MICROPHONES FOR SPURLIN, AND RAM FOR MOFFATT'S PC, DOCUMENT CAMERAS FOR RESTOCK, MOBILE COMPUTER CART FOR WR, AND POE TESTER FOR NETWORK KIT.	9,770.00	09/30/2025
65677	*** OKLAHOMA TAX COMMISSION	TRANS - FEE TO GET ANOTHER TITLE FOR LOST TITLE FOR BUS 57	20.00	09/30/2025
65678	*** COUNCIL OF ADMINISTRATORS OF	621-SPED- TUITION FOR SPED LEADERSHIP INSTITUTE - COHORT, JAN. 2026 IN MISSOURI & GEORGIA & JUNE 2026 IN MISSOURI FOR J. CLAYTON	3,725.00	10/01/2025
65679	*** AMAZON	WW - 511 - DRY ERASE BOARDS W/LINES FOR ENCODING AND DICTATION FOR KINDER, SCH YR'26	46.81	10/01/2025
65680	WESTERN PSYCHOLOGICAL SERVICES (WPS)	SPED- ASSESSMENT CHECKLIST FORMS FOR USE WITH SPED STUDENTS	400.00	10/01/2025
65681	*** TEACHERS PAY TEACHERS	WW - 103 - SUPPLEMENTAL READING INSTRUCTION TO USE WITH GOOGLE SLIDES FOR KINDER TEACHERS, K. HISE, C. ETHRIDGE, R. MOORE FOR	480.00	10/01/2025
65682	D & K FENCING	376 - FENCING FOR YARD AT HORACE MANN	18,000.00	10/02/2025
65683	ZLABS INC	HS-ONLINE PLATFORM COLLECTS DATA ABOUT SCHOOL COUNSELING PROGRAMS	295.00	10/02/2025
65684	SCHOLASTIC MAGAZINES	102- MS-GEE-PRINT & DIGITAL SCIENCE WORLD BOOK	209.78	10/02/2025
65685	LIGHTBOX LEARNING INC.	102-MS-GEE-EBOOKS AND SHELF READY PRINT	1,596.00	10/02/2025
65686	*** TECHNOLOGY STUDENT ASSOCIATION	412 - (HS/705) STEM "BLUE CAP" STATE & NATIONAL DUES - OKACTE (B.LEDFORD)	1,000.00	10/02/2025
65687	DUNCAN PUBLIC SCHOOLS	STUDENT LUNCH REFUND TO JOHN BLACK FOR MILK/JUICE-EM	20.00	10/02/2025
65688	DUNCAN PUBLIC SCHOOLS	CN-LUNCH REFUND TO MILK/JUICE & CHAMPIONS FOR HM STUDENTS	498.95	10/02/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65689	*** AMAZON	SPED- COCURRICULAR ITEMS FOR USE IN SPED ROOM BY SPED STUDENTS	150.00	10/02/2025
65690	*** AMAZON	MS-NURSE-SUPPLIES FOR NURSE OFFICE	1,000.00	10/02/2025
65691	HOUGHTON-MIFFLIN COMPANY	333 - ADD'T WORKBOOKS FOR READING SERIES - HMH INTO READING	220.00	10/02/2025
65692	SMITH, TARA K	HS-TRAVEL & PER DIEM FOR TARA SMITH TO CASE CONFERENCE IN OKC-11/5-7/25	165.00	10/02/2025
65693	LITERACY RESOURCES, LLC	103- WR- PRE-KINDERGARTEN PHONEMIC AWARENESS CURRICULUM FOR USE WITH STUDENTS	398.72	10/03/2025
65694	*** HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - DOOR MOTOR FOR BUS 16	500.00	10/03/2025
65695	MERIT DUNCAN BCG LLC	TRANS - REPAIRS FOR IT-3	3,700.00	10/03/2025
65696	COLLEGE BOARD, THE	HS--102- COLLEGE BOARD MEMBERSHIP FEE-FY 25-26	400.00	10/07/2025
65697	*** AMAZON	HS-HISTORY- GAMES FOR HISTORY LESSONS	1,200.00	10/07/2025
65698	*** AMAZON	3 DRAWER FILE CABINET- WW CAFETERIA OFFICE	155.99	10/07/2025
65699	TYLER TECHNOLOGIES, INC	TRANS - GO DATA PLAN	5,777.20	10/07/2025
65700	MID-CONTINENT REBUILD	TRANS - INSTALL LIFTGATE ON TRUCK	5,000.00	10/07/2025
65701	BG PRODUCTS INC.	TRANS- FLEET OIL/LARGE CHEMICAL/REFILLS & SRV	4,000.00	10/07/2025
65702	LITERACY RESOURCES, LLC	HM-511 MY HEGGERTY DIGITAL LESSONS	89.00	10/08/2025
65703	MARENEM, INC	HM-511 SECRET STORIES BOOKS AND SPACE SAVER KITS, SOCIAL-EMOTIONAL RESOURCE USED IN CONJUNCTION WITH EXISITING PHONICS PROGRAM TO IMPROVE SCORES	1,664.74	10/08/2025
65704	STUDIES WEEKLY, INC	HM-511 STUDIES WEEKLY STUDENT PACKETS, INSTRUCTIONAL RESOURCE USED TO MEET OK ACADEMIC STANDARDS IN KINDER.	677.60	10/08/2025
65705	*** OKLAHOMA TECHNOLOGY STUDENT ASSOC.	REGISTRATION FOR OKTSA FALL LEADERSHIP CONFERENCE (NOVEMBER 13, 2025-NORMAN, OK)	300.00	10/08/2025
65706	KUDER, INC	552 - SUBSCRIPTION TO KUDER FOR SECONDARY STUDENTS TO FOCUS ON CAREER EXPLORATION	300.00	10/08/2025
65707	*** AMAZON	MS-OFFICE/CLASSROOM SUPPLIES NON-WAREHOUSE	2,000.00	10/08/2025
65708	CAREERTECH	412 - (MS/505) REGISTRATION - TSA BOOT CAMP-MERIDIAN TECH CTR. GUTHRIE, OK OCT.23, 2025-(S.DIXON)	30.00	10/08/2025
65709	*** AMAZON	MS-CHESS BOARDS FOR STUDENTS STRENGTHEN CRITICAL THINKING, CONCENTRATION, AND PROBLEM-SOLVING SKILLS	262.25	10/08/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65710	*** AMAZON	SUPPLIES FOR PROJECTS AT MAINTENANCE, WR, AND TECHNOLOGY	771.84	10/08/2025
65711	MERIT DUNCAN BCG LLC	TRANS - ESTIMATE FOR REPAIRS ON T-5	99.95	10/08/2025
65712	PITSCO EDUCATION, LLC	412- (MS/505) STEM CLASSROOM SUPPLIES TO SUPPORT CTE CURRICULUM	4,000.00	10/09/2025
65713	ESGI, LLC (A SUBSIDIARY OF RIVERSIDE ASSESSMENTS	EM-511-12 MONTH LICENSES FOR KINDERGARTEN RESOURCE ASSEMENT PROGRESS MONITORING PROGRAM	777.00	10/09/2025
65714	*** WAL MART - VISA CARD CHARGES	MS - GENERAL NON-WAREHOUSE SUPPLIES (NOT INVENTORIED)	1,000.00	10/09/2025
65715	TRINITY TECHNOLOGIES	MICROPHONES AND CAMERAS FOR AREAS WITH PARENT INTERACTION ACROSS THE DISTRICT. (TRI18260)	8,000.00	10/10/2025
65716	TRINITY TECHNOLOGIES	SECURITY CAMERAS FOR THE WOODROW WILSON PLAYGROUND AREAS (TRI18267)	7,500.00	10/10/2025
65717	*** AMAZON	MAINT - WINTER JACKETS FOR NEW STAFF MEMBERS	600.00	10/10/2025
65718	MCCAULEY DITCHING SERVICE	MAINT - FOR WW - LOADS OF DIRT FOR PLAYGROUND	750.00	10/10/2025
65719	WARD'S NATURAL SCIENCE EST LLC	412 (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (R.CASTLE)	2,500.00	10/10/2025
65720	SCIENCE MUSEUM OKLAHOMA, INC	412 (MS/505)-STUDENT ADMISSION - CLASS EXTENSION TO SUPPORT PLTW/CTE	700.00	10/10/2025
65721	*** AMAZON	AMAZON ORDER FOR ITEMS FOR CENTRAL OFFICE, TECHNOLOGY, AND POSSIBLY ALL ELEMENTARY SITES.	1,232.96	10/13/2025
65722	ROBONATION, INC.	412 (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW/CTE (R.LAWLER)	2,500.00	10/13/2025

**(11) GEN FUND-FOR OPERAT Current Encumbered:**

**294,931.26**

**DUNCAN PUBLIC SCHOOLS**

From 13 Sep 2025 to 13 Oct 2025

**CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65097	KELLY, CONNOR W	TRANS - CDL RENEWAL REIMBURSEMENT	-89.17	7/1/2025
65102	WILBURN, JENNIFER J	TRANS - CDL RENEWAL REIMBURSEMENT	-150.00	7/1/2025
65130	OKLAHOMA WATER RESOURCE BOARD	MAINT - ANNUAL GROUND WATER USE REPORT FY 25-26	-50.00	7/1/2025
65165	TRINITY TECHNOLOGIES	376 - ALARM SYSTEM UPGRADE WITH BADGE ACCESS - PLATO	-3,489.15	7/1/2025
65168	NATIONAL ASSOC. FOR THE ED. OF HOMELESS CHILDREN	786 - REGISTRATION TO NAEHYC CONF DALLAS, TX 11/1-4/2025 LOVETT	-125.00	7/1/2025
65171	AMAZON.COM	109 - 9TH ST SUPPLIES FOR FY26 SCHOOL YEAR	-221.26	7/1/2025
65253	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	C/O- TONER FOR ADMIN OFFICES	-482.30	7/7/2025
65256	SCHOLASTIC MAGAZINES	WW - 511 - NEWS SUPPLEMENTAL SCIENCE AND SOCIAL STUDIES MATERIALS FOR 4TH GRADE STUDENTS '26	-600.00	7/7/2025
65274	BRENNEIS, KASEY D	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	-45.00	7/8/2025
65275	PIZANA, ANGELA M	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	-45.00	7/8/2025
65276	MCCANN, LORI D	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	-45.00	7/8/2025
65277	MULLINS, JULIE A	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	-45.00	7/8/2025
65278	MILLER, LATISHA K	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	-45.00	7/8/2025
65280	LEE, CHARLOTTE A	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	-45.00	7/8/2025
65306	AMAZON.COM	C/O- HEAVY DUTY STAPLES	-74.97	7/10/2025
65342	* * * EMBASSY SUITES BY HILTON OKC NORTHWEST	MT-511 HOTEL FOR TLE TRAINING IN OKC ON - SEP 8-10 FOR K. MCGUIRE & J. CLAYTON	-110.37	7/22/2025
65344	* * * WAL MART - VISA CARD CHARGES	TV FOR ROOM # 145 AT DHS	-302.00	7/22/2025
65345	* * * WAL MART - VISA CARD CHARGES	TVS FOR CONCURRENT ENROLLMENT AND WR	-1,260.00	7/22/2025

65367	*** HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - REPAIR NO CHILD LEFT BEHIND ALARM ON BUS 20	-484.94	7/24/2025
65400	PERMA-BOUND BOOKS	HM- BOOKS FOR THE LIBRARY	-116.96	7/30/2025
65404	PLANBOOK EDU LLC	PL-103- YEARLY SUBSCRIPTION FOR TEACHER PLANBOOK FOR FY 26	-234.00	7/31/2025
65418	PERMA-BOUND BOOKS	WW - 511 - SET OF REDBUD READ ALOUD BOOKS FOR K-2 TO AREAD AND VOTE ON FOR FY'26	-30.00	8/4/2025
65432	SCHOOL MATE	WW - 511 - PLANNERS, PG MARKER RULERS AND RUSH PRODUCTION FOR 3-5 GRADES, SY 2026	0.20	8/5/2025
65434	AMAZON.COM	109 - MATERIALS AND SUPPLIES FOR 9TH ST ENROLLMENT CENTER	-500.00	8/5/2025
65445	*** AMAZON	MS-OFFICE/CLASSROOM SUPPLIES NON-WAREHOUSE	-65.42	8/7/2025
65462	OKLAHOMA ASBO	C/O- REGISTRATION FOR OKASBO ACADEMY PROGRAM IN EDMOND 10/29-30/2025 & 02/18-19/2026 FOR L. MCCANN & A. PIZANA	-500.00	8/12/2025
65473	ALBERT, ALLYSON	HM-REIMBURSEMENT FOR TRAVEL BETWEEN SCHOOLS	-470.04	8/18/2025
65476	OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION	541 - REGISTRATION TO ANNUAL RDG CONF OKC, OK 9/12/2025 - T1 AND INST COACH STAFF	-450.00	8/20/2025
65482	*** AMAZON	SBFS-OFFICE & DESK MATERIALS FOR DISTRICT SBFS (BUS CARD HOLDERS, FLYER DISPLAY, ETC)	1.21	8/20/2025
65497	*** NATIONAL CENTER FOR YOUTH ISSUES	541-PL- REGISTRATION FOR OSCA CONFERENCE IN NORMAN, OK ON SEPT 29-30 FOR BROOK EVANS	-55.00	8/21/2025
65502	ROBERT BROOKE AND ASSOCIATES	MAINT - ATH/SOFTBALL FIELD BTHRM - DOOR KNOBS/LOCKS	-82.36	8/25/2025
65505	*** NATIONAL CENTER FOR YOUTH ISSUES	HS-REGISTRATION FOR DELANEY O'DELL FOR OSCA CONFERENCE ON SEPT 29-30 IN NORMAN	-45.00	8/25/2025
65506	*** AMAZON	AMAZON ORDER FOR DISTRICT SUPPLIES AND PROJECTS	-1,065.40	8/25/2025
65522	CLAYTON, JESSICA N	TRAVEL/PER DIEM/PARKING/TOLLS FOR TLE TRAINING OKC, 9.8.25-9.10.25 - J. CLAYTON	-6.23	8/26/2025
65526	*** AMAZON	2 SETS OF KNIFE BLADE & GEARS-EDLUND CAN OPENER-#1 2 SETS OF KNIFE BLADE & GEARS-EDLUNC CAN OPENER-#2	-6.00	8/27/2025

65528	*** NATIONAL CENTER FOR YOUTH ISSUES	HS-REGISTRATION FOR RACHEL TERRY TO ATTEND OSCA CONFERENCE SEP 29-30 IN NORMAN	-15.00	8/27/2025
65530	MCGUIRE, KC L	MT - 511 - MEAL PER DIEM & TRAVEL EXPENSES FOR TLE TRAINING SEPT 8-10 / 25-/26 - MCGUIRE PER DIEM FOR TLE TRAINING OKC	-75.00	8/28/2025
65541	*** WAL MART - VISA CARD CHARGES	MS-TV, STAND, AND SOUND BAR FOR MS GYM USED FOR PHYSICAL EDUCATION CLASS FOR TRAINING AND CHARACTER BUILDING	-82.05	8/28/2025
65544	*** AMAZON	SECURITY- SUPPLIES AND JACKET FOR SECURITY USE TO CARRY WITH THEM	-61.72	9/2/2025
65549	*** SMORE	MS-NEWSLETTER FOR FAMILIES	-155.37	9/2/2025
65553	*** AMAZON	412 - (HS/705) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW-CTE (B.LEDFORD)	-1,500.00	9/2/2025
65555	*** AMAZON	NOISE CANCELLING HEADPHONES FOR SPECIAL NEEDS STUDENTS - CLAYTON	-93.00	9/2/2025
65560	*** AMAZON	SUPPLIES FOR PROJECTS AT WILL ROGERS AND PHONE SUPPLIES FOR THE MAINT. DIRECTOR	-186.29	9/3/2025
65563	*** AMAZON	103-OFFICE SUPPLIES: KEYBOARD WRIST PAD, DRY ERASE MARKERS & PENS	-15.75	9/3/2025
65566	C & R PRINT SHOP-DUNCAN	109 - CUMMULATIVE FOLDERS FOR RECORDS	125.00	9/3/2025
65568	*** AMAZON	IPAD CASES FOR MT SCHOOL LIBRARY	-28.85	9/3/2025
65569	*** AMERICAN AIRLINES	AASA SUPERINTENDENT CERTIFICATION TRAINING ST LOUIS, MO OCT 7-10	-1.01	9/3/2025
65570	AIR PRODUCTS SUPPLY CORPORATION	MAINT/MS - EXHAUST FAN FOR BATHROOM	-62.00	9/4/2025
65580	*** HARBOR FREIGHT TOOLS USA, INC.	WH - FURNITURE DOLLIES, TIE DOWN STRAPS	-60.08	9/5/2025

**(11) GEN FUND-FOR OPERAT Total:**

**-13,545.28**

**DUNCAN PUBLIC SCHOOLS**

From PO: 21102 to PO: 21117

**Encumbrance For Board Approval  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
21102	*** AMAZON	HS-ATH-GLASS DISPLAY FOR TROPHIES IN FRONT LOBBY OF FIELDHOUSE	270.00	09/09/2025
21103	*** HOME DEPOT USA INC	HS-ATH-BLACK COMMERCIAL TRASH CANS FOR STADIUM	800.40	09/10/2025
21104	*** AMAZON	WW - 140 - TABLES FOR NEW SPEC ED ROOM, SCH YR. '26	450.66	09/17/2025
21105	*** AMAZON	HS-ATH-SUNBELT LAPPING COMPOUND	118.99	09/19/2025
21106	HURLEYS CREATIVE TILE LLC	MAINT - WR- REMOVE CARPET AND REPLACE WITH NEW CARPET TILE AND 4"RUBBER.	6,500.00	09/19/2025
21107	*** AMAZON	EM-OFFICE FURNITURE/FIXURES FOR SPEC ED RESOURCE ROOM TO INCLUDE LOCKING FILE CABINET, OFFICE DESK & CHAIR, CONFERENCE TABLE AND CHAIRS, ETC	700.00	09/23/2025
21108	*** AMAZON	HS-ATH-GLASS DISPLAY FOR TROPHIES IN FRONT LOBBY OF FIELD HOUSE	300.00	09/23/2025
21109	*** AMAZON	WR - CLEANING SUPPLIES FOR USE IN ELK CROSSING CLASSROOM.	150.00	09/23/2025
21110	*** AMAZON	HM-HORSESHOE TABLE FOR SPED ROOM 25	650.00	09/23/2025
21111	*** AMAZON	MS - BUILD NON-WAREHOUSE SUPPLIES (MUST BE INVENTORIED)	2,000.00	10/02/2025
21112	HOPE EQUIPMENT & CONSTRUCTION	MAINT - ATHL - STADIUM PRESSBOX - REMOVE BIRD NESTS, AND REPAIR DAMAGED EIFS SOFIT, LIFTING EQUIPMENT & FEE	6,360.00	10/02/2025
21113	MR. UPHOLSTERY	HS-ATH- REPLACEMENT OF BIG SIGN ON BACK OF PRESSBOX AT STADIUM	10,950.00	10/03/2025
21114	*** AMAZON	HS-VACUUM FOR SCIENCE BUILDING	200.00	10/07/2025
21115	GOPHER SPORT	WR- PE SUPPLIES TO USE WITH PREK STUDENTS IN CLASS	760.00	10/08/2025
21116	NATIONAL BUSINESS FURNITURE LLC	050-THREE SHELF BOOKCASE FOR BD CLERK	649.00	10/09/2025
21117	*** AMAZON	PL- 145- KAUS- JARRETT, DESK FOR CLERK OFFICE	130.00	10/10/2025

**(21) BUILDING FUND Current Encumbered:****30,989.05**

**DUNCAN PUBLIC SCHOOLS**

From 13 Sep 2025 to 13 Oct 2025

**CHANGE ORDER REPORT  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
21005	STEPHENS COUNTY TREASURER	026 - VISUAL INSPECTION FY 25-26 BA 06/10/25 ( 10.I.38.)	-20,059.21	7/1/2025
21073	* * * AMAZON	ATH-AMAZON BASICS MONITORS FOR ATHLETIC OFFICE	-80.02	8/4/2025
21074	* * * AMAZON	HM-OFFICE FURNITURE, TRASH CANS, RUGS, MOVING DOLLYS, CHAIRS, DEHUMIDIFIERS FOR BUILDING	-1,476.58	8/4/2025
21080	* * * YORK INTERNATIONAL CORPORATION	MAINT - HVAC UNIT FOR FEC BLDG	-1,213.90	8/7/2025
21091	SHERWIN-WILLIAMS PAINT	HS-ATH-PAINT FOR THE STADIUM	3.61	8/25/2025
21096	MR. UPHOLSTERY	HS-ATH-REPLACEMENT OF BIG SIGN ON BACK OF PRESSBOX AT THE FOOTBALL STADIUM	-3,500.00	8/28/2025
21099	* * * AMAZON	CO - REPLACEMENT 27" CURVED MONITORS & DUAL STAND FOR TREASURER'S OFFICE	-93.44	8/29/2025
<b>(21) BUILDING FUND Total:</b>			<b>-26,419.54</b>	

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**DUNCAN PUBLIC SCHOOLS**

From PO: 3404 to PO: 3405

**Encumbrance For Board Approval  
2021 BOND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
3404	BANCFIRST	ANNUAL PMT OF PRINC & INT ON BOND SERIES 2020, 2021, & 2021A (BA 090925 #7L)	2,270,751.00	09/10/2025
3405	OK WORK TRUCKS	005-TWO TRUCKS FOR MAINT DEPT (BA 090925 #7M)	19,170.00	09/10/2025
<b>(34) 2021 BOND Current Encumbered:</b>			<b>2,289,921.00</b>	

**DUNCAN PUBLIC SCHOOLS**

From PO: 35006 to PO: 35007

**Encumbrance For Board Approval****TRANSPORATION BOND 2021**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
35006	TRANSARCTIC OF OKLAHOMA INC.	TWO NEW A/C UNITS AND 44 USB CHARGING PORTS FOR ACTIVITY BUSES (BA 081925 #6Z)	41,720.00	08/20/2025
35007	ANGELTRAX	UPGRADE BUS SECURITY CAMERAS TO WIRELESS SYSTEM & INSTALL DASH CAM ON SPED BUS 102 (BA 090925 #7N)	28,347.91	09/10/2025
<b>(35) TRANSPORATION BOND 2021 Current</b>			<b>70,067.91</b>	

**DUNCAN PUBLIC SCHOOLS**

From PO: 36000 to PO: 36007

**Encumbrance For Board Approval  
2020 VISION BOND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
36000	HOPE EQUIPMENT & CONSTRUCTION	HS BOILER ROOM RENOVATION BA (04/08/25 ITEM# 7.B.)REFERENCE PO 2601	66,749.50	10/07/2025
36001	MIDWEST SPORTING GOODS DISTRIBUTORS INC	023- MS FOOTBALL UNIFORMS: JERSEYS & PANTS REFERENCE PO 2602	6,775.52	10/07/2025
36002	TRINITY TECHNOLOGIES	001- BADGE READER W/ DOOR ACCESS AT HM & MT REFERENCE PO 2609	6,000.00	10/07/2025
36003	HOPE EQUIPMENT & CONSTRUCTION	023- STONE AGGREGATE FOR DMS BASEBALL BATTING CAGES & BULLPENS REFERENCE PO 2611	1,900.00	10/07/2025
36004	MCCOYS BUILDING SUPPLY	023- LUMBER & MATERIALS FOR DMS BASEBALL BULLPEN REPAIR REFERENCE PO 2612	330.85	10/07/2025
36005	CDW GOVERNMENT INC	004- STUDENT HEADPHONES FOR K-5 DISTRICT TESTING REFERENCE PO 2614	18,675.00	10/07/2025
36006	HURLEYS CREATIVE TILE LLC	030- RUBBER FLOORING MATERIALS FOR MS ART ROOM REFERENCE PO 2607	7,800.00	10/07/2025
36007	SCHOOL HEALTH CORPORATION	030-MODIFIED BOWLING EQUIPMENT FOR MS & HS SPED P.E.	268.04	10/08/2025

**(36) 2020 VISION BOND Current Encumbered:****108,498.91**

**DUNCAN PUBLIC SCHOOLS**

From 13 Oct 2025 to 13 Oct 2025

**Encumbrance For Board Approval**

**CHANGE ORDER REPORT**

**GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65566	C & R PRINT SHOP-DUNCAN	109 - CUMMULATIVE FOLDERS FOR RECORDS	125.00	9/3/2025
<b>(11) GEN FUND-FOR OPERAT Current Encumbered:</b>			<b>125.00</b>	
<b>Report Total Encumbered:</b>			<b>125.00</b>	

MORE THAN 10% OVER \* \* \*

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2026 are as follows:

Tuesday, January 13, 2026

Tuesday, July 14, 2026

Tuesday, February 10, 2026

Tuesday, August 18, 2026

Tuesday, March 10, 2026

Tuesday, September 15, 2026

Tuesday, April 14, 2026

Tuesday, October 13, 2026

Tuesday, May 12, 2026

Tuesday, November 10, 2026

Tuesday, June 9, 2026

Tuesday, December 8, 2026

Thursday, June 25, 2026

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Kelly Henderson  
Clerk, Duncan Board of Education



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Central Office

Vendor Requested: N/A

Item Request Description: BOARD OF EDUCATION 2026 ELECTION  
RESOLUTION FOR BOARD SEAT #1

(estimated expenses encumbered 07/01/2025 on PO# 65152)

Dollar Amount Requested (if applicable): N/A (above)

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson  
Requestor or Principal

09/11/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

[Signature]  
Assistant Superintendent or Superintendent

09/11/2025  
Date

# BOARD OF EDUCATION ELECTION RESOLUTION

TO: Stephens County Election Board

FROM: The Duncan School District, Independent School  
District No. I-001 of Stephens, County, Oklahoma

The Board of Education of the Duncan 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 Duncan School Board Position No. 1

Approved by the Duncan Board of Education this 14th day of October, 2025.

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Clerk of the Board of Education

# Legal Notice

The Board of Education of Duncan Public School District hereby provides legal notice that the school board election filing period for candidates will open on Monday, December 1, 2025 at 8:30 a.m. and will end at 4:30 p.m. on Wednesday, December 3, 2025.

## 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.



# Duncan Public Schools

P.O. Box 1548  
Duncan, OK 73534-1548

<http://www.duncanps.org>  
580.255.0686

## Press Release

The Board of Education of Duncan Public School District hereby announces that statutorily qualified individuals interested in running as a candidate for the #1 seat on the Duncan Board of Education may file to run as a candidate for this seat at the Stephens County Election Board between the hours of 8:30 a.m. and 4:30 p.m. on each of the following days: Monday, December 1 through Wednesday, December 3, 2025.



BOARD APPROVED

OCT 14 2025

ITEM # 9.I.

# DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Central Office

Vendor Requested: N/A

Item Request Description: BOARD OF EDUCATION 2026 ELECTION  
RESOLUTION FOR BOARD SEAT #1

(estimated expenses encumbered 07/01/2025 on PO# 65152)

Dollar Amount Requested (if applicable): N/A (above)

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson  
Requestor or Principal

09/11/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

[Signature]  
Assistant Superintendent or Superintendent

09/11/2025  
Date

# BOARD OF EDUCATION ELECTION RESOLUTION

TO: Stephens County Election Board

FROM: The Duncan School District, Independent School  
District No. I-001 of Stephens, County, Oklahoma

The Board of Education of the Duncan 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.

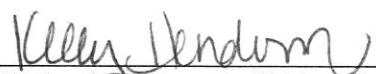
Ballot Titles:

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1. Select one candidate for Duncan School Board Position No. 1

Approved by the Duncan Board of Education this 14th day of October, 2025.

  
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President of the Board of Education

  
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Clerk of the Board of Education

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## Press Release

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**What should I include when contacting a teacher?** Include the course name, semester (A or B), and specific topic or section. This allows the teacher to respond more efficiently.

## Virtual Glossary

**Relative Grade** – The grade a student would earn if they stopped working in the course on a particular day. This grade includes zeros for incomplete work.

**Actual Grade** – ~~A grade adjusted for progress. It reflects how far behind the student is compared to the expected schedule.~~

Change to: **Actual Grade** – The grade adjusted for progress. It reflects how far behind or ahead the student is compared to the expected schedule. This grade is used by the Virtual Coordinator to evaluate the student's overall standing and performance in the course

**Overall Grade** – ~~The grade is based on completed work. This is the final grade recorded upon completion of the course.~~

Change to: **Overall Grade** – The grade based on a student's completed work only.

**Start Date** – The date the student begins coursework.

**Target Date** – The date by which the course should be completed.

**Tile** – The course icon on the Edgenuity dashboard. An "A" indicates first semester, a "B" indicates second semester. If no letter appears, the course is one semester in length.

**Dashboard** – The Edgenuity homepage, where all enrolled courses are displayed.

**Course Map** – A tool within Edgenuity showing daily assignments needed to meet the target date. Access it by clicking the house icon on the top left of the dashboard.

OK to Change,  
JE  
10-7-25



**2025-2026**

# **STUDENT HANDBOOK**

**Duncan High School**



## **DHS Mission Statement**

**At Duncan High School, we are committed to fostering an inclusive environment where every student can achieve at high levels. Our mission is to deliver a rigorous academic curriculum within a supportive, secure, and nurturing atmosphere.**

**Every student, every day.**

### **DHS Core Values**

- 1. Teamwork: We believe in the power of collaboration and working together to achieve common goals.**
- 2. Integrity: Upholding honesty and strong moral principles guides our actions and decisions.**
- 3. Kindness: We cultivate compassion and understanding in all interactions.**
- 4. Leadership: Empowering students to take initiative and inspire others is at the heart of our community.**
- 5. Perseverance: We encourage resilience and determination in the pursuit of excellence.**

## **DPS Mission Statement**

The Duncan Public School District is committed to a tradition of excellence in developing students to their full potential in an environment which fosters responsibility, productive citizenship, and lifelong learning.

### **DPS Core Beliefs**

To ensure quality teaching and learning, Duncan Public Schools (DPS) value:

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds
- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement

- Strong leadership
- Ongoing professional development

By upholding these values, Duncan Public Schools will put into place policies and procedures that meet or exceed those of other school districts and state and national standards.

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Dear Students,

It is with immense pleasure and excitement that I welcome you to Duncan High School for the 2025-2026 school year! Whether you are a returning student or joining our community for the first time, we are thrilled to have you as part of our vibrant and supportive school family.

This handbook serves as your guide to navigating our school's policies, procedures, and resources. Please take the time to familiarize yourself with its contents. Our goal is to provide a safe, respectful, and enriching environment where every student can thrive.

At Duncan High School, we are committed to fostering a culture built upon five core values:

- **Teamwork:** We believe that collaboration and mutual support are essential for success. Working together, we can achieve more than we ever could alone.
- **Integrity:** We uphold the highest standards of honesty, ethical behavior, and personal responsibility.
- **Leadership:** We encourage all students to develop their leadership skills, whether through formal roles or by leading by example. Every student has the potential to be a leader.
- **Kindness:** We treat everyone with respect, empathy, and compassion. A kind word or gesture can make a world of difference.
- **Perseverance:** We embrace challenges as opportunities for growth and are committed to overcoming obstacles through hard work and determination. Never give up on your dreams.

We are dedicated to providing a rigorous and engaging academic experience that prepares you for college, career, and life. We also believe in the importance of personal growth and encourage you to explore your passions, develop your talents, and become well-rounded individuals. Participate in clubs, sports, arts, and other extracurricular activities to enhance your high school experience.

Your success is our top priority. We offer a wide range of support services, including academic advising, counseling, tutoring, and college and career guidance. Please do not hesitate to reach out to your teachers, counselors, or any member of our staff if you need assistance.

We are confident that this will be a year of tremendous growth, learning, and achievement for all of you. We are here to support you every step of the way.

Welcome to the 2025-2026 school year! Let's all commit to **LIVE RED** and **PROTECT THE FORK!**

Sincerely,

Mrs. Elroy, Principal

## **Asbestos Hazard Emergency Response Act**

### Notification to Parents, Teachers, Employees

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 1607 W. Beech and/or each campus, upon request.

### **School Creed**

*We, the students of Duncan High School, believe in the devotion to ideas that will promote clean living and guide our spiritual, physical, intellectual and social development. We believe that a spirit of fair play should be manifest in all our transactions with one another. We believe that Duncan High School offers us the opportunity to train for worthy citizenship and life of usefulness. We therefore pledge ourselves to be loyal to Duncan High School and to the ideals for which it stands.*

**2025-2026 School Calendar**

First Day of School .....	August 14
Labor Day Holiday .....	September 1
Parent-Teacher Conferences .....	October 13-14
No School.....	October 16
Fall Break .....	October 17-20
Professional Day .....	October 21
Thanksgiving Holiday.....	November 24-28
Semester Tests .....	December 16-17
End of First Semester .....	December 18
Winter Break .....	December 19-January 2
Professional Day .....	January 5
Classes Resume .....	January 6
Martin Luther King Day .....	January 19
No School.....	February 13
President’s Day-No school.....	February 16
Parent-Teacher Conferences .....	March 10-11
No School.....	March 13
Spring Break .....	March 16-20
No School .....	April 3
No School .....	April 10
No School .....	April 17
No School .....	April 24
No School .....	May 1
No School .....	May 8
No School.....	May 15
Semester Tests.....	May 19-20
Last Day of Classes .....	May 21

Commencement .....	May 21
Teacher Work Day .....	May 22
2 <sup>nd</sup> Semester Grades Due by Noon .....	May 22
Memorial Day Observed .....	May 25

**Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

**Administration – Central Office**

Dr. Channa Byerly .....	Superintendent of Schools
Merry Stone .....	Assistant Superintendent
Kim Ellis.....	Assistant Superintendent
Kade Golleher .....	Transportation Director
Ben Garland .....	Maintenance Director
Brennon Albertson .....	Supervisor Technical Services
Charla Grimes .....	Data Systems Coordinator

**Administration - Duncan High School**

Lisha Elroy .....	Principal
Rodney Strutton.....	Assistant Principal
Tara Smith.....	Assistant Principal
Sandra Hurst .....	E.D.G.E. Director
Kevin Kelly. ....	Athletic Director

## Advisory/ReThink Time Policy

### Overview

Duncan High School is committed to fostering a supportive and enriching environment for all students. To achieve this, we have implemented a dedicated 30-minute block of time between the 2nd and 3rd hour, known as Advisory/ReThink time. This period is designed to provide students with a structured opportunity for personal growth, academic support, and reflection.

### Schedule

Monday, Wednesday, Friday: Advisory Time

Tuesday, Thursday: ReThink Time

### Advisory Time (M/W/F)

#### Purpose

Advisory Time is intended to offer students guidance and support through mentorship, career exploration, and skill development. It is a space where students can build relationships with their advisors and peers, discuss academic goals, and engage in activities that promote personal and social growth.

#### Activities

1. Mentorship Meetings: Students meet with their advisors to discuss academic progress, set goals, and receive guidance on personal and academic challenges.
2. Career Exploration: Activities include guest speakers, career planning sessions, and exploration of career tech opportunities.
3. Skill Development: Workshops focused on developing essential life skills, such as communication, time management, and leadership.

### ReThink Time (T/Th)

#### Purpose

ReThink Time serves a dual purpose. For students who need remediation, it provides closed sessions for targeted support to address specific academic challenges. For those who don't require remediation, it offers open sessions where students can choose to pursue personal interests, explore new topics, or engage in self-directed study.

#### Activities

1. Remediation: Focused sessions for students needing extra help to improve understanding and performance in specific subjects.

2. Self-Directed Study: Students have the opportunity to work independently or in groups on assignments, projects, or areas needing improvement.
3. Exploration of Interests: Time to pursue personal interests, such as reading, research, or participating in clubs and extracurricular activities.

#### Expectations

- Punctuality: Students are expected to arrive on time and be prepared to engage in the designated activities.
- Active Participation: Students should actively participate in discussions, workshops, and activities.
- Respectful Environment: All participants must foster a respectful atmosphere where everyone feels valued and heard.

#### Evaluation

The effectiveness of Advisory/ReThink Time will be evaluated through student/teacher feedback, academic performance, and participation rates. Adjustments to the program will be made based on this evaluation to continually improve its impact on student development.

By adhering to this policy, Duncan High School aims to create a dynamic and supportive environment that empowers students to reach their full potential.

#### **Alma Mater**

*Hail to thee, our Alma Mater; Hail to thee,  
Oh Duncan High School!  
True to thee, where e're we wander; Loyal evermore!  
Red and white, our royal colors, May we ever hold them high!  
Truth and courage ever guide you, Duncan Demon High!*

#### **Announcements**

Announcements will be made daily to students via public-address, smartphone applications, student email, and the DHS website. Weekly bulletins will also be available on the Duncan High School website, and students and parents may receive an emailed copy of the Weekly Bulletin by sending a request to [rose.lard@duncanps.org](mailto:rose.lard@duncanps.org).

## Attendance Policy

### 1. Absences

Parents must ensure their child attends school regularly and on time to promote daily learning and readiness for the next school year. Regular attendance is vital for developing responsible adults ready for work. Students should attend at least 90% of the school year, which equates to 148 out of 165 school days, allowing for up to 16 absences annually or 8 per semester. Refer to the absence and credit policy for more details.

#### Steps to Manage Absences-

- A. Parents/guardians must inform the attendance office of their child's absence. If not contacted, the school will reach out.
- B. Notify the office within 5 days of the absence, or it remains unexcused.
- C. After three unexcused absences, the school will contact the home.
- D. In line with Oklahoma School Law (Section 232), if a student is truant for 4 or more days in four weeks, or absent without excuse for 10 or more days in a semester, the school reports this to the City of Duncan, possibly leading to fines and involvement of the Stephens County district attorney.

#### Documented Absences-

Documentation is required for the following absences:

- Doctor visits
- Counseling appointments
- College visits (juniors and seniors only)
- Military visits

Submit documentation to the attendance clerk within 5 days of the absence for review. The attendance committee's decision on whether the absence is excused is final.

### Absences and the Ability to Receive Credit

To maintain academic integrity and fairness, students must adhere to the attendance policy to receive semester credit. A student will not earn credit for a course if they are absent more than eight (8) days per semester, with certain exceptions. These exceptions include absences due to school activities, two college visit days for juniors, four college visit days for seniors, and other waived absences. Please be aware that missing more than 10 minutes of any class will be recorded as an absence for that class.

The building principal has the discretion to approve make-up time or grant additional waivers for absences exceeding the 8-day limit. It should be noted that the school administration does not encourage or endorse students missing school for trips or family vacations. Parents, guardians, or legal custodians should consider the student's current absence record before planning such trips. It is advised to consult the school calendar prior to making vacation arrangements. Requests for excused absences due to trips or family vacations should be submitted to the campus

administration at least two (2) weeks in advance. Students with a high number of absences or poor grades due to absences will not be excused for trips or family vacations.

Students at risk of losing credit due to excessive absences may appeal to the DHS Attendance Committee. They must present valid reasons for all absences, supported by documentation such as doctor's notes or court documents. The committee's decision regarding the award or denial of credit is final.

#### Exemption from Semester Tests

Students who meet the following criteria will be exempt from taking semester tests:

- 3 excused absences or fewer and an A grade
- 2 excused absences or fewer and a B grade
- 1 excused absence or fewer and a C grade

Important: Any student with 25 or more tardies in a semester will not be exempt from semester tests, regardless of their grades or number of excused absences.

### 3. Absence and Removal from Attendance Roll

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

### 4. Truancy

Truancy is not being in class when assigned. Disciplinary action will be taken.

#### **Examples of Truancy:**

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first securing campus permission and checking out at the attendance office.
3. Being ill and staying in the restroom instead of checking in with the nurse.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Late arrival or non-attendance due to car trouble, missing the bus, oversleeping, etc.
7. Being in an unauthorized area.

### 5. Procedure for Leaving Campus During the School Day

A student **must** receive a permit from the attendance office to leave the school grounds **at any time** during the school day. Failure to follow proper checkout procedure will result in truancy and its related discipline.

### 6. Make-up Work

The last day that assignments can be turned in for credit for the semester is December 9, 2025 for the fall semester and May 12, 2026 for the spring semester. It is crucial for students to manage their time effectively to ensure all assignments are submitted by these deadlines.

Students who have absences that meet the attendance requirements are eligible to complete make-up work for full credit. The time allotted for completing missed assignments will correspond to the number of days the student was absent. This policy ensures that students have a fair opportunity to recover any missed academic work without penalty.

Upon returning to school after an absence, it is the student's responsibility to request and complete any work missed. This proactive approach helps students stay on track with their coursework and maintain their academic standing. Students are encouraged to communicate with their teachers to clarify any questions regarding missed assignments or deadlines.

### **Attendance Policy (State)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.

It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

This rule shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or if no such physician is available, a duly licensed and practicing physician;
2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. Any such child who has attained his or her sixteenth (16) birthday is excused from attending school by written, joint agreement between:
  - a. the school administrator of the school district where the child attends school, and
  - b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or
4. If any such child is excused pursuant to subsection C of this section.
  - c. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
  - d. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five

Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

### **State Attendance / Truancy Policy**

**Definition – Truancy** is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official. Any student who stays out of or leaves school or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent without a valid excuse for four (4) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the building principal must notify the parent and immediately report such absences to the District Attorney’s Office. Enforcement – It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of any truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a “0” as a daily participation grade for each class or part of class missed.

### **Chronic Absenteeism**

**A student is considered chronically absent after missing 10 percent or more of school days. This includes both excused and unexcused absences. Missing 10 percent of school days would be approximately 18 days in a normal 180-day school calendar - just two days per month.**

### **ABSENCE AND REMOVAL FROM ATTENDANCE ROLL**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district’s attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence which is incurred by a student participating in a military funeral honors ceremony.

### **Attendance Eligibility**

The maximum number of absences for activities which remove a student from the classroom, shall not exceed ten

(10) absences for any one class period per year as set down by the Oklahoma State Department of Education.

The absence of a student to participate in an event sponsored by an outside agency/organization shall count against the ten (10) absences per class per year only when the school has direct authority to determine if the student will be allowed to participate. Otherwise, the absence shall be treated as any other absence.

The ten (10) absences could be a combination of all co-curricular and extra-curricular activities. Excluded from this number are state or national school sponsored contests for which the student has previously earned the right to compete or attend. School sponsored regional contests shall also be excluded from this number due to the fact that regional contests are a prerequisite for state contests. Boys and girls golf will be excluded from this number due to the extreme circumstances that create undue hardships based on the fact that golf is played on a public course and cannot be moved to after school or on weekends.

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The Internal Activities Review Committee shall be responsible for reviewing and recommending any deviation of

the activities attendance policy in regard to the “ten day rule” for Duncan High School students. Any deviation from the ten (10) day/class period absence rule shall not exceed five (5) days/class periods. Any absence exceeding the ten (10) day/class period rule, and not approved as a deviation (not to exceed five (5) days/class periods) by the Internal Activities Review Committee and/or the local board of education, will result in the student being counted as not in attendance for that day.



# Duncan High School Bell Schedule

**\*\*First bell rings at 7:45**

Time	Class
7:50-8:38	Period 1
8:42-9:30	Period 2
9:34-10:04	Advisory/Rethink
10:08-10:56	Period 4
10:56-11:36	Lunch
11:40-12:28	Period 5
12:32-1:20	Period 6
1:24-2:12	Period 7
2:16-3:04	Period 8

## Board of Education

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## Bullying

### HARASSMENT/INTIMIDATION/BULLYING:

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by 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. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.

As used in these regulations, the following terms shall be defined as follows:

1. "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and
5. "Threatening Behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Each building principal is responsible for putting in place a policy of prevention of and education about harassment, intimidation and bullying. All alleged acts of harassment, intimidation, bullying or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations. If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior toward another student or school personnel, the offending student shall

be subject to the following:

- a. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- b. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;
- c. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the reentry of the student into the student population;
- d. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- e. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

If a student who has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior, receives mental health care from a mental health care provider, the school may request the disclosure of any information concerning such student that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Any such request should be made by the Superintendent or Assistant Superintendent of the Duncan Public Schools and should be directed to the mental health care provider.

The Board of Education shall publish the hereinbefore set forth prohibited activities for which a student may be disciplined. A copy of such activities and these policies shall be furnished to each pupil and shall be posted on a bulletin board located in each school.

### **Bus Information**

For information about bus schedules or routes, call the Transportation Office. The telephone number is (580) **252-3496. Riding a bus is a privilege.** Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwasher area.

3. Leaving the table and floor around you in a clean condition for others.

Milk may be purchased in the cafeteria.

The Duncan Public School Child Nutrition Department requests a prepayment plan on all meal accounts. The cafeteria cashier will send out low balance letters when meal accounts have a \$5.20 credit balance. This will allow time for parents to increase the meal account to avoid a negative account balance.

If an account becomes a negative balance; the cafeteria cashier will contact the parent/guardian by phone and send a letter by mail stating that all cafeteria meals served will need to be paid in full each day. If no payments or parent request for payment arrangements are received, then the student will begin receiving an alternate meal. Charging on meal accounts is not permissible without the receipt of a written request from the parent requesting payment arrangements or expressing an interest in applying for free and reduced meals. At the time of the written request, a five (5) day extension of meal charges will be granted. If the parent/guardian has not remitted payment within the five day extension, the cafeteria cashier will notify the parent/guardian by phone and mail stating that on the sixth day the student will receive an alternate meal until the meal account is in good standing.

The alternate meal consists of the following food items:

Breakfast: Toast and Milk

Lunch: Peanut Butter Sandwich and Milk

If the student has an allergy to peanut butter, a cheese sandwich or an appropriate substitution and milk will be provided by Child Nutrition.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are encouraged to fill out a Free and Reduced Meals application (one per family). The guidelines to qualify change every year. The information on this application is strictly confidential.

Ala carte items are offered daily. Items are offered that range from fifty cents to \$1.50. This area is strictly CASH ONLY. No charges are allowed, however, checks will be accepted for the amount of purchase.

### **Change of Address**

Students who change their residence or telephone number after enrollment should report the change promptly to the office.

### **Clubs and Organizations**

In compliance with HB1826, the following clubs/organizations are offered at Duncan High School:

Academics Team

Mission: The purpose of this organization is to provide a competitive intellectual outlet for highly academic high school students, enabling cerebral growth and stimulation outside the traditional academic arena.

Art Club

Mission: The purpose of this organization is to provide students an opportunity to participate in art-related activities that give students an exposure to art and community service.

#### DECA

Mission: The purpose of this organization is to enhance the co-curricular education of students with interests in marketing, management and entrepreneurship.

#### FFA

Mission: The purpose of this organization is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

#### Key Club

Mission: The purpose of this organization is to provide its members with opportunities to provide service, build character and develop leadership.

#### National Forensic/Drama Club

Mission: The purpose of this organization is to encourage and motivate high school students to participate in and become proficient in the forensic arts: debate, public speaking, and interpretation.

#### National Honor Society

Mission: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Duncan High School.

#### Student Council

Mission: The purpose of this organization shall be to develop, encourage, and promote policies, practices and activities to enhance the quality of school programs and student life and the levels of student achievement at Duncan High School.

#### Students Against Destructive Decisions

Mission: The purpose of this organization is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions.

Parents or guardians shall be responsible for preventing their student from participating in a club or organization in which permission is withheld. Parents or guardians shall also be responsible for retrieving their student from attendance at a club or organization in which permission is withheld. It is further the responsibility of the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

### **College Admission - High School Requirements**

See "Graduation Requirements."

#### **College Day**

Duncan High School Seniors will be allowed four (4) days during the year to visit college campuses. Juniors will be allowed two (2) college days. These days will not count as an absence so long as the student brings confirmation from the college visited. This must be on college letterhead or the likeness.

#### **Credit Recovery**

Students in need of any credit recovery courses will be enrolled in the Thrive program. These courses will have to be completed at home, above and beyond the regular school day. Students will work online, through Thrive, with

their instructors. For more information, students will need to visit with their counselor.

## Concurrent Enrollment

### Concurrent Director- Jennifer Kinnaird

Duncan High School Sophomores, Juniors and Seniors who meet the requirements set forth in the Rules of the Oklahoma State Board of Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to **18 credit hours and to all juniors for up to 9 credit hours**. Students are responsible for all other costs which may include fees, books, parking permit, student ID, and any other associated costs. Any student interested in Concurrent Enrollment should contact their high school counselor. In order to enroll concurrently in college coursework, students must meet the following requirements:

**ACT composite score of 20 or higher (S.A.T. 1020/940) OR 3.0 GPA AND rank in the top 50% of their graduating class.**

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, for the purposes of calculating workload, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

Concurrently enrolled students will receive 1 Carnegie unit for each 3 semester hour college course passed.

## **Sophomore Concurrent Enrollment Program (A Partnership with Cameron University)**

This contract outlines the requirements and responsibilities for students seeking to participate in the Concurrent Enrollment Program at Cameron University. By signing this contract, the student and their parent/guardian agree to adhere to the following criteria and conditions:

### **Eligibility Criteria**

1. \_\_\_Application and Admission: Students must apply and be admitted to Cameron University.
2. \_\_\_Academic Performance: Students must have taken the Pre-ACT and achieved a GPA of 3.8 or higher.
3. \_\_\_Teacher Recommendations: Students must provide three teacher recommendations, with at least one recommendation coming from an English teacher.
4. \_\_\_Attendance Requirements: Students must meet school attendance requirements for eligibility during their freshman year or the previous semester.
5. \_\_\_Time Commitment: Students must be able to afford a two-hour block of time in their schedule.
6. \_\_\_Orientation Attendance: Students and a parent must attend the Cameron orientation night.

### **Corridor and Hall Passes**

Corridor passes are issued by the office when a pupil leaves the room for any reason. The pass must be signed by the office staff issuing it with the time of departure and destination. A pass is to be used for one destination only. **Other teachers' classes are not to be interrupted. If a student wishes to see a teacher during his/her conference period, arrangements for this must be made in advance.**

Hall passes will be issued by teachers. Each teacher will be provided with color coded hall passes for different destinations on campus. A student **MUST** have a hall pass if they are in the hallway during class time. Failure to have a pass will result in the student being counted truant.

### **Counseling and Guidance**

The chief responsibility of counselors is to assist individuals with personal, educational and vocational counseling. Everyone needs a person with whom he or she can discuss, frankly and confidentially, the things which may be bothering him or her. Counselors are the people at Duncan High School who can help students. Counselors will ensure that students are scheduled into proper classes, help students think through plans for the future, and tell students about the various occupational fields. Students may contact a counselor by obtaining a pass from a classroom teacher, during the lunch period, or before/after school

DHS Counselors:

Rachel Terry- 12th Grade and 9th Grade A-I

Sherry McGhghy- 11th Grade and 9th Grade J-Q

Delaney O'Dell- 10th Grade and 9th Grade R-Z

Makayla Nold,

Students will be divided equally between the counselors. Counselors will have a roster of their students and will make personal contact within the first two weeks of school.

### **Credits Accepted for Graduation**

Duncan High School will recognize and accept credits toward graduation from any state-accredited high school. DHS will also accept any credit approved by the Oklahoma State Department of Education including career-tech courses taken for Math or Technology credit.

### **Detention**

Detention period is a time when the student is assigned to stay before/after school, or during lunch, for any infraction of acceptable student behavior. **Students should fully understand that any teacher or staff member in the building has the authority to correct student misconduct at any time.** The detention period will be set by the teacher or by administration. Each student placed in the detention period will report to the place designated by the teacher or administration. The student is required to bring school work or reading materials to detention.

### **Discipline and Control of Students - Board of Education Policy**

Duncan High School shall adhere to the Discipline Policies established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

### **Dress and Appearance Regulations**

Duncan Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Duncan Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

#### **Clothing**

1. Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
2. Tops must have shoulder straps.
3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.
4. Midriff should not be exposed.
5. Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.

#### **Accessories**

1. Headgear including hats and hoodies are allowed as long as eyes and ears are not obstructed from the headgear. DHS staff reserves the right to ask students to remove the headgear if it is a distraction from learning.

2. Sunglasses may not be worn to cover the student's eyes while inside the school.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Clothing that is considered pajamas or bedtime wear is prohibited.
5. Face paint is prohibited.

### **Shoes**

1. All students are required to wear shoes.
2. Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

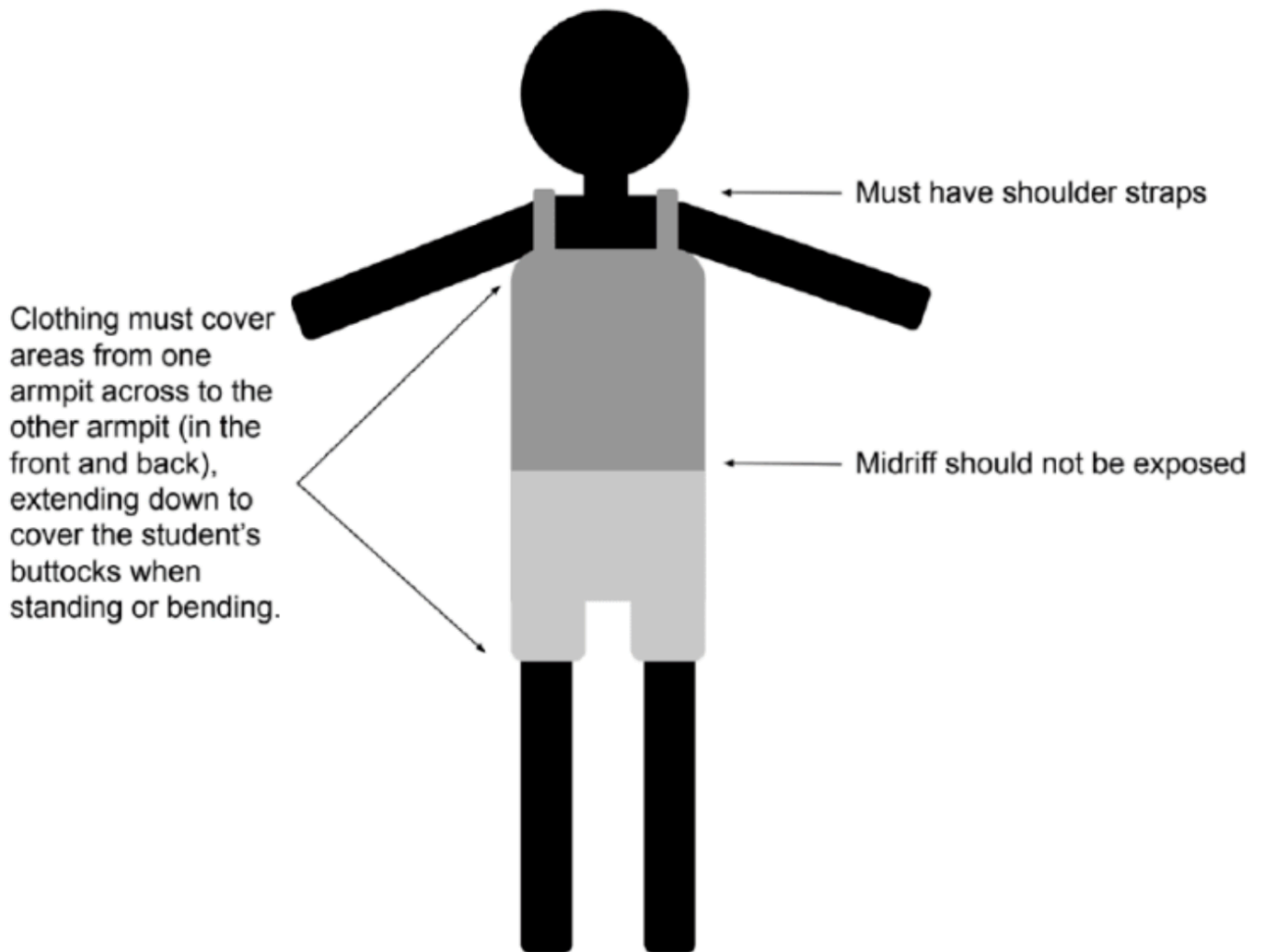
### **Gang Related**

1. Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

**Additional guidelines:** Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, electronic cigarettes/vapes, or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.

## Dress Code Example



Students found in violation of DHS dress code will move through the following steps accordingly:

- An office referral will be completed by the reporting staff member, and the student will be called to the office by administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI due to the fact their clothing is not school-appropriate for the general classroom.
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school.
- Students will be called from ISI to change into appropriate clothing and be released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day. The student **will not** be allowed to leave school, drive home, change clothing, and then return to school.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

### **Drills**

Practice drills will be held according to State Law throughout the school year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student. (See Duncan Public Schools' Policy and Procedure Manual for drill information.)

### **Drug Testing Program – Board of Education Policy (Student)**

Duncan High School shall adhere to the Student Drug Testing Program policy 6012-2 established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

### **Education Plan During Out-of-School Suspension**

Pursuant to 70 O.S. 24-202.3 (D), Duncan Public Schools provides the following out-of-school education plan for students suspended for six (6) days or longer. The education plan is designed for the eventual reintegration of the student. The education plan provides only for the core units\* in which the students are enrolled. A copy of the education plan is provided to the student and the student's parent or guardian. It is the responsibility of the parent or guardian to provide the following until the student is readmitted to school:

1. A supervised, structured educational environment during the out-of-school suspension in which the student can meet the requirements of the education plan.
2. Monitor the student's educational progress while the student is on the education plan during the out-of-school suspension.

\*Core units in which the student is enrolled in include: English, mathematics, science, social studies and fine arts. Academic credit for work satisfactorily completed:

The student will receive 100% credit for work satisfactorily completed during the education plan.

“Satisfactorily completed” means academic work completed and turned in to the school district on the required date and time.

All academic work completed as part of the education plan, but not turned in to the school district on the required date will receive an academic score of zero (0).

Procedure for receiving and turning in student assignments pertaining to the education plan during the out-of school suspension:

1. A parent or guardian (or person other than the suspended student, mutually agreed upon by the parent or guardian and the administration) may pick up the student's assignment from 7:05 a.m. to 3:25 p.m. on Tuesday and Thursday. All assignments must be turned in to the school office no later than 8:00 a.m. on the day the student returns to campus from suspension.

### **PERSONAL ELECTRONIC DEVICES**

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
  - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
  - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. Middle School and Elementary can not have a phone out when they arrive at school until they leave.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student or parent. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

**REFERENCE: 70 O.S. §1-126  
70 O.S. §24-101.1, et seq.  
70 O.S. §24-102**

### **Eligibility During a Semester**

A. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday, the day eligibility is checked.

B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next

one-week period. The ineligibility periods will begin on Monday and end on Sunday. **If a student misses more than the maximum number of 8 days in any single class during the semester, the student shall be ineligible for the remainder of the semester regardless of their grades. School activity absences will not count towards the 8 day limit. Absences that will require documentation include (but are not limited to) the following. Documentation must be turned into the attendance clerk.**

**Doctor visits**

**Counseling appointments**

**College Visits (seniors only)**

**Military visits**

**Documentation will be reviewed by the attendance committee and a determination will be made as to whether or not the absence will be excused. The decision of the committee shall be final.**

C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one week period (Monday through Sunday).

D. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### **Enrollment Guidelines**

All students who enroll in courses at Duncan High School must adhere to the following guidelines:

1. The Office Procedures class is limited to juniors and seniors. All students must enroll in seven (7) units. Students who are enrolled in concurrent classes must be enrolled in the equivalent of seven (7) units, combining their high school classes and concurrent classes.
2. Students who are in their first year of high school will be classified as freshmen. Second-year high school students will be classified as sophomores. Third-year high school students will be classified as juniors. Fourth-year high school students will be classified as seniors. Seniors will not receive a diploma from Duncan High School unless all graduation requirements have been met.

### **Extra-curricular Activities**

Every student is encouraged to attend and/or participate in all extra-curricular contests and activities.

### **Grade Point Average**

A student's cumulative Grade Point Average is determined by dividing the total number of quality points earned by the total number of courses taken. A student's current Grade Point Average is determined by dividing the number of quality points earned during the current grading period by the number of courses taken during the same grading period. Duncan High School's grading system is based on a 4.0 grading scale as follows:

A = 4 quality points

B = 3 quality points  
C = 2 quality points  
D = 1 quality point  
F = 0 quality points

Students who take an accelerated class and earn a grade of “C” or higher shall receive an adjustment in their weighted grade point average. Duncan High School's weighted grading system will be based on a 5.0 grading scale as follows:

A = 5 quality points  
B = 4 quality points  
C = 3 quality points

The weighted formula above will be used for weighted class ranking. The weighted quality points will be earned by taking courses weighted by Duncan High School.

### Grading System

Final grades are awarded at the end of each semester. Each semester grade will be determined by the grades a student earns during the semester with the semester test counting as no more than 10% of the overall grade. Progress reports and/or report cards will be available on the Parent Portal and may be requested from a counselor or registrar at any time by a parent/guardian.

#### **Duncan High School grading scale:**

90 -100 A Excellent  
80 - 89 B Above Average  
70 - 79 C Average  
60 - 69 D Below Average  
Below 60  
F Failing  
NC No Credit  
Pass P Excluded from GPA

Students who do not complete a course because of illness or other excused absence will receive the grade their average represents at the time grades are due to be turned in to the office. When the student completes the make-up work within the time allowed, the teacher will change the student’s grade. No grade of “I” or “Incomplete” will be used.

Class rank and GPA will be based on a 4.0 Grading Scale. Weighted rank and GPA will be provided upon request.

**\*\*Students who meet the following criteria will be exempt from taking semester tests:**

3 **EXCUSED** absences or less and an A

2 **EXCUSED** absences or less and a B

1 **EXCUSED** absence or less and a C

**\*\*ANY STUDENT WHO HAS 25+ TARDIES IN A SEMESTER WILL NOT BE EXEMPT FROM SEMESTER TESTS.**

## Duncan High School Graduation Requirements

# Multi-year State Graduation Requirements

GRADUATION OVERVIEW	COLLEGE PREPARATORY/WORK READY CURRICULUM	CORE CURRICULUM	STANDARD CURRICULUM REQUIREMENTS FOR ALL
GRAD YEAR CURRICULUM REQUIREMENTS	CLASS OF 2025-2029*	CLASS OF 2025-2029*	CLASS OF 2030*
Language Arts	4	4	4
Mathematics	3	3	4**
Laboratory Science	3	3	3
History & Citizenship Skills	3	3	3
World Languages	2 of the same	1 WL <b>OR</b> CT	Potential pathway units
Computer Technology	2 or 2 of same WL	1 WL <b>OR</b> CT	Potential pathway units
Additional Unit	1	n/a	n/a
Fine Arts/Speech	1	1	Potential pathway units
Pathway Units	n/a	n/a	6
Electives	6	8	3
<b>Total Number of Units Required</b>	<b>23</b>	<b>23</b>	<b>23</b>

\*Schools can opt into the Class of 2030 requirements as per HB 2672.

\*\*Math consists of Algebra 1, Geometry or Algebra 2 and 2 additional math determined at local level

Additional Requirements:	ICAP
	FAFSA
	PFL
	CPR
	CCR Assessments (ACT/SAT, Science, US History)
	US Naturalization Test

Last Modified on Mar 19, 2025

## **\*\*Duncan High School Requires 25 credits to graduate.**

\*Beginning with the Class of 2023, students will be required to complete an ICAP (Individualized Career Academic Plan) and a Capstone experience (determined by each student's ICAP) to meet graduation requirements. ICAPs will be completed with the student's counselor.

Students who are only one credit short of meeting graduation requirements by the end of their senior year may be allowed to participate in commencement exercises with approval. No student will receive a diploma or be considered a graduate of Duncan High School until all the requirements for graduation have been met.

At the discretion of the superintendent or the superintendent's designee, up to two (2.0) non-statutory elective credits may be waived for students who have experienced special or unusual circumstances as a high school student. The determination to waive credits will be made on a case-by-case basis. Factors that must be considered include, but are not limited to, whether the student's circumstances are atypical for a high school student or whether the circumstances are beyond the student's control. A student, or a parent/guardian or counselor on behalf of a student, may submit a written request using the district's form for Elective Credit Waiver to the superintendent or superintendent's designee, who may waive up to two (2.0) non-statutory elective credit requirements when it is in the best interest of the student.

Under no circumstances can a student have fewer than 23 credits, the State of Oklahoma's minimum requirement for graduation.

### **Duncan High School Early Graduation Board Policy #5023**

Any Duncan High School student who wishes to complete graduation requirements in the first semester of his/her senior year must meet the following criteria:

#### **Application Process - The following elements are required as part of the application for early graduation.**

1. Applicants for early graduation must submit an application through their counselor no later than the first day of school of their senior year.
2. Applicants must have completed a minimum of 20 credits before the start of their senior year and must be on track to attain the 25 required credits for graduation before the end of the first semester.
3. In addition to credits, graduation requirements include:
  - a. All required assessments ( ACT, US History and Science)
  - b. Personal Financial Literacy
  - c. ICAP requirements (Beginning with the 2020-2021 school year)
  - d. Required OKSDE CPR training
4. Students must have been present at school for a minimum of 90% of class time during the first semester to graduate early.
5. Students must provide the following in their application:
  - a. Reason for Early Graduation
  - b. Post-Secondary Career Plans and Goals

Once the student has submitted the completed application the Graduation Committee consisting of DHS principal staff, counseling staff, and at least one teacher will review the request. The board will take into consideration all information in the application as well as the following:

1. Student Attendance over the course of the high school career
2. Student behavior both in class and in their extracurricular activities
3. Student discipline records
4. Any special circumstances requiring early graduation that the student makes the committee aware of that was not part of the original application due to unforeseen circumstances

The committee will make a recommendation to either allow or not allow early graduation based on the information presented. Appeals to the committee decision must be directed to the office of the Superintendent.

### **Graduation**

Students graduating early will have the option to participate in the May graduation ceremony. Early graduation is considered a privilege. Students requesting this privilege must be moving forward with their post-high school lives. Therefore students who graduate early will not be permitted to participate in any school based extracurricular activities. Students also forfeit the privilege of attending the Junior/Senior prom and may not be a candidate for the Crossman Award. Students are advised to carefully consider this in determining the decision to graduate early.

**It is the responsibility of the student to remain in contact with their counselor for information concerning graduation activities and the May ceremony.**

### **Highly Qualified Teachers**

No Child Left Behind Act of 2001

Parents Right to Know

According to Section 1111 (6) (A) – Qualifications, the parents of any student attending Duncan Public Schools may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. According to

the Act the information listed above must only be provided to parents who request the information.

### **Honor Roll**

In order to qualify for the Honor Roll, a student must have a grade point average of 3.25 for the Semester, and at the close of each Semester, names of students making the honor roll will be submitted to The Duncan Banner for publication.

## **Honor Societies**

Duncan High School participates in the National Honor Society and the Oklahoma Honor Society.

## **In-School Intervention (ISI)**

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades nine (9) through twelve (12) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s), and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed. Counselors from the school and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 7:45 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:05 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is re-admitted to the general classroom.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

## **Internet Usage**

All students will be required to read and sign an Internet Usage Agreement prior to accessing the Internet while on campus. Once students have returned their signed agreement, they will be allowed to access internet services while using campus electronics, such as computers. DHS internet services are not available for use on personal student devices. A violation of the Internet Usage Agreement will be disciplined according to the DHS Discipline Matrix and will result in the student banned from internet and electronic device/computer use for a specified length of time. All class work, tests, and projects will be submitted by the student through hand-written and hand-designed modes.

## **Junior-Senior Prom**

1. Prom will be open to all Duncan High School juniors and seniors (including Virtual students and those attending the E.D.G.E. Academy) who are currently attending classes and are not under administrative suspension or currently assigned to ISI.
2. Students ineligible due to grades will not be allowed to attend the Junior-Senior Prom. Grades will be

checked five (5) days prior to Prom. To be eligible to attend prom, a student must be passing all classes on that day.

3. Students who are eligible to attend Prom may invite a guest according to the following guidelines:
  - a. A Prom Guest Application must be completed and turned in to the Principal by the deadline set by the administration.
  - b. The guest must provide references that can and will be checked prior to Prom.
  - c. The guest must be approved by Duncan High School administration.
  - d. The guest must have purchased a Guest Ticket.
  - e. A Prom Guest must be at least a junior in high school and must be under 20 years of age.
  - f. A DHS student who brings a guest will be responsible for the guest's behavior. If a guest is removed from Prom, the DHS student who brought the guest will also be removed from Prom. No refunds will be given.
4. All eligible students may be required and guests will be required to show photo identification upon arrival at Prom.
5. Students and guests may be required to submit to a breathalyzer test before entering Prom. Students and guests found to be under the influence of drugs or alcohol will be denied entry to Prom. Students and guests denied entry will be held by school administration and/or a resource officer until they can be retrieved by a parent or guardian.
6. Students and guests will not be allowed to re-enter Prom after leaving unless permission has been granted in writing by a principal and they are escorted by a proper Prom sponsor (teacher, administrator, or security guard) to and from their destination.
7. Students' and guests' conduct will be regulated in accordance with the Duncan Public School's Policies and Procedures Handbook.
8. Students and guests may not remove decorations from Prom. Souvenirs and Invitations will be distributed by the Junior Class Sponsor following Prom. Photo I.D. must be presented to receive these items.
9. Students and guests must abide by the rules and regulations of the facility rented. Students will be held responsible for their actions and the actions of their guests. Unacceptable behavior at Prom will be handled according to the Duncan High School Discipline Matrix.

### **Leaving School During the Day**

Only in the case of an emergency shall students leave the campus during school hours (with the exception of lunch) and then only through clearance with the office which will require the permission of a parent / guardian. A student who goes home ill at noon without clearance from the office must have clearance from his/her parent before he/she can be readmitted to school. **No teacher has the authority to excuse a student to leave the campus. Leaving school without receiving the "permit to leave building" pass from the office is truancy.**

### **Library Regulations**

The library is open from 7:30 a.m. to 3:15 p.m. It is maintained as a place to find information to supplement courses taught at school and leisure reading. Students must obey all library rules in order to maintain their library privileges.

#### **Checking out materials**

1. Most books are checked out for two weeks and may be renewed once for two additional weeks. Students may check out a maximum of two books at a time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.

2. Overnight materials shall be returned before first period on the following day. Reserve books, reference books, magazines and pamphlets are loaned for overnight use.
3. Lost and badly damaged books are the financial responsibility of the person who borrowed them.
4. A fine of five cents per school day is charged on overdue books. A fine of five cents per school hour is charged on overnight materials not returned before first period on the date due.
5. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

Students and their parents/guardians are hereby informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library media center materials, or to fail to return any library media center materials which have been lent to said person by the library media center facility. Said person will have seven days after demand has been made to return the library media center materials or disciplinary/legal actions will proceed.

### **Lost and Found**

A lost and found department is maintained in the main office. Students who find articles or who have lost articles should report this to the office.

### **Medication**

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

### **Oklahoma's Promise**

- an Oklahoma resident;
- enrolled in the eighth, ninth, 10th or 11th grade in an Oklahoma high school (homeschool students must be age 13, 14, 15 or 16); and
- a student whose parents' federal adjusted gross income does not exceed:
  - \$60,000 with 1 or 2 dependent children OR
  - \$70,000 with 3 or 4 dependent children OR
  - \$80,000 with 5 or more dependent children.

Special income provisions may apply to:

- Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.
- Social Security benefits based on the disability or death of the student's parent(s).

*Additional documentation may be required. Contact the Oklahoma's Promise office for more information.*

**Applications must be:**

- completed during the school year in the student's eighth-, ninth-, 10th- or 11th-grade year (for homeschool students, the application must be completed while the student is age 13, 14, 15 or 16) and
- witnessed by the student's parent(s), custodial parent(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements.

*\*In addition, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. This income limit will be applied each year the student is enrolled in postsecondary education.*

Required Courses for Oklahoma's Promise

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of the same language)  <b>or</b>  Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets)

	and graphics, will qualify; keyboarding or typing classes do <b>not</b> qualify) (1 foreign language and 1 computer course will <b>not</b> meet this requirement.)
1	Additional course from any of the subjects listed above or psychology, sociology or any concurrent liberal arts and science course at a State System institution
1	Fine arts (music, art, drama) OR Speech
<b>17</b>	<b>Total Units</b>

**Parking**

**This policy outlines the parking guidelines for students and staff at Duncan High School. It aims to ensure an organized and safe parking environment for everyone on campus. Please review and adhere to the following rules:**

**Student Parking**

**1. Eligible Parking Lots:**

Students are permitted to park in the following areas:

- Gym Parking Lot
- Tennis Parking Lot
- Front Main Parking Lot

**2. Parking Permits:**

All students must obtain a parking permit from the school office. The permit must be displayed prominently on the vehicle at all times while on school property.

**3. Parking Lot Conduct:**

- Students are expected to drive safely and adhere to a speed limit of 10 mph within parking areas.
- Loud music, reckless driving, and loitering in parking lots are prohibited.

**4. Violations and Consequences:**

- Students who park in unauthorized areas or violate parking rules may face disciplinary actions, including fines, loss of parking privileges, or other consequences as deemed appropriate by school administration.

**Faculty and Staff Parking**

**1. Designated Parking Areas:**

-Faculty and staff are required to park in the following designated areas:

- Back Parking Lot
- Science Parking Lot
- Gym Parking lot (this is also student parking)
- Front Main Parking Lot by the Rail

## 2. Parking Identification:

- Faculty and staff must display a valid parking identification provided by the school.

## General Parking Rules:

### 1. Unauthorized Vehicles:

- Unauthorized vehicles parked on school property will be subject to towing at the owner's expense.

### 2. Safety and Security:

- The school is not responsible for any damage or theft that occurs in parking areas. It is advised that all vehicles be locked and valuables not be left in plain sight.

### 3. Handicap Parking:

- Handicap parking spaces are reserved for vehicles with valid handicap permits. Unauthorized use of these spaces is prohibited and may result in fines and towing.

By following these guidelines, we can maintain a safe and efficient parking environment for all students and staff. Thank you for your cooperation.

## Perfect Attendance

Perfect Attendance is awarded at the end of the school year at the annual Awards Assembly. Students may only miss two (2) hours of school during a school year to qualify for this award. **Certificates will be awarded at the Awards Assembly to students with two or more years of perfect attendance.**

## Pom and Cheerleading

Pom tryouts date/time will be determined by the coach and athletic director. The number of pom squad members will be decided by the natural break in scores and may fluctuate from year to year. Cheerleading tryouts date/time will be determined by the coach and athletic director. The number of cheerleaders will be decided by the natural break in scores and may fluctuate from year to year.

## Proficiency Based Promotion Policy & Testing Schedule

As a result of HB 1017, students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:1

- A. Social Studies
- B. Languages
- C. Language Arts
- D. Mathematics
- E. The Arts
- F. Science

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. Students entering Duncan High School from a non-accredited high school or homeschool shall, upon providing written evidence of study in a particular core subject, have the opportunity to demonstrate proficiency in that specific subject. Proficiency will be demonstrated by a score of 60% or better on an assessment or demonstration. Students demonstrating proficiency in a core curriculum area will be given credit and a letter grade based on the percentile score earned on the assessment or demonstration. These students will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Proficiency assessment will measure mastery of Oklahoma Academic Standards.

The opportunity for proficiency assessment will be offered during August and April. Students should register with their counselor at least two weeks in advance for the spring test. Summer testing requests will be received in the superintendent's office. A parent or guardian will need to sign the registration form.

### Scholarships

There are numerous scholarships available upon graduation from high school. Information on scholarships and application forms may be obtained from the counselors. Students who are admitted to and attending the Oklahoma School of Science and Mathematics will no longer be eligible to apply for scholarships through Duncan High School.

### Scheduling and Schedule Changes

Students complete Course Request Forms during the Pre-Enrollment period. Requests for courses must be approved by the school counselors. When final approval has been given, the students' requests are fed into a computer for scheduling and assignment. Students do not select their teachers.

Students who wish to change their schedule must fill out a Schedule Request Change Form and turn it in to the Counselor's Office **prior to the 8<sup>th</sup> day of the semester**. Beginning with the Class of 2023, schedule changes will be made ONLY if it satisfies the student's ICAP. Schedule changes will be completed in the following order of priority:

1. an incomplete schedule
2. course already completed
3. prerequisite not met
4. missing a graduation requirement

Once these academic changes are made, elective changes will be considered on a space-available basis if they:

1. meet college and career goals
2. do not impact other class sizes
3. do not compel teacher changes

Students will be called to the Counselor's Office when it is their turn to discuss their schedule change.

Schedule changes **after** the 8<sup>th</sup> day of the semester:

1. A formal request must be completed and submitted directly to the student's assigned guidance counselor. This request must be completed by the student (which includes an extensive written explanation of why the schedule change is desired). **\*Please note: schedule change requests made because of a desire to have the same class as friends, closer parking, personal dislike of a teacher, or so forth will not add to the effectiveness of a student's education, and therefore, will not be considered or approved by DHS Administration.**

2. The counselor will review the request and determine if the reason(s) for the request are adequate to necessitate bringing the request before DHS administration.
3. If the request is determined to be necessary for the student's education or best for the operation of Duncan High School, the request will be approved and the change will be made by the counseling department.
4. If the request is not deemed as necessary for the student's education or would result in a negative effect on the education provided by Duncan High School to its students, the request will be denied and the decision will be final.

### **School Day**

The school day is defined as any part of the day during which the students and/or faculty are expected to be at school, a school-sponsored practice or a school-sponsored activity. The day includes the lunch period if the student remains on the school campus.

### **School Records (FERPA)**

School records will be made available to parents of students or eligible students according to the guidelines set forth in the Family Educational Rights & Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA guidelines are explained in detail in the Duncan Board of Education Policies and Procedures Manual and are available online at: <http://www.ed.gov/offices/OM/fpco/>.

### **Secret Societies**

No recognition will be given to any fraternity, sorority or secret society. No evidence of membership shall be exhibited on school grounds.

### **Student Behavior**

Student behavior is addressed in the Duncan Public Schools' Board of Education Policies and Procedures Manual. Duncan High School will adhere to all policies established by the Duncan Public School's Board of Education.

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to the school. Visitors judge a school by the neatness of the campus and parking lots. Please do your part in keeping the campus clean.

- Vending machine snacks or "grab & go" from the cafeteria will be allowed in the classrooms ONLY at teacher discretion. No outside fountain drinks allowed. Stanley cups and water bottles are allowed.
- No drinks, other than drinks purchased on campus out of vending machines, will be allowed in classrooms without a doctor's note.
- See DHS Discipline Matrix for other infractions.

During lunch time students are to mingle in front of the high school or in the courtyard area behind the main building. Students are expected to behave with dignity and treat others with respect. This includes the use of appropriate language and actions. **The possession and or use of any dangerous weapon or substance at school or at a school function will be grounds for immediate suspension from school.** Students found using drugs or

alcohol or under the influence of drugs or alcohol at school will be disciplined according to the guidelines of the DHS Discipline Matrix.

Duncan High School is a “No Bullying Zone.” Bullying, harassment, or hazing of any type will not be tolerated.

## **Student Council**

### *Preamble to the Constitution*

"Recognizing the need for an organization for representation of the student body, to work independently and in cooperation with representatives of the school administration concerning matters of school activities, and esteeming highly the value of training in civic responsibility and the development of leadership, we associate ourselves together and for our school ordain and enact the following constitution..."

## **Membership**

1. Must apply to become members during the Spring of the current school year. A leadership committee composed of advisors and officers (and teacher/coach input) will meet and choose the members based on applications. ( and potentially interviews). Members for the new school year will be announced by the beginning of the new school year.
2. Any current student may apply for Student Council
3. Students must maintain a 2.5 GPA and not have any grades lower than a 70/C in any class.
4. The term of office for all representatives of the Student Council shall end with the school year.
5. All members must serve on at least 1 committee during the school year

## **Student Identification Card Policy**

### **Student ID Cards**

Duncan High School promotes a safe environment for our educational community. Proper identification of all students and staff members is essential to ensure that all persons on campus are approved to be in the school. The student identification (ID) card is required for students to participate in many school sponsored activities. Students must comply with the following ID policy:

- Students will receive a new, free of charge, official school identification (ID) at the beginning of each school year.
- 9th grade students are required to wear their valid ID cards on their school issued lanyard at all times while on campus or when participating in any school sponsored activity.
- 10th-12th grade students may wear their own lanyard but also must wear their valid ID cards at all times while on campus or when participating in any school sponsored activity.
- Students are required to have their own ID cards (sharing ID cards is not allowed).
- Students must report a lost or stolen ID and obtain a replacement immediately.
- Students may be charged for replacement ID cards/lanyards.
- Students **MUST** wear their school ID when attending events as a spectator (i.e. games, concerts, etc.)

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Students who do not follow the ID policies will be subject to disciplinary action outlined in our discipline matrix.

### **Student Insurance**

The high school maintains a group accident insurance policy. This insurance is available to all members of the student body at a normal cost and is sold soon after school begins in the fall. It is recommended that all students taking physical education, athletics and shop classes participate in the program.

### **Student Participation**

No person shall, on the basis of race, creed, or sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity in the Duncan Public Schools.

### **Student Searches**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property.

School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

### **Tardies**

**Tardies:** A student is tardy if he/she is not in his/her classroom when the tardy bell rings. Tardies will be calculated weekly. Consequences for tardies will be administered as notated:

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- **4-6 per week: 1 day ASD**
- **7+ per week: 1 day ISI**
- **After 20 total tardies: ASD no longer given**
  - **4-6 per week: 1 day ISI**
  - **7+ per week: 2 days ISI**
- **25 total tardies: NO TEST EXEMPTION**

### **Telephone Usage**

A telephone for students' use is provided for students in the office. **This telephone is not to be used for social calls.** Students may use it before school, during the lunch period, and after school. Students will not be called out of classes to the telephone except for emergency calls only. **Students who need to use the phone during class time may do so ONLY with a note from the teacher.**

### **Textbooks**

All students will be issued appropriate textbooks in the basic subjects. Students and their parents are accountable for all issued textbooks and will be required to pay for lost or damaged books. Financial obligations: The principal may hold transcripts, withdrawal forms, or other records of the school relating to any student who fails to return a textbook, library book, or until all financial obligations are cleared.

### **Transcript Requests**

All current and former students needing a transcript must create an account at parchment.edu. Once the account is created, a transcript can be requested. It will be sent directly to the email provided or to the university indicated in the request. This is free of charge for current students and there is a small fee for former students.

### **Vehicle Regulations**

Students who drive automobiles onto school property subject the automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of many circumstances that may substantiate reasonable suspicion.

All students who commute to school by car or motorcycle are required to park in the designated student parking lots, as mandated by the school board regulations. To ensure compliance, students must obtain a parking permit from the school office. This process involves completing an information card, paying a \$5.00 annual parking fee, and displaying a parking decal.

1. Obtain an Information Card: Students must fill out the necessary details on the information card provided by the office.
2. Pay the Parking Fee: A fee of \$5.00 is required for the annual parking permit.
3. Display the Parking Decal: Once obtained, the parking decal should be placed on the rearview mirror of the vehicle the student will drive to school.

Students are expected to leave their vehicles parked in the designated areas throughout the school day. Vehicles may only be used during lunch or after school hours. However, students may receive special permission from the office to use their vehicle during the school day for emergencies, internships, concurrent classes, or RRTC classes.

By adhering to these guidelines, students contribute to a safe and orderly environment on campus.

### **Visitors**

We warmly welcome parents to visit Duncan High School at any time. If you wish to meet with a teacher, appointments can be scheduled before or after school hours. Teachers are also available during their planning periods by appointment. To arrange a meeting, please contact the school's office or reach out directly to the teacher.

Our school is open to accredited visitors throughout the day. To ensure the safety and security of our campus, visitors are required to present their driver's license for scanning at the front office. Once approved, a visitor badge will be issued, which must be worn at all times while on campus. For convenience and guidance, visitors may be accompanied by school representatives during their visit.

We appreciate your understanding and cooperation in maintaining a secure and conducive learning environment.

### **Weighted Courses**

Duncan High School has designated the following courses as weighted:

1. All Concurrent Courses
2. All BioMed Courses
3. All Pre-Engineering Courses
4. All STEM Courses
5. Trigonometry/Pre-Calculus
6. Calculus
7. All Advanced Courses

9. All AP Courses

10. Physics

11. Chemistry II

These courses represent the exclusive list of those that will be considered for weighted credit at Duncan High School. Students transferring from other schools will only have the opportunity to receive weighted credit for the courses listed above. This policy ensures a consistent and rigorous academic standard for all students.

### **Withdrawal from School**

For students under the age of 18, it is necessary for a parent or legal guardian to provide their signature on a withdrawal form before the student can officially leave school. Mrs. Milburn, the registrar, is responsible for overseeing this process to ensure compliance with school policies and legal requirements.

#### **Returning School Property-**

Students are expected to return any school-owned items such as textbooks, equipment, supplies, or library books to the teacher who originally issued them. This helps maintain the school's inventory and ensures that resources are available for other students.

#### **Resolving Obligations-**

Before Duncan High School can send official student records to another institution, all outstanding obligations must be resolved. This includes returning any borrowed materials and settling any financial dues. Mrs. Milburn will ensure that once these responsibilities are fulfilled, the school will promptly forward the necessary documents to the requesting school.

### **Withdrawal from School to Homeschool**

Duncan High School acknowledges and respects the rights of parents and guardians who choose to homeschool their children. Should a parent or guardian wish to withdraw a student for homeschooling purposes, they are required to complete a standard withdrawal form available at the high school. Please note that Duncan High School does not accept or recognize credits earned during a student's homeschooling period.

**DUNCAN PUBLIC SCHOOLS**  
**SECONDARY SCHOOLS DISCIPLINE MATRIX**

*Note: The administration of Duncan High School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.*

<b>BEHAVIOR</b>	<b>CONSEQUENCES</b> <i>Highlighted consequences are teacher assigned.</i>				
<b>Class I</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>1. Disruptive Behavior</b>	Verbal Warning	1 day Lunch/after school Detention	3 Days Lunch/after school Detention	Office Referral, See #9	Office Referral, See #9
<b>2. Electronic Devices</b>	Device stays in office for 5 days or until released to parent; 1 lunch detention	Device stays in office for 5 days or until released to parent; 2 lunch detentions	Device stays in office for 5 days or until released to parent; Up to 2 Days ISI; Device not allowed to return to school.	Device confiscated until picked up by parent; See #8 Defiance of Authority 4 <sup>th</sup> Offense	Device confiscated until picked up by parent; See #8 Defiance of Authority 5 <sup>th</sup> Offense
<b>3. Dress Code Violation</b> <i>Students will conform to the dress code. Refusal will cause students to be sent home or spend the day in ISI. After the 1<sup>st</sup> referral students will be assigned discipline for each infraction.</i>	Warning – Students will conform to dress code.	2 ISI	3 ISI	4 ISI	5 ISI
<b>4. Excessive Tardies – Calculated Weekly Repeat Offenses – See Truancy</b>	4-6 per week 1 day ASD	7+ per week 1 day ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI
<b>5. Failure to Serve Detention</b>	1 Chance for Make-Up	1 ISI	2 ISI	3 ISI	5 ISI
<b>6. Public Display of Affection</b>	Verbal Warning	2 Lunch Detentions	1 ISI	2 ISI	3 ISI
<b>7. Failure to wear Student ID</b>	1 Hour detention	2 Hours detention	1 day ISI	3 days ISI	5 days ISI
<b>8. Parking Violation</b>	Warning	1 Hour detention	3 Hours detention	1 day ISI	3 days ISI
<b>Minor Offenses</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>9. Defacing Property</b>	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
<b>10. Defiance of Authority</b>	1 ASD	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS
<b>11 – A. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes</b>	3 days OSS Seizure of Items and complete Vape Education Program and Possible Ticket from DPD	6 days OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	20 Days OSS Seizure of Items Possible Ticket from DPD	1 Semester OSS Seizure of Items Possible Ticket from DPD
<b>12. Class Disruption (Teacher unable to teach)</b>	1 ASD	2 to 3 ASD	1 ISI	3 ISI	6 ISI/ 3 OSS
<b>13. Physical Altercation/NI</b>	3 ASD	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>14. Cheating/Plagiarism</b>	Possible 0%, 1 ASD	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
<b>15. Throwing Objects</b>	Verbal Warning	1 day Lunch Detention	2 Days Lunch Detention	1 day ISI	3 days ISI
<b>16. Truancy-</b> is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10 ISI, Possible Truancy Citation	20 ISI Possible Truancy Citation

valid excuse and without the permission of a parent, guardian or school official.					
<b>17. Theft</b>  <i>Principals will have discretion to determine the severity of the theft. The consequences listed may be altered if harsher punishment is warranted by the type of theft committed.</i>	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
<b>18. Lying/False Information, Withholding Information (Lying by omission)</b>	3 ISI	6 ISI	3 OSS	6 Days OSS	10 Days OSS
<b>19. Altering Records</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>20. Gang Related Behavior</b>	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>21. Inciting Drama:</b> <i>May include, but not limited to gossip, spreading rumors, encouraging fighting, videoing a fight, or spreading false information.</i>	3 Days ISI with	6 Days ISI with community service to be served during ISI placement	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
<b>22. Inappropriate Use of School Device</b>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
<b>Major Category II</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>23. Physical Violence/Fighting</b>	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
<b>24. Bullying/Harassment</b>	Administrative discretion	Administrative discretion	Administrative discretion	Administrative discretion	
<b>25. Verbal Abuse-</b> Name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others.  <b>Verbal Assault/Threats-</b> Excessive Anger in a person who insults or verbally abuses another.  <i>Principals will have discretion to determine the level of abuse, threat, or assault. The consequences listed may be altered if harsher punishment is warranted by the abuse/assault/threat.</i>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
<b>26. Vandalism</b>	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
<b>27. Indecent Exposure</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>28. Gambling</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>29. Profanity/Gestures</b>	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>30. Profanity/Gestures Directed at Staff</b>	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
<b>31. Blackmail/Forced Action</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>32. Immoral Conduct</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>33. Sexual Harassment</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>34. Possession/Distribution of Pornography</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>35. Non Consensual Touching-any physical contact</b>	10 Days OSS	20 Days OSS	30 Days OSS	1 Semester OSS	2 Semesters OSS

<b>and informed consent of the person being touched.</b>					
<b>36 Prescribed Medicine Violation</b>	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
<b>37. Failure to Comply with Metal Detector Search</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>38. Drug Paraphernalia</b>	10 days OSS Possible Arrest	20 Days OSS, Possible Arrest	30 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
<b>39. Threatening with a Replica Weapon</b>	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS
<b>40. Conduct of Extreme Nature</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<i>Note on Category II Offenses:</i>	<i>Repeated minor offenses may become a major offense at any time when less severe punishment has failed.</i>	<i>Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.</i>			

**Major Category I**

<b>1. Possession/Use of Alcohol/Drugs/Inhalants</b>	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>2. Distribution and/or Selling of Non-Controlled Substance (real or fake).</b>	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>3. Assault and Battery with or without Injury</b>	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>4. Licentious Behavior, Sexual Misconduct, or Lewdness</b>	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Arrest by Law Enforcement
<b>5. Violation of Criminal/Civil Law</b>	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
<b>6. Adjudication as a Delinquent (school property or functions)</b>	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
<b>7. Repeated Category 2 Offenses</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>8. Threats Directed at Staff:</b> <i>Threats can be verbal, in writing, through the use of electronics, or through social media. Threats do not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students either verbally or electronically will be considered a threat toward staff. All students are directly responsible for material posted on their social media outlets.</i>  <i>Threats will be reviewed and categorized by the Threat Assessment Team.</i>	Level 1: low level, carrying a minimal risk to the victim.  Up to 10 Days OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact	Level 2: threats that could possibly be affected but are not realistic.  Up to 1 Full Semester OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest	Level 3: pose a serious and imminent danger to others.  Up to 2 Full Semesters OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest		
<b>9. Assault on a Staff Member: Physical Violence</b>	Suspension for the rest of the current				

	semester and the student will be served as a virtual learner for the remainder of their time at Duncan Public Schools.				
<b>10. Conduct of Extreme Character</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>Weapon Free Schools</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>		
1. Possession of Weapon Other Than Firearm	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest	Up to 1 Year OSS, Possible Arrest	Superintendent's Discretion, Possible Arrest		
2. Possession of Firearm	1 Year OSS Arrest by Law Enforcement and the student will be served as a virtual learner for the remainder of their time at Duncan Public Schools.	Superintendent's Discretion Arrest by Law Enforcement			

The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation where site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised July 2024.

Principals may at their own discretion reduce the prescribed punishment by up to half value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.

Duncan High School is a bully free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance with the Duncan Public School Board policies 6049 – 6051.

Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.

Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.

Duncan High School  
Concurrent Enrollment Handbook and Contract

The concurrent enrollment program at DHS is designed to allow students to attain college credit while simultaneously earning high school credit through accredited Oklahoma universities and colleges.

**CURRENT HANDBOOK POLICY:**

Duncan High School Juniors and Seniors who meet the requirements set forth by the Rules of the Oklahoma State Board of Education and Oklahoma State Regents for Higher Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to 18 college credits and to Juniors for up to 9 college credits. Students are responsible for all other costs which may include fees, books, and any other associated costs. However, any student who chooses to take concurrent courses on the DHS campus, through Cameron University, all costs will be covered by Duncan Public Schools. Any student interested in Concurrent Enrollment should contact our concurrent coordinator, Mrs. Tara Cook at 255-0700 or tara.cook@duncanps.org. In order to enroll concurrently in college coursework, students must meet the following requirements:

ACT composite score of 19 or higher (S.A.T. 1020/940) **OR** 3.0 GPA AND rank in the top 50% of their graduating class.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, **for the purposes of calculating workload**, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

**\*\*Concurrently enrolled students will receive 1 high school credit for each 3 semester hour college course passed.**

**NOTE:** *Some Oklahoma colleges and universities have amended their requirements for concurrent enrollment. These can change at any time. For more information please contact your counselor, concurrent coordinator, or the college/university you plan to attend. DHS will recognize the most current requirements from any accredited Oklahoma institution of higher learning.*

### **Duncan High School Specific Requirements:**

In addition to the Oklahoma State Regents for Higher Education requirements, Duncan High School students must meet and maintain the following campus requirements in order to obtain and continue enrollment in concurrent courses:

- Students must attend the concurrent meeting with a parent/guardian and meet with their counselor and/or concurrent coordinator **before** enrolling in concurrent courses.
- Senior students **MUST** have a completed FAFSA by February 1, 2026. Enrollment in a selected course must be forwarded to the school counselor immediately following enrollment.
- Courses that do not fall within the student's graduation plan will not be approved by Duncan High School unless the student has already completed all graduation requirements.
- Students must meet with the concurrent coordinator, **once per week** and allow her to view the student's current grade in the course. The meeting schedule will be set by the coordinator. Students who are failing or are in danger of not receiving credit for a concurrent course **WILL be advised to drop the course** at the recommendation of the counselor/concurrent coordinator. Students who drop will be placed in an on campus course consistent with their graduation requirements and plan. ***Dropping a course will result in the student reimbursing any fees paid by the school. Failure to notify the concurrent coordinator of a dropped class may result in disciplinary action including but not limited to consequences for truancy under the Oklahoma school attendance law and the loss of credit which could affect graduation requirements.***
- Students must provide their college transcript to their counselor/and or the concurrent coordinator immediately upon completion of the concurrent course in order to receive credit for the course.
- Students will continue to check their Duncan High School email account daily and respond to any request from their counselor and principals.
- Students must understand that high school graduation requirements will receive priority over concurrent enrollment requests. It is our job to ensure that students will graduate from high school. Students may be pulled from their concurrent courses and placed at the high school to finish any missing graduation requirements.
- ***Students who fail a college course will reimburse Duncan High School for any fees and tuition paid on the student's behalf.***
- Grades from the concurrent enrollment issuing college/university WILL post to the high school transcript. The high school has no authority to override or to not post the grade earned by the student.
- **Duncan High School cannot intervene on the student's behalf with any college or university issue. That responsibility lies with the student and parent. Upon enrolling in concurrent courses the student becomes a college/university student. As such, the**

**student bears responsibility for being their own advocate with the college/university.**

**8 Week / Modified Schedule Courses:**

Students taking an 8 week or modified schedule course are subject to the expectations outlined above. Additionally students taking these courses will comply with the following expectations:

- Students enrolling in 8 week courses will be required to enroll in two 8 week courses during the same semester.
- Courses required for graduation must be completed by the first 8 week period offering. Students failing these courses during the first 3 weeks will drop and will be placed in the corresponding course at Duncan High School.
- The decision to drop a course will be made by the counselor and/or student no later than 3 weeks into the modified schedule course depending on select university policy.

***Failure to comply with the policies above will result in the student not being allowed to participate in the concurrent program for the remainder of their Duncan High School enrollment.***

## Duncan High School Concurrent Contract Agreement

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

I have read and understand the requirements for concurrent enrollment at Duncan High School. I understand that my enrollment is contingent upon the agreement on the terms and conditions set forth by Duncan High School. I understand that as a college student I am responsible for turning in all enrollment information and my final transcript to my high school counselor and/or concurrent coordinator.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that if I drop a course either by my choice or by the advice of my counselor/concurrent coordinator that I am responsible to reimburse the school any fees that have been paid on my behalf.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I further understand that my counselor/concurrent coordinator can require that I drop a course that I am failing and place me in an on campus high school course that is in line with my high school graduation plan.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that by taking a concurrent course that I am considered a college student by my college/university. As such I understand that Duncan High School cannot and will not intervene with my college/university on my behalf.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that I am still a high school student and must check my email daily and meet with Mrs. Cook once per week and/or at the counselor's/concurrent coordinator request to review my concurrent grade. I must also adhere to all rules/policies/procedures set forth by Duncan Public Schools. As such I will allow my high school counselor/concurrent coordinator to view my concurrent grading assignments.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that any grade assigned by my college/university WILL appear on my high school transcript. I understand that Duncan High School has no authority to alter any concurrent grade or to choose not to post a grade assigned by my concurrent institution.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that if I become in danger of failing my concurrent course(s) my counselor/concurrent coordinator has the authority to require me to drop the course at my expense and place me in an equivalent course at Duncan High School.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Finally, I understand that failure to comply with this contract will result in me no longer being able to participate in the Duncan High School concurrent program during my enrollment.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Senior students **MUST** have a completed FAFSA (Free Application for Federal Student Aid) by February 1, 2025.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Student Signature and Date \_\_\_\_\_

Parent/Guardian Signature and Date \_\_\_\_\_

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**\*\*For office use only.**

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

Concurrent Coordinator Signature \_\_\_\_\_

Counselor Signature \_\_\_\_\_

**Duncan Public Schools**  
**Virtual Education Handbook**

# What is Virtual Learning

Virtual learning is an alternative to traditional in-person instruction. Students enrolled in virtual learning complete coursework from home, aligned with the Oklahoma Academic Standards (OAS) and approved by the Oklahoma State Department of Education.

Success in virtual learning requires a high level of personal responsibility and self-motivation, as the program is designed for independent learners who need minimal daily guidance.

Students are expected to log in and complete assignments daily, working toward completion of their courses by the designated target dates. All virtual coursework is delivered through Edgenuity, the online learning platform used by Duncan Public Schools. Duncan virtual students have access to core subject teachers during morning hours for academic support.

# How to Apply for Virtual Learning

## 1. Visit the Application Page

- Go to [www.duncanps.org](http://www.duncanps.org).
- Click on "Enrollment" and follow the instructions to locate the "DHS Virtual Learning Application."
- Or visit: <https://www.duncanps.org/page/dps-online-enrollment>

## 2. Complete the Application

- Submit the application online.
- A parent or guardian's email is required unless the student is an adult living independently.

## 3. Schedule an Enrollment Meeting

- A high school representative will contact the student to schedule an in-person meeting.
- Both the student and a parent/guardian must attend unless the student is an adult living independently.
- During the meeting, the student's transcript and progress toward graduation will be reviewed. The student's reasons for requesting virtual learning and the support plan will be discussed.
- A separate meeting with the grade-level counselor is also required to review testing and graduation requirements.

## 4. IEP Consideration (if applicable)

- If the student receives special education services, a meeting with the educational advocate team is required to determine appropriate placement. Approval may be delayed due to this step.

## 5. Approval Notification

- Students must follow their current schedule until official approval is granted.
- Approval notifications will be delivered via phone, email, or during the in-person meeting, depending on the situation.

# What Happens After Approval

Once a student is approved for virtual learning:

- Login information will be emailed to the student and guardian.

- Instructions for setting up the Parent Portal will be included.
- If a Chromebook is needed, visit the school site Library to complete the required paperwork.

## Important Virtual Learning Dates

### Summer

- Virtual Application Opens: July 1, 2025

### Fall Semester

- Last Day to Switch to Virtual: September 18, 2025
- Virtual Course Completion Deadline: December 17, 2025
- Spring Virtual Enrollment Window: November 24, 2025 – January 23, 2026

### Spring Semester

- Last Day to Switch to Virtual: January 23, 2026
- Virtual Course Completion Deadline: May 11, 2026

**Late Enrollment Policy:** In the case of special circumstances requiring enrollment after the deadline, a meeting with the Virtual Learning Committee must be scheduled. The committee's decision is final.

Committee Members Include: \*Virtual Director, \*Site Principal, \*Grade-Level Counselor, \*Teacher(s), and \*Special Services Representative (if applicable).

## Virtual Teacher Contact Information

If students need subject-specific assistance, they should contact the appropriate virtual teacher. Teachers are available for Google Meet sessions during their scheduled support hours. A schedule will be provided upon approval, with a list of teacher names and contact information.

## Virtual Guardian Responsibilities

Guardians of students enrolled in virtual learning are expected to support student success by following these guidelines:

**Maintain Communication:** Stay in regular contact with teachers and administrators regarding student progress, attendance, testing, and other educational matters.

**Be Compliant:** Meet with the grade-level counselor before beginning virtual coursework. Ensure the student attends all required in-person events (e.g., state testing, ACT, ICAP, CPR certification, graduation, photo days). Virtual students must follow all Duncan Public Schools policies.

**Monitor Communication Tools:** Check email and the Rooms app regularly. Email is the school's primary method of communication for virtual students. Students and guardians should check their accounts daily.

**Ensure Internet Access:** Provide a reliable internet connection. Set up the Edgenuity Parent Portal upon approval to monitor progress and grades. The access code will be included in the setup email. For assistance:  
<https://help.imagineedgenuity.com/hc/en-us/articles/360043421893-Enabling-the-Family-Portal-Access->

**Support Student Engagement:** Encourage daily logins and monitor course completion. Call the school to report absences when necessary. Support decisions made regarding academic plans and discipline.

## Virtual Student Responsibilities Contract

Failure to follow the expectations outlined below may result in removal from the virtual learning program and/or a return to in-person instruction.

**Progress and Attendance:** Students must make consistent progress and complete coursework each school day. Logging in without *completing assignments* may result in an absence. Refusal to work is considered insubordination and may lead to disciplinary action.

**Course Guide:** Follow the Edgenuity Course Map to remain on pace. Instructional guide:  
<https://help.imagineedgenuity.com/hc/en-us/articles/10389043480087-EdgeEX-Using-the-Course-Map-in-the-Student-Learning-Experience>

**Communication:** Check DPS Gmail and Rooms daily. Failure to check email may result in missed deadlines and academic consequences.

**Testing Attendance:** Attendance is mandatory for all required testing events. Details will be emailed. Students are responsible for checking emails and attending on assigned days.

Counselor Contacts:

- Grades 6–8: Matt Middick, Bubba Clark
- 9th Grade (A–I), 12th Grade: Rachel Terry – [rachel.terry@duncanps.org](mailto:rachel.terry@duncanps.org)
- 9th Grade (J–Q), 11th Grade: Sherry Mc Ghghy – [sherry.mcghghy@duncanps.org](mailto:sherry.mcghghy@duncanps.org)
- 9th Grade (R–Z), 10th Grade: Delaney Odell – [delaney.odell@duncanps.org](mailto:delaney.odell@duncanps.org)

**Academic Integrity:** All submitted work must be original. Plagiarism or use of AI-generated responses will result in a grade of zero and possible disciplinary action. Repeated offenses may result in removal from the program.

**School Policies:** All Duncan Public Schools rules and procedures apply to virtual students.

## Virtual Student Login

To access Edgenuity:

- Visit: <https://learn.edgenuity.com/student>
- Username: Full school email address (e.g., [jane.doe@duncanps.org](mailto:jane.doe@duncanps.org))
- Password: duncandemons
- If you have any questions, contact the Virtual Coordinator.

## Virtual Attendance Contract

Students must log in and complete work daily. If unable to do so, a parent/guardian must call the Virtual Coordinator at (580) 943-6025 within five business days. If the absence is excused, course due dates may be adjusted.

Students with six or more absences in one semester may be required to meet with the Virtual Advisory Committee to determine continued eligibility.

Examples of excused absences:

**Illness:** Parent/guardian must call the Main office of their student's school site. A doctor's note may be required.

**Unavoidable Absences:** Includes medical appointments (with documentation), court dates, family emergencies, and school activities.

**Maternity/Paternity Leave:** Requires medical documentation. A plan will be developed in advance with the advisory committee. Fathers may be granted one week of leave, with additional time considered upon request.

More details are available in the Student Handbook: <https://www.duncanps.org/page/2024-student-handbook>

**Semester Exams(high school students only):** All high school virtual students are required to take semester exams in Edgenuity. Virtual students will follow the same semester test exemption criteria as in-person students, as stated in the Duncan High School Handbook.

## Virtual Grading Policy

Courses must be completed by the assigned semester deadline. If not completed, the Relative Grade (which includes zeros for incomplete assignments) will be recorded on the transcript. The course may then need to be repeated virtually or taken in person. Seniors should remain aware of earlier deadlines due to graduation and post-secondary requirements. All students must complete the comprehensive semester exam in Edgenuity upon course completion.

## Virtual FAQs

**What do I do if I need a test or quiz unlocked?** Teachers must review prior work before unlocking tests or quizzes. Unlocks will occur on the next school day.

**How much work should I complete each day?** Follow the daily assignments listed in the Course Map in Edgenuity.

**What happens if I fall behind?** Students must complete additional work to catch up. The only way to return to on-pace status is to complete more than the daily minimum.

**How long should I work each day?** The required time varies depending on the student and the assignments. Students who minimize idle time and remain focused may finish in a few hours.

**What should I include when contacting a teacher?** Include the course name, semester (A or B), and specific topic or section. This allows the teacher to respond more efficiently.

# Virtual Glossary

**Relative Grade** – The grade a student would earn if they stopped working in the course on a particular day. This grade includes zeros for incomplete work.

**Actual Grade** – ~~A grade adjusted for progress. It reflects how far behind the student is compared to the expected schedule.~~ The grade adjusted for progress. It reflects how far behind or ahead the student is compared to the expected schedule. This grade is used by the Virtual Coordinator to evaluate the student's overall standing and performance in the course

**Overall Grade** – ~~The grade is based on completed work. This is the final grade recorded upon completion of the course.~~ The grade based on a student's completed work only.

**Start Date** – The date the student begins coursework.

**Target Date** – The date by which the course should be completed.

**Tile** – The course icon on the Edgenuity dashboard. An "A" indicates first semester, a "B" indicates second semester. If no letter appears, the course is one semester in length.

**Dashboard** – The Edgenuity homepage, where all enrolled courses are displayed.

**Course Map** – A tool within Edgenuity showing daily assignments needed to meet the target date. Access it by clicking the house icon on the top left of the dashboard.

# **Alternative Education Handbook**

## **Duncan High School**

**2025-2026**

The E.D.G.E. Academy is designed to help students achieve their graduation goals in an alternative setting to that of the traditional classroom. This setting allows students to work toward course completion at a pacing that is tailored to their educational needs. Additionally, students receive life-skills training and participate in activities designed to help them form healthy relationships with peers, family, and professionals in the community.

Enrollment at the E.D.G.E. Academy is limited to students who have been recommended by administrators or counselors who believe a student will be successful in this environment. Students and Guardians may request consideration for alternative education by making an appointment with their grade-level counselors to discuss admission to the program.

Enrollment in the E.D.G.E. Academy is only possible for students enrolled in Duncan Public Schools.

### **Schedule**

Students enrolled in alternative education programs in Oklahoma are required by law to attend school for 3.5 hours per day. E.D.G.E. Academy students will be required to attend school each day from 7:50-10:56.

The second half of the school day, alternative education students are required to participate in one of the following curriculum paths: work release, RRTC, concurrent enrollment, or remain on campus to work in Edgenuity. Pending administrative approval, students may enroll in courses/programs on campus to meet their educational needs.

### **Attendance/Absences**

Attendance should be a top priority for E.D.G.E. students. Your enrollment at the E.D.G.E. may be terminated if you do not comply with the attendance policy.

A phone call from a parent/guardian is required for each absence. If a student reaches 6 absences in a semester (18 weeks), the student and parents/guardians may be required to meet with the E.D.G.E. Advisory Committee to discuss the student's continued placement in the alternative program.

If a student misses school because of illness, a parent/guardian must call the main office at 580-255-0700. A doctor's note may be required. This policy applies to absences taken for family/child illnesses as well.

Students should not miss school for work commitments. School schedules are set by our district calendar and by our scheduled periods. All time committed to work should be arranged around required school attendance.

### **Academic Progress**

Progress is individualized for each student at the E.D.G.E.; therefore, your progress contract may be different from other students. Your progress contract is based on your current number of credits and your grade-level classification. If students

do not meet their progress goals, parents/guardians and the student will be called in to discuss a new plan. If progress goals continue to be ignored, students will be dismissed from the E.D.G.E. program.

### **Transportation**

Students who wish to attend the E.D.G.E. Academy and require transportation to the school will need to call the Transportation Office. The telephone number for transportation is (580) 252- 3496. Riding a bus is a privilege. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

### **Cafeteria/Food & Drinks**

All alternative students will be given time to pick up breakfast and lunch from the cafeteria. We walk to the cafeteria as a group, collect our trays, and walk back to the West Building.

Students may bring sealed drinks and snacks to the E.D.G.E. Academy to have during breaks. No food deliveries will be allowed. Students are not allowed to bring in drinks in cups/glasses that are not sealed.

### **Dress Code**

The Duncan High School dress code will be followed at the E.D.G.E. Academy. Students are to be dressed appropriately for the school day. Students who are cold natured should bring a jacket to regulate their comfort, as blankets are not allowed on campus.

### **Graduation**

All seniors who complete the required credits are eligible to participate in Duncan High School's graduation ceremony and senior activities, provided they are in good standing. It is the student's responsibility to be aware of and available for senior events in which they would like to participate. Information regarding graduation and senior events will be shared by counselors and senior sponsors, so make sure to check all outlets Duncan High School uses to share information (email, ThrillShare, facebook, and the DPS website).

### **Medication**

Students who need medication during school hours MUST submit medications to the nurse and follow all district policies regarding medication. No staff member is allowed to provide medication to students. Students are also not allowed to have medication on their person; all medication (prescription or otherwise) will be distributed through the nurse's office.

### **Behavior**

All students enrolled at the E.D.G.E. must comply with the following behavior guidelines. If students do not comply with these guidelines, their enrollment in the alternative education program may be terminated.

Students are to be engaged in coursework while in the classroom. They are not to talk excessively, be in and out of the classrooms repeatedly, or create disturbances in the classroom.

Disrespectful behavior is not allowed. A primary goal of the E.D.G.E. staff is to treat students fairly and with respect; as a result, we expect the same from our students. Disrespect includes, but is not limited to: sleeping in class, refusing to work, using profanity, taunting students, arguing with faculty or students.

Students are expected to follow all behavior expectations of Duncan High School and Duncan Public Schools. Students who do not follow the expected behavior guidelines will be subject to punishment as outlined on the Duncan High School Discipline Matrix.

### **Electronic Devices**

\*\*See DHS handbook for full policy.

### **Parking**

Students who drive to school are required to purchase a parking decal from the main office and park in the appropriate spaces each day.

### **Visitors**

Visitors are not permitted on campus. If there is a need for a visitor to be on campus, prior approval from administration is required and the visitor must check in through the Main Office.

### **Campus Security**

The E.D.G.E. is a closed campus, meaning once students check in for the day, they must remain in the E.D.G.E. building until the conclusion of the day. Students will not be permitted to leave campus for any reason without being checked out by a parent/guardian. Call 580-255-0700 to speak to the staff if you need to pick up your student.

E.D.G.E. students are to remain in the West Building unless they have received permission from a staff member to go on the main campus. This includes the mornings before school and lunch. E.D.G.E. students must go directly to the West Building to check in and remain there for the school day, unless arrangements have been made with appropriate staff.

### **District Expectations**

The Duncan Public Schools district rules and policies apply to the E.D.G.E., as they apply to all schools in the district.



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: INSTRUCTION/FEDERAL PROGRAMS

Vendor Requested: N/A

Item Request Description: REQUEST TO HOST AFTER SCHOOL

TUTORING AT ALL SITES AS NEEDED. BEGINNING 2ND QUARTER

1 HOUR AFTER SCHOOL/ UP TO 3 DAYS A WEEK

\$25 A HOUR EXTRA DUTY PAY FOR TEACHERS, CLOCK IN/OUT

WILL SUBMIT PLAN TO INSTR. & FED PROG. DEPTS FOR APPROVAL

Dollar Amount Requested (if applicable): N/A

Fund Requested: 11 - General Fund

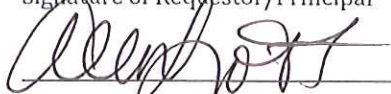
Budget/Activity Account Requested: FEDERAL FUNDS 511/572



Signature of Requestor/Principal

9-10-25


Date



Signature of Budget Director

9-10-25

Date



Signature of Assistant Superintendent

9-11-25

Date



# Duncan Public Schools

## EMPLOYMENT AGREEMENT FOR AFTER-SCHOOL TUTOR (CERTIFIED STAFF)

- Each site is responsible for developing an after-school tutoring plan to be shared with the Federal Programs Department prior to initiating after-school tutoring. This plan will be shared with OSDE as supporting documentation for tutoring salaries. At the least the plan should:
  - Outline days/times for tutoring
  - How students will be identified
- Tutoring will not begin until 2nd quarter each year.
- Tutoring will end by the second week of April each year.
- Sites must use data to determine student lists for tutoring.

---

Tutoring services will begin on \_\_\_\_\_ and continue until \_\_\_\_\_

Job Description for an After-School Certified Tutor:

- The position is for one hour each day with a maximum of three days per week tutoring
- The position does not include after school tutoring on holidays, professional development days, or any days when school is not in session/ or tutoring is not scheduled according to the site plan.
- The position reports to the site principal or a site designated after-school coordinator
- The position requires the individual to clock in and out on a timesheet.
- The position only pays for days the individual clocks in and out.
- The position pays \$25.00 per hour for the time spent with students tutoring
- The district is required to withhold required mandatory deductions; taxes, FICA, etc

Certified Tutor Name: \_\_\_\_\_

Certified Tutor Signatures: \_\_\_\_\_

Site Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

# Out-of-State

## TRAVEL REQUEST with Students

(Duncan Board of Education approval is required by district Policy)

Class, Team, or Student Group: <u>DMS Pitchforks</u>	
Date(s) of Travel: <u>April 10<sup>th</sup>, 2025</u>	
Destination City & State: <u>Grand Prairie, TX</u>	
Reason for Trip & Activity: <u>DMS show choir Pitchforks to travel to Epic Waters Music Festival for competition.</u>	
Paid by: <input checked="" type="checkbox"/> Fundraiser(s) <input type="checkbox"/> Boosters <input checked="" type="checkbox"/> Students/Parents* <input type="checkbox"/> District	
<u>Courtney</u> Requestor/Teacher/Coach	<u>Cassie Berthold</u> Principal/Administrator
<u>9/11/25</u> Date of Request	

\* Parent/chaperones will pay their own way.

Additional documentation is required. Please use the checklist below and attach all applicable documentation for consideration at the next meeting of the Duncan Board of Education.

- Requisitions, PO's, and/or Flyers for Registration PO# 60044
- \*  Requisitions, PO's, and Quotes for **Transportation**
- \*  Requisitions, PO's, and Quotes for all other **Activities** during the trip

\* Still needed

[Signature]  
Signature of Superintendent

\_\_\_\_\_  
Date of Board Approval

\_\_\_\_\_  
Signature of BOE Minutes Clerk 288



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

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School/Club/Department: DMS Pitchforks

Vendor Requested: Epic Waters Music Festival

Item Request Description: request for the DMS Pitchfork  
Show Choir to travel to the Epic Waters  
Music Festival in Grand Prairie, TX for  
competition. Trip planned for April 10<sup>th</sup>  
2026

Dollar Amount Requested (if applicable): ~~\$2,260~~ \$954<sup>00</sup>

Fund Requested: ~~Choose from the following:~~ 60-Activity Fund

Budget/Activity Account Requested: 1221.002

[Signature]  
Signature of Requestor/Principal

5/22/25  
Date

[Signature]  
Signature of Business Office Manager

9-19-2025  
Date

[Signature]  
Signature of Superintendent

09/20/2025  
Date

DUNCAN PUBLIC SCHOOLS  
 PO BOX 1548  
 DUNCAN, OK 73534  
 580-255-0686

Activity Fund Purchase Order  
 PO Number: **00060044**  
 Issued: 7/7/2025  
**Total: \$954.00**

To: EPIC WATERS MUSIC FESTIVAL  
 401 NORTH CARROLL AVE. SUITE 404  
 SOUTHLAKE, TX 76092  
 817-993-9401

**CONDITIONS**  
 1. Invoices to be rendered in duplicate.  
 2. No payment to be made until order is complete.  
 3. Goods to be delivered F.O.B. as per address in upper  
 4. Exempt from sales tax per state statute.  
 5. Deliveries acknowledge subject to Purchaser's

Ship To: DUNCAN PUBLIC SCHOOLS  
 1740 W SPRUCE AVE  
 TAX ID: 73-6021226  
 DUNCAN, OK 73533

  
 Purchase approved by LaTisha Miller  
 FY-2026 SCHOOL ACTIVITY FNDS - 60

Description: MILES-BERTHOLD-DMS  
 Submitted EDWARDS, BRITTANY

Status: **Check number: Issued:**  
**Paid 00110794 9/10/2025**

For applied period July, 2025

Account	Expenditure coding	Check	Qty	Cost	Amount
1221-002	6-60-800-1000-810-100-1170-000-505 ENSEMBLE ENTRY FEE	00110794	01	50.00	50.00
1221-002	6-60-800-1000-810-100-1170-000-505 STUDENT ENTRY FEE		18	28.00	504.00
1221-002	6-60-800-2490-810-900-0000-000-505 NON-STUDENT ENTRY		04	31.00	124.00
1221-002	6-60-800-2199-682-900-0000-000-505 CATERED MEALS FOR FESTIVAL - ENSEMBLE (MUST HAVE LIST OF NAMES)		23	12.00	276.00



# Welcome to The Epic Waters Music Festival!

SERVING ELEMENTARY THROUGH HIGH SCHOOL BANDS,  
CHOIRS, AND ORCHESTRAS SINCE 2018

# Registration for the 25-26 festivals opens May 21 at 2:00 pm

25-26 Festival Dates  
(<https://theepicmusicfestival.com/25-26-dates/>)

25-26 Entry Form  
(<https://theepicmusicfestival.com/entry-form/>)



## Students

# \$38

- ~ Same cost as 24-25!
- ~ 6 hours or more of park time
- ~ Last minute no shows that were pre-paid will be refunded on the spot

Enter Today  
(<https://theepicmusicfestival.com/entry-form>)

## Chaperones

# \$31

- ~ Same cost as 24-25!
- ~ Includes Chaperones, Friends/Family/Children, and Non-Performing Students
- ~ Children 3 and under are free
- ~ 1 Chaperone required per 10 students
- ~ Personal checks or personal credit cards from chaperones and friends/family will not be accepted

Enter Today  
(<https://theepicmusicfestival.com/entry-form>)

## School Employees

~ Includes Directors, Administrators, Technicians, Bus Drivers, etc. from your campus

**FREE**

Enter Today  
(<https://theepicmusicfestival.com/entry-form>)

## Ensemble Fee

**\$50**

- ~ This reserves your performance date and time
- ~ You need 1 Ensemble Fee per Ensemble
- ~ Ensemble Fees are due within 60 days of the day you register (entries made over the summer are due Oct. 1)

Enter Today  
(<https://theepicmusicfestival.com/entry-form>)

## Food

# \$12

~ **Optional catered meal includes one hot dog or hamburger/cheeseburger, chips, a cookie, and a drink. A vegetarian bean burger is also available**

~ **Catered Meals are served between 11:30 am and 1:00 pm**

~ **7 days prior to your festival, you will give us your exact number of catered meals, and are financially responsible for full payment of those numbers on your day**

~ **Outside food is no longer allowed at the park. There is food at the concession stand available for purchase**

Enter Today  
(<https://theepicmusicfestival.com/entry-form>)

## Mailing Address

401 North Carroll Ave.  
Suite 404  
Southlake, TX 76092

✉ [TheEpicMusicFestival@gmail.com](mailto:TheEpicMusicFestival@gmail.com)(mailto:%20theepicmusicfestival@gmail.com)

☎ 817-993-9401

Park Address

295



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# Out-of-State

## TRAVEL REQUEST with Students

(Duncan Board of Education approval is required by district Policy)

Class, Team, or Student Group: DMS Pitchforks

Date(s) of Travel: April 10<sup>th</sup>, 2025

Destination City & State: Grand Prairie, TX

Reason for Trip & Activity: DMS show choir Pitchforks to travel to Epic Waters Music Festival for competition.

Paid by:  Fundraiser(s)     Boosters     Students/Parents\*     District

[Signature]    Cassie Berthold  
 Requestor/Teacher/Coach    Principal/Administrator

9/11/25  
 Date of Request

\* Parent/chaperones will pay their own way.

**Additional documentation is required.** Please use the checklist below and attach all applicable documentation for consideration at the next meeting of the Duncan Board of Education.

- Requisitions, PO's, and/or Flyers for Registration # 60044
- \*  Requisitions, PO's, and Quotes for Transportation
- \*  Requisitions, PO's, and Quotes for all other Activities during the trip

\* Still needed

[Signature]  
Signature of Superintendent

10/14/2025  
Date of Board Approval  
[Signature]  
Signature of BOE Minutes Clerk



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

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School/Club/Department: DMS Pitchforks

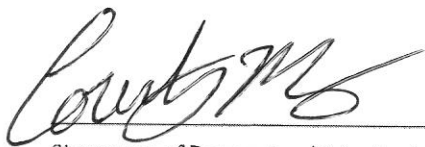
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Item Request Description: request for the DMS Pitchfork  
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2026

Dollar Amount Requested (if applicable): ~~\$2,260~~ \$954<sup>00</sup>

Fund Requested: ~~Choose from the following:~~ 60-Activity Fund

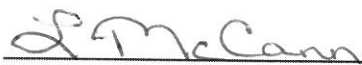
Budget/Activity Account Requested: 1221.002



Signature of Requestor/Principal

5/22/25

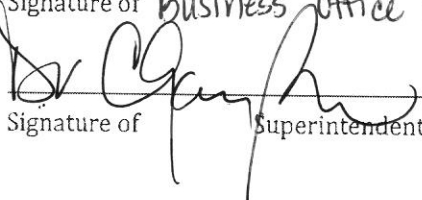
Date



Signature of Business Office Manager

9-19-2025

Date



Signature of Superintendent

09/20/2025

Date

DUNCAN PUBLIC SCHOOLS  
 PO BOX 1548  
 DUNCAN, OK 73534  
 580-255-0686

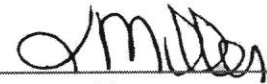
Activity Fund Purchase Order  
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 Issued: 7/7/2025  
**Total: \$954.00**

To: EPIC WATERS MUSIC FESTIVAL  
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**CONDITIONS**

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5. Deliveries acknowledge subject to Purchaser's

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 1740 W SPRUCE AVE  
 TAX ID: 73-6021226  
 DUNCAN, OK 73533



Purchase approved by LaTisha Miller  
 FY-2026 SCHOOL ACTIVITY FNDS - 60

Description: MILES-BERTHOLD-DMS  
 Submitted EDWARDS, BRITTANY

Status: **Paid** Check number: **00110794** Issued: **9/10/2025**

For applied period July, 2025

Account	Expenditure coding	Check	Qty	Cost	Amount
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# FREE

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## Ensemble Fee

# \$50

- ~ This reserves your performance date and time
- ~ You need 1 Ensemble Fee per Ensemble
- ~ Ensemble Fees are due within 60 days of the day you register (entries made over the summer are due Oct. 1)

Enter Today  
(<https://theepicmusicfestival.com/entry-form>)

## Food

# \$12

~ **Optional catered meal includes one hot dog or hamburger/cheeseburger, chips, a cookie, and a drink. A vegetarian bean burger is also available**

~ **Catered Meals are served between 11:30 am and 1:00 pm**

~ **7 days prior to your festival, you will give us your exact number of catered meals, and are financially responsible for full payment of those numbers on your day**

~ **Outside food is no longer allowed at the park. There is food at the concession stand available for purchase**

Enter Today  
(<https://theepicmusicfestival.com/entry-form>)

## Mailing Address

401 North Carroll Ave.  
Suite 404  
Southlake, TX 76092

✉ [TheEpicMusicFestival@gmail.com](mailto:TheEpicMusicFestival@gmail.com)(mailto:%20theepicmusicfestival@gmail.com)

☎ 817-993-9401

**Park Address**

304



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DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District Child Nutrition

Vendor Requested: HINTON REFRIGERATION CO.

Item Request Description: DISTRICT CHILD NUTRITION WALK-IN  
FREEZER

Includes demolition and haul-off of old freezer, new freezer with install  
and labor. This freezer is in the Central Office Warehouse.

Dollar Amount Requested (if applicable): \$62,235.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 059-CHILD NUTRITION

Becky Barner  
Requestor or Principal

10/08/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

[Signature]  
Assistant Superintendent or Superintendent

10-13-25  
Date



# TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS

P. O. Box 1548  
Duncan, OK 73534

SHIP TO

DUNCAN PUBLIC SCHOOLS

WAREHOUSE

1740 W. Spruce  
Duncan, OK 73533

Date: 10/08/2025  
Requested by: Becky Barnes  
School/Dept: District Child Nutrition Dept  
Account/Prog: 059-CHILD NUTRITION

- |                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Books     | <input type="checkbox"/> Equipment | <input type="checkbox"/> Technology         |
| <input type="checkbox"/> Fees/Dues | <input type="checkbox"/> Supplies  | <input type="checkbox"/> Furniture/Fixtures |
| <input type="checkbox"/> Textbooks | <input type="checkbox"/> Service   | <input type="checkbox"/> Other              |

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax # HINTON REFRIGERATION CO. 405-946-2766								
Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	LABOR & MATERIALS FOR NEW FREEZER	\$ 62,235.00	\$ 62,235.00		11	059	3120	731	700	0000	000	050
	SHIPPING/HANDLING:											
			TOTAL ORDER:	\$ 62,235.00								

DESCRIPTION: DISTRICT CHILD NUTRITION WALK-IN FREEZER (INCLUDING DEMO & LABOR FOR NEW INSTALL)

Becky Barnes 10/08/2025  
Signature of Requestor -REQUIRED- Date

[Signature] 10/13/2025  
Signature of Administrator -REQUIRED- Date

Quote #1



Air Conditioning • Walk-In Coolers • Reach-Ins  
Grocery Equipment  
1020 Virginia Drive  
Oklahoma City, Oklahoma 73107  
(405) 946-2766 • FAX (405) 946-2765

PROPOSAL SUBMITTED TO: <b>Duncan Public Schools</b>	PHONE	DATE <b>09/16/2025</b>
STREET	JOB NAME <b>Warehouse WIF</b>	Hinton Refrigeration Co. State License Number <b>026540</b>
CITY, STATE AND ZIP CODE	JOB LOCATION <b>1740 W. Spruce Ave., Duncan, OK</b>	
ATTENTION: <b>Becky Barnes</b>	FAX	JOB PHONE

Hinton Refrigeration Co. agrees to furnish the following:

**Labor and Materials to perform the following scope:**

- Pump down and remove existing refrigeration system for warehouse WIF.
- Disassemble and haul away existing WIF box.
- Furnish and install new ~12' x 20' x 8' WIF w/ floor.  
WIF to come with door with window centered on 20' wall, exterior ramp, and diamond plate floor.
- Furnish and install new Condensing Unit to same location as existing.
- Furnish and install new Evaporator Coil to be suspended from walk-in ceiling panels.
- Furnish and install new refrigerant and condensate piping to industry standards.
- Pressure test / Evacuate / Charge system with new R449a refrigerant.
- Furnish and install new LED lighting inside of walk-in.
- Start up and adjust.

**Quote Price: \$62,235.**

\*Price is good for 30 days

**Proposal Excludes:**

- (1) Any electrical other than above
- (2) Any plumbing other than above
- (3) Any fire sprinkler modification\installation
- (4) Any permanent roof sealing

**Payment Terms: Net 30 days**


\*All Labor and Materials provided by HRC will carry a 90-day Workmanship warranty to begin at the time of startup. This warranty to run concurrently with any equipment manufacturer's parts warranty.

Hinton warranty covers normal business hours M-F between 8:00-4:00.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. The buyer is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.  
Carrying charges at 21.00 % per year.    Freight Collect     Freight Prepaid

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted within 30 days.  
Note: A 3% charge will be added to the above amount if paid with Credit Card.  
(Visa, Master Card, and Discover accepted)

Authorized Signature:  \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date of acceptance \_\_\_\_\_

**SPECIFICATIONS**

Indoor Freezer (10'0" High) (with floor)  
Vinyl NSF gasket (1/16" joint thickness). Cam-look layout SMH

**SPECIAL INSTRUCTIONS**

Standard crating

**WALL PANELS**

Construction: 4" urethane (R-32)  
Exterior Finish: stucco galvalume  
Interior Finish: stucco white galvalume  
Ceiling Connections: Camlock  
Floor connections: Camlock

**CEILING PANELS**

Construction: 4" high density urethane (R-32)  
Exterior Finish: stucco white galvalume  
Interior Finish: stucco white galvalume  
Ceiling Caps: Factory mounted  
Live Load: 10 psf

**FLOOR PANELS**

Construction: 3 1/2" high density urethane (R-20)  
w/ .080 aluminum diamond tread & interior  
over 1/2" plywood  
w/ Metal & exterior

**DOORS**

[A] 34" x 78" Flush model C3 self-closing freezer door  
... LEAF NOT RAISED FOR FLOORING ...

- Brand: Artic Temp
- Frame: 4" high density urethane (R-32), 3-sided
- w/ Stucco galvalume & int.
- w/ Stucco white galvalume & int.
- w/ 24 ga. stainless steel 430 (magnetic) liners
- w/ 4-sided heat cable in frame [L-4-17M] (24'-9" x 5 ohms/ft (124 total) @ 4.8 w/ft + Regl - 120V, 1A)
- w/ 3/4" sub-through concealed PVC conduit
- Leaf: w/ Stucco galvalume & exterior height
- w/ Stucco white galvalume & int.
- w/ Magnetic gasket
- w/ 2 1/4" black neoprene sweep

- (2) Component Hardware m29 spring assisted adjustable hinge
- (1) Component Hardware m28 inside release
- (1) Component Hardware m28 inside release
- (1) Kason #1094 hydraulic door closer (polished chrome)
- (1) Weiss 240T-L, single pole switch and thermometer combo & ext.
- (1) Kason #1832 heated air vent (25W, 120V, .2A)
- (1) Kason #120V d.42x14" NonFAB view window (12 3/4" x 12 3/4" viewing area)
- (1) .080 smooth aluminum threshold

**PARTS**

- (3) ea. Kason #1809 vapor proof LED light fixture (25W, 120V, 0.25A)-(LED Lamp)
- (1) ea. low temp Chase Doors strip curtain #4867 for 34" x 78" net opening w/ 8' strip @ 33.00% overlap
- (1) ea. .36" deep, model #7506 exterior ramp-with non-skid strips
- Finish: 10 ga. smooth galvanized (Ramp has no toe and sits at same level as floor panels, unless otherwise specified here)

**NOTES**

Meets 2009 Federal Energy Independence and Security Act Requirements.

**STANDARD NOTES**

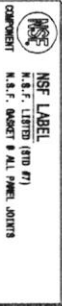
1. To prevent condensation, a minimum 2" from the walk-in exterior surface is required. High humidity conditions may require force ventilation in addition to clearance.

Installation site floor must be true and level within 3/16" per 10' or additional costs may be incurred.

R-plus Doors sliding and vertical lift doors shall not be considered means of egress. Check code egress requirements for your application.

**ELECTRICAL**  
Field electrician to verify maximum acceptable load for light switches. If load is too high, then relay type controls should be used. After wiring devices, all conduits must be sealed to stop moisture transfer. Failure to seal device per NEC codes WILL VOID WARRANTY.

**REVISIONS**



THE MANUFACTURER'S SPECIFICATIONS ARE BASED ON NSF STANDARD #7, SECTION 6, PARAGRAPH 6.306.7, REQUIREMENTS (SEE TABLE 1). THESE NUMBERS ARE NOT INTENDED TO BE USED FOR SIZING OR REGENERATION UNITS FOR THIS WALK-IN. THE MANUFACTURER RECOMMENDS CONSULTATION WITH A QUALIFIED ENGINEER ON REGENERATION CONSTRUCTION.

**- PRELIMINARY DRAWING -**

Customer Note: This is a preliminary drawing only. Approving this drawing only indicates that you agree with overall dimensions and door opening locations. Panel sizes and layout is subject to change. If "Neutral Size" has been stated, then actual dimensions may vary to fit standard panel sizes. All dimensions should be based on the drawing and shall not be subject to change. All dimensions may be subject to approval standard. Standard drawings. The customer or their representative is responsible for providing the correct and complete information and accessories listed. Specific notes or equipment supplied by others.  APPROVED FOR FABRICATION WITH NO CHANGES  APPROVED FOR FABRICATION WITH CHANGES  REVISE AND RESUBMIT

Signature \_\_\_\_\_

DO NOT SCALE THIS DRAWING

SCALE: 3/16" = 1'-0"

DATE DRAWN: 9/11/2025

DATE PRINTED: 9/11/2025

CHK'D BY: POK Assistant

DRAW: 25-AT-24847-01

BOX: 1 OF 1

SHEET: 1 OF 5



ARTIC TEMP  
2015 West Main St.  
Tropus, OK 74664  
Phone: 405-567-1960  
Fax: 405-567-1961  
www.imperial-brown.com

BAKER DISTRIBUTING CO.  
OKLAHOMA CITY, OK  
DUNCAN PUBLIC SCHOOLS  
OKLAHOMA CITY, OK

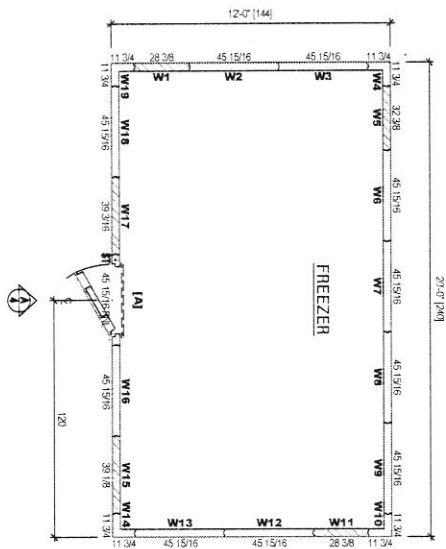
25-AT-24847-01

25-AT-24847.00.01-01

NOT FOR CONSTRUCTION

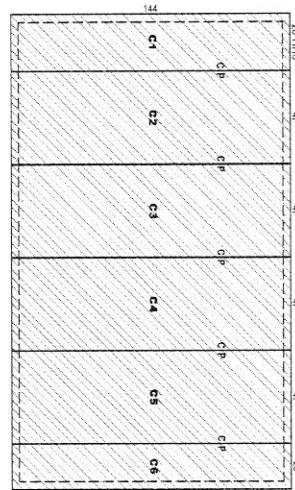
PRELIMINARY

CONSTRUCTION LEGEND:  
 1/4" urethane (R-20)  
 1/2" urethane (R-20)  
 1/2" Insul. Conolly urethane (R-28)



**WALL PANELS**

Stucco white galvalume  
 Stucco galvalume



**CEILING PANELS**

DO NOT SCALE THIS DRAWING  
 SCALE: 3/16" = 1'-0"  
 DATE DRAWN: 9/11/2025  
 DATE PRINTED: 9/11/2025  
 BY: PDX-Assessant  
 CHECKED BY:  
 DRAWN: 25-AT-24847-01  
 BOX: 1 OF 1  
 SHEET: 2 OF 5



ARTIC TEMP  
 2015 West Main St.  
 Prague, OK 74864  
 Phone: 405-587-1960  
 Fax: 405-587-1961  
 www.imperial-brown.com

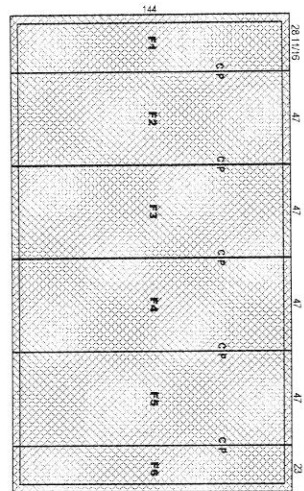
BAKER DISTRIBUTING CO.  
 OKLAHOMA CITY, OK  
 DUNCAN PUBLIC SCHOOLS  
 OKLAHOMA CITY, OK

**25-AT-24847-01**


25-AT-24847.00.01-01

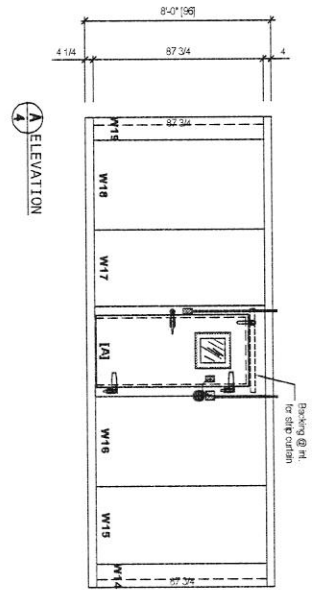
NOT FOR CONSTRUCTION

PRELIMINARY



FLOOR PANELS

<p><b>DO NOT SCALE THIS DRAWING</b></p> <p>SCALE: 3/16" = 1'-0"</p> <p>DATE DRAWN: 9/17/2025 DATE PRINTED: 9/17/2025 DRAWN BY: PDX-sssbm</p> <p>DRW#: 25-AT-24847-01 BOX: 1 OF 1 SHEET: 3 OF 5</p>	 <p><b>ARTIC TEMP</b> 2015 West Main St. Fragile, OK 74864 Phone: 405-587-1960 Fax: 405-587-1961 www.imperial-brown.com</p>	<p>BAKER DISTRIBUTING CO. OKLAHOMA CITY, OK</p> <p>DUNCAN PUBLIC SCHOOLS OKLAHOMA CITY, OK</p>	<p><b>25-AT-24847-01</b> 25-AT-24847.00.01-01</p> <p>NOT FOR CONSTRUCTION</p> <p>PRELIMINARY</p>
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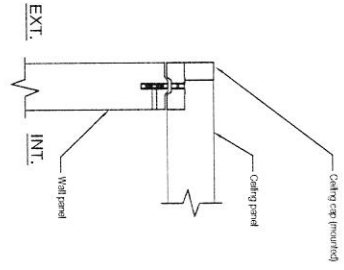
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 DATE DRAWN: 01/17/2025  
 DATE PRINTED: 01/17/2025  
 BY: PDX-Asst/Arch  
 CHK'D BY:  
 DRAWN: 25-AT-24847-01  
 BOX: 1 OF 1  
 SHEET: 4 OF 5



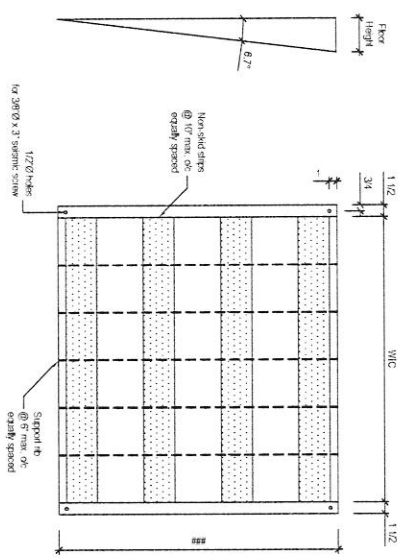
BAKER DISTRIBUTING CO.  
 OKLAHOMA CITY, OK  
 DUNCAN PUBLIC SCHOOLS  
 OKLAHOMA CITY, OK

**25-AT-24847-01**  
 25-AT-24847.00.01-01  
 NOT FOR CONSTRUCTION  
 PRELIMINARY

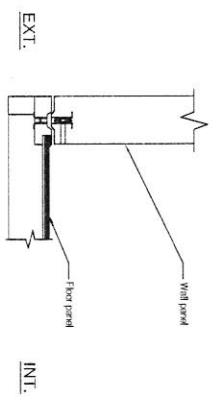
**1** CEILING CONNECTION



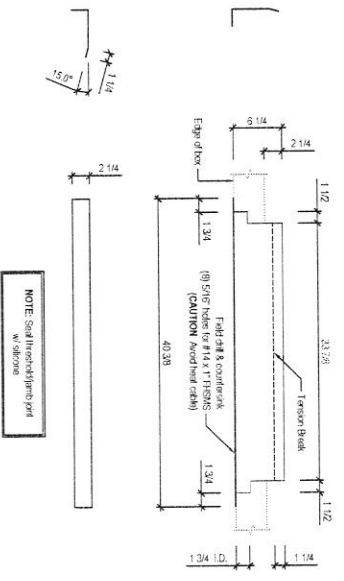
**2** EXTERIOR RAMP, MODEL 750E



**3** FLOOR CONNECTION



**4** THRESHOLD FOR SWING DOOR

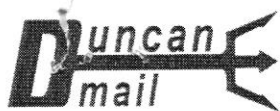


DO NOT SCALE THIS DRAWING  
 SCALE: 3/16" = 1'-0"  
 DATE DRAWN: 9/11/2025  
 DATE PRINTED: 9/11/2025  
 BY: PDX-Ashishan  
 CHECKED BY:  
 DRAWN: 25-AT-24847-01  
 BOX: 1 OF 1  
 SHEET: 5 OF 5

**ArticTemp**  
 ARTIC TEMP  
 2015 West Main St.  
 Prague, OK 74864  
 Phone: 405-567-1960  
 Fax: 405-567-1961  
 www.imperial-brown.com

BAKER DISTRIBUTING CO.  
 OKLAHOMA CITY, OK  
 DUNCAN PUBLIC SCHOOLS  
 OKLAHOMA CITY, OK

**25-AT-24847-01**  
 25-AT-24847.00.01-01  
 NOT FOR CONSTRUCTION  
 PRELIMINARY



Becky Barnes &lt;becky.barnes@duncanps.org&gt;

---

**walk in freezer**

7 messages

---

**Dave Barnett** <dbarnett@bushrefrigeration.com>  
To: "becky.barnes@duncanps.org" <becky.barnes@duncanps.org>

Mon, Oct 6, 2025 at 12:41 PM

Hi Becky, thank you for your email about a walk in freezer!

We are a wholesaler so I can quote you the panels and refrigeration but we do not do installation, you would need someone local for that. Do you still want me to quote you just the equipment delivered to you?

Thank you-

Dave

**Dave Barnett**

1700 Admiral Wilson Blvd.

Camden, NJ 08109

(800) 220-2874 Main

(856) 210-7045 Fax

[www.bushrefrigeration.com](http://www.bushrefrigeration.com)

Starting **January 1, 2026**, the EPA will no longer allow installation of refrigeration systems that use high-GWP refrigerants such as **R-404A, R-448A, and R-449A**. Any such equipment must be installed and operational **before that date** to remain compliant. Going forward, only **A2L refrigerants** will be permitted in new installations. Please plan ahead to ensure compliance.

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---

**Becky Barnes** <becky.barnes@duncanps.org>  
To: Dave Barnett <dbarnett@bushrefrigeration.com>

Mon, Oct 6, 2025 at 12:42 PM

Yes please, thank you.  
[Quoted text hidden]

314

BECKY BARNES  
Child Nutrition Director  
Duncan Public Schools  
580-252-2492  
580-255-5264(fax)

---

**Dave Barnett** <dbarnett@bushrefrigeration.com>  
To: Becky Barnes <becky.barnes@duncanps.org>

Mon, Oct 6, 2025 at 12:44 PM

Great, thank you!

What size door do you want and what temperature do you need to hold in the freezer?

[Quoted text hidden]

---

**Becky Barnes** <becky.barnes@duncanps.org>  
To: Dave Barnett <dbarnett@bushrefrigeration.com>

Mon, Oct 6, 2025 at 12:52 PM

34" to 36" & -10 to -20 degrees

[Quoted text hidden]

---

**Dave Barnett** <dbarnett@bushrefrigeration.com>  
To: Becky Barnes <becky.barnes@duncanps.org>

Mon, Oct 6, 2025 at 12:54 PM

Perfect, thank you, I'll get it worked up for you Becky.

[Quoted text hidden]

---

**Becky Barnes** <becky.barnes@duncanps.org>  
To: Dave Barnett <dbarnett@bushrefrigeration.com>

Mon, Oct 6, 2025 at 12:59 PM

Sounds good, thank you.

[Quoted text hidden]

---

**Dave Barnett** <dbarnett@bushrefrigeration.com>  
To: Becky Barnes <becky.barnes@duncanps.org>

Mon, Oct 6, 2025 at 3:28 PM

Good Afternoon Becky-

The price for a 20x16x8 indoor freezer with a floor and a 4.5 hp remote refrigeration system is \$36,770. Pricing includes freight but not installation. Please email or call me, 800-220-2874, if you have any questions.

Delivery time is about 4 weeks from time of order.

**PLEASE NOTE, PRICING IS GOOD FOR 30 DAYS.**

Have a good day Becky, I look forward to hearing back from you soon, thank you-

Dave

**Dave Barnett**

1700 Admiral Wilson Blvd.

315

10/7/25, 7:29 AM

Duncan Public Schools Mail - walk in freezer

Camden, NJ 08109

(800) 220-2874 Main

(856) 210-7045 Fax

[www.bushrefrigeration.com](http://www.bushrefrigeration.com)



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[Quoted text hidden]

Quote #3

Child Nutrition Director  
Duncan Public Schools  
580-252-2492  
580-255-5264(fax)

 **Install Service Quote Form.pdf**  
1598K

**Becky Barnes** <becky.barnes@duncanps.org>  
To: Cage Ellis <cellis@katom.com>

Wed, Oct 8, 2025 at 11:36 AM

I have not received the quote yet. I need this today, because we need to make a decision for our board meeting. If you decline to give me a quote would you please send me something saying so.

[Quoted text hidden]

**Cage Ellis** <cellis@katom.com>  
To: Becky Barnes <becky.barnes@duncanps.org>

Wed, Oct 8, 2025 at 11:51 AM

We have not received a quote back for install.


This is quote for the unit.



**Cage Ellis**  
Inside Sales Team Member, KaTom Restaurant Supply, Inc.

 (865) 225-1545 # 3205  www.katom.com

 cellis@katom.com

 305 KaTom Drive, Kodak, TN 37764



★ **Please Share Your Experience!** Click here and let me know how I did. Just remember to include my name!

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[Quoted text hidden]



**Quote No. 790973.pdf**

247K

**Sales Quote**

**Sales Quote Number: 790973**

Page: 1

**KaTom Restaurant Supply, Inc.**  
**305 Katom Dr.**  
**KODAK, TN 37764**

<b>Sales Quote Date:</b> 10/7/2025	<b>Due Date</b> 10/7/2025	<b>Ship Date</b> 10/7/2025
<b>Customer ID</b> 1861089	<b>Contact</b> Becky Barnes	<b>SalesPerson</b> Cage Ellis
<b>Cust. Phone</b> (580) 252-2492	<b>Cust. Fax</b>	<b>Quote Expires:</b> 10/12/2025
becky.barnes@duncanps.org		

**Sell**  
**To:** Duncan Public Schools  
 Becky Barnes  
 1740 W. Spruce Ave  
 DUNCAN, OK 73533  
 USA

**Ship**  
**To:** Duncan Public Schools  
 Becky Barnes  
 1740 W. Spruce Ave  
 DUNCAN, OK 73533  
 USA

<b>Terms</b> CREDIT CARD	<b>Ext Doc No.</b>	<b>Your Reference</b>	<b>Ship Via</b>	<b>Loc Code</b> KODAK	<b>Loc Phone</b>	<b>Loc Fax</b>
-----------------------------	--------------------	-----------------------	-----------------	--------------------------	------------------	----------------

<u>Blueprint No.</u>	<u>Number</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
	258-PQO2529138	PQO_25-29138 WI 12 X 20 ID FREEZER - PER QUOTE ONLY	1	EA	45,739.15	45,739.15
		Free Shipping to Customer				
		Non-Returnable Item				
		Custom Item				
		Must Ship LTL				

**Website:** katom.com      **Phone:** (800) 541-8683      **Fax:** (800) 821-9130

This office will follow up with you within 24 hours to ensure you received this quotation. Quotation must be signed below to be official.

**Submitted by:** \_\_\_\_\_ **Accepted by:** \_\_\_\_\_

Subtotal: 45739.15  
 S, H, & I: 0  
 Total Sales Tax: 3979.31  
 Total: 49718.46

Federal and/or State tax laws may apply at the time of invoicing.

BY PLACING YOUR ORDER, YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE READ AND AGREE TO BE BOUND BY KATOM'S POLICIES AND PROCEDURES STANDARD TERMS AND CONDITIONS, POLICIES AND PROCEDURES, INCLUDING BUT NOT LIMITED TO THE KATOM PRIVACY POLICY, RETURN POLICY, SHIPPING POLICY, AND TERMS AND CONDITIONS (WHICH INCLUDE DISCLAIMERS AND LIMITATIONS OF KATOM'S LIABILITY, AS WELL AS A PROVISION WHEREBY YOU AGREE TO ARBITRATE ALL DISPUTES), LOCATED AT WWW.KATOM.COM/POLICY (COLLECTIVELY, THE "TERMS"). PLEASE CALL 1-800-541-8683 TO OBTAIN A PHYSICAL OR E-MAIL COPY OF THE TERMS. THE TERMS ARE ALSO AVAILABLE BY SCANNING THE QR CODE IN THE BOTTOM RIGHTHAND CORNER OF THIS QUOTE WITH THE CAMERA OF YOUR MOBILE DEVICE. IF YOU DO NOT AGREE TO BE BOUND BY ALL PROVISIONS OF THE TERMS, YOU MUST NOTIFY KATOM WITHIN TEN (10) DAYS OF RECEIPT OF THIS QUOTE AND IMMEDIATELY REJECT AND RETURN ALL GOODS TO KATOM. YOUR USE OF THE GOODS, OR YOUR FAILURE TO REJECT AND RETURN THE GOODS TO KATOM WITHIN TEN (10) DAYS, SHALL CONSTITUTE ACCEPTANCE OF ALL TERMS.





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Technology

Vendor Requested: SPLASHTOP

Item Request Description: AUTONOMOUS ENDPOINT MANAGEMENT  
FOR ALL DISTRICT DEVICE(S) MANAGEMENT & CYBER SAFETY

allows Remote management <sup>& support</sup> as well  
(AEP constantly monitors health & performance of devices, automatically updates software & security, and increases efficiency)

Dollar Amount Requested (if applicable): \$2,317.95

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 051-Technology

Justin Daywell  
Requestor or Principal

09-30-25  
Date

J McCann  
Budget Administrator or Business Office Manager

09-30-2025  
Date

[Signature]  
Assistant Superintendent or Superintendent

OCT 01 2025  
Date





Company Address 10050 N. Wolfe Road, Suite SW2-S260  
 Cupertino, California 95014  
 United States

Quote Number 00067576  
 Prepared By Tami Do  
 Email tami.do@splashtop.com

**Customer information**

**BILL TO COMPANY**

Account Name Duncan High School  
 Bill To PO Box 1548  
 Duncan, Oklahoma 73533  
 United States

Ship To PO Box 1548  
 Duncan, Oklahoma 73533  
 United States

**BILL TO CONTACT**

Contact Name Justin Langwell  
 Email justin.langwell@duncanps.org

**Quote Information**

Created Date 9/25/2025  
 Expiration Date 10/31/2025

**Quote Details**

Product Name	Quantity	List Price	Discount	Total Price	Total Contracted Month
Splashtop Autonomous Endpoint Management Add-on for SOS (Yearly, per License)	3.00	USD 499.00	25%	USD 1,122.75	12
Splashtop SOS with 300 Managed Devices (Yearly, per Concurrent User)	3.00	USD 480.00	17%	USD 1,195.20	12

Subtotal USD 2,937.00  
 Discount 21.0776%  
 Total Price USD 2,317.95

**Terms and Conditions**

Splashtop accepts all major credit cards: Visa, MasterCard, Discover, American Express, and PayPal. Unless otherwise stated on the invoice, payment is due upon receipt of the invoice.



Company Address 10050 N. Wolfe Road, Suite SW2-S260  
Cupertino, California 95014  
United States

Quote Number 00067576

Prepared By Tami Do

Email tami.do@splashtop.com

Preferred method of payment is via Splashtop Admin Console, [my.splashtop.com](http://my.splashtop.com). Please login and click buy now to subscribe. Other payment options are available upon request, please contact Account Executive for details.

Unless stated otherwise, all prices and fees shown on the Splashtop quote are exclusive of taxes and regulatory fees. Where applicable, taxes and regulatory fees will be charged to your account in accordance with state and local laws and regulations. Splashtop, in its sole discretion, will calculate the amount of taxes due. The taxes and regulatory fees charged can be changed without notice. Customers exempt from certain taxes and surcharges are responsible for advising Splashtop of its tax-exempt status including proper documentation. To avoid being charged sales tax for purchases of remote access and remote support software and services through Splashtop, please submit a current certificate to [SalesTax@splashtop.com](mailto:SalesTax@splashtop.com).

In the event of any conflict or inconsistency between the terms and conditions hereof and any terms or conditions set forth in Splashtop's Terms of Service, Terms of Sale, and Terms of Use, the terms and conditions set forth in this quotation shall prevail.

Splashtop's Terms of Service apply. Please visit <https://www.splashtop.com/terms/splashtop> for more information.  
Splashtop Confidential

Auto Renew

Subscriptions and Automatic Renewal

Unless otherwise provided in the applicable Order Form, (a) Services are purchased as subscriptions for the term stated in the applicable Order Form, (b) subscriptions for a Service may be added during a subscription term at the same pricing as the underlying subscription pricing for that Service, prorated for the portion of that subscription term remaining at the time the subscriptions are added, and (c) any added subscriptions will terminate on the same date as the underlying subscriptions. Customer agrees that its purchases are not contingent on any future functionality or features, or dependent on any oral or written statements made by Splashtop regarding future functionality or features.

Except as otherwise specified in the Order Form, each subscription shall automatically renew upon expiration of the subscription term, for subsequent terms as specified in the Order Form(s), and shall continue until Customer cancels each subscription(s) hereunder by providing written notice of the intent not to renew no later than thirty (30) days prior to automatic renewal. The subscription fee for the renewal periods will be at a six percent (6%) increase over the subscription fees charged during the previous Term, except as otherwise specified in an Order Form accepted by Splashtop. Any notice of intent not to renew a subscription(s) sent less than thirty (30) days prior to automatic renewal will be considered as having been sent during the subsequently renewed subscription term and shall have the effect of terminating this Agreement upon expiration of the upcoming automatic renewal term.

ACCEPTED AND AGREED TO BY

Signature \_\_\_\_\_

Date \_\_\_\_\_



BOARD APPROVED

OCT 14 2025

ITEM # 9.N.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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Justin Jaywell  
Requestor or Principal

09-30-25  
Date

J. McCann  
Budget Administrator or Business Office Manager

09-30-2025  
Date

[Signature]  
Assistant Superintendent or Superintendent

OCT 01 2025  
Date





Company Address 10050 N. Wolfe Road, Suite SW2-S260  
Cupertino, California 95014  
United States

Quote Number 00067576

Prepared By Tami Do

Email tami.do@splashtop.com

### Customer information

#### BILL TO COMPANY

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United States

Ship To PO Box 1548  
Duncan, Oklahoma 73533  
United States

#### BILL TO CONTACT

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Email justin.langwell@duncanps.org

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Expiration Date 10/31/2025

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		Subtotal			USD 2,937.00
		Discount			21.0776%
		Total Price			USD 2,317.95

### Terms and Conditions



Company Address 10050 N. Wolfe Road, Suite SW2-S260  
Cupertino, California 95014  
United States

Quote Number 00067576

Prepared By Tami Do

Email tami.do@splashtop.com

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ACCEPTED AND AGREED TO BY

Signature

Date

10/14/2025



## DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION BOARD AGENDA ITEM

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School/Club/Department: Business Office

Vendor Requested: Summit Mailing & Shipping Systems

Item Request Description: Lease Agreement for replacement machine, including delivery, installation, training, meter rental, rate & structure updates, and full maintenance plan (100% parts and labor)

Dollar Amount Requested (if applicable): \$1,439.28

Fund Requested: 11- General Fund

Budget/Activity Account Requested: 047 Postal Svcs/Postage/Supplies/Fees

[Signature]  
Signature of Requestor/Principal

10-13-2025  
Date

\_\_\_\_\_  
Signature of Budget Director

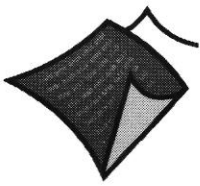
\_\_\_\_\_  
Date

[Signature]  
Signature of Assistant Superintendent

10/13/25  
Date



Year	Months	Description	Unit Price	Yearly Total
2025-26	8	Lease Payments	\$ 179.91	\$ 1,439.28
2026-27	12	Lease Payments	\$ 179.91	\$ 2,158.92
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2028-29	12	Lease Payments	\$ 179.91	\$ 2,158.92
2029-30	12	Lease Payments	\$ 179.91	\$ 2,158.92
2030-31	4	Lease Payments	\$ 179.91	\$ 719.64
	60			\$ 10,794.60



# SUMMIT

MAILING & SHIPPING SYSTEMS

*A member of Summit Technology Affiliates, LLC.*

## BUSINESS CASE

### Mail Machine Upgrade

Prepared for: Duncan Public Schools

Proposal date: 10/09/2025

Valid until: 10/31/2025

Submitted by: Matt Perry

Sales Manager

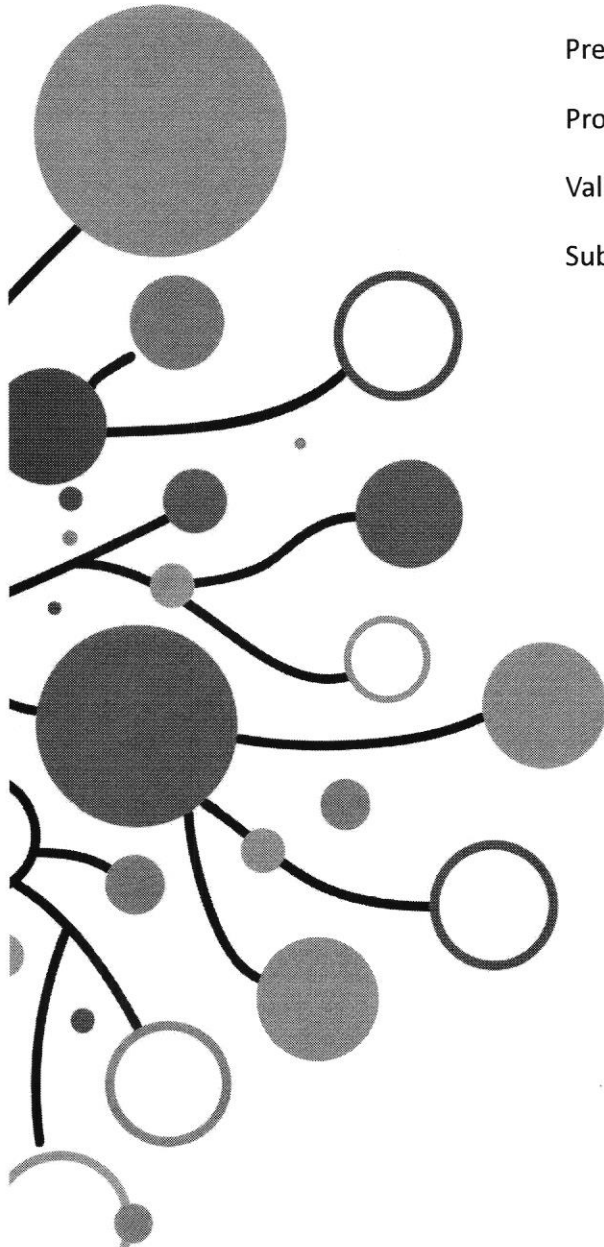
405-509-6526

[MattP@summitokc.com](mailto:MattP@summitokc.com)

Summit Mailing and Shipping

Lori McCann

Brennon Albertson



quadi<sup>7</sup>ent



## Executive Summary

---

Duncan Public Schools currently owns a Quadient IN-600 AutoFeed Mail Machine with a 5 lb. weighing platform, serviced by Summit Mailing & Shipping. This system operates with an IBI (Information-Based Indicia) meter, which the USPS has announced will no longer be compliant by 2027. All mailing systems will be required to operate with the new IMI (Intelligent Mail Indicia) meter technology by that time.

Given this upcoming USPS compliance mandate, now is an ideal time for Duncan Public Schools to upgrade to the latest Quadient iX-Series mailing system.

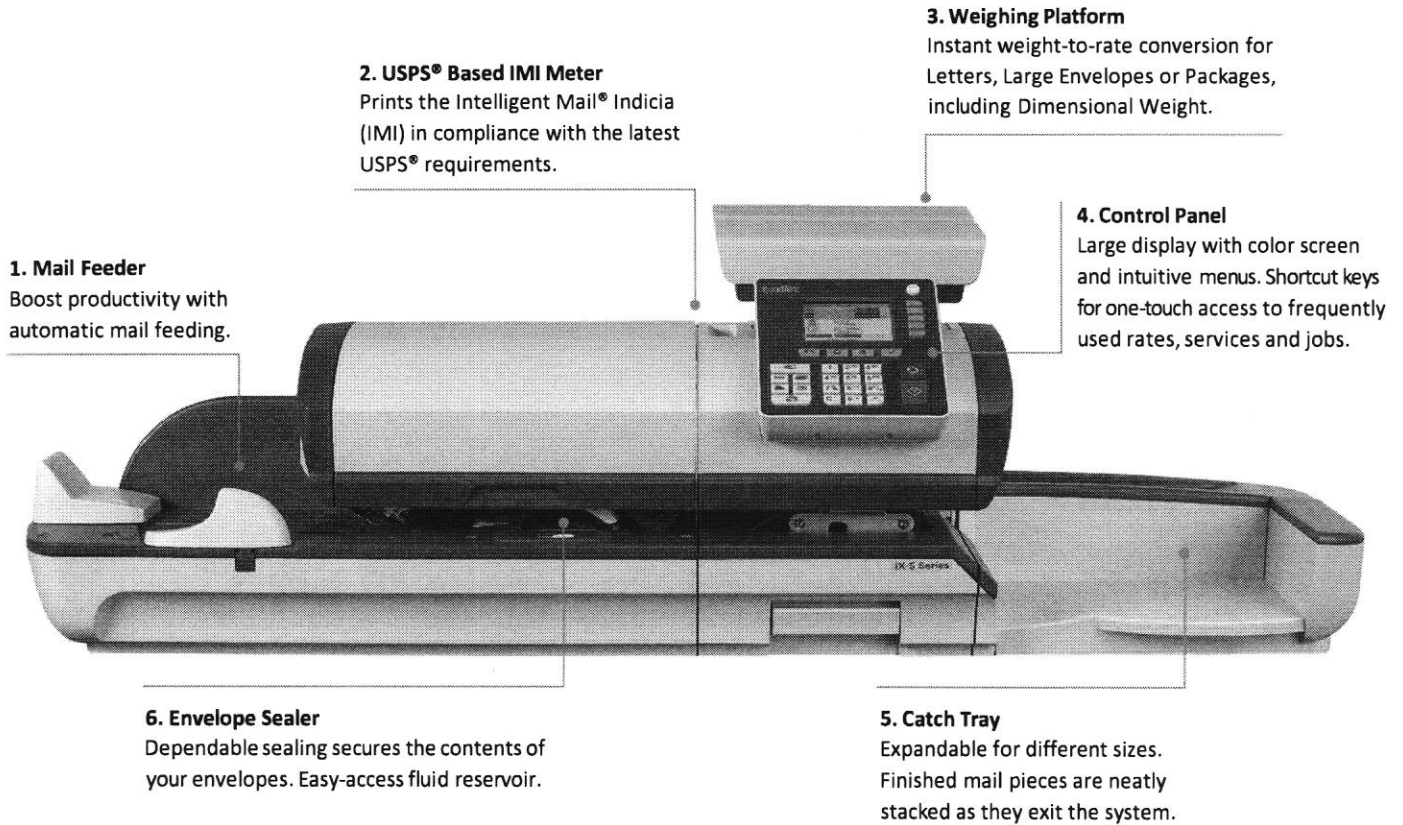
By moving forward at this time, the district can:

- 1.) Lock in the lowest possible state contract pricing before the annual price increase in November.
- 2.) Avoid future compliance issues and ensure uninterrupted mailing operations.
- 3.) Benefit from improved speed, efficiency, and reporting capabilities available with the new IMI-compliant systems.
- 4.) Simplify budgeting by upgrading now rather than facing higher costs later.

Upgrading at this time is a strategic decision that positions Duncan Public Schools for long-term success and compliance while maximizing available cost savings.



**Product Overview**



**1. Mail Feeder**  
Boost productivity with automatic mail feeding.

**2. USPS® Based IMI Meter**  
Prints the Intelligent Mail® Indicia (IMI) in compliance with the latest USPS® requirements.

**3. Weighing Platform**  
Instant weight-to-rate conversion for Letters, Large Envelopes or Packages, including Dimensional Weight.

**4. Control Panel**  
Large display with color screen and intuitive menus. Shortcut keys for one-touch access to frequently used rates, services and jobs.

**6. Envelope Sealer**  
Dependable sealing secures the contents of your envelopes. Easy-access fluid reservoir.

**5. Catch Tray**  
Expandable for different sizes. Finished mail pieces are neatly stacked as they exit the system.

Key Specifications		iX-5 AF
<b>Processing speed:</b> Up to 110 lpm	<b>Postage labels:</b> Self-adhesive with automatic dispenser	
<b>Weighing platform capacity:</b> 5, 10, 30 or 70 lb.	<b>Security:</b> 4-digit operator PIN codes	
<b>Envelope thickness:</b> Up to 1/2"	<b>Job presets (imprint memories):</b> Up to 9	
<b>Accounts/departments:</b> 100 standard, up to 500 optional	<b>Envelope printing:</b> Graphics (10), Text messages (10)	
<b>Online expense reporting (Neostats Basic):</b> Standard	<b>Ink supply:</b> Quick-change cartridge, up to 15,850 imprints	
<b>Connectivity:</b> LAN standard, Wireless LAN optional	<b>Neoship online shipping software:</b> Available	



## Financial Considerations

### Product Summary

iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge  
IX Series 5 lb Weighing Platform

### Cost Summary

Valid Until: 10/31/2025

01	Rental Term (months)	60
02	Monthly Amount	\$179.91

### Notes

All-Inclusive Lease Includes: Delivery, Installation, Training, Meter Rental, Rate & Structure Updates, & a Full Maintenance Plan (100% parts and labor provided by local factory certified technicians)

Pricing Utilized:  
NASPO/ValuePoint Contract #: CTR058809  
State Participating Addendum #: SW1008(OK)



405-509-6526

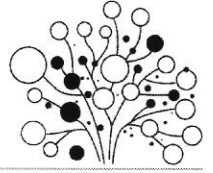


MattP@summitokc.com



mail.quadient.com

quadient



## Financial Considerations

### Product Summary

iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge  
IX Series 5 lb Weighing Platform

### Cost Summary

Valid Until: 10/31/2025

01	Equipment & Software	\$ 4,137.25
02	Monthly Meter Rental & iMeter Apps	\$ 37.00
03	Annual Maintenance Agreement	\$ 828.00
04	Annual Software Subscriptions & Support	\$ 0.00

### Notes

Pricing Utilized:  
NASPO/ValuePoint Contract #: CTR058809  
State Participating Addendum #: SW1008(OK)



(405) 509-6526



MattP@summitokc.com



mail.quadient.com

quadient

335

**Customer**

<b>Organization</b>	Duncan Public Schools		
<b>DBA</b>			
<b>Address</b>	PO Box 1548		
<b>City State Zip</b>	Duncan	OK	73534
<b>Phone</b>	(580) 255-0686	<b>Fax</b>	

**Purchase Order - Lease**

NASPO/ValuePoint Contract #: CTR058809  
 and / or  
 State Participating Addendum (PA) #:  
 SW1008 (OK)

**Vendor**

<b>Company Name</b>	Quadient Leasing USA Inc.	FEDERAL ID# 94-2984524
<b>Attention</b>	Government Sales	DUNS# 150836872
<b>Address</b>	478 Wheelers Farms Rd	
<b>City State Zip</b>	Milford	CT 06461
<b>Phone</b>	(866) 448-0045	<b>Fax</b> (203) 301-2600

**Ship To**

<b>Organization</b>	Duncan Public Schools		
<b>Attention</b>	Lori McCann		
<b>Address</b>	1706 W Spruce Ave		
<b>City State Zip</b>	Duncan	OK	73533
<b>Phone</b>	(580) 255-0686	<b>Email</b>	lori.mccann@duncanps.org

<b>P.O. Number</b>	<b>P.O. Date</b>	<b>Requisitioner</b>	<b>Shipped Via</b>	<b>F.O.B. Point</b>	<b>Terms</b>
			Ground	Destination	Quarterly Invoicing

<b>QTY</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
60	Months	Lease Payment	\$179.91	\$10,794.60

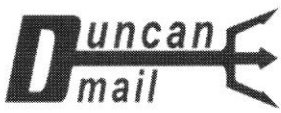
Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

**Products**

QTY	Product ID	Description
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	IX Series 5 lb Weighing Platform

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:  
 Quadient Leasing USA, Inc.  
 Dept 3682  
 PO Box 123682  
 Dallas TX 75312-3682
- Send all correspondence to:  
 Quadient Leasing USA, Inc.  
 478 Wheelers Farms Rd  
 Milford CT 06461  
 Phone: 203-301-3400  
 Fax: 203-301-2600

Authorized by \_\_\_\_\_ Date 10/14/2005  
Carl Buchholts Board President  
 Print Name Title



**Re: Mail Machine Business Case**

1 message

**Matt Perry** <mattp@summitokc.com>  
To: Lori McCann <lori.mccann@duncanps.org>

Mon, Oct 13, 2025 at 12:40 PM

Hey Lori!

Yes ma'am! We will prorate the annual maintenance and any unused will be credited to your Summit account to use for consumables!

Thank you,

Matt Perry  
Sales Manager  
Summit Mailing & Shipping  
405.509.6526

**This e-mail message and all attachments transmitted with it may contain legally privileged and/or confidential information intended solely for the use of the addressee(s). If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, forwarding or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message and all copies and backups thereof.**

On Oct 13, 2025, at 12:39 PM, Lori McCann <lori.mccann@duncanps.org> wrote:

External Email: DO NOT open attachments or click on links from unknown or unexpected emails.

One more question. We may have already talked about this, but what will happen with our current annual maintenance agreement that we have paid for? Will there be a refund for the remainder of the year once, this new lease goes into effect?

**Lori McCann**  
**Business Manager**  
**Treasurer**  
**Duncan Public Schools**  
**580-255-0686, Fax: 580-252-2453**

On Mon, Oct 13, 2025 at 11:40 AM Matt Perry <mattp@summitokc.com> wrote:

Hey Lori!

Please see the attached NASPO PO for your review and approval!

Thank you,

<Outlook-sjpxmhrh.jpg>

This e-mail message and all attachments transmitted with it may contain legally privileged and/or confidential information intended solely for the use of the addressee(s). If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, forwarding or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message and all copies and backups thereof.

**From:** Lori McCann <lori.mccann@duncanps.org>  
**Sent:** Monday, October 13, 2025 10:07 AM

**DUNCAN PUBLIC SCHOOLS**  
 PO BOX 1548 1740 WEST SPRUCE  
 DUNCAN, OK 73534 1548  
 (580) 255-0686 Fax: (580) 252-2453

**Purchase Order Number**  
**65727**

Date of Purchase Order: 15 Oct 2025

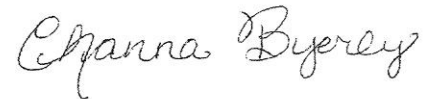
General Description : 047-DISTRICT POSTAGE METER & LEASE AGREEMENT (B...

**To: SUMMIT MAILING & SHIPPING SYSTEMS LLC**  
 500 ENTERPRISE DR  
 EDMOND, OK 73013-3670

Conditions:

1. Invoices to be rendered in duplicate.
2. No payment to be made until order complete.
3. Goods to be delivered F.O.B. as per address in upper left.
4. Exempt from Sales Tax per state statute.
5. Deliveries acknowledge subject to Purchaser's Inspection.

**Ship To: DUNCAN PUBLIC SCHOOLS**  
 1740 W SPRUCE AVE  
 DUNCAN, OK 73533



Purchase Approved By : CHANNA BYERLY  
 FY 2025-2026 GEN FUND-FOR OPERAT- 11

ATTN: LORI MCCANN KDH

Qty	Description	Unit Price	Total Price
	PRJ FUNC OBJ PRG SUBJ JOB SITE		
	047 2620 656 000 0000 000 050		
	047-DISTRICT POSTAGE METER & LEASE AGREEMENT (BA 101425 #90)		\$1,439.28
	<b>Sub Total:</b>		<b>\$1,439.28</b>
	<b>Grand Total:</b>		<b>\$1,439.28</b>



BOARD APPROVED

OCT 14 2025

ITEM # 9.0.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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Fund Requested: 11- General Fund

Budget/Activity Account Requested: 047 Postal Svcs/Postage/Supplies/Fees

[Signature]  
Signature of Requestor/Principal

10-13-2025  
Date

\_\_\_\_\_  
Signature of Budget Director

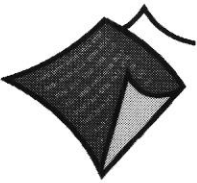
\_\_\_\_\_  
Date

[Signature]  
Signature of Assistant Superintendent

10/13/25  
Date



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	60			\$ 10,794.60



# SUMMIT

MAILING & SHIPPING SYSTEMS

*A member of Summit Technology Affiliates, LLC.*

## BUSINESS CASE

### Mail Machine Upgrade

Prepared for: Duncan Public Schools

Proposal date: 10/09/2025

Valid until: 10/31/2025

Submitted by: Matt Perry

Sales Manager

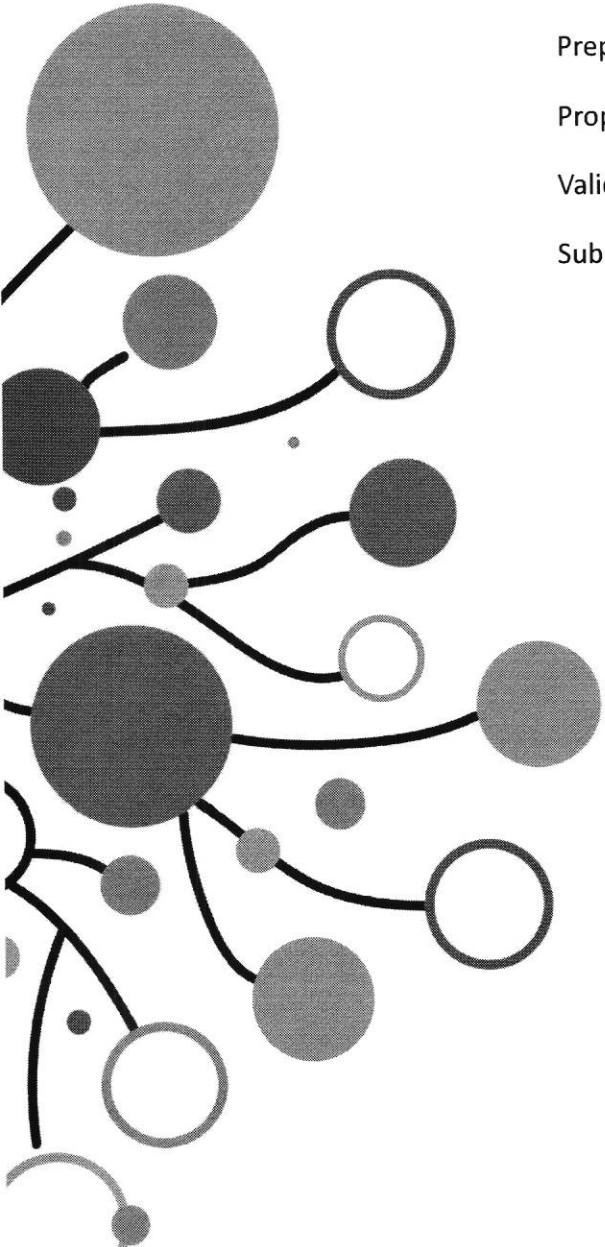
405-509-6526

[MattP@summitokc.com](mailto:MattP@summitokc.com)

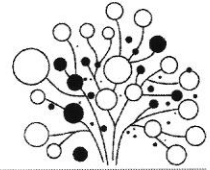
Summit Mailing and Shipping

Lori McCann

Brennon Albertson



quadi<sup>7</sup>ent



## Executive Summary

---

Duncan Public Schools currently owns a Quadiant IN-600 AutoFeed Mail Machine with a 5 lb. weighing platform, serviced by Summit Mailing & Shipping. This system operates with an IBI (Information-Based Indicia) meter, which the USPS has announced will no longer be compliant by 2027. All mailing systems will be required to operate with the new IMI (Intelligent Mail Indicia) meter technology by that time.

Given this upcoming USPS compliance mandate, now is an ideal time for Duncan Public Schools to upgrade to the latest Quadiant iX-Series mailing system.

By moving forward at this time, the district can:

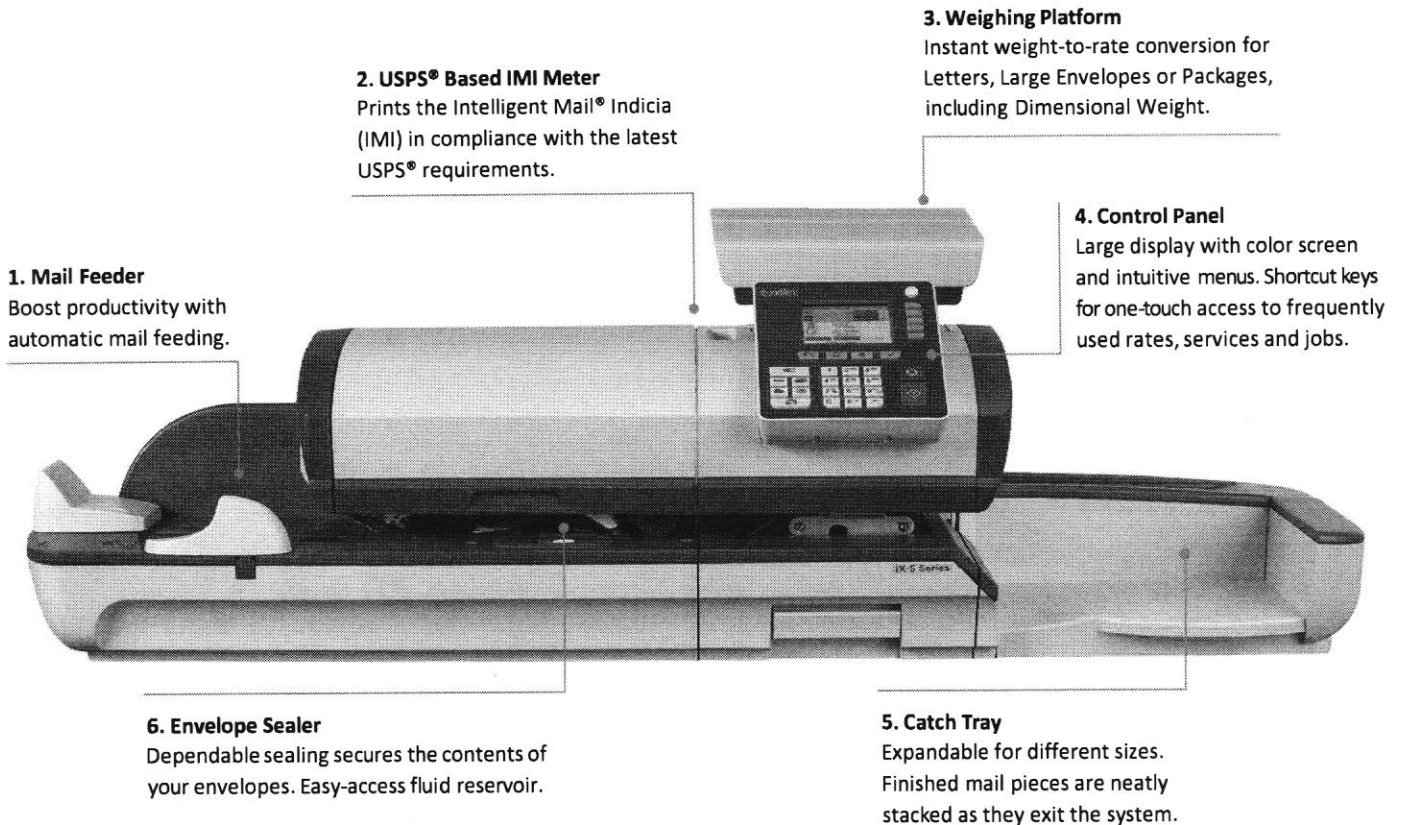
- 1.) Lock in the lowest possible state contract pricing before the annual price increase in November.
- 2.) Avoid future compliance issues and ensure uninterrupted mailing operations.
- 3.) Benefit from improved speed, efficiency, and reporting capabilities available with the new IMI-compliant systems.
- 4.) Simplify budgeting by upgrading now rather than facing higher costs later.

Upgrading at this time is a strategic decision that positions Duncan Public Schools for long-term success and compliance while maximizing available cost savings.



## Product Overview

# iX-5 SERIES



**1. Mail Feeder**  
Boost productivity with automatic mail feeding.

**2. USPS® Based IMI Meter**  
Prints the Intelligent Mail® Indicia (IMI) in compliance with the latest USPS® requirements.

**3. Weighing Platform**  
Instant weight-to-rate conversion for Letters, Large Envelopes or Packages, including Dimensional Weight.

**4. Control Panel**  
Large display with color screen and intuitive menus. Shortcut keys for one-touch access to frequently used rates, services and jobs.

**6. Envelope Sealer**  
Dependable sealing secures the contents of your envelopes. Easy-access fluid reservoir.

**5. Catch Tray**  
Expandable for different sizes. Finished mail pieces are neatly stacked as they exit the system.

### Key Specifications

iX-5 AF

**Processing speed:** Up to 110 lpm

**Weighing platform capacity:** 5, 10, 30 or 70 lb.

**Envelope thickness:** Up to 1/2"

**Accounts/departments:** 100 standard, up to 500 optional

**Online expense reporting (Neostats Basic):** Standard

**Connectivity:** LAN standard, Wireless LAN optional

**Postage labels:** Self-adhesive with automatic dispenser

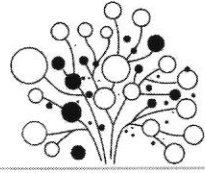
**Security:** 4-digit operator PIN codes

**Job presets (imprint memories):** Up to 9

**Envelope printing:** Graphics (10), Text messages (10)

**Ink supply:** Quick-change cartridge, up to 15,850 imprints

**Neoship online shipping software:** Available



# Financial Considerations

## Product Summary

iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge  
IX Series 5 lb Weighing Platform

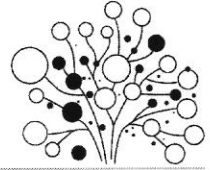
Cost Summary	Valid Until: 10/31/2025
--------------	-------------------------

01	Rental Term (months)	60
02	Monthly Amount	\$179.91

## Notes

All-Inclusive Lease Includes: Delivery, Installation, Training, Meter Rental, Rate & Structure Updates, & a Full Maintenance Plan (100% parts and labor provided by local factory certified technicians)

Pricing Utilized:  
NASPO/ValuePoint Contract #: CTR058809  
State Participating Addendum #: SW1008(OK)



## Financial Considerations

### Product Summary

iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge  
IX Series 5 lb Weighing Platform

### Cost Summary

Valid Until: 10/31/2025

01	Equipment & Software	\$ 4,137.25
02	Monthly Meter Rental & iMeter Apps	\$ 37.00
03	Annual Maintenance Agreement	\$ 828.00
04	Annual Software Subscriptions & Support	\$ 0.00

### Notes

Pricing Utilized:  
NASPO/ValuePoint Contract #: CTR058809  
State Participating Addendum #: SW1008(OK)



(405) 509-6526



MattP@summitokc.com



mail.quadient.com

**Customer**

<b>Organization</b>	Duncan Public Schools		
<b>DBA</b>			
<b>Address</b>	PO Box 1548		
<b>City State Zip</b>	Duncan	OK	73534
<b>Phone</b>	(580) 255-0686	<b>Fax</b>	

**Purchase Order - Lease**

NASPO/ValuePoint Contract #: CTR058809  
 and / or  
 State Participating Addendum (PA) #:  
 SW1008 (OK)

**Vendor**

<b>Company Name</b>	Quadient Leasing USA Inc. FEDERAL ID# 94-2984524		
<b>Attention</b>	Government Sales	DUNS# 150836872	
<b>Address</b>	478 Wheelers Farms Rd		
<b>City State Zip</b>	Milford	CT	06461
<b>Phone</b>	(866) 448-0045	<b>Fax</b>	(203) 301-2600

**Ship To**

<b>Organization</b>	Duncan Public Schools		
<b>Attention</b>	Lori McCann		
<b>Address</b>	1706 W Spruce Ave		
<b>City State Zip</b>	Duncan	OK	73533
<b>Phone</b>	(580) 255-0686	<b>Email</b>	lori.mccann@duncanps.org

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$179.91	\$10,794.60	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.


**Products**

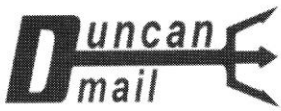
QTY	Product ID	Description
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	iX Series 5 lb Weighing Platform

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:  
 Quadient Leasing USA, Inc.  
 Dept 3682  
 PO Box 123682  
 Dallas TX 75312-3682

3) Send all correspondence to:  
 Quadient Leasing USA, Inc.  
 478 Wheelers Farms Rd  
 Milford CT 06461  
 Phone: 203-301-3400  
 Fax: 203-301-2600

  
 \_\_\_\_\_  
 Authorized by Date 10/14/2025  
 Carl Buchholts Board President  
 \_\_\_\_\_  
 Print Name Title



**Re: Mail Machine Business Case**

1 message

**Matt Perry** <mattp@summitokc.com>  
To: Lori McCann <lori.mccann@duncanps.org>

Mon, Oct 13, 2025 at 12:40 PM

Hey Lori!

Yes ma'am! We will prorate the annual maintenance and any unused will be credited to your Summit account to use for consumables!

Thank you,

Matt Perry  
Sales Manager  
Summit Mailing & Shipping  
405.509.6526

**This e-mail message and all attachments transmitted with it may contain legally privileged and/or confidential information intended solely for the use of the addressee(s). If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, forwarding or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message and all copies and backups thereof.**

On Oct 13, 2025, at 12:39 PM, Lori McCann <lori.mccann@duncanps.org> wrote:

External Email: DO NOT open attachments or click on links from unknown or unexpected emails.

One more question. We may have already talked about this, but what will happen with our current annual maintenance agreement that we have paid for? Will there be a refund for the remainder of the year once, this new lease goes into effect?

**Lori McCann**  
**Business Manager**  
**Treasurer**  
**Duncan Public Schools**  
**580-255-0686, Fax: 580-252-2453**

On Mon, Oct 13, 2025 at 11:40 AM Matt Perry <mattp@summitokc.com> wrote:  
Hey Lori!

Please see the attached NASPO PO for your review and approval!

Thank you,

<Outlook-sjpxmhrh.jpg>

This e-mail message and all attachments transmitted with it may contain legally privileged and/or confidential information intended solely for the use of the addressee(s). If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, forwarding or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message and all copies and backups thereof.

**From:** Lori McCann <lori.mccann@duncanps.org>  
**Sent:** Monday, October 13, 2025 10:07 AM



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Emerson Elementary School

Vendor Requested: Outdoor Sign Solutions

Item Request Description: Install New Outdoor Digital  
Sign / Marquee

Sign \$38,780.00 < Building Fund 13,655.67  
Bond Fund 14,624.33  
Donation < \$10,000.00 > First Bank & Trust

Dollar Amount Requested (if applicable): \$28,280.<sup>00</sup>

Fund Requested: Building Fund (21) & Bond Fund (36) : Act. Fund 60  
(donation)

Budget/Activity Account Requested: 110 - Emerson Elementary

Kerue Goldsmith  
Signature of Requestor/Principal

9/11/25  
Date

J. McCam  
Signature of Budget Director Bus. Office Manager

09-19-2025  
Date

Dr. [Signature]  
Signature of Assistant Superintendent

09/17/2025  
Date

## NEW DIGITAL SIGN FROM OUTDOOR SIGN SOLUTIONS

TOTAL COST OF NEW OUTDOOR SIGN	\$38,280.00
PREVIOUS DONATION FROM FIRST BANK & TRUST	10,000.00
REQUESTED FUNDS FROM BOND FUND (26)	14,624.33
REIQUESTED FUNDS FROM BUILDING FUND	<u>13,655.67</u>
TOTAL FUNDS REQUESTED FOR DIGITAL SIGN	\$38,280.00

DUNCAN PUBLIC SCHOOLS

PO Box 1548

Duncan, OK 73534

Phone: 580-255-0686

latisha.miller@duncan.org

Fax: 580-252-2453

# ACTIVITY ACCOUNT REQUISITION

## REQUEST FOR PURCHASE ORDER

Year: 25-26 Account #: 2205 Site: Emerson PO#: \_\_\_\_\_

<p style="text-align: center;"><b>VENDOR INFORMATION</b></p> <p>Name: <u>OUTDOOR SIGN SOLUTIONS</u></p> <p>Address: <u>on file</u></p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: <u>580-357-7555</u> Fax: <u>on file</u></p> <p>W9: <u>on file</u> Or SS #: _____</p>	<p><b><u>IMPORTANT!!</u></b></p> <p>Finance Office <b>MUST</b> have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.</p>	<p style="text-align: center;"><b>PAYMENT PROCESS</b></p> <p><input checked="" type="checkbox"/> Mail Check</p> <p><input type="checkbox"/> Return Check to: _____</p> <p><input type="checkbox"/> Pick up check by whom: _____</p>
--	--	---

Quantity	Description	Unit Price	Total
1	NEW DIGITAL SIGN/MARQUEE (donation from First Bank & Trust)	\$ 38,280.00	\$ 38,280.00
1	Paid by Emerson's Building Fund	-\$ 28,280.00	-\$ 28,280.00
	Shipping =		
		Total =	\$ 10,000.00

Are the requested items to be used for:

- Students
- Staff
- Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes  No

If yes, has the **FUNDRAISER** been board-approved? Yes  No

If yes, date of approval? \_\_\_\_\_

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: Kelly Hendon Date: 09/17/2025

Approved By: Koree Holdsmith by Kelly Date: \_\_\_\_\_ 351

↳ on Agenda form & Trends Req.

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2025  
11006029 to 11006029

**Receipt Register**

October 08, 2025

**Status Key:**

- 1 - Cleared
- 2 - Outstanding
- 3 - Open
- 4 - Void

**For Bank Account:**

\* \* \* \* \* 9935

<b>Cash:</b>	<b>10000.00</b>
<b>Checks:</b>	<b>0.00</b>
<b>Coin:</b>	<b>0.00</b>
<b>Credit Card:</b>	<b>0.00</b>
<b>Online:</b>	<b>\$0.00</b>
<b>Total register:</b>	<b>\$10,000.00</b>

Number	Issued	Received/Payment	Book/Account	Remarks	Amount
11006029	5/21/202	FIRST BANK AND TRUST	RECEIPT 3940277		10000.00
5-60-800-1610-900-110		Cash	2205-001 10000.00	DONATION FOR DIGITAL SIGN	
<b>Total Received</b>					<b>\$10,000.00</b>
<b>Total Receipts</b>					<b>01</b>



# TRENDS REQUISITION

21 - Building Fund

PURCHASE ORDER #

For Finance Use Only

DUNCAN PUBLIC SCHOOLS

P. O. Box 1548  
Duncan, OK 73534

SHIP TO  
DUNCAN PUBLIC SCHOOLS

WAREHOUSE  
1740 W. Spruce  
Duncan, OK 73533

Date: 9/9/25  
Requested by: Patty Messersmith  
School/Dept: Emerson 110  
Account/Prog: Building 21

<input type="checkbox"/> Books	<input type="checkbox"/> Equipment	<input type="checkbox"/> Technology
<input type="checkbox"/> Fees/Dues	<input type="checkbox"/> Supplies	<input checked="" type="checkbox"/> Furniture/Fixtures
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Service	<input type="checkbox"/> Other

Complete only the shaded areas. Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	Outdoor Sign Solutions 10594 NE Seaside LN Elgin, OK 73538 580-357-7555								
				FY	FU	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	outdoor digital sign - Install New Digital Sign / Marquee	38,280.00	38,280.00	6	21	110	2620	432	000	0000	000	110
1	Donation - First Bank & Trust		< 10,000.00 >									
1	paid by Bond Fund (36)		< 14,624.33 >									
	SHIPPING/HANDLING:											
		TOTAL ORDER:	<del>\$ 28,280.00</del>	Bldg 21 Kree Goldsmith								

SIGNATURE - PRINCIPAL/DIRECTOR REQUIRED

→ \$ 13,655.67

10/08/25



# TRENDS REQUISITION

36 - DPS 2020 Vision Bond Fund

DUNCAN PUBLIC SCHOOLS  
 P. O. Box 1548  
 Duncan, OK 73534  
**SHIP TO**  
 DUNCAN PUBLIC SCHOOLS  
 WAREHOUSE  
 1740 W. Spruce  
 Duncan, OK 73533

Date: 10/08/2025  
 Requested by: Koree Goldsmith/Patty Messersmith  
 School/Dept: Emerson Elementary  
 Account/Prog: 110

- |                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Books     | <input type="checkbox"/> Equipment | <input type="checkbox"/> Technology         |
| <input type="checkbox"/> Fees/Dues | <input type="checkbox"/> Supplies  | <input type="checkbox"/> Furniture/Fixtures |
| <input type="checkbox"/> Textbooks | <input type="checkbox"/> Service   | <input type="checkbox"/> Other              |

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	Outdoor Sign Solutions								
				FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	OUTDOOR DIGITAL SIGN/MARQUEE	\$ 38,280.00	\$ 38,280.00	6	36	110	2620	432	000	0000	000	110
1	Donation from First Bank & Trust	-\$ 10,000.00	-\$ 10,000.00									
1	Outdoor Digital - paid by Building Fund	-\$ 13,655.67	-\$ 13,655.67									
	SHIPPING/HANDLING:											
	TOTAL ORDER:		\$ 14,624.33									

DESCRIPTION: DIGITAL MARQUEE FOR EMERSON ELEMENTARY  
[split w/ Bldg Fund and AF (donation) - 3 Funds]

*Patty Messersmith*  
*Kelly Henderson for and Koree Goldsmith*  
 Signature of Requestor -REQUIRED- Date 10/08/25  
 Signature of Administrator -REQUIRED- Date 10/08/25

OUTDOOR SIGN SOLUTIONS  
 10594 NE Seaside LN Elgin, OK 73538  
 accounting@profeil.com  
 (580) 357-7555



**OUTDOOR  
 SIGN SOLUTIONS**  
**580-357-7555**

A Partnered Company Of  
**FASTSIGNS.**  
 LAWTON, OK

# Quote 13787

## Exterior Pole Sign

QUOTE DATE  
09/02/2025  
 QUOTE DUE DATE  
09/02/2025  
 QUOTE EXPIRY DATE  
10/02/2025  
 TERMS  
Due on Receipt

REQUESTED BY  
Emerson Elementary School  
1200 West Hickory Avenue  
Duncan, OK 73533

INSTALL ADDRESS  
1200 West Hickory Avenue  
Duncan, OK 73533

CONTACT INFO  
Justin Langwell  
justin.langwell@duncanps.org  
(580) 736-7826

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	<b>36" x 96" Double Sided Digital Message Unit</b> - 9.5mm Resolution - Cellular Connectivity / Cloud Based Software / Lifetime Support - 5 Year Warranty on Message Unit <b>REQUIRES 16 AMPS / CAN BE SINGLE CIRCUIT OR 2 SEPARATE CIRCUITS</b>  <b>Labor</b> - Removal of Existing DMU - Frame Fabrication for New DMU Boards to Install onto Existing Structure - Installation of New Framing + New DMU onto Existing Sign Structure - Removal of Existing Cabinet Sign - Installation of New Cabinet Sign - Painting Cabinet and Pole Sleeve to Color or Choice  <b>24" x 96" Double Sided LED Illuminated Cabinet</b> LED Cabinet w/ Set of Acrylic Direct Print Inserts	1	Each	\$38,280.00	\$38,280.00	Y

Down Payment - Jobs over \$1000 require a minimum of 50% down at time of order and balance is due when job is complete. Quotations/Estimates-Prices are subject to change without notice. We honor our estimates/quotes for 30 days unless otherwise stated. Delivery/Shipping- Quoted prices do not include shipping or handling fees. Shipping can be arranged, upon request, calculated on the weight shipped. Copyright- It is the customer's responsibility to verify that their images are legally reproducible & that they have in their possession written approval of respective owners. By placing an order the customers agree in the event of any legal issues arising from their order they will hold OUTDOOR SIGN SOLUTIONS harmless.

**Subtotal:** \$38,280.00  
**Sales Tax (0%):** \$0.00  
**Total:** \$38,280.00

Downpayment (70.0 %)

\$26,796.00

SIGNATURE:

*Kera Goldsmith*

DATE:

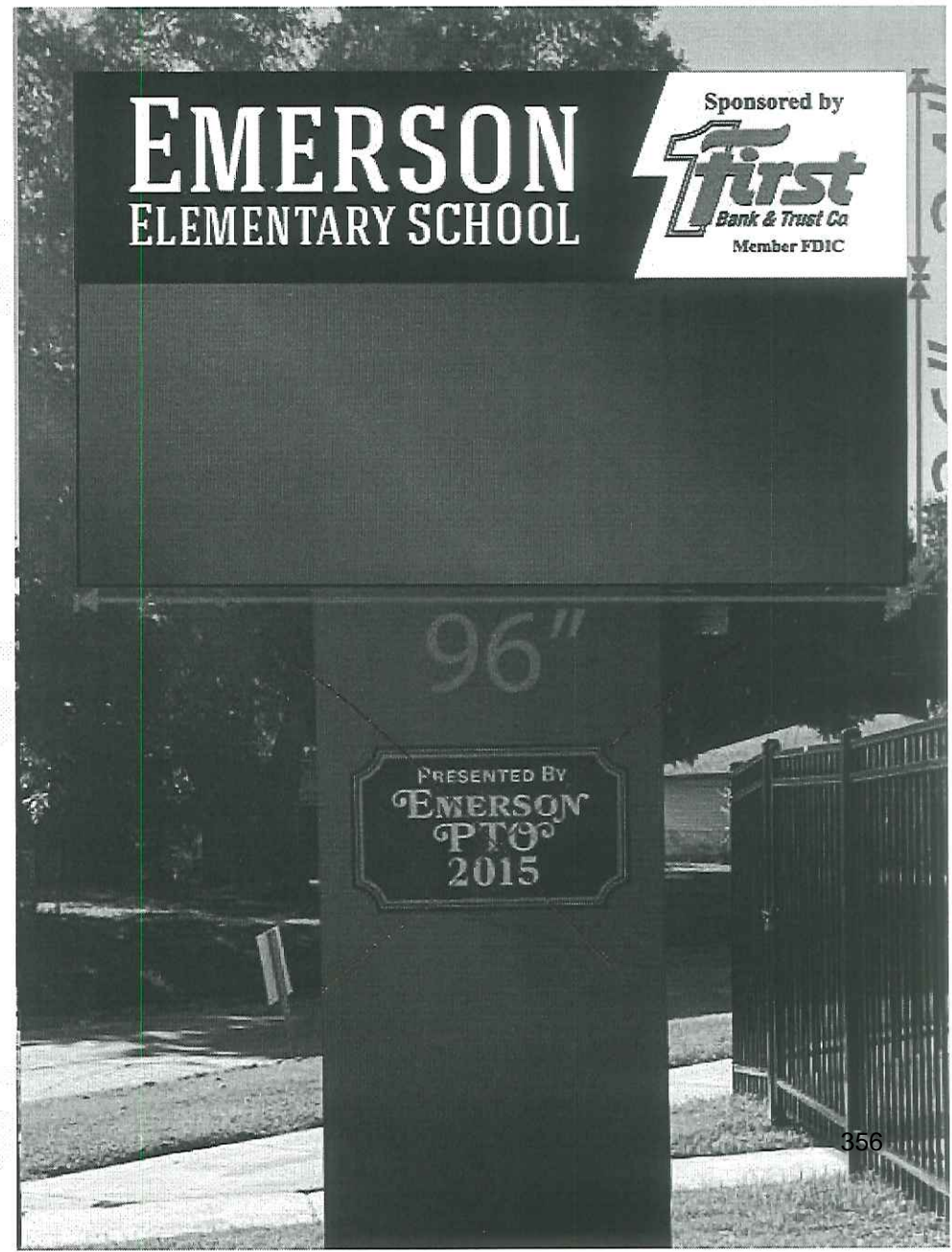
355

THIS PROOF DRAWING IS FOR YOUR REVIEW AND APPROVAL BEFORE PRODUCTION. YOU HAVE READ AND APPROVED THE DESIGN AND SPECIFICATIONS STATED. FASTSIGNS IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT COULD HAVE BEEN PREVENTED BY THE PROOF REVIEW.

FASTSIGNS  
FASTSIGNS  
FASTSIGNS  
FASTSIGNS  
FASTSIGNS  
FASTSIGNS

Presented by... will not be  
on the new sign. →

Confirmed w/ P. Messersmith 08/17/2015  
kelh





Patty Messersmith &lt;patty.messersmith@duncanps.org&gt;

## Fwd: FastSigns Quote

1 message

Koree Goldsmith <koree.goldsmith@duncanps.org>  
 To: Patty Messersmith <patty.messersmith@duncanps.org>

Tue, Sep 9, 2025 at 8:46 AM

Sent from Gmail Mobile

----- Forwarded message -----

From: **Justin Langwell** <justin.langwell@duncanps.org>  
 Date: Tue, Sep 9, 2025 at 8:04 AM  
 Subject: FastSigns Quote  
 To: Koree Goldsmith <koree.goldsmith@duncanps.org>

Hey Koree,

I would like to recommend that we move forward with the **FastSigns quote** for the following reasons:

- **District-Wide Consistency:** FastSigns has provided solutions across our district, enabling us to maintain uniformity and avoid the complications that arise from introducing different vendors or systems.
- **Hardware Alignment:** Their proposal ensures the hardware remains consistent, reducing the need for additional training, troubleshooting, or unexpected compatibility issues.
- **Cross-Compatible Software:** The software they provide integrates seamlessly across our existing systems, ensuring smooth operation and interoperability.
- **Proven Reliability and Support:** FastSigns has demonstrated dependable service and responsive support, giving us confidence that future needs will continue to be met with the same professionalism and efficiency.

Considering these factors, FastSigns offers not only the best value but also the most practical solution for long-term stability and support. For these reasons, I strongly recommend that we go with their quote.

--  
Regards,

**Justin Langwell**  
 Technology Coordinator  
 Duncan Public Schools

Main: 580-736-7850 | Direct: 580-736-7826

justin.langwell@duncanps.org

www.duncanps.org

1740 W. Spruce, Duncan, Oklahoma, 73533

Need Assistance? Create a Help Desk Ticket here -> [www.duncanps.org/help-desk](http://www.duncanps.org/help-desk)  
 "Have you tried turning it off and on again?" - The IT Crowd (2006)

357

**Re: Outdoor Digital Sign for Board Meeting**

1 message

**Patty Messersmith** <patty.messersmith@duncanps.org>  
To: Kelly Henderson <kelly.henderson@duncanps.org>

Wed, Oct 8, 2025 at 11:18 AM

Yes Ma'am, Koree just informed me yesterday that she wanted to use all the bond money, which is \$14,624.33 and building fund of \$13,655.77.

Total Cost of digital sign	\$38,280.00
Donation from FB&T	10,000.00
Bond Fund balance	14,624.33
Building Fund	13,655.67

*Kelly Henderson 10/08/2025  
gone*

Please let me know if I need to correct anything for you on my end.

Patty

On Wed, Oct 8, 2025 at 10:38 AM Kelly Henderson <kelly.henderson@duncanps.org> wrote:

I'm reaching out since I haven't heard from you regarding your agenda item. Are you wanting to move it from Building Fund to Bond Fund?

**Kelly Henderson**

Executive Administrative Assistant to the Superintendent & School Board Clerk

- 580-255-0686
- kelly.henderson@duncanps.org
- www.duncanps.org





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Emerson Elementary School

Vendor Requested: Outdoor Sign Solutions

Item Request Description: Install New Outdoor Digital Sign / Marquee

Sign \$38,780.00 < Building Fund 13,655.67  
Bond Fund 14,624.33

Donation < \$10,000.00 > First Bank & Trust

Dollar Amount Requested (if applicable): \$28,280.00

Fund Requested: Building Fund (21) & Bond Fund (36) : Act. Fund bo  
(donation)

Budget/Activity Account Requested: 110 - Emerson Elementary

Kerue Goldsmith  
Signature of Requestor/Principal

9/11/25  
Date

J. McCann  
Signature of Budget Director / Bus. Office manager

09-19-2025  
Date

Dr. [Signature]  
Signature of Assistant Superintendent

09/22/2025  
Date



# TRENDS REQUISITION

21 - Building Fund

PURCHASE ORDER # \_\_\_\_\_  
For Finance Use Only

DUNCAN PUBLIC SCHOOLS  
P. O. Box 1548  
Duncan, OK 73534  
→ SHIP TO ←  
DUNCAN PUBLIC SCHOOLS  
WAREHOUSE  
1740 W. Spruce  
Duncan, OK 73533

Date: 9/9/25  
Requested by: Patty Messersmith  
School/Dept: Emerson 110  
Account/Prog: Building 21

<input type="checkbox"/> Books	<input type="checkbox"/> Equipment	<input type="checkbox"/> Technology
<input type="checkbox"/> Fees/Dues	<input type="checkbox"/> Supplies	<input checked="" type="checkbox"/> Furniture/Fixtures
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Service	<input type="checkbox"/> Other

Complete only the shaded areas. Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	Outdoor Sign Solutions 10594 NE Seaside LN Elgin, OK 73538 580-357-7555								
				FY	FU	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	outdoor digital sign - Install New Digital Sign / Marquee	38,280 <sup>00</sup>	38,280 <sup>00</sup>	6	21	110	2620	432	000	0000	000	110
1	Donation - First Bank & Trust		<10,000 <sup>00</sup> >									
1	paid by Bond Fund (36)		<14,624.33>									
	SHIPPING/HANDLING:											
			TOTAL ORDER: <del>\$28,280.00</del>	Bldg 21 <i>Kore Goldsmith</i>								

SIGNATURE - PRINCIPAL/DIRECTOR **REQUIRED**

→ \$13,655.67

*lcah*  
10/08/25

## NEW DIGITAL SIGN FROM OUTDOOR SIGN SOLUTIONS

TOTAL COST OF NEW OUTDOOR SIGN	\$38,280.00
PREVIOUS DONATION FROM FIRST BANK & TRUST	10,000.00
REQUESTED FUNDS FROM BOND FUND (26)	14,624.33
REQUESTED FUNDS FROM BUILDING FUND	<u>13,655.67</u>
TOTAL FUNDS REQUESTED FOR DIGITAL SIGN	\$38,280.00

**DUNCAN PUBLIC SCHOOLS**

PO Box 1548

Duncan, OK 73534

latisha.miller@duncan.org

Phone: 580-255-0686

Fax: 580-252-2453

# ACTIVITY ACCOUNT REQUISITION

## REQUEST FOR PURCHASE ORDER

Year: 25-26 Account #: 2205 Site: Emerson PO#: \_\_\_\_\_

<p align="center"><b>VENDOR INFORMATION</b></p> <p>Name: <u>OUTDOOR SIGN SOLUTIONS</u></p> <p>Address: <u>on file</u></p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: <u>580-357-7555</u> Fax: <u>on file</u></p> <p>W9: <u>on file</u> Or SS #: _____</p>	<p><b><u>IMPORTANT!!</u></b></p> <p>Finance Office <b>MUST</b> have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.</p>	<p align="center"><b>PAYMENT PROCESS</b></p> <p><input checked="" type="checkbox"/> Mail Check</p> <p><input type="checkbox"/> Return Check to: _____</p> <p><input type="checkbox"/> Pick up check by whom: _____</p>
---	--	--

Quantity	Description	Unit Price	Total
1	NEW DIGITAL SIGN/MARQUEE (donation from First Bank & Trust)	\$ 38,280.00	\$ 38,280.00
1	Paid by Emerson's Building Fund	-\$ 28,280.00	-\$ 28,280.00
	Shipping =	Total =	\$ 10,000.00

Are the requested items to be used for:

- Students
- Staff
- Other

Are the requested items to be used in any way for a **FUNDRAISER**? Yes  No

If yes, has the **FUNDRAISER** been board-approved? Yes  No

If yes, date of approval? \_\_\_\_\_

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: Kelley Henderson Date: 09/17/2025

Approved By: Koree Goldsmith by Kelh Date: \_\_\_\_\_ 362

↳ on Agenda form & Trends Req.

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2025  
11006029 to 11006029

**Receipt Register**

October 08, 2025

**Status Key:**

- 1 - Cleared
- 2 - Outstanding
- 3 - Open
- 4 - Void

**For Bank Account:**

\*\*\*\*\*9935

**Cash:** 10000.00  
**Checks:** 0.00  
**Coin:** 0.00  
**Credit Card:** 0.00  
**Online:** \$0.00  
**Total register:** \$10,000.00

Number	Issued	Received/Payment	Book/Account	Remarks	Amount
11006029	5/21/2022	FIRST BANK AND TRUST	RECEIPT 3940277		10000.00
5-60-800-1610-900-110	Cash		2205-001 10000.00	DONATION FOR DIGITAL SIGN	
<b>Total Received</b>					<b>\$10,000.00</b>
<b>Total Receipts</b>					<b>01</b>



# TRENDS REQUISITION

36 - DPS 2020 Vision Bond Fund

**DUNCAN PUBLIC SCHOOLS**  
 P. O. Box 1548  
 Duncan, OK 73534  
**SHIP TO**  
 DUNCAN PUBLIC SCHOOLS  
 WAREHOUSE  
 1740 W. Spruce  
 Duncan, OK 73533

Date: 10/08/2025  
 Requested by: Koree Goldsmith/Patty Messersmith  
 School/Dept: Emerson Elementary  
 Account/Prog: 110

<input type="checkbox"/> Books	<input type="checkbox"/> Equipment	<input type="checkbox"/> Technology
<input type="checkbox"/> Fees/Dues	<input type="checkbox"/> Supplies	<input type="checkbox"/> Furniture/Fixtures
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Service	<input type="checkbox"/> Other

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	Outdoor Sign Solutions								
				FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	OUTDOOR DIGITAL SIGN/MARQUEE	\$ 38,280.00	\$ 38,280.00	6	36	110	2620	432	000	0000	000	110
1	Donation from First Bank & Trust	-\$ 10,000.00	-\$ 10,000.00									
1	Outdoor Digital - paid by Building Fund	-\$ 13,655.67	-\$ 13,655.67									
	SHIPPING/HANDLING:											
	TOTAL ORDER:		\$ 14,624.33									

DESCRIPTION: DIGITAL MARQUEE FOR EMERSON ELEMENTARY

[split w/ Bldg Fund and AF (donation) - 3 Funds]

*Koree Goldsmith*  
 Signature of Requestor -REQUIRED- Date 10/08/25  
*Patty Messersmith*  
 Signature of Administrator -REQUIRED- Date 10/08/25

OUTDOOR SIGN SOLUTIONS  
 10594 NE Seaside LN Elgin, OK 73538  
 accounting@profeil.com  
 (580) 357-7555



A Partnered Company Of  
**FASTSIGNS**  
 LAWTON, OK

# Quote 13787

Exterior Pole Sign

QUOTE DATE  
09/02/2025  
 QUOTE DUE DATE  
09/02/2025  
 QUOTE EXPIRY DATE  
10/02/2025  
 TERMS  
Due on Receipt

REQUESTED BY  
Emerson Elementary School  
1200 West Hickory Avenue  
Duncan, OK 73533

INSTALL ADDRESS  
1200 West Hickory Avenue  
Duncan, OK 73533

CONTACT INFO  
Justin Langwell  
justin.langwell@duncanps.org  
(580) 736-7826

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	<b>36" x 96" Double Sided Digital Message Unit</b> - 9.5mm Resolution - Cellular Connectivity / Cloud Based Software / Lifetime Support - 5 Year Warranty on Message Unit <b>REQUIRES 16 AMPS / CAN BE SINGLE CIRCUIT OR 2 SEPARATE CIRCUITS</b>  <b>Labor</b> - Removal of Existing DMU - Frame Fabrication for New DMU Boards to Install onto Existing Structure - Installation of New Framing + New DMU onto Existing Sign Structure - Removal of Existing Cabinet Sign - Installation of New Cabinet Sign - Painting Cabinet and Pole Sleeve to Color or Choice  <b>24" x 96" Double Sided LED Illuminated Cabinet</b> LED Cabinet w/ Set of Acrylic Direct Print Inserts	1	Each	\$38,280.00	\$38,280.00	Y

Down Payment - Jobs over \$1000 require a minimum of 50% down at time of order and balance is due when job is complete. Quotations/Estimates-Prices are subject to change without notice. We honor our estimates/quotes for 30 days unless otherwise stated. Delivery/Shipping- Quoted prices do not include shipping or handling fees. Shipping can be arranged, upon request, calculated on the weight shipped. Copyright- It is the customer's responsibility to verify that their images are legally reproducible & that they have in their possession written approval of respective owners. By placing an order the customers agree in the event of any legal issues arising from their order they will hold OUTDOOR SIGN SOLUTIONS harmless.

**Subtotal:** \$38,280.00  
**Sales Tax (0%):** \$0.00  
**Total:** \$38,280.00

Downpayment (70.0 %)

\$26,796.00

SIGNATURE:

DATE:

365

THIS PROOF DRAWING IS FOR YOUR REVIEW AND APPROVAL BEFORE PRODUCTION. WE HAVE READ AND APPROVED THE DESIGN AND SPECIFICATIONS STATED. FASTSIGNS IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT COULD HAVE BEEN PREVENTED BY THE PROOF REVIEW.

FASTSIGNS.

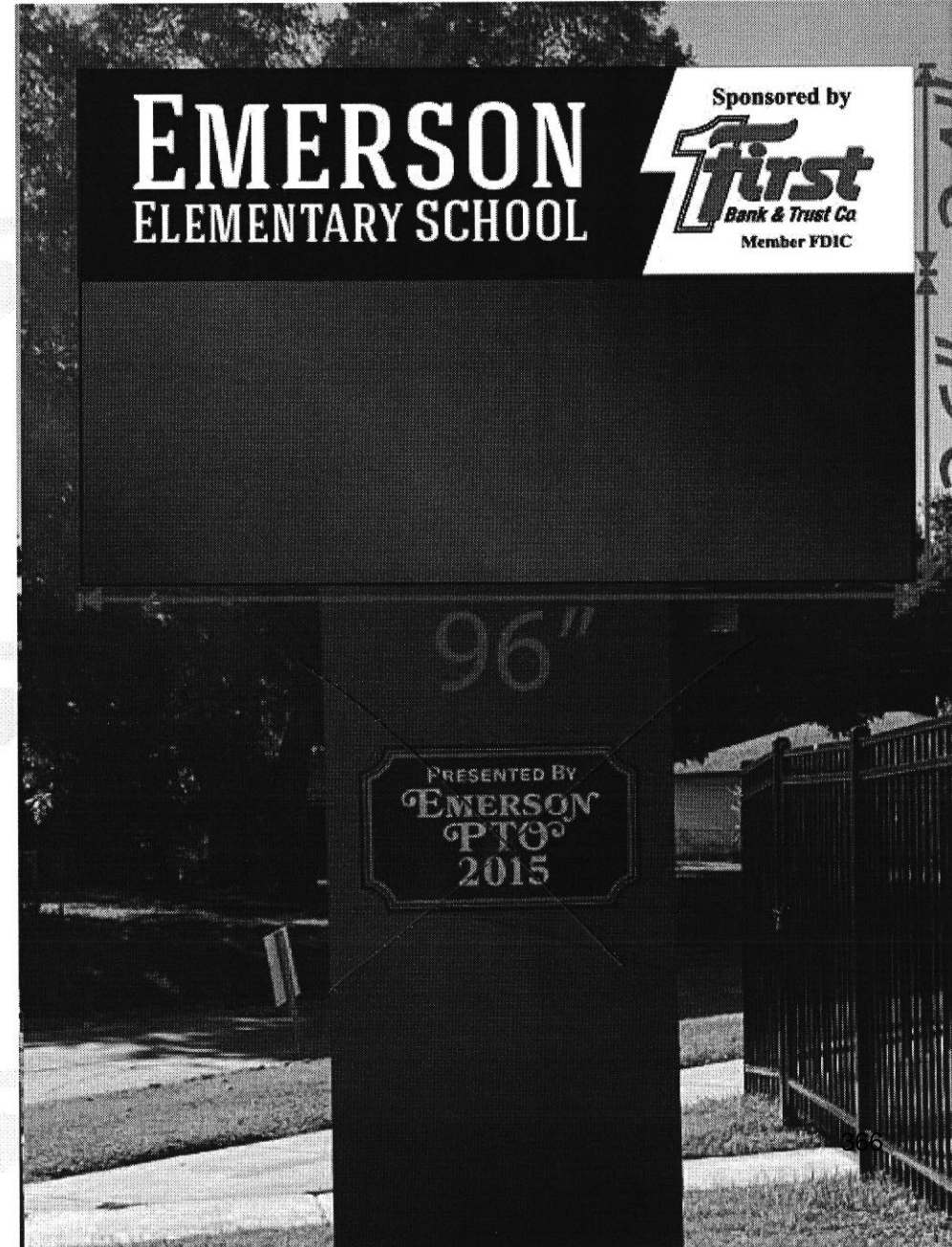
FASTSIGNS.

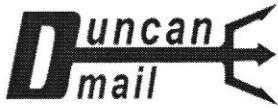
FASTSIGNS.

FASTSIGNS.

Presented by... will not be  
on the new sign. →

Confirmed w/ P. Messersmith 09/17/25  
kelh





Patty Messersmith &lt;patty.messersmith@duncanps.org&gt;

## Fwd: FastSigns Quote

1 message

**Koree Goldsmith** <koree.goldsmith@duncanps.org>  
To: Patty Messersmith <patty.messersmith@duncanps.org>

Tue, Sep 9, 2025 at 8:46 AM

Sent from Gmail Mobile

----- Forwarded message -----

From: **Justin Langwell** <justin.langwell@duncanps.org>  
Date: Tue, Sep 9, 2025 at 8:04 AM  
Subject: FastSigns Quote  
To: Koree Goldsmith <koree.goldsmith@duncanps.org>

Hey Koree,

I would like to recommend that we move forward with the **FastSigns quote** for the following reasons:

- **District-Wide Consistency:** FastSigns has provided solutions across our district, enabling us to maintain uniformity and avoid the complications that arise from introducing different vendors or systems.
- **Hardware Alignment:** Their proposal ensures the hardware remains consistent, reducing the need for additional training, troubleshooting, or unexpected compatibility issues.
- **Cross-Compatible Software:** The software they provide integrates seamlessly across our existing systems, ensuring smooth operation and interoperability.
- **Proven Reliability and Support:** FastSigns has demonstrated dependable service and responsive support, giving us confidence that future needs will continue to be met with the same professionalism and efficiency.

Considering these factors, FastSigns offers not only the best value but also the most practical solution for long-term stability and support. For these reasons, I strongly recommend that we go with their quote.

--  
Regards,

**Justin Langwell**  
Technology Coordinator  
Duncan Public Schools

Main: 580-736-7850 | Direct: 580-736-7826

justin.langwell@duncanps.org

www.duncanps.org

1740 W. Spruce, Duncan, Oklahoma, 73533

Need Assistance? Create a Help Desk Ticket here -> [www.duncanps.org/help-desk](http://www.duncanps.org/help-desk)  
"Have you tried turning it off and on again?" - The IT Crowd (2006)

**Re: Outdoor Digital Sign for Board Meeting**

1 message

**Patty Messersmith** <patty.messersmith@duncanps.org>  
To: Kelly Henderson <kelly.henderson@duncanps.org>

Wed, Oct 8, 2025 at 11:18 AM

Yes Ma'am, Koree just informed me yesterday that she wanted to use all the bond money, which is \$14,624.33 and building fund of \$13,655.77.

Total Cost of digital sign	\$38,280.00
Donation from FB&T	10,000.00
Bond Fund balance	14,624.33
Building Fund	13,655.67

*kah 10/08/25  
gmc*

Please let me know if I need to correct anything for you on my end.

Patty

On Wed, Oct 8, 2025 at 10:38 AM Kelly Henderson <kelly.henderson@duncanps.org> wrote:

I'm reaching out since I haven't heard from you regarding your agenda item. Are you wanting to move it from Building Fund to Bond Fund?

**Kelly Henderson**

Executive Administrative Assistant to the Superintendent & School Board Clerk

- 580-255-0686
- kelly.henderson@duncanps.org
- www.duncanps.org





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District Technology

Vendor Requested: CDW-G

Item Request Description: TEACHER LAPTOPS FOR CLASSROOM  
INSTRUCTION

Dollar Amount Requested (if applicable): \$319,890.00

Fund Requested: 34 - DPS 2020 Vision Bond Fund

Budget/Activity Account Requested: 004-TECHNOLOGY

Justin Langwell  
Requestor or Principal

10-13-25  
Date

J. McLean  
Budget Administrator or Business Office Manager

10-13-2025  
Date

Dr. Charna Byrley  
Assistant Superintendent or Superintendent

10/13/2025  
Date





Thank you for choosing CDW. We have received your quote.

Hardware    Software    Services    IT Solutions    Brands    Research Hub

# QUOTE CONFIRMATION

**JUSTIN LANGWELL,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PQKZ594	10/13/2025	LVO PREFERRED SPEC	1143553	\$319,890.00

**QUOTE DETAILS**

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>LVO E16 U7-255H W11P MC98180591</u> Mfg. Part#: 21SSS4CW00-MC98180591 Notebook ThinkPad E16 Gen3 Intel - i7, 16, 512 TOUCH Contract: MARKET	300	8532496	\$1,066.30	\$319,890.00

<b>SUBTOTAL</b>	\$319,890.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$319,890.00</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> DUNCAN DISTRICT I-1 BOARD OF EDUC ACCTS PAYABLE PO BOX 1548 *NEEDS AFFIDAVIS: ALL OVER 1K** DUNCAN, OK 73534-1548 <b>Phone:</b> (580) 255-0686 <b>Payment Terms:</b> NET 30-VERBAL	<b>Shipping Address:</b> DUNCAN PUBLIC SCHOOLS 1740 W SPRUCE AVE DUNCAN, OK 73533-2308 <b>Shipping Method:</b> DROP SHIP-GROUND
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



**Sales Contact Info**

**Taylor Piazza** | (877) 498-5440 | [taylor.piazza@cdwg.com](mailto:taylor.piazza@cdwg.com)

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DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

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School/Club/Department: TRANSPORTATION

Vendor Requested: OK WORK TRUCKS

Item Request Description: \_\_\_\_\_

PURCHASE TWO TRUCKS FOR MAINTENANCE

2014 FORD F-150 FOR \$21,6750.00

2021 FORD F-150 FOR \$28,150.00

Dollar Amount Requested (if applicable): \$49,825.00

Fund Requested: 34-DPS 2020 Vision Bond Fund

Budget/Activity Account Requested: 005 - DISTRICT VEHICLES

*Trade Doleher*  
Signature of Requestor/Principal

09/25/25  
Date

*J. McLean*  
Signature of Budget Director/Treasurer/Fin. mngr.

09-29-2025  
Date

*[Signature]*  
Signature of Assistant Superintendent

SEP 29 2025  
Date



BILL OF SALE

DATE: 9/17/2025

STOCK #: 12253

BUYER INFORMATION:

Duncan Public Schools
Po Box 1548
DUNCAN, OK 73534
HOME: 580-252-3496 CELL:
D.L./STATE ID #:
D.O.B.:

COUNTY: STEPHENS

WORK:

STATE: OK EXP. DATE:

SELLER INFORMATION:

OK WORK TRUCKS
6816 W I 40 SERVICE RD
OKLAHOMA CITY, OK 73128
405-604-0300

SALESPERSON:

VEHICLE INFORMATION:

YEAR: 2014 COLOR 1: WHITE VIN: 1FTVX1EFXEKF29584 MILEAGE: 63521 TAG #:
MAKE: FORD COLOR 2: STYLE: ext cab long be TIRES: CYL: 8
MODEL: F150 BODY: 4DR TEMP PLATE #: RIM DIAM: TRANS: AUTO

TITLE INFORMATION:

Buyer will receive the following type of certificate of title for the Vehicle being purchased:

- Original green title
Rebuilt title
Junk title
Title with a theft or flood damage notation
Other
Insurance loss dated title
Salvage title
Lemon Law Buyback

By signing below, Buyer understands and accepts that he/she will receive the type of title disclosed above.

Buyer X Buyer X N/A

TRADE-IN INFORMATION:

YEAR: COLOR:
MAKE: MILEAGE:
MODEL: BODY:
VIN:
BALANCE OWED TO:

BALANCE OWED: \$ 0.00 GOOD THROUGH:
ALLOWANCE: \$ 0.00 QUOTED BY:

INSURANCE INFORMATION:

COMPANY:
AGENT:
PHONE: POLICY #:

LIEN HOLDER INFORMATION:

COMPANY:
STREET:
CITY, STATE, ZIP:

REMARKS:

SETTLEMENT

Table with columns for Settlement items and amounts. Includes rows for Vehicle Price (21,500.00), Dealer Processing Fee (175.00), Subtotal (21,675.00), Excise Tax (N/A), Tag and Title Fee (N/A), Payoff on Trade-in (N/A), Total Due (21,675.00), Trade-in Allowance (N/A), Deposit (N/A), Down Payment (N/A), Total Credit (0.00), and Balance Due (21,675.00).

WARRANTY DISCLAIMER: Unless Seller provides a written warranty, or enters into a service contract within 90 days from the date of this contract, this vehicle is being sold "AS IS - WITH ALL FAULTS" and Seller makes no warranties, express or implied, on the vehicle, and there will be no implied warranties of merchantability or of fitness for a particular purpose.

CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

Buyer hereby declares that they are of legal age to transact business and that no unfair inducement has been made by Seller. This agreement and the related documents that Buyer signs contemporaneously with this agreement, including any retail installment contract, contain the entire agreement between Buyer and Seller and cancels and supersedes any prior agreement including oral agreements relating to the sale of the motor vehicle.

Signature of Buyer

X 9/17/25 Date Accepted by Authorized Representative of Seller X 9/17/25 Date Buyer X N/A Date Co-Buyer

BILL OF SALE

DATE: 9/24/2025

STOCK #: 12260

<b>BUYER INFORMATION:</b> Duncan Public Schools Po Box 1548 DUNCAN, OK 73534 HOME: 580-252-3496 CELL: D.L./STATE ID #: D.O.B.:		COUNTY: STEPHENS WORK: STATE: OK EXP. DATE:	<b>SELLER INFORMATION:</b> OK WORK TRUCKS 6816 W I 40 SERVICE RD OKLAHOMA CITY, OK 73128 405-604-0300  SALESPERSON:
--	--	---	---

<b>VEHICLE INFORMATION:</b> YEAR: 2021 MAKE: FORD MODEL: F150	COLOR 1: WHITE COLOR 2: BODY: 2DR	VIN: 1FTMF1CB2MKD47133 STYLE: reg cab TEMP PLATE #:	MILEAGE: 26425 TIRES: RIM DIAM:	TAG #: CYL: 6 TRANS: AUTO
--	---	---	---------------------------------------	---------------------------------

**TITLE INFORMATION:**  
Buyer will receive the following type of certificate of title for the Vehicle being purchased:

"Original" green title       Insurance loss dated title  
 Rebuilt title                       Salvage title  
 Junk title                               Lemon Law Buyback  
 Title with a theft or flood damage notation  
 Other \_\_\_\_\_

By signing below, Buyer understands and accepts that he/she will receive the type of title disclosed above.

Buyer X                                      Buyer X                                      N/A

SETTLEMENT		
VEHICLE PRICE	27,975.00	
Dealer Processing Fee:	175.00	
<b>SUBTOTAL</b>	<b>28,150.00</b>	
Excise Tax:	N/A	
Tag and Title Fee:	N/A	
Payoff on Trade-in:	N/A	
<b>TOTAL DUE</b> 28,150.00		
CREDIT	TRADE-IN ALLOWANCE	N/A
	DEPOSIT	N/A
	DOWN PAYMENT	N/A
<b>TOTAL CREDIT</b> 0.00		
<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Finance	<b>BALANCE DUE</b> 28,150.00	

**TRADE-IN INFORMATION:**

YEAR:                                      COLOR:  
MAKE:                                      MILEAGE:  
MODEL:                                      BODY:  
VIN:

BALANCE OWED TO:

BALANCE OWED: \$ 0.00                      GOOD THROUGH:  
ALLOWANCE: \$ 0.00                      QUOTED BY:

**INSURANCE INFORMATION:**

COMPANY:  
AGENT:  
PHONE:                                      POLICY #:

**LIEN HOLDER INFORMATION:**

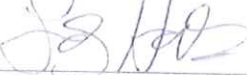
COMPANY:  
STREET:  
CITY, STATE, ZIP:

**REMARKS:**

**WARRANTY DISCLAIMER:** Unless Seller provides a written warranty, or enters into a service contract within 90 days from the date of this contract, this vehicle is being sold "AS IS - WITH ALL FAULTS" and Seller makes no warranties, express or implied, on the vehicle, and there will be no implied warranties of merchantability or of fitness for a particular purpose. This disclaimer does not affect any warranties by the vehicle manufacturer. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of the vehicle and the related products and services.

**CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY)** The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Spanish Translation: Guía para compradores de vehículos usados. La información que ve en el formulario de la ventanilla para este vehículo forma parte del presente contrato. La información del formulario de la ventanilla deja sin efecto toda disposición en contrario contenida en el contrato de venta.

Buyer hereby declares that they are of legal age to transact business and that no unfair inducement has been made by Seller. This agreement and the related documents that Buyer signs contemporaneously with this agreement, including any retail installment contract, contain the entire agreement between Buyer and Seller and cancels and supersedes any prior agreement including oral agreements relating to the sale of the motor vehicle. Any change to this agreement must be in writing and Seller must sign it. Buyer is responsible for obtaining a valid certificate of title on the Vehicle and paying any taxes related to the Vehicle.

X  9/24/25 X 9/24/25 X N/A  
Accepted by Authorized Representative of Seller Date Buyer Date Co-Buyer Date



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: TRANSPORTATION

Vendor Requested: HOLT TRUCK CENTERS

Item Request Description: MFSAB WITH LIFT AND GRAPHICS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): 123,835.00

Fund Requested: 35 - DPS 2020 Vision Transportation Bond

Budget/Activity Account Requested: Transportation Bond 0521-Transportation

*Brad Dolber*  
Signature of Requestor/Principal

10/13/25  
Date

*J. McCar*  
Signature of Budget Director

10-13-2025  
Date

*[Signature]*  
Signature of Assistant Superintendent

10/13/25  
Date



# Holt Truck Centers

CONFIG NUMBER  
 CONFIG DESCR DE516WR-C314G 14+0P  
 CONFIG REVISION  
 CONFIG REV DATE  
 ORDER DESCR  
 ORDER QTY 1  
 REQ DATE EARLY Dec-25  
 DIST NAME Duncan Public Schools  
 DIST CONTACT  
 DIST PO NUMBER  
 DIST PO DATE  
 CUST NAME STOCK WHITE LIFT BUS WITH GRAPHICS  
 CUST SHIP STATE  
 CHAS ORIGIN  
 PRICE 123,835.00 WITH GRAPHICS  
 STATE CONTRACT #0900000519 (SW110)

ITEM	QTY	DESCRIPTION
12524G6614Y321	1	GU/24/D159/6.6G/14200/Y/ACTC
COL-20241111	1	PRICE SCHEDULE COL 11/11/2024
100-1-21-12	1	Spec, FMVSS "School Bus" >10,000# GVWR, driver plus 10 or more passengers (wheelchair positions counted as 4 passengers), may be used to transport students to or from school.
110-DE516WR-15	1	Core components, DRW high headroom elevated floor model 5 section +16" wheelchair rear door. Flat floor (no wheelwells), 76" interior headroom, 25"X82" entrance door, 96" overall width, all-galvanized-steel construction. Body fully insulated.
200-111170-21	1	A/C 70K, dual compressor, 2 fan, skirt mount condenser, dash & in-wall evaporators, Chevy gas.
210-11-12-16	1	Battery tie-in for Chevy units. Two batteries held in a battery box. Gas units.
230-200-15	1	Bumper 10" x 3/16 galvaneal steel channel DRW, wrap around extending forward at least 12" with protecting end caps, for use with exhaust pipe routed under the bumper or to the
233-200-16	1	Bumper Brace to attach to frame side, DE/DH 516 models, all Gas and Diesel exhaust systems.
236-1122-16	1	Fuel system protection and preperation for Chevy gas chassis elevated floor 159"WB
238-11-516-1-13	1	PARTS REQUIRED TO BUILD SPECIFIC BODY MODEL ON SPECIFIC CHASSIS BRAND (CHEVY ELEV 516WR)
240-03-12	1	Tow eyes rear only, installed on chassis frame
240-59-14	1	Fuel sending unit access cover, black diamond tread plate recessed into rubber floor to provide inspection access to fuel sending unit.
250-311-12	1	Door, entrance, black aluminum frame with full-length tempered AS2 glass for DE units

260-5-16	1	Door entrance control, electric mechanism above door header, for glass doors, driver control panel mounted in doghouse. No manual cable-release.
265-212-13	1	Rear egress door, RH (curbside) hinge, Steel construction, select glass rear door upper/lower separately.
270-01-12	1	Rear door hinge continuous stainless steel
280-10-13	1	Rear Door Latch single latch at center of door, with interior red handle and exterior web style non-hitching handle.
290-211-13	1	Door for wheelchair lift, single leaf 44"W X 65"H with forward hinge, includes gas spring as hold-open.
300-31-12	1	Buzzer at rear emergency door that activates when the emergency exit buzzer in the drivers compartment is activated.
300-51-12	1	Backup-alarm 112dBA that is activated upon placing the bus in reverse gear, wired through the ignition.
300-72-12	1	Switch for heater & fan shutdown, quickly limits interior noise, includes AM/FM radio, heater, defroster, and A/C. Does not affect windshield wipers.
305-20100-20	1	Child alert system with dome lights; armed automatically, an audible alert signals driver to check bus; All exits must be closed to disarm. horn will sound after 8 seconds if not disarmed or ignition not in on position; to disarm, ignition on and push but
310-2110-10-25	1	Backup camera safety system with 7" monitor mounted above window. Rosco. Chevy Only
320-500-113-12	1	Chevy 500/516 exhaust left exit gasoline
332-223-22	1	Exterior steel rear corner skins left and right, driprail and below emergency exit rear door for DE units
334-516-21-12	1	Exterior aluminum left and right roof skins for DRW 516 (5section+16) units
336-516-412-14	1	Exterior steel left and right side skins, behind and above driver skins, and below wheelchair lift for DE 516 (5section+16) WR units
338-2516-20-14	1	Skirts, steel below body panels for elev floor DE516
339-222-21-14	1	Storage/Battery Box, steel skirt with additional steel compartment
340-03-12	1	Mud Flaps Rear DE
345-11-12	1	Entrance step drivers side, Chevy, bright aluminum diamond tread, includes flat mud flap on passenger side.
350-516-21-1-12	1	Flooring black rubber, 1/8" smooth rubber under seats, 3/16" ribbed center aisle rubber 15" wide.
355-02-11-12	1	Flooring step treads, DRW standard and elevated floor models, black ribbed tread with integral white ribbed nosing.
360-516-21-12	1	Plywood subfloor for DH/E516 units, 1/2" thick
370-240-12	1	Floor seat track for 516 units, L-series single track for left hand seat mounting at leg placement.
400-11-12	1	Heater 60K wall mount located in right rear corner of bus behind W/C lift of Chevy units with unleaded engine, includes 2 shutoff valves, BLEEDER VALVE
410-03-12	1	Heater shut off valve, cable operated with cable operator located on the dash, use on GM units only to relocate handle from under hood to dash.
420-516-23-14	1	Interior panels below window, embossed aluminum, elevated floor 516 wheelchair lift units.

422-031-15	1	Interior Panels Rear Wall DRW with Exit Door, with AC cutout.
430-516-100-13	1	Interior panels upper, smooth aluminum painted white for DRW 516 units.
440-01-12	1	Grabrail 42" long 1 1/4 dia. stainless, mounted left of entry on RH barrier, designed to prevent entanglement (Passes NHSTA string and nut test)
440-02-12	1	Grabrail 30" long 1 1/4 dia. stainless, mounted right of entry, designed to prevent entanglement (Passes NHSTA string and nut test)
440-04-12	1	Mirror interior clear view back bonded glass, rounded corners and protected edges, 6 x 30 flat. Installed above drivers head on front bulkhead. Interior mirror providing the driver a clear view of interior and rear exit door.
440-22-23	1	Vandal lock for Chevy, permits manual lock of rear emergency door from inside while bus not in use, with buzzer and visual indicator on panel. Engine will not start until lock is disengaged, warning buzzer will activate to alert driver lock is engaged.
450-01-12	1	Brake/tail lights LED with separate license plate light, (2) 4" flush mount
460-02-12	1	brake/tail lights, 2- 7" LED type
470-01-12	1	Clearance lights LED type; row of three red lights on rear of bus and single reds on left & right rear, row of three amber lights on front of bus with single ambers on left and right front sides. Lights are low profile grommet mount.
472-01-12	1	Four domelights are powered through the ignition, will only function when ignition is turned on and dome light switch is on.
474-01-12	1	Drivers dome light tied to OEM drivers door open circuit, comes on when drivers door is open, will time itself out when door is shut.
480-05-12	1	Lamps, turn signal amber LED rear 7"
490-01-12	1	Lamps, backup white (2) 4" flush mount LED
494-01-12	1	Lights, stepwell lights are wired ignition hot and are illuminated whenever the DOD is opened.
500-02-01-12	1	Strobe light, roof mounted, low profile, dual flash, with switch. Power off ignition. Strobe located 1' from rear of bus.
540-05-12	1	Lights, turn signal, amber LED 2" below side bodyrail and behind entrance doors. Mount with armor.
565-12-1110-12	1	Remote Heated Rearview and Crossview mirror system w/ black bracketry for GM DRW buses. ROSCO AccuStyle 8"x15" dual Rearview mirror incl. 7"x9.5" flat and 7"x4" convex mirror glass, with Heated EyeMax LP Crossview mirrors.
580-06-202-12	1	Headknockers to comply with FMVSS 222; foam pads covered with gray fire block upholstery.
590-11-202-12	1	Pad over driver door covered with gray fire block upholstery.
600-12-002-14	1	Paint body exterior white out side of bus buses.
620-32-13	1	Endcap areas around black gelcoat regions are painted body color including center portion of front and rear caps.
630-04-5-23	1	Radio, OEM supplied, 4 speakers. Provides tie-in harness to main chassis.
650-51623-23	1	Rubrails, floor level side rubrails , 4.6" tall X 16 ga steel.
652-51623-23	1	Rubrails, seat level side rubrails that wrap around the rear of the bus to the emergency door. Incl. sep. seat level rail for single lift door, 4.6" tall X 16 ga steel.

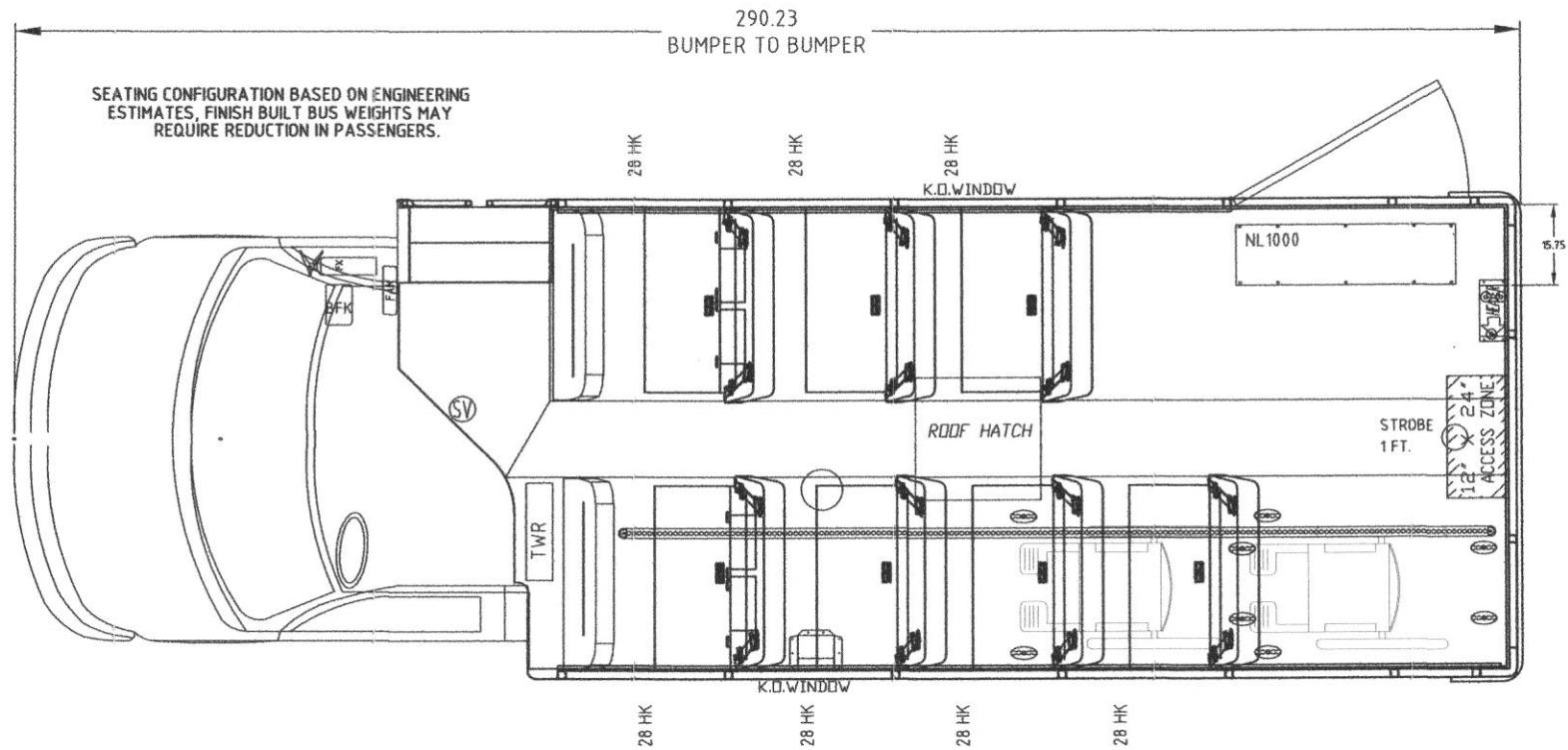
654-51623-23	1	Rubrails, window level side rubrails , 4.6" tall X 16 ga steel.
656-51600-23	1	Skirt level rubrails, for use with DE516 models
659-999-23	4	Rubrails painted black color.
660-12-12	1	Triangle warning reflectors (set of three).
660-22-12	1	Fire extinguisher, 5 lb., 3A 40BC with 10" hose and nozzle,, may only be mounted near entrance door.
660-31-12	2	Seat belt cutter, loaded loose in driver compartment.
670-902-12	1	Body fluids kit for AL, AR, CO, CT, KS, MA, MN, MO, ND, PA, SD, WI, WY, WV
680-045-12	1	First aid kit 24 Unit for AK, AL, AR, AZ, CT, DE, FL, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, ,OH, OK, PA, RI, SC, SD, TN, TX, UT, VT, WA, WV, WY
690-1-01-37-202	1	Barrier, 37" left hand high back with medium gray fire block upholstery, leg at 27" position, for 36" & 39" seat. IMMI
691-2-12	1	Barrier spacing LH to B-pillar, spacing provides energy absorption zone for 2 passengers per FMVSS222 with barrier placed behind B-pillar, must be selected when LH front seat accommodates 2 passengers.
700-1-01-37-202	1	Barrier, 37" right hand high back with medium gray fire block upholstery, no welting, leg at 27" position, for 36" & 39" seat. IMMI
701-0-12	1	Barrier spacing RH to stepwell, none.
710-4-03-36-202	3	Seat, 36" left hand, IMMI SABRE two passenger with 3 point belts, with medium gray fireblock upholstery, no welting. Leg at 27" position.
710-4-05-36-202	1	Seat, 36" left hand, IMMI SABRE two passenger with 3 point belts, and two ICS and Latch position, with medium gray fireblock upholstery, no welting. Leg at 27" position.
711-28-12	4	Seat spacing LH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
720-4-03-36-202	2	Seat, 36" right hand, IMMI SABRE two passenger with 3 point belts, with medium grey fireblock upholstery, no welting. Leg at 27" position.
720-4-05-36-202	1	Seat, 36" right hand, IMMI SABRE two passenger with 3 point belts, and two ICS and Latch position, with medium gray fireblock upholstery, no welting. Leg at 27" position.
721-28-12	3	Seat spacing RH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
730-01-14	3	Seat mounting hardware floor mount seats, required for each non-track-mount seat
730-02-14	4	Seat mounting hardware for track mount seats, required for each track-mount seat
750-83-13	1	Track Above Window Left Hand Side of 6-Row Busses for Wall Side Shoulder Belts.
760-22-002-12	1	Tape, reflective two inch White, outline sides/rear of DH/DE units
770-02-12	1	Endcap signage "ACTIVITY BUS" decals 8" high black letters with 1" stroke on White reflective background, includes front and rear.
780-100-12	1	Signage, identification, "Collins"
800-04-12	1	Exterior decal 2" tall "EMERGENCY DOOR" in black/arrow in red. Interior decal 2" tall "EMERGENCY DOOR" in red/arrow in red.

860-01-12	1	Auxiliary fan two-speed, right side over windshield.
860-04-12	1	Roof vent, static with non-closeable control grille.
870-01-001-12	1	Roof Hatch Transpec Low Profile Standard Safety Vent II Model 1975, 1" White Tape on Ext. Perimeter, Activate Buzzer when Opened w/ Ignition on, Emergency Exit Decals, Operating Instructions, Interior & Exterior Handles, Not Approved for Canada
880-17-21	1	Wheelchair lift, Braun Century NCL1000IB3351HB-2, meets ADA and FMVSS 403/404 requirements, spring loaded rollstop, economical lightweight design, parallel arm, gravity down, WITH restraining belt. 1000# Lift.
890-21-12	1	Interlock supplies power to lift when transmission is in park, emergency brake applied, and lift door is open. Shift lever is locked when power is supplied to lift. Lift operates when ignition is ON. Includes status display.
900-31-12	2	Floor securement station, includes 4 L- style Oval pockets.
901-11X-12	1	Wheelchair location "L1" LH rear row, designates location covered by seats only and includes no anchors or belts.
901-12X-12	1	Wheelchair location "L2" LH second row from rear, designates location covered by seats only and includes no anchors or belts.
910-06-12	2	Wheelchair securement Q'Straint belt kit & bag with deluxe retractors for L-track.
920-11-19	1	Light located on exterior under lift door, comes on when lift door is opened.
920-13-12	1	Dome lights (2) over lift area, activated by door opening. (IN ADDITION TO STANDARD DOME LIGHTS.)
920-14-12	1	Light, red, for lift door, dash mounted, when lift door is ajar, non-flashing
920-62-12	1	Decal, Universal accessibility symbol, 6" x 6". Location is the exterior of the lift door. (SPECIFY OTHER LOCATION.)
920-71-23	1	Vandal lock for the lift door, permits manual lock of lift door from inside while bus not in use. Warning buzzer will activate to alert driver lock is engaged.
925-01-12	1	Window Transition Chevy glass, AS2 tempered clear glass
940-113-12	1	Window located in upper portion of lift door with AS3 32% tinted tempered glass, rubber mounted.
950-113-12	1	Windows Rear Body with Rubber Mounted AS3 Tempered 32% Tinted Glass
960-13-12	1	Window Rear Door Lower Rubber Mounted AS3 Tempered 32% Tinted Glass
970-13-12	1	Window Rear Door Upper Rubber Mounted AS3 Tempered 32% Tinted Glass
980-213-12	9	Window Split Sash 36" with AS3 Tempered 26% Tinted Glass, providing an unobstructed 12 x 28 opening when upper sash is lowered.
982-2-100-2-12	1	Window Split Sash 36" RH and LH Vertical Egress Hinge, Release Handle, Buzzer, Interior/Exterior Signage, and White Exterior Reflective Tape.
294-02-12	1	Core electrical items for all Chevy buses with higher option content including Elect. Board, switch panel, buzzer, domes, step lights, and main harness

- 985-02-12            1    Undercoat body components, chassis components such as driveline, brake lines, wiring, exhaust system are not undercoated.
- 986-03-14           1    Warranty, extended limited body, covers body shell, structure, seat structure for 5 YR/100K MI, manufacturer's components for 3 YR/36K MI, other components 3 YR/36K MI. Excludes corrosion due to road chemicals. See warranty policy for full details.
- 987-00-22           1    Reassignment Chassis, None

**Quotes valid for 30 days.**

Approval \_\_\_\_\_ Date \_\_\_\_\_



**DE516WR**

**HOLT SEATING PLAN**

14 Passengers

4 LH Seats

- 1 36 inch 3 POINT ICS LH Seats
- 3 36 inch 3 POINT LH Seats


3 RH Seats

- 1 36 inch 3 POINT ICS RH Seats
- 2 36 inch 3 POINT RH Seats

LOAD 2 BELT BAGS LOOSE

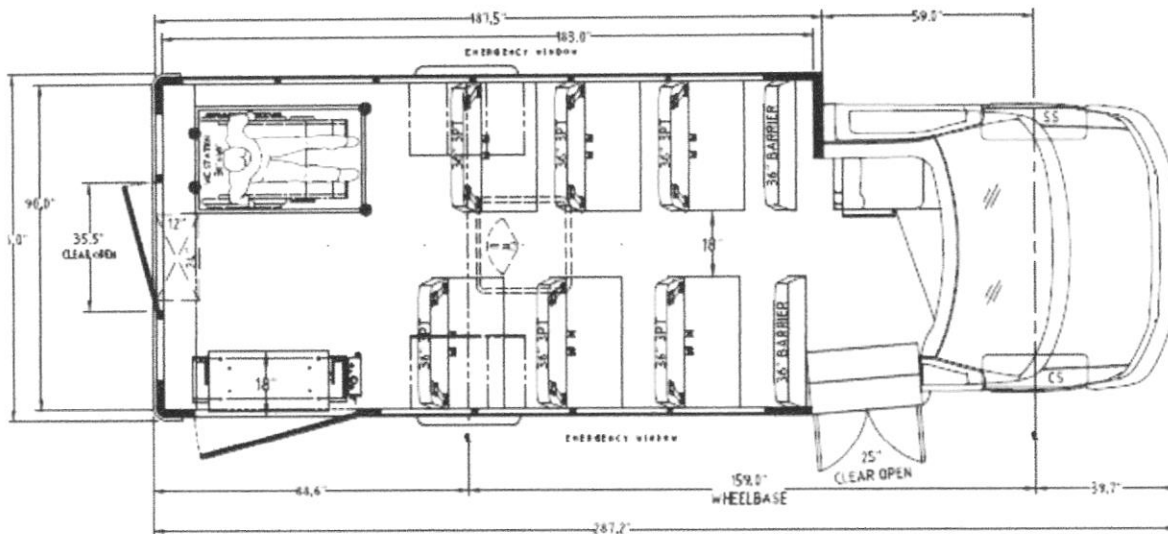
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**1/2" PLYWOOD SUBFLOOR TEMPLATE DRAWING #442662-5**

	COLLINS BUS CORP. P.O. BOX 2946 HUTCHINSON, KS. 67504-2946 <small>FORM: F-7.3.06 REVISION 0</small>	THIS DRAWING AND ALL INFORMATION THEREON IS THE PROPERTY OF REV GROUP	DRAWN BY _____ ENG	08/05/25
			DATE _____	
TITLE <b>CHEVY DE516WR SCHOOL BUS</b>			DRAWING NO. <b>95619-20DE516WR-C314G</b>	



### 2026 TransTech CST Series 12 and 1 SPED ADA Activity Bus



**Chassis:**

2026 Chevy Express 3500 DRW  
159" WB  
12,300 GVWR  
6.6L V8 Gas Engine  
220 AMP Alternator  
Dual 770CCA Batteries  
33 Gal Fuel Tank  
Tilt Steering  
OEM Gray Wheels  
Exhaust Routed to Rear Bumper Flush with Exterior Face of Bumper  
Bumper 3/16", Aluminum, Powder Coated Black  
Mud Flap, Front and Rear Wheels

**Body:**

Floor Structure, 14GA Pan-Formed Floor  
Insulation, 1 1/2" Fiberglass, Inside Roof, Walls, and Bows  
Plywood Flooring, 1/2" Thick, Exterior Grade  
(2) Windows, Rear, Tempered 31% Tint  
(8) Window, Split Sash, Tempered 31% Tint  
Rear Emergency Door, Anodized Black Extruded Aluminum, with Full Laminated Glass, 31% Tint

- 3PT Lock for Rear Emergency Door
- Door Holder

Passenger Bi-Fold Entry Door  
Interior Rearview 6" X 16"  
Mirrors, Rosco, Exterior Rearview Accustyle & Crossover w/ Black Brackets  
Rub Rails – Window Level, Seat Level, and Floor Level  
Battery Box w/ Hinged Door and Slide Out Tray  
Emergency Window (2)

**Audio/Electrical:**

OEM Radio, AM/FM/Clock  
(2) Speakers  
Interior Rearview Mirror/Back Up Camera Combo  
White Strobe Light

**Interior:**

Flooring, Grey Vinyl  
(2) Black Step Treads, Ribbed w/ White Step Nosing  
(1) Interior Ceiling Panel, Aluminum, Painted White  
(1) Head Impact Padding  
Equipment Cage Storage Compartment in Rear

**Decals:**

Emergency Door  
To Open – Exterior of Rear Door  
Emergency Exit  
Do Not Block – Interior Rear Door  
Lift Handle and Push to Open – Rear Door  
Reflective Tape – Rear Door  
Red Reflectors – Rear Exterior Corners  
Vehicle Height





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: TRANSPORTATION

Vendor Requested: MODEL 1

Item Request Description: 14 PASSENGER YELLOW BUS WITH LIFT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): 105,537.00

Fund Requested: 35 - DPS 2020 Vision Transportation Bond

Budget/Activity Account Requested: Transportation Bond 052-Transportation

[Signature]  
Signature of Requestor/Principal

10/13/25  
Date

[Signature]  
Signature of Budget Director

10-13-2025  
Date

[Signature]  
Signature of Assistant Superintendent

10/13/25  
Date





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Office of Management and Enterprise Services  
Attn: Joseph Farani, CPP, CPO  
2401 N. Lincoln Blvd. Ste. 116  
Oklahoma City, OK 73105

January 19, 2022

Subject: Award Recommendation Letter

As respondents to the Oklahoma Office of Management and Enterprise Services – Central Purchasing Division, Invitation to Bid #0900000519 – School Buses, the following vendors are successful:

Ross Transportation  
Creative Bus Sales  
Holt Truck Centers  
Midwest Bus Sales

These vendors provided the best value to the solicitation's requirements and needs of the State. Therefore, I am recommending they be awarded supplier under the Statewide Contract 0110.

Respectfully,

Asha Parks, CPO  
Central Purchasing Division  
Office of Management and Enterprise Services  
2401 N. Lincoln Blvd. Ste. 116  
Oklahoma City, OK 73105



OKLAHOMA

# CONTRACT State of Oklahoma

Dispatch via Print

**Supplier** 0000377141  
CREATIVE BUS SALES INC  
BID NOTIFICATION  
MODEL 1 COMMERCIAL VEHICLES  
4955 W NORTHGATE DR  
IRVING TX 75062-0001  
USA

<b>Contract ID</b> 000000000000000000006388		Page 1 of 1	
<b>Contract Dates</b> 03/01/2022 to 02/28/2026	<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> SW110-School Buses		<b>Contract Maximum</b> 0.00	
<b>TYPE: STATEWIDE</b>			

Tax Exempt? Y Tax Exempt ID:736017987

**Contract Lines:**

Line #	Cat CD / Item ID / Item Desc	UOM	Minimum Order		Maximum / Open	
			Qty	Amt	Qty	Amt
1	25101502 / SCHOOL BUS: TYPE A-C MULTIPASSENGER, REGULAR ROUTE	EA	0.00	0.00	0.00	0.00
	Contract Base Pricing		0.00000		EA	0001

**COMMENTS:**

SW0110 School Buses

Buyer: Asha Parks, asha.parks@omes.ok.gov, 405.521.6674

Agreement Period: 3/1/2022-2/28/2026

Final = The price is final after adjustments  
Hard = Apply adjustments regardless of other adjustments  
Skip = Skip adjustments if any other adjustments have been applied

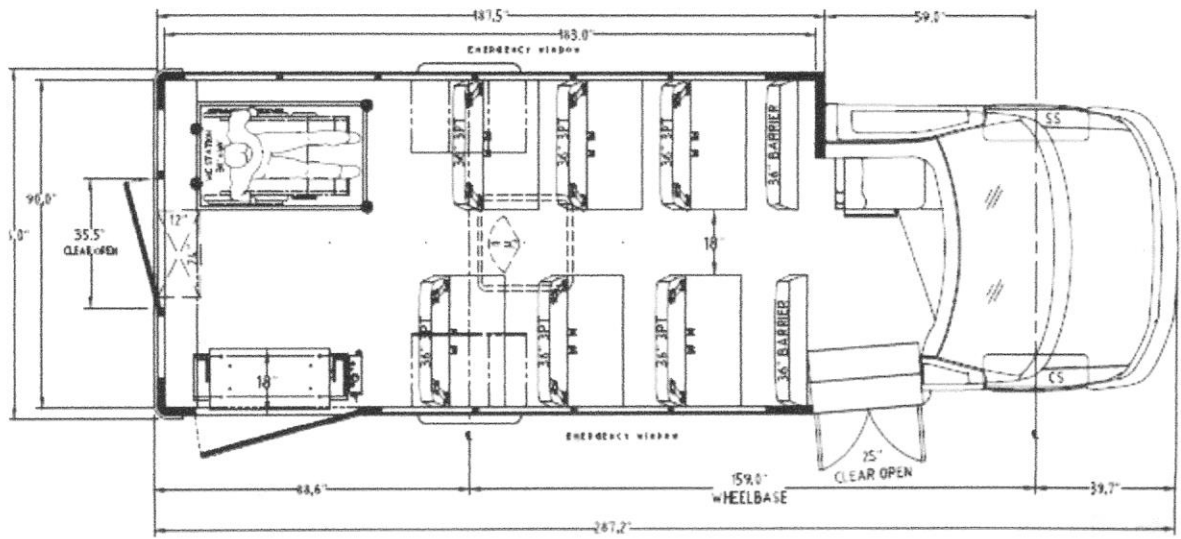
**Authorized Signature**

*Lara Moore*

Lara Moore (Mar 11, 2024 11:56 CDT)



### 2025 TransTech SST Series ADA



**Chassis:**  
2023 Chevy Express 3500 DRW School Bus  
159" WB  
12,300 GVWR  
6.6L V8 Gas Engine



220 AMP Alternator  
Dual 770CCA Batteries (Under Hood and Chassis Rail Locations)  
33 Gal Fuel Tank  
Tilt Steering  
OEM Black Wheels  
Exhaust Routed to Rear Bumper Flush with Exterior Face of Bumper  
Bumper 3/16", Aluminum, Powder Coated Black  
Mud Flap, Front and Rear Wheels

**Body:**

Floor Structure, 14GA Pan-Formed Floor  
Insulation, 1 1/2" Fiberglass, Inside Roof, Walls, and Bows  
Plywood Flooring, 1/2" Thick, Exterior Grade  
Observation Window, Tempered Glass  
(2) Windows, Rear, Tempered, 31% Tint  
(8) Window, Split Sash, Tempered, 31% Tint  
Rear Emergency Door, Anodized Black Extruded Aluminum, with Full Tempered Glass, 31% Tint  
- 3PT Lock for Rear Emergency Door  
- Door Holder  
Passenger Bi-Fold Entry Door  
Mirrors, Rosco, Exterior Rearview Accustyle & Crossover w/ Black Brackets  
Rub Rails – Window Level, Seat Level, and Floor Level - Black  
Emergency Window (2)

**Audio/Electrical:**

OEM Radio, AM/FM/Clock  
(2) Speakers

**Interior:**

Flooring, Grey Vinyl  
(2) Black Step Treads, Ribbed w/ White Step Nosing  
(1) Interior Ceiling Panel, Aluminum, Painted White  
(1) Head Impact Padding  
Equipment Cage Storage Compartment in Rear

**Decals:**

Emergency Door  
To Open – Exterior of Rear Door  
Emergency Exit  
Do Not Block – Interior Rear Door  
Lift Handle and Push to Open – Rear Door  
Reflective Tape – Rear Door  
Red Reflectors – Rear Exterior Corners  
Vehicle Height  
"School Bus" in Black Lettering in Designated Areas

**Exterior Lighting:**

(5) Front Marker & Clearance Lights  
(5) Rear Marker & Clearance Lights  
(2) Lamp Turn Signals  
License Plate Light  
Interior Dome Light



(2) Back Up Lights  
(2) Brake/Tail Lights  
(2) Turn Signals  
All Lighting LED

**Safety:**

Back Up Alarm  
Grab Rail at Entrance Door  
Child Checkmate System  
Fire Extinguisher  
Seat Belt Cutter  
Warning Device, Triangle Reflector Kit  
Noise Suppression

**Climate Control:**

ACT 75K BTU Rear A/C w/ Independent Compressor  
Pro Air 50K BTU Rear Heater  
Vent, Non Closable Static Type  
Auxiliary Fan

**Para-Transit:**

Park Brake Interlock  
Lift, Braun Century 2 NCL917FIB2  
(1) Tiedown Kit QRT Max  
Storage Bag for Tiedown  
Lift Door Ajar Warning Light

**Seating:**

(2) 36" Barriers – Fire Block Vinyl  
(6) 36" High Back Seat w/ 3PT Belts – Fire Block Vinyl

**Add-ons:**

Cross Arm - Installed on front Bumper  
School ID Lettering

**Price FOB Customer:**

**\$105,537\***

\*Price does include tax, title, or license.

\*Pricing includes all fees and local delivery

\*Estimated Delivery 45 days from receipt of PO

# Holt Truck Centers

CONFIG NUMBER 95619-20  
 CONFIG DESCR DE516WR-C314G 14+0P  
 CONFIG REVISION  
 CONFIG REV DATE  
 ORDER DESCR  
 ORDER QTY 1  
 REQ DATE EARLY OCT 2025  
 DIST NAME Duncan Public Schools  
 DIST CONTACT  
 DIST PO NUMBER  
 DIST PO DATE  
 CUST NAME CUST  
 SHIP STATE

PRICE \$118,345  
 State Contact #0900000519 (sw110)

ITEM	QTY	DESCRIPTION
12524G6614Y321	1	GU/24/D159/6.6G/14200/Y/ACTC
COL-20241111	1	PRICE SCHEDULE COL 11/11/2024
100-1-21-12	1	Spec, FMVSS "School Bus" >10,000# GVWR, driver plus 10 or more passengers (wheelchair positions counted as 4 passengers), may be used to transport students to or from school.
110-DE516WR-15	1	Core components, DRW high headroom elevated floor model 5 section +16" wheelchair rear door. Flat floor (no wheelwells), 76" interior headroom, 25"X82" entrance door, 96" overall width, all-galvanized-steel construction. Body fully insulated.
200-111170-21	1	A/C 70K, dual compressor, 2 fan, skirt mount condenser, dash & in-wall evaporators, Chevy gas.
210-11-12-16	1	Battery tie-in for Chevy units. Two batteries held in a battery box. Gas units.
230-200-15	1	Bumper 10" x 3/16 galvaneal steel channel DRW, wrap around extending forward at least 12" with protecting end caps, for use with exhaust pipe routed under the bumper or to the
233-200-16	1	Bumper Brace to attach to frame side, DE/DH 516 models, all Gas and Diesel exhaust systems.
236-1122-16	1	Fuel system protection and preparation for Chevy gas chassis elevated floor 159"WB
238-11-516-1-13	1	PARTS REQUIRED TO BUILD SPECIFIC BODY MODEL ON SPECIFIC CHASSIS BRAND (CHEVY ELEV 516WR)
240-03-12	1	Tow eyes rear only, installed on chassis frame
240-59-14	1	Fuel sending unit access cover, black diamond tread plate recessed into rubber floor to provide inspection access to fuel sending unit.
250-311-12	1	Door, entrance, black aluminum frame with full-length tempered AS2 glass for DE units

260-5-16	1	Door entrance control, electric mechanism above door header, for glass doors, driver control panel mounted in doghouse. No manual cable-release.
265-212-13	1	Rear egress door, RH (curbside) hinge, Steel construction, select glass rear door upper/lower separately.
270-01-12	1	Rear door hinge continuous stainless steel
280-10-13	1	Rear Door Latch single latch at center of door, with interior red handle and exterior web style non-hitching handle.
290-211-13	1	Door for wheelchair lift, single leaf 44"W X 65"H with forward hinge, includes gas spring as hold-open.
300-31-12	1	Buzzer at rear emergency door that activates when the emergency exit buzzer in the drivers compartment is activated.
300-51-12	1	Backup-alarm 112dBA that is activated upon placing the bus in reverse gear, wired through the ignition.
300-72-12	1	Switch for heater & fan shutdown, quickly limits interior noise, includes AM/FM radio, heater, defroster, and A/C. Does not affect windshield wipers.
305-20100-20	1	Child alert system with dome lights; armed automatically, an audible alert signals driver to check bus; All exits must be closed to disarm. horn will sound after 8 seconds if not disarmed or ignition not in on position; to disarm, ignition on and push but
310-2110-10-25	1	Backup camera safety system with 7" monitor mounted above window. Rosco. Chevy Only
320-500-113-12	1	Chevy 500/516 exhaust left exit gasoline
330-104-12	1	Endcaps fiberglass front and rear exterior for use with school bus warning lights on DE units
332-223-22	1	Exterior steel rear corner skins left and right, driprail and below emergency exit rear door for DE units
334-516-21-12	1	Exterior aluminum left and right roof skins for DRW 516 (5section+16) units
336-516-412-14	1	Exterior steel left and right side skins, behind and above driver skins, and below wheelchair lift for DE 516 (5section+16) WR units
338-2516-20-14	1	Skirts, steel below body panels for elev floor DE516
339-222-21-14	1	Storage/Battery Box, steel skirt with additional steel compartment
340-03-12	1	Mud Flaps Rear DE
345-11-12	1	Entrance step drivers side, Chevy, bright aluminum diamond tread, includes flat mud flap on passenger side.
350-516-21-1-12	1	Flooring black rubber, 1/8" smooth rubber under seats, 3/16" ribbed center aisle rubber 15" wide.
355-02-11-12	1	Flooring step treads, DRW standard and elevated floor models, black ribbed tread with integral white ribbed nosing.
360-516-21-12	1	Plywood subfloor for DH/E516 units, 1/2" thick
370-240-12	1	Floor seat track for 516 units, L-series single track for left hand seat mounting at leg placement.
400-11-12	1	Heater 60K wall mount located in right rear corner of bus behind W/C lift of Chevy units with unleaded engine, includes 2 shutoff valves, BLEEDER VALVE
410-03-12	1	Heater shut off valve, cable operated with cable operator located on the dash, use on GM units only to relocate handle from under hood to dash.

420-516-23-14	1	Interior panels below window, embossed aluminum, elevated floor 516 wheelchair lift units.
422-031-15	1	Interior Panels Rear Wall DRW with Exit Door, with AC cutout.
430-516-100-13	1	Interior panels upper, smooth aluminum painted white for DRW 516 units.
440-01-12	1	Grabrail 42" long 1 1/4 dia. stainless, mounted left of entry on RH barrier, designed to prevent entanglement (Passes NHSTA string and nut test)
440-02-12	1	Grabrail 30" long 1 1/4 dia. stainless, mounted right of entry, designed to prevent entanglement (Passes NHSTA string and nut test)
440-04-12	1	Mirror interior clear view back bonded glass, rounded corners and protected edges, 6 x 30 flat. Installed above drivers head on front bulkhead. Interior mirror providing the driver a clear view of interior and rear exit door.
440-22-23	1	Vandal lock for Chevy, permits manual lock of rear emergency door from inside while bus not in use, with buzzer and visual indicator on panel. Engine will not start until lock is disengaged, warning buzzer will activate to alert driver lock is engaged.
450-01-12	1	Brake/tail lights LED with separate license plate light, (2) 4" flush mount
460-02-12	1	brake/tail lights, 2- 7" LED type
470-01-12	1	Clearance lights LED type; row of three red lights on rear of bus and single reds on left & right rear, row of three amber lights on front of bus with single ambers on left and right front sides. Lights are low profile grommet mount.
472-01-12	1	Four domelights are powered through the ignition, will only function when ignition is turned on and dome light switch is on.
474-01-12	1	Drivers dome light tied to OEM drivers door open circuit, comes on when drivers door is open, will time itself out when door is shut.
480-05-12	1	Lamps, turn signal amber LED rear 7"
490-01-12	1	Lamps, backup white (2) 4" flush mount LED
494-01-12	1	Lights, stepwell lights are wired ignition hot and are illuminated whenever the DOD is opened.
500-02-01-12	1	Strobe light, roof mounted, low profile, dual flash, with switch. Power off ignition. Strobe located 1' from rear of bus.
510-03-12	1	Warning lights, LED, four red & four amber 7" surface mounted, Note: if light monitor option required use LED sensitive monitor
520-04-1-12	1	Warning light system, 8 light, non-sequential, wired through ignition, Master switch, Warning Start switch, Override for red lights/stoparm.
530-02-12	1	Visors 8-Light Warning Lights
540-05-12	1	Lights, turn signal, amber LED 2" below side bodyrail and behind entrance doors. Mount with armor.
565-12-1110-12	1	Remote Heated Rearview and Crossview mirror system w/ black bracketry for GM DRW buses. ROSCO AccuStyle 8"x15" dual Rearview mirror incl. 7"x9.5" flat and 7"x4" convex mirror glass, with Heated EyeMax LP Crossview mirrors.
580-06-202-12	1	Headknockers to comply with FMVSS 222; foam pads covered with gray fire block upholstery.
590-11-202-12	1	Pad over driver door covered with gray fire block upholstery.

600-12-002-14	1	Paint body exterior yellow, Chevy DH/DE buses.
620-32-13	1	Paint scheme with black borders around warning lights extending approximately 3 inches inboard of warning lights to vertical inner border. Endcap areas around black gelcoat regions are painted body color including center portion of front and rear caps.
630-04-5-23	1	Radio, OEM supplied, 4 speakers. Provides tie-in harness to main chassis.
650-51623-23	1	Rubrails, floor level side rubrails , 4.6" tall X 16 ga steel.
652-51623-23	1	Rubrails, seat level side rubrails that wrap around the rear of the bus to the emergency door. Incl. sep. seat level rail for single lift door, 4.6" tall X 16 ga steel.
654-51623-23	1	Rubrails, window level side rubrails , 4.6" tall X 16 ga steel.
656-51600-23	1	Skirt level rubrails, for use with DE516 models
659-999-23	4	Rubrails painted black color.
660-12-12	1	Triangle warning reflectors (set of three).
660-22-12	1	Fire extinguisher, 5 lb., 3A 40BC with 10" hose and nozzle,, may only be mounted near entrance door.
660-31-12	2	Seat belt cutter, loaded loose in driver compartment.
670-902-12	1	Body fluids kit for AL, AR, CO, CT, KS, MA, MN, MO, ND, PA, SD, WI, WY, WV
680-045-12	1	First aid kit 24 Unit for AK, AL, AR, AZ, CT, DE, FL, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, ,OH, OK, PA, RI, SC, SD, TN, TX, UT, VT, WA, WV, WY
690-1-01-37-202	1	Barrier, 37" left hand high back with medium gray fire block upholstery, leg at 27" position, for 36" & 39" seat. IMMI
691-2-12	1	Barrier spacing LH to B-pillar, spacing provides energy absorption zone for 2 passengers per FMVSS222 with barrier placed behind B-pillar, must be selected when LH front seat accommodates 2 passengers.
700-1-01-37-202	1	Barrier, 37" right hand high back with medium gray fire block upholstery, no welting, leg at 27" position, for 36" & 39" seat. IMMI
701-0-12	1	Barrier spacing RH to stepwell, none.
710-4-03-36-202	3	Seat, 36" left hand, IMMI SABRE two passenger with 3 point belts, with medium gray fireblock upholstery, no welting. Leg at 27" position.
710-4-05-36-202	1	Seat, 36" left hand, IMMI SABRE two passenger with 3 point belts, and two ICS and Latch position, with medium gray fireblock upholstery, no welting. Leg at 27" position.
711-28-12	4	Seat spacing LH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
720-4-03-36-202	2	Seat, 36" right hand, IMMI SABRE two passenger with 3 point belts, with medium grey fireblock upholstery, no welting. Leg at 27" position.
720-4-05-36-202	1	Seat, 36" right hand, IMMI SABRE two passenger with 3 point belts, and two ICS and Latch position, with medium gray fireblock upholstery, no welting. Leg at 27" position.
721-28-12	3	Seat spacing RH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
730-01-14	3	Seat mounting hardware floor mount seats, required for each non-track-mount seat

730-02-14	4	Seat mounting hardware for track mount seats, required for each track-mount seat
750-83-13	1	Track Above Window Left Hand Side of 6-Row Busses for Wall Side Shoulder Belts.
760-22-002-12	1	Tape, reflective two inch yellow, outline sides/rear of DH/DE units
770-02-12	1	Endcap signage "SCHOOL BUS" decals 8" high black letters with 1" stroke on yellow reflective background, includes front and rear.
780-100-12	1	Signage, identification, "Collins"
800-04-12	1	Exterior decal 2" tall "EMERGENCY DOOR" in black/arrow in red. Interior decal 2" tall "EMERGENCY DOOR" in red/arrow in red.
840-05-12	1	Stop Arm 2 Lights High Int LED Strobe T6100-101-E21 - PLASTIC
860-01-12	1	Auxiliary fan two-speed, right side over windshield.
860-04-12	1	Roof vent, static with non-closeable control grille.
870-01-001-12	1	Roof Hatch Transpec Low Profile Standard Safety Vent II Model 1975, 1" White Tape on Ext. Perimeter, Activate Buzzer when Opened w/ Ignition on, Emergency Exit Decals, Operating Instructions, Interior & Exterior Handles, Not Approved for Canada
880-17-21	1	Wheelchair lift, Braun Century NCL1000IB3351HB-2, meets ADA and FMVSS 403/404 requirements, spring loaded rollstop, economical lightweight design, parallel arm,gravity down, WITH restraining belt. 1000# Lift.
890-21-12	1	Interlock supplies power to lift when transmission is in park, emergency brake applied, and lift door is open. Shift lever is locked when power is supplied to lift. Lift operates when ignition is ON. Includes status display.
900-31-12	2	Floor securement station, includes 4 L- style Oval pockets.
901-11X-12	1	Wheelchair location "L1" LH rear row, designates location covered by seats only and includes no anchors or belts.
901-12X-12	1	Wheelchair location "L2" LH second row from rear, designates location covered by seats only and includes no anchors or belts.
910-06-12	2	Wheelchair securement Q'Straint belt kit & bag with deluxe retractors for L-track.
920-11-19	1	Light located on exterior under lift door, comes on when lift door is opened.
920-13-12	1	Dome lights (2) over lift area, activated by door opening. (IN ADDITION TO STANDARD DOME LIGHTS.)
920-14-12	1	Light, red, for lift door, dash mounted, when lift door is ajar, non-flashing
920-62-12	1	Decal, Universal accessibility symbol, 6" x 6". Location is the exterior of the lift door. (SPECIFY OTHER LOCATION.)
920-71-23	1	Vandal lock for the lift door, permits manual lock of lift door from inside while bus not in use. Warning buzzer will activate to alert driver lock is engaged.
925-01-12	1	Window Transition Chevy glass, AS2 tempered clear glass
940-113-12	1	Window located in upper portion of lift door with AS3 32% tinted tempered glass, rubber mounted.
950-113-12	1	Windows Rear Body with Rubber Mounted AS3 Tempered 32% Tinted Glass

960-13-12	1	Window Rear Door Lower Rubber Mounted AS3 Tempered 32% Tinted Glass
970-13-12	1	Window Rear Door Upper Rubber Mounted AS3 Tempered 32% Tinted Glass
980-213-12	9	Window Split Sash 36" with AS3 Tempered 26% Tinted Glass, providing an unobstructed 12 x 28 opening when upper sash is lowered.
982-2-100-2-12	1	Window Split Sash 36" RH and LH Vertical Egress Hinge, Release Handle, Buzzer, Interior/Exterior Signage, and Yellow Exterior Reflective Tape.
294-02-12	1	Core electrical items for all Chevy buses with higher option content including Elect. Board, switch panel, buzzer, domes, step lights, and main harness
985-02-12	1	Undercoat body components, chassis components such as driveline, brake lines, wiring, exhaust system are not undercoated.
986-03-14	1	Warranty, extended limited body, covers body shell, structure, seat structure for 5 YR/100K MI, manufacturer's components for 3 YR/36K MI, other components 3 YR/36K MI. Excludes corrosion due to road chemicals. See warranty policy for full details.
987-00-22	1	Reassignment Chassis, None

**Quotes valid for 30 days.**

**Any pricing adjustments will be the responsibility of the dealer/buyer.**

Collins recommends that dealers inform potential customers that prices may be subject to change before production due to inflationary factors.

Approval \_\_\_\_\_ Date \_\_\_\_\_

**SCHEDULE A**

10/14/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Thornton	Shellie	EM/Counselor	13	9/22/2025
Altom	David	CO/Technology Coordinator	24	10/9/2025
Culberson	Edmond	EM/Library-Media Assistant-Paraprofessional	0	10/1/2025
Richmond	Austin	PL/SPED Paraprofessional-Teacher Assistant	0	never worked
Smith	Dustin	CO/Security Director	1	10/21/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Cafeteria - Server/Helper		Support
		Licensed Practical Nurse	Background	Support
		Bus Driver w/CDL	Background	Support
		Assistant Girls Wrestling Coach	Background	Contract Coach

Candace Greenwood  
 Jessica Jacks  
 Sandra Sitte  
  
 Kyle Davis

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		
Howard	Toni	change to HS Student Council Co-Sponsor		
Lynch	Allison	add Elementary Archery		
Peters	Brandy	Add In-District Travel		
Sale	Tabitha	add SPED Self-Contained		
Scifres	Tamara	change to Elementary Academic Team Co-Sponsor		
Shipman	Amanda	add Elementary Academic Team Co-Sponsor		

**SCHEDULE A**

10/14/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Thornton	Shellie	EM/Counselor	13	9/22/2025
Altom	David	CO/Technology Coordinator	24	10/9/2025
Culberson	Edmond	EM/Library-Media Assistant-Paraprofessional	0	10/1/2025
Richmond	Austin	PL/SPED Paraprofessional-Teacher Assistant	0	never worked
Smith	Dustin	CO/Security Director	1	10/21/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Cafeteria - Server/Helper		Support
		Licensed Practical Nurse	Background	Support
		Bus Driver w/CDL	Background	Support
		Assistant Girls Wrestling Coach	Background	Contract Coach

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		
Howard	Toni	change to HS Student Council Co-Sponsor		
Lynch	Allison	add Elementary Archery		
Peters	Brandy	Add In-District Travel		
Sale	Tabitha	add SPED Self-Contained		
Scifres	Tamara	change to Elementary Academic Team Co-Sponsor		
Shipman	Amanda	add Elementary Academic Team Co-Sponsor		

**Schedule A1 - October 14, 2025  
Extra Duty Contracts (Support)**

BARKER, DAINA M.

Special Ed Self-Contained \$500.00

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BEARCE, LENNETTA J.

Special Ed Self-Contained \$500.00

---

BEARCE, MYLEAH C.

Special Ed Self-Contained \$500.00

---

BENNETT, FAITH E.

Special Ed Self-Contained \$500.00

---

BINGHAM, VERONICA M.

Special Ed Self-Contained \$500.00

---

BOGGESS, CHRISTINA M.

Special Ed Self-Contained \$500.00

---

BYERS, KASEY D.

Special Ed Self-Contained \$500.00

---

CALDWELL, MELINDA A.

Special Ed Self-Contained \$500.00

---

COULSTON, HEATHER D.

Special Ed Self-Contained \$500.00

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**Schedule A1 - October 14, 2025  
Extra Duty Contracts (Support)**

CROSS, REBECCA L.

Facebook Facilitator (\$500)	\$5,329.44
SPED Self-Contained (\$2500)	
SPED 7.5% (\$2329.44)	

---

FORD, CRYSTAL D.

SPED Self-Contained (\$2500)	\$4,564.48
SPED 7.5% (\$2,064.48)	

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FRANKLIN, ASHLEY L.

Special Ed Self-Contained	\$500.00
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FRANKLIN, LAURA L.

Special Ed Self-Contained	\$500.00
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GRISSOM, KATRINA G.

Special Ed Self-Contained	\$500.00
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HENDERSON, AUTUMN B.

Elementary Archery	\$300.00
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HENDERSON, KELLY D.

Board Clerk	\$5,000.00
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HEULITT, AMY A.

Special Ed Self-Contained	\$500.00
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HODGES, ASHLEY N.

Special Ed Self-Contained	\$500.00
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**Schedule A1 - October 14, 2025  
Extra Duty Contracts (Support)**

JARRETT, TRISHA R.

Facebook Facilitator \$500.00

---

JOHNS, GLYNIS L.

Special Ed Self-Contained \$500.00

---

KASPEREIT, TWYLA K.

Special Ed Self-Contained \$500.00

---

KAUS, ANGELA L.

SPED Self-Contained (\$2500) \$4,829.44  
SPED 7.5% (\$2329.44)

---

KNIGHT, L. REBEKAH

Lead Librarian \$1,000.00

---

LEWIS, VERNA F.

Special Ed Self-Contained \$500.00

---

MCCORD, MEGAN R.

SPED Self-Contained (\$2500) \$4,586.56  
SPED 7.5% (\$2,086.56)

---

MITCHELL, VONDA F.

Special Ed Self-Contained \$500.00

---

MYERS, AMBER M.

Special Ed Self-Contained \$500.00

---

**Schedule A1 - October 14, 2025  
Extra Duty Contracts (Support)**

PHELPS, TRESA L.

Special Ed Self-Contained \$500.00

---

PRIETO, ERIK B.

Special Ed Self-Contained \$500.00

---

PURSLEY, SARAH M.

HS SADD Sponsor \$600.00

---

SEARCY, TERESA G.

Special Ed Self-Contained (\$500) \$3,250.00  
Asst Special Olympics Sponsor (\$1000)  
HS Student Council Co-Sponsor (\$1750)

---

SIMMS, AIDA A.

Special Ed Self-Contained \$500.00

---

SMITH, DUSTIN A.

xtra Events Stipend (\$2500) \$3,500.00  
Travel Stipend (\$1000)

---

SMITH, ERIN R.

Special Ed Self-Contained \$500.00

---

SPENCER, MADALYNN A.

Special Ed Self-Contained \$500.00

---

VAN OVEN, KARMAN A.

Special Ed Self-Contained \$500.00

---

**Schedule A1 - October 14, 2025  
Extra Duty Contracts (Support)**

VAUGHN, TAYLOR B.

Special Ed Self-Contained \$500.00

---

WADE, MCKAYLA D.

Special Ed Self-Contained \$500.00

---

WRIGHT, SHAYLA M.

Special Ed Self-Contained \$500.00

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DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: DESA.

Vendor Requested: N/A

Item Request Description: Proposed Negotiated Agreement for (DESA) Duncan Educational Support Association for Fy 25-26

Dollar Amount Requested (if applicable):                     

Fund Requested:                     

Budget/Activity Account Requested:                     

[Signature]  
Requestor or Principal

10-1-2025  
Date

[Signature]  
Budget Administrator or Business Office Manager

10-02-2025  
Date

[Signature]  
Assistant Superintendent or Superintendent

OCT 02 2025  
Date

# DUNCAN PUBLIC SCHOOLS

~~2024-2025~~

**2025-2026**

NEGOTIATED AGREEMENT

BETWEEN

DUNCAN EDUCATIONAL SUPPORT  
ASSOCIATION

AND

DUNCAN BOARD OF EDUCATION

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**\*\* COPIES OF BOARD APPROVED EVALUATION AND GRIEVANCE FORMS  
ARE AVAILABLE ON THE SCHOOL WEBSITE\*\***

## **I. SCOPE OF CONTRACT**

### **I.01 SEVERABILITY**

If any provision(s) of this Contract or any application of the provisions of this contract to any person(s), is found by court of competent jurisdiction to be in conflict with any federal or state law, regulation, ruling, or order, now or hereinafter enacted or issued such provision or application shall be inoperative but the remaining provision(s) hereof shall continue in effect. Upon request of the Association or the Board, within ten (10) days after such finding, the parties will meet solely for the purpose of negotiating the provisions(s) affected.

### **I.02 EMPLOYMENT PROVISIONS**

The school calendar will clarify specific days off when support employees are scheduled to be off from work during the school year.

## **II. EMPLOYMENT PROVISIONS**

### **II.01 JOB DESCRIPTIONS**

The board shall establish, as soon as possible, and maintain job descriptions for all support employee positions. A copy of the job description relating to each employee's position will be provided to that employee and the Association.

Any time the job description is updated, a copy of the updated job description will be sent to the affected employee and the Association.

**II.02 PROCEDURES FOR RESOLVING SUPPORT EMPLOYEE ISSUES** For the purpose of this policy, a "support employee" is defined as an employee of a school district who provides those services not performed by principal, licensed or certified teacher, superintendent or other administrator, that are necessary for the efficient and satisfactory functioning of a school district. A support employee that is employed for less than one (1) year is a probationary employee. After one (1) year of employment the support employee is a non-probationary employee. Non-probationary support employees of Duncan Public Schools may be suspended or recommended for demotion or termination by the support employee's immediate administrator in accordance with contract Articles 2.03, 2.04 and 2.05 respectively.

Probationary support employees are not entitled to invoke the due process procedures of this Article II, and their employment contracts may be terminated at any time without cause. The immediate administrator shall have the approval of the Superintendent of Schools.

Prior to taking action the administrator must: (a) conduct an inquiry into the alleged violation, (b) determine the facts and circumstances, (c) be advised of circumstances drawn and the facts upon which they are based and (d) the employee shall be provided with an opportunity to dispute the allegations and/or provide additional facts.

In deciding upon the course of action, the administrator shall take into consideration the seriousness of the violation, the previous work record, and any extenuating circumstances related to the violation. An action that will become a part of the employee's official personnel file must be reviewed and signed by the employee before it is placed in their official personnel file. The signature on documents filed indicates that the employee has read the document and does not necessarily mean agreement with statements therein. The employee will have the right to submit a written answer or rebuttal to such material and have it attached to the file copy. Documents may be removed from the personnel file at any time by mutual agreement of the affected employee and the administrator who initiated the document or the Superintendent of Schools.

### **II.03 SUSPENSION**

Suspension of three (3) days with or without pay may be used whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.06. Suspension with or without pay may also be used as a disciplinary action whenever the administrator is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district. The employee may be suspended and removed from the immediate environment pending the outcome of any investigation, court proceeding, medical evaluation of the employee, or exhaustion of internal appeal procedures.

After any suspension of a non-probationary employee, the non-probationary employee shall receive notice of the right to a hearing by certified mail. **Failure of the employee to request a hearing within ten (10) workdays shall be considered a waiver of the employee's right to a hearing.**

**If an employee is to be suspended for a period to exceed ten (10) days, the Superintendent shall initiate proceedings for termination.**

Suspension may be appealed to the next higher administrative level.

### **II.04 DEMOTION**

Prior to any demotion, the non-probationary support employee shall receive notice of the right to a hearing by certified mail. If the hearing is requested, it shall be conducted by the Duncan Board of Education.

Demotion may be recommended whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.06 of this agreement.

Demotion may be appealed to the next higher administrative level.

### **II.05 TERMINATION**

Any non-probationary support employee may be terminated for just cause as provided in Article 2.06 of this agreement. **Prior to termination, the non-probationary support employee shall**

**receive notice of the right to a hearing by certified mail.** If the hearing is requested, it shall be conducted by the Duncan Board of Education.

If the employee requests a hearing, the employee shall put a request in writing directly to the Clerk of the Board within ten (10) working days of said notice. Failure to make such a request for a hearing **within ten (10) working days of such notice shall be considered waiver of the right to a hearing.**

If the employee selects a hearing before the Duncan Board of Education, the hearing shall be conducted at the next, or next succeeding regularly-scheduled meeting, if the request for the hearing was received by the Clerk of the Board at least ten (10) working days prior to aforesaid meeting. Provided, however, at the request of the employee or at the discretion of the School Board, the Board shall call a special meeting to conduct the requested hearing, which shall be held no sooner than ten (10) working days nor later than thirty(30) working days after receipt of the employee's request. **The decision of the local Board of Education at the hearing shall be final.**

**II.06 JUST CAUSE FOR SUSPENSION, DEMOTION, OR TERMINATION** An employee may be suspended, demoted, or terminated during the term of his/her contract for any of the following:

1. Absence from workstation or school premises without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Excessive tardiness.
4. Unauthorized possession of weapons on the premises at any time.
5. Falsification and/or removing without authority, district property, records or confidential information.
6. Willful abuse, misuse, defacing, destruction, or unauthorized operation of district property of other employees.
7. Theft, misappropriation, or sabotage of property of other employees.
8. Threatening, intimidating, coercing or interfering with support employees or supervision at any time.
9. Creating disturbances on the premises at any time.
10. Reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances, or the consumption of such on the job.
11. Disregard of known safety rules or common safety practices.
12. Failure to satisfactorily perform the required duties of the position.
13. Immoral conduct or indecency including abusive and/or foul language.
14. Insubordination.
15. Violation of any administrative rule or district policy that the support employee knows or should have known.
16. Walking off the job and or failure to report to work without notification or authorization.
17. Conviction of a felony.
18. Unauthorized distribution of literature, written or printed matter of any description on

district property.

19. Workers' Compensation Fraud.
20. Use of tobacco of any kind on district property.
21. The making or publishing of false, vicious, or malicious statements concerning any employee of the district.
22. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.

## **II.07 REDUCTION IN FORCE**

In the event it is necessary, **due to lack of work or lack of funds**, to have a reduction in staff, the Board of Education shall determine which positions are to be retained. In implementing a reduction in staff, the Board of Education shall follow this procedure:

1. The Board and/or administration shall advise the Association that reduction in staff is necessary.
2. Losses through normal attrition (retirement, resignation, or a position otherwise Vacated) shall, insofar as is practical, not be replaced. Support employees declared to be excess in a building in a given department shall be transferred, when qualified, to fill vacancies in other buildings within their department or another department.
3. Student employees shall be laid-off.
4. Probationary employees shall be laid-off.
5. If the normal attrition and the release of temporary or probationary employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order they are listed.
  - Seniority shall determine any further reduction in force within a department.
  - History of good performance, with few or no reprimands.
  - Qualifications for the job and experience.
  - History of good attendance and punctuality.

All others shall go by class and/or classification.

When an employee has more than one job and the reduction comes in just one of those classifications, seniority shall be figured in each classification, or as two different jobs.

### **II.07.01 SENIORITY**

Seniority shall be defined as a support employee's length of uninterrupted service within the bargaining unit since his/her initial date of employment without regard to part-time or full-time service. If two or more employees subject to layoff within a department have equal seniority, the layoff determined shall be made by lot.

### **II.07.02 NOTICE OF LAYOFF**

Whenever layoffs become necessary, all notices of layoffs shall be in writing (certified mail) and shall specify the reason for layoff. Said notice of layoff shall be given as soon as possible.

### **II.07.03 RE-EMPLOYMENT**

Laid off persons are eligible for re-employment in the department from which they were laid-off for a twelve (12) month period and shall be re-employed, on a regular contract, in the reverse order of layoff. No new support employees in that department shall be hired for positions during the period of support employee layoff, prior to the position being offered to the eligible RIFed employee.

#### **II.07.04 NOTIFICATION OF RE-EMPLOYMENT OPENINGS**

Any support employee who is laid off and is subsequently eligible for re-employment shall be notified in writing by the Board of an opening. Such notice shall be sent by certified mail to the last address given to the Board by the support employee.

#### **II.07.05 NOTIFICATION TO THE BOARD**

A support employee shall notify the Board of his/her intent to accept or refuse employment within five (5) working days following receipt of the re-employment notice. If the support employee accepts re-employment, the employee must report to work within the ten (10) days following receipt of the re-employment notice.

#### **II.07.06 RE-EMPLOYMENT IN HIGHEST POSITION**

Support employees shall be re-employed in the same position, or a comparable position available, for which they are qualified in the laid off department. When a support employee who was terminated due to reduction in force is re-employed, **all accumulated applicable seniority will be reinstated.** If the re-employed employee worked on a regular contract when RIFed, he/she will be put back on a regular contract when rehired.

#### **II.08 POSTING OF VACANCIES**

The administration shall post notice of all vacant positions within the bargaining unit. The vacancies shall be posted in each site where support employees work during the school year and in the Central Office during the summer months. Employees will have a minimum of five (5) working days in which to make application for a vacant position. A copy of the posting will also be provided to the Association at the time it is posted.

When filling vacancies and assigning employees to positions, consideration shall be given to seniority, individual qualifications, and the overall needs of the District.

*For job posting purposes, the last ten (10) working days in July and the month of August, support positions/vacancies will be posted for two working days. The five-day job posting procedure will be in effect and followed for all other calendar months. All support positions/vacancies will be electronically (via email) posted in addition to the traditional job posting procedure.*

#### **II.09 TRANSFER AND ASSIGNMENT**

When a change of assignment is deemed necessary, a conference shall be held with the affected employee. This conference shall be held as soon as possible after the need is recognized and before final placement has been made and pay addendum shall be part of conference. For

purposes of clarification, each salary scale is an individual page; within each salary scale are numbered job classifications.

#### **II.09.01 INVOLUNTARY**

The employee involuntarily being transferred to a new assignment, with higher pay, within their original salary scale or to another salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary scale and advance.

The employee involuntarily being transferred to a new assignment with lower pay, within their original salary scale or to another salary scale, shall remain on their original salary scale, keep classification and advance on the salary scale as if they had not been moved.

#### **II.09.02 VOLUNTARY**

The employee voluntarily changing to a new assignment with higher pay, within their original salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary scale and advance.

The employee voluntarily changing to a new assignment with higher pay, on another salary scale, shall take their years of service, and shall move to the appropriate salary on the salary scale and advance.

The employee voluntarily changing to a new assignment with a lower pay, within their original salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary on the scale and advance.

#### **II.09.03 TEMPORARY TRANSFER**

In the event that an employee is temporarily transferred to a higher rate position requiring greater responsibility for a period of three (3) weeks or longer they shall receive the higher pay for the number of hours worked in the temporary position, then go back to his/her regular position and pay scale, if the position is available.

Any employee who has been or will be moved into a position, not applied for, shall remain on their salary, and move up the pay scale as if they had not been moved. If they move into a position with more responsibility and the salary is higher, then they shall get that salary for the time they are in that position.

#### **II.10 SUMMER EMPLOYMENT**

When a support job is open for the summer, a support employee who is qualified for the position will be given consideration for the position prior to it being filled.

#### **II.11 CONTRACT EXTENSION**

When an administrator deems it necessary that a support employee work more days than contracted, the administrator with the approval of the Superintendent, may extend said contract with the support employee agreeing to the extension. When an extension is granted, all

applicable benefits shall apply.

## **II.12 TIMECARDS**

All support employees will be provided with a timecard for each pay period. The timecard will define the work month and/or pay period.

1. All time during which an employee is required to be on the employer's premises or at a prescribed workplace (except for meals, breaks, etc., when he/she is free of duty) will be recorded daily on the authorized timecard. The timecard will be signed and dated by the employee and the responsible school administrator. (Signature stamps will not be used.)
2. Release time will be recorded on the timecard by the supervisor. The provisions of Article 2.13 (Workweek Adjustment and Compensatory Time) will govern these entries.

## **II.13 OVERTIME**

### **II.13.01 AUTHORIZATION**

Overtime work must be authorized and approved in advance by the superintendent or his/her designee. Any employee who works in excess of forty (40) authorized hours during a work week is entitled to be paid one and one-half (1 ½) times the regular rate of pay. All overtime must be recorded on the employee's timecard.

### **II.13.02 COMPENSATORY TIME**

If release time is not given within the workweek and is carried over into the next week, time and one-half must be paid, or release time at time and one-half must be allowed. Comp time must be taken no later than the pay period immediately following the pay period in which it was earned.

### **II.13.03 CALLED IN TO WORK**

Support employees, who are called in to work by their supervisor **only**, during off time hours (ex: paid holidays, vacation, weekends, after work hours) shall be paid at time and one-half (1 ½) for a minimum of two (2) hours.

## **II.14 NOTIFICATION CONCERNING EMPLOYMENT**

A school district, no later than ten (10) days after the effective date of the Education Appropriation Bill, or June 1 whichever is later, shall give reasonable assurance of employment in writing to any support employee that the school intends to employ for the subsequent school year.

**II.15 WRITTEN NOTICE OF ACCUMULATED VACATION & SICK LEAVE** Employees will be given written notice of their accumulated vacation and sick leave days. The notice will be provided to each support employee with their September paycheck of the year.

## **II.16 EMPLOYEE'S PERSONNEL RECORD**

1. Hearsay, false or unverified material will be removed from the employee's file.
2. The employee will be notified when any additional material is placed in the file.
3. The employee will be furnished a copy of any material in the personnel file upon request.

4. Any derogatory or reprimand material in a personnel file more than three (3) years of age will be removed from the file at the employee's request.
5. The evaluation file is accessible only to the employee, the board of education, the evaluator, administrative staff to which the employee applies for employment, the State Department of Education as per court order, and those others designated by the employee.
6. The district will keep a log indicating the persons who examine personnel files as well as the dates such examinations were made. Such log will be available for examination by the employee or the employee's designated or authorized association representative.
7. Breach of confidentiality of protected material by any party privy to the information in any personnel record without the expressed consent of the employee is prohibited.

## **II.17 SALARY**

All provisions of the 2016-2017 Negotiated Contract shall, upon ratification, be retroactive from July 1, 2016. The negotiated agreement and pay scale shall remain in full force and effect and bind the parties until replaced by a subsequent negotiated agreement.

Each employee that is required to take the OGET or ParaPro test shall have all fees paid for one test.

## **II.19 PLACEMENT ON THE SALARY SCHEDULE**

- A. Support employees hired into the district for the first time begin on step "0" of the salary scale. New employees will be allowed to bring in paid verified experience in the job category for which they are hired. Verification could include a previous contract from their previous employment or a letter from their previous employer. The newly hired employees experience' must be submitted to the employee's department director/supervisor. If the experience is deemed relevant, it will be referred to the superintendent or his/her designee, who will make a decision on where the employee will be placed on the salary scale. Experience submitted within 90 days of the hire date will become effective on the hire date; experience submitted after 90 days of hire date becomes effective on the date of submission.
- B. Those currently employed shall also submit previous experience they had in their job category prior to employment with the Duncan Public School District. Experience must be submitted to the employee's department director/supervisor. If the experience is deemed relevant, it will be referred to the superintendent or his/her designee, who will make a decision on where the employee will be placed on the salary scale. Must be submitted by November 1st 2022.
- C. The Duncan Education Support Association agrees to allow the Duncan Board of Education to set the salaries of administrative staff employed by the district.

## **III. INDIVIDUAL RIGHTS**

### **III.01 RIGHT TO REPRESENTATION**

1. Support employees shall have the right to representation by an individual of their choice at the disciplinary conference scheduled by administrators and/or the Board of Education. The

administrator shall give reasonable notice of said scheduled conference and shall advise the employee of his/her right to representation. 2. During a conference between supervisor/administrator and a support employee, if the conference becomes a disciplinary conference, they may adjourn the conference, and reschedule it when selected witnesses can be present. If this rescheduled conference is considered to be a disciplinary conference provisions of Section A will apply.

3. If following the grievance procedure, and/or in case of appeal of a suspension, demotion, or termination, the support employee shall have the right to consult with the Association or an individual of their choice, so that they may receive advice and representation. The employee may also choose the Association for a disciplinary conference.

### **III.02 SUPPORT EMPLOYEE RIGHTS**

1. No employee shall be discriminated against by the Board of Education, Superintendent, any other administrative officer of the district, or by any employee organization, its officers, or any member thereof, because of his/her exercise or non exercise of rights under this act. It shall be prohibited for an employee organization, employee or employer to impede, restrain or coerce an employer or employees in the exercise of the rights guaranteed in Sections 509.10.
2. The Board and the Association agree that discipline, reprimand or discussion of issues, or problems specific to the support employee in question should be conducted in private between the administrator and the employee. However, when in the opinion of the immediate supervisor/administrator it is in the best interest of the district said discipline, reprimand, or discussion may be immediate. If there is a need for representation it will be provided as in Article 3.01 of this contract.
3. The Board in compliance with city, state, and federal statutes, and/or regulations governing such conditions, shall maintain healthy and safe working conditions at each work location.

### **III.03 SAFETY IN THE WORKPLACE**

Support employees shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority. Safety data sheets that come with materials used by support employee's, shall be kept in a convenient location for ready access by the employee when using said material. Employee concerns shall be reported in writing to his/her immediate administrator and the report shall be forwarded to the appropriate administrator. The support employee, at his/her option, may send a copy of the report to the Association at the time he/she files the report with the immediate supervisor.

Employees shall be made aware of departmental rules and regulations relating to the employee's safety in that individual's particular job. Employees shall receive training in accordance with the Hazardous Communications Act. Such training will be updated when a new product that requires new specific safety precautions is placed into use.

### **III.04 EVALUATION**

All support personnel will be evaluated in writing, a minimum of one time annually prior to May 1st. Each evaluation will be followed by a conference between the evaluator and the employee.

The conference will be held within five (5) working days of the evaluation and the employee will be given a copy of the evaluation report at the time. The supervisor will discuss the strengths and weaknesses of the employee's work and will make suggestions as to how the employee may improve his/her performance. The employee shall acknowledge the written evaluation by his/her signature on the evaluation report. One copy of the evaluation report shall be given to the employee being evaluated, a copy shall be given to the administrator of the building/work site, and the administrator shall forward the report with their recommendations to the District Personnel Office.

After the evaluating conference, the employee may respond in writing and this response shall be a part of the record. Such response must be made within ten (10) working days of the receipt of the evaluation.

Except by order of a court of competent jurisdiction, evaluation documents and the responses of the employee shall be available only to the evaluated employee, administrative staff making the evaluation and/or other such persons specified by the employee in writing.

If the evaluation indicates a need for improvement, a program for improvement will be developed by the administrator with specific written suggestions in the areas where a need for improvement has been indicated.

**A copy of the board-approved evaluation form is available on the Duncan Public Schools website.**

### **III.05 GRIEVANCE PROCEDURES**

#### **III.05.01 PURPOSE**

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by the grievant.

#### **III.05.02 DEFINITIONS**

1. A "grievance" is a claim by an employee that there has been a violation, misinterpretation, misapplication of the terms of the Negotiated Agreement that has affected that employee.
2. The "grievant" is the employee making the claim.
3. The "party in interest" is the employee making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
4. "Days", except when otherwise indicated, shall mean working days.

#### **III.05.03 PROCEDURE**

##### **III.05.03.01 LEVEL 1**

An employee with a grievance shall first discuss the grievance individually with the immediate

supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.

#### **III.05.03.02 LEVEL 2**

- A. If the grievant is not satisfied with the disposition of his/her grievance at level one, he/she may file the grievance within five (5) days of the level one response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.
- B. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

#### **III.05.03.03 LEVEL 3**

- A. If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file an appeal within five (5) days of the level two response with the Superintendent or his designee.
- B. The Superintendent or designee shall schedule and hold a meeting ten (10) days after receipt of the appeal and shall transmit a written decision to the Grievant within five (5) days of the meeting.

#### **III.05.03.04 LEVEL 4**

- A. If the grievant is not satisfied with the disposition of his/her grievance at level three, he/she may file an appeal within five (5) days of the level three response for transmittal to the Board.
- B. The Board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. **The decision of the Board shall be final.**

#### **III.06 RIGHT TO REPRESENTATION**

The grievant may be represented by a person of their own choosing at levels II, III, and IV of the procedure.

#### **III.07 GENERAL PROVISIONS**

Decisions rendered at levels two, three and four of the grievance procedures will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest.

The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.

Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.

**Copies of Grievance Form I & II are available on Duncan Public Schools website.** Failure in any step of this procedure to appeal the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.

Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for the grievance.

#### **IV. ASSOCIATION RIGHTS AND PRIVILEGES**

##### **IV.01 LEAVE**

The Association shall have fifteen (15) days to be used to attend Association meetings, conferences, and workshops. When Association days are used, arrangements shall be made so there will not be any cost to the district.

##### **IV.02 ACCESS TO BUILDINGS**

The representatives of the Association may have access to all school buildings provided that the exercise of this right does not interfere with the educational program.

##### **IV.03 USE OF SCHOOL BUILDINGS AND FACILITIES**

The Association (DESA) may use school facilities where no conflict exists, without cost, at reasonable times for meeting with approval of the building principal. Approval for use of buildings and facilities may be granted only one day at a time. Request for use of a building shall be made to the principal of the respective building.

##### **IV.04 INFORMATION DISTRIBUTION**

The Association shall be permitted to distribute information related to the official business of the Association by placing such material in the school mail to be put in boxes for employees. Such material shall not suggest, urge, or propose any action by an employee to violate, ignore, or resist any terms of this agreement, administrative regulation, or policy. Political campaign material, other than directly related to the internal politics of the Association, may not be distributed.

##### **IV.05 AVAILABILITY OF INFORMATION**

For all regular, special and emergency Board meetings, a copy of the agenda will be made available to the Association in the Superintendent's office as soon as it is posted. Board minutes will be made available to the Association in the Superintendent's office as soon as possible after approval by the Board.

##### **IV.06 PROFESSIONAL ENRICHMENT**

Upon application and approval by the Superintendent or designee, in-service days for professional leave will be provided to members of the bargaining unit to attend workshops and/or seminars directly related to their specific job classifications.

Professional Development for clerical/office staff requirements: minimum requirements five

points per school year in an area related to job Description.

Completed documentation of proof of attendance shall be submitted to building principal and forwarded to Central Office for records keeping (**PENDING FUNDING**). 1 HOUR = 1 POINT

#### **IV.07 PRINTING/DISTRIBUTION OF CONTRACT**

The contract shall be printed in the school facilities. Prior to printing of the agreement, the Board and the Association shall be furnished a draft copy so they can proofread and mark for corrections. The spokesperson, for the respective teams, and the team members shall sign off on the final copy prior to printing in book form. Printing of the contract book shall be accomplished within forty-five (45) days of ratification.

A copy of this Agreement shall be made available to all support employees.

#### **V. LEAVE PROVISIONS**

##### **V.01 SICK LEAVE**

The Board will annually provide each employee sick leave, as defined below, for use in case of personal accidental injury, personal illness, illness due to pregnancy, or accidental injury or illness in the immediate family (spouse, children, parents, grandparents, grandchildren, brother, sister, guardians, step-children, and in-laws of the same degree of relationship).

All regularly employed personnel shall receive ten (10) days sick leave for each year of full employment, without loss of pay. Regularly employed personnel shall be those personnel who are employed for the regular school year whose contract period is 9.3 months.

A regular employee that works less than a regular year shall receive one (1) day sick leave for each month of employment.

Sick leave

Leave shall be recorded by hours. A day is defined as hours worked daily, not to exceed eight (8) hours.

Other sick leave shall be as follows:

1. Ten (10) month employees shall receive eleven (11) days sick leave.
2. Eleven (11) month employees shall receive twelve (12) days sick leave.
3. Twelve (12) month employees shall receive thirteen (13) days sick leave. There shall be unlimited accumulation of sick leave days for all support employees.

It is required that an employee notify their immediate supervisor of the need to use sick leave. The employee may be required to provide certification of illness by a medical doctor or other appropriate evidence of illness in order to receive sick leave benefits.

In case of substantiated extended personal illness after all sick leave is used, an employee may, with approval of the Superintendent and/or Board, be placed on leave of absence without pay for

the remainder of the year. Provisions will be made whereby the employee can arrange payment of all professional dues and insurance. When the employee is released by the attending physician, the employee will be restored to his/her position, if possible.

First Year Employees will be awarded sick days at the rate of one sick day per month. Employees may only use days earned at this rate. If an illness exceeds days earned, additional time off for illness will be deduct days.

Unused personal days shall be exchanged for sick days used previously in the current school year. Central Office must be notified prior to the last day for the support staff member requesting the exchange of days.

#### **V.02 LEAVE SHARING PROGRAM**

A support employee may be eligible to receive shared leave pursuant to the following conditions:

1. The Board of Education, or its designee, determines that the employee meets the criteria described in this section and
2. The employee has abided by the Negotiated Agreement regarding the use of sick leave.
3. Any district employee may donate sick leave to another employee only when the receiving employee has exhausted, or will exhaust all vacation and sick leave due to an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature, and which involves the support employee, a relative or a household member.

The amount of leave to be donated is within the limits set by the board, if any. Accordingly, the board hereby adopts the policy that donated sick leave days are cumulative and no employee may receive donated sick leave in excess of One Hundred (100) days during the employee's employment with the district, whether such employment is in one or more intervals. Provided however, in the event of extraordinary circumstances, the Board of Education may, in its sole discretion, increase the maximum number of days on a case-by-case basis.

The donating employee may donate any amount of sick leave provided the donation does not cause the donor's sick leave balance to fall below thirty (30) days.

Prior to using donated sick leave, an employee requesting donated sick leave pursuant to this policy must provide to the school district business office a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

#### **V.03 PERSONAL BUSINESS**

Each employee shall be granted three (3) days non-accumulative personal business leave. All support employees with (10) years of service or more will receive (4) days personal business leave.

1. The days will not be used the day before or after a scheduled holiday, workday, the first day of school, or the last day of school (with students) (2020-2021). This provision also applies to half or full- day requests (morning or afternoon).

2. If possible, employees that request a personal business day will submit the request in writing to his or her building principal, or his first-line supervisor three (3) days prior to planned absence. In case of emergency, the support employee will notify his/her building principal, or first line supervisor as soon as possible, and file a written request within 48 hours after the employee returns to work.
3. Exceptions may be granted by the first-line supervisor, or the building site principal's discretion. Personal business leave may be used in hourly increments.
4. If an employee qualifies for a wellness day (no sick days taken) both semesters of the current school year, he/she may exchange any unused personal days at the rate of \$100/day at the conclusion of the year.
5. Support employees may use one (1) school business day *in half day increments* instead of a personal day to attend a *school function sponsored by Duncan Public Schools (e.g., pre-k graduation, class parties, field trips)* with their child or grandchild, must be submitted at least 3 days in advance for principal/site supervisor approval.
6. First year employees are eligible for up to (3) three personal business days. Days will be awarded as follows:
  - a. Period 1: July 1 – October 31 – 1 day awarded
  - b. Period 2: November 1 – February 28-2 day awarded
  - c. Period 3: March 1 – June 30 - 3 day awarded

#### **V.04 BEREAVEMENT LEAVE**

Bereavement leave of five (5) days per event will be granted for the death of any immediate family member (as defined in 5.01 Sick Leave). A support employee may request up to two additional days of bereavement leave if the death occurs outside the immediate geographical area (200 miles). In addition to the five (5) days of bereavement leave, a support employee may use a maximum of five (5) sick leave days for this purpose. Such request must be approved by the immediate administrator. Bereavement leave of one (1) day per event, up to three days total per year will be granted for the death of any person not included in the immediate family.

#### **V.05 EMERGENCY LEAVE**

1. Each person shall receive two (2) days emergency leave each school year. Emergency leave shall be non-accumulative.
2. Emergency leave shall be granted for the following reasons without salary deductions:
  - a. Death or illness of persons not covered by the sick leave policy.
  - b. Extension of sick leave for funerals.
  - c. Extension of sick leave after all accumulated leave is exhausted.
  - d. Natural disasters.
  - e. A situation that constitutes immediate attention that cannot be planned for.
  - f. Inclement weather days.
3. If all inclement weather days on the district calendar and both emergency days are taken, administration will give Saturdays to make up the inclement weather days.
4. In the event of inclement weather days (or other district-wide cancellations), support staff absences will be treated identically to certified staff absences. Absences will not be made up unless the district must make up hours to meet state requirements, which may require added

days or hours to the remaining calendar. Hourly support staff who must work, as approved by supervisor, for any reason during an inclement weather day will receive 1:1 comp-time for the time worked. (Two-hour minimum)

5. Employees will be given two (2) inclement weather days, without salary deduction, only when school is canceled. These days shall be non-accumulative.

#### **V.06 LEGAL PROCESS LEAVE**

Employees shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. An employee serving as a juror or subpoenaed witness shall be paid his/her full contract salary.

#### **V.07 MILITARY LEAVE**

Support employees that are either officers, or enlisted members of the Army Reserve Corps, the Navy, the Marine Corps, the Coast Guard, or any other component of the Armed Forces of the United States, including the National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from their employment for the period of such active service without loss of status, or efficiency rating, and without loss of pay during the first thirty (30) days of such leave of absence.

#### **V.08 MATERNITY LEAVE**

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

### **VI. FRINGE BENEFITS**

#### **VI.02 SICK LEAVE REIMBURSEMENT**

Reimbursement for accumulated sick leave shall be provided for all support employees eligible for sick leave upon retirement or death of employee, or eligibility for retirement (55 years old). Eligible support employees shall be provided reimbursement of ~~Forty dollars (\$40.00)~~ **Forty-five dollars (\$45.00)** for each day of accumulated sick leave. Support employees or his/her executor shall apply in writing to the Superintendent or designee for reimbursement of accumulated sick leave within thirty (30) days following the termination of employment. For purposes of sick leave reimbursement only, sick leave days during the current year shall be prorated per month of employment.

### **VI.03 UNIFORM/CLOTHING ALLOWANCE**

If a specific type of clothing is required of a support employee, the district shall provide such uniforms and the upkeep thereof. The district shall provide back support belts to those employees who are expected to do lifting.

### **VI.04 HOLIDAYS**

Each employee will have twelve (12) designated paid holidays per year, if the holiday falls within the employee's contract year. The designated holidays are as follows:

1. New Year's Day, January 1<sup>st</sup>
2. Thursday of Spring Break Week
3. Friday of Spring Break Week
4. Memorial Day, Last Monday in May
5. Independence Day, July 4<sup>th</sup>
6. Labor Day, First Monday in September
7. Thanksgiving Day, Fourth Thursday in November
8. Friday following Thanksgiving Day
9. December 23
10. Christmas Eve, December 24
11. Christmas Day, December 25
12. New Year's Eve, December 31

An official holiday that falls on a Saturday shall be observed on the preceding Friday, or if on a Sunday, it shall be observed on the following Monday. Official holidays that occur when classes are in session will be observed on a schedule developed by the immediate supervisor.

### **VI.05 VACATION**

- A. Each support employee that is a twelve (12) month employee who is employed on or after July 1<sup>st</sup> and is continuously employed through the next June 30<sup>th</sup> shall be eligible for vacation time according to the following schedule.

Employment date:

- July 1st - July 31st 10 days
- August 1st - August 31st 9 days
- September 1st - September 30th 8 days
- October 1st - October 31st 7 days
- November 1st - November 30th 6 days
- December 1st - December 31st 5 days
- January 1st - January 31st 4 days
- February 1st - February 28th/29th 3 days
- March 1st - March 31st 2 days
- April 1st - April 30th 1 day
- May - June 0 day

- B. Any person who is employed on or after July 1<sup>st</sup> and resigns before the next June 30<sup>th</sup>

is not eligible for vacation time.

C. If a support employee has worked in the district in a less than twelve (12) month position, but worked at least six (6) hours a day, and 172 days in a school year, they will receive credit for their years of service for vacation time only by the following calculation: Multiply the months worked by the years worked, divide by twelve (12). This will determine the total years that will apply to their eligible vacation time.

D. The annual vacation period shall be from July 1<sup>st</sup> to the following June 30<sup>th</sup>.

Vacation time may be earned as follows:

1. Years 1 through 5 years 10 work days vacation
2. Years 6 through 10 years 13 work days vacation
3. Years 11 through 15 years 15 work days vacation
4. Years 16 and above 20 work days vacation

E. Upon retirement, unused earned vacation time may accumulate to a maximum of thirty (30) days. If not used, the vacation time will be paid upon retirement as follows:

- First ten (10) days 25% of regular pay
- Second ten (10) days 35% of regular pay
- Third ten (10) days 50% of regular pay

F. Allow families of employees who die to be paid 100% of their vacation time retroactive to July 1, 2011.

#### **VI.06 BREAK TIME**

Support employees working over three (3) hours and under five (5) hours per day shall get a fifteen (15) minute break.

Employees working five (5) to eight (8) hours per day shall get two (2) fifteen (15) minute breaks per day.

This break time may be adjusted at each school or department as long as each support employee receives their allotted break time.

#### **VI.07 INSURANCE PROGRAM**

**VI.07.01 HEALTH INSURANCE/ADDITIONAL COMPENSATION** For each "eligible employee", as such words are more fully defined hereinafter, the School District shall pay to the eligible employee the sum of \$153.41, as and for additional compensation, each pay period for such eligible employee. As used in this section 6.07, the words "eligible employee" shall be deemed to include only the following:

A. Each employee who was at all times during the school term of the 2003-2004 school year employed full time by the School District under either a regular or duration of need contract who has not been employed elsewhere since the end of the school term during the 2003-2004 school year and who was entitled and actually receiving during the 2003-2004 school year a like payment of \$153.41 each pay period as additional compensation; and

B. Each employee who was employed on a full time basis by the School District at all times during the 2002-2003 school year prior to May of 2003, who lost such employment during May

of 2003 by reason of reduction in force, who has since been re-employed by the School District in keeping with School Board policy and who has at all times since their reinstatement been employed by the School District.

No employee of the School District, other than those specifically included in the definition of "eligible employee" set forth above, shall be entitled to a like payment of \$153.41.

No employee shall be required to write a postdated check to cover any summer deductions from the paycheck.

Employee and family health coverage shall begin at 12:01 a.m. of the first day of the month following election to employment by the Board of Education and employment has actually begun.

Health Insurance coverage for an employee who becomes disabled and cannot return to work shall be terminated on the last day of the month with the termination date being fixed 180 days after the last day an employee is paid salary benefits.

#### **VI.07.02 DENTAL & VISION**

The School District shall contribute the dental and vision for each eligible employee.

#### **VI.07.03 FLEX BENEFIT**

For the fiscal year ending June 30, 2005 and each fiscal year thereafter, the flexible benefit allowance amount for support personnel shall be no less than one hundred percent (100%) of the premium amount for the Health Choice Hi-Option plan for an individual offered by the State and Education Employees Group Insurance Board.

Support personnel who choose not to participate in the Health Insurance Plan shall receive One Hundred Eighty-Nine Dollars and sixty-nine cents (\$189.69) per month as taxable compensation in lieu of the flexible benefit allowance.

#### **VI.07.04 SUPPLEMENTAL LIFE INSURANCE**

*See the District Insurance Coordinator*

#### **VI.07.05 DEPENDENT GROUP LIFE INSURANCE**

*See the District Insurance Coordinator*

#### **VI.08 WORKERS' COMPENSATION**

The Duncan School District shall maintain Workers' Compensation coverage on all support employees.

1. Claims should be submitted within 24 hours of injury to Central Office.
2. For injuries on or after 2-1-14, there is a 3-day waiting period for TTD.
3. Statute of time to file a claim is 1 year on most claims
4. Injured workers are allowed the opportunity to supplement their workers'

5. compensation benefits by using a pro-rated portion of their accrued sick/annual leave time.
6. If an assault on a teacher, administrator, or other school employee results in injuries sustained in the reasonable performance of duties from assault by a pupil, relative of a pupil or person of the pupil's household, or is injured as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity and loss of work time, the employee shall be paid in full for such lost time. Such paid absence shall not be deducted from sick leave or personal days to which the employee is entitled and shall not exceed the term of the employee's current contract. In return for compensation, the employee shall assign to the district the right to file suit against the person(s) who assaulted the employee, or their legal guardian(s), for reimbursement of payments made to the employee.

**NOTE:** At the time of the injury, if the employee is unable to take him/herself to the doctor, arrangements shall be made by the immediate administrator as to who will transport the employee. The transporting employee shall suffer no loss in pay or leave benefits.

#### **VI.09 UNEMPLOYMENT COMPENSATION**

The Duncan School District shall maintain unemployment compensation coverage for all support employees.

#### **VI.10 WELLNESS DAY**

A wellness day may be granted for employees who meet the criteria below. No sick leave used from July 1st - December 31st = 1 day off from January 1st - June 30th. No sick leave used from January 1st - June 30th = 1 day off from July 1st - December 31st.

- Wellness days shall not be carried over; day must be used in designated time frame or it is lost.
- Wellness day shall be taken in full day increment.
- Wellness day shall not be taken during the first full week of school or the first week returning from winter break.
- Wellness day shall not be taken the last two weeks of school.
- The person requesting a wellness day will submit the request in writing to his or her principal or supervisor at least three (3) days prior to the absence. In case of an emergency, the support employee taking the wellness day will notify his or her principal/supervisor as soon as possible and then file a written request within forty-eight (48) hours after the support employee returns to work.
- Exceptions may be granted at the principal's/supervisor's discretion.
- Substitutes will not be employed for support employee's, except for special needs teachers' assistants.

#### **VII. COMPENSATION**

- A. All provisions of the 2017-2018 Negotiated Contract shall, upon ratification, are retroactive from July 1, 2017. The negotiated agreement and pay scale shall remain in full force and effect and bind the parties until replaced by a subsequent negotiated agreement.
- B. Each support employee shall receive his/her warrants on the 27<sup>th</sup> day of the month. When

payday falls on or during a school holiday, all employees will receive their warrants on the last working day before the holiday.

- C. No employee shall make less per hour than what the employee made in 2016-2017 for the same hours worked in the same assignment.
- D. Support employee pay raises were authorized in House Bill 1026xx (2018) Legislature. Duncan Public Schools will implement the pay raises as follows. The raise of \$1,250.00 will be added to the annual contract amount for every full time support employee employed by the district during the 2017-2018 school year and continued employment with the district for the 2018-2019 school year. Any employee working two (2) jobs in the same classification shall receive the higher paid salary.

Anyone hired prior to the end of December shall receive one full year in of service when they return to work the following year but must have completed the year as defined by the specific support position contract.

#### **VII.01 MANDATORY PHYSICAL**

If a support employee's job classification requires the employee to have a physical, the cost of such physical will be paid by the Board of Education.

#### **VII.02 PAYROLL DEDUCTIONS**

In addition to those deductions required by state and federal law, each support employee may, upon written authorization, initiate the following payroll deductions:

1. Health/Dental/Vision Premiums
2. Annuity Contributions
3. Professional Dues (DESA/OEA)

#### **VII.03 TRAVEL REIMBURSEMENT**

Monthly reimbursement will be made to employees for the use of their personal vehicles for the purpose of carrying out required duties as approved in writing by the Superintendent prior to the use of the vehicle. Reimbursement will be made at the established rate outlined by the Board of Education.

#### **VII.04 MANDATORY MEETINGS**

Meetings which are required and authorized by the Superintendent or designee which exceed the contractual requirements of the employee's workday and work year shall be compensated at the employee's regular rate of pay.

#### **VLL.05 PASSES FOR SCHOOL EVENTS**

Passes will be made available to all support employees for all local school events. The pass will admit the support employee and his/her spouse and will be non-transferable.

#### **VII.06 SIGNING OF CONTRACT**

Each support employee shall sign a contract within ninety (90) days after ratification of the negotiated agreement. The following shall be listed on all contracts: number of workdays, hours

per day and year, and rate of pay per hour.

#### **VII.07 REIMBURSEMENT FOR CDL LICENSE**

The Board agrees to pay the cost of the Commercial Driver's License that is required for bus drivers or anyone else that is required by the district to have a Commercial Driver's License. The person will be reimbursed following presentation of documented costs and purchase requests after the next available Board meeting.

#### **VII.08 DRUG & ALCOHOL TESTING-SCHEDULING & COST**

Drug and/or alcohol testing required by the district shall occur before, during or immediately after the regular work period of current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

#### **VII.09 BACKGROUND CHECK**

The cost of a Background check will be paid by the District.

#### **VII.10 SELF-CONTAINED PARAPROFESSIONALS**

The Duncan Public School District agrees to pay an extra duty stipend in the amount of \$500 each contracted school year to Para Professionals who are in what is considered to be self-contained classrooms.

### **VIII. TRANSPORTATION**

#### **VIII.01 ACTIVITY TRIPS**

Activity trips shall be compensated at the current rate of \$11.60 per hour or the driver's current salary, whichever is greater.

On the first day of school a sign-up roster will be posted for all full-time drivers to indicate an interest in driving activity trips. This roster will remain posted for the school year allowing any driver to add or remove his/her name from the roster at any time.

In making activity trip assignments, the approved trip will be posted for twenty-four (24) hours, if possible. Drivers wishing to apply to drive for this trip should sign the trip posting. The Transportation Director/Transportation Supervisor will make every effort to assure all drivers are given equal driving time and equal money earned.

Bus Drivers/Monitors will be evaluated annually with a Board approved evaluation instrument.

**Copy of evaluation form is on Duncan Public Schools website.**

Expenses will be reimbursed on the following basis: Meals will be reimbursed at the Board of Education approved rate of up to \$35.00 per day in state and \$50.00 per day out of state.

Hotel cost if applicable, plus up to three meals per day will be paid for all overnight trips. Down time will be compensated at the rate of \$8.50 per hour. (Reimbursements will be made upon documentation by the driver of meals eaten.)

Drivers hired for a day activity trip will be compensated at the full rate of \$12.75 per hour from beginning of the trip to its conclusion.

Any driver required to show up for an activity trip, and then is not required to make the trip shall be paid one hour of wages for show-up time.

As approved by the Director of Transportation, coaches and/or teachers who are properly certified may be permitted to drive activity trip or shuttle runs at no pay.

A monthly total of driver's earnings and driving time for extra activity trips will be given to the individual driver upon request.

#### **VIII.02 BUS MONITOR/BUS DRIVER**

Bus monitors who substitute as licensed certified bus drivers with CDL will be paid the currently approved bus driver's wage. If the monitor assumes a permanent driver position, they will enter driver's seniority roster at the date they meet license and certification requirements. The pay will be at the currently approved bus driver's rate. A bus driver is considered a full-time driver if he/she has a regular route and is in a 182 days position. All substitute drivers will be paid on the (0) zero year pay scales. When any support is required to drive a bus, they shall be paid bus driver pay on 0 years on the pay scale for those hours.

### **IX PROCEDURAL AGREEMENT**

#### **1. PURPOSE**

The Board of Education of the Duncan Public Schools and the Duncan Educational Support Association recognize the need for an orderly process of communication of administering employer/employee relations, which conform to Oklahoma Statutes, Title 70 0.5.509.1 et seq.

#### **2. RECOGNITION**

- A. This agreement is made and entered into by and between the Duncan Educational Support Association hereinafter termed DESA and the Board of Education of the Duncan Public Schools, hereinafter termed the Board.
- B. The Board hereby recognizes DESA as the exclusive representative for the bargaining unit consisting of all support personnel, of the Duncan Public Schools. The Board agrees not to bargain with any individual member of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit will negotiate with the Board except through their duly recognized bargaining representative.
- C. The Board and/or DESA will not discriminate against any person regardless of membership or non-membership in DESA or for participation or nonparticipation in any phase of the bargaining process.

#### **3. SCOPE OF BARGAINING**

- A. The Board and DESA agree to negotiate in good faith on wages, hours, fringe benefits, and

other terms and conditions of employment.

- B. The Board retains and reserves unto itself, without limitation, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules, and regulations which are consistent with the Negotiated Agreement.
- C. The Board and DESA agree that no negotiations will occur on any duty reserved to the Board by statute or court order.
- D. Negotiations may occur on areas or items outside the scope of wages, hours, fringe benefits, and other terms and conditions of employment upon mutual agreement of the parties.

#### **4. NEGOTIATIONS PROCEDURES**

1. The Board and DESA will each designate in writing the name of not more than five (5) persons who will serve as their respective representative for negotiations pursuant to the provisions of this agreement. Each party will also designate the person on its team who will serve as spokesperson. Alternates may be designated; however, alternates will attend meetings only when serving in the place of a regular team member or by mutual agreement of the parties.
2. On or before May 30 of each ensuing year, either DESA or the Board will submit a written request to the other party for negotiations to commence for that year. If no such request is made, negotiations will not take place for the ensuing year.
3. The first negotiations session will occur on a mutually agreeable date no later than thirty (30) days after the written request is presented, unless both parties mutually agree upon another date.
4. Both parties will present proposals for negotiations prior to first session. Either party may request in writing prior to the first session, a list of items and rationale for informational purposes. Additional proposals to cover unforeseen situations may be submitted after the first session by mutual agreement.
5. Negotiations may be opened at any time during the school year by mutual agreement.
6. For the current contract year, the Board and DESA agree to reopen negotiations if the legislature provides additional funds for health insurance or other compensation prior to the end of the contract year. The Board and Association also agree to reopen negotiations as soon as possible after the receipt of the final state aid statement to consider additional compensation, or benefits if additional funds are available.
7. The Board and the DESA agree to have the option to reopen negotiations after January 1, each school year,
8. Negotiations will be conducted between the representatives of the parties and only in regular negotiations sessions at the times, dates, and places mutually agreed upon by the parties. Scheduling of subsequent sessions will be made prior to the close of each current negotiation session. Such scheduling will reflect times and places mutually acceptable to the spokespersons of the respective parties.
  - a. Other meeting ground rules will be set by mutual agreement at the table.
  - b. During meetings, each party is free to caucus at any time.
9. Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to

ratification by the Board and the DESA.

10. When tentative agreement is reached on any item, it will be reduced to writing and signed and dated by the spokesperson of each party. When a tentative agreement is reached on all items, the package of agreements will be submitted first to the members for ratification and then to the board for ratification.

## 5. IMPASSE

- A. If negotiations are not successfully concluded by the first day of school, an impasse will exist. At an earlier time following its initial negotiation, either party may declare an impasse, or by mutual agreement by both parties, the date declaring impasse may be extended beyond the first day of school.
- B. Within two (2) days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.
- C. If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items will be submitted to fact finding as follows:
  - a. A fact-finding committee consisting of three members will be formed. DESA will select one member and the Board will select one member, within five (5) days of the declaration of impasse or the conclusion of an unsuccessful mediation. These two members will notify the State Superintendent of Public Instruction that a factfinder is needed. The State Superintendent of Public Instruction (or designee) will provide a list of five (5) potential factfinders to the parties. If the representative of the Board and the representative of DESA cannot agree upon a name, then there will be a coin toss. The winner of the toss will decide whether to strike a name first or to have the loser of the toss strike a name first from the list. The two representatives will then continue alternately striking a name from the list until only one name remains. That person will then be named to serve as chairperson of the fact-finding committee.
  - b. Within five (5) days after the selection of the chairperson, the representatives of the parties will meet to exchange written language of each item at impasse. The exchanged documents will be furnished to the chairperson and other members of the committee. Each item being submitted to fact-finding will show the past position taken by each negotiating team.
  - c. The cost for the services of the fact-finding committee, including the per diem expenses, if any, and actual and necessary travel expenses will be shared in the following manner. The Board will assume the expenses of the representative selected by the Board, DESA will assume the expenses of the representative selected by DESA, and the expenses of the third member will be shared equally by the Board and DESA.
  - d. The fact-finding committee will have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party to the dispute will be given the opportunity to present its case with supporting evidence.

- e. The chairperson will convene the committee for fact finding. The committee will meet with representatives of both parties and within twenty (20) days after the fact-finding hearing, will present its written recommendations to the Board and DESA. The report will set forth findings of fact and recommendations on the issues submitted.
  - f. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and DESA. The parties will meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties will exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and will attempt to clarify any remaining differences. The representatives will then resume a good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements as provided for by this action, either party may discontinue such effort.
  - g. The local board will file a copy of the fact-finding report with the office of the State superintendent of Public Instruction. If the effort to resolve differences is successful, the parties will draft a written agreement and present the agreement of both parties for ratification, and such agreement will also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education will forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.
- D. The procedure provided herein for resolving impasses will be the exclusive recourse of DESA. It will be illegal for Desa to strike or threaten to strike as a means of resolving differences with the board. Any member of DESA engaging in a strike will be denied the full amount of his wages during the period of such violation. If DESA or its members engage in a strike, then DESA will cease to be recognized as representative of the unit and the school district will be relieved of the duty to negotiate with such organization or its representatives, as prescribed and outlined in Oklahoma Statutes 70.509.8.

## **6. SAVINGS CLAUSE**

- A. The board and DESA agree to abide by all applicable statutes, rules and regulations, and decisions of courts of competent jurisdiction. Should any parts of this agreement be affected or declared illegal by Oklahoma statutes, court of appeals, or the attorney general, said part will be automatically deleted from this agreement to the extent that it is affected or violates the law.
- B. The remaining provision will remain in full force and effect for the duration of the agreement. Negotiation will commence within thirty(30) days of the election for the purpose of arriving at a legally permissible replacement of the deleted part.

## **7. DURATION OF AGREEMENT**

This agreement will become effective upon ratification by the board and DESA. The agreement will be effective for the period of one year and will be renewed automatically without modification unless the parties agree on an amendment. Notice will be given in writing, between January 1 and February 28 of any year, by either party that the party desires to modify, amend, or terminate this agreement.

In the event that DESA disbands or otherwise ceases to be the recognized bargaining agent, this agreement will be null and void on the date of such disbanding or cessation of representation.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**President of the Board of Education**

\_\_\_\_\_  
**President of the Association**

**Assistants Pay Scale 2025-2026**

<b>Years</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>	<b>Class 6</b>	<b>Class 7</b>	<b>Class 8</b>
0	\$12.00	\$12.25	\$12.45	\$13.75	\$17.75	\$23.65	\$27.80
1	\$12.20	\$12.45	\$12.65	\$13.95	\$17.95	\$23.85	\$28.00
2	\$12.40	\$12.65	\$12.85	\$14.15	\$18.15	\$24.05	\$28.20
3	\$12.60	\$12.85	\$13.05	\$14.35	\$18.35	\$24.25	\$28.40
4	\$12.80	\$13.05	\$13.25	\$14.55	\$18.55	\$24.45	\$28.60
5	\$13.00	\$13.25	\$13.45	\$14.75	\$18.75	\$24.65	\$28.80
6	\$13.20	\$13.45	\$13.65	\$14.95	\$18.95	\$24.85	\$29.00
7	\$13.40	\$13.65	\$13.85	\$15.15	\$19.15	\$25.05	\$29.20
8	\$13.60	\$13.85	\$14.05	\$15.35	\$19.35	\$25.25	\$29.40
9	\$13.80	\$14.05	\$14.25	\$15.55	\$19.55	\$25.45	\$29.60
10	\$14.00	\$14.25	\$14.45	\$15.75	\$19.75	\$25.65	\$29.80
11	\$14.20	\$14.45	\$14.65	\$15.95	\$19.95	\$25.85	\$30.00
12	\$14.40	\$14.65	\$14.85	\$16.15	\$20.15	\$26.05	\$30.20
13	\$14.60	\$14.85	\$15.05	\$16.35	\$20.35	\$26.25	\$30.40
14	\$14.80	\$15.05	\$15.25	\$16.55	\$20.55	\$26.45	\$30.60
15	\$15.00	\$15.25	\$15.45	\$16.75	\$20.75	\$26.65	\$30.80
16	\$15.20	\$15.45	\$15.65	\$16.95	\$20.95	\$26.85	\$31.00
17	\$15.40	\$15.65	\$15.85	\$17.15	\$21.15	\$27.05	\$31.20
18	\$15.60	\$15.85	\$16.05	\$17.35	\$21.35	\$27.25	\$31.40
19	\$15.80	\$16.05	\$16.25	\$17.55	\$21.55	\$27.45	\$31.60
20	\$16.00	\$16.25	\$16.45	\$17.75	\$21.75	\$27.65	\$31.80
21	\$16.20	\$16.45	\$16.65	\$17.95	\$21.95	\$27.85	\$32.00
22	\$16.40	\$16.65	\$16.85	\$18.15	\$22.15	\$28.05	\$32.20
23	\$16.60	\$16.85	\$17.05	\$18.35	\$22.35	\$28.25	\$32.40
24	\$16.80	\$17.05	\$17.25	\$18.55	\$22.55	\$28.45	\$32.60
25	\$17.00	\$17.25	\$17.45	\$18.75	\$22.75	\$28.65	\$32.80
26	\$17.20	\$17.45	\$17.65	\$18.95	\$22.95	\$28.85	\$33.00
27	\$17.40	\$17.65	\$17.85	\$19.15	\$23.15	\$29.05	\$33.20
28	\$17.60	\$17.85	\$18.05	\$19.35	\$23.35	\$29.25	\$33.40
29	\$17.80	\$18.05	\$18.25	\$19.55	\$23.55	\$29.45	\$33.60
30	\$18.00	\$18.25	\$18.45	\$19.75	\$23.75	\$29.65	\$33.80
31	\$18.20	\$18.45	\$18.65	\$19.95	\$23.95	\$29.85	\$34.00
32	\$18.40	\$18.65	\$18.85	\$20.15	\$24.15	\$30.05	\$34.20
33	\$18.60	\$18.85	\$19.05	\$20.35	\$24.35	\$30.25	\$34.40
34	\$18.80	\$19.05	\$19.25	\$20.55	\$24.55	\$30.45	\$34.60
35	\$19.00	\$19.25	\$19.45	\$20.75	\$24.75	\$30.65	\$34.80
36	\$19.20	\$19.45	\$19.65	\$20.95	\$24.95	\$30.85	\$35.00

**Class 2** - Assistant with NCLB Highly Qualified. Office, Library & Regular Classroom Assistant

**Class 3** - Assistant without NCLB Highly Qualified in Special Education Classroom (including Personal Care Assistant)

**Class 4** - Assistant with NCLB Highly Qualified in Special Education Classroom (including Personal Care Assistant), ISI Teacher Assistant, ISD Teacher Assistant, Bilingual Teacher Assistant

**Class 5** - Special Services Assistant with Bachelor's Degree in Related Field of Service

**Class 6** - Special Services Assistant with Deaf Ed. or Blind Ed. Certification, Bachelors Degree or Demonstrated Deaf Ed. Interpretation Competencies, National Intervener Credential, Para to Teacher Track (24hrs completed+proof of enrollment for current semester

**Class 7** - Speech Language Assistant (Oklahoma Speech Language Pathology Assistant License)

**Class 8** - Speech Language Assistant (Oklahoma Speech Language Pathology Assistant License with 2+ years Experience)

(2012-2013 - \$ 0.30/hour negotiated) (2013-2014 - \$0.50/hour negotiated) (2014-2015 - \$ 0.30/hour negotiated)

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

Any employee that is bilingual will receive an additional \$.20/hr

**Cafeteria Pay Scale 2025-2026**

<b>Years</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>
0	\$12.15	\$12.55	\$12.90	\$14.40
1	\$12.35	\$12.75	\$13.10	\$14.60
2	\$12.55	\$12.95	\$13.30	\$14.80
3	\$12.75	\$13.15	\$13.50	\$15.00
4	\$12.95	\$13.35	\$13.70	\$15.20
5	\$13.15	\$13.55	\$13.90	\$15.40
6	\$13.35	\$13.75	\$14.10	\$15.60
7	\$13.55	\$13.95	\$14.30	\$15.80
8	\$13.75	\$14.15	\$14.50	\$16.00
9	\$13.95	\$14.35	\$14.70	\$16.20
10	\$14.15	\$14.55	\$14.90	\$16.40
11	\$14.35	\$14.75	\$15.10	\$16.60
12	\$14.55	\$14.95	\$15.30	\$16.80
13	\$14.75	\$15.15	\$15.50	\$17.00
14	\$14.95	\$15.35	\$15.70	\$17.20
15	\$15.15	\$15.55	\$15.90	\$17.40
16	\$15.35	\$15.75	\$16.10	\$17.60
17	\$15.55	\$15.95	\$16.30	\$17.80
18	\$15.75	\$16.15	\$16.50	\$18.00
19	\$15.95	\$16.35	\$16.70	\$18.20
20	\$16.15	\$16.55	\$16.90	\$18.40
21	\$16.35	\$16.75	\$17.10	\$18.60
22	\$16.55	\$16.95	\$17.30	\$18.80
23	\$16.75	\$17.15	\$17.50	\$19.00
24	\$16.95	\$17.35	\$17.70	\$19.20
25	\$17.15	\$17.55	\$17.90	\$19.40
26	\$17.35	\$17.75	\$18.10	\$19.60
27	\$17.55	\$17.95	\$18.30	\$19.80
28	\$17.75	\$18.15	\$18.50	\$20.00
29	\$17.95	\$18.35	\$18.70	\$20.20
30	\$18.15	\$18.55	\$18.90	\$20.40
31	\$18.35	\$18.75	\$19.10	\$20.60
32	\$18.55	\$18.95	\$19.30	\$20.80
33	\$18.75	\$19.15	\$19.50	\$21.00
34	\$18.95	\$19.35	\$19.70	\$21.20
35	\$19.15	\$19.55	\$19.90	\$21.40
36	\$19.35	\$19.75	\$20.10	\$21.60

Class 2 - Server/Helper & Cashier/Helper  
 Class 3 - Cook, Baker, Truck Driver/Helper  
 Class 4 - Manager  
 Class 5 - Assistant Director

**SNA Certification**

Level 1 = \$.10 an hour add on  
 Level 2 = \$.10 an hour add on  
 Level 3 = \$.10 an hour add on  
 Level 4 = \$.10 an hour add on

ALL CNP EMPLOYEES WILL RECEIVE THREE (3) FOUR (4) HOUR DAYS (Paid) FOR IN SERVICE TRAINING.

(2012-2013 \$0.30/hour negotiated) (2013-2014 \$0.50/hour negotiated)  
 (2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

**Clerical Pay Scale 2025-2026**

<b>Years</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>	<b>Class 6</b>
0	\$12.00	\$12.15	\$12.30	\$12.75	\$13.75
1	\$12.20	\$12.35	\$12.50	\$12.95	\$13.95
2	\$12.40	\$12.55	\$12.70	\$13.15	\$14.15
3	\$12.60	\$12.75	\$12.90	\$13.35	\$14.35
4	\$12.80	\$12.95	\$13.10	\$13.55	\$14.55
5	\$13.00	\$13.15	\$13.30	\$13.75	\$14.75
6	\$13.20	\$13.35	\$13.50	\$13.95	\$14.95
7	\$13.40	\$13.55	\$13.70	\$14.15	\$15.15
8	\$13.60	\$13.75	\$13.90	\$14.35	\$15.35
9	\$13.80	\$13.95	\$14.10	\$14.55	\$15.55
10	\$14.00	\$14.15	\$14.30	\$14.75	\$15.75
11	\$14.20	\$14.35	\$14.50	\$14.95	\$15.95
12	\$14.40	\$14.55	\$14.70	\$15.15	\$16.15
13	\$14.60	\$14.75	\$14.90	\$15.35	\$16.35
14	\$14.80	\$14.95	\$15.10	\$15.55	\$16.55
15	\$15.00	\$15.15	\$15.30	\$15.75	\$16.75
16	\$15.20	\$15.35	\$15.50	\$15.95	\$16.95
17	\$15.40	\$15.55	\$15.70	\$16.15	\$17.15
18	\$15.60	\$15.75	\$15.90	\$16.35	\$17.35
19	\$15.80	\$15.95	\$16.10	\$16.55	\$17.55
20	\$16.00	\$16.15	\$16.30	\$16.75	\$17.75
21	\$16.20	\$16.35	\$16.50	\$16.95	\$17.95
22	\$16.40	\$16.55	\$16.70	\$17.15	\$18.15
23	\$16.60	\$16.75	\$16.90	\$17.35	\$18.35
24	\$16.80	\$16.95	\$17.10	\$17.55	\$18.55
25	\$17.00	\$17.15	\$17.30	\$17.75	\$18.75
26	\$17.20	\$17.35	\$17.50	\$17.95	\$18.95
27	\$17.40	\$17.55	\$17.70	\$18.15	\$19.15
28	\$17.60	\$17.75	\$17.90	\$18.35	\$19.35
29	\$17.80	\$17.95	\$18.10	\$18.55	\$19.55
30	\$18.00	\$18.15	\$18.30	\$18.75	\$19.75
31	\$18.20	\$18.35	\$18.50	\$18.95	\$19.95
32	\$18.40	\$18.55	\$18.70	\$19.15	\$20.15
33	\$18.60	\$18.75	\$18.90	\$19.35	\$20.35
34	\$18.80	\$18.95	\$19.10	\$19.55	\$20.55
35	\$19.00	\$19.15	\$19.30	\$19.75	\$20.75
36	\$19.20	\$19.35	\$19.50	\$19.95	\$20.95

**Class 2** - Elementary Clerk, Secondary Clerk, Attendance, CO Receptionist

**Class 3** - Elementary Financial, Secondary Financial, Athletic Clerk, Athletic Financial Clerk, DMS & Edge Registrar, Central Office Financial Clerk

**Class 4** - Child Nutrition, Admin. Asst., DHS Registrar, Media Tech., Special Services

**Class 5** - Assistant Encumbrance, Assistant Activity Fund, Asst. Superintendent, Asst District Registrar, Maintenance, Transportation

**Class 6** - District Registrar

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on  
(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0/30/hour negotiated)

Any clerk with a Bachelor's degree will receive an additional \$.40/hour

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

Any employee that is bilingual will receive an additional \$.20/hr

**Crosswalk Assistant Pay Scale 2025-2026**

<b>Years</b>	<b>Class 1</b>
0	\$14.75
1	\$14.95
2	\$15.15
3	\$15.35
4	\$15.55
5	\$15.75
6	\$15.95
7	\$16.15
8	\$16.35
9	\$16.55
10	\$16.75
11	\$16.95
12	\$17.15
13	\$17.35
14	\$17.55
15	\$17.75
16	\$17.95
17	\$18.15
18	\$18.35
19	\$18.55
20	\$18.75
21	\$18.95
22	\$19.15
23	\$19.35
24	\$19.55
25	\$19.75
26	\$19.95
27	\$20.15
28	\$20.35
29	\$20.55
30	\$20.75
31	\$20.95
32	\$21.15
33	\$21.35
34	\$21.55
35	\$21.75
36	\$21.95

(2012-2013 \$0.30/hr negotiated)(2013-2014 \$0.50/hr negotiated)(2014-2015 \$0.30/hr negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Custodial Pay Scale 2025-2026

Years	Class 1	Class 2	Class 3
0	\$12.00	\$12.15	\$12.30
1	\$12.20	\$12.35	\$12.50
2	\$12.40	\$12.55	\$12.70
3	\$12.60	\$12.75	\$12.90
4	\$12.80	\$12.95	\$13.10
5	\$13.00	\$13.15	\$13.30
6	\$13.20	\$13.35	\$13.50
7	\$13.40	\$13.55	\$13.70
8	\$13.60	\$13.75	\$13.90
9	\$13.80	\$13.95	\$14.10
10	\$14.00	\$14.15	\$14.30
11	\$14.20	\$14.35	\$14.50
12	\$14.40	\$14.55	\$14.70
13	\$14.60	\$14.75	\$14.90
14	\$14.80	\$14.95	\$15.10
15	\$15.00	\$15.15	\$15.30
16	\$15.20	\$15.35	\$15.50
17	\$15.40	\$15.55	\$15.70
18	\$15.60	\$15.75	\$15.90
19	\$15.80	\$15.95	\$16.10
20	\$16.00	\$16.15	\$16.30
21	\$16.20	\$16.35	\$16.50
22	\$16.40	\$16.55	\$16.70
23	\$16.60	\$16.75	\$16.90
24	\$16.80	\$16.95	\$17.10
25	\$17.00	\$17.15	\$17.30
26	\$17.20	\$17.35	\$17.50
27	\$17.40	\$17.55	\$17.70
28	\$17.60	\$17.75	\$17.90
29	\$17.80	\$17.95	\$18.10
30	\$18.00	\$18.15	\$18.30
31	\$18.20	\$18.35	\$18.50
32	\$18.40	\$18.55	\$18.70
33	\$18.60	\$18.75	\$18.90
34	\$18.80	\$18.95	\$19.10
35	\$19.00	\$19.15	\$19.30
36	\$19.20	\$19.35	\$19.50

Class 1 - Custodian  
 Class 2 - Elementary Head  
 Class 3 - Secondary Head

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

**Maintenance Pay Scale 2025-2026**

<b>Years</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>	<b>Class 5</b>	<b>Class 6</b>	<b>Class 7</b>
0	\$12.25	\$12.75	\$14.05	\$15.75	\$18.95	\$23.25	\$26.95
1	\$12.45	\$12.95	\$14.25	\$15.95	\$19.15	\$23.45	\$27.15
2	\$12.65	\$13.15	\$14.45	\$16.15	\$19.35	\$23.65	\$27.35
3	\$12.85	\$13.35	\$14.65	\$16.35	\$19.55	\$23.85	\$27.55
4	\$13.05	\$13.55	\$14.85	\$16.55	\$19.75	\$24.05	\$27.75
5	\$13.25	\$13.75	\$15.05	\$16.75	\$19.95	\$24.25	\$27.95
6	\$13.45	\$13.95	\$15.25	\$16.95	\$20.15	\$24.45	\$28.15
7	\$13.65	\$14.15	\$15.45	\$17.15	\$20.35	\$24.65	\$28.35
8	\$13.85	\$14.35	\$15.65	\$17.35	\$20.55	\$24.85	\$28.55
9	\$14.05	\$14.55	\$15.85	\$17.55	\$20.75	\$25.05	\$28.75
10	\$14.25	\$14.75	\$16.05	\$17.75	\$20.95	\$25.25	\$28.95
11	\$14.45	\$14.95	\$16.25	\$17.95	\$21.15	\$25.45	\$29.15
12	\$14.65	\$15.15	\$16.45	\$18.15	\$21.35	\$25.65	\$29.35
13	\$14.85	\$15.35	\$16.65	\$18.35	\$21.55	\$25.85	\$29.55
14	\$15.05	\$15.55	\$16.85	\$18.55	\$21.75	\$26.05	\$29.75
15	\$15.25	\$15.75	\$17.05	\$18.75	\$21.95	\$26.25	\$29.95
16	\$15.45	\$15.95	\$17.25	\$18.95	\$22.15	\$26.45	\$30.15
17	\$15.65	\$16.15	\$17.45	\$19.15	\$22.35	\$26.65	\$30.35
18	\$15.85	\$16.35	\$17.65	\$19.35	\$22.55	\$26.85	\$30.55
19	\$16.05	\$16.55	\$17.85	\$19.55	\$22.75	\$27.05	\$30.75
20	\$16.25	\$16.75	\$18.05	\$19.75	\$22.95	\$27.25	\$30.95
21	\$16.45	\$16.95	\$18.25	\$19.95	\$23.15	\$27.45	\$31.15
22	\$16.65	\$17.15	\$18.45	\$20.15	\$23.35	\$27.65	\$31.35
23	\$16.85	\$17.35	\$18.65	\$20.35	\$23.55	\$27.85	\$31.55
24	\$17.05	\$17.55	\$18.85	\$20.55	\$23.75	\$28.05	\$31.75
25	\$17.25	\$17.75	\$19.05	\$20.75	\$23.95	\$28.25	\$31.95
26	\$17.45	\$17.95	\$19.25	\$20.95	\$24.15	\$28.45	\$32.15
27	\$17.65	\$18.15	\$19.45	\$21.15	\$24.35	\$28.65	\$32.35
28	\$17.85	\$18.35	\$19.65	\$21.35	\$24.55	\$28.85	\$32.55
29	\$18.05	\$18.55	\$19.85	\$21.55	\$24.75	\$29.05	\$32.75
30	\$18.25	\$18.75	\$20.05	\$21.75	\$24.95	\$29.25	\$32.95
31	\$18.45	\$18.95	\$20.25	\$21.95	\$25.15	\$29.45	\$33.15
32	\$18.65	\$19.15	\$20.45	\$22.15	\$25.35	\$29.65	\$33.35
33	\$18.85	\$19.35	\$20.65	\$22.35	\$25.55	\$29.85	\$33.55
34	\$19.05	\$19.55	\$20.85	\$22.55	\$25.75	\$30.05	\$33.75
35	\$19.25	\$19.75	\$21.05	\$22.75	\$25.95	\$30.25	\$33.95
36	\$19.45	\$19.95	\$21.25	\$22.95	\$26.15	\$30.45	\$34.15

Class 1 - Grounds Keeper

Class 2 - Stadium-Maint. Custodian

Class 3 - General Maintenance, Carpenter, Grounds Keeper/General Maintenance

Class 4 - Certified Technician (Electrical, HVAC, Plumber, Boiler)

Class 5 - Supervisor Maintenance

Class 6 - HVAC or Refrigeration, Licensed Electrician, Licensed Plumber

\*\* add for Boiler Certification: Class 4 - \$0.20, Class 3 - \$0.40, Class 2 - \$0.60, Class 1 - \$0.80

Class 7 - Assistant Maintenance Director

(2012-2013 \$0.30/hour negotiated(excluding Class 5 and Class 7))(2013-2014 \$0.50/hour negotiated) (2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Nurse/Assistants Pay Scale 2025-2026

Years	Class 1	Class 2	Class 3
0	\$13.75	\$16.50	\$20.65
1	\$13.95	\$16.70	\$20.85
2	\$14.15	\$16.90	\$21.05
3	\$14.35	\$17.10	\$21.25
4	\$14.55	\$17.30	\$21.45
5	\$14.75	\$17.50	\$21.65
6	\$14.95	\$17.70	\$21.85
7	\$15.15	\$17.90	\$22.05
8	\$15.35	\$18.10	\$22.25
9	\$15.55	\$18.30	\$22.45
10	\$15.75	\$18.50	\$22.65
11	\$15.95	\$18.70	\$22.85
12	\$16.15	\$18.90	\$23.05
13	\$16.35	\$19.10	\$23.25
14	\$16.55	\$19.30	\$23.45
15	\$16.75	\$19.50	\$23.65
16	\$16.95	\$19.70	\$23.85
17	\$17.15	\$19.90	\$24.05
18	\$17.35	\$20.10	\$24.25
19	\$17.55	\$20.30	\$24.45
20	\$17.75	\$20.50	\$24.65
21	\$17.95	\$20.70	\$24.85
22	\$18.15	\$20.90	\$25.05
23	\$18.35	\$21.10	\$25.25
24	\$18.55	\$21.30	\$25.45
25	\$18.75	\$21.50	\$25.65
26	\$18.95	\$21.70	\$25.85
27	\$19.15	\$21.90	\$26.05
28	\$19.35	\$22.10	\$26.25
29	\$19.55	\$22.30	\$26.45
30	\$19.75	\$22.50	\$26.65
31	\$19.95	\$22.70	\$26.85
32	\$20.15	\$22.90	\$27.05
33	\$20.35	\$23.10	\$27.25
34	\$20.55	\$23.30	\$27.45
35	\$20.75	\$23.50	\$27.65
36	\$20.95	\$23.70	\$27.85

**Class 1** - Certified Nurse Assistant

**Class 2** - Licensed Practical Nurse

**Class 3** - Registered Nurse w/Associates Degree

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.50/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### School Security Officer Pay Scale 2025-2026

<b>Years</b>	<b>Class 1</b>
0	\$16.75
1	\$16.95
2	\$17.15
3	\$17.35
4	\$17.55
5	\$17.75
6	\$17.95
7	\$18.15
8	\$18.35
9	\$18.55
10	\$18.75
11	\$18.95
12	\$19.15
13	\$19.35
14	\$19.55
15	\$19.75
16	\$19.95
17	\$20.15
18	\$20.35
19	\$20.55
20	\$20.75
21	\$20.95
22	\$21.15
23	\$21.35
24	\$21.55
25	\$21.75
26	\$21.95
27	\$22.15
28	\$22.35
29	\$22.55
30	\$22.75
31	\$22.95
32	\$23.15
33	\$23.35
34	\$23.55
35	\$23.75
36	\$23.95
37	\$24.15
38	\$24.35

### Technology Pay Scale 2025-2026

Years	Class 1	Class 2	Class 3	Class 4
0	\$12.25	\$15.75	\$23.45	\$24.25
1	\$12.45	\$15.95	\$23.65	\$24.45
2	\$12.65	\$16.15	\$23.85	\$24.65
3	\$12.85	\$16.35	\$24.05	\$24.85
4	\$13.05	\$16.55	\$24.25	\$25.05
5	\$13.25	\$16.75	\$24.45	\$25.25
6	\$13.45	\$16.95	\$24.65	\$25.45
7	\$13.65	\$17.15	\$24.85	\$25.65
8	\$13.85	\$17.35	\$25.05	\$25.85
9	\$14.05	\$17.55	\$25.25	\$26.05
10	\$14.25	\$17.75	\$25.45	\$26.25
11	\$14.45	\$17.95	\$25.65	\$26.45
12	\$14.65	\$18.15	\$25.85	\$26.65
13	\$14.85	\$18.35	\$26.05	\$26.85
14	\$15.05	\$18.55	\$26.25	\$27.05
15	\$15.25	\$18.75	\$26.45	\$27.25
16	\$15.45	\$18.95	\$26.65	\$27.45
17	\$15.65	\$19.15	\$26.85	\$27.65
18	\$15.85	\$19.35	\$27.05	\$27.85
19	\$16.05	\$19.55	\$27.25	\$28.05
20	\$16.25	\$19.75	\$27.45	\$28.25
21	\$16.45	\$19.95	\$27.65	\$28.45
22	\$16.65	\$20.15	\$27.85	\$28.65
23	\$16.85	\$20.35	\$28.05	\$28.85
24	\$17.05	\$20.55	\$28.25	\$29.05
25	\$17.25	\$20.75	\$28.45	\$29.25
26	\$17.45	\$20.95	\$28.65	\$29.45
27	\$17.65	\$21.15	\$28.85	\$29.65
28	\$17.85	\$21.35	\$29.05	\$29.85
29	\$18.05	\$21.55	\$29.25	\$30.05
30	\$18.25	\$21.75	\$29.45	\$30.25
31	\$18.45	\$21.95	\$29.65	\$30.45
32	\$18.65	\$22.15	\$29.85	\$30.65
33	\$18.85	\$22.35	\$30.05	\$30.85
34	\$19.05	\$22.55	\$30.25	\$31.05
35	\$19.25	\$22.75	\$30.45	\$31.25
36	\$19.45	\$22.95	\$30.65	\$31.45

- Class 1 - Technology Assistant
- Class 2 - Technology Assistant Coordinator
- Class 3 - Technology Coordinator
- Class 4 - Supervisor of Technical Services

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on  
 All employees maxed out on the pay scale shall get the step raise.  
 Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Transportation Pay Scale 2025-2026

Years	Class 2	Class 3	Class 4	Class 5
0	\$12.15	\$16.40	\$17.40	\$24.40
1	\$12.35	\$16.60	\$17.60	\$24.60
2	\$12.55	\$16.80	\$17.80	\$24.80
3	\$12.75	\$17.00	\$18.00	\$25.00
4	\$12.95	\$17.20	\$18.20	\$25.20
5	\$13.15	\$17.40	\$18.40	\$25.40
6	\$13.35	\$17.60	\$18.60	\$25.60
7	\$13.55	\$17.80	\$18.80	\$25.80
8	\$13.75	\$18.00	\$19.00	\$26.00
9	\$13.95	\$18.20	\$19.20	\$26.20
10	\$14.15	\$18.40	\$19.40	\$26.40
11	\$14.35	\$18.60	\$19.60	\$26.60
12	\$14.55	\$18.80	\$19.80	\$26.80
13	\$14.75	\$19.00	\$20.00	\$27.00
14	\$14.95	\$19.20	\$20.20	\$27.20
15	\$15.15	\$19.40	\$20.40	\$27.40
16	\$15.35	\$19.60	\$20.60	\$27.60
17	\$15.55	\$19.80	\$20.80	\$27.80
18	\$15.75	\$20.00	\$21.00	\$28.00
19	\$15.95	\$20.20	\$21.20	\$28.20
20	\$16.15	\$20.40	\$21.40	\$28.40
21	\$16.35	\$20.60	\$21.60	\$28.60
22	\$16.55	\$20.80	\$21.80	\$28.80
23	\$16.75	\$21.00	\$22.00	\$29.00
24	\$16.95	\$21.20	\$22.20	\$29.20
25	\$17.15	\$21.40	\$22.40	\$29.40
26	\$17.35	\$21.60	\$22.60	\$29.60
27	\$17.55	\$21.80	\$22.80	\$29.80
28	\$17.75	\$22.00	\$23.00	\$30.00
29	\$17.95	\$22.20	\$23.20	\$30.20
30	\$18.15	\$22.40	\$23.40	\$30.40
31	\$18.35	\$22.60	\$23.60	\$30.60
32	\$18.55	\$22.80	\$23.80	\$30.80
33	\$18.75	\$23.00	\$24.00	\$31.00
34	\$18.95	\$23.20	\$24.20	\$31.20
35	\$19.15	\$23.40	\$24.40	\$31.40
36	\$19.35	\$23.60	\$24.60	\$31.60

Class 2 - Non-CDL Driver- Bus Monitor/Special Needs

Class 3 - Driver with CDL, Serviceman/Bus Driver, Standby Driver with CDL, & other assigned duties as needed, Activity Bus Driver

Class 4 - us Mechanic (MUST HAVE CDL)

Class 5 - Supervisor, Certified Diesel Mechanic (MUST HAVE CDL & ASE CERTIFICATION)

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on  
All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$0.40/hour

### Warehouse Pay Scale 2025-2026

Years	Class 1	Class 2
0	\$12.00	\$13.00
1	\$12.20	\$13.20
2	\$12.40	\$13.40
3	\$12.60	\$13.60
4	\$12.80	\$13.80
5	\$13.00	\$14.00
6	\$13.20	\$14.20
7	\$13.40	\$14.40
8	\$13.60	\$14.60
9	\$13.80	\$14.80
10	\$14.00	\$15.00
11	\$14.20	\$15.20
12	\$14.40	\$15.40
13	\$14.60	\$15.60
14	\$14.80	\$15.80
15	\$15.00	\$16.00
16	\$15.20	\$16.20
17	\$15.40	\$16.40
18	\$15.60	\$16.60
19	\$15.80	\$16.80
20	\$16.00	\$17.00
21	\$16.20	\$17.20
22	\$16.40	\$17.40
23	\$16.60	\$17.60
24	\$16.80	\$17.80
25	\$17.00	\$18.00
26	\$17.20	\$18.20
27	\$17.40	\$18.40
28	\$17.60	\$18.60
29	\$17.80	\$18.80
30	\$18.00	\$19.00
31	\$18.20	\$19.20
32	\$18.40	\$19.40
33	\$18.60	\$19.60
34	\$18.80	\$19.80
35	\$19.00	\$20.00
36	\$19.20	\$20.20

**Class 1 - Assistant**

**Class 2 - Warehouseman**

(2012-2013 \$0.30/hour negotiated) (2013-2014 \$0.50/hour negotiated) (2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: DESA.

Vendor Requested: N/A

Item Request Description: Proposed Negotiated Agreement  
for (DESA) Duncan Educational Support  
Association for FY 25-26

Dollar Amount Requested (if applicable):                     

Fund Requested:                     

Budget/Activity Account Requested:                     

[Signature]  
 Requestor or Principal

10-1-2025  
 Date

[Signature]  
 Budget Administrator or Business Office Manager

10-02-2025  
 Date

[Signature]  
 Assistant Superintendent or Superintendent

OCT 02 2025  
 Date

# DUNCAN PUBLIC SCHOOLS

## 2025-2026

### NEGOTIATED AGREEMENT

### BETWEEN

### DUNCAN EDUCATIONAL SUPPORT ASSOCIATION

### AND

### DUNCAN BOARD OF EDUCATION

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**\*\* COPIES OF BOARD APPROVED EVALUATION AND GRIEVANCE FORMS  
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## **I. SCOPE OF CONTRACT**

### **I.01 SEVERABILITY**

If any provision(s) of this Contract or any application of the provisions of this contract to any person(s), is found by court of competent jurisdiction to be in conflict with any federal or state law, regulation, ruling, or order, now or hereinafter enacted or issued such provision or application shall be inoperative but the remaining provision(s) hereof shall continue in effect. Upon request of the Association or the Board, within ten (10) days after such finding, the parties will meet solely for the purpose of negotiating the provisions(s) affected.

### **I.02 EMPLOYMENT PROVISIONS**

The school calendar will clarify specific days off when support employees are scheduled to be off from work during the school year.

## **II. EMPLOYMENT PROVISIONS**

### **II.01 JOB DESCRIPTIONS**

The board shall establish, as soon as possible, and maintain job descriptions for all support employee positions. A copy of the job description relating to each employee's position will be provided to that employee and the Association.

Any time the job description is updated, a copy of the updated job description will be sent to the affected employee and the Association.

**II.02 PROCEDURES FOR RESOLVING SUPPORT EMPLOYEE ISSUES** For the purpose of this policy, a "support employee" is defined as an employee of a school district who provides those services not performed by principal, licensed or certified teacher, superintendent or other administrator, that are necessary for the efficient and satisfactory functioning of a school district. A support employee that is employed for less than one (1) year is a probationary employee. After one (1) year of employment the support employee is a non-probationary employee. Non-probationary support employees of Duncan Public Schools may be suspended or recommended for demotion or termination by the support employee's immediate administrator in accordance with contract Articles 2.03, 2.04 and 2.05 respectively.

Probationary support employees are not entitled to invoke the due process procedures of this Article II, and their employment contracts may be terminated at any time without cause. The immediate administrator shall have the approval of the Superintendent of Schools.

Prior to taking action the administrator must: (a) conduct an inquiry into the alleged violation, (b) determine the facts and circumstances, (c) be advised of circumstances drawn and the facts upon which they are based and (d) the employee shall be provided with an opportunity to dispute the allegations and/or provide additional facts.

In deciding upon the course of action, the administrator shall take into consideration the seriousness of the violation, the previous work record, and any extenuating circumstances related to the violation. An action that will become a part of the employee's official personnel file must be reviewed and signed by the employee before it is placed in their official personnel file. The signature on documents filed indicates that the employee has read the document and does not necessarily mean agreement with statements therein. The employee will have the right to submit a written answer or rebuttal to such material and have it attached to the file copy. Documents may be removed from the personnel file at any time by mutual agreement of the affected employee and the administrator who initiated the document or the Superintendent of Schools.

### **II.03 SUSPENSION**

Suspension of three (3) days with or without pay may be used whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.06. Suspension with or without pay may also be used as a disciplinary action whenever the administrator is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district. The employee may be suspended and removed from the immediate environment pending the outcome of any investigation, court proceeding, medical evaluation of the employee, or exhaustion of internal appeal procedures.

After any suspension of a non-probationary employee, the non-probationary employee shall receive notice of the right to a hearing by certified mail. **Failure of the employee to request a hearing within ten (10) workdays shall be considered a waiver of the employee's right to a hearing.**

**If an employee is to be suspended for a period to exceed ten (10) days, the Superintendent shall initiate proceedings for termination.**

Suspension may be appealed to the next higher administrative level.

### **II.04 DEMOTION**

Prior to any demotion, the non-probationary support employee shall receive notice of the right to a hearing by certified mail. If the hearing is requested, it shall be conducted by the Duncan Board of Education.

Demotion may be recommended whenever the immediate administrator deems it appropriate for just cause as provided in Article 2.06 of this agreement.

Demotion may be appealed to the next higher administrative level.

### **II.05 TERMINATION**

Any non-probationary support employee may be terminated for just cause as provided in Article 2.06 of this agreement. **Prior to termination, the non-probationary support employee shall**

**receive notice of the right to a hearing by certified mail.** If the hearing is requested, it shall be conducted by the Duncan Board of Education.

If the employee requests a hearing, the employee shall put a request in writing directly to the Clerk of the Board within ten (10) working days of said notice. Failure to make such a request for a hearing **within ten (10) working days of such notice shall be considered waiver of the right to a hearing.**

If the employee selects a hearing before the Duncan Board of Education, the hearing shall be conducted at the next, or next succeeding regularly-scheduled meeting, if the request for the hearing was received by the Clerk of the Board at least ten (10) working days prior to aforesaid meeting. Provided, however, at the request of the employee or at the discretion of the School Board, the Board shall call a special meeting to conduct the requested hearing, which shall be held no sooner than ten (10) working days nor later than thirty(30) working days after receipt of the employee's request. **The decision of the local Board of Education at the hearing shall be final.**

**II.06 JUST CAUSE FOR SUSPENSION, DEMOTION, OR TERMINATION** An employee may be suspended, demoted, or terminated during the term of his/her contract for any of the following:

1. Absence from workstation or school premises without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Excessive tardiness.
4. Unauthorized possession of weapons on the premises at any time.
5. Falsification and/or removing without authority, district property, records or confidential information.
6. Willful abuse, misuse, defacing, destruction, or unauthorized operation of district property of other employees.
7. Theft, misappropriation, or sabotage of property of other employees.
8. Threatening, intimidating, coercing or interfering with support employees or supervision at any time.
9. Creating disturbances on the premises at any time.
10. Reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances, or the consumption of such on the job.
11. Disregard of known safety rules or common safety practices.
12. Failure to satisfactorily perform the required duties of the position.
13. Immoral conduct or indecency including abusive and/or foul language.
14. Insubordination.
15. Violation of any administrative rule or district policy that the support employee knows or should have known.
16. Walking off the job and or failure to report to work without notification or authorization.
17. Conviction of a felony.
18. Unauthorized distribution of literature, written or printed matter of any description on

district property.

19. Workers' Compensation Fraud.
20. Use of tobacco of any kind on district property.
21. The making or publishing of false, vicious, or malicious statements concerning any employee of the district.
22. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.

## **II.07 REDUCTION IN FORCE**

In the event it is necessary, **due to lack of work or lack of funds**, to have a reduction in staff, the Board of Education shall determine which positions are to be retained. In implementing a reduction in staff, the Board of Education shall follow this procedure:

1. The Board and/or administration shall advise the Association that reduction in staff is necessary.
2. Losses through normal attrition (retirement, resignation, or a position otherwise Vacated) shall, insofar as is practical, not be replaced. Support employees declared to be excess in a building in a given department shall be transferred, when qualified, to fill vacancies in other buildings within their department or another department.
3. Student employees shall be laid-off.
4. Probationary employees shall be laid-off.
5. If the normal attrition and the release of temporary or probationary employees does not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order they are listed.
  - Seniority shall determine any further reduction in force within a department.
  - History of good performance, with few or no reprimands.
  - Qualifications for the job and experience.
  - History of good attendance and punctuality.

All others shall go by class and/or classification.

When an employee has more than one job and the reduction comes in just one of those classifications, seniority shall be figured in each classification, or as two different jobs.

### **II.07.01 SENIORITY**

Seniority shall be defined as a support employee's length of uninterrupted service within the bargaining unit since his/her initial date of employment without regard to part-time or full-time service. If two or more employees subject to layoff within a department have equal seniority, the layoff determined shall be made by lot.

### **II.07.02 NOTICE OF LAYOFF**

Whenever layoffs become necessary, all notices of layoffs shall be in writing (certified mail) and shall specify the reason for layoff. Said notice of layoff shall be given as soon as possible.

### **II.07.03 RE-EMPLOYMENT**

Laid off persons are eligible for re-employment in the department from which they were laid-off for a twelve (12) month period and shall be re-employed, on a regular contract, in the reverse order of layoff. No new support employees in that department shall be hired for positions during the period of support employee layoff, prior to the position being offered to the eligible RIFed employee.

#### **II.07.04 NOTIFICATION OF RE-EMPLOYMENT OPENINGS**

Any support employee who is laid off and is subsequently eligible for re-employment shall be notified in writing by the Board of an opening. Such notice shall be sent by certified mail to the last address given to the Board by the support employee.

#### **II.07.05 NOTIFICATION TO THE BOARD**

A support employee shall notify the Board of his/her intent to accept or refuse employment within five (5) working days following receipt of the re-employment notice. If the support employee accepts re-employment, the employee must report to work within the ten (10) days following receipt of the re-employment notice.

#### **II.07.06 RE-EMPLOYMENT IN HIGHEST POSITION**

Support employees shall be re-employed in the same position, or a comparable position available, for which they are qualified in the laid off department. When a support employee who was terminated due to reduction in force is re-employed, **all accumulated applicable seniority will be reinstated.** If the re-employed employee worked on a regular contract when RIFed, he/she will be put back on a regular contract when rehired.

#### **II.08 POSTING OF VACANCIES**

The administration shall post notice of all vacant positions within the bargaining unit. The vacancies shall be posted in each site where support employees work during the school year and in the Central Office during the summer months. Employees will have a minimum of five (5) working days in which to make application for a vacant position. A copy of the posting will also be provided to the Association at the time it is posted.

When filling vacancies and assigning employees to positions, consideration shall be given to seniority, individual qualifications, and the overall needs of the District.

*For job posting purposes, the last ten (10) working days in July and the month of August, support positions/vacancies will be posted for two working days. The five-day job posting procedure will be in effect and followed for all other calendar months. All support positions/vacancies will be electronically (via email) posted in addition to the traditional job posting procedure.*

#### **II.09 TRANSFER AND ASSIGNMENT**

When a change of assignment is deemed necessary, a conference shall be held with the affected employee. This conference shall be held as soon as possible after the need is recognized and before final placement has been made and pay addendum shall be part of conference. For

purposes of clarification, each salary scale is an individual page; within each salary scale are numbered job classifications.

#### **II.09.01 INVOLUNTARY**

The employee involuntarily being transferred to a new assignment, with higher pay, within their original salary scale or to another salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary scale and advance.

The employee involuntarily being transferred to a new assignment with lower pay, within their original salary scale or to another salary scale, shall remain on their original salary scale, keep classification and advance on the salary scale as if they had not been moved.

#### **II.09.02 VOLUNTARY**

The employee voluntarily changing to a new assignment with higher pay, within their original salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary scale and advance.

The employee voluntarily changing to a new assignment with higher pay, on another salary scale, shall take their years of service, and shall move to the appropriate salary on the salary scale and advance.

The employee voluntarily changing to a new assignment with a lower pay, within their original salary scale, shall take their years of service, shall move to that classification, and shall move to the appropriate salary on the scale and advance.

#### **II.09.03 TEMPORARY TRANSFER**

In the event that an employee is temporarily transferred to a higher rate position requiring greater responsibility for a period of three (3) weeks or longer they shall receive the higher pay for the number of hours worked in the temporary position, then go back to his/her regular position and pay scale, if the position is available.

Any employee who has been or will be moved into a position, not applied for, shall remain on their salary, and move up the pay scale as if they had not been moved. If they move into a position with more responsibility and the salary is higher, then they shall get that salary for the time they are in that position.

#### **II.10 SUMMER EMPLOYMENT**

When a support job is open for the summer, a support employee who is qualified for the position will be given consideration for the position prior to it being filled.

#### **II.11 CONTRACT EXTENSION**

When an administrator deems it necessary that a support employee work more days than contracted, the administrator with the approval of the Superintendent, may extend said contract with the support employee agreeing to the extension. When an extension is granted, all

applicable benefits shall apply.

## **II.12 TIMECARDS**

All support employees will be provided with a timecard for each pay period. The timecard will define the work month and/or pay period.

1. All time during which an employee is required to be on the employer's premises or at a prescribed workplace (except for meals, breaks, etc., when he/she is free of duty) will be recorded daily on the authorized timecard. The timecard will be signed and dated by the employee and the responsible school administrator. (Signature stamps will not be used.)
2. Release time will be recorded on the timecard by the supervisor. The provisions of Article 2.13 (Workweek Adjustment and Compensatory Time) will govern these entries.

## **II.13 OVERTIME**

### **II.13.01 AUTHORIZATION**

Overtime work must be authorized and approved in advance by the superintendent or his/her designee. Any employee who works in excess of forty (40) authorized hours during a work week is entitled to be paid one and one-half (1 ½) times the regular rate of pay. All overtime must be recorded on the employee's timecard.

### **II.13.02 COMPENSATORY TIME**

If release time is not given within the workweek and is carried over into the next week, time and one-half must be paid, or release time at time and one-half must be allowed. Comp time must be taken no later than the pay period immediately following the pay period in which it was earned.

### **II.13.03 CALLED IN TO WORK**

Support employees, who are called in to work by their supervisor **only**, during off time hours (ex: paid holidays, vacation, weekends, after work hours) shall be paid at time and one-half (1 ½) for a minimum of two (2) hours.

## **II.14 NOTIFICATION CONCERNING EMPLOYMENT**

A school district, no later than ten (10) days after the effective date of the Education Appropriation Bill, or June 1 whichever is later, shall give reasonable assurance of employment in writing to any support employee that the school intends to employ for the subsequent school year.

**II.15 WRITTEN NOTICE OF ACCUMULATED VACATION & SICK LEAVE** Employees will be given written notice of their accumulated vacation and sick leave days. The notice will be provided to each support employee with their September paycheck of the year.

## **II.16 EMPLOYEE'S PERSONNEL RECORD**

1. Hearsay, false or unverified material will be removed from the employee's file.
2. The employee will be notified when any additional material is placed in the file.
3. The employee will be furnished a copy of any material in the personnel file upon request.

4. Any derogatory or reprimand material in a personnel file more than three (3) years of age will be removed from the file at the employee's request.
5. The evaluation file is accessible only to the employee, the board of education, the evaluator, administrative staff to which the employee applies for employment, the State Department of Education as per court order, and those others designated by the employee.
6. The district will keep a log indicating the persons who examine personnel files as well as the dates such examinations were made. Such log will be available for examination by the employee or the employee's designated or authorized association representative.
7. Breach of confidentiality of protected material by any party privy to the information in any personnel record without the expressed consent of the employee is prohibited.

## **II.17 SALARY**

All provisions of the 2016-2017 Negotiated Contract shall, upon ratification, be retroactive from July 1, 2016. The negotiated agreement and pay scale shall remain in full force and effect and bind the parties until replaced by a subsequent negotiated agreement.

Each employee that is required to take the OGET or ParaPro test shall have all fees paid for one test.

## **II.19 PLACEMENT ON THE SALARY SCHEDULE**

- A. Support employees hired into the district for the first time begin on step "0" of the salary scale. New employees will be allowed to bring in paid verified experience in the job category for which they are hired. Verification could include a previous contract from their previous employment or a letter from their previous employer. The newly hired employees' experience must be submitted to the employee's department director/supervisor. If the experience is deemed relevant, it will be referred to the superintendent or his/her designee, who will make a decision on where the employee will be placed on the salary scale. Experience submitted within 90 days of the hire date will become effective on the hire date; experience submitted after 90 days of hire date becomes effective on the date of submission.
- B. Those currently employed shall also submit previous experience they had in their job category prior to employment with the Duncan Public School District. Experience must be submitted to the employee's department director/supervisor. If the experience is deemed relevant, it will be referred to the superintendent or his/her designee, who will make a decision on where the employee will be placed on the salary scale. Must be submitted by *November 1st 2022.*
- C. The Duncan Education Support Association agrees to allow the Duncan Board of Education to set the salaries of administrative staff employed by the district.

## **III. INDIVIDUAL RIGHTS**

### **III.01 RIGHT TO REPRESENTATION**

1. Support employees shall have the right to representation by an individual of their choice at the disciplinary conference scheduled by administrators and/or the Board of Education. The

- administrator shall give reasonable notice of said scheduled conference and shall advise the employee of his/her right to representation. 2. During a conference between supervisor/administrator and a support employee, if the conference becomes a disciplinary conference, they may adjourn the conference, and reschedule it when selected witnesses can be present. If this rescheduled conference is considered to be a disciplinary conference provisions of Section A will apply.
3. If following the grievance procedure, and/or in case of appeal of a suspension, demotion, or termination, the support employee shall have the right to consult with the Association or an individual of their choice, so that they may receive advice and representation. The employee may also choose the Association for a disciplinary conference.

### **III.02 SUPPORT EMPLOYEE RIGHTS**

1. No employee shall be discriminated against by the Board of Education, Superintendent, any other administrative officer of the district, or by any employee organization, its officers, or any member thereof, because of his/her exercise or non exercise of rights under this act. It shall be prohibited for an employee organization, employee or employer to impede, restrain or coerce an employer or employees in the exercise of the rights guaranteed in Sections 509.10.
2. The Board and the Association agree that discipline, reprimand or discussion of issues, or problems specific to the support employee in question should be conducted in private between the administrator and the employee. However, when in the opinion of the immediate supervisor/administrator it is in the best interest of the district said discipline, reprimand, or discussion may be immediate. If there is a need for representation it will be provided as in Article 3.01 of this contract.
3. The Board in compliance with city, state, and federal statutes, and/or regulations governing such conditions, shall maintain healthy and safe working conditions at each work location.

### **III.03 SAFETY IN THE WORKPLACE**

Support employees shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority. Safety data sheets that come with materials used by support employee's, shall be kept in a convenient location for ready access by the employee when using said material. Employee concerns shall be reported in writing to his/her immediate administrator and the report shall be forwarded to the appropriate administrator. The support employee, at his/her option, may send a copy of the report to the Association at the time he/she files the report with the immediate supervisor.

Employees shall be made aware of departmental rules and regulations relating to the employee's safety in that individual's particular job. Employees shall receive training in accordance with the Hazardous Communications Act. Such training will be updated when a new product that requires new specific safety precautions is placed into use.

### **III.04 EVALUATION**

All support personnel will be evaluated in writing, a minimum of one time annually prior to May 1st. Each evaluation will be followed by a conference between the evaluator and the employee.

The conference will be held within five (5) working days of the evaluation and the employee will be given a copy of the evaluation report at the time. The supervisor will discuss the strengths and weaknesses of the employee's work and will make suggestions as to how the employee may improve his/her performance. The employee shall acknowledge the written evaluation by his/her signature on the evaluation report. One copy of the evaluation report shall be given to the employee being evaluated, a copy shall be given to the administrator of the building/work site, and the administrator shall forward the report with their recommendations to the District Personnel Office.

After the evaluating conference, the employee may respond in writing and this response shall be a part of the record. Such response must be made within ten (10) working days of the receipt of the evaluation.

Except by order of a court of competent jurisdiction, evaluation documents and the responses of the employee shall be available only to the evaluated employee, administrative staff making the evaluation and/or other such persons specified by the employee in writing.

If the evaluation indicates a need for improvement, a program for improvement will be developed by the administrator with specific written suggestions in the areas where a need for improvement has been indicated.

**A copy of the board-approved evaluation form is available on the Duncan Public Schools website.**

### **III.05 GRIEVANCE PROCEDURES**

#### **III.05.01 PURPOSE**

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by the grievant.

#### **III.05.02 DEFINITIONS**

1. A "grievance" is a claim by an employee that there has been a violation, misinterpretation, misapplication of the terms of the Negotiated Agreement that has affected that employee.
2. The "grievant" is the employee making the claim.
3. The "party in interest" is the employee making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
4. "Days", except when otherwise indicated, shall mean working days.

#### **III.05.03 PROCEDURE**

##### **III.05.03.01 LEVEL 1**

An employee with a grievance shall first discuss the grievance individually with the immediate

supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.

#### **III.05.03.02 LEVEL 2**

- A. If the grievant is not satisfied with the disposition of his/her grievance at level one, he/she may file the grievance within five (5) days of the level one response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.
- B. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

#### **III.05.03.03 LEVEL 3**

- A. If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file an appeal within five (5) days of the level two response with the Superintendent or his designee.
- B. The Superintendent or designee shall schedule and hold a meeting ten (10) days after receipt of the appeal and shall transmit a written decision to the Grievant within five (5) days of the meeting.

#### **III.05.03.04 LEVEL 4**

- A. If the grievant is not satisfied with the disposition of his/her grievance at level three, he/she may file an appeal within five (5) days of the level three response for transmittal to the Board.
- B. The Board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. **The decision of the Board shall be final.**

#### **III.06 RIGHT TO REPRESENTATION**

The grievant may be represented by a person of their own choosing at levels II, III, and IV of the procedure.

#### **III.07 GENERAL PROVISIONS**

Decisions rendered at levels two, three and four of the grievance procedures will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest.

The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.

Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.

**Copies of Grievance Form I & II are available on Duncan Public Schools website.** Failure in any step of this procedure to appeal the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.

Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for the grievance.

#### **IV. ASSOCIATION RIGHTS AND PRIVILEGES**

##### **IV.01 LEAVE**

The Association shall have fifteen (15) days to be used to attend Association meetings, conferences, and workshops. When Association days are used, arrangements shall be made so there will not be any cost to the district.

##### **IV.02 ACCESS TO BUILDINGS**

The representatives of the Association may have access to all school buildings provided that the exercise of this right does not interfere with the educational program.

##### **IV.03 USE OF SCHOOL BUILDINGS AND FACILITIES**

The Association (DESA) may use school facilities where no conflict exists, without cost, at reasonable times for meeting with approval of the building principal. Approval for use of buildings and facilities may be granted only one day at a time. Request for use of a building shall be made to the principal of the respective building.

##### **IV.04 INFORMATION DISTRIBUTION**

The Association shall be permitted to distribute information related to the official business of the Association by placing such material in the school mail to be put in boxes for employees. Such material shall not suggest, urge, or propose any action by an employee to violate, ignore, or resist any terms of this agreement, administrative regulation, or policy. Political campaign material, other than directly related to the internal politics of the Association, may not be distributed.

##### **IV.05 AVAILABILITY OF INFORMATION**

For all regular, special and emergency Board meetings, a copy of the agenda will be made available to the Association in the Superintendent's office as soon as it is posted. Board minutes will be made available to the Association in the Superintendent's office as soon as possible after approval by the Board.

##### **IV.06 PROFESSIONAL ENRICHMENT**

Upon application and approval by the Superintendent or designee, in-service days for professional leave will be provided to members of the bargaining unit to attend workshops and/or seminars directly related to their specific job classifications.

Professional Development for clerical/office staff requirements: minimum requirements five

points per school year in an area related to job Description.

Completed documentation of proof of attendance shall be submitted to building principal and forwarded to Central Office for records keeping (**PENDING FUNDING**). 1 HOUR = 1 POINT

#### **IV.07 PRINTING/DISTRIBUTION OF CONTRACT**

The contract shall be printed in the school facilities. Prior to printing of the agreement, the Board and the Association shall be furnished a draft copy so they can proofread and mark for corrections. The spokesperson, for the respective teams, and the team members shall sign off on the final copy prior to printing in book form. Printing of the contract book shall be accomplished within forty-five (45) days of ratification.

A copy of this Agreement shall be made available to all support employees.

#### **V. LEAVE PROVISIONS**

##### **V.01 SICK LEAVE**

The Board will annually provide each employee sick leave, as defined below, for use in case of personal accidental injury, personal illness, illness due to pregnancy, or accidental injury or illness in the immediate family (spouse, children, parents, grandparents, grandchildren, brother, sister, guardians, step-children, and in-laws of the same degree of relationship).

All regularly employed personnel shall receive ten (10) days sick leave for each year of full employment, without loss of pay. Regularly employed personnel shall be those personnel who are employed for the regular school year whose contract period is 9.3 months.

A regular employee that works less than a regular year shall receive one (1) day sick leave for each month of employment.

Sick leave

Leave shall be recorded by hours. A day is defined as hours worked daily, not to exceed eight (8) hours.

Other sick leave shall be as follows:

1. Ten (10) month employees shall receive eleven (11) days sick leave.
2. Eleven (11) month employees shall receive twelve (12) days sick leave.
3. Twelve (12) month employees shall receive thirteen (13) days sick leave. There shall be unlimited accumulation of sick leave days for all support employees.

It is required that an employee notify their immediate supervisor of the need to use sick leave. The employee may be required to provide certification of illness by a medical doctor or other appropriate evidence of illness in order to receive sick leave benefits.

In case of substantiated extended personal illness after all sick leave is used, an employee may, with approval of the Superintendent and/or Board, be placed on leave of absence without pay for

the remainder of the year. Provisions will be made whereby the employee can arrange payment of all professional dues and insurance. When the employee is released by the attending physician, the employee will be restored to his/her position, if possible.

First Year Employees will be awarded sick days at the rate of one sick day per month. Employees may only use days earned at this rate. If an illness exceeds days earned, additional time off for illness will be deduct days.

Unused personal days shall be exchanged for sick days used previously in the current school year. Central Office must be notified prior to the last day for the support staff member requesting the exchange of days.

### **V.02 LEAVE SHARING PROGRAM**

A support employee may be eligible to receive shared leave pursuant to the following conditions:

1. The Board of Education, or its designee, determines that the employee meets the criteria described in this section and
2. The employee has abided by the Negotiated Agreement regarding the use of sick leave.
3. Any district employee may donate sick leave to another employee only when the receiving employee has exhausted, or will exhaust all vacation and sick leave due to an illness, injury, impairment or physical or mental condition which is of an extraordinary or severe nature, and which involves the support employee, a relative or a household member.

The amount of leave to be donated is within the limits set by the board, if any. Accordingly, the board hereby adopts the policy that donated sick leave days are cumulative and no employee may receive donated sick leave in excess of One Hundred (100) days during the employee's employment with the district, whether such employment is in one or more intervals. Provided however, in the event of extraordinary circumstances, the Board of Education may, in its sole discretion, increase the maximum number of days on a case-by-case basis.

The donating employee may donate any amount of sick leave provided the donation does not cause the donor's sick leave balance to fall below thirty (30) days.

Prior to using donated sick leave, an employee requesting donated sick leave pursuant to this policy must provide to the school district business office a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

### **V.03 PERSONAL BUSINESS**

Each employee shall be granted three (3) days non-accumulative personal business leave. All support employees with (10) years of service or more will receive (4) days personal business leave.

1. The days will not be used the day before or after a scheduled holiday, workday, the first day of school, or the last day of school (with students) (2020-2021). This provision also applies to half or full- day requests (morning or afternoon).

2. If possible, employees that request a personal business day will submit the request in writing to his or her building principal, or his first-line supervisor three (3) days prior to planned absence. In case of emergency, the support employee will notify his/her building principal, or first line supervisor as soon as possible, and file a written request within 48 hours after the employee returns to work.
3. Exceptions may be granted by the first-line supervisor, or the building site principal's discretion. Personal business leave may be used in hourly increments.
4. If an employee qualifies for a wellness day (no sick days taken) both semesters of the current school year, he/she may exchange any unused personal days at the rate of \$100/day at the conclusion of the year.
5. Support employees may use one (1) school business day *in half day increments* instead of a personal day to attend a school function sponsored by Duncan Public Schools (e.g., pre-k graduation, class parties, field trips) with their child or grandchild, must be submitted at least 3 days in advance for principal/site supervisor approval.
6. First year employees are eligible for up to (3) three personal business days. Days will be awarded as follows:
  - a. Period 1: July 1 – October 31 – 1 day awarded
  - b. Period 2: November 1 – February 28-2 day awarded
  - c. Period 3: March 1 – June 30 - 3 day awarded

#### **V.04 BEREAVEMENT LEAVE**

Bereavement leave of five (5) days per event will be granted for the death of any immediate family member (as defined in 5.01 Sick Leave). A support employee may request up to two additional days of bereavement leave if the death occurs outside the immediate geographical area (200 miles). In addition to the five (5) days of bereavement leave, a support employee may use a maximum of five (5) sick leave days for this purpose. Such request must be approved by the immediate administrator. Bereavement leave of one (1) day per event, up to three days total per year will be granted for the death of any person not included in the immediate family.

#### **V.05 EMERGENCY LEAVE**

1. Each person shall receive two (2) days emergency leave each school year. Emergency leave shall be non-accumulative.
2. Emergency leave shall be granted for the following reasons without salary deductions:
  - a. Death or illness of persons not covered by the sick leave policy.
  - b. Extension of sick leave for funerals.
  - c. Extension of sick leave after all accumulated leave is exhausted.
  - d. Natural disasters.
  - e. A situation that constitutes immediate attention that cannot be planned for.
  - f. Inclement weather days.
3. If all inclement weather days on the district calendar and both emergency days are taken, administration will give Saturdays to make up the inclement weather days.
4. In the event of inclement weather days (or other district-wide cancellations), support staff absences will be treated identically to certified staff absences. Absences will not be made up unless the district must make up hours to meet state requirements, which may require added

days or hours to the remaining calendar. Hourly support staff who must work, as approved by supervisor, for any reason during an inclement weather day will receive 1:1 comp-time for the time worked. (Two-hour minimum)

5. Employees will be given two (2) inclement weather days, without salary deduction, only when school is canceled. These days shall be non-accumulative.

#### **V.06 LEGAL PROCESS LEAVE**

Employees shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. An employee serving as a juror or subpoenaed witness shall be paid his/her full contract salary.

#### **V.07 MILITARY LEAVE**

Support employees that are either officers, or enlisted members of the Army Reserve Corps, the Navy, the Marine Corps, the Coast Guard, or any other component of the Armed Forces of the United States, including the National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from their employment for the period of such active service without loss of status, or efficiency rating, and without loss of pay during the first thirty (30) days of such leave of absence.

#### **V.08 MATERNITY LEAVE**

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

### **VI. FRINGE BENEFITS**

#### **VI.02 SICK LEAVE REIMBURSEMENT**

Reimbursement for accumulated sick leave shall be provided for all support employees eligible for sick leave upon retirement or death of employee, or eligibility for retirement (55 years old). Eligible support employees shall be provided reimbursement of ***Forty-five dollars (\$45.00)*** for each day of accumulated sick leave. Support employees or his/her executor shall apply in writing to the Superintendent or designee for reimbursement of accumulated sick leave within thirty (30) days following the termination of employment. For purposes of sick leave reimbursement only, sick leave days during the current year shall be prorated per month of employment.

### **VI.03 UNIFORM/CLOTHING ALLOWANCE**

If a specific type of clothing is required of a support employee, the district shall provide such uniforms and the upkeep thereof. The district shall provide back support belts to those employees who are expected to do lifting.

### **VI.04 HOLIDAYS**

Each employee will have twelve (12) designated paid holidays per year, if the holiday falls within the employee's contract year. The designated holidays are as follows:

1. New Year's Day, January 1<sup>st</sup>
2. Thursday of Spring Break Week
3. Friday of Spring Break Week
4. Memorial Day, Last Monday in May
5. Independence Day, July 4<sup>th</sup>
6. Labor Day, First Monday in September
7. Thanksgiving Day, Fourth Thursday in November
8. Friday following Thanksgiving Day
9. December 23
10. Christmas Eve, December 24
11. Christmas Day, December 25
12. New Year's Eve, December 31

An official holiday that falls on a Saturday shall be observed on the preceding Friday, or if on a Sunday, it shall be observed on the following Monday. Official holidays that occur when classes are in session will be observed on a schedule developed by the immediate supervisor.

### **VI.05 VACATION**

- A. Each support employee that is a twelve (12) month employee who is employed on or after July 1<sup>st</sup> and is continuously employed through the next June 30<sup>th</sup> shall be eligible for vacation time according to the following schedule.

Employment date:

- July 1st - July 31st 10 days
- August 1st - August 31st 9 days
- September 1st - September 30th 8 days
- October 1st - October 31st 7 days
- November 1st - November 30th 6 days
- December 1st - December 31st 5 days
- January 1st - January 31st 4 days
- February 1st - February 28th/29th 3 days
- March 1st - March 31st 2 days
- April 1st - April 30th 1 day
- May - June 0 day

- B. Any person who is employed on or after July 1<sup>st</sup> and resigns before the next June 30<sup>th</sup>

is not eligible for vacation time.

- C. If a support employee has worked in the district in a less than twelve (12) month position, but worked at least six (6) hours a day, and 172 days in a school year, they will receive credit for their years of service for vacation time only by the following calculation: Multiply the months worked by the years worked, divide by twelve (12). This will determine the total years that will apply to their eligible vacation time.
- D. The annual vacation period shall be from July 1<sup>st</sup> to the following June 30<sup>th</sup>.  
Vacation time may be earned as follows:
  - 1. Years 1 through 5 years 10 work days vacation
  - 2. Years 6 through 10 years 13 work days vacation
  - 3. Years 11 through 15 years 15 work days vacation
  - 4. Years 16 and above 20 work days vacation
- E. Upon retirement, unused earned vacation time may accumulate to a maximum of thirty (30) days. If not used, the vacation time will be paid upon retirement as follows:
  - First ten (10) days 25% of regular pay
  - Second ten (10) days 35% of regular pay
  - Third ten (10) days 50% of regular pay
- F. Allow families of employees who die to be paid 100% of their vacation time retroactive to July 1, 2011.

#### **VI.06 BREAK TIME**

Support employees working over three (3) hours and under five (5) hours per day shall get a fifteen (15) minute break.

Employees working five (5) to eight (8) hours per day shall get two (2) fifteen (15) minute breaks per day.

This break time may be adjusted at each school or department as long as each support employee receives their allotted break time.

#### **VI.07 INSURANCE PROGRAM**

**VI.07.01 HEALTH INSURANCE/ADDITIONAL COMPENSATION** For each “eligible employee”, as such words are more fully defined hereinafter, the School District shall pay to the eligible employee the sum of \$153.41, as and for additional compensation, each pay period for such eligible employee. As used in this section 6.07, the words “eligible employee” shall be deemed to include only the following:

- A. Each employee who was at all times during the school term of the 2003-2004 school year employed full time by the School District under either a regular or duration of need contract who has not been employed elsewhere since the end of the school term during the 2003-2004 school year and who was entitled and actually receiving during the 2003-2004 school year a like payment of \$153.41 each pay period as additional compensation; and
- B. Each employee who was employed on a full time basis by the School District at all times during the 2002-2003 school year prior to May of 2003, who lost such employment during May

of 2003 by reason of reduction in force, who has since been re-employed by the School District in keeping with School Board policy and who has at all times since their reinstatement been employed by the School District.

No employee of the School District, other than those specifically included in the definition of "eligible employee" set forth above, shall be entitled to a like payment of \$153.41.

No employee shall be required to write a postdated check to cover any summer deductions from the paycheck.

Employee and family health coverage shall begin at 12:01 a.m. of the first day of the month following election to employment by the Board of Education and employment has actually begun.

Health Insurance coverage for an employee who becomes disabled and cannot return to work shall be terminated on the last day of the month with the termination date being fixed 180 days after the last day an employee is paid salary benefits.

#### **VI.07.02 DENTAL & VISION**

The School District shall contribute the dental and vision for each eligible employee.

#### **VI.07.03 FLEX BENEFIT**

For the fiscal year ending June 30, 2005 and each fiscal year thereafter, the flexible benefit allowance amount for support personnel shall be no less than one hundred percent (100%) of the premium amount for the Health Choice Hi-Option plan for an individual offered by the State and Education Employees Group Insurance Board.

Support personnel who choose not to participate in the Health Insurance Plan shall receive One Hundred Eighty-Nine Dollars and sixty-nine cents (\$189.69) per month as taxable compensation in lieu of the flexible benefit allowance.

#### **VI.07.04 SUPPLEMENTAL LIFE INSURANCE**

*See the District Insurance Coordinator*

#### **VI.07.05 DEPENDENT GROUP LIFE INSURANCE**

*See the District Insurance Coordinator*

#### **VI.08 WORKERS' COMPENSATION**

The Duncan School District shall maintain Workers' Compensation coverage on all support employees.

1. Claims should be submitted within 24 hours of injury to Central Office.
2. For injuries on or after 2-1-14, there is a 3-day waiting period for TTD.
3. Statute of time to file a claim is 1 year on most claims
4. Injured workers are allowed the opportunity to supplement their workers'

5. compensation benefits by using a pro-rated portion of their accrued sick/annual leave time.
6. If an assault on a teacher, administrator, or other school employee results in injuries sustained in the reasonable performance of duties from assault by a pupil, relative of a pupil or person of the pupil's household, or is injured as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity and loss of work time, the employee shall be paid in full for such lost time. Such paid absence shall not be deducted from sick leave or personal days to which the employee is entitled and shall not exceed the term of the employee's current contract. In return for compensation, the employee shall assign to the district the right to file suit against the person(s) who assaulted the employee, or their legal guardian(s), for reimbursement of payments made to the employee.

**NOTE:** At the time of the injury, if the employee is unable to take him/herself to the doctor, arrangements shall be made by the immediate administrator as to who will transport the employee. The transporting employee shall suffer no loss in pay or leave benefits.

#### **VI.09 UNEMPLOYMENT COMPENSATION**

The Duncan School District shall maintain unemployment compensation coverage for all support employees.

#### **VI.10 WELLNESS DAY**

A wellness day may be granted for employees who meet the criteria below. No sick leave used from July 1st - December 31st = 1 day off from January 1st - June 30th. No sick leave used from January 1st - June 30th = 1 day off from July 1st - December 31st.

- Wellness days shall not be carried over; day must be used in designated time frame or it is lost.
- Wellness day shall be taken in full day increment.
- Wellness day shall not be taken during the first full week of school or the first week returning from winter break.
- Wellness day shall not be taken the last two weeks of school.
- The person requesting a wellness day will submit the request in writing to his or her principal or supervisor at least three (3) days prior to the absence. In case of an emergency, the support employee taking the wellness day will notify his or her principal/supervisor as soon as possible and then file a written request within forty-eight (48) hours after the support employee returns to work.
- Exceptions may be granted at the principal's/supervisor's discretion.
- Substitutes will not be employed for support employee's, except for special needs teachers' assistants.

#### **VII. COMPENSATION**

- A. All provisions of the 2017-2018 Negotiated Contract shall, upon ratification, be retroactive from July 1, 2017. The negotiated agreement and pay scale shall remain in full force and effect and bind the parties until replaced by a subsequent negotiated agreement.
- B. Each support employee shall receive his/her warrants on the 27<sup>th</sup> day of the month. When

payday falls on or during a school holiday, all employees will receive their warrants on the last working day before the holiday.

- C. No employee shall make less per hour than what the employee made in 2016-2017 for the same hours worked in the same assignment.
- D. Support employee pay raises were authorized in House Bill 1026xx (2018) Legislature. Duncan Public Schools will implement the pay raises as follows. The raise of \$1,250.00 will be added to the annual contract amount for every full time support employee employed by the district during the 2017-2018 school year and continued employment with the district for the 2018-2019 school year. Any employee working two (2) jobs in the same classification shall receive the higher paid salary.

Anyone hired prior to the end of December shall receive one full year in of service when they return to work the following year but must have completed the year as defined by the specific support position contract.

#### **VII.01 MANDATORY PHYSICAL**

If a support employee's job classification requires the employee to have a physical, the cost of such physical will be paid by the Board of Education.

#### **VII.02 PAYROLL DEDUCTIONS**

In addition to those deductions required by state and federal law, each support employee may, upon written authorization, initiate the following payroll deductions:

1. Health/Dental/Vision Premiums
2. Annuity Contributions
3. Professional Dues (DESA/OEA)

#### **VII.03 TRAVEL REIMBURSEMENT**

Monthly reimbursement will be made to employees for the use of their personal vehicles for the purpose of carrying out required duties as approved in writing by the Superintendent prior to the use of the vehicle. Reimbursement will be made at the established rate outlined by the Board of Education.

#### **VII.04 MANDATORY MEETINGS**

Meetings which are required and authorized by the Superintendent or designee which exceed the contractual requirements of the employee's workday and work year shall be compensated at the employee's regular rate of pay.

#### **VLL.05 PASSES FOR SCHOOL EVENTS**

Passes will be made available to all support employees for all local school events. The pass will admit the support employee and his/her spouse and will be non-transferable.

#### **VII.06 SIGNING OF CONTRACT**

Each support employee shall sign a contract within ninety (90) days after ratification of the negotiated agreement. The following shall be listed on all contracts: number of workdays, hours

per day and year, and rate of pay per hour.

#### **VII.07 REIMBURSEMENT FOR CDL LICENSE**

The Board agrees to pay the cost of the Commercial Driver's License that is required for bus drivers or anyone else that is required by the district to have a Commercial Driver's License. The person will be reimbursed following presentation of documented costs and purchase requests after the next available Board meeting.

#### **VII.08 DRUG & ALCOHOL TESTING-SCHEDULING & COST**

Drug and/or alcohol testing required by the district shall occur before, during or immediately after the regular work period of current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

#### **VII.09 BACKGROUND CHECK**

The cost of a Background check will be paid by the District.

#### **VII.10 SELF-CONTAINED PARAPROFESSIONALS**

The Duncan Public School District agrees to pay an extra duty stipend in the amount of \$500 each contracted school year to Para Professionals who are in what is considered to be self-contained classrooms.

### **VIII. TRANSPORTATION**

#### **VIII.01 ACTIVITY TRIPS**

Activity trips shall be compensated at the current rate of \$11.60 per hour or the driver's current salary, whichever is greater.

On the first day of school a sign-up roster will be posted for all full-time drivers to indicate an interest in driving activity trips. This roster will remain posted for the school year allowing any driver to add or remove his/her name from the roster at any time.

In making activity trip assignments, the approved trip will be posted for twenty-four (24) hours, if possible. Drivers wishing to apply to drive for this trip should sign the trip posting. The Transportation Director/Transportation Supervisor will make every effort to assure all drivers are given equal driving time and equal money earned.

Bus Drivers/Monitors will be evaluated annually with a Board approved evaluation instrument.

**Copy of evaluation form is on Duncan Public Schools website.**

Expenses will be reimbursed on the following basis: Meals will be reimbursed at the Board of Education approved rate of up to \$35.00 per day in state and \$50.00 per day out of state.

Hotel cost if applicable, plus up to three meals per day will be paid for all overnight trips. Down time will be compensated at the rate of \$8.50 per hour. (Reimbursements will be made upon documentation by the driver of meals eaten.)

Drivers hired for a day activity trip will be compensated at the full rate of \$12.75 per hour from beginning of the trip to its conclusion.

Any driver required to show up for an activity trip, and then is not required to make the trip shall be paid one hour of wages for show-up time.

As approved by the Director of Transportation, coaches and/or teachers who are properly certified may be permitted to drive activity trip or shuttle runs at no pay.

A monthly total of driver's earnings and driving time for extra activity trips will be given to the individual driver upon request.

### **VIII.02 BUS MONITOR/BUS DRIVER**

Bus monitors who substitute as licensed certified bus drivers with CDL will be paid the currently approved bus driver's wage. If the monitor assumes a permanent driver position, they will enter driver's seniority roster at the date they meet license and certification requirements. The pay will be at the currently approved bus driver's rate. A bus driver is considered a full-time driver if he/she has a regular route and is in a 182 days position. All substitute drivers will be paid on the (0) zero year pay scales. When any support is required to drive a bus, they shall be paid bus driver pay on 0 years on the pay scale for those hours.

## **IX PROCEDURAL AGREEMENT**

### **1. PURPOSE**

The Board of Education of the Duncan Public Schools and the Duncan Educational Support Association recognize the need for an orderly process of communication of administering employer/employee relations, which conform to Oklahoma Statutes, Title 70 0.5.509.1 et seq.

### **2. RECOGNITION**

- A. This agreement is made and entered into by and between the Duncan Educational Support Association hereinafter termed DESA and the Board of Education of the Duncan Public Schools, hereinafter termed the Board.
- B. The Board hereby recognizes DESA as the exclusive representative for the bargaining unit consisting of all support personnel, of the Duncan Public Schools. The Board agrees not to bargain with any individual member of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit will negotiate with the Board except through their duly recognized bargaining representative.
- C. The Board and/or DESA will not discriminate against any person regardless of membership or non-membership in DESA or for participation or nonparticipation in any phase of the bargaining process.

### **3. SCOPE OF BARGAINING**

- A. The Board and DESA agree to negotiate in good faith on wages, hours, fringe benefits, and

other terms and conditions of employment.

- B. The Board retains and reserves unto itself, without limitation, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules, and regulations which are consistent with the Negotiated Agreement.
- C. The Board and DESA agree that no negotiations will occur on any duty reserved to the Board by statute or court order.
- D. Negotiations may occur on areas or items outside the scope of wages, hours, fringe benefits, and other terms and conditions of employment upon mutual agreement of the parties.

#### **4. NEGOTIATIONS PROCEDURES**

1. The Board and DESA will each designate in writing the name of not more than five (5) persons who will serve as their respective representative for negotiations pursuant to the provisions of this agreement. Each party will also designate the person on its team who will serve as spokesperson. Alternates may be designated; however, alternates will attend meetings only when serving in the place of a regular team member or by mutual agreement of the parties.
2. On or before May 30 of each ensuing year, either DESA or the Board will submit a written request to the other party for negotiations to commence for that year. If no such request is made, negotiations will not take place for the ensuing year.
3. The first negotiations session will occur on a mutually agreeable date no later than thirty (30) days after the written request is presented, unless both parties mutually agree upon another date.
4. Both parties will present proposals for negotiations prior to first session. Either party may request in writing prior to the first session, a list of items and rationale for informational purposes. Additional proposals to cover unforeseen situations may be submitted after the first session by mutual agreement.
5. Negotiations may be opened at any time during the school year by mutual agreement.
6. For the current contract year, the Board and DESA agree to reopen negotiations if the legislature provides additional funds for health insurance or other compensation prior to the end of the contract year. The Board and Association also agree to reopen negotiations as soon as possible after the receipt of the final state aid statement to consider additional compensation, or benefits if additional funds are available.
7. The Board and the DESA agree to have the option to reopen negotiations after January 1, each school year,
8. Negotiations will be conducted between the representatives of the parties and only in regular negotiations sessions at the times, dates, and places mutually agreed upon by the parties. Scheduling of subsequent sessions will be made prior to the close of each current negotiation session. Such scheduling will reflect times and places mutually acceptable to the spokespersons of the respective parties.
  - a. Other meeting ground rules will be set by mutual agreement at the table.
  - b. During meetings, each party is free to caucus at any time.
9. Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to

ratification by the Board and the DESA.

10. When tentative agreement is reached on any item, it will be reduced to writing and signed and dated by the spokesperson of each party. When a tentative agreement is reached on all items, the package of agreements will be submitted first to the members for ratification and then to the board for ratification.

## 5. IMPASSE

- A. If negotiations are not successfully concluded by the first day of school, an impasse will exist. At an earlier time following its initial negotiation, either party may declare an impasse, or by mutual agreement by both parties, the date declaring impasse may be extended beyond the first day of school.
- B. Within two (2) days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.
- C. If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items will be submitted to fact finding as follows:
  - a. A fact-finding committee consisting of three members will be formed. DESA will select one member and the Board will select one member, within five (5) days of the declaration of impasse or the conclusion of an unsuccessful mediation. These two members will notify the State Superintendent of Public Instruction that a factfinder is needed. The State Superintendent of Public Instruction (or designee) will provide a list of five (5) potential factfinders to the parties. If the representative of the Board and the representative of DESA cannot agree upon a name, then there will be a coin toss. The winner of the toss will decide whether to strike a name first or to have the loser of the toss strike a name first from the list. The two representatives will then continue alternately striking a name from the list until only one name remains. That person will then be named to serve as chairperson of the fact-finding committee.
  - b. Within five (5) days after the selection of the chairperson, the representatives of the parties will meet to exchange written language of each item at impasse. The exchanged documents will be furnished to the chairperson and other members of the committee. Each item being submitted to fact-finding will show the past position taken by each negotiating team.
  - c. The cost for the services of the fact-finding committee, including the per diem expenses, if any, and actual and necessary travel expenses will be shared in the following manner. The Board will assume the expenses of the representative selected by the Board, DESA will assume the expenses of the representative selected by DESA, and the expenses of the third member will be shared equally by the Board and DESA.
  - d. The fact-finding committee will have the authority to establish procedural rules, conduct investigations, and hold hearings during which each party to the dispute will be given the opportunity to present its case with supporting evidence.

- e. The chairperson will convene the committee for fact finding. The committee will meet with representatives of both parties and within twenty (20) days after the fact-finding hearing, will present its written recommendations to the Board and DESA. The report will set forth findings of fact and recommendations on the issues submitted.
  - f. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and DESA. The parties will meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties will exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and will attempt to clarify any remaining differences. The representatives will then resume a good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of written statements as provided for by this action, either party may discontinue such effort.
  - g. The local board will file a copy of the fact-finding report with the office of the State superintendent of Public Instruction. If the effort to resolve differences is successful, the parties will draft a written agreement and present the agreement of both parties for ratification, and such agreement will also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education will forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.
- D. The procedure provided herein for resolving impasses will be the exclusive recourse of DESA. It will be illegal for Desa to strike or threaten to strike as a means of resolving differences with the board. Any member of DESA engaging in a strike will be denied the full amount of his wages during the period of such violation. If DESA or its members engage in a strike, then DESA will cease to be recognized as representative of the unit and the school district will be relieved of the duty to negotiate with such organization or its representatives, as prescribed and outlined in Oklahoma Statutes 70.509.8.

## **6. SAVINGS CLAUSE**

- A. The board and DESA agree to abide by all applicable statutes, rules and regulations, and decisions of courts of competent jurisdiction. Should any parts of this agreement be affected or declared illegal by Oklahoma statutes, court of appeals, or the attorney general, said part will be automatically deleted from this agreement to the extent that it is affected or violates the law.
- B. The remaining provision will remain in full force and effect for the duration of the agreement. Negotiation will commence within thirty(30) days of the election for the purpose of arriving at a legally permissible replacement of the deleted part.

## **7. DURATION OF AGREEMENT**

This agreement will become effective upon ratification by the board and DESA. The agreement will be effective for the period of one year and will be renewed automatically without modification unless the parties agree on an amendment. Notice will be given in writing, between January 1 and February 28 of any year, by either party that the party desires to modify, amend, or terminate this agreement.

In the event that DESA disbands or otherwise ceases to be the recognized bargaining agent, this agreement will be null and void on the date of such disbanding or cessation of representation.

Adopted on the 14<sup>th</sup> day of October, 2005.

  
\_\_\_\_\_  
President of the Board of Education

  
\_\_\_\_\_  
President of the Association

**Assistants Pay Scale 2025-2026**

Years	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8
0	\$12.00	\$12.25	\$12.45	\$13.75	\$17.75	\$23.65	\$27.80
1	\$12.20	\$12.45	\$12.65	\$13.95	\$17.95	\$23.85	\$28.00
2	\$12.40	\$12.65	\$12.85	\$14.15	\$18.15	\$24.05	\$28.20
3	\$12.60	\$12.85	\$13.05	\$14.35	\$18.35	\$24.25	\$28.40
4	\$12.80	\$13.05	\$13.25	\$14.55	\$18.55	\$24.45	\$28.60
5	\$13.00	\$13.25	\$13.45	\$14.75	\$18.75	\$24.65	\$28.80
6	\$13.20	\$13.45	\$13.65	\$14.95	\$18.95	\$24.85	\$29.00
7	\$13.40	\$13.65	\$13.85	\$15.15	\$19.15	\$25.05	\$29.20
8	\$13.60	\$13.85	\$14.05	\$15.35	\$19.35	\$25.25	\$29.40
9	\$13.80	\$14.05	\$14.25	\$15.55	\$19.55	\$25.45	\$29.60
10	\$14.00	\$14.25	\$14.45	\$15.75	\$19.75	\$25.65	\$29.80
11	\$14.20	\$14.45	\$14.65	\$15.95	\$19.95	\$25.85	\$30.00
12	\$14.40	\$14.65	\$14.85	\$16.15	\$20.15	\$26.05	\$30.20
13	\$14.60	\$14.85	\$15.05	\$16.35	\$20.35	\$26.25	\$30.40
14	\$14.80	\$15.05	\$15.25	\$16.55	\$20.55	\$26.45	\$30.60
15	\$15.00	\$15.25	\$15.45	\$16.75	\$20.75	\$26.65	\$30.80
16	\$15.20	\$15.45	\$15.65	\$16.95	\$20.95	\$26.85	\$31.00
17	\$15.40	\$15.65	\$15.85	\$17.15	\$21.15	\$27.05	\$31.20
18	\$15.60	\$15.85	\$16.05	\$17.35	\$21.35	\$27.25	\$31.40
19	\$15.80	\$16.05	\$16.25	\$17.55	\$21.55	\$27.45	\$31.60
20	\$16.00	\$16.25	\$16.45	\$17.75	\$21.75	\$27.65	\$31.80
21	\$16.20	\$16.45	\$16.65	\$17.95	\$21.95	\$27.85	\$32.00
22	\$16.40	\$16.65	\$16.85	\$18.15	\$22.15	\$28.05	\$32.20
23	\$16.60	\$16.85	\$17.05	\$18.35	\$22.35	\$28.25	\$32.40
24	\$16.80	\$17.05	\$17.25	\$18.55	\$22.55	\$28.45	\$32.60
25	\$17.00	\$17.25	\$17.45	\$18.75	\$22.75	\$28.65	\$32.80
26	\$17.20	\$17.45	\$17.65	\$18.95	\$22.95	\$28.85	\$33.00
27	\$17.40	\$17.65	\$17.85	\$19.15	\$23.15	\$29.05	\$33.20
28	\$17.60	\$17.85	\$18.05	\$19.35	\$23.35	\$29.25	\$33.40
29	\$17.80	\$18.05	\$18.25	\$19.55	\$23.55	\$29.45	\$33.60
30	\$18.00	\$18.25	\$18.45	\$19.75	\$23.75	\$29.65	\$33.80
31	\$18.20	\$18.45	\$18.65	\$19.95	\$23.95	\$29.85	\$34.00
32	\$18.40	\$18.65	\$18.85	\$20.15	\$24.15	\$30.05	\$34.20
33	\$18.60	\$18.85	\$19.05	\$20.35	\$24.35	\$30.25	\$34.40
34	\$18.80	\$19.05	\$19.25	\$20.55	\$24.55	\$30.45	\$34.60
35	\$19.00	\$19.25	\$19.45	\$20.75	\$24.75	\$30.65	\$34.80
36	\$19.20	\$19.45	\$19.65	\$20.95	\$24.95	\$30.85	\$35.00

**Class 2** - Assistant with NCLB Highly Qualified. Office, Library & Regular Classroom Assistant

**Class 3** - Assistant without NCLB Highly Qualified in Special Education Classroom (including Personal Care Assistant)

**Class 4** - Assistant with NCLB Highly Qualified in Special Education Classroom (including Personal Care Assistant), ISI Teacher Assistant, ISD Teacher Assistant, Bilingual Teacher Assistant

**Class 5** - Special Services Assistant with Bachelor's Degree in Related Field of Service

**Class 6** - Special Services Assistant with Deaf Ed. or Blind Ed. Certification, Bachelors Degree or Demonstrated Deaf Ed. Interpretation Competencies, National Intervener Credential, Para to Teacher Track (24hrs completed+proof of enrollment for current semester

**Class 7** - Speech Language Assistant (Oklahoma Speech Language Pathology Assistant License)

**Class 8** - Speech Language Assistant (Oklahoma Speech Language Pathology Assistant License with 2+ years Experience)

(2012-2013 - \$ 0.30/hour negotiated) (2013-2014 - \$0.50/hour negotiated) (2014-2015 - \$ 0.30/hour negotiated)

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

Any employee that is bilingual will receive an additional \$.20/hr

### Cafeteria Pay Scale 2025-2026

Years	Class 2	Class 3	Class 4	Class 5
0	\$12.15	\$12.55	\$12.90	\$14.40
1	\$12.35	\$12.75	\$13.10	\$14.60
2	\$12.55	\$12.95	\$13.30	\$14.80
3	\$12.75	\$13.15	\$13.50	\$15.00
4	\$12.95	\$13.35	\$13.70	\$15.20
5	\$13.15	\$13.55	\$13.90	\$15.40
6	\$13.35	\$13.75	\$14.10	\$15.60
7	\$13.55	\$13.95	\$14.30	\$15.80
8	\$13.75	\$14.15	\$14.50	\$16.00
9	\$13.95	\$14.35	\$14.70	\$16.20
10	\$14.15	\$14.55	\$14.90	\$16.40
11	\$14.35	\$14.75	\$15.10	\$16.60
12	\$14.55	\$14.95	\$15.30	\$16.80
13	\$14.75	\$15.15	\$15.50	\$17.00
14	\$14.95	\$15.35	\$15.70	\$17.20
15	\$15.15	\$15.55	\$15.90	\$17.40
16	\$15.35	\$15.75	\$16.10	\$17.60
17	\$15.55	\$15.95	\$16.30	\$17.80
18	\$15.75	\$16.15	\$16.50	\$18.00
19	\$15.95	\$16.35	\$16.70	\$18.20
20	\$16.15	\$16.55	\$16.90	\$18.40
21	\$16.35	\$16.75	\$17.10	\$18.60
22	\$16.55	\$16.95	\$17.30	\$18.80
23	\$16.75	\$17.15	\$17.50	\$19.00
24	\$16.95	\$17.35	\$17.70	\$19.20
25	\$17.15	\$17.55	\$17.90	\$19.40
26	\$17.35	\$17.75	\$18.10	\$19.60
27	\$17.55	\$17.95	\$18.30	\$19.80
28	\$17.75	\$18.15	\$18.50	\$20.00
29	\$17.95	\$18.35	\$18.70	\$20.20
30	\$18.15	\$18.55	\$18.90	\$20.40
31	\$18.35	\$18.75	\$19.10	\$20.60
32	\$18.55	\$18.95	\$19.30	\$20.80
33	\$18.75	\$19.15	\$19.50	\$21.00
34	\$18.95	\$19.35	\$19.70	\$21.20
35	\$19.15	\$19.55	\$19.90	\$21.40
36	\$19.35	\$19.75	\$20.10	\$21.60

**Class 2** - Server/Helper & Cashier/Helper  
**Class 3** - Cook, Baker, Truck Driver/Helper  
**Class 4** - Manager  
**Class 5** - Assistant Director

**SNA Certification**

Level 1 = \$.10 an hour add on  
 Level 2 = \$.10 an hour add on  
 Level 3 = \$.10 an hour add on  
 Level 4 = \$.10 an hour add on

ALL CNP EMPLOYEES WILL RECEIVE THREE (3) FOUR (4) HOUR DAYS (Paid) FOR IN SERVICE TRAINING.

(2012-2013 \$0.30/hour negotiated) (2013-2014 \$0.50/hour negotiated)  
 (2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on  
 All employees maxed out on the pay scale shall get the step raise.  
 Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Clerical Pay Scale 2025-2026

Years	Class 2	Class 3	Class 4	Class 5	Class 6
0	\$12.00	\$12.15	\$12.30	\$12.75	\$13.75
1	\$12.20	\$12.35	\$12.50	\$12.95	\$13.95
2	\$12.40	\$12.55	\$12.70	\$13.15	\$14.15
3	\$12.60	\$12.75	\$12.90	\$13.35	\$14.35
4	\$12.80	\$12.95	\$13.10	\$13.55	\$14.55
5	\$13.00	\$13.15	\$13.30	\$13.75	\$14.75
6	\$13.20	\$13.35	\$13.50	\$13.95	\$14.95
7	\$13.40	\$13.55	\$13.70	\$14.15	\$15.15
8	\$13.60	\$13.75	\$13.90	\$14.35	\$15.35
9	\$13.80	\$13.95	\$14.10	\$14.55	\$15.55
10	\$14.00	\$14.15	\$14.30	\$14.75	\$15.75
11	\$14.20	\$14.35	\$14.50	\$14.95	\$15.95
12	\$14.40	\$14.55	\$14.70	\$15.15	\$16.15
13	\$14.60	\$14.75	\$14.90	\$15.35	\$16.35
14	\$14.80	\$14.95	\$15.10	\$15.55	\$16.55
15	\$15.00	\$15.15	\$15.30	\$15.75	\$16.75
16	\$15.20	\$15.35	\$15.50	\$15.95	\$16.95
17	\$15.40	\$15.55	\$15.70	\$16.15	\$17.15
18	\$15.60	\$15.75	\$15.90	\$16.35	\$17.35
19	\$15.80	\$15.95	\$16.10	\$16.55	\$17.55
20	\$16.00	\$16.15	\$16.30	\$16.75	\$17.75
21	\$16.20	\$16.35	\$16.50	\$16.95	\$17.95
22	\$16.40	\$16.55	\$16.70	\$17.15	\$18.15
23	\$16.60	\$16.75	\$16.90	\$17.35	\$18.35
24	\$16.80	\$16.95	\$17.10	\$17.55	\$18.55
25	\$17.00	\$17.15	\$17.30	\$17.75	\$18.75
26	\$17.20	\$17.35	\$17.50	\$17.95	\$18.95
27	\$17.40	\$17.55	\$17.70	\$18.15	\$19.15
28	\$17.60	\$17.75	\$17.90	\$18.35	\$19.35
29	\$17.80	\$17.95	\$18.10	\$18.55	\$19.55
30	\$18.00	\$18.15	\$18.30	\$18.75	\$19.75
31	\$18.20	\$18.35	\$18.50	\$18.95	\$19.95
32	\$18.40	\$18.55	\$18.70	\$19.15	\$20.15
33	\$18.60	\$18.75	\$18.90	\$19.35	\$20.35
34	\$18.80	\$18.95	\$19.10	\$19.55	\$20.55
35	\$19.00	\$19.15	\$19.30	\$19.75	\$20.75
36	\$19.20	\$19.35	\$19.50	\$19.95	\$20.95

**Class 2** - Elementary Clerk, Secondary Clerk, Attendance, CO Receptionist

**Class 3** - Elementary Financial, Secondary Financial, Athletic Clerk, Athletic Financial Clerk, DMS & Edge Registrar, Central Office Financial Clerk

**Class 4** - Child Nutrition, Admin. Asst., DHS Registrar, Media Tech., Special Services

**Class 5** - Assistant Encumbrance, Assistant Activity Fund, Asst. Superintendent, Asst District Registrar, Maintenance, Transportation

**Class 6** - District Registrar

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on (2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0/30/hour negotiated)

Any clerk with a Bachelor's degree will receive an additional \$.40/hour

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

Any employee that is bilingual will receive an additional \$.20/hr

### Crosswalk Assistant Pay Scale 2025-2026

Years	Class 1
0	\$14.75
1	\$14.95
2	\$15.15
3	\$15.35
4	\$15.55
5	\$15.75
6	\$15.95
7	\$16.15
8	\$16.35
9	\$16.55
10	\$16.75
11	\$16.95
12	\$17.15
13	\$17.35
14	\$17.55
15	\$17.75
16	\$17.95
17	\$18.15
18	\$18.35
19	\$18.55
20	\$18.75
21	\$18.95
22	\$19.15
23	\$19.35
24	\$19.55
25	\$19.75
26	\$19.95
27	\$20.15
28	\$20.35
29	\$20.55
30	\$20.75
31	\$20.95
32	\$21.15
33	\$21.35
34	\$21.55
35	\$21.75
36	\$21.95

(2012-2013 \$0.30/hr negotiated)(2013-2014 \$0.50/hr negotiated)(2014-2015 \$0.30/hr negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Custodial Pay Scale 2025-2026

Years	Class 1	Class 2	Class 3
0	\$12.00	\$12.15	\$12.30
1	\$12.20	\$12.35	\$12.50
2	\$12.40	\$12.55	\$12.70
3	\$12.60	\$12.75	\$12.90
4	\$12.80	\$12.95	\$13.10
5	\$13.00	\$13.15	\$13.30
6	\$13.20	\$13.35	\$13.50
7	\$13.40	\$13.55	\$13.70
8	\$13.60	\$13.75	\$13.90
9	\$13.80	\$13.95	\$14.10
10	\$14.00	\$14.15	\$14.30
11	\$14.20	\$14.35	\$14.50
12	\$14.40	\$14.55	\$14.70
13	\$14.60	\$14.75	\$14.90
14	\$14.80	\$14.95	\$15.10
15	\$15.00	\$15.15	\$15.30
16	\$15.20	\$15.35	\$15.50
17	\$15.40	\$15.55	\$15.70
18	\$15.60	\$15.75	\$15.90
19	\$15.80	\$15.95	\$16.10
20	\$16.00	\$16.15	\$16.30
21	\$16.20	\$16.35	\$16.50
22	\$16.40	\$16.55	\$16.70
23	\$16.60	\$16.75	\$16.90
24	\$16.80	\$16.95	\$17.10
25	\$17.00	\$17.15	\$17.30
26	\$17.20	\$17.35	\$17.50
27	\$17.40	\$17.55	\$17.70
28	\$17.60	\$17.75	\$17.90
29	\$17.80	\$17.95	\$18.10
30	\$18.00	\$18.15	\$18.30
31	\$18.20	\$18.35	\$18.50
32	\$18.40	\$18.55	\$18.70
33	\$18.60	\$18.75	\$18.90
34	\$18.80	\$18.95	\$19.10
35	\$19.00	\$19.15	\$19.30
36	\$19.20	\$19.35	\$19.50

**Class 1** - Custodian  
**Class 2** - Elementary Head  
**Class 3** - Secondary Head

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Maintenance Pay Scale 2025-2026

Years	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
0	\$12.25	\$12.75	\$14.05	\$15.75	\$18.95	\$23.25	\$26.95
1	\$12.45	\$12.95	\$14.25	\$15.95	\$19.15	\$23.45	\$27.15
2	\$12.65	\$13.15	\$14.45	\$16.15	\$19.35	\$23.65	\$27.35
3	\$12.85	\$13.35	\$14.65	\$16.35	\$19.55	\$23.85	\$27.55
4	\$13.05	\$13.55	\$14.85	\$16.55	\$19.75	\$24.05	\$27.75
5	\$13.25	\$13.75	\$15.05	\$16.75	\$19.95	\$24.25	\$27.95
6	\$13.45	\$13.95	\$15.25	\$16.95	\$20.15	\$24.45	\$28.15
7	\$13.65	\$14.15	\$15.45	\$17.15	\$20.35	\$24.65	\$28.35
8	\$13.85	\$14.35	\$15.65	\$17.35	\$20.55	\$24.85	\$28.55
9	\$14.05	\$14.55	\$15.85	\$17.55	\$20.75	\$25.05	\$28.75
10	\$14.25	\$14.75	\$16.05	\$17.75	\$20.95	\$25.25	\$28.95
11	\$14.45	\$14.95	\$16.25	\$17.95	\$21.15	\$25.45	\$29.15
12	\$14.65	\$15.15	\$16.45	\$18.15	\$21.35	\$25.65	\$29.35
13	\$14.85	\$15.35	\$16.65	\$18.35	\$21.55	\$25.85	\$29.55
14	\$15.05	\$15.55	\$16.85	\$18.55	\$21.75	\$26.05	\$29.75
15	\$15.25	\$15.75	\$17.05	\$18.75	\$21.95	\$26.25	\$29.95
16	\$15.45	\$15.95	\$17.25	\$18.95	\$22.15	\$26.45	\$30.15
17	\$15.65	\$16.15	\$17.45	\$19.15	\$22.35	\$26.65	\$30.35
18	\$15.85	\$16.35	\$17.65	\$19.35	\$22.55	\$26.85	\$30.55
19	\$16.05	\$16.55	\$17.85	\$19.55	\$22.75	\$27.05	\$30.75
20	\$16.25	\$16.75	\$18.05	\$19.75	\$22.95	\$27.25	\$30.95
21	\$16.45	\$16.95	\$18.25	\$19.95	\$23.15	\$27.45	\$31.15
22	\$16.65	\$17.15	\$18.45	\$20.15	\$23.35	\$27.65	\$31.35
23	\$16.85	\$17.35	\$18.65	\$20.35	\$23.55	\$27.85	\$31.55
24	\$17.05	\$17.55	\$18.85	\$20.55	\$23.75	\$28.05	\$31.75
25	\$17.25	\$17.75	\$19.05	\$20.75	\$23.95	\$28.25	\$31.95
26	\$17.45	\$17.95	\$19.25	\$20.95	\$24.15	\$28.45	\$32.15
27	\$17.65	\$18.15	\$19.45	\$21.15	\$24.35	\$28.65	\$32.35
28	\$17.85	\$18.35	\$19.65	\$21.35	\$24.55	\$28.85	\$32.55
29	\$18.05	\$18.55	\$19.85	\$21.55	\$24.75	\$29.05	\$32.75
30	\$18.25	\$18.75	\$20.05	\$21.75	\$24.95	\$29.25	\$32.95
31	\$18.45	\$18.95	\$20.25	\$21.95	\$25.15	\$29.45	\$33.15
32	\$18.65	\$19.15	\$20.45	\$22.15	\$25.35	\$29.65	\$33.35
33	\$18.85	\$19.35	\$20.65	\$22.35	\$25.55	\$29.85	\$33.55
34	\$19.05	\$19.55	\$20.85	\$22.55	\$25.75	\$30.05	\$33.75
35	\$19.25	\$19.75	\$21.05	\$22.75	\$25.95	\$30.25	\$33.95
36	\$19.45	\$19.95	\$21.25	\$22.95	\$26.15	\$30.45	\$34.15

**Class 1** - Grounds Keeper

**Class 2** - Stadium-Maint. Custodian

**Class 3** - General Maintenance, Carpenter, Grounds Keeper/General Maintenance

**Class 4** - Certified Technician (Electrical, HVAC, Plumber, Boiler)

**Class 5** - Supervisor Maintenance

**Class 6** - HVAC or Refrigeration, Licensed Electrician, Licensed Plumber

\*\* add for Boiler Certification: Class 4 - \$0.20, Class 3 - \$0.40, Class 2 - \$0.60, Class 1 - \$0.80

**Class 7** - Assistant Maintenance Director

(2012-2013 \$0.30/hour negotiated(excluding Class 5 and Class 7))(2013-2014 \$0.50/hour negotiated) (2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Nurse/Assistants Pay Scale 2025-2026

Years	Class 1	Class 2	Class 3
0	\$13.75	\$16.50	\$20.65
1	\$13.95	\$16.70	\$20.85
2	\$14.15	\$16.90	\$21.05
3	\$14.35	\$17.10	\$21.25
4	\$14.55	\$17.30	\$21.45
5	\$14.75	\$17.50	\$21.65
6	\$14.95	\$17.70	\$21.85
7	\$15.15	\$17.90	\$22.05
8	\$15.35	\$18.10	\$22.25
9	\$15.55	\$18.30	\$22.45
10	\$15.75	\$18.50	\$22.65
11	\$15.95	\$18.70	\$22.85
12	\$16.15	\$18.90	\$23.05
13	\$16.35	\$19.10	\$23.25
14	\$16.55	\$19.30	\$23.45
15	\$16.75	\$19.50	\$23.65
16	\$16.95	\$19.70	\$23.85
17	\$17.15	\$19.90	\$24.05
18	\$17.35	\$20.10	\$24.25
19	\$17.55	\$20.30	\$24.45
20	\$17.75	\$20.50	\$24.65
21	\$17.95	\$20.70	\$24.85
22	\$18.15	\$20.90	\$25.05
23	\$18.35	\$21.10	\$25.25
24	\$18.55	\$21.30	\$25.45
25	\$18.75	\$21.50	\$25.65
26	\$18.95	\$21.70	\$25.85
27	\$19.15	\$21.90	\$26.05
28	\$19.35	\$22.10	\$26.25
29	\$19.55	\$22.30	\$26.45
30	\$19.75	\$22.50	\$26.65
31	\$19.95	\$22.70	\$26.85
32	\$20.15	\$22.90	\$27.05
33	\$20.35	\$23.10	\$27.25
34	\$20.55	\$23.30	\$27.45
35	\$20.75	\$23.50	\$27.65
36	\$20.95	\$23.70	\$27.85

**Class 1** - Certified Nurse Assistant

**Class 2** - Licensed Practical Nurse

**Class 3** - Registered Nurse w/Associates Degree

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.50/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### School Security Officer Pay Scale 2025-2026

<b>Years</b>	<b>Class 1</b>
0	\$16.75
1	\$16.95
2	\$17.15
3	\$17.35
4	\$17.55
5	\$17.75
6	\$17.95
7	\$18.15
8	\$18.35
9	\$18.55
10	\$18.75
11	\$18.95
12	\$19.15
13	\$19.35
14	\$19.55
15	\$19.75
16	\$19.95
17	\$20.15
18	\$20.35
19	\$20.55
20	\$20.75
21	\$20.95
22	\$21.15
23	\$21.35
24	\$21.55
25	\$21.75
26	\$21.95
27	\$22.15
28	\$22.35
29	\$22.55
30	\$22.75
31	\$22.95
32	\$23.15
33	\$23.35
34	\$23.55
35	\$23.75
36	\$23.95
37	\$24.15
38	\$24.35

### Technology Pay Scale 2025-2026

Years	Class 1	Class 2	Class 3	Class 4
0	\$12.25	\$15.75	\$23.45	\$24.25
1	\$12.45	\$15.95	\$23.65	\$24.45
2	\$12.65	\$16.15	\$23.85	\$24.65
3	\$12.85	\$16.35	\$24.05	\$24.85
4	\$13.05	\$16.55	\$24.25	\$25.05
5	\$13.25	\$16.75	\$24.45	\$25.25
6	\$13.45	\$16.95	\$24.65	\$25.45
7	\$13.65	\$17.15	\$24.85	\$25.65
8	\$13.85	\$17.35	\$25.05	\$25.85
9	\$14.05	\$17.55	\$25.25	\$26.05
10	\$14.25	\$17.75	\$25.45	\$26.25
11	\$14.45	\$17.95	\$25.65	\$26.45
12	\$14.65	\$18.15	\$25.85	\$26.65
13	\$14.85	\$18.35	\$26.05	\$26.85
14	\$15.05	\$18.55	\$26.25	\$27.05
15	\$15.25	\$18.75	\$26.45	\$27.25
16	\$15.45	\$18.95	\$26.65	\$27.45
17	\$15.65	\$19.15	\$26.85	\$27.65
18	\$15.85	\$19.35	\$27.05	\$27.85
19	\$16.05	\$19.55	\$27.25	\$28.05
20	\$16.25	\$19.75	\$27.45	\$28.25
21	\$16.45	\$19.95	\$27.65	\$28.45
22	\$16.65	\$20.15	\$27.85	\$28.65
23	\$16.85	\$20.35	\$28.05	\$28.85
24	\$17.05	\$20.55	\$28.25	\$29.05
25	\$17.25	\$20.75	\$28.45	\$29.25
26	\$17.45	\$20.95	\$28.65	\$29.45
27	\$17.65	\$21.15	\$28.85	\$29.65
28	\$17.85	\$21.35	\$29.05	\$29.85
29	\$18.05	\$21.55	\$29.25	\$30.05
30	\$18.25	\$21.75	\$29.45	\$30.25
31	\$18.45	\$21.95	\$29.65	\$30.45
32	\$18.65	\$22.15	\$29.85	\$30.65
33	\$18.85	\$22.35	\$30.05	\$30.85
34	\$19.05	\$22.55	\$30.25	\$31.05
35	\$19.25	\$22.75	\$30.45	\$31.25
36	\$19.45	\$22.95	\$30.65	\$31.45

- Class 1 - Technology Assistant
- Class 2 - Technology Assistant Coordinator
- Class 3 - Technology Coordinator
- Class 4 - Supervisor of Technical Services

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on  
 All employees maxed out on the pay scale shall get the step raise.  
 Any employee with a Bachelor's degree (or above) will receive an additional \$0.40/hour

### Transportation Pay Scale 2025-2026

Years	Class 2	Class 3	Class 4	Class 5
0	\$12.15	\$16.40	\$17.40	\$24.40
1	\$12.35	\$16.60	\$17.60	\$24.60
2	\$12.55	\$16.80	\$17.80	\$24.80
3	\$12.75	\$17.00	\$18.00	\$25.00
4	\$12.95	\$17.20	\$18.20	\$25.20
5	\$13.15	\$17.40	\$18.40	\$25.40
6	\$13.35	\$17.60	\$18.60	\$25.60
7	\$13.55	\$17.80	\$18.80	\$25.80
8	\$13.75	\$18.00	\$19.00	\$26.00
9	\$13.95	\$18.20	\$19.20	\$26.20
10	\$14.15	\$18.40	\$19.40	\$26.40
11	\$14.35	\$18.60	\$19.60	\$26.60
12	\$14.55	\$18.80	\$19.80	\$26.80
13	\$14.75	\$19.00	\$20.00	\$27.00
14	\$14.95	\$19.20	\$20.20	\$27.20
15	\$15.15	\$19.40	\$20.40	\$27.40
16	\$15.35	\$19.60	\$20.60	\$27.60
17	\$15.55	\$19.80	\$20.80	\$27.80
18	\$15.75	\$20.00	\$21.00	\$28.00
19	\$15.95	\$20.20	\$21.20	\$28.20
20	\$16.15	\$20.40	\$21.40	\$28.40
21	\$16.35	\$20.60	\$21.60	\$28.60
22	\$16.55	\$20.80	\$21.80	\$28.80
23	\$16.75	\$21.00	\$22.00	\$29.00
24	\$16.95	\$21.20	\$22.20	\$29.20
25	\$17.15	\$21.40	\$22.40	\$29.40
26	\$17.35	\$21.60	\$22.60	\$29.60
27	\$17.55	\$21.80	\$22.80	\$29.80
28	\$17.75	\$22.00	\$23.00	\$30.00
29	\$17.95	\$22.20	\$23.20	\$30.20
30	\$18.15	\$22.40	\$23.40	\$30.40
31	\$18.35	\$22.60	\$23.60	\$30.60
32	\$18.55	\$22.80	\$23.80	\$30.80
33	\$18.75	\$23.00	\$24.00	\$31.00
34	\$18.95	\$23.20	\$24.20	\$31.20
35	\$19.15	\$23.40	\$24.40	\$31.40
36	\$19.35	\$23.60	\$24.60	\$31.60

Class 2 - Non-CDL Driver- Bus Monitor/Special Needs

Class 3 - Driver with CDL, Serviceman/Bus Driver, Standby Driver with CDL, & other assigned duties as needed, Activity Bus Driver

Class 4 - us Mechanic (MUST HAVE CDL)

Class 5 - Supervisor, Certified Diesel Mechanic (MUST HAVE CDL & ASE CERTIFICATION)

(2012-2013 \$0.30/hour negotiated)(2013-2014 \$0.50/hour negotiated)(2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$0.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

### Warehouse Pay Scale 2025-2026

Years	Class 1	Class 2
0	\$12.00	\$13.00
1	\$12.20	\$13.20
2	\$12.40	\$13.40
3	\$12.60	\$13.60
4	\$12.80	\$13.80
5	\$13.00	\$14.00
6	\$13.20	\$14.20
7	\$13.40	\$14.40
8	\$13.60	\$14.60
9	\$13.80	\$14.80
10	\$14.00	\$15.00
11	\$14.20	\$15.20
12	\$14.40	\$15.40
13	\$14.60	\$15.60
14	\$14.80	\$15.80
15	\$15.00	\$16.00
16	\$15.20	\$16.20
17	\$15.40	\$16.40
18	\$15.60	\$16.60
19	\$15.80	\$16.80
20	\$16.00	\$17.00
21	\$16.20	\$17.20
22	\$16.40	\$17.40
23	\$16.60	\$17.60
24	\$16.80	\$17.80
25	\$17.00	\$18.00
26	\$17.20	\$18.20
27	\$17.40	\$18.40
28	\$17.60	\$18.60
29	\$17.80	\$18.80
30	\$18.00	\$19.00
31	\$18.20	\$19.20
32	\$18.40	\$19.40
33	\$18.60	\$19.60
34	\$18.80	\$19.80
35	\$19.00	\$20.00
36	\$19.20	\$20.20

**Class 1** - Assistant

**Class 2** - Warehouseman

(2012-2013 \$0.30/hour negotiated) (2013-2014 \$0.50/hour negotiated) (2014-2015 \$0.30/hour negotiated)

NCLB CERTIFICATION Highly Qualified Status = \$.20 per hour added on

All employees maxed out on the pay scale shall get the step raise.

Any employee with a Bachelor's degree (or above) will receive an additional \$.40/hour

Site Name: Transportation

Date: 10 / 08 / 2025

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
06 Chevy	Malibu	On extra sheet	1	dash module broken	Dispose
06 Ford	Taurus	On extra sheet	1	runs rough	Dispose
96 Ford	Econoline	On extra sheet	1	runs, but is in poor shape	Dispose
06 ISUZU	Parcel Van	On extra sheet	1	TCM is not working	Dispose
02 Chevy	Suburban	On extra sheet	1	AC not working	Dispose
90 Chevy	GMT-400	On extra sheet	1	Broken steering column	Dispose

Add additional pages as needed.

Authorized Site Signature: *Trade Delleher*

Date of Board Approval:

*Ben S...* Maintenance acknowledgement

*M...* Admin acknowledgement

Before completing the Surplus Form, please initial:

BG Items have been offered by the site administrator to other sites within the district (DPS).

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director.

**SURPLUSED ITEMS MUST BE DOCUMENTED/TRACKED IN YOUR SITE'S INVENTORY.**

**ONLY TEACHER DESKS, STUDENT DESKS, & CHAIRS WILL BE STORED FOR FUTURE DISTRICT USE.**

**RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.**

Maintenance Office Only:

- \_\_\_\_\_ Items have been offered to other districts within Stephens County if not needed by DPS.
- \_\_\_\_\_ Items have been offered to the public by sale.
- \_\_\_\_\_ Items have been disposed of or recycled properly.

OCT 14 2025

Site Name: Transportation

Date: 10 / 08 / 2025

ITEM # 15

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
06 Chevy	Malibu	On extra sheet	1	dash module broken	Dispose
06 Ford	Taurus	On extra sheet	1	runs rough	Dispose
96 Ford	Econoline	On extra sheet	1	runs, but is in poor shape	Dispose
06 ISUZU	Parcel Van	On extra sheet	1	TCM is not working	Dispose
02 Chevy	Suburban	On extra sheet	1	AC not working	Dispose
90 Chevy	GMT-400	On extra sheet	1	Broken steering column	Dispose

Add additional pages as needed.

Authorized Site Signature: [Signature]

Date of Board Approval: 10/14/2025 [Signature]

[Signature] Maintenance acknowledgement

[Signature] Admin acknowledgement

Before completing the Surplus Form, please initial:

BG Items have been offered by the site administrator to other sites within the district (DPS).

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**RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.**

**Maintenance Office Only:**

- \_\_\_\_\_ Items have been offered to other districts within Stephens County if not needed by DPS.
- \_\_\_\_\_ Items have been offered to the public by sale.
- \_\_\_\_\_ Items have been disposed of or recycled properly.

Vehicle	VIN	Plate	ID Number
06 Chevy Malibu	1G1ZT53F96F252971	SD12610	C2
06 Ford Taurus	1FAFP53U66A129001	SD35313	C4
96 Ford Econoline	1FTFE24H5THA29667	428127	CA03
06 Isuzu Parcel Van	JALB4B16567004734	SD12606	CA17B
02 Chevy Suburban	3GNEC16Z32G303255	4-36547	T-5
1990 Chevy GMT-400	1GCFK24K7LE117853	SD12195	MV2T

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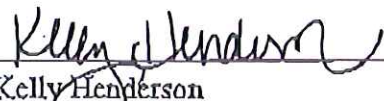
ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2025 are as follows:

- Tuesday, January 14, 2025
- Tuesday, February 11, 2025
- Tuesday, March 11, 2025
- Tuesday, April 8, 2025
- Tuesday, May 13, 2025
- Tuesday, June 10, 2025
- Thursday, June 26, 2025
- Tuesday, July 15, 2025
- Thursday, August 19, 2025
- Tuesday, September 9, 2025
- Tuesday, October 14, 2025
- Tuesday, November 11, 2025
- Tuesday, December 9, 2025

  
 Kelly Henderson  
 Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
 STEPHENS COUNTY  
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 JERRY MOORE  
 COUNTY CLERK  
 BY \_\_\_\_\_ DEPUTY

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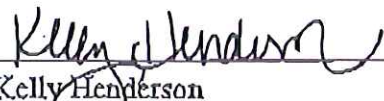
ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

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The dates for the monthly Regular Meetings in 2025 are as follows:

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- Tuesday, March 11, 2025
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- Tuesday, May 13, 2025
- Tuesday, June 10, 2025
- Thursday, June 26, 2025
- Tuesday, July 15, 2025
- Thursday, August 19, 2025
- Tuesday, September 9, 2025
- Tuesday, October 14, 2025
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- Tuesday, December 9, 2025

  
 Kelly Henderson  
 Clerk, Duncan Board of Education

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 JERRY MOORE  
 COUNTY CLERK  
 BY \_\_\_\_\_ DEPUTY

## Minutes



### 1. **Call to order** and roll call:

Buckholts Davis Lolar Neal Schreckengost  
Attendance Taken at 6:00 PM.

Carl Buckholts: Present  
Eric Davis: Present  
Krista Lolar: Present  
Greg Neal: Present  
Christopher Schreckengost: Present

Also present were the following: Dr. Channa Byerly, Kelly Henderson, Randall Pitts, Nicole Punneo, Kade Golleher, Donna McConnell, Rita Livingston, Kelly Arnold, Lori McCann, Jessica Clayton, Tamara Gregor, and Lisha Elroy.

### 2. **Flag Salute**

The flag salute was led by Board President, Carl Buckholts.

### 3. **Chicken Express Employees of the Month**

Those honored for the month of October are Certified, Teacher of the Month, Brittany Smiley, of Horace Mann Elementary and Support Staff Employee of the Month, Victor Acosta, of Woodrow Wilson Elementary. All four employees will be given a plaque, free meal, and drink card for the month from Chicken Express, as well as, gifts from the district and community. Due to Parent/Teacher Conferences, these recipients will be in attendance for recognition at next month's regular meeting on Tuesday, November 11, 2025.

### 4. **Food 4 Kids** presentation

Kelly Arnold, Rita Livingston, Nicole Punneo, Lisha Elroy, and others were in attendance to present a check in the amount of \$74,280.76 to Duncan Public Schools. This is a donation from the Food 4 Kids auction held in partnership with the Duncan Chamber of Commerce, the Regional Food Bank of Oklahoma, community members, and many others. The donations are used to provide food bags for students over the weekends and during long breaks so that they have food when school is not in session.

5. **Public participation** and/or discussion

Randall Pitts, Pastor of Duncan United Pentecostal Church, addressed the board with property concerns at Plato Elementary.

6. **Superintendent's Report**

6.A. **Bond Projects Update** by Hope Equipment & Construction

There were no updates regarding Bond projects.

6.B. **Strategic Plan Presentation** and update from Goal Area 1: Teaching, Learning, & Assessment

No presentation was given. Due to Parent/Teacher Conferences, the Strategic Plan presentation and update will take place at the next regular meeting of the Duncan Board of Education on Tuesday, November 11, 2025.

6.C. Department Presentation from the Business Office, including the annual **Operational Budget**

The district's Operational Budget was presented by the Duncan Public Schools Treasurer, Lori McCann.

6.D. District Update

Superintendent Byerly was excited to announce that the High School Softball Team is headed to the State Tournament later this week; district staff has joined together for their first Collaboration Day, and it was a great success; and the district is wrapping up their first 9 weeks with Parent/Teacher Conferences and Fall Break.

7. Consideration and vote to elect or not elect the following as **new member of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001)**:

7.A. Position No. 1: Pam Deering (CCOSA), Executive Director of CCOSA, to a 2026-2030 term

Motion to approve and elect Pam Deering (CCOSA), Executive Director of CCOSA, to Position No. 1 as a new member of the Oklahoma Public School Investment Interlocal Cooperative (55K001) board of directors with a term of 2026-2030. This motion, made by Christopher Schreckengost and seconded by Krista Lolar, Passed.

- Carl Buckholts: Yea
- Eric Davis: Yea
- Krista Lolar: Yea
- Greg Neal: Yea
- Christopher Schreckengost: Yea

Yea: 5, Nay: 0

7.B. Position No. 2: Robert Trammell (OROS), Executive Director of OROS, to a 2026-2030 term

Motion to approve and elect Robert Trammell (OROS), Executive Director of OROS, to Position No. 2 as a new member of the Oklahoma Public School Investment

Interlocal Cooperative (55K001) board of directors with a term of 2026-2030. This motion, made by Christopher Schreckengost and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

7.C. Position No. 4: Randy Davenport (OROS), Superintendent of Holdenville Public Schools, to a 2026-2029 term

Motion to approve and elect Randy Davenport (OROS), Superintendent of Holdenville Public Schools, to Position No. 4 as a new member of the Oklahoma Public School Investment Interlocal Cooperative (55K001) board of directors with a term of 2026-2029. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

7.D. Position No. 9: Terry Davidson (CCOSA), Finance Director of Comanche Public Schools, to a 2026-2029 term

Motion to approve and elect Terry Davidson (CCOSA), Finance Director of Comanche Public Schools, to Position No. 9 as a new member of the Oklahoma Public School Investment Interlocal Cooperative (55K001) board of directors with a term of 2026-2029. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

7.E. Position No. 13: Glen Cospers (OSSBA), Board Member of Moore Norman Technology Center, to a 2026-2029 term

Motion to approve and elect Glen Cospers (OSSBA), Board Member of Moore Norman Technology Center, to Position No. 13 as a new member of the Oklahoma Public School Investment Interlocal Cooperative (55K001) board of directors with a term of 2026-2029. This motion, made by Carl Buckholts and seconded by Eric Davis, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

8. Discussion and possible motion to approve amendments to the following **district policy and procedure**:

8.A. **Policy 6023 Student Transfers** - amendments

Motion to approve the amendments to district Policy 6023 Student Transfers. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

8.B. **Policy 6023-1 Intra District Transfers** - amendments

Motion to approve the amendments presented to Policy 6023-1 Intra District Transfers with additional edits to include the removal of bullets on page 1 and replace them with numbers, as well as, the addition of a comma after the word 'granted' in the first paragraph of page 3. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

9. **Consent Agenda**

*All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:*

Motion to approve Consent Agenda items # 9.A.-9.T. as listed and discussed. This motion, made by Christopher Schreckengost and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea

Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

9.A. **Minutes** of the September 9, 2025 Regular Meeting

9.B. **Cafeteria Monthly Reports**

9.C. **Financial Reports**

9.D. **Activity Fund Reports**

9.E. **Additions, deletions, and/or changes to Activity Fund Sub-accounts**

9.F. **District Fundraisers**

9.G. **Encumbrance Reports**

General Fund 11 Purchase Order Numbers 65588-65722, total dollar value of \$294,931.26

Building Fund 21 Purchase Orders, Number 21102-21117, total dollar value of \$30,989.05

Bond Fund 34 Purchase Orders, Number 3404-3405, total dollar value of \$2,289,921.00

Bond Fund 35 Purchase Orders, Number 35006-35007, total dollar value of \$70,067.91

Bond Fund 36 Purchase Orders, Number 36000-36007, total dollar value of \$108,498.91

Change Order Listing(s) of Encumbrances

Encumbrance(s) More Than 10% Over

9.H. Board of Education **Regular Meeting dates for 2026** calendar year

9.I. **2026 Election Resolution** for Board Member position #1

9.J. Updates to the Duncan Virtual Academy portion of the High School **Student Handbook** for FY 25-26

9.K. Host **After-School Tutoring** at all district sites

9.L. **Out-of-State Travel** - Middle School Vocal Music trip to the Epic Waters Music Festival April 10, 2026 in Grand Prairie, TX

9.M. **Hinton Refrigeration Co.** - district Child Nutrition Walk-In Freezer in the amount of \$62,235.00

9.N. **Splashtop** - Remote and Autonomous Endpoint Management for district device management and cybersecurity in the amount of \$2,317.95

9.O. **Summit Mailing & Shipping Systems** - district Postage Meter and Lease Agreement in the amount of \$1,439.28

9.P. **Outdoor Sign Solutions** - Digital Marquee for Emerson Elementary in the amount of \$28,280.00 paid by the Building Fund, Bond Fund and a donation from First Bank & Trust

9.Q. **CDW-G** - DPS 2020 Vision Bond purchase of laptops for district teachers in the amount of \$319,890.00

9.R. **OK Work Trucks** - DPS 2020 Vision Bond purchase of Two Trucks for the Maintenance Department in the amount of \$49,825.00

9.S. **Holt Truck Centers** - DPS 2020 Vision Transportation Bond purchase of a Multi-Function School Activity Bus with Lift and graphics in the amount of \$123,835.00

9.T. **Model 1 Commercial Vehicles** - DPS 2020 Vision Transportation Bond purchase of a 14 Passenger Yellow Bus with Lift in the amount of \$105,537.00

10. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of extra duty contracts of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Extra Duty employment contracts as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(2) Discussing support staff negotiations concerning employees and representatives of employee groups; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

Motion to convene into Executive Session at 6:26 P.M. This motion, made by Krista Lolar and seconded by Christopher Schreckengost, Passed.

Carl Buckholts:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea
Christopher Schreckengost:	Yea

Yea: 5, Nay: 0

11. Vote to acknowledge the Board's **return to Open Session**

Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of extra duty contracts of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Extra Duty employment contracts as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(2) Discussing support staff negotiations concerning employees and representatives of employee groups; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

The following board members were present in Executive Session: Carl Buckholts, Eric Davis, Krista Lolar, Greg Neal and Christopher Schreckengost. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.

Motion to acknowledge the Board's return to Open Session at 6:59 P.M. This motion, made by Greg Neal and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

12. Discussion and possible action regarding resignations, employment, and changes of extra duty contracts as listed on **Schedule A** attached

Motion to approve the resignations, employment, and changes of extra duty contracts as listed on Schedule A. This motion, made by Krista Lolar and seconded by Eric Davis, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

13. Discussion and possible action regarding Extra Duty contracts for Support Staff as listed on **Schedule A1** attached

Motion to approve the Extra Duty contracts for Support Staff as listed on Schedule A1. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

14. Discussion and motion to approve, not approve or table the **ratification of negotiations** for Support Staff (DESA, Duncan Educational Support Association)

Motion to approve and ratify negotiations for Support Staff with DESA, Duncan Educational Support Association, for FY 25-26. This motion, made by Carl Buckholts and seconded by Eric Davis, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

15. Discussion and possible action regarding declaration of miscellaneous items as **surplus**

Motion to declare miscellaneous items as surplus. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

16. Discussion and possible action regarding **New Business**

There was no New Business.

**17. The next Regular Meeting of the Board of Education will be held on Tuesday, November 11, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

**18. Adjournment**

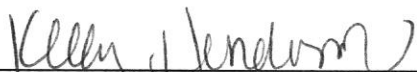
This concludes the business that came before the Board on October 14, 2025 and at 7:01 P.M. Board President Carl Buckholts declared the meeting adjourned.

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the agenda for this Regular Meeting of October 14, 2025 was posted on the door of the Administration Building at 4:10 P.M., Monday, October 13, 2025 by Board Clerk, Kelly Henderson. Notice of this meeting was filed with the Stephens County Clerk November 13, 2024.

I also certify that at least 24 hours prior to this meeting the agenda of this meeting was posted on the school district website located at [www.duncanps.org](http://www.duncanps.org).

Respectfully submitted and witness my hand and seal of the Duncan Public School District.

DUNCAN BOARD OF EDUCATION

  
\_\_\_\_\_  
Kelly Henderson, Board Clerk



**SCHEDULE A**  
10/14/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Thornton	Shellie	EM/Counselor	13	9/22/2025
Altom	David	CO/Technology Coordinator	24	10/9/2025
Culberson	Edmond	EM/Library-Media Assistant-Paraprofessional	0	10/1/2025
Richmond	Austin	PL/SPED Paraprofessional-Teacher Assistant	0	never worked
Smith	Dustin	CD/Security Director	1	10/21/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Cafeteria - Server/Helper		Support
		Licensed Practical Nurse	Background	Support
		Bus Driver w/CDL	Background	Support
		Assistant Girls Wrestling Coach	Background	Contract Coach

Candace Greenwood  
Jessica Jacks  
Sandra Sitte  
  
Kyle Davis

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		
Howard	Toni	change to HS Student Council Co-Sponsor		
Lynch	Allison	add Elementary Archery		
Peters	Brandy	Add In-District Travel		
Sale	Tabitha	add SPED Self-Contained		
Scifres	Tamara	change to Elementary Academic Team Co-Sponsor		
Shipman	Amanda	add Elementary Academic Team Co-Sponsor		

**Schedule A1 - October 14, 2025**  
**EXTRA DUTY CONTRACTS (SUPPORT)**

BARKER, DAINA M.	Special Ed Self-Contained	\$ 500.00
BEARCE, LENNETTA J.	Special Ed Self-Contained	\$ 500.00
BEARCE, MYLEAH C.	Special Ed Self-Contained	\$ 500.00
BENNETT, FAITH E.	Special Ed Self-Contained	\$ 500.00
BINGHAM, VERONICA M.	Special Ed Self-Contained	\$ 500.00
BOGGESS, CHRISTINA M.	Special Ed Self-Contained	\$ 500.00
BYERS, KASEY D.	Special Ed Self-Contained	\$ 500.00
CALDWELL, MELINDA A.	Special Ed Self-Contained	\$ 500.00
COULSTON, HEATHER D.	Special Ed Self-Contained	\$ 500.00
CROSS, REBECCA L.	Facebook Facilitator (\$500) SPED Self-Contained (\$2,500) SPED 7.5% (\$2,329.44)	\$ 5,329.44
FORD, CRYSTAL D.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,064.48)	\$ 4,564.48
FRANKLIN, ASHLEY L.	Special Ed Self-Contained	\$ 500.00
FRANKLIN, LAURA L.	Special Ed Self-Contained	\$ 500.00
GRISSOM, KATRINA G.	Special Ed Self-Contained	\$ 500.00
HENDERSON, AUTUMN B.	Elementary Archery	\$ 300.00
HENDERSON, KELLY D.	Board Clerk	\$ 5,000.00
HEULITT, AMY A.	Special Ed Self-Contained	\$ 500.00
HODGES, ASHLEY N.	Special Ed Self-Contained	\$ 500.00
JARRETT, TRISHA R.	Facebook Facilitator	\$ 500.00
JOHNS, GLYNIS L.	Special Ed Self-Contained	\$ 500.00
KASPEREIT, TWYLA K.	Special Ed Self-Contained	\$ 500.00
KAUS, ANGELA L.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,329.44)	\$ 4,829.44
KNIGHT, L. REBEKAH	Lead Librarian	\$ 1,000.00
LEWIS, VERNA F.	Special Ed Self-Contained	\$ 500.00
MCCORD, MEGAN R.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,086.56)	\$ 4,586.56
MITCHELL, VONDA F.	Special Ed Self-Contained	\$ 500.00
MYERS, AMBER M.	Special Ed Self-Contained	\$ 500.00
PHELPS, TRESA L.	Special Ed Self-Contained	\$ 500.00
PRIETO, ERIK B.	Special Ed Self-Contained	\$ 500.00

**Schedule A1 - October 14, 2025**  
**EXTRA DUTY CONTRACTS (SUPPORT)**

BARKER, DAINA M.	Special Ed Self-Contained	\$ 500.00
BEARCE, LENNETTA J.	Special Ed Self-Contained	\$ 500.00
BEARCE, MYLEAH C.	Special Ed Self-Contained	\$ 500.00
BENNETT, FAITH E.	Special Ed Self-Contained	\$ 500.00
BINGHAM, VERONICA M.	Special Ed Self-Contained	\$ 500.00
BOGGESS, CHRISTINA M.	Special Ed Self-Contained	\$ 500.00
BYERS, KASEY D.	Special Ed Self-Contained	\$ 500.00
CALDWELL, MELINDA A.	Special Ed Self-Contained	\$ 500.00
COULSTON, HEATHER D.	Special Ed Self-Contained	\$ 500.00
CROSS, REBECCA L.	Facebook Facilitator (\$500) SPED Self-Contained (\$2,500) SPED 7.5% (\$2,329.44)	\$ 5,329.44
FORD, CRYSTAL D.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,064.48)	\$ 4,564.48
FRANKLIN, ASHLEY L.	Special Ed Self-Contained	\$ 500.00
FRANKLIN, LAURA L.	Special Ed Self-Contained	\$ 500.00
GRISSOM, KATRINA G.	Special Ed Self-Contained	\$ 500.00
HENDERSON, AUTUMN B.	Elementary Archery	\$ 300.00
HENDERSON, KELLY D.	Board Clerk	\$ 5,000.00
HEULITT, AMY A.	Special Ed Self-Contained	\$ 500.00
HODGES, ASHLEY N.	Special Ed Self-Contained	\$ 500.00
JARRETT, TRISHA R.	Facebook Facilitator	\$ 500.00
JOHNS, GLYNIS L.	Special Ed Self-Contained	\$ 500.00
KASPEREIT, TWYLA K.	Special Ed Self-Contained	\$ 500.00
KAUS, ANGELA L.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,329.44)	\$ 4,829.44
KNIGHT, L. REBEKAH	Lead Librarian	\$ 1,000.00
LEWIS, VERNA F.	Special Ed Self-Contained	\$ 500.00
MCCORD, MEGAN R.	SPED Self-Contained (\$2,500) SPED 7.5% (\$2,086.56)	\$ 4,586.56
MITCHELL, VONDA F.	Special Ed Self-Contained	\$ 500.00
MYERS, AMBER M.	Special Ed Self-Contained	\$ 500.00
PHELPS, TRESA L.	Special Ed Self-Contained	\$ 500.00
PRIETO, ERIK B.	Special Ed Self-Contained	\$ 500.00