

# WAYNOKA PUBLIC SCHOOL

SCOTT CLINE, Superintendent  
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Waynoka, Oklahoma 73860-9401  
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PATRICIA BURROW, Elem. Principal  
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**HOME OF THE RAILROADERS**

**Waynoka Board of Education Regular Meeting  
Monday, April 14, 2025 7:00 AM  
Waynoka Public School Board of Education Room  
2140 Lincoln  
Waynoka, OK 73860**

- 1. Determination of quorum and call to order**
- 2. Statement of Open Meeting Law**
- 3. Roll call of members**
- 4. Administer the oath of office to new board member**
- 5. Reorganization of the Board of Education**

6. **All of the following items 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:**

**6.A. Minutes of previous meeting(s)**

**6.B. General Fund Report**

**6.C. Building Fund Report**

**6.D. Activity Fund Report**

**6.E. Bond Fund #31 Report**

**6.F. Bond Fund #32 Report**

**6.G. Bond Fund #33 Report**

**6.H. General Fund Encumbrances**

**6.I. Building Fund Encumbrances**

**6.J. Bond Fund #31 Encumbrances**

**6.K. Bond Fund #32 Encumbrances**

**6.L. Bond Fund #33 Encumbrances**

**6.M. Change Orders**

**7. Other Reports**

**7.A. Principal Reports**

**7.B. Superintendent Report**

- 8. Board to consider and take action on the employment of Stephen L. Smith Corp. as financial consultants to the School District, for the fiscal year 2024-2025.**
- 9. Board to consider and take possible action, in the absence of the President and/or Clerk, to appoint an acting President and/or acting Clerk for the School District to execute any and all documents pertaining to setting the maturities, date, time and place of the bond sale.**

**10. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the \$285,000 Building Bonds of this School District, and designating bond counsel for this issuance of bonds.**

**11. Open and read bids for the 2010 Chevrolet Suburban and consider to take action to accept or not accept a qualifying bid**

**12. Discussion and possible action to approve the contract to employ Corbin, Merz, & Haney Architects**

**13. Discussion and possible action to approve the contract to employ Joe D. Hall General Contractors, L.L.C.**

**14. Vote to approve or not to approve the Engagement Letter for the preparation of the financial statements and Estimate of Needs for the 2025-2026 school year by the firm of Chas. W. Carroll, P.A.**

**15. Vote to approve or not to approve the contract for Audit of Public Schools 2024-2025 school year to be conducted during the 2025-2026 fiscal year with S & B CPA's & Associates, PLLC**

**16. Vote to approve or not to approve the 2025-2026 Software Service Order Agreement with SylogistEd, Inc. for payroll, accounts payable, activity fund and treasurer**

17. **Vote to approve or not to approve the 2025-2026 Software Service Order Agreement with SylogistEd, Inc. for student information services**
18. **Vote to approve or not to approve entering into a contract with Exterior Solutions Group for roof maintenance for the 2025-2026 school year**
19. **Vote to approve or not to approve the daycare handbook for Beginning Tracks Childcare Center for the 2025-2026 school year**
20. **Proposed executive session to discuss the following personnel decisions in compliance with 25 O.S. Section 307(B)(1)**
21. **Vote to convene in executive session**
22. **Acknowledge the board has returned to open session**
23. **Executive Session Minutes Compliance Announcement**
24. **Vote to approve or not to approve resignations received to date**
25. **Vote to rehire or not to rehire certified career classroom teachers listed on Attachment A for the 2025-2026 school year.**

**26. Vote to rehire or not to rehire certified temporary classroom teachers listed on Attachment B for the 2025-2026 school year.**

**27. Vote to approve or not to approve the employment of certified teachers under a temporary contract for the 2025-2026 school year.**

**28. Discussion and possible action to offer incentive pay for certified employees for the 2025-2026 school year**

**29. Discussion and possible action to offer incentive pay for support personnel for the 2025-2026 school year**

**30. New Business**

**31. Vote to adjourn**

This agenda was posted on the window of the entrance to Waynoka Public Schools at 2134 Lincoln Street (West Door)

Name of person posting this Notice: \_\_\_\_\_

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

If you need any special assistance to enter the premises or if you need any special considerations for any portion of this meeting, please call 580-824-8019 at least 10 hours prior to the start of the meeting.

Waynoka Board of Education Regular Meeting

Monday, March 10, 2025 7:00 AM

Waynoka Public School Board of Education Room  
2140 Lincoln  
Waynoka, OK 73860

Attendance Taken at 7:00 AM. Present: 5.

1. Determination of quorum and call to order

In compliance with Title 25, Section 301-314, the Waynoka Board of Education met in regular session on Monday, March 10, 2025, at 7:00 a.m.

2. Statement of Open Meeting Law

The Statement of Open Meeting Law was read and signed.

3. Roll call of members

Also, present Scott Cline, Superintendent; Ronnie Nix, J.H./H.S. Principal; Pat Burrow, Elementary Principal; Lori Adair, Minutes Clerk; Mark Carson, Woods County Enterprise; Desiree Morehead, Alva Review Courier.

4. Board consideration and vote to accept or not to accept the 2023-2024 school audit report completed and presented by Jay States, CPA

One exception was found in the Activity fund receipting procedures, the auditor found one receipt not posted in February for \$100.00 causing the Activity Bank Account not to reconcile at year end. Oklahoma State Department of Education Policies and Procedures require that school activity fund Custodian reconcile to the ledger monthly. Motion to accept the 2023-2024 school audit report as completed and presented by Jay States, CPA with S & B CPAs and Associates, PLLC Passed with a motion by John Hanson and a second by Caleb Zook.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea

Yea: 5, Nay: 0

5. All of the following items 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 5.A. through 5.M. Passed with a motion by Caleb Zook and a second by John Hanson.

Travis George: Yea

Garret Gum: Yea

John Hanson: Yea

Clint Olson: Yea

Caleb Zook: Yea

Yea: 5, Nay: 0

5.A. Minutes of previous meeting(s)

5.B. General Fund Report

5.C. Building Fund Report

5.D. Activity Fund Report

5.E. Bond Fund #31 Report

5.F. Bond Fund #32 Report

5.G. Bond Fund #33 Report

5.H. General Fund Encumbrances

Purchase Order numbers 209 through 224 totaled \$186,720.34.

5.I. Building Fund Encumbrances

Purchase Order number 11 totaled \$2,500.00.

5.J. Bond Fund #31 Encumbrances

5.K. Bond Fund #32 Encumbrances

5.L. Bond Fund #33 Encumbrances

5.M. Change Orders

6. Other Reports

6.A. Principal Reports

Elementary Principal Pat Burrow reported The Word of the Month for February was Cooperation. Teachers and students from FFA, FCCLA, 3rd Grade and the Library did an amazing job of giving ideas of how to be better in the classroom and in life by using cooperation. In February, 55 elementary students earned a spot in the R.A.I.L. Club. Our 5th and 6th graders toured the Oklahoma History Center on February 26th. Our students gained a better understanding of Oklahoma history. They then enjoyed lunch at Chelino's. Pre-K through 6th graders had their eyes screened on February 20, then Kindergarten-6th graders had their hearing checked on February 27.

The third nine week's A.R. Incentive trip was last week. The first through sixth grade students that met their reading goal went to the Thunder Blue game in OKC and had a unique game experience of NBA basketball against the Salt Lake City Stars and an educational focus on STEM curriculum, too. Big thanks to our extra help, we have the best parents and grandparents!

Read Across America Week was celebrated this past week. Mrs. Smith planned many fun literacy activities for the week; Mystery Rapper-students were played audios of teachers rapping, the reveal was at Wake-Up Waynoka, Reading Spot-students and teachers signed up to read in the special chair outside the library, Mystery Wrapped books, a Book Fair, and dress up days.

J.H. softball kicked off at home playing Canton on Thursday, March 6 and J.H. baseball had their season opener against Waukomis this past Tuesday. Track has been working hard to get ready for their first track meet March 26 at Covington-Douglas. Some elementary students have shown at the local, county and district livestock shows this past month and have done extremely well! With OYE coming up, I'm excited to see what more these students and their animals will accomplish.

Parent/Teacher Conferences are this week on Monday, March 10 and Tuesday, March 11 from 4 to 7:00 p.m. Our teachers have worked extremely hard this year and student progress reflects that. February Railroaders of the Week were: Cola Ibarra, Declan Gum, Saige Cline, Karter Webb, Gini Jones, and Casen Castillo.

Next week is Spring Break and many are looking forward to a break before the last nine weeks!

J.H. and H.S. Principal Ronnie Nix reported the 4-H and the FFA competed at the Woodward District Livestock show. There were seven students who qualified for the sale. Charles Hanson had the supreme breeding doe, Rylan Nix breed champion Shropshire, Paisley Reed champion Dorset, Stetson nix mkt. Lamb, Kaiser White mkt. Lamb, Addley Hanson mkt. Goat and Marlie Pitts mkt. Hog. Rhiata Bouziden also exhibited the 3rd overall heifer receiving a 500-dollar scholarship and Alivia Seaman received a scholarship. These students and many others will travel to OYE starting this week, good luck to all exhibitors.

The junior high softball started their season Thursday playing Canton. The junior high and high school baseball teams also started their season in Waukomis last Tuesday. The high school baseball team will play in the conference tournament this Thursday and Friday and the softball teams will host Cimmarron on Thursday here at home.

The high school basketball teams had several players chosen for the all-conference teams. The boys chosen to the first team were Daycen Cunningham, Landon Seiger who was also chosen academic conference and Rholton Bouziden was chosen for honorable mention. The girls selected for all-conference were Breyha Beck academic all-conference and all-conference,

Marlie Pitts academic and all-conference, Temperance Bouziden all-conference, Shay Willson honorable mention. Adrianna Delgado has received the OKSTATE Thomas Scholarship, which will pay for all her costs to attend OSU for all four years. Congratulations to Adrianna on this amazing accomplishment and opportunity.

Parent/Teacher conferences will be held today and tomorrow in the multi-purpose building from 4:00 p.m. to 7:00 p.m. The teachers are excited to visit with the parents and guardians about their students' achievements.

The three students who have been chosen for the student of the week at Wake-Up Waynoka were Presilie Rode, Temperance Bouziden, Dace Baird and Rhiata Bouziden.

#### 6.B. Superintendent Report

Superintendent Cline reported that monthly expenditures increased by \$69,000, primarily due to payments for new track equipment, including mats and hurdles, essential for upcoming track meets. Despite this uptick, the district remains under budget by \$105,000 for the fiscal year.

This month's revenue experienced a slight decline, attributed to the timing of ad valorem tax collections. However, year-to-date revenues have risen, largely due to the Targa settlement funds received earlier in the year. The district's current cash balance remains healthy. The building fund expenditures have increased this month and year-to-date, mainly due to bond payments. While monthly revenues dipped slightly because of ad valorem collection schedules, the annual figures are on par with expectations, bolstered by the Targa settlement. In the child nutrition sector, monthly expenditures decreased, yet annual revenues are down. Overall, the district has spent less and collected more compared to the previous year. However, a deficit of \$23,000 persists, primarily due to outstanding payments from parents. Daycare expenses remain steady compared to last year, though revenues have declined, a trend anticipated to continue.

#### 7. Vote to approve or not to approve the Waynoka Public Schools 2025-2026 Calendar

Vote to approve the Waynoka Public Schools 2025-2026 Calendar Passed with a motion by John Hanson and a second by Travis George.

Travis George: Yea

Garret Gum: Yea

John Hanson: Yea

Clint Olson: Yea

Caleb Zook: Yea

Yea: 5, Nay: 0

#### 8. Vote to approve or not to approve the Waynoka Public Schools 2025-2026 Daycare Calendar

Vote to approve the Waynoka Public Schools 2025-2026 Daycare Calendar Passed with a motion by John Hanson and a second by Caleb Zook.

Travis George: Yea

Garret Gum: Yea

John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

9. Vote to approve or not to approve the 2025-2026 Software Service Order Agreement with SylogistEd, Inc. for payroll, accounts payable, activity fund and treasurer

This agenda item was tabled.

10. Vote to approve or not to approve the 2025-2026 Software Service Order Agreement with SylogistEd, Inc. for student information services

This agenda item was tabled.

11. Vote to approve or not to approve to amend and or adopt Board Policies

Vote to approve to amend and or adopt Board Policies Passed with a motion by John Hanson and a second by Travis George.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

11.A. EHBCA-R Extended School Year Program Standards (Regulations)

11.B. EHBC-R3 Child Identification, Location, Screening, and Evaluation Notice to Parents

12. Discussion and possible action regarding the review of Student Transfer Policy FE and capacity limits

Motion to leave the classroom capacity set at 20 students Passed with a motion by Travis George and a second by John Hanson.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

13. Discussion and possible action to declare a 2010 Suburban surplus property and to authorize the Superintendent to advertise and set a date, time, and place to open bids

Motion to declare a 2010 Suburban surplus property and to authorize the Superintendent to advertise and set a date, time, and place to open bids Passed with a motion by John Hanson and a second by Caleb Zook.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

14. Proposed executive session to discuss the following personnel decisions in compliance with Title 25 O.S. Section 307 (B)(1)

1. Resignations received to date
2. Discuss the employment of a support employee for the remainder of the 2024-2025 school year
3. Discuss the reemployment of Patricia Burrow, Elementary Principal, so that the board can return to open session and vote regarding the reemployment of Patricia Burrow, Elementary Principal, Title 25 O.S. Section 307 (B)(1)

15. Vote to convene in executive session

No action taken.

16. Acknowledge the board has returned to open session

17. Executive Session Minutes Compliance Announcement

18. Vote to accept or not to accept resignations received to date

Vote to accept the resignations of Bridgette Myers, Bailey Stevens, Ronnie Nix, and Christina Hommertzhaim Passed with a motion by John Hanson and a second by Travis George.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

19. Vote to employ or not to employ a support employee for the remainder of the 2024-2025 school year

Superintendent Scott Cline recommended the employment of Sandra Ibarra Whitney as a support employee starting on March 24, 2025 for the remainder of the 2024-2025 school year pending background check results. Motion to accept recommendation Passed with a motion by John Hanson and a second by Caleb Zook.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea

Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

20. Vote to renew, table, or find that reasons may exist not to renew the employment of Patricia Burrow, Elementary Principal, for the 2025-2026 school year

Vote to renew the employment of Patricia Burrow, Elementary Principal, for the 2025-2026 school year Passed with a motion by Caleb Zook and a second by Clint Olson.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

21. New Business

No new business.

22. Vote to adjourn

Vote to adjourn at 7:22 a.m. Passed with a motion by Travis George and a second by John Hanson.

Travis George: Yea  
Garret Gum: Yea  
John Hanson: Yea  
Clint Olson: Yea  
Caleb Zook: Yea  
Yea: 5, Nay: 0

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Garret Gum

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Caleb Zook

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Travis George

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John Hanson

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Clint Olson



# Waynoka Public Schools

## Revenue By Month

**Options:** Fiscal Year: 2025, Funds: 11

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Total
Total	\$7,705,876.70	\$373,473.38	\$113,903.18	\$122,253.07	\$176,794.97	\$2,501,909.80	\$979,242.75	\$171,307.94	\$553,606.48	\$0.00	\$0.00	\$0.00	\$12,698,368.27

# Waynoka Public Schools

## Revenue/Expenditure Summary

Options: Fund: 11, Date Range: 7/1/2024 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NONCATEGORICAL FUNDS	\$0.00	\$4,561,735.75	\$0.00	\$2,883,082.21	\$1,678,653.54	\$1,320,175.65	\$358,477.89
312 NATL BOARD CERTIFIED BONUS	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
317 DRIVER EDUCATION	\$0.00	\$1,072.50	\$0.00	\$0.00	\$1,072.50	\$0.00	\$1,072.50
331 ED FLEX BENEFITS CERTIFIED IN LIEU	\$0.00	\$584.22	\$0.00	\$557.68	\$26.54	\$557.68	(\$531.14)
332 ED FLEX BENEFIT SUPPORT IN LIEU	\$0.00	\$1,540.58	\$0.00	\$1,207.85	\$332.73	\$0.00	\$332.73
333 STATE TEXTBOOKS	\$0.00	\$15,824.95	\$0.00	\$0.00	\$15,824.95	\$0.00	\$15,824.95
334 ED FLEX BENEFIT CERTIFIED MED PD BY STATE	\$0.00	\$163,171.84	\$0.00	\$157,340.30	\$5,831.54	\$74,078.58	(\$68,247.04)
335 ED FLEX BENEFIT SUPPORT MED PD BY STATE	\$0.00	\$84,610.04	\$0.00	\$87,247.54	(\$2,637.50)	\$34,660.62	(\$37,298.12)
367 READING SUFFICIENCY ACT (RSA)	\$0.00	\$1,528.03	\$0.00	\$0.00	\$1,528.03	\$1,106.80	\$421.23
376 SECURITY GRANT	\$0.00	\$163,440.96	\$0.00	\$85,564.19	\$77,876.77	\$7,576.77	\$70,300.00
377 MATERNITY LEAVE	\$0.00	\$13,409.01	\$0.00	\$0.00	\$13,409.01	\$0.00	\$13,409.01
385 CHILD NUTRITION PROGRAM	\$0.00	\$559.20	\$0.00	\$1,032.63	(\$473.43)	\$0.00	(\$473.43)
411 COMPREHENSIVE SECONDARY PROGRAMS	\$0.00	\$8,890.00	\$0.00	\$126,188.73	(\$117,298.73)	\$51,008.16	(\$168,306.89)
412 VOCATIONAL PROGRAMS ASSITANCE GRANTS	\$0.00	\$19,311.00	\$0.00	\$9,874.47	\$9,436.53	\$13,718.58	(\$4,282.05)
456 JOB TRAINING-OJT (FED DHS OR DRS)	\$0.00	\$460.38	\$0.00	\$0.00	\$460.38	\$0.00	\$460.38
511 PART A, BASIC PROGRAM	\$0.00	\$17,294.94	\$0.00	\$29,036.89	(\$11,741.95)	\$287.59	(\$12,029.54)
586 PART B, SUBPART 1, RURAL ED INITIATIVE FLEX (REAP)	\$0.00	\$0.00	\$0.00	\$20,686.76	(\$20,686.76)	\$0.00	(\$20,686.76)
588 PART B, SUBPART 1, SMALL RURAL SCHOOLS ACHIEVE PGM	\$0.00	\$26,893.19	\$0.00	\$26,893.19	\$0.00	\$0.00	\$0.00
621 FLOW THROUGH, P.L.108-446, IDEA-PART B	\$0.00	\$24,169.08	\$0.00	\$32,549.62	(\$8,380.54)	\$13,685.10	(\$22,065.64)
641 PRESCHOOL, AGED 3-5, P.L. 108-446, IDEA-PART B	\$0.00	\$4,902.00	\$0.00	\$5,002.00	(\$100.00)	\$0.00	(\$100.00)
763 LUNCHES	\$0.00	\$38,411.08	\$0.00	\$0.00	\$38,411.08	\$0.00	\$38,411.08
764 BREAKFASTS	\$0.00	\$11,716.72	\$0.00	\$0.00	\$11,716.72	\$0.00	\$11,716.72
770 MISCELLANEOUS FEDERAL PROGRAMS	\$0.00	\$0.00	\$0.00	\$99.45	(\$99.45)	\$400.55	(\$500.00)
<b>Total</b>	<b>\$0.00</b>	<b>\$5,164,525.47</b>	<b>\$0.00</b>	<b>\$3,471,363.51</b>	<b>\$1,693,161.96</b>	<b>\$1,517,256.08</b>	<b>\$175,905.88</b>

# Waynoka Public Schools

## Revenue By Month

**Options:** Fiscal Year: 2025, Funds: 21

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Total
AR 1110	\$0.00	\$0.00	\$0.00	\$0.00	\$10,385.32	\$269,131.53	\$61,683.69	\$7,752.05	\$59,742.84	\$0.00	\$0.00	\$0.00	\$408,695.43
AR 1121	\$153.93	\$2,170.60	\$190.86	\$36.60	\$136.33	\$15,395.95	\$1,092.15	\$125.11	\$7.54	\$0.00	\$0.00	\$0.00	\$19,309.07
AR 1122	\$0.30	\$3,479.01	\$66.57	\$18.93	\$117.75	\$32,921.86	\$49,286.48	\$100.00	\$36.55	\$0.00	\$0.00	\$0.00	\$86,027.45
AR 1310	\$0.00	\$36,845.92	\$52,302.07	\$40,728.33	\$43,686.42	\$42,999.46	\$41,685.98	\$49,493.27	\$41,665.82	\$0.00	\$0.00	\$0.00	\$349,407.27
AR 1351	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,435.14	\$4,400.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,835.19
AR 1352	\$0.00	\$2.08	\$52.10	\$2.54	\$0.53	\$73.42	\$75.87	\$703.64	\$50.88	\$0.00	\$0.00	\$0.00	\$961.06
AR 3620	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.12	\$0.00	\$0.00	\$0.00	\$0.00	\$20.12
AR 6110	\$3,534,982.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,534,982.33
<b>Total</b>	<b>\$3,535,136.56</b>	<b>\$42,497.61</b>	<b>\$52,611.60</b>	<b>\$40,786.40</b>	<b>\$54,326.35</b>	<b>\$364,957.36</b>	<b>\$158,224.22</b>	<b>\$58,194.19</b>	<b>\$101,503.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,408,237.92</b>

# Waynoka Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 21, Date Range: 7/1/2024 - 6/30/2025

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
000 NONCATEGORICAL FUNDS	\$0.00	\$873,255.59	\$0.00	\$505,027.79	\$368,227.80	\$1,096,513.82	(\$728,286.02)
<b>Total</b>	<b>\$0.00</b>	<b>\$873,255.59</b>	<b>\$0.00</b>	<b>\$505,027.79</b>	<b>\$368,227.80</b>	<b>\$1,096,513.82</b>	<b>(\$728,286.02)</b>

# Waynoka Public Schools

## Revenue By Month

**Options:** Fiscal Year: 2025, Funds: 60

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Total
AR 1310	\$33.73	\$32.13	\$37.05	\$36.21	\$33.95	\$36.49	\$36.64	\$35.94	\$40.42	\$0.00	\$0.00	\$0.00	\$322.56
AR 1710	\$3,249.35	\$3,572.75	\$2,563.60	\$1,265.80	\$964.50	\$3,609.25	\$2,602.75	\$835.00	\$3,949.55	\$851.50	\$0.00	\$0.00	\$23,464.05
AR 1720	\$0.00	\$59.25	\$269.50	\$122.50	\$35.50	\$462.65	\$230.00	\$40.00	\$570.65	\$50.00	\$0.00	\$0.00	\$1,840.05
AR 1730	\$0.00	\$652.50	\$484.55	\$377.55	\$51.00	\$722.55	\$432.25	\$95.00	\$296.50	\$38.00	\$0.00	\$0.00	\$3,149.90
AR 1811	\$0.00	\$1,207.00	\$2,430.00	\$2,731.00	\$642.00	\$2,360.00	\$2,169.00	\$1,204.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,743.00
AR 1830	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,271.00	\$3,322.00	\$1,954.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,547.00
AR 1950	\$25.00	\$3,237.00	\$21,729.00	\$12,798.30	\$3,633.00	\$3,751.00	\$7,251.00	\$7,914.00	\$728.00	\$2,758.00	\$0.00	\$0.00	\$63,824.30
AR 1971	\$0.00	\$170.00	\$200.00	\$120.00	\$168.00	\$0.00	\$3,180.00	\$1,785.00	\$1,345.00	\$25.00	\$0.00	\$0.00	\$6,993.00
AR 1972	\$0.00	\$2,619.00	\$9,555.00	\$3,576.52	\$980.00	\$604.00	\$1,313.90	\$250.00	\$250.00	\$300.00	\$0.00	\$0.00	\$19,448.42
AR 1990	\$300.00	\$2,280.50	\$2,325.00	\$1,446.00	\$731.00	\$242.00	\$1,429.10	\$2,453.09	\$4,412.00	\$320.00	\$0.00	\$0.00	\$15,938.69
AR 5120	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
<b>Total</b>	<b>\$3,608.08</b>	<b>\$13,830.13</b>	<b>\$39,743.70</b>	<b>\$22,473.88</b>	<b>\$7,238.95</b>	<b>\$13,058.94</b>	<b>\$21,966.64</b>	<b>\$16,566.03</b>	<b>\$11,592.12</b>	<b>\$4,342.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$154,420.97</b>

# Waynoka Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2024 - 6/30/2025

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
801 ACADEMIC BOWL	\$0.00	\$0.00	\$656.94	\$473.22	\$183.72	\$0.00	\$183.72
803 ANNUAL	\$0.00	\$440.00	\$3,837.88	\$2,356.88	\$1,921.00	\$0.00	\$1,921.00
805 ATHLETICS	\$0.00	\$21,856.00	\$22,291.90	\$25,597.42	\$18,550.48	\$0.00	\$18,550.48
807 Cheerleading	\$0.00	\$4,497.00	\$886.70	\$3,499.74	\$1,883.96	\$0.00	\$1,883.96
809 Class of 2029 EIGHTH GRADE	\$0.00	\$30.00	\$140.00	\$0.00	\$170.00	\$0.00	\$170.00
811 Class of 2025 SENIORS	\$0.00	\$0.00	\$7,312.22	\$2,881.71	\$4,430.51	\$3,397.97	\$1,032.54
812 Class of 2026 JUNIORS	\$0.00	\$50.00	\$10,289.14	\$4,871.91	\$5,467.23	\$0.00	\$5,467.23
813 Class of 2027 SOPHOMORES	\$0.00	\$20.00	\$2,404.01	\$0.00	\$2,424.01	\$0.00	\$2,424.01
814 Class of 2028 FRESHMAN	\$0.00	\$100.00	\$278.00	\$0.00	\$378.00	\$0.00	\$378.00
816 Concession	\$0.00	\$12,820.00	(\$6,576.31)	\$6,243.69	\$0.00	\$0.00	\$0.00
817 Fellowship of Christian Athletes	\$0.00	\$0.00	\$379.31	\$0.00	\$379.31	\$0.00	\$379.31
818 Future Farmers of America	\$0.00	\$34,183.90	\$9,682.73	\$29,145.69	\$14,720.94	\$0.00	\$14,720.94
819 Family Career and Community Leaders of America	\$0.00	\$8,083.00	\$14,532.40	\$10,471.96	\$12,143.44	\$0.00	\$12,143.44
820 Library	\$0.00	\$400.62	\$2,658.60	\$1,666.62	\$1,392.60	\$0.00	\$1,392.60
821 Miscellaneous	\$0.00	\$1,042.06	\$600.41	\$629.30	\$1,013.17	\$0.00	\$1,013.17
822 Music	\$0.00	\$10,208.00	\$1,859.06	\$7,516.57	\$4,550.49	\$0.00	\$4,550.49
824 National Honor Society	\$0.00	\$2,822.50	\$2,480.00	\$1,237.90	\$4,064.60	\$0.00	\$4,064.60
825 Petty Cash	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
826 Student Incentives	\$0.00	\$14,989.00	\$3,569.03	\$8,938.84	\$9,619.19	\$0.00	\$9,619.19
827 Technology Education	\$0.00	\$11,075.39	\$2,511.69	\$7,506.95	\$6,080.13	\$0.00	\$6,080.13
829 Student Council	\$0.00	\$2,999.50	\$2,462.64	\$3,669.92	\$1,792.22	\$0.00	\$1,792.22
830 CHILD NUTRITION	\$0.00	\$28,604.00	\$0.00	\$22,697.80	\$5,906.20	\$0.00	\$5,906.20
<b>Total</b>	<b>\$0.00</b>	<b>\$154,420.97</b>	<b>\$82,256.35</b>	<b>\$139,406.12</b>	<b>\$97,271.20</b>	<b>\$3,397.97</b>	<b>\$93,873.23</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 225 - 240, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	225	03/12/2025	2291	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	Board Member Incumbent Workshop	150.00
11	226	03/13/2025	46193	RIVERSIDE INSIGHTS	Testing Materials	1,106.80
11	227	03/25/2025	46410	EXTERIOR SOLUTIONS GROUP, LLC	Shingle Repairs	1,500.00
11	228	03/26/2025	4270	MerIt	Wi-Fi for the Track	4,470.00
11	229	03/26/2025	46509	JACK'S OUTDOOR POWER EQUIPMENT	Blower for the Track	2,345.00
11	230	03/31/2025	4390	PROSPERITY BANK	Sponsor Room for FCCLA Convention	200.00
11	231	04/02/2025	4270	MerIt	ViewSonic LED Monitors for STEM Class	1,500.00
11	232	04/02/2025	2291	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	Minutes Clerk and Encumbrance Clerk Training	450.00
11	233	04/07/2025	4574	SYLOGISTED, INC.	Accounts Payable/Payroll, Student Info. Serv.	9,314.05
11	234	04/07/2025	4106	COMPASS ATHLETICS	Track Equipment	2,261.00
11	235	04/02/2025	46245	Steve Weiss Music Inc.	Yamaha Student Bell Kit with Rolling Cart	870.00
11	236	04/07/2025	3724	CHARLES BELKNAP	Piano Tuning	330.00
11	237	04/07/2025	4447	PROSPERITY BANK	Hotel Room for Employee Financial Training	270.00
11	238	04/08/2025	46510	MUSIC AND ARTS	Instruments for Band	973.29
11	239	04/08/2025	46289	MAIN STREET AUTOMOTIVE	Maintenance and Repairs	5,000.00
11	240	04/10/2025	46508	SYNERGISTIC POWER SYSTEMS	Safe Room Inverter Maintenance	10,000.00
<b>Non-Payroll Total:</b>						<b>\$40,740.14</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$40,740.14</b>

## Waynoka Public Schools Encumbrance Register

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 12 - 12, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	12	04/02/2025	141	WOODS COUNTY TREASURER	2017 Sandridge Protest Judgement	2,781.26
<b>Non-Payroll Total:</b>						<b>\$2,781.26</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$2,781.26</b>

# Chas. W. Carroll, P.A.

1710 W. Willow - Suite 18  
Enid, Oklahoma 73703

Phone 580-234-5468

April 1, 2025

Mr. Scott Cline  
Superintendent  
Waynoka ISD #3  
2134 Lincoln St.  
Waynoka, OK 73860

I am pleased to confirm my understanding of the services I am to provide for the year ended June 30, 2025. I will prepare the annual financial statements of Waynoka ISD #3, which comprise the 2024-25 financial statements as of and for the fiscal year ended June 30, 2025, 2025-26 Estimate of Needs (SA&I Form 2662R1.1.9; including Publication Sheet "Z") for the Waynoka ISD #3, included in the accompanying prescribed forms, and perform a compilation engagement with respect to those financial statements. Management has elected to omit substantially all the disclosures ordinarily included in the financial statements prepared in accordance with a format and basis of accounting as prescribed by Oklahoma Statutes that demonstrate compliance with modified cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles.

I will assist your District personnel in adjusting the books of accounts with the objective that she/he will be able to prepare a working trial balance from which financial statements can be prepared. Your personnel will provide me with a detailed trial balance and any supporting schedules I require.

## **My Responsibilities**

The objective of my engagement is to -

1. Prepare financial statements in accordance with the modified cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles, based on information provided by you, and
2. Apply accounting and financial reporting statements without undertaking to obtain or provide any expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are not material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles

I will conduct my compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the bookkeeping service, preparing the financial statements, and performing the compilation engagement.

Waynoka ISD #3  
Engagement Letter

I am not required to, and will not, verify the accuracy or completeness of the information you will provide to me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion or a conclusion nor provide any assurance on the financial statements.

My engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. I have no responsibility to identify and communicate deficiencies or material weakness in your internal control as part of this engagement.

I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with the modified cash basis of accounting and budget laws of the State of Oklahoma and assist you in the presentation of the financial statements in accordance with the modified cash basis of accounting and budget laws of the State of Oklahoma. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARS:

1. The selection of the modified cash basis of accounting and budget laws of the State of Oklahoma, as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with the modified cash basis of accounting and budget laws of the State of Oklahoma, and the inclusion of all informative disclosures that are appropriate for the modified cash basis of accounting and budget laws of the State of Oklahoma.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
4. The prevention and detection of fraud.
5. To ensure that the entity complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide me for the engagement.
7. To provide me with -
  - Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements. Such as records, documentation, and other matters.
  - Additional information that I may request from you for the purpose of the compilation engagement.
  - Unrestricted access to persons within the Company of whom I determine it necessary to make inquiries.

8. Including my compilation report in any document containing financial statements that indicates that I have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to ask my permission to do so.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge and experience to oversee my bookkeeping services and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

### **My Report**

As part of my engagement, I will issue a report that will state that I did not audit or review the financial statements and that, accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, I am unable to complete the compilation of your financial statements, I will not issue a report on such statements as a result of this engagement. I am not independent with respect to Waynoka ISD #3 and will disclose that I am not independent in my compilation report.

### **Other Relevant Information**

Patrick W. Carroll is the engagement manager and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

My fees for this service will be \$5,750.00 for the financial statement preparation and compilation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, I will discuss with you and arrive at a new fee estimate before I incur the additional costs. My invoices for these fees will be rendered as work is completed and are payable on presentation.

I appreciate the opportunity to be of service to Waynoka ISD #3 and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you acknowledge and agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

The Firm of Chas. W. Carroll, P.A.

PWC/psm

### **RESPONSE:**

This letter correctly sets forth the understanding of Waynoka ISD #3.

BY: \_\_\_\_\_  
Title: Board President

BY: \_\_\_\_\_  
Title: Superintendent

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Ryan Walters**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**  
**2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599**

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS**  
**2024-2025 SCHOOL YEAR**

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2024-2025 fiscal year beginning July 1, 2024 and ending June 30, 2025.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**ATTEST:**

_____ <b>Clerk</b>	_____ <b>President</b>
<b>WAYNOKA PUBLIC SCHOOLS</b>	<b>WOODS</b> <b>76 / I-03</b>
_____ <b>District</b>	_____ <b>County</b> <b>County/District Number</b>
Approved this _____	Day of _____ 2025.

**S&B CPAs & Associates, PLLC.**

\_\_\_\_\_  
**AUDITING FIRM**

*J. A. S. CPA*

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM**

**PLEASE EXECUTE THIS FORM IN TRIPLICATE:**

- (1) copy for the school file
- (1) copy for the contracting auditing firm
- (1) copy to be submitted to the State Department of Education

**EMAIL A SIGNED CONTRACT TO KATHERINE.BLACK@SDE.OK.GOV OR MAIL A**

**COPY TO:** Katherine Black, Executive Director, Financial Accounting  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Suite 420  
Oklahoma City, Oklahoma 73105-4599

**MUST BE FILED NO LATER THAN JUNE 30, 2025**

Contracts dated prior to January 20, 2025, will **not** be accepted.

Contracts which do not contain **all** of the above provisions **will not** be accepted.



# Software Service Order Agreement

Term of Agreement: 2025-2026 Fiscal Year

**Customer:** WAYNOKA PUBLIC SCHOOLS

**Addr:** 2134 LINCOLN ST  
WAYNOKA OK 73860

**October Membership:** 236

SYLOGISTED, INC.

**Addr:** 908 EAST 35TH STREET  
SHAWNEE, OK 74804

**Phone:** (800)749-5691 **Email:** accounts@sylogist.com

## Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

Description	Total
Appropriated Funds	\$2,459.12
Payroll	NA
- Usage Fee Included In Appropriated Funds	
Treasurer	\$821.28
Activity Funds	\$410.64
Personnel	\$821.28
Purchase Requisition	\$821.28
Fixed Assets	NA
Document Management	NA
Time & Talent	NA
Accounting Query Designer	NA

**Total 2025-2026 Fiscal Year Charges:** \$5,333.60

### Terms and Conditions

- The software charge includes phone support for one (1) designated contact per application, excluding Document Management. Additional contacts can be added at an additional cost. SylogistEd, Inc. shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. SylogistEd, Inc. shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.
- On-site training (by appointment only) will be charged \$1000.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS mileage rate. Additional time is \$165.00 per hour.
- For each renewal, the fees may, at SylogistEd's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
- Customer agrees that SylogistEd, Inc. shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement shall be governed by the Laws of the State of Oklahoma.

## Software as a Service

1. Definitions.
  - (a) Application means the software and other material used by SylogistEd, Inc. to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
  - (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
  - (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
  - (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
  - (f) Privacy Policy and Terms of Service means the SylogistEd, Inc. Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
  - (g) Service shall have the meaning set forth in the SylogistEd, Inc. Privacy Policy and Terms of Service.
  - (h) Service Order Agreement means the Software Service Order Agreement delivered by SylogistEd, Inc. to Customer which sets forth the service and fees for the current fiscal year.
  - (i) Usage Data means any data that SylogistEd, Inc. collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
  - (a) SylogistEd, Inc. Obligations. SylogistEd, Inc. hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that SylogistEd, Inc. becomes aware of (provided SylogistEd, Inc. is not required to actively monitor the Customer's account access).
  - (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify SylogistEd, Inc. promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require SylogistEd, Inc. to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and SylogistEd, Inc. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
  - (a) Customer Accounts. Customer must provide SylogistEd, Inc. with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
  - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
  - (a) Availability & Maintenance. SylogistEd, Inc. will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
  - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, SylogistEd, Inc. will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. SylogistEd, Inc. will provide software as part of the Service that will allow the Customer to share data with third-party applications.
  - (a) It is understood and agreed that SylogistEd, Inc. is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
  - (b) It is understood and agreed that SylogistEd, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall SylogistEd, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. SylogistEd, Inc. is only providing software that will allow the Customer to share data with third-party applications.
  - (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
  - (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance

Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, SylogistEd, Inc. for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that SylogistEd, Inc. could incur.

(g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

7. Intellectual Property Rights.

(a) SylogistEd, Inc. Intellectual Property. SylogistEd, Inc. and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no SylogistEd, Inc. Intellectual Property Rights are granted to Customer.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants SylogistEd, Inc. a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by SylogistEd, Inc. and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.

(d) Derivatives and Compilations of Usage Data. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

8. Privacy and Personal Information. (a) SylogistEd, Inc.'s Privacy Policy. SylogistEd, Inc.'s Privacy Policy and Terms of Service, made a part hereof, is available at <https://www.sylogist.com/privacy-policy>.

9. Term; Termination.

(a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or SylogistEd, Inc.

(b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. SylogistEd, Inc. may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.

(c) Breach. SylogistEd, Inc. may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of SylogistEd, Inc.'s notice to Customer.

10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."

(a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to SylogistEd, Inc. or its third-party licensor (as appropriate), and SylogistEd, Inc. hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information").

Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.

(b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight



Software Service Order Agreement

Term of Agreement: 2025-2026 Fiscal Year

courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from SylogistEd, Inc. to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.

- 12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
- 13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
- 14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. SylogistEd, Inc. reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By: Grant McLannon

Date Prepared: 3/28/2025

Accepted By (please circle one): Superintendent / Board President

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

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



# Software Service Order Agreement

Term of Agreement: 2025-2026 Fiscal Year

**Customer:** WAYNOKA PUBLIC SCHOOLS

**Addr:** 2134 LINCOLN ST  
WAYNOKA OK 73860

**October Membership:** 236

SYLOGISTED, INC.

**Addr:** 908 EAST 35TH STREET  
SHAWNEE, OK 74804

**Phone:** (800)749-5691 **Email:** accounts@sylogist.com

## Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

Description	Total
Student Information	\$2,185.36
Gradebook	\$547.52
Lunch Room	\$547.52
Student Records Portal	\$410.64
Student Information Horizontal SIF® Agent - SIF® is a registered trademark of Schools Interoperability Framework Association.	NA
Google Classroom™ Integration - Google Classroom™ is a registered trademark of Google Inc.	\$289.41
Rostering Integration	NA
Student Information Query Designer	NA

**Total 2025-2026 Fiscal Year Charges:** \$3,980.45

### Terms and Conditions

- The software charge includes phone support for two (2) designated Student Information contacts per accredited site, one (1) designated Gradebook contact per accredited site, and one (1) designated Lunch Room contact per lunchroom site. Additional contacts can be added at an additional cost. SylogistEd, Inc. shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. SylogistEd, Inc. shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.

3. On-site training (by appointment only) will be charged \$1000.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS rate. Additional time is \$165.00 per hour.
4. The Student Information software charge includes the SIF Agent for SIF 2.0r1 Wave Profile. Additional 2.0r1 Horizontal Agent Profiles can be added at an additional cost of \$ 0.56 per student X October membership.
5. Pre-defined query templates for use with the Query Designer can be purchased for a one-time fee of \$250.00 each.
6. For each renewal, the fees may, at SylogistEd's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
7. Customer agrees that SylogistEd, Inc. shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
8. The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
9. This agreement shall be governed by the Laws of the State of Oklahoma.

### Software as a Service

1. Definitions.
  - (a) Application means the software and other material used by SylogistEd, Inc. to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
  - (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
  - (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
  - (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
  - (f) Privacy Policy and Terms of Service means the SylogistEd, Inc. Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
  - (g) Service shall have the meaning set forth in the SylogistEd, Inc. Privacy Policy and Terms of Service.
  - (h) Service Order Agreement means the Software Service Order Agreement delivered by SylogistEd, Inc. to Customer which sets forth the service and fees for the current fiscal year.
  - (i) Usage Data means any data that SylogistEd, Inc. collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
  - (a) SylogistEd, Inc. Obligations. SylogistEd, Inc. hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that SylogistEd, Inc. becomes aware of (provided SylogistEd, Inc. is not required to actively monitor the Customer's account access).
  - (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify SylogistEd, Inc. promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require SylogistEd, Inc. to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and SylogistEd, Inc. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
  - (a) Customer Accounts. Customer must provide SylogistEd, Inc. with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
  - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
  - (a) Availability & Maintenance. SylogistEd, Inc. will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
  - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, SylogistEd, Inc. will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. SylogistEd, Inc. will provide software as part of the Service that will allow the Customer to share data with third-party applications.

- (a) It is understood and agreed that SylogistEd, Inc. is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
- (b) It is understood and agreed that SylogistEd, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall SylogistEd, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. SylogistEd, Inc. is only providing software that will allow the Customer to share data with third-party applications.
- (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, SylogistEd, Inc. for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that SylogistEd, Inc. could incur.
- (g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

7. Intellectual Property Rights.

- (a) SylogistEd, Inc. Intellectual Property. SylogistEd, Inc. and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no SylogistEd, Inc. Intellectual Property Rights are granted to Customer. All pre-defined query templates are considered SylogistEd, Inc. Intellectual Property and are for the sole use of the intended school district and shall not be shared with any other entity.
- (b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants SylogistEd, Inc. a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by SylogistEd, Inc. and in conjunction with automatically generated data such as IP address, time, and frequency of access.
- (c) Feedback Relating to Services. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.
- (d) Derivatives and Compilations of Usage Data. SylogistEd, Inc. shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

8. Privacy and Personal Information. (a) SylogistEd, Inc.'s Privacy Policy. SylogistEd, Inc.'s Privacy Policy and Terms of Service, made a part hereof, is available at <https://www.sylogist.com/privacy-policy>.

9. Term; Termination.

- (a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or SylogistEd, Inc.
- (b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. SylogistEd, Inc. may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.
- (c) Breach. SylogistEd, Inc. may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of SylogistEd, Inc.'s notice to Customer.

10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."

- (a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to SylogistEd, Inc. or its third-party licensor (as appropriate), and SylogistEd, Inc. hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information"). Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.
- (b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential &

Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from SylogistEd, Inc. to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.
12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. SylogistEd, Inc. reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By: Grant McLarnon

Date Prepared: 3/28/2025

Accepted By (please circle one): Superintendent / Board President

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

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



EXTERIOR SOLUTIONS GROUP  
WE DO ROOFING A LITTLE DIFFERENT

Exterior Solutions Group, LLC.  
P.O. Box 8288  
Edmond, OK 73083  
(405) 374-7663  
[www.exteriorsolutionsgroup.com](http://www.exteriorsolutionsgroup.com)

## Roof Maintenance Agreement

**School District: Waynoka Public School**

**Building Owner/Representative**

Name: Waynoka Public School

Address: 2134 Lincoln St

City, State, Zip: Waynoka, OK 73860

Phone: 580-824-4341

**On Site Contact**

Name: Scott Cline

Phone: 580-748-1188

Agreement Term: 1 Year, Auto Renewing Unless Canceled.

Agreement Effective Date: July 01, 2025

Agreement Expiration Date: June 30, 2026

Price per Year: \$7,982.00

Your roof requires regular maintenance to perform properly, maintain any current manufacturer warranties and reduce the occurrence of unexpected leaks. Roofing systems should be thoroughly inspected by a trained roofing professional qualified to monitor roofing and waterproofing performance. By enrolling in ESG's Roof Maintenance Program, you are taking an important step towards extending the life of your roof!



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[www.exteriorsolutionsgroup.com](http://www.exteriorsolutionsgroup.com)

## What It Includes

Your enrollment in our Roof Maintenance Program includes a yearly roof inspection report in the Spring and two service visits per year in the Spring and Fall.

At each service visit, our qualified roofing professionals will perform the following tasks:

1. Clean roof of all debris, including broom cleaning areas where dirt and dust accumulate from ponding water.
2. Remove debris from all drains, scuppers, and gutters, and secure drain cover bolts, as necessary. If the downspouts are clogged below the roof line, the Building Owner will be advised.
3. Repair minor roof flashing and sheet metal counterflashing at all penetrations and curbs, including pipes, vents, skylights, walls, HVAC units, etc.
4. Repair all minor open seams in the roof surface.
5. Repair minor cracks or blisters in the field membrane or coating, as necessary for watertightness.
6. Reseal cracked or missing caulking at penetrations, as necessary.
7. Assess all roofs and report deficiencies to owner and advise owner of any flashings or roofs that need to be addressed/budgeted for future.



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[www.exteriorsolutionsgroup.com](http://www.exteriorsolutionsgroup.com)

## Roof Maintenance Agreement

### Our Guarantee

Once enrolled in our Roof Maintenance Program. If your roofing system happens to experience a leak for any reason during the term of this Agreement, ESG will respond to the leak within 24 hours of notification

### Terms

This Agreement carries a term of 1 year and will automatically renew unless canceled. ESG reserves the right to adjust the price of this agreement at time of renewal.

Payment is due within 30 days of enrollment in the program.

The Building Owner will be advised of any recommended repairs that exceed the scope of this Maintenance Agreement.

This Maintenance Agreement may be cancelled at any renewal by the Building Owner upon written request to ESG.

\_\_\_\_\_  
Building Owner/Representative

\_\_\_\_\_  
Exterior Solutions Group, LLC.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# BEGINNING TRACKS CHILDCARE CENTER HANDBOOK

## General Info

Beginning Tracks Childcare Center will be open Monday-Friday 7:30 a.m to 4:30 p.m. We will be accepting children six weeks-5 years of age as of September 1. Beginning Tracks will be serving breakfast, lunch, and an afternoon snack provided by the Waynoka Public Schools food service to children ages one year and older. Parents/guardians are responsible for supplying formula, breast milk, baby food, and anything else needed for children under the age of one. Children of Waynoka School employees will have first priority of the available openings, then children in Waynoka school district or children who have a sibling that attends Waynoka Schools. If there are still available spots, out of district children will be offered the spots. All children will be required to fill out a child information sheet to be reviewed by the Director. If a child has previously been removed from the program, they will only be allowed back into the program upon the approval of the Director and Superintendent of Waynoka Public Schools.

## Smoking/Tobacco Use Prohibited

Tracks Childcare Center is a No Smoking Facility. The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program. The use of a tobacco product or vapor product shall also be prohibited 24/7 in childcare/school vehicles and at any childcare/school sponsored or sanctioned event or activity.

## Enrollment Procedures

Before we will assume responsibility of caring for your child we must have the following:

- \*Completed Child Information Sheet and other required forms from DHS
- \*Signed Parent Agreement
- \*Current copy of child's immunization record
- \*Pay first week of childcare
- \*Enrollment Fee \$50 per family per year

## Fees

Payments can be made with a check, made payable to Beginning Tracks Childcare Center or cash, please bring the exact amount as change will not be kept on site.

Weekly payments are due on Mondays by noon to avoid a \$20 late fee per day.

Monthly payments are due on the first Monday of every month by noon to avoid a \$20 late fee per day.

If payment is not received within four days, your child will be terminated and their spot will be filled with the next child on the waiting list.

*Waynoka Public School Employee and Board Member Children*-----\$25/Day

*Beginning Tracks Childcare Center Employee Children*-----\$12.50/Day

*All other Children*-----\$30/Day

*Enrollment Fee* \$50 per year non refundable

*Drop-in Rate (Only if Available)*-----\$40.00/day due at the time of drop off

*Drop-in Rate Waynoka Public School Employee and Board Member Children*----\$35/day

*Late Pick-up Fee*-----\$10.00 per every 15 minutes per kid after your scheduled time of pick-up on the signed parent agreement on file, unless prior arrangements have been made. A prior arrangement means permission is given by the Director for your child to come early or stay later than their scheduled times with at least 24 hour notice unless in case of an emergency.

*Return Check Fee*-----\$30.00 and will be required to pay cash thereafter

*Part-Time*(only if available)

Same 2 days/week

Same 3 days/week

Full-time children take priority. If your child is part-time and a full time child enrolls, you will be given a two week notice that your part-time spot is no longer available. Part-time spots will be treated the same as full-time spots as far as payment is concerned. You are required to pay for whatever days your child is signed up to attend daycare regardless if your child attends. Substitution of scheduled days or additional days must be approved by the director.

### **Arrival and Departure Procedure**

Beginning Tracks Childcare Center doors will be locked from the outside when children are present. Please call 580-824-5151 if you need to pick up your child or need in the building for any reason if there is no one up front to let you in. All doors from the inside will remain unlocked while children are present.

Children may not enter or leave the center unless accompanied by an adult. An adult is required to check the child in and out. Beginning Tracks Childcare Center is required to maintain daily attendance records. Be sure a staff member is fully aware (per verbal communication) that your child is arriving or leaving the center. Safety is our number one priority, so please make signing your child in and out a top priority of yours. Children will only be released to the people listed on their enrollment form as authorized people to pick up your child. Changes can only be made to this form in person by a parent at the center. Photo ID may be requested; this is for your child's safety.

### **Attendance Policy**

If your child will be late or absent due to illness or any other reason, please call to let the Director/Staff know by 8:00 am. All children need to arrive and be settled in their classroom by 9:00 am daily. Daily activities will begin at 8:00 am and lunch count will be taken at this time.

Each child that is enrolled full-time will be given five No Charge Days per calendar year. These days must be taken in consecutive order. Please notify the Director of the dates you would like to receive credit for at least one week prior to using them unless in an emergency. Children will be charged their regular rate for all other absences and sick days.

### **Absent**

If your child does not show up to daycare and you have not notified the Director/Staff to let them know why your child is absent, someone from the center will try to call you. If you are unable to be reached and you do not notify the center within two business days, your child will be terminated, and their spot will be filled.

### **Days Closed/Holidays**

Please see the attached page for days closed. These days will be updated yearly. We reserve the right to change, add, or adjust this schedule as needed. If a change, addition or adjustment is necessary, you will be given a two week written notice, unless an emergency arises, then you will be notified as soon as possible.

Should it become necessary to close Beginning Tracks Childcare Center due to bad weather, the Superintendent of Waynoka Public Schools will notify K101 FM radio station and News 4, 5, 9, and 25 before 7:00 am if possible. Please listen to these stations if possible. Children will be given credit for the days the center is closed for weather closings. Children will not be charged for holidays/activity days.

### **Supplies**

*Infant Parents* are responsible for supplying the following:

2 Bottles, Formula/Breast Milk, 2 Pacifiers (if needed), a week's supply of Cereal/Baby Food/Snacks (when ready), Diapers, Wipes, Sippy Cup (when ready), 2 Outfits, and 2 Burp Cloths, and a **Full Size** backpack to send stuff back and forth to daycare.

*Toddler Parents* are responsible for supplying the following:

Diapers, Wipes, water bottle/cup, 2 sets of Full Change of Clothes, Pillow with a Removable Pillow Case that can be washed, Blanket, mesh laundry bag that nap supplies will fit in, and a **Full Size** Backpack that papers/notes can fit in.

The above items will be labeled with the child's name and need to be left at the center. You will be notified when your child's supplies are running low and need to be replaced.

If any of the Infant or Toddler supplies are not supplied within two consecutive days of the parent being notified, you will be charged \$20.00 for every day that Beginning Tracks Childcare Center has to supply anything for your child. If supplies are not brought for your child within three days, DHS will be notified.

**\*\*Backpacks need to be cleaned out daily and not be used as their daily diaper bag.**

### **Optional Supplies**

Tylenol/Motrin, Teething Tablets, Diaper Ointment, Sunscreen, and Bug Spray are optional and must have an individual medication permission form filled out for each child and signed by a

parent before the staff may administer any of them. If you prefer not to bring them, that is your choice, but they will NOT be given or applied unless they are supplied by you and the medication form signed by a parent of the child. No borrowing from another child, and no over the phone permission will be accepted. These items can also be labeled and left at the center if you prefer.

## **Parent Involvement**

Parents and/or close family/friends are encouraged to attend any or all of the following activities/events. Children love to have their parents at group events. Even though they show off and sometimes act out, it really does mean a lot to them when you or someone close to them can attend.

Open Door Policy--Parents or someone close to your child is welcome at all times as long as center policies are followed. Let the Director/Staff know if you or someone would like to join us for lunch, storytime, an activity, outdoor time, or art time. We always welcome volunteers.

Open House--An open house will be scheduled annually.

Holiday Parties--When it is close to a party date, there will be a signup sheet for each classroom if you would like to sign up to bring something or if you would just like to attend and enjoy that time with your child.

Birthday Parties--Children love to celebrate their birthdays with their friends! It is their special day to shine and be the center of attention! If you would like to bring a birthday treat/snack for your child's birthday please make prior arrangements with the Director/Staff to set this up. If your child's birthday falls on a day the center is closed, we will be happy to set up an alternative date to celebrate.

Parent/Teacher Conferences--Conferences will be offered to each child's parents at least every 12 months to discuss the child's progress, challenges, and accomplishments. This time will also be used to set goals for the child for the upcoming year.

Parent Resource Area--There will be a Beginning Tracks Info Center located by the front door. Feel free to help yourself with any of the information there. If you would like to place a pamphlet, flyer, or information in this area, please approve it with the Director first.

## **Volunteer Policy**

All volunteers not being counted in staff/child ratios must check in with the Director/Staff and wear a visitor's name tag.

All volunteers being counted in staff/child ratios must have an OSBI background check with fingerprints on file at Beginning Tracks Childcare Center before volunteering.

Volunteers should not be left unattended with children for any amount of time.

## **Meals**

Breakfast, lunch, and an afternoon snack will be provided to all children enrolled at Beginning Tracks Childcare Center. Meals will be contracted through Keystone Food Service, prepared at Waynoka Public Schools, and delivered to the childcare center. You have the option to send

breakfast or lunch with your child, but it needs to be nutritious. If your child is not at the center at the start of each meal/snack you will be responsible for providing your child with that meal/snack before bringing them. If you have an infant that needs to be fed within 30 minutes of drop off time, please feed them before bringing them or plan to stay and feed them. Dropping off a hungry infant or several between 7:30 and 8:00 am with everyone else being dropped off makes for a rough start for the child and staff.

Breakfast will be served at approximately 8:30 am.

Lunch will be served at approximately 11:00 am.

Afternoon Snack will be served at approximately 3:00 pm.

### **Medication**

1. The parent signs an authorization for a staff from Beginning Tracks Childcare Center to administer each medication. Directions are recorded for the proper amount (dosage), including time and days medication is to be administered.
2. If a child has a chronic medical problem, the parent may sign a medication authorization for up to a nine-month period for prescribed medication to be given when symptoms occur. However, parents are notified when medication is administered.
3. Prescription medication is not administered unless the medication is a part of a prescribed therapeutic treatment.
4. Medication is provided by the parent in the original container and labeled with the child's full name.
5. Staff administers medication according to the label directions and only to the child for whom it is intended.
6. To avoid duplication, designated staff records each dosage administered, and the records are readily available to parents. Times and dosages are also recorded on the child's daily sheet that will be sent home daily.
7. All medications are inaccessible to children and stored in a manner which prevents contamination of food.
8. Medication is either returned to the parent or disposed of properly when it is out-of-date or the child has withdrawn from the facility.
9. If used, syringes, needles, and lancets will be disposed of in a Sharps Medical container.

### **Sick Children**

If your child becomes sick while at childcare, you will be notified and required to pick up your child immediately. If your child runs a fever below 100 F and you want them to have a fever reducing med that is allowed. If the child's temperature is initially 100 F or higher they will not be administered fever reducing meds. They will be required to be picked up for the day and kept home for a minimum of 24 hrs. As listed below. Please refer to the "Too Sick To Attend Childcare" list below if you have questions, or you may contact the Center.

If your child is sent home for any of the below listed illnesses, they will not be able to attend childcare for a minimum of 24 hours from the time of them being checked out. If your child experiences any of the following, they are too sick to attend.

## Too Sick To Attend Beginning Tracks Childcare Center

**\*\*A Doctor's note may be required at anytime the Director/Staff feels necessary\*\***

**If your child is sent home with a fever, rash, vomiting, or diarrhea they are required to stay home a minimum of 24 hours from being sent home in addition to what is stated below.. All rashes must be checked out by a doctor to ensure they are not contagious.**

**Children must have a doctor's note to return after being sent home with a rash.**

- \*Temperature 100°F or higher--must be fever free for a minimum of 24 hours *without* fever reducer medications before returning.
- \*Persistent crying--If your child cries continuously for an hour, you will be notified to give a suggestion to calm them, come try to calm them yourself, or pick them up for the day.
- \*Difficulty Breathing or Uncontrolled Coughing
- \*Diarrhea--If your child has more than two diarrhea stools in a day, you will be required to pick your child up for the day. Child must remain home for a minimum 24 hrs. If your child has 1 diarrhea stool after returning they will be required to be picked up and may return when stool is solid. If this continues day after day then you will be asked to bring a doctor's note before your child is allowed to return to childcare.
- \*Vomiting--If your child vomits, you will be required to pick your child up for the day. They may return when the child can hold down food/drink without vomiting for 24 hours.
- \*Hand Foot and Mouth--Blisters must be scabbed over, and the child must be fever free *without* fever reducing medications for at least 48 hours before returning to childcare.
- \*Rash--Doctor's note required stating whether or not contagious
- \*Pink Eye--24 hours on eye drops and continued eye drops for 5-7 days as directed by doctor.
- \*Head Lice--Must have doctor's note to return to childcare
- \*Strep Throat/Tonsillitis--Must have a complete 24 hours of medications and be fever free *without* fever reducing medications before returning to childcare.
- \*Ringworm--Must have doctor's note to return to childcare
- \*Chicken Pox, shingles, whooping cough, measles, mumps, rubella, or hepatitis A, B, AB, or C---must have a doctor's note to return to childcare if your child has any of these illnesses.
- \*Influenza--5-7 days out of childcare. Must bring a doctor's note saying the child may return to childcare.
- \*RSV--5-7 days out of childcare. Must bring a doctor's note saying the child may return to childcare.

**\*\*If your child is given an antibiotic for any reason the child must be on the antibiotic for a full 24 hrs before returning to daycare. Plus being fever free without fever reducing medication.**

### **Contagious Sickness/Infestations**

Beginning Tracks Childcare Center will notify parents of any contagious sickness or infestations, such as head lice, that occurs at the center, but the child's or staff's name with the sickness or infestation will not be mentioned. The child will be separated from the group until a parent arrives to pick them up. If a staff member comes down with a sickness or infestation, he/she will be sent home immediately. The above protocol will be taken depending on sickness.

### **Child Abuse**

Every person, private citizen, or professional, who has reason to believe that a child has been abused is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reported child is kept confidential.

If there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused, a report should be made to the 24-hour statewide Child Abuse and Neglect Hotline, 1-800-522-3511.

### **Infant Safe Sleep Environment**

Beginning Tracks Childcare Center staff takes this very seriously. If you have any questions, please feel free to ask. All staff will be required to pass the Infant Safe Sleep training before being allowed to care for children under the age of one. They may work with someone who has completed and passed the training but not unsupervised. All measures of this training will be followed. Infants will be placed on their backs in a crib/pack n play with a tight fitting sheet with no other objects in the crib/pack n play except a pacifier. The pacifier can not have anything attached to it. An infant may be swaddled until they are 4 months old and then they may be placed in a safe sleep sack, which will need to be provided by the parent and approved by the Director. An infant will be allowed to sleep on his/her side or stomach once the infant is able to roll front to back and back to front consistently but will be closely monitored to make sure they are not face down at any time while sleeping. Infants will be repositioned to their back or their head turned if they become face down while sleeping.

### **Outdoor Play**

All children will be required to go outdoors to play for 20-30 minutes daily, weather permitting. In case of bad weather children will be allowed extra free play in our Big Room. Please dress your child appropriately. In warmer weather shade will be accessible on the playground. Children will have water breaks every 20 minutes if outdoor time exceeds 30 minutes. If children are provided with sunscreen by their parent/guardian it will be applied hourly if playtime exceeds the normal 20-30 minutes.

### **Discipline Procedure**

Beginning Tracks Childcare Center follows the Department of Human Services guidelines for appropriate discipline.

Section 26, Behavior and Guidance

- (A) Appropriate discipline. Discipline is required to be constructive and educational in nature and appropriate to the child's age and circumstances.
- (B) Staff member requirements:
  - (a) Recognize and encourage acceptable behavior
  - (b) Teach by example and use fair and consistent rules in a relaxed atmosphere with discipline that is relevant to the child's behavior.
  - (c) Supervise with an attitude of understanding and firmness
  - (d) Give clear directions and provide guidance appropriate to the child's level of understanding
  - (e) Redirect the child by stating alternatives when behavior is unacceptable
  - (f) Speak so children understand that they and their feelings are acceptable but unacceptable action or behavior is not
  - (g) Encourage children to control their own behavior, cooperate with others and solve problems by talking things out
  - (h) Give guidance in activities in an orderly fashion including a choice of interesting planned activities
  - (i) Help children feel successful at a task and give options for the other tasks if the one chosen proves too difficult
  - (j) Prepare children for the next activity a few minutes ahead and allow them to wind down from one activity before beginning another
  - (k) Use "time-out" periods only as necessary and not over a minute per age of child
  - (l) Maintain perspective about school-agers' misbehavior, recognizing that every infraction does not warrant staff attention or intervention.
- (C) Restrictions: Staff is prohibited from:
  - (a) Subjecting children to punishment of any physical nature, e.g.--shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, spitting, banging, hair pulling, yanking, excessive exercise, or any cruel treatment that may cause pain
  - (b) Putting anything in or on a child's mouth as punishment
  - (c) Retaining a child by any means other than holding and then for only as long as it is necessary for the child to regain control
  - (d) Subjecting children to punishment of a psychological nature, e.g.--humiliation by derogatory or sarcastic remarks about them or their families, race, gender, religion, or cultural background
  - (e) Using harsh or profane language or actual or implied threats of physical punishment
  - (f) Punishing or threatening children in association with food, rest, or toilet training
  - (g) Isolating a child without supervision or placing him or her in a dark area
  - (h) Permitting children to discipline other children
  - (i) Punishing an entire group due to the actions of a few children
  - (j) Seeking or accepting parental permission to use punishment or act prohibited by the requirements obtained in this subsection

(k) In addition to the DHS "Behavior and Guidance," we also implement a program called "Three Strikes". This is usually used as a last resort. The process is as follows:

1. Inform the parent of the problem when they come to pick up the child
2. Call the parent and inform them of the child's behavior. If the child is old enough, possibly have the parent talk to them over the phone about the child's behavior.
3. Call the parent and have them come get the child for the remainder of the day

### **Damages to Property**

It is expected that your child be respectful of Beginning Tracks Childcare Center's personal property and furnishings. A certain amount of "wear and tear" is normal, but if your child intentionally damages any property through destructive behavior or roughness, the parent will be liable for the 100% of the replacement cost.

### **Expulsion/Termination Policy**

The first two weeks of childcare are to be an adjustment period. The Director/Staff at Beginning Tracks Childcare Center will let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any reason. It is the parent's responsibility to let the Director/Staff know the same. The Parent or Director can terminate a child's contract anytime during this adjustment period in writing on or before the 14th day of childcare starts. There will be no reimbursement of the enrollment fee or tuition fees paid up to the date of termination.

A two week written notice is required by the Director/Staff to terminate care after the first 14 days. If the parent terminates care after the first 14 days, a two week written paid notice is required.

Unfortunately, there are reasons to dismiss a child from Beginning Tracks Childcare Center on a short-term or permanent basis. Every measure possible will be taken to work with the child and their family in order to prevent this policy from being enforced. The following are reasons a child may have to be dismissed short-term or permanently from Beginning Tracks Childcare Center:

#### **Immediate Causes for Expulsion:**

- The child is at risk of causing serious injury to other children, staff, or him/herself
- The parent(s) threaten physical or intimidating actions toward staff members
- Parents(s) exhibits verbal abuse towards staff in front of enrolled child

#### **Parental Actions for Child's Expulsion:**

- Failure to pay on time

- Failure to provide completed required paperwork and updated immunization records in a timely manner
- Habitual tardiness when dropping off or picking up a child from Beginning Tracks Childcare Center. (2 or more times in a month's time)
- Verbal or physical abuse to a staff or child

Child's Action for Expulsion:

- Failure to adjust to environment at Beginning Tracks Childcare Center within 2 weeks time
- Uncontrollable tantrums/angry outbursts that continue daily for more than one week
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting that is not acknowledged by the parents of the biter. Parents must make a reasonable attempt to help in finding a way to control the biter.

Prior to expulsion, a parent will be given written notice stating the problem and reasoning for the expulsion. The parent will be given one week to correct the problem. If after one week, the parent or child's behavior has not changed and there has been no sign of improvement, the parent will be given a second written notice stating they will have one week from the date of the second notice to find alternative care for the child. Payment will not be refunded for any care due to an expulsion.

### **Transportation**

Transportation will NOT be provided for medical purposes. 911 will be called for all medical purposes. Transportation will only be provided if needed for emergency situations. Infants and children who cannot sit properly will be buckled in their carseat or held by a caregiver, and the children that are able to sit appropriately and by themselves will sit in a seat on a Waynoka school bus and taken to Waynoka Public School. Depending on the situation, one of the following procedures will be followed.

### **Emergency Procedure**

Should any emergency arise, the Staff will make every effort to notify the parents as soon as possible. If the situation is life threatening, 911 will be called immediately, then the parents. If the situation is non-life threatening but is in need of medical advice, and the parents or emergency contacts listed on the child's information sheet cannot be reached 911 will be called. A Staff will stay with the child at all times until the parent or medical personnel arrive. The same procedure will be used on field trips.

### **Fire Drill Procedure**

When the fire alarm sounds, everyone will walk to the nearest outside exit door with the staff in charge and proceed out the door and across the street or alley. The last staff member leaving each area is responsible for closing the door they exit. The Director/Staff in charge is responsible for grabbing the daily attendance records and the emergency kit that includes supplies plus emergency contacts and medical information for each child and staff. Staff

members need to keep children calm and contained in one area until the fire department arrives and clears the scene. Monthly fire drills will be practiced and recorded.

### **Tornado Procedure**

The Staff at Beginning Tracks Childcare Center prefer parents to pick up their child when a tornado warning is issued for our area. If children are present when the tornado siren goes off, the staff in charge will take all the children in single file to the front entrance and wait for a public school bus to pick everyone up and transport them to the Waynoka Public School safe rooms. Children who are not mobile enough to get to the shelter location on their own will be taken there by a caregiver and protected/held by the caregiver during a storm. Everyone will remain in these positions until it is safe to go back to the childcare center. Tornado drills will be practiced and recorded monthly.

### **Medical Emergency Procedure**

Minor bumps and scrapes are going to happen, but the Staff at Beginning Tracks Childcare Center will make every effort to keep each child safe through supervision and childproofing the center. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, parents will be contacted immediately, and the most familiar staff member will stay with the child until a parent arrives. If the staff is unable to contact either of the parents, the emergency contacts listed on the child's enrollment form will be contacted in the order they are listed until someone is reached. If necessary, your child will be transported to the Share Medical Center by ambulance. If a parent or emergency contact cannot be reached by this time, a Staff member will go with the child to the medical facility. Parents are responsible for all costs involved in emergency medical treatment, including transportation if needed. All Staff will be required to fill out a written accident report, and the Director must notify Licensing of the incident no later than the next business day. A copy of the report must be kept in the child's file.

### **Evacuation**

In case of the need to evacuate the Beginning Tracks Childcare Center site, the following procedures will be followed:

#### **Routes/Exits**

Children are only cared for on ground level.

Exits (all doors are checked regularly to ensure opening)

*All Classrooms:* Outside Exit Door of each classroom

*Director's Office:* Front Door

*Store room/Laundry Room:* Front Door

*Indoor play area:* Front Door or Outside Exit to the back

*Kitchen:* Back Door

*Dining Area:* Back Door

### **Infants/Toddlers**

Children under 2 years of age will be evacuated together using a portable crib with wheels. The center owns 6 portable cribs which will be easily accessible in case of emergency.

Children 2 years and older will be required to walk in a single file line behind the staff that goes out first.

#### **Notification**

Once all children are safely evacuated, 911 will be called.

Parents will be notified of the evacuation after 911 has been called.

#### **Emergency Information**

Emergency paperwork for children and staff will be taken by the staff in charge.

An emergency kit including crackers, water, small toys, a flashlight, a blanket, any daily medications, diapers, and wet wipes will be taken.

A first aid kit will also be taken.

### **Evacuation Site**

#### **Neighborhood**

Front door evacuation will be across Rose Street to 1093 Rose Street until it is safe to return to the center or parents arrive for pickup.

Back door evacuation will be out the back gate of the playground across the alley to 2336 Maple Street until it is safe to return to the center or parents arrive for pickup.

#### **Out-of-Neighborhood**

Location.....Waynoka Public School

Phone Number.....(580)824-4341

Contact Person.....Mr. Cline, Pat Burrow

#### **Shelter-in-Place**

In case of the need to stay put due to weather conditions or notifications from authorities, the following procedures will be followed:

##### **Location**

Children will be taken to the interior wall of the indoor play area or the storage room behind the indoor play area depending on how many children are present at the center at the time.

Emergency supply kit that includes crackers, water, small toys, a flashlight, a blanket, any daily medications, diapers, and wet wipes will be accessible.

Emergency paperwork for all children and staff will be accessible.

The First Aid kit will be accessible.

##### **Notification**

Parents will be notified once the immediate threat has passed

## **Parent Reunification**

In case of the need to evacuate or if parents are unable to get to their children, the following procedures will be followed to reunite children with their parents as soon as it is safe.

### **Notification**

Parents are provided information on each evacuation site

Parents are provided the Waynoka Public School phone number, (580)824-4341 and Alisha Allison's number, (580) 732-0505 for after hours.

Parents' contact numbers and addresses are stored in the Superintendent's Office at Waynoka Public Schools.

Parents' contact numbers are stored in Alisha Allison's cell phone, (580)732-0505.

Child and Staff emergency contact information is also located in red folders labeled "EMERGENCY" located by the front and back doors and in the emergency kits.

### **Release**

Children will only be released to their parents, people listed on their child information sheet who have permission to pick them up, and the child's emergency contacts.

## **Compliance File**

There is a compliance file located in the Beginning Tracks Info Center by the front door. It contains all of the center's inspections reports, reviews, and information concerning the center. If you have questions or concerns, please feel free to ask.

## **Complaints/Chain of Command**

If you have a question or concern, please contact the Director, Alisha Allison. If she is not available and the matter needs immediate attention, you may bring your concern to the staff in charge.

## **Title IX**

The Waynoka Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, children, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a child or a visitor.

**Transportation will not be provided for any medical emergency or to the nearest medical facility, 911 will be called.**

Beginning Tracks Childcare Center has an open door policy. We invite you to come observe, help out, feed, play, read stories, or just stop by anytime. If you ever have any questions or concerns please feel free to contact us at any time. We look forward to caring and loving your child at Beginning Tracks Childcare Center!

Please sign below and return this page. By signing below you acknowledge and agree to follow all rules and guidelines in the Beginning Tracks Childcare Center 2024-25 Policies and Procedures Parent Handbook.

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Signature

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Date

# **Attachment A**

## **Teachers 2025-2026**

### **Career Teachers**

Trey Allen  
Marjie Bagley  
Sarah Castillo  
Robin Cline  
Murletta Crissup  
Ashley Cunningham  
Renea Gaskill  
Mary Hill  
Kendra Mitchell  
Keeland Nix  
Keisha Nix  
Alicia Pitts  
Debra Rankin  
Megan Smith  
Jordan Taylor  
Thure Tolson  
Kourtney Webb  
Beau Westfahl

## **Attachment B**

### **Teachers 2025-2026**

#### **Probationary Teachers**

Lacy Nix  
Payson Slater  
Ryan McKee  
Jennifer Slater