Regular Meeting of the Board of Education
Tuesday, July 14, 2026 6:00 PM

Administration Building
1702 W. Spruce
P.O. Box 1548
Duncan, Oklahoma 73534-1548

Minutes

1. **Call to order** and roll call:
Buckholts Burch Davis Lolar Neal
Attendance Taken at 6:02 PM.

Carl Buckholts:	Absent
Misty Burch:	Present
Eric Davis:	Present
Krista Lolar:	Present
Greg Neal:	Absent

Also present were the following: Dr. Channa Byerly, Kelly Henderson, Cathy Barker, Sonia Norton, Lori McCann, Kim Ellis, and Allison Lovett.

2. **Flag Salute**

The flag salute was led by Allison Lovett.

3. **Public participation** and/or discussion

There was no public participation and/or discussion.

4. **Superintendent's Report**

4.A. Discussion and possible action regarding **Learn - Lead - Serve**

Motion to approve the Learn - Lead - Serve Mission Statement, Vision Statement, Motto, Core Values and Why It Matters for Duncan Public Schools. This motion, made by Krista Lolar and seconded by Misty Burch, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea

Krista Lolar: Yea

Greg Neal: Absent

Yea: 3, Nay: 0, Absent: 2

4.B. District Update

Dr. Byerly stated that the district principals will return next week to start preparing for the upcoming school year and gave construction updates regarding the Woodrow Wilson Elementary Enclosure Project, renovations at the 9th Street Family Education Center, and the sprinkler system and fire alarms at Duncan High School.

5. Discussion and possible motion to accept and award the bid(s) from Hope Equipment & Construction regarding **the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary**

Motion to approve, award, and accept the bids from Hope Equipment & Construction regarding Package #8 Doors and Hardware (supply only) for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary. This approval includes an encumbrance to Hope for the winning bid received from Tex-Oma Builder Supply in the amount of $45,645.72 paid by the Insurance Fund. This motion, made by Krista Lolar and seconded by Misty Burch, Passed.

Carl Buckholts: Absent

Misty Burch: Yea

Eric Davis: Yea

Krista Lolar: Yea

Greg Neal: Absent

Yea: 3, Nay: 0, Absent: 2

5.A. **Package #8 Doors & Hardware (supply only)** - Tex-Oma Builder Supply in the amount of $45,645.72 paid by the Insurance Fund

6. **Consent Agenda**

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

Motion to approve Consent Agenda items # 6.A.-6.U. as listed and discussed. This motion, made by Krista Lolar and seconded by Eric Davis, Passed.

Carl Buckholts: Absent

Misty Burch: Yea

Eric Davis: Yea

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

6.A. **Minutes** of the June 9, 2026 Regular Meeting

6.B. **Minutes** of the June 30, 2026 Special Meeting

6.C. **Monthly Financial Reports**

6.D. **Cafeteria Monthly Reports**

6.E. **Activity Fund Reports**

6.F. **Addition to Activity Fund Sub-accounts**

6.G. **Encumbrance Reports**

General Fund 11 Purchase Order Numbers 11000-11289, total dollar value of $9,543,855.08
Building Fund 21 Purchase Orders, Number 21000-21080, total dollar value of $2,076,836.79
Bond Fund 36 Purchase Orders, Number 36700-36701, total dollar value of $228,236.07
Insurance Fund 86 Purchase Orders, Number 8601-8603, total dollar value of $35,251.93

6.H. **School Calendar update 26-27**

6.I. Child Nutrition **Procurement Plan** for FY 26-27

6.J. **Sanctioning of Outside Booster Clubs**

It was announced for notation in the minutes that the Girls Wrestling Booster Club is on probation for this fiscal year, 2026-2027.

6.K. **Student Handbooks** FY 26-27 for Elementary, Middle School, and High School

This approval includes additional revisions brought to the board in the form of a handout.

6.L. **Red River Technology Center** Math and Science courses for FY 26-27

6.M. Contracts and Agreements

6.M.1. **Empire Public Schools** annual agreement renewal regarding alternative education for 'at-risk' students through the Edge Academy

6.M.2. **Oklahoma School for the DEAF (OSD)** Memorandum of Understanding for student services for FY 26-27

6.M.3. **State of Oklahoma Department of Rehabilitation Services** Contract for School Work Study Program

6.N. **Apptegy, Inc.** - Services Agreement for district Website and Communication Manager Subscription renewals in the amount of $35,229.97

6.O. **ArbiterPay** - renewal of Athletic Officials User Agreement in the amount of $60,000.00

6.P. **Character Strong** - Social, Emotional, and Character Development Curriculum for district K-5 in the amount of $27,999.10 paid by Federal Funds

6.Q. **City of Duncan** - District Agreements for Resource Officers and Event Security in the amount of $141,786.28

6.R. **Imagine Learning** - Edgenuity subscription renewal to online instruction for grades 6-12 in the amount of $40,510.00

6.S. **Kellogg & Sovereign Consulting** - annual Agreement for Professional ERATE Management and OUSF Compliance in the amount of $6,799.91

6.T. **Selective Insurance Company** - district Flood Insurance in the amount of $34,935.00

6.U. **Stephens County Fair & Expo Center** - Rental Contract for hosting the 2027 High School Graduation ceremony in the amount of $1,100.00

7. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, hiring of employees, employment, rehiring, adjunct teachers, and changes to employment contracts of current and prospective district employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Coaching Assignments as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(7) Consideration of the appeal of a denied Student Transfer with a review of confidential education records and transfer requests of student A whereby disclosure of any additional information could potentially violate FERPA; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.
Vote to convene or not convene into Executive Session

Motion to convene into Executive Session at 6:18 P.M. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Absent

Yea: 3, Nay: 0, Absent: 2

8. Vote to acknowledge the Board's **return to Open Session**
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, hiring of employees, employment, rehiring, adjunct teachers, and changes to employment contracts of current and prospective district employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Coaching Assignments as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(7) Consideration of the appeal of a denied Student Transfer with a review of confidential education records and transfer requests of student A whereby disclosure of any additional information could potentially violate FERPA; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

The following board members were present in Executive Session: Misty Burch, Eric Davis, and Krista Lolar. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.
Motion to acknowledge the Board's return to Open Session at 6:39 P.M. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Absent

Yea: 3, Nay: 0, Absent: 2

9. Discussion and possible action regarding resignations, employment, adjunct teachers, and changes of contract as listed on **Schedule A** attached

Motion to approve resignations, employment, adjunct teachers, and changes of contract as listed on Schedule A. This motion, made by Krista Lolar and seconded by Misty Burch, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Absent

Yea: 3, Nay: 0, Absent: 2

10. Discussion and possible action regarding Coaching Assignments as listed on **Schedule A1** attached

Motion to approve the Coaching Assignments as listed on Schedule A1. This motion, made by Krista Lolar and seconded by Misty Burch, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Absent

Yea: 3, Nay: 0, Absent: 2

11. Motion to accept or overturn the decision of the Superintendent to deny the **transfer request** of Student A

Motion to accept and approve the decision of the Superintendent to deny the transfer request of Student A. This motion, made by Krista Lolar and seconded by Misty Burch, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Absent

Yea: 3, Nay: 0, Absent: 2

12. Discussion and possible action regarding the continuation of the **Oklahoma Teachers Empowerment Program** and processes

Motion to approve the continuation of the Oklahoma Teachers Empowerment Program and processes. This motion, made by Krista Lolar and seconded by Misty Burch, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Absent

Yea: 3, Nay: 0, Absent: 2

13. Discussion and possible action regarding the approval of classroom **instructional hours to consist of no less than one thousand eighty-six (1,086) hours** for fiscal year 2026-27

Motion to approve classroom instructional hours to consist of no less than one thousand eighty-six (1,086) hours for fiscal year 2026-27. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Absent

Yea: 3, Nay: 0, Absent: 2

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

Motion to declare miscellaneous items as surplus. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea

Krista Lolar: Yea

Greg Neal: Absent

Yea: 3, Nay: 0, Absent: 2

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

    There was no New Business.

16. Discussion and possible board action to **accept the resignation of board member**, Eric Davis, Seat/Office 3

    With the submission of the Resignation of Board Member Seat/Office #3, Eric Davis, dated July 14, 2026 the meeting ended due to the loss of a quorum at 6:48 P.M.

17. **The next Regular Meeting of the Board of Education will be held on Tuesday, August 18, 2026 at 6:00 P.M. at the Administration Building at 1702 W. Spruce, Duncan, OK**

    This item was not addressed. The meeting ended previously, after agenda item 16, due to the loss of a quorum.

18. **Adjournment**

    This item was not addressed. The meeting ended previously, after agenda item 16, due to the loss of a quorum.

Agenda
Duncan Public Schools
Regular Meeting of the Board of Education
Administration Building, 1702 W. Spruce, P.O. Box 1548, Duncan, Oklahoma 73534-1548
Tuesday, July 14, 2026 at 6:00 PM

1. **Call to order** and roll call:
Buckholts Burch Davis Lolar Neal

2. **Flag Salute**

3. **Public participation** and/or discussion

4. **Superintendent's Report**

   A. Discussion and possible action regarding **Learn - Lead - Serve**

   B. District Update

5. Discussion and possible motion to accept and award the bid(s) from Hope Equipment & Construction regarding **the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary**

   A. **Package #8 Doors & Hardware (supply only)** - Tex-Oma Builder Supply in the amount of $45,645.72 paid by the Insurance Fund

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   A. **Minutes** of the June 9, 2026 Regular Meeting

   B. **Minutes** of the June 30, 2026 Special Meeting

   C. **Monthly Financial Reports**

   D. **Cafeteria Monthly Reports**

   E. **Activity Fund Reports**

   F. **Addition to Activity Fund Sub-accounts**

G. **Encumbrance Reports**
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H. **School Calendar update 26-27**

I. Child Nutrition **Procurement Plan** for FY 26-27

J. **Sanctioning of Outside Booster Clubs**

K. **Student Handbooks** FY 26-27 for Elementary, Middle School, and High School

L. **Red River Technology Center** Math and Science courses for FY 26-27

M. Contracts and Agreements

1. **Empire Public Schools** annual agreement renewal regarding alternative education for 'at-risk' students through the Edge Academy

2. **Oklahoma School for the DEAF (OSD)** Memorandum of Understanding for student services for FY 26-27

3. **State of Oklahoma Department of Rehabilitation Services** Contract for School Work Study Program

N. **Apptegy, Inc.** - Services Agreement for district Website and Communication Manager Subscription renewals in the amount of $35,229.97

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P. **Character Strong** - Social, Emotional, and Character Development Curriculum for district K-5 in the amount of $27,999.10 paid by Federal Funds

Q. **City of Duncan** - District Agreements for Resource Officers and Event Security in the amount of $141,786.28

R. **Imagine Learning** - Edgenuity subscription renewal to online instruction for grades 6-12 in the amount of $40,510.00

S. **Kellogg & Sovereign Consulting** - annual Agreement for Professional ERATE Management and OUSF Compliance in the amount of $6,799.91

T. **Selective Insurance Company** - district Flood Insurance in the amount of $34,935.00

U. **Stephens County Fair & Expo Center** - Rental Contract for hosting the 2027 High School Graduation ceremony in the amount of $1,100.00

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Student Transfer with a review of confidential education records and transfer requests of student A whereby disclosure of any additional information could potentially violate FERPA; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

8. Vote to acknowledge the Board's **return to Open Session**
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, hiring of employees, employment, rehiring, adjunct teachers, and changes to employment contracts of current and prospective district employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Coaching Assignments as outlined on Schedule A1, inclusive; **(c)** Pursuant to 25 O.S. § 307 (B)(7) Consideration of the appeal of a denied Student Transfer with a review of confidential education records and transfer requests of student A whereby disclosure of any additional information could potentially violate FERPA; and **(d)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

9. Discussion and possible action regarding resignations, employment, adjunct teachers, and changes of contract as listed on **Schedule A** attached

10. Discussion and possible action regarding Coaching Assignments as listed on **Schedule A1** attached

11. Motion to accept or overturn the decision of the Superintendent to deny the **transfer request** of Student A

12. Discussion and possible action regarding the continuation of the **Oklahoma Teachers Empowerment Program** and processes

13. Discussion and possible action regarding the approval of classroom **instructional hours to consist of no less than one thousand eighty-six (1,086) hours** for fiscal year 2026-27

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

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

16. Discussion and possible board action to **accept the resignation of board member**, Eric Davis, Seat/Office 3

17. **The next Regular Meeting of the Board of Education will be held on Tuesday, August 18, 2026 at 6:00 P.M. at the Administration Building at 1702 W. Spruce, Duncan, OK**

18. **Adjournment**

This Agenda for the Regular Meeting of July 14, 2026 was posted online, at www.duncanps.org, and on the front window of the Administration Building at 1702 W. Spruce, Duncan, OK on July 13, 2026 at 5:10 P.M.

Posted by Kelly Henderson
Kelly Henderson, Board Clerk

SCHEDULE A

07/14/26

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

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Mahaffey	Hailey	MT/Elementary School Counselor	2	6/4/2026
Riddles	Tiffany	EM/Elementary Attendance Clerk	10	5/29/2026
Warren	Libby	DHS/Teacher Assistant - Virtual Paraprofessional	4	5/22/2026
Zarate-Garcia	Liliana	HM/Custodian	-	7/14/2026

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background	Temporary
		Teacher	Background	Temporary
		SPED Teacher	Certification/Background	Temporary
		SPED Paraprofessional/Teacher Assistant	Background	Support
		Cafeteria - Cashier/Helper	Background	Support
		SPED Paraprofessional/Teacher Assistant		Support
		Licenced Practical Nurse	Background	Support
		Personal Care Assistant	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
Stallcup	Haylee	SPED Paraprofessional (rehire 2026-27)		Support
Adkins	Travis	HS Asst Girls Soccer		Contract Coach
Davis	Kyle	Asst Girls Wrestling		Contract Coach
Elam	Karlee	MS Head Cheer		Contract Coach
Franklin	Micah	MS Asst Football		Contract Coach
Graham	Brandon	HS Asst Football		Contract Coach
Hicks	Dakota	HS Boys Asst Golf/HS Girls Asst Golf		Contract Coach
Lassley	Brycen	MS Asst Boys Basketball/MS Asst Boys Soccer		Contract Coach
Petersen	Bruce	HS Asst Boys Basketball		Contract Coach
Sherman	Steve	HS Asst Boys Swimming/HS Asst Girls Swimming		Contract Coach
Walker	Tyson	MS Asst Wrestling		Contract Coach

ADJUNCT TEACHERS			
Last Name	First Name	Position	Site
Burton	Amara	Area: Middle Level Math for 7/8 HS Credit (Class: Pre-Algebra)	DMS
Copeland	Cody	Area: Art (Class: Media Productions)	DHS
Prutch	Dillon	Area: Physical Education/Health/Safety (Class: Physical Education)	Mark Twain
Woods	Amanda	Area: Sports Medicine (Class: Sports Medicine, Health)	DHS

CONTRACT CHANGES			
Last Name	First Name	Site Assignment	Effective
Longest	W. Chisium	From Assistant Warehouseman 12 mo-6hr to Assistant Warehouseman 12 mo-8hr	2026-27
Searcy	Teresa	From SPED Paraprofessional/Teacher Assistant 9 mo-7hr to SPED Paraprofessional (Behavior Intervention Aide) 9 mo-8hr	2026-27
Simms	Aida	From SPED Paraprofessional/Teacher Assistant 9 mo-7hr to Elementary Attendance Clerk 10 mo-8hr	2026-27

EXTRA-DUTY CONTRACT CHANGES		
Last Name	First Name	New Position

Schedule A1			
2026-2027 Coaching Assignments			
BASEBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Jimmy Miller	$9,000.00	
FIELD MAINT	Randy Smith	$2,000.00	
HS #1 ASST COACH	Colby Snider	$3,750.00	
HS #2 ASST COACH	Grant Oliver	$3,250.00	
MS HEAD COACH	Jordan Dotson	$3,500.00	Support Staff
MS ASST COACH	Jace Martin	$2,750.00	
MS ASST COACH	Country Beard	$2,750.00	
BOYS BASKETBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Zach Knox	$9,000.00	
HS #1 ASST COACH	Justin Morris	$5,750.00	
HS #2 ASST COACH	Bruce Peterson	$4,500.00	Contract Coach
FRESHMAN COACH		$3,250.00	
8th GRADE HEAD COACH	Isacc Mason	$3,300.00	Support Staff
8th GRADE ASST COACH		$2,750.00	
7th GRADE HEAD COACH		$3,300.00	
7th GRADE ASST COACH	Brycen Lassley	$2,750.00	Contract Coach
GIRLS BASKETBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Amanda Lard	$9,000.00	
HS #1 ASST COACH	Kaitlyn Anderson	$5,750.00	
HS #2 ASST COACH		$4,500.00	
FRESHMAN COACH		$3,250.00	
8th GRADE HEAD COACH		$3,300.00	
8th GRADE ASST COACH		$2,750.00	
7th GRADE HEAD COACH		$3,300.00	
7th GRADE ASST COACH		$2,750.00	
CHEERLEADING	**NAME**	**STIPEND**	
HS HEAD COACH	Jesse Milburn	$5,500.00	Support Staff
MS HEAD COACH	Karlee Elam	$3,500.00	Contract Coach
ASST COACH	Rian Goff	$1,750.00	Contract Coach
POM	**NAME**	**STIPEND**	
HS HEAD COACH	Jana Marks	$5,000.00	
BOYS CROSS COUNTRY	**NAME**	**STIPEND**	
HS HEAD COACH	Todd Ledford	$5,250.00	
HS ASST COACH	Braden Ledford	$2,625.00	
MS HEAD COACH	Justin Morris	$3,000.00	
GIRLS CROSS COUNTRY	**NAME**	**STIPEND**	
HS HEAD COACH	Tim Buben	$5,250.00	
MS HEAD COACH	Whitney Morris	$3,000.00	
MS ASST COACH	Kirsten Kreutz	$2,750.00	
FOOTBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Matt Terry	$12,500.00	
HS COORDINATOR-OFF	Ross Carter	$8,750.00	
HS COORDINATOR-DEF	Scott Broussard	$8,750.00	

HS #1 ASST COACH	Jordon Dotson	$6,250.00	Support Staff
HS #2 ASST COACH	Grant Oliver	$5,750.00	
HS #3 ASST COACH	Cameron Etheridge	$5,350.00	
HS #4 ASST COACH	Jace Martin	$5,350.00	
HS #5 ASST COACH	Brandon Graham	$5,350.00	Contract Coach
HS #6 ASST COACH	David Shaw	$5,350.00	
MS HEAD/COORDINATOR	Josh Harris	$5,000.00	
8th ASST COACH	Micah Franklin	$2,750.00	Contract Coach
8th ASST COACH		$2,750.00	
7th HEAD COACH	Ashton Cooper	$3,250.00	
7th ASST COACH	Victor Acosta	$2,750.00	Support Staff
7th ASST COACH	Dillon Prutch	$2,750.00	
BOYS GOLF	**NAME**	**STIPEND**	
HS HEAD COACH	Stephen Thomas	$5,500.00	
HS ASST COACH	Dakota Hicks	$1,750.00	Contract Coach
MS HEAD COACH	Kaitlyn Anderson	$3,000.00	
GIRLS GOLF	**NAME**	**STIPEND**	
HS HEAD COACH	Josh Harris	$5,500.00	
HS ASST COACH	Dakota Hicks	$1,750.00	Contract Coach
MS HEAD COACH	Eddie Mullins	$3,000.00	
BOYS SOCCER	**NAME**	**STIPEND**	
HS HEAD COACH	David Shaw	$5,500.00	
HS ASST COACH		$3,000.00	
MS HEAD COACH	Mark Hays	$3,500.00	
MS ASST COACH	Brycen Lassley	$2,750.00	Contract Coach
GIRLS SOCCER	**NAME**	**STIPEND**	
HS HEAD COACH	Dillon Southerland	$5,500.00	
HS ASST COACH	Travis Adkins	$3,000.00	Contract Coach
MS HEAD COACH	Victor Acosta	$3,500.00	Support Staff
MS ASST COACH		$2,750.00	
SOFTBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Jimmy Miller	$9,000.00	
FIELD MAINT	Jimmy Miller	$2,000.00	
HS ASST COACH #1	Eddie Mullins	$3,750.00	
HS ASST COACH #2	Colby Snider	$3,250.00	
MS HEAD COACH	Kaitlyn Anderson	$3,500.00	
MS ASST COACH	Cheyenne Davis	$2,750.00	
MS ASST COACH	Country Beard	$2,750.00	
SWIMMING	**NAME**	**STIPEND**	
HS HEAD BOYS COACH	Deven Speed	$5,500.00	
HS ASST BOYS COACH	Steve Sherman	$2,250.00	Contract Coach
HS HEAD GIRLS COACH	Deven Speed	$5,500.00	
HS ASST GIRLS COACH	Steve Sherman	$2,250.00	Contract Coach
MS HEAD COACH	Abby Leonard	$2,500.00	
MS ASST COACH		$1,750.00	
TENNIS	**NAME**	**STIPEND**	
HS HEAD BOYS COACH	Darren Cobble	$6,500.00	

HS HEAD GIRLS COACH	Darren Cobble	$6,500.00	
HS ASST #1	Jennifer Cobble	$3,250.00	
HS ASST #2	Amanda Lard	$2,250.00	
MS HEAD BOYS COACH	Kaythryn Jeffords	$3,000.00	
MS HEAD GIRLS COACH	Abby Leonard	$3,000.00	
BOYS TRACK	**NAME**	**STIPEND**	
HS HEAD COACH	Todd Ledford	$6,000.00	
HS ASST COACH #1	Cameron Etheridge	$3,250.00	
HS ASST COACH #2	David Starnes	$2,750.00	
HS ASST COACH #3	Connor Kelly	$2,750.00	
MS HEAD COACH	Justin Morris	$4,000.00	
MS ASST COACH #1	Braden Ledford	$3,250.00	
MS ASST COACH #2		$2,750.00	
GIRLS TRACK	**NAME**	**STIPEND**	
HS HEAD COACH	Tim Buben	$6,000.00	
HS ASST COACH #1	Kirsten Kreutz	$3,250.00	
HS ASST COACH #2	Cameron Etheridge	$2,750.00	
MS HEAD COACH	Whitney Morris	$4,000.00	
MS ASST COACH #1	Scott Broussard	$3,250.00	
MS ASST COACH #2	Isacc Mason	$2,750.00	Support Staff
VOLLEYBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Kathryn Jeffords	$6,100.00	
HS ASST COACH	Ashley Villagrana	$3,300.00	Contract Coach
HS ASST COACH		$3,300.00	
MS HEAD COACH		$3,600.00	
MS ASST COACH	Cody Davis	$2,800.00	Contract Coach
BOYS WRESTLING	**NAME**	**STIPEND**	
HS HEAD COACH	Ashton Cooper	$9,000.00	
HS #1 ASST COACH	Dillon Prutch	$5,000.00	
HS #2 ASST COACH	Connor Kelly	$2,750.00	
MS HEAD COACH	Eddie Mullins	$3,500.00	
MS #1 ASST COACH		$2,750.00	
MS #2 ASST COACH	Tyson Walker	$2,750.00	Contract Coach
GIRLS WRESTLING	**NAME**	**STIPEND**	
HEAD COACH	Cheyenne Davis	$8,500.00	
ASST COACH #1	Kyle Davis	$5,000.00	Contract Coach
ASST COACH #2	Stephen Thomas	$5,000.00	
ESPORTS	**NAME**	**STIPEND**	
HEAD COACH	Jared Ellis	$1,500.00	
WEIGHTLIFTING	**NAME**	**STIPEND**	
	Ross Carter	$1,500.00	

NOTICE TO THE STEPHENS COUNTY CLERK

THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA previously scheduled for 6:00 P.M. in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

WILL NOW BE HELD AT 6:00 P.M. IN THE BOARD ROOM OF THE ADMINISTRATION OFFICE, LOCATED AT 1702 WEST SPRUCE, DUNCAN, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

This letter serves as the statutory notice required by 25 O.S. § 311 and is provided more than 10 days in advance of the first meeting in June in accordance with state law.

STATE OF OKLAHOMA
STEPHENS COUNTY
RECORDED OR FILED
2026 MAY 28 AM 11:07
JENNY MOORE
COUNTY CLERK
BOOK ____ PAGE ____
BY: ____ DEPUTY

Kelly Henderson
Clerk, Duncan Board of Education

05/28/2026

BOARD APPROVED

OCT 14 2025

ITEM # 9.H.

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

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

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

Tuesday, January 13, 2026

Tuesday, February 10, 2026

Tuesday, March 10, 2026

Tuesday, April 14, 2026

Tuesday, May 12, 2026

Tuesday, June 9, 2026

Thursday, June 25, 2026

Tuesday, July 14, 2026

Tuesday, August 18, 2026

Tuesday, September 15, 2026

Tuesday, October 13, 2026

Tuesday, November 10, 2026

Tuesday, December 8, 2026

Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED AND FILED
2025 OCT 15 PM 3:50
JESSICA DENISE
COUNTY CLERK
BY _____ DEPUTY

BOARD APPROVED

OCT 14 2025

ITEM # 9.H.

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

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

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Tuesday, October 13, 2026

Tuesday, November 10, 2026

Tuesday, December 8, 2026

Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED AND FILED
2025 OCT 15 PM 3:50
JESSICA DENISE
COUNTY CLERK
BY _____ DEPUTY

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

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances, will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.
REFERENCE: 25 O.S. §307
70 O.S. §5-118 Atty. Gen. Op. 82-114 (April 12, 1982)

Adoption Date:	Revision Date(s): 6-26-07

2018 HEARING OF PUBLIC

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

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

2019 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

As a member of the School Board:
I will listen.
I will recognize the integrity of my predecessors and associates and the merit of their work.
I will be motivated only by a desire to serve the children of my community.
I will recognize the fact that it is my responsibility, together with that of my fellow Board members, to see that the schools are properly run not to run them myself.

LEARN • LEAD • SERVE

OUR MISSION

“Every Child, Every Day”

Our promise is consistency and individualized focus. We believe that every single student deserves our full commitment, every time they walk through our doors.

OUR VISION

Duncan Public Schools will empower every student to realize their full potential by fostering a culture of excellence, belonging, and opportunity, preparing graduates to lead, serve, and make a lasting impact on their communities and beyond.

Empowering a Tradition of Excellence, Shaping the Future

Duncan Public Schools champions a tradition of excellence by empowering every student to succeed through:

- **THRIVING** in engaging, inclusive environments as a model of excellence.
- **EMPOWERING** students to graduate as lifelong learners and leaders.
- **PREPARING** every individual to reach their highest potential.
- **IMPACTING** our community and beyond through meaningful, positive actions.

OUR MOTTO

LEARN • LEAD • SERVE

OUR CORE VALUES

INTEGRITY 🔹 PERSEVERANCE 🔹 TEAMWORK 🔹 LEADERSHIP 🔹 KINDNESS

WHY IT MATTERS

We aren’t just a school district; we are a launchpad. By fostering an environment where students feel **seen** (Every Child) and **supported** (Every Day), we ensure they leave us ready to **Lead** and **Serve**.

Bidder	Addenda	Affidavits	Bid Surety	Bid Amount	Alternate
Package #8 Doors & Hardware (Supply Only)					
Tex-Oma Builder Supply	X	X	N/A	$ 43,062.00	
LDS Building Specialties	X	X	N/A	$ 53,314.00	
TOTAL - LOW BID				$ 43,062.00	
			CMAR Fee 6%	$ 2,583.72	
				$ 45,645.72	**Total Encumbrance**

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: Woodrow Wilson Elementary

Vendor Requested: HOPE EQUIPMENT & CONSTRUCTION

Item Request Description: PACKAGE #8 DOORS & HARDWARE (SUPPLY ONLY) FOR THE WALKWAY/BREEZEWAY ENCLOSURE PROJECT AT WOODROW WILSON

Bid 43,062.00 + CMAR Fee 2,583.72 = $45,645.72

Dollar Amount Requested (if applicable): $45,645.72

Fund Requested: 86-Insurance Fund

Budget/Activity Account Requested: 000-District

Kelly Henderson — 07/08/2026
Requestor or Principal — Date

[signature] — 07-08-2026
~~Budget Administrator or~~ Business Office Manager — Date

[signature] — JUL 11 2026
Superintendent — Date

TRENDS REQUISITION

Date: 07/08/2026
Requested by: Butch Lawson of Hope Const
School/Dept: Woodrow Wilson
Account/Prog:

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☑ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #
HOPE EQUIPMENT & CONSTRUCTION

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Pkg #8 Doors & Hardware (supply)	$ 45,645.72	$ 45,645.72	7			4720	450	000	0000	000	140
Bid 1	Tex-Oma Builder Supply *	$ 43,062.00										
Bid 2	LDS Building Specialties	$ 53,314.00										
	CMAR Fee of 6% *	$ 2,583.72										
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 45,645.72									

DESCRIPTION: WW ENCLOSURE PROJECT PKG #8 DOORS & HARDWARE
(SUPPLY ONLY)

Kelly Vendrum 07/08/2026
Signature of Requestor -REQUIRED- **Date**

[signature] 07-08-2026
Signature of Administrator -REQUIRED- **Date**

Woodrow Wilson Elementary Breezeway Enclosure

Bid Date 6/30/2026 2:00pm

Bidder	Addenda	Affidavits	Bid Surety	Bid Amount	Alternate
Package #8 Doors & Hardware (Supply Only)					
Tex-Oma Builder Supply	X	X	N/A	$ 43,062.00	
LDS Building Specialties	X	X	N/A	$ 53,314.00	
TOTAL - LOW BID				$ 43,062.00	

CMAR Fee 6% $ 2,583.72

$ 45,645.72 Total Encumbrance

Bidder	Addenda	Affidavits	Bid Surety	Bid Amount	Alternate
Package #8 Doors & Hardware (Supply Only)					
Tex-Oma Builder Supply	X	X	N/A	$ 43,062.00	
LDS Building Specialties	X	X	N/A	$ 53,314.00	
TOTAL - LOW BID				$ 43,062.00	
			CMAR Fee 6%	$ 2,583.72	
				$ 45,645.72	**Total Encumbrance**

Regular Meeting of the Board of Education
Tuesday, June 9, 2026 6:00 PM

Administration Building
1702 W. Spruce
P.O. Box 1548
Duncan, Oklahoma 73534-1548

Minutes

1. **Call to order** and roll call:
Buckholts Burch Davis Lolar Neal
Attendance Taken at 6:00 PM.

Carl Buckholts:	Present
Misty Burch:	Present
Eric Davis:	Present
Krista Lolar:	Present
Greg Neal:	Present

Also present were the following: Dr. Channa Byerly, Kelly Henderson, Kim Ellis, Cathy Barker, Sonia Norton, Nichole Lorenzen, Jessica Clayton, Renea Lawler, Rosie Castle, Teresa Blalock, Beth Curry, Donna McConnell, Lori McCann, Cortney Knox, and Allison Lovett.

2. **Flag Salute**
The flag salute was led by the new Emerson Elementary Principal, Cortney Knox.

3. **Public participation** and/or discussion
There was no public participation and/or discussion.

4. **Superintendent's Report**

4.A. District Update
Due to a recent address change, a new 2026 Regular Meeting Notice was filed with the Stephens County Clerk on May 28th. There was no change in the meeting dates, only an address change which was a result of a community update from the City of Duncan Department of Emergency Management.
Kim Ellis and staff presented over the productivity and accomplishments made during COE, Champions of Excellence, Professional Development Days over the past several fiscal years.

5. **Receive bids for the purchase of $2,525,000 Combined Purpose General Obligation Bonds, Taxable Series 2026** of the District and vote to award said Bonds

to the lowest bidder complying with the Notice of Sale and Instructions to Bidders or to reject all bids
Northland Securities, Inc. came in with the lowest bid at an Average Interest Rate of 4.796500%.
Motion to accept the bids received for the purchase Receive bids for the purchase of $2,525,000 Combined Purpose General Obligation Bonds, Taxable Series 2026 of the District and vote to award said Bonds to Northland Securities, Inc. complying with the Notice of Sale and Instructions to Bidders or to reject all bids. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

6. Consider and take action with respect to a **Resolution providing for the issuance of Combined Purpose General Obligation Bonds, Taxable Series 2026** in the sum of $2,525,000 by Independent School District Number 1 of Stephens County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; and authorizing executions and actions necessary for the issuance and delivery of the Bonds
Motion to approve a Resolution providing for the issuance of Combined Purpose General Obligation Bonds, Taxable Series 2026 in the sum of $2,525,000 by Independent School District Number 1 of Stephens County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; and authorizing executions and actions necessary for the issuance and delivery of the Bonds. This motion, made by Carl Buckholts and seconded by Krista Lolar, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

7. Ratify, approve, and confirm for the fiscal year ending June 30, 2027, that certain **Lease Purchase Agreement dated as of December 15, 2020**, by and between the Stephens County Educational Facilities Authority, as Lessor, and Independent School District No. 1 of Stephens County, State of Oklahoma, as Lessee *(2020 LPA)*

Motion to ratify, approve, and confirm for the fiscal year ending June 30, 2027, that certain Lease Purchase Agreement dated as of December 15, 2020, by and between the Stephens County Educational Facilities Authority, as Lessor, and Independent School District No. 1 of Stephens County, State of Oklahoma, as Lessee (2020 LPA). This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

8. Ratify, approve, and confirm for the fiscal year ending June 30, 2027, that certain **Lease Purchase Agreement dated as of December 1, 2021**, by and between the Stephens County Educational Facilities Authority, as Lessor, and Independent School District No. 1 of Stephens County, State of Oklahoma, as Lessee *(2021A LPA)*
Motion to ratify, approve, and confirm for the fiscal year ending June 30, 2027, that certain Lease Purchase Agreement dated as of December 1, 2021, by and between the Stephens County Educational Facilities Authority, as Lessor, and Independent School District No. 1 of Stephens County, State of Oklahoma, as Lessee (2021A LPA). This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

9. **Consent Agenda**
All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:
Motion to approve Consent Agenda items # 9.A.-9.H.29. as listed, read aloud and discussed. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

9.A. **Minutes** of the May 12, 2026 Regular Meeting

9.B. **Minutes** of the May 20, 2026 Special Meeting

9.C. **Cafeteria Monthly Reports**

9.D. **Financial Reports**

9.E. **Activity Fund Reports**

9.F. **Encumbrance Reports**
General Fund 11 Purchase Order Numbers 66281-66348, total dollar value of $29,433.23
Building Fund 21 Purchase Orders, Number 21242-21251, total dollar value of $35,819.54
Change Order Listing(s) of Encumbrances

9.G. **Hurley's Creative Tile** - Flooring Materials and Installation at 9th Street Family Education Center, the High School Edge, and Will Rogers Pre-K in the amount of $114,405.00 paid by the Building Fund

9.H. Requests, Contracts, and Encumbrances for FY 26-27:

9.H.1. **District Fundraisers**

9.H.2. **A-1 Vending** Agreement for snack Vending Services at Duncan High School

9.H.3. **Duncan Regional Hospital** Athletic Training Agreement for district Athletic Programs

9.H.4. **Red River Technology Center** Practical Nursing Agreement

9.H.5. **Varsity Yearbook** - Printing Agreement for the 26-27 Smoke Rings, High School Yearbook in the amount of $14,768.33 paid through Activity Funds

9.H.6. **Schedule D** encumbrances under $25,000.00 for FY 26-27

9.H.7. **Aimee Carter Physical Therapy** - contracted Physical Therapy services in the amount of $60,000.00 paid by Federal Funds

9.H.8. **CDW Government** - annual Microsoft, Adobe, GoGuardian License renewals and district E-Fax Services in the amount of $80,320.37

9.H.9. **City of Duncan Utilities** - district Electric, Water, and Garbage utilities in the amount of $700,000.00

9.H.10. **Frontline Technologies Group LLC** - district Absence and Time Management System, Recruit and Hire, Employee Evaluation Tool, Professional Growth Learning & Management, Asset Management, and Help Desk in the amount of $106,630.25

9.H.11. **Infinite Campus** - annual renewal of district Student Information System (SIS) services and communications in the amount of $49,940.70

9.H.12. **Kellogg & Sovereign Consulting** - annual Agreement for Professional ERATE Management and OUSF Compliance in the amount of $6,571.07

9.H.13. **Maddox, Ann** - contracted student Psychology and Evaluation services in the amount of $20,000.00 paid by Federal Funds

9.H.14. **Oak Farms Dairy** - child nutrition Milk & Juice Products for district cafeterias in the amount of $150,000.00 paid by State Funds

9.H.15. **Oklahoma Schools Insurance Group** - district Property and Liability Insurance in the amount of $753,256.00

9.H.16. **Oklahoma State School Boards Association** - annual Service Agreement renewal for Unemployment Services and quarterly deposits in the amount of $20,000.00

9.H.17. **Phillips 66 Company** - fuel/diesel for district transportation fleet in the amount of $150,000.00

9.H.18. **Rosenstein, Fist & Ringold** - legal Attorney Fee's in the amount of $25,000.00

9.H.19. **Simmons Center** - renewal of Theatre and Recreation Use Agreement/Contracts in the amount of $19,636.00

9.H.20. **Thought Exchange** - second year of a 3-year subscription to Engagement+ for staff, student, and community exchange in the amount of $17,255.70 paid by Federal Funds

9.H.21. **Davis Air Conditioning, LLC** - district HVAC repairs, replacements, and preventative maintenance in the amount of $40,000.00 paid by the Building Fund

9.H.22. **Hall Pest Control Services LLC** - district Pest Control services in the amount of $14,120.00 paid by the Building Fund

9.H.23. **Locke Supply** - parts and supplies for district site maintenance in the amount of $40,000.00 paid by the Building Fund

9.H.24. **Oklahoma Schools Assurance Group** - Workers' Compensation in the amount of $269,466.00 paid by the Building Fund

9.H.25. **Precision Testing Laboratories, Inc.** - district Asbestos Operations and Maintenance contract in the amount of $2,250.00 paid by the Building Fund

9.H.26. **RC Mowing, LLC** - district Lawn Maintenance for July through November 2026 in the amount of $37,875.00 paid by the Building Fund

9.H.27. **Stephens County Treasurer** - Visual Inspection in the amount of $150,000.00 paid by the Building Fund

9.H.28. **Summit Utilities** - district Natural Gas Utilities in the amount of $150,000.00 paid by the Building Fund

9.H.29. **TK Elevator** - district Elevator Service Agreement in the amount of $7026.48 paid by the Building Fund

10. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Retirements, resignations, employment, changes of contract, and changes of extra-duty contracts as listed on **Schedule A**, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

Motion to convene into Executive Session at 6:46 P.M. This motion, made by Carl Buckholts and seconded by Krista Lolar, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

11. Vote to acknowledge the Board's **return to Open Session**
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Retirements, resignations, employment, changes of contract, and changes of extra-duty contracts as listed on **Schedule A**, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.
The following board members were present in Executive Session: Carl Buckholts, Misty Burch, Eric Davis, Krista Lolar, and Greg Neal. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.
Motion to acknowledge the Board's return to Open Session at 8:05 P.M. This motion, made by Carl Buckholts and seconded by Krista Lolar, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

12. Discussion and possible action regarding retirements, resignations, employment, changes of contract, and changes of extra-duty contracts as listed on **Schedule A** attached
Motion to approve the retirements, resignations, employment, changes of contract, and changes of extra-duty contracts as listed on Schedule A. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea

Krista Lolar: Yea
Greg Neal: Yea
Yea: 5, Nay: 0

13. Discussion and possible action regarding Allison Lovett as the **Director of State and Federal Programs**, the authorized representative to sign for Federal, State, and Local Grant Applications and Reimbursements for the district, and/or reporting documents for FY 26-27
Motion to approve Allison Lovett as the Director of State and Federal Programs, the authorized representative to sign for Federal, State, and Local Grant Applications and Reimbursements for the district, and/or reporting documents for FY 26-27. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts: Yea
Misty Burch: Yea
Eric Davis: Yea
Krista Lolar: Yea
Greg Neal: Yea
Yea: 5, Nay: 0

14. Discussion and possible action regarding the **appointment of district officials** for FY 26-27 as listed on Schedule B attached
Motion to approve the appointment of district officials for FY 26-27 as listed on Schedule B. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts: Yea
Misty Burch: Yea
Eric Davis: Yea
Krista Lolar: Yea
Greg Neal: Yea
Yea: 5, Nay: 0

15. Discussion and possible action regarding district **Receiving Agents** for FY 26-27 as listed on Schedule C attached
Motion to approve district Receiving Agents for FY 26-27 as listed on Schedule C. This motion, made by Carl Buckholts and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea
Misty Burch: Yea
Eric Davis: Yea
Krista Lolar: Yea
Greg Neal: Yea
Yea: 5, Nay: 0

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

Motion to declare miscellaneous items as surplus. This motion, made by Greg Neal and seconded by Carl Buckholts, Passed.

Carl Buckholts:	Yea
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 5, Nay: 0

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

18. **The next Regular Meeting of the Board of Education will be held on Thursday, June 25, 2026 at 6:00 P.M. at the Administration Building at 1702 W. Spruce, Duncan, OK**

19. **Adjournment**
This concludes the business that came before the Board on June 9, 2026 and at 8:07 P.M. Board President Eric Davis declared the meeting adjourned.

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the agenda for this Regular Meeting of June 9, 2026 was posted on the door of the Administration Building at 5:20 P.M., Monday, June 8, 2026 by Board Clerk, Kelly Henderson. Notice of this meeting was filed with the Stephens County Clerk October 15, 2025, and again on May 28, 2026 due to an address update/change made by the City of Duncan Department of Emergency Management.

I also certify that at least 24 hours prior to this meeting the agenda of this meeting was posted on the school district website located at www.duncanps.org.

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

DUNCAN BOARD OF EDUCATION

Kelly Henderson

Kelly Henderson, Board Clerk

(SEAL)

SCHEDULE A

06/09/26

RETIREMENT				
Last Name	**First Name**	**Site/Assignment**	**Years of Service**	**Effective**
Stone	Merry	CO/Assistant Superintendent (REVISION TO DATE)	29	2026-27=8/31/26

RESIGNATIONS				
Last Name	**First Name**	**Site/Assignment**	**Years of Service**	**Effective**
Curry	Morgan	EM/Teacher	9	5/22/2026
Holland	Brittney	HM/Teacher	3	5/22/2026
Hurst	Sandra	DMS/Teacher	20	6/18/2026
Lee	Deanna	WR/Teacher	9	5/22/2026
Blevins	Chloe	HM/Teacher Assistant-Paraprofessional	3	5/22/2026
Henderson	Autumn	HM/Teacher Assistant-Paraprofessional	3	5/22/2026

EMPLOYMENT					
Last Name	**First Name**	**New Position**	**Pending**	**Contract**	
		Teacher (2026-27)	Emergency Certification	Temporary	Sarah Banuelos
Beard	Country	Teacher (rehire 2026-27)		Temporary	
Carranza	Virginia	Teacher (rehire 2026-27)	Emergency Certification	Temporary	
		Teacher (2026-27)	Emergency Certification	Temporary	Cristina Foster
		Teacher (2026-27)		Temporary	Ashton Hall
		Teacher (2026-27)	Certification/Background	Temporary	Jamie Noubiengang
		SPED (Behavior Intervention Aide) (2026-27)		Support	Shea Doughty
		Cafeteria - Truck Driver/Helper (2026-27)		Support	Holly Johnson
		Secondary Clerk (2026-27)		Support	Samantha Meyer
		Cafeteria - Cook (2026-27)	Background	Support	Destiny Wilson
		Custodian	Background	Support	Liliana Zarate-Garcia
		MS Asst Volleyball (2026-27)	Background	Contract Coach	Cody Davis
		MS Asst Cheer (2026-27)		Contract Coach	Riann Goff
		HS Asst Volleyball (2026-27)	Background	Contract Coach	Ashley Villagrana

ADJUNCT TEACHERS				
Last Name	**First Name**	**Position**	**Site**	

CONTRACT CHANGES			
Last Name	**First Name**	**Site Assignment**	**Effective**
Sprugin	Cheri	from a Support 9 mo Teacher Assistant/Paraprofessional to Certified 9 mo Teacher	2026-27
Adams	Sonia	from a 9mo 7hr SPED Paraprofessional/Teacher Assistant to 9mo 8hr SPED Paraprofessional (Behavior Intervention Aide)	2026-27
Brooks	Brittney	from a 9mo 8hr Teacher Assistant/Paragrofessional to 9mo 8hr SPED (Behavior Intervention Aide)	2026-27
Spann	Tiffany	from a 9mo 7hr Personal Care Assistant to 9mo 8hr SPED (Behavior Intervention Aide)	2026-27

EXTRA-DUTY CONTRACT CHANGES		
Last Name	**First Name**	**New Position**
Lard	Amanda	Head HS Girls Basketball
Miller	Jimmy	Head HS Baseball

Schedule B - Appointments
2026-2027

Kasey Brenneis	Deputy Board/Minutes Clerk to the Duncan Board of Education
Dr. Channa Byerly	OSAG (Oklahoma Schools Assurance Group) Representative
Jessica Clayton	Coordinator of Section 504 of the Civil Rights Act
Kim Ellis	Coordinator for Staff Development Gifted and Talented Coordinator Special Education Attendance Officer
Ben Garland	ADA Compliance Officer
Kelly Henderson	Board/Minutes Clerk to the Duncan Board of Education
Kevin Kelly	Authorized Title IX Coordinator
Allison Lovett	Coordinator for Federal Consolidated Programs Residency Dispute Officer Reading Sufficiency Act School Lunch Program Title I, Part A, Basic Program Title II, Part A, Teacher and Principal Training and Recruitment Title II, Part D, Enhancing Education through Technology Title III, Part A, English Language Learners Title V, Part B, Subpart 2, Rural and Low-Income Schools Coordinator for Carl Perkins
Lori McCann	Treasurer Purchasing Agent
LaTisha Miller	Activity Funds Custodian Deputy Board/Minutes Clerk to the Duncan Board of Education
Angela Pizana	Encumbrance Clerk
Tabitha Sale	Bloodborne Pathogen Infection Control Officer

Schedule C - Receiving Agents for FY 26-27
June 9, 2026

Cortney Knox and Patty Messersmith
Maria Martinez-Pardo and Laurie Sweeting
KC McGuire and Debbie Kendrick
Dakota Kaus and Trisha Jarrett
Brandy Peters and Maria Spoering
Rebecca Ward and Tletta Cathey
Cassie Berthold and Marci Stocking
Lisha Elroy and Kristy Lassley
Kevin Kelly and Sheila Walbrick
Ben Garland and Lynda Moore
Kade Golleher and Judy Owens
Tabitha Sale
Becky Barnes
Allison Lovett and Sherri Lederer
Bill Adams, Justin Langwell, and Harold Fish
Jessica Clayton and Debra Smart
Charlotte Lee, Kelly Henderson, and Mike Whitt

Special Meeting of the Board of Education
Tuesday, June 30, 2026 6:00 PM

Administration Building
1702 W. Spruce
P.O. Box 1548
Duncan, Oklahoma 73534-1548

Minutes

1. **Call to order** and roll call:
Buckholts Burch Davis Lolar Neal
Attendance Taken at 6:00 PM.

Carl Buckholts:	Absent
Misty Burch:	Present
Eric Davis:	Present
Krista Lolar:	Present
Greg Neal:	Present

Also present were the following: Kelly Henderson, Donna McConnell, Butch Lawson, Lori McCann, Allison Lovett, Jonathan Jeffrey, and Merry Stone.

2. Discussion and possible motion to accept and award the bid from Hope Equipment & Construction regarding Package #11 **Fire Alarms for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary**
This item was rejected at the May 20, 2026 Special Meeting and was re-bid. The re-bid opening was held earlier today, 06/30/2026, at 2:00 P.M.
Motion to approve, award, and accept the bids from Hope Equipment & Construction regarding Package #11 Fire Alarms for the Walkway/Breezeway Enclosure Project at Woodrow Wilson Elementary. This approval includes an encumbrance to Hope for the winning bid received from Trinity Technology in the amount of $9,476.93 paid by the Insurance Fund. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

3. **Consent Agenda**
All of the following items, which concern reports and items of a routine nature normally

approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration, and approval of the following items:
Motion to approve Consent Agenda items # 3.A. - 3.B.14. as listed and discussed. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

3.A. **Encumbrance Reports**
General Fund 11 Purchase Order Numbers 66349-66354, total dollar value of $2,144.74
Building Fund 21 Purchase Orders, Number 21252-21256, total dollar value of $145,887.98
Bond Fund 36 Purchase Orders, Number 36042, total dollar value of $24,115.52
Change Order Listing(s) of Encumbrances
Encumbrance(s) More Than 10% Over

3.B. Contracts and Encumbrance requests for FY 26-27:

3.B.1. **Changes to Activity Fund Sub-accounts**

3.B.2. **District Fundraisers**

3.B.3. **Out-of-State Travel** - High School Tennis Tournament, Level 6: Ike Eisenhauer State Farm (clay) Tournament July 9-12, 2026 in Hot Springs Village, AR

3.B.4. **Out-of-State Travel** - Middle School Vocal Music trip to the Epic Waters Music Festival April 8, 2027 in Grand Prairie, TX

3.B.5. **Duncan Public Schools Foundation** - Equal Opportunity Scholarship Act Resolution renewal

3.B.6. **Duncan Public Schools Foundation** License Agreement for the Hoover Family Wrestling Facility renewal

3.B.7. **First Baptist Church** agreement for the use of the south-east Parking Lot for the 9th Street Family Education Center renewal

3.B.8. **US Food Service Inc.** - child nutrition Food and Non-food Items in the amount of $700,000.00 paid by Federal Funds

3.B.9. **Water Walkers, LLC** - district Child Nutrition Software Service Agreement and Training for Health-e Pro Menu Planning, Production, and Online Menu's in the amount of $8,093.00 paid by Federal Funds

3.B.10. **All Copy Products, Inc** - district wide Copier Lease, Licensing, PaperCut Solutions, and Services in the amount of $89,771.44 paid by the Building Fund

3.B.11. **Chisholm Roofing LLC** - Baseball Fieldhouse and Backstop Brickwork in the amount of $55,700.00 paid by the Building Fund

3.B.12. **Duncan Janitorial & Industrial Supply** - district Maintenance and Custodial Supplies in the amount of $35,000.00 paid by the Building Fund

3.B.13. **Legacy Fire Protection LLC** - Fire/Sprinkler System for the 2nd Floor of the High School West Building in the amount of $32,962.80 paid by the Building Fund

3.B.14. **Coast Technology Group** - labor and materials to replace Speakers and Amp at Halliburton Stadium in the amount of $38,506.07 paid by Bond Funds

4. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive.

Vote to convene or not convene into Executive Session

Motion to convene into Executive Session at 6:03 P.M. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

5. Vote to acknowledge the Board's **return to Open Session**
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, and changes of contract of current and prospective District employees as outlined on Schedule A, inclusive. No action was taken in Executive Session.
The following board members were present in Executive Session: Carl Buckholts, Misty Burch, Eric Davis, Krista Lolar, and Greg Neal. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.
Motion to acknowledge the Board's return to Open Session at 6:07 P.M. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

6. Discussion and possible action regarding resignations, employment, and changes of contract as listed on **Schedule A** attached
Motion to table the employment listed on Schedule A for the MS Head Girls Basketball and approve all other resignations, employment, and changes of contract as listed on Schedule A. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts:	Absent
Misty Burch:	Yea
Eric Davis:	Yea
Krista Lolar:	Yea
Greg Neal:	Yea

Yea: 4, Nay: 0, Absent: 1

7. **Adjournment**
This concludes the business that came before the Board on June 30, 2026 and at 6:08 P.M. Board President Eric Davis declared the meeting adjourned.

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the Agenda for the Special Meeting of June 30, 2026 was posted on the door of the Administration Building at 4:35 P.M., Monday, June 29, 2026 by Board Clerk, Kelly Henderson. Notice of the meeting was filed with the Stephens County Court Clerk Thursday, June 17, 2026.

I also certify that at least 24 hours prior to this meeting the Agenda of this meeting was posted on the School District Website located at www.duncanps.org.

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

DUNCAN BOARD OF EDUCATION

Kelly Henderson

Kelly Henderson, Board Clerk

Independent School District No. 1 Official SEAL Stephens County, Oklahoma

SCHEDULE A

06/30/26

RETIREMENT

Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS

Last Name	First Name	Site/Assignment	Years of Service	Effective
Aycox	Skylia	HM/SPED Teacher	-	5/22/2026
Clark	Fredie "Bubba"	DMS/Counselor	14	6/4/2026
Howard	Toni	DHS/SPED Teacher	12	6/18/2026
Hynson	M. Randy	DMS/SPED Teacher	2	5/22/2026
Ivey	McCauley	MT/Teacher	-	5/22/2026
Jackson	Allie	MT/Speech Language Pathologist	4	5/22/2026
Self	Kenita	HM/Teacher	15	5/22/2026
Spigner	Carra	CO/Instructional Coach-Virtual Teacher	7	6/18/2026

EMPLOYMENT

Last Name	First Name	New Position	Pending	Contract	
		Teacher	Certification/Background	Temporary	Andrea Brown
		Teacher	Emergency Certification/Background	Temporary	Kaily Gilley
		Teacher	Emergency Certification	Temporary	David Starnes
		Student Services Specialist	Background	Temporary	Misti Thompson
		SPED Paraprofessional/Teacher Assistant	Background	Support	Courtney Folk
		SPED Paraprofessional/Teacher Assistant	Background	Support	Kayla Smith
		SPED Paraprofessional/Teacher Assistant	Background	Support	Gracie Walling
		~~MS Head Girls Basketball~~	~~Background~~	~~Contract Coach~~	ITEM TABLED

ADJUNCT TEACHERS

Last Name	First Name	Position	Site	

CONTRACT CHANGES

Last Name	First Name	Site Assignment	Effective
Armstrong	Amy	from 9 mo Title I Teacher to 10 mo Secondary Counselor	2026-27
Prichard	Emily	from 9 mo Secondary Career Pathways Teacher to 12 mo Vocational Agriculture Teacher	2026-27

EXTRA-DUTY CONTRACT CHANGES

Last Name	First Name	New Position

DUNCAN PUBLIC SCHOOLS

Treasurer's Report
6/30/2026

ASSETS:		
Composite of Cash on Hand and Investments		
Beginning of Month		15,202,436.40
COLLECTIONS:		
Ad Valorem Tax	135,604.16	
Interest, Inv. & Bond Sales	47,052.95	
Intermediate Funds	28,981.05	
State Funds	2,195,559.21	
Federal Funds	184,305.86	
Child Nutrition Funds:	20,096.94	
Other Local Items:	12,638.19	
Non-Revenue Receipts:	50,500.00	
		2,674,738.36
TOTAL ASSETS		17,877,174.76
ADJUSTMENTS:		865.00
LIABILITIES:		
Checks Issued	8,817,323.71	
		8,817,323.71
BALANCE AS OF 06/30/2026		9,060,716.05

COMPOSITION OF BALANCE

Balance of Cash on Hand		
Month End	1,683,266.36	
Investments		
Month End	7,377,449.69	
TOTAL OF COMPOSITE:		9,060,716.05

DUNCAN PUBLIC SCHOOLS

Treasurer's Report
6/30/2026

CHECKS ISSUED TO DATE:

Fund	Total Issued	Outstanding
YEAR 6 - GENERAL FUND	32,874,503.47	892,703.95
YEAR 6 - BUILDING FUND	1,899,951.16	151,586.98
YEAR 6 - 2021 BOND FUND	2,339,746.00	0.00
YEAR 6 - 2021 TRANSPORTATION	299,704.05	0.00
YEAR 6 - 2020 VISION BOND	832,556.84	72,075.02
YEAR 6 - SINKING FUND	2,797,700.00	0.00
YEAR 6 - INSURANCE FUND	647,573.92	398,927.40
YEAR 6 - ARBITRAGE	106,627.41	0.00
	41,798,362.85	1,515,293.35

Treasurer: _____

DUNCAN PUBLIC SCHOOLS **TREASURER'S REVENUE SUMMARY COMPARISON**

06/30/2026

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
GENERAL FUND					
LOCAL SOURCES					
6-11-000-1110-000-050	AD VAL TX LV (CUR YR	$54,718.54	$6,451,755.23	$75,670.25	$6,825,390.05
6-11-000-1120-000-050	AD VAL TX LV (PRIOR)	$0.00	$224,663.22	$7,760.95	$189,201.12
6-11-000-1130-000-050	REV IN LIEU OF TAXES	$0.00	$4,602.59	$0.00	$66,450.14
6-11-000-1310-000-050	INTEREST EARNINGS	$28,482.91	$456,065.62	$33,504.10	$346,656.28
6-11-100-1310-000-050	CC REWARDS	$607.27	$8,042.50	$736.50	$7,616.50
6-11-000-1410-000-050	RNTL OF SCH FAC	$0.00	$3,320.00	$0.00	$0.00
6-11-000-1420-000-050	PROP RENTAL - NOT FACILITIES	$0.00	$0.00	$0.00	$4,425.50
6-11-000-1440-000-050	SALE OF SURPLUS EQUIPMENT	$9.80	$4,580.90	$197.80	$29,237.10
6-11-000-1510-000-050	INSURANCE LOSS RECOVERIES	$0.00	$0.00	$0.00	$9,017.01
6-11-000-1520-000-050	INSURANCE REFUND	$10.71	$2,718.34	$6.12	$969.62
6-11-000-1550-000-050	WORKERS COMPENSATION	$2,732.70	$4,218.86	$0.00	$7,813.80
6-11-000-1590-000-050	MISC REIMBURSEMENTS	$3,372.06	$23,932.81	$758.67	$21,625.43
6-11-000-1590-700-050	CN- REIMBURSEMENT	$3,375.71	$11,985.97	$3,270.89	$11,376.61
6-11-000-1610-000-050	CONTRIBUTIONS & DONATIONS	$0.29	$7,929.22	$7,000.11	$7,903.88
6-11-000-1620-000-050	COMMUNITY SERVICES	$0.00	$0.00	$84.60	$912.10
6-11-000-1650-000-050	DISTRICT CONTRACTS	$1,560.00	$17,548.00	$1,320.00	$23,578.00
6-11-000-1680-000-050	REF OF PRIOR YR'S	$0.00	$0.00	$0.00	$423.44
6-11-000-1690-000-050	MISC REV FROM DISTRICT	$0.00	$1,500.00	$0.00	$848.64
6-11-000-1710-700-050	STUDENT MEALS	$0.00	$42,358.10	$0.00	$28,132.91
6-11-000-1720-700-050	ALACARTE	$0.00	$21.00	$0.00	$0.00
6-11-000-1730-700-050	ADULT MEALS	$110.00	$10,731.28	$96.94	$11,738.49
6-11-000-1740-700-050	SUMMER FOOD SVC ADULT	$0.00	$63.00	$0.00	$0.00
6-11-000-1760-700-050	CONTRACT	$11,251.25	$92,419.25	$0.00	$2,341.25
6-11-000-1790-700-050	STATEMENTS	$0.00	$2,099.81	$0.00	$524.66
6-11-070-1790-700-050	ODAFF LOCAL FOOD SCHOOLS	$0.00	$0.00	$20,000.00	$20,000.00
	TOTAL	$106,231.24	$7,370,555.70	$150,406.93	$7,616,182.53
INTERMEDIATE SOURCES					
6-11-000-2100-000-050	COUNTY 4 MILL AD VAL	$6,361.48	$854,300.14	$18,246.05	$865,996.14
6-11-000-2200-000-050	COUNTY APPORTN (MTG)	$0.00	$81,570.97	$10,735.00	$87,236.10
6-11-000-2900-000-050	OTHER INTERMEDIATE	$0.00	$8.76	$0.00	$0.00
	TOTAL	$6,361.48	$935,879.87	$28,981.05	$953,232.24
STATE SOURCES					
6-11-000-3110-000-050	GROSS PRODUCTION TAX	$255,445.45	$2,251,770.58	$235,802.71	$2,699,978.09
6-11-000-3120-000-050	MOTOR VEH COLLECTION	$121,151.20	$1,338,223.66	$118,475.79	$1,333,326.06
6-11-000-3130-000-050	RURAL ELECTRIC COOPERATIVE	$8,860.96	$114,386.12	$9,405.10	$117,908.70
6-11-000-3140-000-050	ST SCH LAND EARNINGS	$50,380.02	$580,595.40	$62,176.72	$591,603.36
6-11-000-3150-000-050	VEHICLE TAX STAMP	$0.00	$919.46	$7.64	$911.09

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
6-11-000-3160-000-050	FARM IMPLEMENTS	$0.00	$1,733.30	$0.00	$12,533.13
6-11-000-3210-000-050	FNDTN & SAL INC AID	$1,084,785.59	$12,045,350.30	$1,032,717.91	$11,477,899.98
6-11-331-3250-000-050	FBA IN LIEU - CERT EMPL	$2,665.70	$22,725.46	$1,850.80	$20,564.45
6-11-332-3250-000-050	FBA IN LIEU - SUPP PER HEALTH	$198,751.09	$319,635.40	-$12,292.61	$97,664.99
6-11-332-3250-700-050	CN-FBA IN LIEU SUPPORT	$21,716.20	$21,716.20	$23,167.54	$23,167.54
6-11-334-3250-000-050	CERTIFIED EMP HEALTH	$220,083.59	$1,876,245.42	$163,910.88	$1,821,232.00
6-11-335-3250-000-050	SUPP PERSONNEL HEALTH	-$257,910.36	$925,408.03	$2,144.80	$1,337,780.92
6-11-335-3250-700-050	CN-SUPPORT PER HEALTH	$257,910.36	$257,910.36	$129,951.08	$129,951.08
6-11-388-3310-000-050	ALTN/HIGH CHLG EDU	$0.00	$61,431.67	$0.00	$53,652.05
6-11-312-3412-000-050	NATL BOARD CERT BONUS	$0.00	$5,000.00	$0.00	$5,000.00
6-11-305-3413-000-050	INSPIRED TO TEACH INCENTIVE	$0.00	$8,000.00	$0.00	$4,000.00
6-11-311-3414-000-050	STUDENT TEACHING STIPEND	$0.00	$0.00	$0.00	$6,996.00
6-11-331-3414-000-050	STUDENT TEACHING STIPEND	$0.00	$0.00	$0.00	$0.00
6-11-367-3415-000-050	READING SUFFICIENCY	$0.00	$70,289.38	$0.00	$74,954.11
6-11-333-3420-000-050	TEXTBOOK	$0.00	$208,907.95	$18,487.29	$205,414.34
6-11-376-3436-000-050	SCHOOL RESOURCE OFFICER	$0.00	$183,829.62	$0.00	$93,041.47
6-11-377-3437-000-050	PAID MATERNITY LEAVE	$18,069.73	$18,069.73	$26,102.60	$38,436.56
6-11-000-3610-000-050	HOMESTEAD EXEMPTION	$0.00	$0.00	$0.00	$0.00
6-11-000-3620-000-050	STATE LAND REIMBURSEMENT	$0.00	$0.00	$0.00	$16.60
6-11-081-3630-000-050	SBFS - DEPT OF HUMAN SVCS	$0.00	$0.00	$48,702.22	$102,226.80
6-11-339-3650-000-050	TOBACCO SETTLE ENDOWMENT	$9,247.19	$9,247.19	$0.00	$0.00
6-11-340-3650-000-050	TSET - TOBACCO SETTLEMENT	$0.00	$0.00	$9,833.33	$18,379.89
6-11-080-3690-000-050	CELLPHONE-FREE ED ENVIR	$0.00	$0.00	$0.00	$38,400.00
6-11-361-3690-000-050	ACE TECHNOLOGY	$0.00	$14,319.06	$0.00	$13,948.23
6-11-385-3720-700-050	STATE MATCHING	$0.00	$13,604.56	$0.00	$15,548.86
6-11-411-3811-000-050	COMPR HS VO SAL REIM	$0.00	$20,420.00	$0.00	$20,420.00
6-11-412-3812-000-050	VOCATIONAL PROG ASSIST	$0.00	$54,250.00	$0.00	$54,250.00
	TOTAL	$1,991,156.72	$20,423,988.85	$1,870,443.80	$20,409,206.30
FEDERAL SOURCES					
6-11-511-4210-000-050	TITLE I ACT,BASIC PG	$86,692.14	$1,136,219.86	$0.00	$903,489.21
6-11-799-4210-000-050	TITLE I-PART A	$0.00	$278,695.10	$0.00	$206,807.00
6-11-541-4271-000-050	TITLE II - PART A	$19,056.97	$168,178.70	$0.00	$163,239.49
6-11-799-4271-000-050	T2-PART A, RECRUIT	$0.00	$23,917.19	$0.00	$49,416.59
6-11-572-4281-000-050	TITLE III A ENGLISH LANGUAGE	$0.00	$24,526.30	$0.00	$22,417.79
6-11-613-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	$700.00	$1,018.68	$0.00	$13,925.09
6-11-615-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	$0.00	$3,012.00	$0.00	$0.00
6-11-621-4310-000-050	IDEA-B FLOW THROUGH	$60,470.27	$685,687.74	$60,245.08	$502,217.13
6-11-635-4310-000-050	SPED TEACHER SIGNING	$0.00	$0.00	$0.00	$21,530.00
6-11-635-4310-239-050	INDIVIDUALS W/DISABILITIES	$0.00	$0.00	$0.00	$0.00
6-11-799-4310-000-050	CARRYFORWARD IDEA-B FLOW	$0.00	$57,314.54	$0.00	$46,391.72

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
6-11-641-4340-000-050	PRE-SCHOOL AGED 3-5	$1,587.17	$18,708.49	$2,186.21	$19,675.95
6-11-799-4340-000-050	PRESCHOOL	$0.00	$1,055.94	$0.00	$3,174.34
6-11-552-4442-000-050		$5,600.82	$55,989.84	$5,681.20	$57,122.90
6-11-799-4442-000-050	TITLE IV LEAS FORMULA	$0.00	$10,631.29	$0.00	$11,201.64
6-11-587-4470-000-050	TITLEV-SUB2 RURAL &	$7,001.51	$152,989.09	$8,699.56	$95,853.34
6-11-799-4470-000-050	TITLE VI PT B1 LEA	$0.00	$12,216.76	$0.00	$14,003.03
6-11-726-4689-000-050	OTHER MISC SOURCES OF FED	$0.00	$5,814.00	$0.00	$0.00
6-11-795-4689-000-050	ESSER III	$0.00	$772,905.95	$0.00	$0.00
6-11-799-4689-000-050	ESSER II FUNDS	$0.00	$483,078.36	$0.00	$0.00
6-11-763-4710-700-050	NATL SCHOOL LUNCH -FED	$88,596.03	$1,177,115.82	$80,514.29	$1,139,161.44
6-11-764-4720-700-050	NATL SCHOOL BREAKFAST -FED	$26,959.39	$358,009.02	$26,979.52	$380,688.70
6-11-766-4740-700-050	SUMMER FOOD PROGRAM	$0.00	$53,046.08	$0.00	$13,198.62
6-11-421-4821-000-050	CARL PERKINS	$0.00	$40,010.17	$0.00	$38,365.55
	TOTAL	$296,664.30	$5,520,140.92	$184,305.86	$3,701,879.53
	REVENUE SOURCE TOTAL	$2,400,413.74	$34,250,565.34	$2,234,137.64	$32,680,500.60
NON-REVENUE RECEIPTS					
6-11-000-5120-700-050	RETURN CASH OR CHANGE	$0.00	$400.00	$0.00	$400.00
6-11-000-5600-000-050	CORRECTING ENTRY	$0.00	$400.95	$0.00	$742.22
	TOTAL	$0.00	$800.95	$0.00	$1,142.22
BALANCE SHEET					
6-11-000-6110-000-050	CASH FORWARD	$7,758.09	$5,319,232.11	$0.00	$4,816,468.56
6-11-000-6110-700-050	CARRYOVER	$0.00	$54,171.06	$0.00	$0.00
6-11-333-6110-000-050	333 CARRYOVER	$0.00	$101,070.48	$0.00	$389,661.09
6-11-352-6110-000-050	CARRYOVER	$0.00	$33.86	$0.00	$0.00
6-11-367-6110-000-050	367 CARRYOVER	$0.00	$13,070.88	$0.00	$12,221.26
6-11-376-6110-000-050	CARRYOVER CORRECTION	-$8,211.11	-$8,211.11	$0.00	$79,077.84
6-11-385-6110-700-050	CARRYOVER	$0.00	$370.40	$0.00	$0.00
6-11-759-6110-700-050	CASH FORWARD	$0.00	$1,790.80	$0.00	$0.00
6-11-760-6110-700-050	CASH FORWARD	$0.00	$3,135.00	$0.00	$0.00
6-11-766-6110-700-050	CARRYOVER	$0.00	$0.00	$0.00	$38,583.98
6-11-000-6130-000-050	LAPSED	$5,000.00	$5,000.00	$0.00	$0.00
6-11-000-6140-000-050	ESTOP	$447.13	$447.13	$865.00	$865.00
	TOTAL	$4,994.11	$5,490,110.61	$865.00	$5,336,877.73
	NON-REVENUE SOURCE	$4,994.11	$5,490,911.56	$865.00	$5,338,019.95
	FUND TOTAL	$2,405,407.85	$39,741,476.90	$2,235,002.64	$38,018,520.55

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
BUILDING FUND					
LOCAL SOURCES					
6-21-000-1110-000-050	AD VAL TX LV (CUR YR	$6,959.97	$925,728.88	$10,800.99	$977,235.07
6-21-000-1120-000-050	AD VAL TX LV (PRIOR)	$0.00	$26,658.57	$1,108.08	$20,694.19
6-21-000-1130-000-050	REV IN LIEU OF TAXES	$0.00	$28.59	$0.00	$0.00
6-21-000-1310-000-050	INTEREST EARNINGS	$707.48	$9,176.59	$2,793.69	$7,839.73
6-21-000-1590-000-050	MISC REIMBURSEMENTS	$0.00	$3,168.00	$0.00	$0.00
	TOTAL	$7,667.45	$964,760.63	$14,702.76	$1,005,768.99
INTERMEDIATE SOURCES					
6-21-000-2900-000-050	OTHER INTERMEDIATE	$0.00	$1.25	$0.00	$0.00
	TOTAL	$0.00	$1.25	$0.00	$0.00
STATE SOURCES					
6-21-000-3160-000-050	FARM IMPLEMENTS	$0.00	$247.48	$0.00	$280.06
6-21-318-3435-000-050	REDBUD	$329,903.15	$785,483.69	$325,115.41	$774,084.32
6-21-000-3610-000-050	HOMESTEAD EXEMPTION	$0.00	$0.00	$0.00	$6,381.70
	TOTAL	$329,903.15	$785,731.17	$325,115.41	$780,746.08
	REVENUE SOURCE TOTAL	$337,570.60	$1,750,493.05	$339,818.17	$1,786,515.07
BALANCE SHEET					
6-21-000-6110-000-050	CASH FORWARD	-$155,214.81	$1,557,565.33	$0.00	$1,501,336.70
6-21-318-6110-000-050	REDBUD CARRYOVER	$155,214.81	$155,214.81	$0.00	$419,936.72
	TOTAL	$0.00	$1,712,780.14	$0.00	$1,921,273.42
	NON-REVENUE SOURCE	$0.00	$1,712,780.14	$0.00	$1,921,273.42
	FUND TOTAL	$337,570.60	$3,463,273.19	$339,818.17	$3,707,788.49

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
2021 BOND FUND					
NON-REVENUE RECEIPTS					
6-34-000-5112-000-050	BOND SALES	$50,500.00	$2,309,901.01	$0.00	$2,257,635.02
	TOTAL	$50,500.00	$2,309,901.01	$0.00	$2,257,635.02
BALANCE SHEET					
6-34-000-6110-000-050	Cash Forward	$0.00	$958,005.95	$0.00	$182,719.35
	TOTAL	$0.00	$958,005.95	$0.00	$182,719.35
	NON-REVENUE SOURCE	$50,500.00	$3,267,906.96	$0.00	$2,440,354.37
	FUND TOTAL	$50,500.00	$3,267,906.96	$0.00	$2,440,354.37

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

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
2020 VISION BOND					
LOCAL SOURCES					
6-36-000-1690-000-050	MISC REV FROM DISTRICT	$0.00	$0.00	$0.00	$31,063.44
	TOTAL	$0.00	$0.00	$0.00	$31,063.44
	REVENUE SOURCE TOTAL	$0.00	$0.00	$0.00	$31,063.44
NON-REVENUE RECEIPTS					
6-36-000-5112-000-050	PROCEEDS-SALE OF ORIGINAL	$0.00	$0.00	$50,500.00	$1,494,037.87
6-36-000-5190-000-050	MISC REVENUE TRANSFERRED	$0.00	$0.00	$106,627.41	$0.00
	TOTAL	$0.00	$0.00	$157,127.41	$1,494,037.87
BALANCE SHEET					
6-36-000-6200-000-050	INTER-FUND TRANSFER	$0.00	$0.00	-$106,627.41	-$106,627.41
	TOTAL	$0.00	$0.00	-$106,627.41	-$106,627.41
	NON-REVENUE SOURCE	$0.00	$0.00	$50,500.00	$1,387,410.46
	FUND TOTAL	$0.00	$0.00	$50,500.00	$1,418,473.90

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
	SINKING FUND				
LOCAL SOURCES					
6-41-000-1110-000-050	AD VAL TX LV (CUR YR	$20,320.02	$2,680,722.99	$36,998.91	$2,706,487.40
6-41-000-1120-000-050	AD VAL TX LV (PRIOR)	$0.00	$95,992.30	$3,264.98	$140,232.64
6-41-000-1130-000-050	REV IN LIEU OF TAXES	$0.00	$85.66	$0.00	$0.00
6-41-000-1310-000-050	INTEREST EARNINGS	$260.84	$1,715.60	$5,910.61	$16,187.53
	TOTAL	$20,580.86	$2,778,516.55	$46,174.50	$2,862,907.57
INTERMEDIATE SOURCES					
6-41-000-2900-000-050	OTHER INTERMEDIATE	$0.00	$3.75	$0.00	$0.00
	TOTAL	$0.00	$3.75	$0.00	$0.00
STATE SOURCES					
6-41-000-3160-000-050	FARM IMPLEMENTS	$0.00	$732.36	$0.00	$912.10
6-41-000-3610-000-050	HOMESTEAD EXEMPTION	$0.00	$0.00	$0.00	$18,819.21
	TOTAL	$0.00	$732.36	$0.00	$19,731.31
	REVENUE SOURCE TOTAL	$20,580.86	$2,779,252.66	$46,174.50	$2,882,638.88
BALANCE SHEET					
6-41-000-6110-000-050	CASH FORWARD	$0.00	$91,457.59	$0.00	$83,110.25
	TOTAL	$0.00	$91,457.59	$0.00	$83,110.25
	NON-REVENUE SOURCE	$0.00	$91,457.59	$0.00	$83,110.25
	FUND TOTAL	$20,580.86	$2,870,710.25	$46,174.50	$2,965,749.13

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
ENDOWMENT FUNDS					
LOCAL SOURCES					
6-50-000-1310-000-050	INTEREST EARNINGS	$231.32	$2,720.53	$138.93	$2,081.73
	TOTAL	$231.32	$2,720.53	$138.93	$2,081.73
	REVENUE SOURCE TOTAL	$231.32	$2,720.53	$138.93	$2,081.73
BALANCE SHEET					
6-50-000-6110-000-050	CASH FORWARD	$0.00	$75,421.99	$0.00	$78,142.52
	TOTAL	$0.00	$75,421.99	$0.00	$78,142.52
	NON-REVENUE SOURCE	$0.00	$75,421.99	$0.00	$78,142.52
	FUND TOTAL	$231.32	$78,142.52	$138.93	$80,224.25

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
INSURANCE FUND					
LOCAL SOURCES					
6-86-000-1310-000-050	INTEREST EARNINGS	$4,955.21	$35,196.75	$3,969.12	$51,499.39
	TOTAL	$4,955.21	$35,196.75	$3,969.12	$51,499.39
	REVENUE SOURCE TOTAL	$4,955.21	$35,196.75	$3,969.12	$51,499.39
BALANCE SHEET					
6-86-000-6110-000-050	CASH FORWARD	$453.02	$2,324,279.07	$0.00	$1,735,890.59
	TOTAL	$453.02	$2,324,279.07	$0.00	$1,735,890.59
	NON-REVENUE SOURCE	$453.02	$2,324,279.07	$0.00	$1,735,890.59
	FUND TOTAL	$5,408.23	$2,359,475.82	$3,969.12	$1,787,389.98

REVENUE SOURCE		BUDGET YEAR 2024 - 2025 CURRENT COLLECTED	BUDGET YEAR 2024 - 2025 YEAR-TO-DATE COLLECTED	BUDGET YEAR 2025 - 2026 CURRENT COLLECTED	BUDGET YEAR 2025 - 2026 YEAR-TO-DATE COLLECTED
ARBITRAGE					
NON-REVENUE RECEIPTS					
6-88-000-5190-000-050	MISC REVENUE TRANSFERRED	$0.00	$0.00	-$106,627.41	$0.00
	TOTAL	$0.00	$0.00	-$106,627.41	$0.00
BALANCE SHEET					
6-88-000-6200-000-050	INTER-FUND TRANSFER	$0.00	$0.00	$106,627.41	$106,627.41
	TOTAL	$0.00	$0.00	$106,627.41	$106,627.41
	NON-REVENUE SOURCE	$0.00	$0.00	$0.00	$106,627.41
	FUND TOTAL	$0.00	$0.00	$0.00	$106,627.41

DUNCAN PUBLIC SCHOOLS

SUMMARY OF FINANCIAL ACTIVITIES

06/30/2026

All Years Grouped By FUND	GENERAL FUND	BUILDING FUND	2021 BOND FUND	2021 TRANSPORTATION	2020 VISION BOND
CASH ON HAND:					
BEGINNING MONTHLY BALANCE	2,510,246.22	518,679.44	100,608.37	34,808.09	607,492.08
ADD: MONTHLY RECEIPTS	2,234,137.64	339,818.17	0.00	0.00	50,500.00
MATURING INVESTMENTS	900,000.00	0.00	0.00	0.00	0.00
TOTAL CASH:	5,644,383.86	858,497.61	100,608.37	34,808.09	657,992.08
LESS: CHECKS ISSUED	5,063,696.11	299,314.18	0.00	0.00	72,075.02
PURCHASE OF INVESTMENTS	12,533.93	2,793.69	0.00	0.00	0.00
INTEREST ON NON-PAYABLE	0.00	0.00	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	865.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE	569,018.82	556,389.74	100,608.37	34,808.09	585,917.06
INVESTMENTS:					
BEGINNING MONTHLY BALANCE	5,461,903.01	1,248,653.90	0.00	0.00	0.00
ADD: INVESTMENTS	12,533.93	2,793.69	0.00	0.00	0.00
TOTAL INVESTMENTS:	5,474,436.94	1,251,447.59	0.00	0.00	0.00
LESS: MATURING INVESTMENTS	900,000.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE:	4,574,436.94	1,251,447.59	0.00	0.00	0.00
TOTALS:					
END OF MONTH CASH BALANCE:	569,018.82	556,389.74	100,608.37	34,808.09	585,917.06
END OF MONTH INV. BALANCE:	4,574,436.94	1,251,447.59	0.00	0.00	0.00
TOTAL CASH:	5,143,455.76	1,807,837.33	100,608.37	34,808.09	585,917.06
ADD: OUTSTANDING CHECKS	892,703.95	151,586.98	0.00	0.00	72,075.02
TOTAL MONIES:	6,036,159.71	1,959,424.31	100,608.37	34,808.09	657,992.08

DUNCAN PUBLIC SCHOOLS

SUMMARY OF FINANCIAL ACTIVITIES

06/30/2026

All Years Grouped By FUND	SINKING FUND	ENDOWMENT FUNDS	INSURANCE FUND	ARBITRAGE	TOTAL ALL FUNDS
CASH ON HAND:					
BEGINNING MONTHLY BALANCE	221,387.14	8,957.20	288,332.74	0.00	4,290,511.28
ADD: MONTHLY RECEIPTS	46,174.50	138.93	3,969.12	0.00	2,674,738.36
MATURING INVESTMENTS	2,659,682.78	0.00	0.00	0.00	3,559,682.78
TOTAL CASH:	2,927,244.42	9,096.13	292,301.86	0.00	10,524,932.42
LESS: CHECKS ISSUED	2,797,700.00	0.00	584,538.40	0.00	8,817,323.71
PURCHASE OF INVESTMENTS	5,910.61	0.00	3,969.12	0.00	25,207.35
INTEREST ON NON-PAYABLE	0.00	0.00	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	865.00
ENDING MONTHLY BALANCE	123,633.81	9,096.13	-296,205.66	0.00	1,683,266.36
INVESTMENTS:					
BEGINNING MONTHLY BALANCE	2,698,187.49	71,128.12	1,432,052.60	0.00	10,911,925.12
ADD: INVESTMENTS	5,910.61	0.00	3,969.12	0.00	25,207.35
TOTAL INVESTMENTS:	2,704,098.10	71,128.12	1,436,021.72	0.00	10,937,132.47
LESS: MATURING INVESTMENTS	2,659,682.78	0.00	0.00	0.00	3,559,682.78
ENDING MONTHLY BALANCE:	44,415.32	71,128.12	1,436,021.72	0.00	7,377,449.69
TOTALS:					
END OF MONTH CASH BALANCE:	123,633.81	9,096.13	-296,205.66	0.00	1,683,266.36
END OF MONTH INV. BALANCE:	44,415.32	71,128.12	1,436,021.72	0.00	7,377,449.69
TOTAL CASH:	168,049.13	80,224.25	1,139,816.06	0.00	9,060,716.05
ADD: OUTSTANDING CHECKS	0.00	0.00	398,927.40	0.00	1,515,293.35
TOTAL MONIES:	168,049.13	80,224.25	1,538,743.46	0.00	10,576,009.40

DUNCAN PUBLIC SCHOOLS
BALANCE SHEET
30-June-26

	11 General Fund	21 Building Fund	34 Bond 2021	35 Bond Transportation	36 Bond 2020 Vision	50 Endowment Fund	86 Insurance Fund	41 Sinking Fund	**All Funds**
Cash	$ 569,018.82	$ 556,389.74	$ 100,608.37	$ 34,808.09	$ 585,917.06	$ 9,096.13	$ (296,205.66)	$ 123,633.81	$ 1,683,266.36
Investments	4,574,436.94	1,251,447.59	-	-	-	71,128.12	1,436,021.72	44,415.32	$ 7,377,449.69
Total Assets	$ 5,143,455.76	$ 1,807,837.33	$ 100,608.37	$ 34,808.09	$ 585,917.06	$ 80,224.25	$ 1,139,816.06	$ 168,049.13	$ 9,060,716.05
Warrants outstanding	$ 892,703.95	$ 151,586.98	$ -	$ -	$ 72,075.02	$ -	$ 398,927.40	$ -	$ 1,515,293.35
Reserves									
Fund Balance	$ 6,036,159.71	$ 1,959,424.31	$ 100,608.37	$ 34,808.09	$ 657,992.08	$ 80,224.25	$ 1,538,743.46	$ 168,049.13	$ 10,576,009.40

DUNCAN PUBLIC SCHOOLS
STATEMENT OF CHANGES IN FUND BALANCE
MONTH ENDED JUNE 30, 2026

Fund Balance - Beginning of Month	$ 2,510,246.22	$ 518,679.44	$ 100,608.37	$ 34,808.09	$ 607,492.08	$ 8,957.20	$ 288,332.74	$ 221,387.14	$ 4,290,511.28
Maturing Investments	900,000.00							2,659,682.78	$ 3,559,682.78
District	150,406.93	14,702.76	-	-	-	138.93	3,969.12	46,174.50	$ 215,392.24
Intermediate	28,981.05	-	-	-	-	-	-	-	$ 28,981.05
State	1,870,443.80	325,115.41	-	-	-	-	-	-	$ 2,195,559.21
Federal	184,305.86	-	-	-	-	-	-	-	$ 184,305.86
Other	865.00	-	-	-	50,500.00	-	-	-	$ 51,365.00
Total revenue	2,235,002.64	339,818.17	-	-	50,500.00	138.93	3,969.12	46,174.50	$ 6,235,286.14
Salaries	(3,515,212.69)	-	-	-	-	-	-	-	$ (3,515,212.69)
Benefits	(1,300,613.11)	-	-	-	-	-	-	-	$ (1,300,613.11)
Professional services	(75,421.20)	(5,650.60)	-	-	-	-	-	-	$ (81,071.80)
Property services	(9,385.68)	(203,541.75)	-	-	(47,000.00)	-	(583,538.40)	-	$ (843,465.83)
Other services	(38,991.64)	-	-	-	-	-	-	-	$ (38,991.64)
Supplies & materials	(111,573.12)	(90,121.83)	-	-	(960.00)	-	-	-	$ (202,654.95)
Other	(13,553.40)	-	-	-	(24,115.02)	-	(1,000.00)	(2,797,700.00)	$ (2,836,368.42)
	(5,064,750.84)	(299,314.18)	-	-	(72,075.02)	-	(584,538.40)	(2,797,700.00)	(8,818,378.44)
Purchase of Investments	(12,533.93)	(2,793.69)	-	-	-	-	(3,969.12)	(5,910.61)	$ (25,207.35)
Total expenditures	(5,077,284.77)	(302,107.87)	-	-	(72,075.02)	-	(588,507.52)	(2,803,610.61)	$ (8,843,585.79)
Investments	4,574,436.94	1,251,447.59	-	-	-	71,128.12	1,436,021.72	44,415.32	$ 7,377,449.69
Fund Balance - End of Month	$ 4,242,401.03	$ 1,807,837.33	$ 100,608.37	$ 34,808.09	$ 585,917.06	$ 80,224.25	$ 1,139,816.06	$ (2,491,633.65)	$ 12,619,344.10

Note: These financial statements are unaudited and intended for internal review and analysis.

DUNCAN PUBLIC SCHOOLS

Open Investment Ledger

Invest #	CHECK #	DATE	BANK NAME	AMOUNT	RATE	MATURITY DATE
4	0	5/18/2007	BANK OF COMMERCE	100,000.00	3.890	07/16/2026
5	0	9/9/2024	OLAP LIQUID POOL	3,220,599.06	3.387	01/25/2027
FZFXX	0	9/4/2024	FIDELITY TREASURY MM FUND	1,253,837.88	3.320	09/04/2026

TOTAL OPEN INVESTMENTS FOR 6 - 11 GENERAL FUND				4,574,436.94		
3-2283	0	1/7/2022	IBC BANK	245,000.00	3.000	01/07/2027
5-21	0	4/23/2026	OLAP LIQUID POOL	1,006,447.59	3.387	04/23/2027

TOTAL OPEN INVESTMENTS FOR 6 - 21 BUILDING FUND				1,251,447.59		
11076951	0	5/26/2020	LEGACY BANK	38,504.71	3.300	06/01/2026
5-41B	0	6/1/2026	OLAP LIQUID POOL	5,910.61	3.387	06/25/2027

TOTAL OPEN INVESTMENTS FOR 6 - 41 SINKING FUND				44,415.32		
11380056	0	11/26/2021	LEGACY BANK	71,128.12	2.300	11/25/2027

TOTAL OPEN INVESTMENTS FOR 6 - 50 ENDOWMENT FUNDS				71,128.12		
22324	0	11/22/2024	FIRST BANK & TRUST COMPANY	265,091.72	3.251	05/22/2027
5-86	0	11/6/2024	OLAP LIQUID POOL	1,062,514.25	3.387	01/25/2027
655-242581	0	9/4/2024	FIDELITY TREASURY MM FUND	108,415.75	3.320	09/04/2026

TOTAL OPEN INVESTMENTS FOR 6 - 86 INSURANCE FUND				1,436,021.72		
TOTAL OF ALL INVESTMENTS				7,377,449.69		

SFSP

laim Total Summary (June, 2026)

Sites Operated this month: 2

In order to enter claims, you must add the site in the drop-down and click on the added site before it will allow you to put in numbers.

Claim Certified Date	7/1/2026 9:57 AM
Claim Approved Date	

	Firsts	Seconds	Rate	Reimbursement
Breakfast (Rural OR Self-Prep)				
Congregate	0	0	3.1975	
Non-Congregate	0	0		
Breakfast (Urban & Vended)				
Congregate	0	0	3.1375	
Non-Congregate	0	0		$0.00
Lunch (Rural OR Self-Prep)				
Congregate	1274	6	5.6000	
Non-Congregate	0	0		
Lunch (Urban & Vended)				
Congregate	0	0	5.5100	
Non-Congregate	0	0		$7,168.00
Supper (Rural OR Self-Prep)				
Congregate	0	0	5.6000	
Non-Congregate	0	0		
Supper (Urban & Vended)				
Congregate	0	0	5.5100	
Non-Congregate	0	0		$0.00
Snack (Rural OR Self-Prep)				
Congregate	108	0	1.3250	
Non-Congregate	0	0		
Snack (Urban & Vended)				
Congregate	0	0	1.2950	
Non-Congregate	0	0		$143.10
			Total Claim Reimbursement	$7,311.10

	Operating	Admin	Total
Advances	$0.00	$0.00	$0.00
Claim Debits	$0.00	$0.00	$0.00
Claim Credits	$0.00	$0.00	$0.00
Balance Before Reconciliation	$0.00	$0.00	$0.00
		Reconciliation	$0.00
		Outstanding Balance	$0.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and

conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

To the best of my knowledge this report is correct.

Becky Barnes 7/1/26

Child Nutrition Director **Date**

Site Selected	DUNCAN HS
Days Operated this month	22
Dates of Operation	6/1/2026 - 7/31/2026
Average Daily Participation	5.00
Site Claim Certified Date	7/1/2026 9:55 AM
Site Claim Admin Certified Date	

	Firsts	Seconds	Rate	Reimbursement
Breakfast (Rural OR Self-Prep)				
Congregate	0	0	3.1975	
Non-Congregate	0	0		
Breakfast (Urban & Vended)				
Congregate	0	0	3.1375	
Non-Congregate	0	0		$0.00
Lunch (Rural OR Self-Prep)				
Congregate	108	0	5.6000	
Non-Congregate	0	0		
Lunch (Urban & Vended)				
Congregate	0	0	5.5100	
Non-Congregate	0	0		$604.80
Supper (Rural OR Self-Prep)				
Congregate	0	0	5.6000	
Non-Congregate	0	0		
Supper (Urban & Vended)				
Congregate	0	0	5.5100	
Non-Congregate	0	0		$0.00
Snack (Rural OR Self-Prep)				
Congregate	108	0	1.3250	
Non-Congregate	0	0		
Snack (Urban & Vended)				
Congregate	0	0	1.2950	
Non-Congregate	0	0		$143.10

Site Selected	WOODROW WILSON ES
Days Operated this month	22
Dates of Operation	6/1/2026 - 7/31/2026
Average Daily Participation	53.00
Site Claim Certified Date	7/1/2026 9:57 AM
Site Claim Admin Certified Date	

	Firsts	Seconds	Rate	Reimbursement
Breakfast (Rural OR Self-Prep)				
Congregate	0	0	3.1975	
Non-Congregate	0	0		
Breakfast (Urban & Vended)				
Congregate	0	0	3.1375	
Non-Congregate	0	0		$0.00
Lunch (Rural OR Self-Prep)				
Congregate	1166	6	5.6000	
Non-Congregate	0	0		
Lunch (Urban & Vended)				
Congregate	0	0	5.5100	
Non-Congregate	0	0		$6,563.20
Supper (Rural OR Self-Prep)				
Congregate	0	0	5.6000	
Non-Congregate	0	0		
Supper (Urban & Vended)				
Congregate	0	0	5.5100	
Non-Congregate	0	0		$0.00
Snack (Rural OR Self-Prep)				
Congregate	0	0	1.3250	
Non-Congregate	0	0		
Snack (Urban & Vended)				
Congregate	0	0	1.2950	
Non-Congregate	0	0		$0.00

DUNCAN PUBLIC SCHOOLS
PO BOX 1548
DUNCAN, OK 73534

Reconciliation

July 01, 2026

Bank account:	Reconciliation date:	Prepared by:	For applied period:
* * * * * * 9935	6/30/2026	MILLER, LATISHA	**June, 2026**

General ledger account balance	$1,029,066.03	Balance per bank statement as of reconciliation date	$100,266.81
Add debits	$57,370.18	Add receipts in transit (outstanding)	$0.00
Less credits	$87,587.28	Less outstanding checks	$19,232.80
Add adjustments	$5,421.30	Interest not yet posted	$0.00
		Charges not yet posted	$0.00
		Investments	$923,236.22
Bank Balance Per General Ledger (Activity Fund)	**$1,004,270.23**	**Bank Balance Per Statement Reconciliation**	**$1,004,270.23**

Variance: $0.00 *

Outstanding Receipts

No Transactions

Outstanding Checks

Number	Amount	Number	Amount	Number	Amount
00109993	41.95	00110275	90.00	00110300	27.97
00111233	27.96	00111346	86.31	00111530	250.00
00111715	130.54	00112011	76.98	00112028	200.00
00112163	75.00	00112173	152.69	00112174	393.09
00112176	149.80	00112188	244.25	00112202	250.00
00112241	824.40	00112271	453.44	00112298	1494.25
00112323	360.00	00112324	1052.19	00112330	65.00
00112331	441.85	00112332	619.37	00112333	175.00
00112335	753.45	00112336	300.00	00112337	1376.12
00112338	294.01	00112339	686.15	00112340	1080.00
00112341	10.86	00112342	232.93	00112343	1114.46
00112344	255.93	00112345	65.20	00112346	111.96
00112347	453.35	00112348	720.00	00112349	20.85
00112350	322.00	00112351	249.34	00112353	307.05
00112354	100.00	00112355	40.00	00112356	450.00
00112357	606.12	00112358	38.98	00112359	812.00
00112360	200.00	00112361	200.00	00112362	200.00
00112363	200.00	00112364	350.00		

Total Outstanding Checks: **$19,232.80**

Items: **53**

Receipts Cleared This Month

Number	Amount	Number	Amount	Number	Amount
05000113	317.50	05000114	250.00	05000115	100.00
05000116	40.00	05000117	4500.00	05000118	100.00
05000119	217.07	05000120	329.34	05000121	100.00
05000122	100.00	05000123	100.00	05000124	1.60
05000125	613.48	05000126	38.25	05000127	16.50
05000128	266.81	70500994	200.00	70500995	276.53
70500996	620.00	70500997	200.00	70500998	200.00
70500999	100.00	70501000	345.00	70501001	1230.00
70501002	1170.00	70501003	600.00	70501004	727.50
70501005	185.00	70501006	100.00	70501007	200.00
70501008	280.00	70501009	408.00	70501010	500.00
70501011	1798.85	70501012	10000.00	70501013	165.00
70501014	220.00	70501015	200.00	70501016	200.00
70501017	800.00	70501018	4745.60	70501019	17200.00
70501020	50.00	70501021	753.45	70501023	120.00

70501024	200.00	70501025	200.00	70501026	200.00
70501027	1235.30	70501028	200.00	70501029	150.00
70501030	360.00	70501031	200.00	70501032	752.40
70501033	220.00	70501034	200.00	70501035	50.00
70501036	500.00	70501037	2217.00		

Total Receipts Cleared: **$57,370.18**

Items: **59**

Checks Cleared This Month

Number	Amount	Number	Amount	Number	Amount
00111713	200.00	00111927	285.00	00112012	200.00
00112018	200.00	00112127	64.07	00112128	8370.00
00112133	499.95	00112139	638.26	00112144	250.00
00112155	637.00	00112157	2254.00	00112165	236.56
00112167	248.38	00112169	98.17	00112171	317.15
00112172	179.12	00112190	527.80	00112191	250.00
00112196	625.53	00112197	287.40	00112198	210.00
00112199	2738.00	00112200	1798.85	00112201	75.00
00112203	58.25	00112204	189.45	00112205	3148.02
00112206	135.66	00112207	75.00	00112208	113.30
00112209	2340.00	00112210	432.64	00112211	193.00
00112212	177.00	00112213	91.68	00112214	1977.36
00112215	238.70	00112218	3065.34	00112219	79.23
00112220	405.33	00112221	1436.00	00112222	164.04
00112223	144.90	00112224	317.68	00112225	855.73
00112226	214.12	00112227	196.04	00112228	718.45
00112229	88.00	00112230	623.00	00112231	51.75
00112232	53.40	00112233	454.80	00112234	53.42
00112235	291.48	00112236	693.89	00112237	168.65
00112238	366.60	00112239	500.00	00112240	166.00
00112242	1394.54	00112243	750.00	00112244	720.00
00112245	825.00	00112246	627.00	00112247	697.00
00112248	100.00	00112249	46.88	00112250	79.25
00112251	189.99	00112252	383.24	00112253	2620.80
00112254	75.00	00112255	503.15	00112256	183.60
00112257	139.21	00112258	628.94	00112259	759.13
00112260	1115.12	00112261	2760.00	00112262	1289.02
00112263	262.50	00112264	2387.88	00112265	783.57
00112266	345.57	00112267	136.42	00112268	856.17
00112269	141.10	00112270	1375.00	00112272	10644.90
00112273	299.00	00112274	24.00	00112275	40.00
00112276	4500.00	00112277	1798.85	00112278	10000.00
00112279	129.70	00112281	174.43	00112282	174.50

00112283	154.50	00112284	2826.20	00112285	1298.15
00112286	113.84	00112287	62.34	00112288	423.44
00112289	58.44	00112290	99.46	00112291	66.90
00112292	1504.98	00112293	1565.41	00112294	125.00
00112295	385.00	00112296	485.00	00112297	256.40
00112299	4240.84	00112300	528.00	00112301	436.46
00112302	9497.00	00112303	60.00	00112304	340.00
00112305	250.00	00112306	1235.30	00112307	775.00
00112308	614.00	00112309	400.00	00112310	1038.80
00112311	75.00	00112313	1288.53	00112314	0.39
00112315	119.19	00112316	230.15	00112317	200.00
00112318	268.53	00112319	115.58	00112320	150.00
00112322	81.96	00112325	163.25	00112326	200.00
00112327	111.00	00112328	3691.23	00112329	730.00
00112334	3362.47				

Total Cleared Checks: **Items:**
$131,056.35 **142**

Adjustments This Month

Number	Amount	Number	Amount	Number	Amount
00013991	-38.50	00013992	32.70	00013993	-10.00
00013994	216.82	00013995	400.00	00013996	1808.04
00013997	119.20	00013998	-100.00	00013999	100.00
00014000	-5.50	00014001	5.50	00014002	-48.00
00014003	48.00	00014004	-30.00	00014005	30.00
00014006	75.00	00014007	-75.00	00014008	68.96
00014009	65.00	00014010	450.00	00014011	100.00
00014012	59.22	00014013	15.80	00014014	2567.70

Total Adjustments: **Items:**
$5,421.30 **24**

Receipts Voided This Month

No Transactions

Checks Voided This Month

Number	Amount	Number	Amount	Number	Amount
00112131	65.00	00112158	400.00	00112280	1808.04
00112312	119.20	00112321	68.96	00112352	450.00

Total Void Checks: **Items:**
$2,911.20 **6**

Legacy Checks Outstanding

No Transactions

Legacy Receipts Outstanding

No Transactions

Legacy Checks Cleared

No Transactions

Legacy Receipts Cleared

No Transactions

DUNCAN PUBLIC SCHOOLS
PO BOX 1548
DUNCAN, OK 73534

June, FY2026
MTD Summary

Summary Of Accounts

July 01, 2026

For Bank Account: * * * * * * 9935

This Report Is True And Correct To The Best Of My Knowledge.

Date: ____/____/_____ _____

Beginning:	**1,029,066.03**
Receipts:	**57,370.18**
Checks:	**(87,587.28)**
Adjustments:	**5,421.30**
Ending:	**$1,004,270.23**

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0101	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	1.50	0.00	0.00	0.00	1.50
001	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	1.50	0.00	0.00	0.00	1.50
0104	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201	ATHLETIC REVENUE FUND	16834.06	0.00	0.00	0.00	16834.06
001	ATHLETIC REVENUE FUND	16834.06	0.00	0.00	0.00	16834.06
0202	ATHLETIC ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
001	ATHLETIC ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
0203	FOOTBALL FUND	19278.84	18553.45	1713.85	0.00	36118.44
001	FOOTBALL FUND - $23,540	19278.84	18553.45	1713.85	0.00	36118.44
002	SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204	BOYS BASKETBALL	11928.37	0.00	1542.00	0.00	10386.37
001	BOYS BASKETBALL - $5,942.50	11928.37	0.00	1542.00	0.00	10386.37
0205	GIRLS BASKETBALL	13230.80	0.00	1009.01	0.00	12221.79
001	GIRLS BASKETBALL - $5,942.50	13230.80	0.00	1009.01	0.00	12221.79
0206	BOYS WRESTLING	6649.65	0.00	0.00	0.00	6649.65
001	BOYS WRESTLING - $5,600	6649.65	0.00	0.00	0.00	6649.65
0207	BASEBALL	1935.74	0.00	315.58	0.00	1620.16
001	BASEBALL - $4,100	1935.74	0.00	315.58	0.00	1620.16
0208	BOYS & GIRLS TRACK	11106.33	1525.00	900.00	450.00	12181.33
001	BOYS - $3,400, GIRLS - $3,400	11106.33	1525.00	900.00	450.00	12181.33
0209	ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001	GIRLS TRACK - $3,400	0.00	0.00	0.00	0.00	0.00
0210	TENNIS	4897.75	2860.00	1484.78	100.00	6372.97
001	TENNIS - B-$1,600, G-$1,600	4897.75	2860.00	1484.78	100.00	6372.97
0211	GIRLS WRESTLING	11809.65	0.00	0.00	0.00	11809.65
001	GIRLS WRESTLING - $5,600	11809.65	0.00	0.00	0.00	11809.65

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0212	BOYS GOLF	11760.10	0.00	0.00	0.00	11760.10
001	BOYS GOLF - $1,500	11760.10	0.00	0.00	0.00	11760.10
0213	GIRLS SOFTBALL	2713.59	0.00	1080.00	0.00	1633.59
001	GIRLS SOFTBALL - $4,100	2713.59	0.00	1080.00	0.00	1633.59
0214	CROSS-COUNTRY	1035.78	0.00	0.00	0.00	1035.78
001	CROSS COUNTRY - $1,000	1035.78	0.00	0.00	0.00	1035.78
0215	LETTERMEN'S CLUB	-4913.12	10314.78	3493.25	0.00	1908.41
001	LETTERMEN'S CLUB	-4913.12	10314.78	3493.25	0.00	1908.41
0218	CHEERLEADING	20706.17	4317.50	4219.23	0.00	20804.44
001	CHEERLEADING - $1,000	20706.17	4317.50	4219.23	0.00	20804.44
0219	QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001	QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222	BASEBALL BOOSTER CLUB	4654.39	0.00	0.00	0.00	4654.39
001	BASEBALL BOOSTER CLUB	4654.39	0.00	0.00	0.00	4654.39
0225	BOYS SOCCER	1954.45	0.00	0.00	0.00	1954.45
001	BOYS SOCCER - $2,000	1954.45	0.00	0.00	0.00	1954.45
0226	GIRLS SOCCER	2101.66	0.00	0.00	0.00	2101.66
001	GIRLS SOCCER - $2,000	2101.66	0.00	0.00	0.00	2101.66
0227	SOCCER BOOSTER CLUB	9008.23	0.00	0.00	0.00	9008.23
001	SOCCER BOOSTER CLUB	9008.23	0.00	0.00	0.00	9008.23
0228	GIRLS GOLF	2545.39	0.00	0.00	0.00	2545.39
001	GIRLS GOLF - $1,500	2545.39	0.00	0.00	0.00	2545.39
0229	DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001	DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230	LEGACY BK CD: DONNIE CHRISTIAN	1000.00	0.00	0.00	0.00	1000.00
001	LEGACY BK CD: DONNIE CHRISTIAN	1000.00	0.00	0.00	0.00	1000.00
002	2020 - CAITLYNN STEPHENS /ARMY	0.00	0.00	0.00	0.00	0.00
0231	ATHLETIC DEPT. CONCESSION	34791.76	0.00	10000.00	-22.70	24769.06
001	ATHLETIC DEPT. CONCESSION	34791.76	0.00	10000.00	-22.70	24769.06

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0235	TRACK/X-COUNTRY BOOSTER CLUB	78.65	0.00	0.00	0.00	78.65
001	TRACK/X-COUNTRY BOOSTER CLUB	78.65	0.00	0.00	0.00	78.65
0240	ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001	HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251	VOLLEYBALL	10908.48	0.00	0.00	0.00	10908.48
001	VOLLEYBALL - $1,000	10908.48	0.00	0.00	0.00	10908.48
002	VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255	PHIL BARNES MEM SCHOLARSHIP	3310.00	550.00	0.00	0.00	3860.00
001	PHIL BARNES MEM SCHOLARSHIP	3310.00	550.00	0.00	0.00	3860.00
0256	TENNIS BOOSTER CLUB	-114.06	150.00	0.00	0.00	35.94
001	TENNIS BOOSTER CLUB	-114.06	150.00	0.00	0.00	35.94
0257	TIP-IN BASKETBALL BOOSTER CLUB	8163.30	0.00	0.00	0.00	8163.30
001	TIP-IN BASKETBALL BOOSTER CLUB	8163.30	0.00	0.00	0.00	8163.30
0261	POM PON	16615.20	0.00	0.00	0.00	16615.20
001	POM PON - $1,000	16615.20	0.00	0.00	0.00	16615.20
0263	SWIMMING	4040.79	0.00	0.00	0.00	4040.79
001	SWIMMING - $1,000	4040.79	0.00	0.00	0.00	4040.79
0264	SWIMMING BOOSTER CLUB	321.28	0.00	0.00	0.00	321.28
001	SWIMMING BOOSTER CLUB	321.28	0.00	0.00	0.00	321.28
0285	ATHLETIC TRAINER	10098.64	0.00	0.00	0.00	10098.64
001	ATHLETIC TRAINER	10098.64	0.00	0.00	0.00	10098.64
0290	OSSAA SPORTS SPECTACULAR	4415.10	0.00	0.00	0.00	4415.10
001	OSSAA SPORTS SPECTACULAR	4415.10	0.00	0.00	0.00	4415.10
0301	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302	NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18
001	NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0303	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304	MULTI-CULTURAL CLUB	411.02	0.00	0.00	0.00	411.02
001	MULTI-CULTURAL CLUB	411.02	0.00	0.00	0.00	411.02
0305	PSAT/AP TESTS ACCOUNT	1080.99	0.00	0.00	0.00	1080.99
001	PSAT/AP TESTS ACCOUNT	1080.99	0.00	0.00	0.00	1080.99
0306	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307	SENIOR CLASS	6330.04	2398.85	555.24	0.00	8173.65
001	SENIOR CLASS	6330.04	2398.85	555.24	0.00	8173.65
0308	JUNIOR CLASS	7963.11	0.00	191.08	0.00	7772.03
001	JUNIOR CLASS	7963.11	0.00	191.08	0.00	7772.03
0309	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311	KEY CLUB	1860.04	0.00	174.43	0.00	1685.61
001	KEY CLUB	1860.04	0.00	174.43	0.00	1685.61
0312	BAND BOOSTERS	20445.20	0.00	0.00	0.00	20445.20
001	BAND BOOSTERS	20445.20	0.00	0.00	0.00	20445.20
0313	DEHYDRATOR RACE	19231.26	1052.40	0.00	-10.00	20273.66
001	DEHYDRATOR RACE	19231.26	1052.40	0.00	-10.00	20273.66
0314	NATIONAL HONOR SOCIETY	319.01	0.00	0.00	0.00	319.01
001	NATIONAL HONOR SOCIETY	319.01	0.00	0.00	0.00	319.01
0315	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316	SENIOR CLASS BACK YEARS	1473.92	0.00	0.00	0.00	1473.92
001	SENIOR CLASS BACK YEARS	1473.92	0.00	0.00	0.00	1473.92
0317	SMOKE RINGS YEARBOOK	-3331.70	4745.60	175.00	0.00	1238.90
001	SMOKE RINGS YEARBOOK	-3331.70	4745.60	175.00	0.00	1238.90

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0319	STUDENT COUNCIL	21487.59	0.00	0.00	0.00	21487.59
001	STUDENT COUNCIL	21487.59	0.00	0.00	0.00	21487.59
0320	LIBRARY	0.00	0.00	0.00	0.00	0.00
001	LIBRARY	0.00	0.00	0.00	0.00	0.00
0321	HS LIBRARY WOODWARD ENDOWMNT.	618.80	0.00	232.93	0.00	385.87
001	HS LIBRARY WOODWARD ENDOWMNT.	618.80	0.00	232.93	0.00	385.87
0322	SCHOLARSHIP ACCOUNT	2931.00	0.00	0.00	0.00	2931.00
001	SCHOLARSHIP ACCOUNT	2930.10	0.00	0.00	0.00	2930.10
002	COMMUNITIES FOUNDATION OF OK	0.90	0.00	0.00	0.00	0.90
003	AAUW - AM ASSOC OF UNIV WOMEN	0.00	0.00	0.00	0.00	0.00
0323	BAND	1458.89	0.00	0.00	0.00	1458.89
001	BAND	1458.89	0.00	0.00	0.00	1458.89
0324	BAND TRIP ACCOUNT	9655.50	0.00	0.00	0.00	9655.50
001	BAND TRIP ACCOUNT	9655.50	0.00	0.00	0.00	9655.50
0325	RONNIE BISHOP SCHOLARSHIP	158.55	0.00	0.00	0.00	158.55
001	RONNIE BISHOP SCHOLARSHIP	158.55	0.00	0.00	0.00	158.55
0327	S.A.D.D. CLUB	329.03	0.00	0.00	0.00	329.03
001	S.A.D.D. CLUB	329.03	0.00	0.00	0.00	329.03
0328	HORTICULTURE	28947.52	317.50	1058.69	0.00	28206.33
001	HORTICULTURE	28947.52	317.50	1058.69	0.00	28206.33
0329	MARKETING	1010.61	0.00	58.44	0.00	952.17
001	MARKETING	1010.61	0.00	58.44	0.00	952.17
0330	OFFICE ACCOUNT	5795.31	1235.30	113.84	0.00	6916.77
001	OFFICE ACCOUNT	3707.23	1235.30	113.84	0.00	4828.69
002	DEMON DEN CLOSET & PANTRY	1219.17	0.00	0.00	0.00	1219.17
003	MATH & SCIENCE - OERB DONATION	868.91	0.00	0.00	0.00	868.91
004	DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333	ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
001	ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
0334	GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001	GREEN CLUB	347.03	0.00	0.00	0.00	347.03

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0335	DRAMA	1462.75	0.00	0.00	0.00	1462.75
001	DRAMA	1462.75	0.00	0.00	0.00	1462.75
0337	VOCATIONAL AGRICULTURE	25930.47	0.00	6319.32	1808.04	21419.19
001	VOCATIONAL AGRICULTURE	25930.47	0.00	6319.32	1808.04	21419.19
0338	VOCAL MUSIC	5709.42	1895.00	0.00	0.00	7604.42
001	VOCAL MUSIC	5709.42	1895.00	0.00	0.00	7604.42
0339	VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001	VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340	VENDING	6277.53	1287.91	3034.15	0.00	4531.29
001	VENDING	6277.53	1287.91	3034.15	0.00	4531.29
0343	FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
001	FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
0346	MUSIC TRIP ACCOUNT	1355.88	100.00	0.00	0.00	1455.88
001	MUSIC TRIP ACCOUNT	1355.88	100.00	0.00	0.00	1455.88
0347	WINNER'S CIRCLE: AG BOOSTERS	13962.12	0.00	0.00	0.00	13962.12
001	WINNER'S CIRCLE: AG BOOSTERS	13962.12	0.00	0.00	0.00	13962.12
0348	LEADERSHIP	1261.83	0.00	0.00	0.00	1261.83
001	LEADERSHIP	1261.83	0.00	0.00	0.00	1261.83
002	CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349	SENIOR CAP & GOWN	12481.00	1170.00	10644.90	0.00	3006.10
001	SENIOR CAP & GOWN	12481.00	1170.00	10644.90	0.00	3006.10
0350	DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001	DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352	AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001	AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0353	DHS FARM TO TABLE CLUB	100.00	0.00	0.00	0.00	100.00
001	FARM TO TABLE CLUB	100.00	0.00	0.00	0.00	100.00
0360	EDGE: VENDING	2686.09	43.22	0.00	0.00	2729.31
001	EDGE: VENDING	2686.09	43.22	0.00	0.00	2729.31

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0500	MAINTENANCE DEPARTMENT	39.49	16.50	0.00	0.00	55.99
001	MAINTENANCE DEPARTMENT	39.49	16.50	0.00	0.00	55.99
0550	TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
001	TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
1011	CO: TECHNOLOGY DEPARTMENT	123390.46	0.00	129.70	59.22	123319.98
001	CO: CHROMEBOOKS	119463.17	0.00	129.70	59.22	119392.69
002	CO: DONATIONS	3927.29	0.00	0.00	0.00	3927.29
1021	ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
001	CO: ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
1030	CLOSED	0.00	0.00	0.00	0.00	0.00
001	CO: SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00
1031	CO: SPEC ED/SPECIAL OLYMPICS	8964.87	100.00	7862.84	0.00	1202.03
001	CO: SPEC ED/SPECIAL OLYMPICS	8964.87	100.00	7862.84	0.00	1202.03
1032	CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001	CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051	CO: ASSISTANT SUPERINTENDENTS	3007.47	0.00	0.00	0.00	3007.47
001	CO: ASSISTANT SUPERINTENDENTS	3007.47	0.00	0.00	0.00	3007.47
002	LITTLE DRIBBLERS	0.00	0.00	0.00	0.00	0.00
1061	CO: TEACHER OF THE YEAR ACCT.	463.67	0.00	0.00	0.00	463.67
001	CO: TEACHER OF THE YEAR ACCT.	463.67	0.00	0.00	0.00	463.67
1062	CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001	CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063	CO: GIFTED AND TALENTED	1763.89	0.00	0.00	0.00	1763.89
001	CO: GIFTED AND TALENTED	1463.89	0.00	0.00	0.00	1463.89
002	CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064	CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001	CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071	CO: ADMINISTRATIVE ACCOUNT	35086.56	1.60	3682.20	2452.54	33858.50
001	CO: ADMINISTRATION ACCOUNT	34586.56	1.60	3682.20	2452.54	33358.50
002	ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
003	CO: EMPLOYEE OF THE MONTH	0.00	0.00	0.00	0.00	0.00
004	SCHOOL BASED FAMILY SPECIALIST	500.00	0.00	0.00	0.00	500.00
1081	COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001	MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00
002	TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091	MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001	MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098	CO: ONE DUNCAN	939.27	0.00	0.00	0.00	939.27
001	CO: ONE DUNCAN	939.27	0.00	0.00	0.00	939.27
1099	CO: EMPLOYEE BENEVOLENCE FUND	549.44	0.00	65.00	65.00	549.44
001	CO: EMPLOYEE BENEVOLENCE FUND	549.44	0.00	65.00	65.00	549.44
1101	MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
001	MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
1213	MS: BAND	10522.94	0.00	0.00	0.00	10522.94
001	MS: BAND	10522.94	0.00	0.00	0.00	10522.94
1214	MS: STEM	497.62	0.00	0.00	0.00	497.62
001	MS: STEM	497.62	0.00	0.00	0.00	497.62
1216	MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
001	MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
1218	MS: OFFICE	8538.00	60.31	128.56	0.00	8469.75
001	MS: OFFICE	8538.00	60.31	128.56	0.00	8469.75
1219	MS: ATHLETICS	39877.24	0.00	15364.03	0.00	24513.21
001	MS: ATHLETICS	23448.95	0.00	1150.00	0.00	22298.95
002	MS: FOOTBALL	0.00	0.00	0.00	0.00	0.00
003	MS: CHEERLEADING	16428.29	0.00	14214.03	0.00	2214.26
1220	CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001	MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221	MS: VOCAL MUSIC	2995.57	0.00	0.00	0.00	2995.57
001	MS: VOCAL MUSIC	2710.78	0.00	0.00	0.00	2710.78
002	MS: PITCHFORKS	284.79	0.00	0.00	0.00	284.79

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
1222	MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001	MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
1225	MS: CLOTHES CLOSET	4941.85	0.00	0.00	0.00	4941.85
001	MS: CLOTHES CLOSET	3468.03	0.00	0.00	0.00	3468.03
002	MS: DONATIONS FOR CHROMEBOOKS	1473.82	0.00	0.00	0.00	1473.82
003	MS: CREATING HOPE	0.00	0.00	0.00	0.00	0.00
1301	MS: TSA (TECH STUDENT ASSOC)	3630.51	0.00	485.00	0.00	3145.51
001	MS: TSA (TECH STUDENT ASSOC)	3630.51	0.00	485.00	0.00	3145.51
1302	MS: NJHS	9191.35	0.00	717.60	0.00	8473.75
001	MS: NJHS	9191.35	0.00	717.60	0.00	8473.75
1303	ACCT CLOSED-BA:12/14/21	0.00	0.00	0.00	0.00	0.00
001	MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002	MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1307	MS: ARCHERY	867.66	0.00	256.40	0.00	611.26
001	MS: ARCHERY	867.66	0.00	256.40	0.00	611.26
1308	MS: STUDENT COUNCIL	9275.32	0.00	132.65	0.00	9142.67
001	MS: STUDENT COUNCIL	9275.32	0.00	132.65	0.00	9142.67
1310	MS: YEARBOOK	14920.10	0.00	0.00	0.00	14920.10
001	MS: JOURNALISM	14920.10	0.00	0.00	0.00	14920.10
1312	MS: ACADEMIC CLUB	679.26	0.00	0.00	0.00	679.26
001	MS: ACADEMIC CLUB	679.26	0.00	0.00	0.00	679.26
1315	CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001	DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350	MS: SUNSHINE ACCOUNT	111.20	0.00	0.00	0.00	111.20
001	MS: SUNSHINE ACCOUNT	111.20	0.00	0.00	0.00	111.20
2201	EM: MILK FUND	5939.68	0.00	165.22	0.00	5774.46
001	EM: MILK FUND	5939.68	0.00	165.22	0.00	5774.46

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
2203	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204	EM: MISCELLANEOUS	4900.28	0.00	0.00	-75.00	4825.28
001	EM: MISCELLANEOUS	2856.34	0.00	0.00	-75.00	2781.34
002	EM: CLOTHES CLOSE	955.58	0.00	0.00	0.00	955.58
003	EM: ARCHERY	1088.36	0.00	0.00	0.00	1088.36
2205	EM: INTEREST & DONATIONS	1312.64	0.00	0.00	0.00	1312.64
001	EM: INTEREST & DONATIONS	1312.64	0.00	0.00	0.00	1312.64
2206	EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
001	EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
2207	EM: LIBRARY FUND	1366.55	0.00	0.00	75.00	1441.55
001	EM: LIBRARY FUND	1366.55	0.00	0.00	75.00	1441.55
2208	EM: PTO FUND	9583.34	0.00	0.00	0.00	9583.34
001	EM: PTO FUND	9583.34	0.00	0.00	0.00	9583.34
5201	HM: MILK FUND	6079.34	0.00	281.26	0.00	5798.08
001	HM: MILK FUND	6079.34	0.00	281.26	0.00	5798.08
5203	HM: STUDENT STORE	316.30	0.00	0.00	0.00	316.30
001	HM: STUDENT STORE	316.30	0.00	0.00	0.00	316.30
5204	HM: MISCELLANEOUS	6124.23	0.00	0.00	0.00	6124.23
001	HM: MISCELLANEOUS	3014.72	0.00	0.00	0.00	3014.72
002	HM STUDENT LEADERSHIP COUNCIL	400.00	0.00	0.00	0.00	400.00
003	HM: ARCHERY	1704.13	0.00	0.00	0.00	1704.13
004	HM: CLOTHES CLOSET	1005.38	0.00	0.00	0.00	1005.38
5206	HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001	HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207	HM: LIBRARY FUND	4793.72	0.00	0.00	0.00	4793.72
001	HM: LIBRARY FUND	4793.72	0.00	0.00	0.00	4793.72
5208	HM: PTO FUND	29727.66	0.00	400.00	400.00	29727.66
001	HM: PTO FUND	24138.95	0.00	400.00	400.00	24138.95
002	BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003	SPIRITWEAR	1745.00	0.00	0.00	0.00	1745.00

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
004	SPIRIT WAGON	1534.50	0.00	0.00	0.00	1534.50
005	FRI YAY	1500.00	0.00	0.00	0.00	1500.00
006	HM CHAMPIONS	0.00	0.00	0.00	0.00	0.00
007	HOSPITALITY	809.21	0.00	0.00	0.00	809.21
008	KIND WEEK	0.00	0.00	0.00	0.00	0.00
009	WORLD'S FINEST CHOCOLATE	0.00	0.00	0.00	0.00	0.00
6201	WR: MILK FUND	9664.90	100.00	142.78	0.00	9622.12
001	WR: MILK FUND	9664.90	100.00	142.78	0.00	9622.12
6203	WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001	WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204	WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001	WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002	WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205	WR: INTEREST & DONATIONS	2482.94	0.00	0.00	0.00	2482.94
001	WR: INTEREST & DONATIONS	485.87	0.00	0.00	0.00	485.87
003	WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004	WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005	WR: J. DITTNER, COUNSELOR	130.72	0.00	0.00	0.00	130.72
006	WR: LORI MITCHELL'S CLASS	892.15	0.00	0.00	0.00	892.15
007	WR: CLOTHES CLOSET	760.00	0.00	0.00	0.00	760.00
6206	WR: PICTURE FUND	6175.56	0.00	0.00	0.00	6175.56
001	WR: PICTURE FUND	6175.56	0.00	0.00	0.00	6175.56
6207	WR: LIBRARY FUND	148.06	0.00	0.00	0.00	148.06
001	WR: LIBRARY FUND	148.06	0.00	0.00	0.00	148.06
6208	WR: PRE-K OPERATIONS	31226.08	0.00	1375.00	0.00	29851.08
001	WR: PRE-K OPERATIONS	31226.08	0.00	1375.00	0.00	29851.08
7201	MT: MILK FUND	4404.94	0.00	87.99	0.00	4316.95
001	MT: MILK FUND	4404.94	0.00	87.99	0.00	4316.95
7204	MT: MISCELLANEOUS	727.48	0.00	0.00	0.00	727.48
001	MT: MISCELLANEOUS	225.23	0.00	0.00	0.00	225.23
002	MT: CLOTHES CLOSET	502.25	0.00	0.00	0.00	502.25
7205	MT: INTEREST & DONATIONS	5647.80	0.00	0.00	0.00	5647.80
001	MT: INTEREST & DONATIONS	5647.80	0.00	0.00	0.00	5647.80

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
002	MT: MARQUEE	0.00	0.00	0.00	0.00	0.00
7206	MT: PICTURE FUND	1700.96	35.26	775.00	0.00	961.22
001	MT: PICTURE FUND	1700.96	35.26	775.00	0.00	961.22
7207	MT: LIBRARY FUND	293.22	0.00	0.00	0.00	293.22
001	MT: LIBRARY FUND	293.22	0.00	0.00	0.00	293.22
7208	MT: PTO FUND	10747.43	0.00	0.00	0.00	10747.43
001	MT: PTO FUND	10747.43	0.00	0.00	0.00	10747.43
8201	WW: MILK FUND	15271.48	0.00	157.72	0.00	15113.76
001	WW: MILK FUND	15271.48	0.00	157.72	0.00	15113.76
8203	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204	WW: MISCELLANEOUS	19638.09	0.00	0.00	0.00	19638.09
001	WW: MISCELLANEOUS	18877.03	0.00	0.00	0.00	18877.03
002	WW: CLOTHES CLOSET	761.06	0.00	0.00	0.00	761.06
8205	WW: INTEREST & DONATIONS	4790.70	0.00	0.00	0.00	4790.70
001	WW: INTEREST & DONATIONS	4459.11	0.00	0.00	0.00	4459.11
002	WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004	WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005	WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206	WW: PICTURE FUND	517.13	0.00	0.00	0.00	517.13
001	WW: PICTURE FUND	517.13	0.00	0.00	0.00	517.13
8207	WW: LIBRARY FUND	10778.61	0.00	0.00	0.00	10778.61
001	WW: LIBRARY FUND	10778.61	0.00	0.00	0.00	10778.61
8208	WW: PTO FUND	15595.58	0.00	614.00	0.00	14981.58
001	WW: PTO FUND	4929.87	0.00	614.00	0.00	4315.87
002	WW: MARQUEE	2565.00	0.00	0.00	0.00	2565.00
011	WW: 1ST GRADE	422.86	0.00	0.00	0.00	422.86
012	WW: 2ND GRADE	537.53	0.00	0.00	0.00	537.53
013	WW: 3RD GRADE	454.62	0.00	0.00	0.00	454.62
014	WW: 4TH GRADE	696.89	0.00	0.00	0.00	696.89
015	WW: 5TH GRADE	471.74	0.00	0.00	0.00	471.74
016	WW: KINDERGARTEN	543.64	0.00	0.00	0.00	543.64

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
017	WW: ART	4473.43	0.00	0.00	0.00	4473.43
018	WW: KARON HISE (WE LOVE)	500.00	0.00	0.00	0.00	500.00
8209	WW: SUNSHINE FUND	410.65	0.00	0.00	0.00	410.65
001	WW: SUNSHINE FUND	410.65	0.00	0.00	0.00	410.65
9201	PL: MILK FUND	7591.66	0.00	227.83	0.00	7363.83
001	PL: MILK FUND	7591.66	0.00	227.83	0.00	7363.83
9204	PL: MISCELLANEOUS	12194.94	40.00	278.39	119.20	12075.75
001	PL: 1ST GRADE	-33.90	40.00	0.00	0.00	6.10
002	PL: 2ND GRADE	427.24	0.00	0.00	0.00	427.24
003	PL: 3RD GRADE	283.20	0.00	0.00	0.00	283.20
004	PL: 4TH GRADE	787.76	0.00	0.00	0.00	787.76
005	PL: 5TH GRADE	1752.15	0.00	238.39	119.20	1632.96
006	PL: KINDERGARTEN	330.90	0.00	40.00	0.00	290.90
007	PL: PE - PHYSICAL EDUCATION	2792.70	0.00	0.00	0.00	2792.70
008	PL: MUSIC	2052.08	0.00	0.00	0.00	2052.08
009	PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020	PL: GRADE LEVEL SHIRTS	782.00	0.00	0.00	0.00	782.00
021	PL: DUNCAN DEMON SHIRTS	797.51	0.00	0.00	0.00	797.51
022	PL: YEARBOOKS	1610.69	0.00	0.00	0.00	1610.69
023	PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024	PL: CLOTHES CLOSET	610.64	0.00	0.00	0.00	610.64
9205	PL: INTEREST & DONATIONS	11536.61	0.00	0.00	0.00	11536.61
001	PL: INTEREST & DONATIONS	10936.82	0.00	0.00	0.00	10936.82
002	AIMEE GREENING MEMORIAL	598.08	0.00	0.00	0.00	598.08
003	M. TARPLEY RESOURCE-OECU GRANT	1.71	0.00	0.00	0.00	1.71
9206	PL: PICTURE FUND	8279.09	0.00	0.00	0.00	8279.09
001	PL: PICTURE FUND	8279.09	0.00	0.00	0.00	8279.09
9207	PL: LIBRARY FUND	1633.44	0.00	0.00	0.00	1633.44
001	PL: LIBRARY FUND	1633.44	0.00	0.00	0.00	1633.44
9208	PL: PTO FUND	26813.57	4500.00	4500.00	0.00	26813.57
001	PL: PTO OPERATING FUND	1689.31	0.00	0.00	0.00	1689.31
002	PL: POP AND POPCORN	11312.99	0.00	4500.00	0.00	6812.99
003	PL: SHIRTS	8903.14	0.00	0.00	0.00	8903.14
004	PL: DONATION DRIVE	-455.27	4500.00	0.00	0.00	4044.73
005	PL: YEARBOOKS to be 9204.022	246.34	0.00	0.00	0.00	246.34

DUNCAN PUBLIC SCHOOLS
PO BOX 1548
DUNCAN, OK 73534

June, FY2026
MTD Summary

Summary Of Accounts

July 01, 2026

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
006	PL: SPIRIT STORE	3027.13	0.00	0.00	0.00	3027.13
007	PL: PTO PICTURES	1486.05	0.00	0.00	0.00	1486.05
008	PL: BOX TOPS	331.40	0.00	0.00	0.00	331.40
009	PL: STAFF MEALS	272.48	0.00	0.00	0.00	272.48
9209	PL: SUNSHINE FUND	330.77	0.00	0.00	0.00	330.77
001	PL: SUNSHINE FUND	330.77	0.00	0.00	0.00	330.77
9990	DPSF OPERATING ACCOUNT	9746.50	0.00	1442.39	0.00	8304.11
001	DEX AWARDS	1685.97	0.00	1442.39	0.00	243.58
002	ESPORTS	2818.10	0.00	0.00	0.00	2818.10
004	SPEC ED - OPAL LOWRY TRUST	893.43	0.00	0.00	0.00	893.43
007	PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40
008	HOOVER TENNIS ACCOUNT	0.00	0.00	0.00	0.00	0.00
009	STEM	1249.60	0.00	0.00	0.00	1249.60
MTD TOTALS:	**(163 Accounts)**	1,029,066.03	57,370.18	(87,587.28)	5,421.30	1,004,270.23

Beginning MTD Account Balance:	**$1,029,066.03**
Expense:	32.70
Revenue:	126.52
Less Bank Charges:	(216.82)
Refunds:	0.00
Interest:	2,567.70
Less NSF Checks:	0.00
Total Adjustments Less Voids:	**$2,510.10**
Total Adjustments:	2,510.10
Add Void Checks:	2,911.20
Less Void Receipts:	0.00
Total Adjustments with Voids:	**$5,421.30**
Receipts Issued:	57,370.18
Voided Receipts:	0.00
Total Receipts:	**$57,370.18**
Checks Issued:	87,587.28
Voided Checks:	(2,911.20)
Total Checks:	**$85,141.08**
Current Balance:	**$1,004,270.23**
YTD Outstanding Checks:	19,072.88
Prior Year Outstanding Checks:	159.92

DUNCAN PUBLIC SCHOOLS
PO BOX 1548
DUNCAN, OK 73534

FY-2026
YTD Summary

Summary Of Accounts
July 01, 2026

For Bank Account: * * * * * * 9935

This Report Is True And Correct To The Best Of My Knowledge.

Date: ____/____/____ _____

Beginning:	**1,026,926.54**
Receipts:	**1,495,085.10**
Checks:	**(1,648,694.76)**
Adjustments:	**130,953.35**
Ending:	**$1,004,270.23**

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0101	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	1.50	0.00	0.00	1.50
001	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	1.50	0.00	0.00	1.50
0104	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201	ATHLETIC REVENUE FUND	17744.63	78310.50	79071.07	-150.00	16834.06
001	ATHLETIC REVENUE FUND	17744.63	78310.50	79071.07	-150.00	16834.06
0202	ATHLETIC ADMINISTRATION	0.00	48100.00	49000.00	900.00	0.00
001	ATHLETIC ADMINISTRATION	0.00	48100.00	49000.00	900.00	0.00
0203	FOOTBALL FUND	29067.57	70148.45	64011.58	914.00	36118.44
001	FOOTBALL FUND - $23,540	29067.57	70148.45	64011.58	914.00	36118.44
002	SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204	BOYS BASKETBALL	11549.50	18971.10	20134.23	0.00	10386.37
001	BOYS BASKETBALL - $5,942.50	11549.50	18971.10	20134.23	0.00	10386.37
0205	GIRLS BASKETBALL	10477.40	13472.50	12657.61	929.50	12221.79
001	GIRLS BASKETBALL - $5,942.50	10477.40	13472.50	12657.61	929.50	12221.79
0206	BOYS WRESTLING	7758.97	12006.00	13115.32	0.00	6649.65
001	BOYS WRESTLING - $5,600	7758.97	12006.00	13115.32	0.00	6649.65
0207	BASEBALL	1248.24	7100.00	6728.08	0.00	1620.16
001	BASEBALL - $4,100	1248.24	7100.00	6728.08	0.00	1620.16
0208	BOYS & GIRLS TRACK	12541.55	13765.00	14845.22	720.00	12181.33
001	BOYS - $3,400, GIRLS - $3,400	12541.55	13765.00	14845.22	720.00	12181.33
0209	ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001	GIRLS TRACK - $3,400	0.00	0.00	0.00	0.00	0.00
0210	TENNIS	1598.79	17220.00	13013.28	567.46	6372.97
001	TENNIS - B-$1,600, G-$1,600	1598.79	17220.00	13013.28	567.46	6372.97
0211	GIRLS WRESTLING	9460.76	5600.00	3251.11	0.00	11809.65
001	GIRLS WRESTLING - $5,600	9460.76	5600.00	3251.11	0.00	11809.65

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0212	BOYS GOLF	13064.67	16987.50	18292.07	0.00	11760.10
001	BOYS GOLF - $1,500	13064.67	16987.50	18292.07	0.00	11760.10
0213	GIRLS SOFTBALL	669.87	8195.70	7231.98	0.00	1633.59
001	GIRLS SOFTBALL - $4,100	669.87	8195.70	7231.98	0.00	1633.59
0214	CROSS-COUNTRY	552.83	1915.00	1432.05	0.00	1035.78
001	CROSS COUNTRY - $1,000	552.83	1915.00	1432.05	0.00	1035.78
0215	LETTERMEN'S CLUB	3058.41	43106.44	45175.21	918.77	1908.41
001	LETTERMEN'S CLUB	3058.41	43106.44	45175.21	918.77	1908.41
0218	CHEERLEADING	20063.44	48808.82	50705.67	2637.85	20804.44
001	CHEERLEADING - $1,000	20063.44	48808.82	50705.67	2637.85	20804.44
0219	QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001	QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222	BASEBALL BOOSTER CLUB	4591.71	13966.74	14224.99	320.93	4654.39
001	BASEBALL BOOSTER CLUB	4591.71	13966.74	14224.99	320.93	4654.39
0225	BOYS SOCCER	1548.45	2000.00	1594.00	0.00	1954.45
001	BOYS SOCCER - $2,000	1548.45	2000.00	1594.00	0.00	1954.45
0226	GIRLS SOCCER	1823.46	2000.00	1721.80	0.00	2101.66
001	GIRLS SOCCER - $2,000	1823.46	2000.00	1721.80	0.00	2101.66
0227	SOCCER BOOSTER CLUB	9379.37	3192.21	3563.35	0.00	9008.23
001	SOCCER BOOSTER CLUB	9379.37	3192.21	3563.35	0.00	9008.23
0228	GIRLS GOLF	3736.37	7567.50	9153.48	395.00	2545.39
001	GIRLS GOLF - $1,500	3736.37	7567.50	9153.48	395.00	2545.39
0229	DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001	DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230	LEGACY BK CD: DONNIE CHRISTIAN	0.00	1000.00	0.00	0.00	1000.00
001	LEGACY BK CD: DONNIE CHRISTIAN	0.00	1000.00	0.00	0.00	1000.00
002	2020 - CAITLYNN STEPHENS /ARMY	0.00	0.00	0.00	0.00	0.00
0231	ATHLETIC DEPT. CONCESSION	55359.01	100545.32	152495.83	21360.56	24769.06
001	ATHLETIC DEPT. CONCESSION	55359.01	100545.32	152495.83	21360.56	24769.06

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0235	TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	289.83	0.00	78.65
001	TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	289.83	0.00	78.65
0240	ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001	HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251	VOLLEYBALL	17403.72	1903.04	8398.28	0.00	10908.48
001	VOLLEYBALL - $1,000	17403.72	1903.04	8398.28	0.00	10908.48
002	VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255	PHIL BARNES MEM SCHOLARSHIP	1275.00	2585.00	0.00	0.00	3860.00
001	PHIL BARNES MEM SCHOLARSHIP	1275.00	2585.00	0.00	0.00	3860.00
0256	TENNIS BOOSTER CLUB	260.43	2347.27	2571.76	0.00	35.94
001	TENNIS BOOSTER CLUB	260.43	2347.27	2571.76	0.00	35.94
0257	TIP-IN BASKETBALL BOOSTER CLUB	3819.55	7186.10	2842.35	0.00	8163.30
001	TIP-IN BASKETBALL BOOSTER CLUB	3819.55	7186.10	2842.35	0.00	8163.30
0261	POM PON	7291.73	21523.84	12200.37	0.00	16615.20
001	POM PON - $1,000	7291.73	21523.84	12200.37	0.00	16615.20
0263	SWIMMING	2028.69	2856.10	844.00	0.00	4040.79
001	SWIMMING - $1,000	2028.69	2856.10	844.00	0.00	4040.79
0264	SWIMMING BOOSTER CLUB	171.28	150.00	0.00	0.00	321.28
001	SWIMMING BOOSTER CLUB	171.28	150.00	0.00	0.00	321.28
0285	ATHLETIC TRAINER	4780.59	6690.00	1871.95	500.00	10098.64
001	ATHLETIC TRAINER	4780.59	6690.00	1871.95	500.00	10098.64
0290	OSSAA SPORTS SPECTACULAR	0.00	4789.00	373.90	0.00	4415.10
001	OSSAA SPORTS SPECTACULAR	0.00	4789.00	373.90	0.00	4415.10
0301	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302	NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18
001	NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0303	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304	MULTI-CULTURAL CLUB	308.50	376.00	273.48	0.00	411.02
001	MULTI-CULTURAL CLUB	308.50	376.00	273.48	0.00	411.02
0305	PSAT/AP TESTS ACCOUNT	4080.97	432.00	3431.98	0.00	1080.99
001	PSAT/AP TESTS ACCOUNT	4080.97	432.00	3431.98	0.00	1080.99
0306	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307	SENIOR CLASS	5912.02	9302.96	7144.84	103.51	8173.65
001	SENIOR CLASS	5912.02	9302.96	7144.84	103.51	8173.65
0308	JUNIOR CLASS	6457.11	16632.35	19009.36	3691.93	7772.03
001	JUNIOR CLASS	6457.11	16632.35	19009.36	3691.93	7772.03
0309	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311	KEY CLUB	1452.51	1930.00	1797.83	100.93	1685.61
001	KEY CLUB	1452.51	1930.00	1797.83	100.93	1685.61
0312	BAND BOOSTERS	31076.12	20178.00	31243.92	435.00	20445.20
001	BAND BOOSTERS	31076.12	20178.00	31243.92	435.00	20445.20
0313	DEHYDRATOR RACE	20961.86	27753.80	29934.60	1492.60	20273.66
001	DEHYDRATOR RACE	20961.86	27753.80	29934.60	1492.60	20273.66
0314	NATIONAL HONOR SOCIETY	464.55	2020.00	2185.54	20.00	319.01
001	NATIONAL HONOR SOCIETY	464.55	2020.00	2185.54	20.00	319.01
0315	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316	SENIOR CLASS BACK YEARS	981.61	492.31	0.00	0.00	1473.92
001	SENIOR CLASS BACK YEARS	981.61	492.31	0.00	0.00	1473.92
0317	SMOKE RINGS YEARBOOK	3026.20	8935.85	12248.15	1525.00	1238.90
001	SMOKE RINGS YEARBOOK	3026.20	8935.85	12248.15	1525.00	1238.90

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0319	STUDENT COUNCIL	4340.75	71382.34	62662.37	8426.87	21487.59
001	STUDENT COUNCIL	4340.75	71382.34	62662.37	8426.87	21487.59
0320	LIBRARY	0.00	0.00	0.00	0.00	0.00
001	LIBRARY	0.00	0.00	0.00	0.00	0.00
0321	HS LIBRARY WOODWARD ENDOWMNT.	16.05	9641.39	12893.25	3621.68	385.87
001	HS LIBRARY WOODWARD ENDOWMNT.	16.05	9641.39	12893.25	3621.68	385.87
0322	SCHOLARSHIP ACCOUNT	2931.00	4000.00	5000.00	1000.00	2931.00
001	SCHOLARSHIP ACCOUNT	2930.10	0.00	0.00	0.00	2930.10
002	COMMUNITIES FOUNDATION OF OK	0.90	4000.00	5000.00	1000.00	0.90
003	AAUW - AM ASSOC OF UNIV WOMEN	0.00	0.00	0.00	0.00	0.00
0323	BAND	1350.89	2742.00	2634.00	0.00	1458.89
001	BAND	1350.89	2742.00	2634.00	0.00	1458.89
0324	BAND TRIP ACCOUNT	14504.70	91021.20	95869.40	-1.00	9655.50
001	BAND TRIP ACCOUNT	14504.70	91021.20	95869.40	-1.00	9655.50
0325	RONNIE BISHOP SCHOLARSHIP	408.55	0.00	250.00	0.00	158.55
001	RONNIE BISHOP SCHOLARSHIP	408.55	0.00	250.00	0.00	158.55
0327	S.A.D.D. CLUB	429.03	0.00	100.00	0.00	329.03
001	S.A.D.D. CLUB	429.03	0.00	100.00	0.00	329.03
0328	HORTICULTURE	27962.21	19096.60	18534.98	-317.50	28206.33
001	HORTICULTURE	27962.21	19096.60	18534.98	-317.50	28206.33
0329	MARKETING	1255.99	4669.85	4973.67	0.00	952.17
001	MARKETING	1255.99	4669.85	4973.67	0.00	952.17
0330	OFFICE ACCOUNT	3214.79	9406.14	5719.16	15.00	6916.77
001	OFFICE ACCOUNT	1727.71	8577.80	5491.82	15.00	4828.69
002	DEMON DEN CLOSET & PANTRY	618.17	828.34	227.34	0.00	1219.17
003	MATH & SCIENCE - OERB DONATION	868.91	0.00	0.00	0.00	868.91
004	DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333	ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
001	ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
0334	GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001	GREEN CLUB	347.03	0.00	0.00	0.00	347.03

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0335	DRAMA	1729.72	2659.23	3097.30	171.10	1462.75
001	DRAMA	1729.72	2659.23	3097.30	171.10	1462.75
0337	VOCATIONAL AGRICULTURE	21742.88	54784.60	57756.89	2648.60	21419.19
001	VOCATIONAL AGRICULTURE	21742.88	54784.60	57756.89	2648.60	21419.19
0338	VOCAL MUSIC	5283.56	9827.00	8136.04	629.90	7604.42
001	VOCAL MUSIC	5283.56	9827.00	8136.04	629.90	7604.42
0339	VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001	VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340	VENDING	8997.79	7574.22	12274.82	234.10	4531.29
001	VENDING	8997.79	7574.22	12274.82	234.10	4531.29
0343	FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
001	FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
0346	MUSIC TRIP ACCOUNT	2029.89	28191.10	28765.11	0.00	1455.88
001	MUSIC TRIP ACCOUNT	2029.89	28191.10	28765.11	0.00	1455.88
0347	WINNER'S CIRCLE: AG BOOSTERS	12462.12	1500.00	0.00	0.00	13962.12
001	WINNER'S CIRCLE: AG BOOSTERS	12462.12	1500.00	0.00	0.00	13962.12
0348	LEADERSHIP	380.78	8226.00	8087.43	742.48	1261.83
001	LEADERSHIP	380.78	8226.00	8087.43	742.48	1261.83
002	CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349	SENIOR CAP & GOWN	9330.00	8550.00	18825.80	3951.90	3006.10
001	SENIOR CAP & GOWN	9330.00	8550.00	18825.80	3951.90	3006.10
0350	DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001	DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352	AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001	AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0353	DHS FARM TO TABLE CLUB	0.00	100.00	0.00	0.00	100.00
001	FARM TO TABLE CLUB	0.00	100.00	0.00	0.00	100.00
0360	EDGE: VENDING	2731.69	524.33	526.71	0.00	2729.31
001	EDGE: VENDING	2731.69	524.33	526.71	0.00	2729.31

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0500	MAINTENANCE DEPARTMENT	542.19	27.77	513.97	0.00	55.99
001	MAINTENANCE DEPARTMENT	542.19	27.77	513.97	0.00	55.99
0550	TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
001	TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
1011	CO: TECHNOLOGY DEPARTMENT	114915.52	18485.55	25396.20	15315.11	123319.98
001	CO: CHROMEBOOKS	110672.80	18485.55	25080.77	15315.11	119392.69
002	CO: DONATIONS	4242.72	0.00	315.43	0.00	3927.29
1021	ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
001	CO: ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
1030	CLOSED	0.00	0.00	302.72	302.72	0.00
001	CO: SPECIAL EDUCATION	0.00	0.00	302.72	302.72	0.00
1031	CO: SPEC ED/SPECIAL OLYMPICS	973.83	11136.00	10355.08	-552.72	1202.03
001	CO: SPEC ED/SPECIAL OLYMPICS	973.83	11136.00	10355.08	-552.72	1202.03
1032	CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001	CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051	CO: ASSISTANT SUPERINTENDENTS	3000.00	1395.00	6447.59	5060.06	3007.47
001	CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	3442.59	3450.06	3007.47
002	LITTLE DRIBBLERS	0.00	1395.00	3005.00	1610.00	0.00
1061	CO: TEACHER OF THE YEAR ACCT.	1181.95	200.00	918.28	0.00	463.67
001	CO: TEACHER OF THE YEAR ACCT.	1181.95	200.00	918.28	0.00	463.67
1062	CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001	CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063	CO: GIFTED AND TALENTED	3154.74	460.00	1850.85	0.00	1763.89
001	CO: GIFTED AND TALENTED	2854.74	460.00	1850.85	0.00	1463.89
002	CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064	CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001	CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071	CO: ADMINISTRATIVE ACCOUNT	32974.25	1236.04	30747.18	30395.39	33858.50
001	CO: ADMINISTRATION ACCOUNT	32974.25	736.04	30747.18	30395.39	33358.50
002	ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
003	CO: EMPLOYEE OF THE MONTH	0.00	0.00	0.00	0.00	0.00
004	SCHOOL BASED FAMILY SPECIALIST	0.00	500.00	0.00	0.00	500.00
1081	COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001	MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00
002	TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091	MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001	MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098	CO: ONE DUNCAN	2121.78	933.49	2116.00	0.00	939.27
001	CO: ONE DUNCAN	2121.78	933.49	2116.00	0.00	939.27
1099	CO: EMPLOYEE BENEVOLENCE FUND	499.66	277.00	292.22	65.00	549.44
001	CO: EMPLOYEE BENEVOLENCE FUND	499.66	277.00	292.22	65.00	549.44
1101	MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
001	MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
1213	MS: BAND	7940.85	6065.80	3483.71	0.00	10522.94
001	MS: BAND	7940.85	6065.80	3483.71	0.00	10522.94
1214	MS: STEM	2257.05	320.00	2079.43	0.00	497.62
001	MS: STEM	2257.05	320.00	2079.43	0.00	497.62
1216	MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
001	MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
1218	MS: OFFICE	7131.44	29219.70	30031.43	2150.04	8469.75
001	MS: OFFICE	7131.44	29219.70	30031.43	2150.04	8469.75
1219	MS: ATHLETICS	35114.79	53898.15	68149.73	3650.00	24513.21
001	MS: ATHLETICS	24047.28	35350.15	40748.48	3650.00	22298.95
002	MS: FOOTBALL	0.00	0.00	0.00	0.00	0.00
003	MS: CHEERLEADING	11067.51	18548.00	27401.25	0.00	2214.26
1220	CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001	MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221	MS: VOCAL MUSIC	3458.29	8006.50	11892.44	3423.22	2995.57
001	MS: VOCAL MUSIC	2588.79	6819.00	8549.01	1852.00	2710.78
002	MS: PITCHFORKS	869.50	1187.50	3343.43	1571.22	284.79

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
1222	MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001	MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
1225	MS: CLOTHES CLOSET	4683.82	1833.34	1575.31	0.00	4941.85
001	MS: CLOTHES CLOSET	3693.34	1350.00	1575.31	0.00	3468.03
002	MS: DONATIONS FOR CHROMEBOOKS	990.48	483.34	0.00	0.00	1473.82
003	MS: CREATING HOPE	0.00	0.00	0.00	0.00	0.00
1301	MS: TSA (TECH STUDENT ASSOC)	3504.51	158.00	517.00	0.00	3145.51
001	MS: TSA (TECH STUDENT ASSOC)	3504.51	158.00	517.00	0.00	3145.51
1302	MS: NJHS	9637.80	4653.65	6092.70	275.00	8473.75
001	MS: NJHS	9637.80	4653.65	6092.70	275.00	8473.75
1303	ACCT CLOSED-BA:12/14/21	0.00	0.00	0.00	0.00	0.00
001	MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002	MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1307	MS: ARCHERY	0.00	2247.00	1635.74	0.00	611.26
001	MS: ARCHERY	0.00	2247.00	1635.74	0.00	611.26
1308	MS: STUDENT COUNCIL	9755.12	2903.75	4016.15	499.95	9142.67
001	MS: STUDENT COUNCIL	9755.12	2903.75	4016.15	499.95	9142.67
1310	MS: YEARBOOK	14458.44	2770.00	3618.34	1310.00	14920.10
001	MS: JOURNALISM	14458.44	2770.00	3618.34	1310.00	14920.10
1312	MS: ACADEMIC CLUB	910.26	0.00	231.00	0.00	679.26
001	MS: ACADEMIC CLUB	910.26	0.00	231.00	0.00	679.26
1315	CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001	DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350	MS: SUNSHINE ACCOUNT	289.39	0.00	178.19	0.00	111.20
001	MS: SUNSHINE ACCOUNT	289.39	0.00	178.19	0.00	111.20
2201	EM: MILK FUND	4307.60	9672.55	8212.69	7.00	5774.46
001	EM: MILK FUND	4307.60	9672.55	8212.69	7.00	5774.46

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
2203	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204	EM: MISCELLANEOUS	3852.93	1690.50	643.15	-75.00	4825.28
001	EM: MISCELLANEOUS	2625.95	599.00	368.61	-75.00	2781.34
002	EM: CLOTHES CLOSE	605.58	350.00	0.00	0.00	955.58
003	EM: ARCHERY	621.40	741.50	274.54	0.00	1088.36
2205	EM: INTEREST & DONATIONS	11312.64	0.00	10000.00	0.00	1312.64
001	EM: INTEREST & DONATIONS	11312.64	0.00	10000.00	0.00	1312.64
2206	EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
001	EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
2207	EM: LIBRARY FUND	1426.81	3928.10	3988.36	75.00	1441.55
001	EM: LIBRARY FUND	1426.81	3928.10	3988.36	75.00	1441.55
2208	EM: PTO FUND	11035.38	19695.17	21148.96	1.75	9583.34
001	EM: PTO FUND	11035.38	19695.17	21148.96	1.75	9583.34
5201	HM: MILK FUND	5223.15	8196.40	9150.47	1529.00	5798.08
001	HM: MILK FUND	5223.15	8196.40	9150.47	1529.00	5798.08
5203	HM: STUDENT STORE	306.30	10.00	0.00	0.00	316.30
001	HM: STUDENT STORE	306.30	10.00	0.00	0.00	316.30
5204	HM: MISCELLANEOUS	8904.51	10274.07	13271.34	216.99	6124.23
001	HM: MISCELLANEOUS	4024.18	8139.07	9365.52	216.99	3014.72
002	HM STUDENT LEADERSHIP COUNCIL	0.00	400.00	0.00	0.00	400.00
003	HM: ARCHERY	4174.95	1435.00	3905.82	0.00	1704.13
004	HM: CLOTHES CLOSET	705.38	300.00	0.00	0.00	1005.38
5206	HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001	HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207	HM: LIBRARY FUND	4747.66	5878.81	5832.75	0.00	4793.72
001	HM: LIBRARY FUND	4747.66	5878.81	5832.75	0.00	4793.72
5208	HM: PTO FUND	30732.07	46266.82	51161.62	3890.39	29727.66
001	HM: PTO FUND	26851.03	17216.12	20328.20	400.00	24138.95
002	BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003	SPIRITWEAR	0.00	2818.00	993.00	-80.00	1745.00

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
004	SPIRIT WAGON	1534.50	0.00	0.00	0.00	1534.50
005	FRI YAY	1500.00	8095.20	8168.79	73.59	1500.00
006	HM CHAMPIONS	0.00	16604.50	20024.50	3420.00	0.00
007	HOSPITALITY	846.54	1533.00	1647.13	76.80	809.21
008	KIND WEEK	0.00	0.00	0.00	0.00	0.00
009	WORLD'S FINEST CHOCOLATE	0.00	0.00	0.00	0.00	0.00
6201	WR: MILK FUND	11349.10	5307.70	7034.68	0.00	9622.12
001	WR: MILK FUND	11349.10	5307.70	7034.68	0.00	9622.12
6203	WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001	WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204	WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001	WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002	WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205	WR: INTEREST & DONATIONS	1558.30	1550.00	625.36	0.00	2482.94
001	WR: INTEREST & DONATIONS	485.87	0.00	0.00	0.00	485.87
003	WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004	WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005	WR: J. DITTNER, COUNSELOR	130.72	0.00	0.00	0.00	130.72
006	WR: LORI MITCHELL'S CLASS	217.51	1300.00	625.36	0.00	892.15
007	WR: CLOTHES CLOSET	510.00	250.00	0.00	0.00	760.00
6206	WR: PICTURE FUND	5872.33	1081.88	778.65	0.00	6175.56
001	WR: PICTURE FUND	5872.33	1081.88	778.65	0.00	6175.56
6207	WR: LIBRARY FUND	0.00	1707.00	1558.94	0.00	148.06
001	WR: LIBRARY FUND	0.00	1707.00	1558.94	0.00	148.06
6208	WR: PRE-K OPERATIONS	28642.78	29433.92	28235.37	9.75	29851.08
001	WR: PRE-K OPERATIONS	28642.78	29433.92	28235.37	9.75	29851.08
7201	MT: MILK FUND	3890.18	4199.34	3776.10	3.53	4316.95
001	MT: MILK FUND	3890.18	4199.34	3776.10	3.53	4316.95
7204	MT: MISCELLANEOUS	459.28	367.00	98.80	0.00	727.48
001	MT: MISCELLANEOUS	207.03	117.00	98.80	0.00	225.23
002	MT: CLOTHES CLOSET	252.25	250.00	0.00	0.00	502.25
7205	MT: INTEREST & DONATIONS	21804.29	0.00	16156.49	0.00	5647.80
001	MT: INTEREST & DONATIONS	5754.29	0.00	106.49	0.00	5647.80

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
002	MT: MARQUEE	16050.00	0.00	16050.00	0.00	0.00
7206	MT: PICTURE FUND	1258.84	477.38	775.00	0.00	961.22
001	MT: PICTURE FUND	1258.84	477.38	775.00	0.00	961.22
7207	MT: LIBRARY FUND	294.00	2574.50	2575.28	0.00	293.22
001	MT: LIBRARY FUND	294.00	2574.50	2575.28	0.00	293.22
7208	MT: PTO FUND	11047.25	13594.94	14106.76	212.00	10747.43
001	MT: PTO FUND	11047.25	13594.94	14106.76	212.00	10747.43
8201	WW: MILK FUND	19382.21	6533.93	10802.38	0.00	15113.76
001	WW: MILK FUND	19382.21	6533.93	10802.38	0.00	15113.76
8203	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204	WW: MISCELLANEOUS	12780.28	19446.43	12608.62	20.00	19638.09
001	WW: MISCELLANEOUS	12419.22	19046.43	12608.62	20.00	18877.03
002	WW: CLOTHES CLOSET	361.06	400.00	0.00	0.00	761.06
8205	WW: INTEREST & DONATIONS	5545.29	1312.50	2067.09	0.00	4790.70
001	WW: INTEREST & DONATIONS	5213.70	1312.50	2067.09	0.00	4459.11
002	WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004	WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005	WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206	WW: PICTURE FUND	643.50	479.26	605.63	0.00	517.13
001	WW: PICTURE FUND	643.50	479.26	605.63	0.00	517.13
8207	WW: LIBRARY FUND	6712.59	6662.43	2959.03	362.62	10778.61
001	WW: LIBRARY FUND	6712.59	6662.43	2959.03	362.62	10778.61
8208	WW: PTO FUND	14343.35	7982.78	7344.55	0.00	14981.58
001	WW: PTO FUND	4403.99	4869.40	4957.52	0.00	4315.87
002	WW: MARQUEE	2565.00	0.00	0.00	0.00	2565.00
011	WW: 1ST GRADE	516.25	495.29	588.68	0.00	422.86
012	WW: 2ND GRADE	487.59	126.64	76.70	0.00	537.53
013	WW: 3RD GRADE	601.25	680.75	827.38	0.00	454.62
014	WW: 4TH GRADE	196.89	500.00	0.00	0.00	696.89
015	WW: 5TH GRADE	176.01	1190.00	894.27	0.00	471.74
016	WW: KINDERGARTEN	543.64	0.00	0.00	0.00	543.64

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
017	WW: ART	4352.73	120.70	0.00	0.00	4473.43
018	WW: KARON HISE (WE LOVE)	500.00	0.00	0.00	0.00	500.00
8209	WW: SUNSHINE FUND	385.65	25.00	0.00	0.00	410.65
001	WW: SUNSHINE FUND	385.65	25.00	0.00	0.00	410.65
9201	PL: MILK FUND	5011.89	13283.10	10862.66	-68.50	7363.83
001	PL: MILK FUND	5011.89	13283.10	10862.66	-68.50	7363.83
9204	PL: MISCELLANEOUS	8196.07	27756.06	27748.40	3872.02	12075.75
001	PL: 1ST GRADE	31.90	1066.00	1091.80	0.00	6.10
002	PL: 2ND GRADE	126.24	416.50	379.50	264.00	427.24
003	PL: 3RD GRADE	310.20	325.50	352.50	0.00	283.20
004	PL: 4TH GRADE	749.96	427.00	389.20	0.00	787.76
005	PL: 5TH GRADE	1096.46	10082.05	12510.84	2965.29	1632.96
006	PL: KINDERGARTEN	404.93	949.00	1063.03	0.00	290.90
007	PL: PE - PHYSICAL EDUCATION	1124.97	4913.94	3888.94	642.73	2792.70
008	PL: MUSIC	1799.05	4884.07	4631.04	0.00	2052.08
009	PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020	PL: GRADE LEVEL SHIRTS	569.50	2350.00	2137.50	0.00	782.00
021	PL: DUNCAN DEMON SHIRTS	393.21	1242.00	837.70	0.00	797.51
022	PL: YEARBOOKS	927.68	850.00	166.99	0.00	1610.69
023	PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024	PL: CLOTHES CLOSET	660.00	250.00	299.36	0.00	610.64
9205	PL: INTEREST & DONATIONS	10583.85	952.76	0.00	0.00	11536.61
001	PL: INTEREST & DONATIONS	9984.06	952.76	0.00	0.00	10936.82
002	AIMEE GREENING MEMORIAL	598.08	0.00	0.00	0.00	598.08
003	M. TARPLEY RESOURCE-OECU GRANT	1.71	0.00	0.00	0.00	1.71
9206	PL: PICTURE FUND	8256.15	773.00	750.06	0.00	8279.09
001	PL: PICTURE FUND	8256.15	773.00	750.06	0.00	8279.09
9207	PL: LIBRARY FUND	542.61	11292.37	10201.54	0.00	1633.44
001	PL: LIBRARY FUND	542.61	11292.37	10201.54	0.00	1633.44
9208	PL: PTO FUND	26229.06	40422.76	40136.73	298.48	26813.57
001	PL: PTO OPERATING FUND	2480.87	2029.99	2840.23	18.68	1689.31
002	PL: POP AND POPCORN	7500.30	6771.77	7459.08	0.00	6812.99
003	PL: SHIRTS	7348.72	4277.00	2722.58	0.00	8903.14
004	PL: DONATION DRIVE	4145.82	25120.00	25500.89	279.80	4044.73
005	PL: YEARBOOKS to be 9204.022	241.34	35.00	30.00	0.00	246.34

DUNCAN PUBLIC SCHOOLS
PO BOX 1548
DUNCAN, OK 73534

FY-2026
YTD Summary

Summary Of Accounts
July 01, 2026

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
006	PL: SPIRIT STORE	4027.13	0.00	1000.00	0.00	3027.13
007	PL: PTO PICTURES	0.00	2070.00	583.95	0.00	1486.05
008	PL: BOX TOPS	212.40	119.00	0.00	0.00	331.40
009	PL: STAFF MEALS	272.48	0.00	0.00	0.00	272.48
9209	PL: SUNSHINE FUND	260.77	70.00	0.00	0.00	330.77
001	PL: SUNSHINE FUND	260.77	70.00	0.00	0.00	330.77
9990	DPSF OPERATING ACCOUNT	14954.77	40000.00	46849.04	198.38	8304.11
001	DEX AWARDS	6859.25	40000.00	46814.05	198.38	243.58
002	ESPORTS	2853.09	0.00	34.99	0.00	2818.10
004	SPEC ED - OPAL LOWRY TRUST	893.43	0.00	0.00	0.00	893.43
007	PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40
008	HOOVER TENNIS ACCOUNT	0.00	0.00	0.00	0.00	0.00
009	STEM	1249.60	0.00	0.00	0.00	1249.60
YTD TOTALS:	**(163 Accounts)**	1,026,926.54	1,495,085.10	(1,648,694.76)	130,953.35	1,004,270.23

Beginning YTD Account Balance:	**$1,026,926.54**
Expense:	(150.50)
Revenue:	59,385.60
Less Bank Charges:	(2,779.33)
Refunds:	0.00
Interest:	35,804.83
Less NSF Checks:	(995.50)
Total Adjustments Less Voids:	**$91,265.10**
Total Adjustments:	91,265.10
Add Void Checks:	39,688.25
Less Void Receipts:	$0.00
Total Adjustments with Voids:	**$130,953.35**
Receipts Issued:	1,495,085.10
Voided Receipts:	0.00
Total Receipts:	**$1,495,085.10**
Checks Issued:	1,648,694.76
Voided Checks:	(39,688.25)
Total Checks:	**$1,609,006.51**
Current Balance:	**$1,004,270.23**
YTD Outstanding Checks:	19,072.88
Prior Year Outstanding Checks:	159.92

DUNCAN PUBLIC SCHOOLS
ACTIVITY FUND INVESTMENT REPORT
6/30/2026

BANK	ACCOUNT HOLDER	ACCOUNT NUMBER	AMOUNT	RATE	TERM	MATURITY
BancFirst	Activity Fund/Checking	5020019935	$ 100,266.81			
BancFirst	Sweep Account	9550200022	$ 923,236.22			
	TOTAL		**$ 1,023,503.03**			

LaTisha Miller

LaTisha Miller
Activity Fund Custodian

ACTIVITY FUND ACCOUNTS REQUEST TO ADD, CHANGE OR DELETE JULY 14, 2026

ADD		
ACCOUNT #	ACCOUNT NAME	REASON FOR ADDING
365	Archery	To better track fundraiser proceeds and to purchase supplies equipment, tournament entry fees, uniforms and meals

CHANGE		
ACCOUNT #	ACCOUNT NAME	REASON FOR CHANGE

DELETE		
ACCOUNT #	ACCOUNT NAME	REASON FOR CHANGE

_____

Board Member

DUNCAN PUBLIC SCHOOLS
From PO: 11000 to PO: 11289

Encumbrance For Board Approval
GEN FUND-FOR OPERAT

PO	Vendor Name	General Description	Amount	Date
11000	* * * SHERATON WESTPORT PLAZA HOTEL ST. LOUIS	HOTEL FOR AASA SUPT CERT COHORT GRADUATION 09/29-10/02/2026 ST LOUIS, MO-BYERLY	1,800.00	07/01/2026
11001	OKLAHOMA SCHOOLS ADVISORY COUNCIL	C/O- OSAC DISTRICT MEMBERSHIP DUES FOR FY 26-27	850.00	07/01/2026
11002	BYERLY, CHANNA D	C/O- TRAVEL & PER DIEM FOR AASA LEGISLATIVE CONFERENCE IN WASHINGTON DC 07/6-10/26	900.00	07/01/2026
11003	* * * SECRETARY OF STATE	C/O- COMMISSION NOTARY RENEWAL FEE FOR L. MILLER	50.00	07/01/2026
11004	* * * AMAZON	C/O- NOTARY STAMP FOR L. MILLER	35.00	07/01/2026
11005	WHITTEN INSURANCE AGENCY INC.	C/O- RENEWAL FOR NOTARY BOND FEE FOR L. MILLER	30.00	07/01/2026
11006	* * * ASBO INTERNATIONAL	C/O- REGISTRATION FOR VIRTUAL SFO EXAM PREP WORKSHOP FOR L. MCCANN 11/2-6/26	254.15	07/01/2026
11007	C & R PRINT SHOP, INC-DUNCAN	C/O- DIST. OCAS MINI SPIRAL BOOKS FOR FY 26-27	600.00	07/01/2026
11008	SCOREVISION, LLC	DIST.- SUBSCRIPTION FOR PROFESSIONAL DEVELOPMENT	4,500.00	07/01/2026
11010	LOVETT, CRAIG S	DIST.- AUDIO & VIDEO PRODUCTION SVC. FOR FY 26-27	1,300.00	07/01/2026
11011	ADPC	DISTRICT ACCOUNTING SOFTWARE & SUPPORT AGREEMENT FOR FY 26-27 (BA 03/10/26 # 7.Q.2.)	18,084.00	07/01/2026
11012	* * * APLUS.NET	051 - ANNUAL RENEWAL FOR DISTRICT INTERNET DOMAIN DUNCANPS.ORG FY 25-26 BA 06/10/25 (10.I.13.)	22.99	07/01/2026
11013	ARBOR POINT ADVISORS	000 - DISTRICT INVESTMENT SERVICES & ADVISORY FEE'S FY 26-27	11,000.00	07/01/2026
11014	* * * AT&T	DIST.- ERATE WAN SERVICES FOR FY 26-27 BA 05/12/26 (8.J.7.)	11,364.82	07/01/2026
11015	* * * CNA SURETY	SURETY BONDS FOR TREASURER, SUPT DISTRICT CLERKS FY 26-27 BA (04/14/26 ITEM# 9.N.5)	2,420.00	07/01/2026
11016	DUNCAN BANNER, THE	DISTRICT ANNUAL SUBSCRIPTION, EON PUBLICATION & CLASSIFIED ADS FY 26-27	1,425.00	07/01/2026
11017	FRONTLINE TECHNOLOGIES GROUP LLC	ABSENCE & TIME SOLUTION MANAGEMENT, RECRUIT & HIRE MANAGEMENT BUNDLE, EMPLOYEE EVALUATION MANAGEMENT TOOL, PROFESSION LEARNIN	106,630.27	07/01/2026
11018	JAMF HOLDINGS, INC. & SUBSIDIARIES	MOBILE DEVICE MANAGEMENT FOR IPADS FY 26-27	6,600.00	07/01/2026
11019	DUNCAN CHAMBER OF COMMERCE	ANNUAL DISTRICT MEMBERSHIP FEES FOR FY 26-27	1,800.00	07/01/2026
11020	INTERNAL REVENUE SERVICE	PAYROLL TAX CORRECTIONS FY 26-27	50.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11021	MADDOX, ANN	SPED CONTRACTED SERVICES FOR PSYCHOLOGY & EVALUATION FOR FY 26-27	20,000.00	07/01/2026
11022	MCCANN, LORI D	050 - MILEAGE FOR REQUIRED IN-DISTRICT DRIVING FY 26-27	500.00	07/01/2026
11023	OKLAHOMA ASBO	MEMBERSHIP DUES FOR CENTRAL OFFICE STAFF FOR FY 26-27	1,425.00	07/01/2026
11024	E$-OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	ANNUAL SERVICE AGREEMENT FOR UNEMPLOYMENT SVCS & QUARTERLY DEPOSITS FY 26-27 BA (06/09/26 ITEM# 9.H.16.)	20,000.00	07/01/2026
11025	E$-OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	SUPERINTENDENT EVALUATION TOOL, DIST MEMBERSHIP DUES, POLICY MAINT & ASSEMBLE SUBSCRIPTION FY 26-27	9,760.00	07/01/2026
11026	* * * IDEMIA	CO - BACKGROUND CHECK FEES FOR NEW HIRES	5,000.00	07/01/2026
11027	QUADIENT, INC	C/O- POSTAGE METER W/SCALE LEASE PLUS MAINTENANCE AGREEMENT	2,158.92	07/01/2026
11028	SUMMIT MAILING & SHIPPING SYSTEMS LLC	ANNUAL MAINTENANCE AGREEMENT FOR DISTRICT POSTAGE METER FY 26-27	850.00	07/01/2026
11029	UMB BANK N.A.	ADMINISTRATIVE & ACCEPTANCE FEE'S FOR BONDS FY 26-27	1,200.00	07/01/2026
11030	UNITED STATES POSTAL SERVICE/171198	DISTRICT POSTAGE, PO BOX FEE & BULK MAIL RENEWAL FY 26-27	11,070.00	07/01/2026
11031	UNITED SUBURBAN SCHOOLS ASSOCIATION	SUPERINTENDENT MEMBERSHIP DUES FOR FY 26-27	1,200.00	07/01/2026
11032	CCOSA	050 - DISTRICT LEVEL SERVICES PROGRAM AGREEMENT FOR FY 26-27	2,000.00	07/01/2026
11033	* * * WAL MART - VISA CARD CHARGES	C/O- SUPPLIES - DISH SOAP, COFFEE, PAPER PLATES AND SUPPLIES FOR CENTRAL OFFICE FY 26-27	700.00	07/01/2026
11034	ORGANIZATION OF RURAL OKLAHOMA SCHOOLS (OROS)	050 -DISTRICT MEMBERSHIP DUES FOR FY 26-27	2,500.00	07/01/2026
11035	INTERQUEST DETECTION CANINES	032 - ANNUAL AGREEMENT RENEWAL FOR SUBSTANCE AWARENESS & DETECTION SV FY 26-26 BA (05/14/26 9.N.8)	6,300.00	07/01/2026
11036	MILLER, LATISHA K	050 - MILEAGE FOR REQUIRED N-DISTRICT DRIVING FY 26-27	900.00	07/01/2026
11037	* * * PARALLELS INC	1 YEAR SUBSCRIPTION TO PARALLELS FOR MAC FY 26-27	589.95	07/01/2026
11038	ROSENSTEIN, FIST AND RINGOLD	028- DISTRICT LEGAL ATTORNEY FEE'S FOR FY 26-17 BA(06/09/26 ITEM# 9.K.18)	25,000.00	07/01/2026
11039	KELLOGG & SOVEREIGN CONSULTING	033- ANNUAL AGREEMENT FOR PROFESSIONAL ERATE MANAGEMENT & OUSF COMPLIANCE FOR FY 26-27	6,571.07	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11040	OKLAHOMA PUBLIC SCHOOL RESOURCE CENTER	040- DISTRICT MEMBERSHIP FEES 1 YEAR FOR FY 26-27	800.00	07/01/2026
11041	PATTEN & ODOM CPAS PLLC	029- ANNUAL ENGAGEMENT LETTER & CONTRACT FOR DISTRICT AUDITING SERVICES FOR FY 26-27 BA (03/10/26 7.Q.3)	18,350.00	07/01/2026
11042	ALCOHOL AND DRUG TESTING, INC	TRANS - STUDENT AND STAFF DRUG TESTING FISCAL YEAR 26-27 BA (05/8/26)	5,000.00	07/01/2026
11043	CARDONEX, INC.	DHS- CARDONEX SUBSCRIPTION RENEWAL AND TRAINING AND TECHNICAL ASSISTANCE FOR MASTER SCHEDULING	15,000.00	07/01/2026
11044	* * * OKLAHOMA TURNPIKE AUTHORITY	TRANS- DISTRICT PIKE PASS CHARGES FOR FY 26-27	4,000.00	07/01/2026
11045	SCHOOL SAFE ID, LLC	DISTRICT WIDE SCHOOL SAFE ID LICENSE ANNUAL RENEWAL FY 26-27	4,820.95	07/01/2026
11046	* * * AMAZON	C/O- RECEIPT BOOKS FOR THE DISTRICT	629.30	07/01/2026
11047	* * * ASBO INTERNATIONAL	C/O- DISTRICT MEMBERSHIP DUES	699.00	07/01/2026
11048	C & R PRINT SHOP, INC-DUNCAN	C/O- MINI OCAS SPIRAL BOOKS FOR FY 26-27	600.00	07/01/2026
11049	WHITTEN INSURANCE AGENCY INC.	C/O- NOTARY BOND FEE FOR L. MILLER	30.00	07/01/2026
11050	* * * AMAZON	C/O- NOTARY STAMP FOR L. MILLER	35.00	07/01/2026
11051	* * * SECRETARY OF STATE	C/O- RENEWAL COMMISSION FOR NOTARY FOR L. MILLER	50.00	07/01/2026
11053	SIMMONS CENTER FOUNDATION	THEATER & RECREATION CONTRACTS FOR FY 26-27 BA (06/09/26 ITEM# 9.H.19)	19,636.00	07/01/2026
11054	SIMMONS CENTER FOUNDATION	EMPLOYEE MEMBERSHIP FEES- ELIGIBILITY FY 26-27	6,000.00	07/01/2026
11055	* * * HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - INSPECTION REPAIRS FOR BUS FLEET	15,000.00	07/01/2026
11056	* * * SPLASHTOP INC.	SPLASHTOP RMM LICENCE FOR FY26-27	2,350.00	07/01/2026
11057	ACE HARDWARE	TECH- FOR TOOLS AND SUPPLIES FOR THE IT DEPARTMENT TO USE IN THE DISTRICT.	2,500.00	07/01/2026
11058	* * * WAL MART - VISA CARD CHARGES	TECH.- FOR TOOLS AND SUPPLIES FOR THE IT DEPARTMENT TO USE IN THE DISTRICT.	2,500.00	07/01/2026
11059	* * * AMAZON	TECH.- FOR TOOLS AND SUPPLIES FOR THE IT DEPARTMENT TO USE IN THE DISTRICT.	10,000.00	07/01/2026
11060	* * * AMAZON	239-CLASSROOM SUPPLIES FOR STUDENT INSTRUCTION & ENRICHMENT-ROCKER CHAIRS, SENSORY TOYS, MARKERS, ETC	15,000.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11062	APPTEGY, INC.	THRILLSHARE DISTRICT WEBSITE MESSENGER SYSTEM, ANDROID & IOS APP AND ANNUAL FEE FY 26-27	20,653.76	07/01/2026
11063	INFINITE CAMPUS INC. (INS 07-30-09)(E-VERIFIED)	DISTRICT SUBSCRIPTION FOR 26-27 SCHOOL YEAR STUDENT INFORMATION SYSTEM	49,940.70	07/01/2026
11064	BYERLY, CHANNA D	PER DIEM, MILEAGE & TRAVEL EXPENSES FOR MISC. TRIPS FOR FY 26-27	2,000.00	07/01/2026
11065	VISUAL SENSES	621- CONTRACTED VISION THERAPY SERVICES FY 26-27 BA (05/12/26 8.J.8)	6,000.00	07/01/2026
11066	GARRETT THERAPY, LLC	SPED- 621- CONTRACTED OCCUPATIONAL THERAPY SERVICES FOR FY 26-27 BA (04/14/26 # 9.N.7.)	105,000.00	07/01/2026
11067	OKLAHOMA PUBLIC SCHOOL RESOURCE CENTER	DIST- INFINITE CAMPUS SUPPORT FOR THE 26-27 SCHOOL YEAR SOFTWARE SUPPORT SRV AGREEMENT BA (05/12/26 # 8.J.9)	5,896.80	07/01/2026
11068	RENAISSANCE LEARNING INC.	DIST.- 541/367/101- SUBSCRIPTION TO RENAISSANCE PLATFORM FOR 26-27 SCHOOL YEAR PRE-K -5TH FOR READING AND MATH BA (05/12/26 #8.J.10)	107,073.10	07/01/2026
11069	SCOTT, TARA	SPED- 621- CONTRACTED SPEECH & LANGUAGE PATHOLOGY SERVICES FOR FY 26-27 BA (04/14/26 # 9.N.10)	60,000.00	07/01/2026
11070	SPARKLIGHT	TECH-042- CONTRACT FOR ERATE INTERNET SERVICES FOR FY 26-27 BA (05/12/26 # 8.J.11)	3,619.43	07/01/2026
11071	UNITED SYSTEMS, INC.	TECH- 083- CAT2-MANAGED INTERNAL BROADBAND SERVICES CONTRACT & C2 INTERNAL CONNECTIONS FOR FY 26-27 BA (04/14/26 # 9.N.11)	43,246.41	07/01/2026
11072	WILKINS, HALLEY SHANNON	SPED- 621- CONTRACTED SPEECH & LANGUAGE PATHOLOGY SERVICES FOR FY 26-27 BA (04/14/26 # 9.N.12)	40,000.00	07/01/2026
11073	OKLAHOMA PUBLIC SCHOOL RESOURCE CENTER	DIST.- MEMBERSHIP DUES FOR FY 26-27	2,250.00	07/01/2026
11075	KELSEY STONE, LLC	SPED- 621- CONTRACTED SPEECH & LANGUAGE PATHOLOGY SVS FY 26-27 BA (04/14/26 9.N.9)	60,000.00	07/01/2026
11076	GARRETT, ALLISON A	621- CONTRACTED SPEECH & LANGUAGE PATHOLOGY SERVICES FY 26-27 B.A.(04/14/26 #9.N.6.)	60,000.00	07/01/2026
11077	* * * AMAZON	WR - MEDICAL SUPPLIES FOR NURSES OFFICE AND BUILDING	500.00	07/01/2026
11078	JACKS, JESSICA	HM-TRAVEL WITHIN THE DISTRICT	500.00	07/01/2026
11079	SCHOOL HEALTH CORPORATION	HM-MEDICAL SUPPLIES FOR NURSE'S OFFICE AND BUILDING	500.00	07/01/2026
11080	* * * AMAZON	HM-MEDICAL SUPPLIES FOR NURSE'S OFFICE AND BUILDING	500.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11081	MACGILL CO., WILLIAM V.	HM-MEDICAL SUPPLIES FOR NURSE'S OFFICE AND BUILDING	500.00	07/01/2026
11082	CDW GOVERNMENT INC	ANNUAL LICENSE RENEWAL FOR OFF-SITE INTERNET FILTERING FOR STUDENT DEVISES GO GUARDIAN FY 26-27	80,320.37	07/01/2026
11083	* * * WYNDHAM GRAND OKC DOWNTOWN	613-HOTEL FOR SDE SPED CONF 07/26-29/2026 OKC-20 SPED STAFF REFERENCE PO# 66309	7,300.00	07/01/2026
11084	CLAYTON, JESSICA N	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC-J CLAYTON REFERENCE PO# 66311	165.00	07/01/2026
11085	HURLOCKER, CHELSEY A	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66312	165.00	07/01/2026
11086	KING, JOHN A	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66313	165.00	07/01/2026
11087	AYCOX, SKYLIA	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66314	165.00	07/01/2026
11088	KASPAREK, KARLI	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66315	165.00	07/01/2026
11089	SANTOS, DEANNA D	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66316	165.00	07/01/2026
11090	OWENS, JENNIFER L	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66317	165.00	07/01/2026
11091	MITCHELL, SANDRA D	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66318	165.00	07/01/2026
11092	KREUTZ, KIRSTEN E	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66319	165.00	07/01/2026
11093	ROSE, SHANNON L	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66320	165.00	07/01/2026
11094	CHANDLER, JOELINE	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66321	165.00	07/01/2026
11095	CONN, JEANA C	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66322	165.00	07/01/2026
11096	SWEAT, MISTY	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66323	165.00	07/01/2026
11097	HORNBERGER, EMILY F	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66324	165.00	07/01/2026
11098	LANGWELL, AMBER M	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66325	165.00	07/01/2026
11099	ELLIS, JARED	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66326	165.00	07/01/2026
11100	ARCHER, LAURA M	615-MEALS, PARKING & TRAVEL FOR SDE SPED CONF 07/26-29/2026 OKC REFERENCE PO# 66327	165.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11102	MARTIN AUTO SUPPLY INC	TRANS - FLEET PARTS AND MAINTENANCE	6,500.00	07/01/2026
11103	MCNAIR TIRE AND ALIGNMENT (E-VERIFIED)	TRANS - TIRE REPAIRS AND SERVICE	5,000.00	07/01/2026
11104	E$-MEADOWS, DARRELL T	TRANS - FIRE EXTINGUISHER UPKEEP AND INSPECTIONS	900.00	07/01/2026
11105	MONTGOMERY TIRE & ALIGNMENT	TRANS - TIRE REPAIR AND REPLACEMENT SERVICES	750.00	07/01/2026
11106	* * * OKLAHOMA TAX COMMISSION	TRANS - MVR REQUESTS, FLEET TAGS, AND REGISTRATION	400.00	07/01/2026
11107	P & K EQUIPMENT, INC	TRANS - JOHN DEERE PARTS AND SERVICE/UPKEEP OF SMALL ENGINES AND ROTARY LAWN MOWERS	1,500.00	07/01/2026
11108	PHILLIPS 66 COMPANY	TRANS - DIESEL/FUEL FOR DISTRICT USE FY 26-27	150,000.00	07/01/2026
11109	STARLITE WELDING SUPPLIES INC,	TRANS - YEARLY TANK LEASE & WELDING SUPPLIES	450.00	07/01/2026
11110	* * * DEPT OF TRANSPORTATION-FEDERAL	TRANS - D/A QUERY FOR ALL CDL STAFF ANNUAL/ PREEMPLOYMENT	2,500.00	07/01/2026
11111	EASTLAND LAWNMOWER	TRANS - SMALL ENGINE REPAIR	900.00	07/01/2026
11112	* * * TRI COUNTY TOWING & RECOVERY LLC	TRANS - TOWING SERVICES	1,200.00	07/01/2026
11113	* * * WAL MART - VISA CARD CHARGES	TRANS - OFFICE, CLEANING, AND MAINTENANCE	1,000.00	07/01/2026
11114	ACE HARDWARE	TRANS - PARTS, TOOLS, AND SUPPLIES	750.00	07/01/2026
11115	* * * BREWER AUTO REPAIR	TRANS - GEOTAB INSTALLS FOR DHS, DMS, & WW FOOD VANS	300.00	07/01/2026
11116	* * * DOUBLETREE BY HILTON DOWNTOWN	HOTEL RESERVATION FOR CTE/STEM TEACHERS FOR REQUIRED SUMMIT CONF IN TULSA, OK (AUG. 2-4, 2026)	2,400.00	07/01/2026
11117	OKLAHOMA ASSO OF CAREER & TECHNOLGY EDUC	REGISTRATION FOR REQUIRED ANNUAL SUMMIT CONFERENCE IN TULSA, OK AUG. 2-4, 2026.	1,400.00	07/01/2026
11118	CASTLE, ROSE M	TRAVEL REIMBURSEMENT - OKACTE ANNUAL SUMMIT 2026, TULSA, OK AUG 2-4, 2026	300.00	07/01/2026
11119	LAWLER, RENEA G	TRAVEL REIMBURSEMENT - OKACTE ANNUAL SUMMIT 2026, TULSA, OK AUG. 2-4, 2026	300.00	07/01/2026
11120	DIXON, STEVEN	TRAVEL REIMBURSEMENT - OKACTE ANNUAL SUMMIT 2026, TULSA, OK AUG. 2-4, 2026	300.00	07/01/2026
11121	LEDFORD, BRADEN M	TRAVEL REIMBURSEMENT - OKACTE ANNUAL SUMMIT 2026, TULSA, OK AUG. 2-4, 2026	300.00	07/01/2026
11122	* * * HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - PARTS, SPECIFICATIONS, AND REPAIR FOR FLEET	7,500.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11123	GOLLEHER, KADE G	TRANS - IN-DISTRICT MILEAGE REIMBURSEMENT DUE TO NO SCHOOL VEHICLE	500.00	07/01/2026
11124	PROJECT LEAD THE WAY, INC.	ANNUAL SUBSCRIPTION FOR PLTW	11,100.00	07/01/2026
11125	OZALTIN, CHARISSA	HS-511-TRAVEL PER DIEM, PARKING FOR CHARISSA OZALTIN FOR ACT CONFERENCE IN NASHVILLE TN ON JULY 12-16	600.00	07/01/2026
11126	CURRY, BETH F	HS-511-TRAVEL PER DIEM, PARKING FOR BETH CURRY FOR ACT CONFERENCE IN NASHVILLE TN ON JULY 12-16	600.00	07/01/2026
11127	CCOSA	REGISTRATION FOR DISTRICT ADMIN TO CCOSA CONFERENCES FOR SCHOOL YEAR 26-27	13,300.00	07/01/2026
11128	RESPONSIVE LEARNING, LP	REGISTRATION TO TLE RECERTFICATION - DISTRICT ADMIN	500.00	07/01/2026
11129	NAFEPA - NATIONAL ASSOCIATION OF FEDERAL	786 - DISTRICT MEMBERSHIP TO NAFEPA	100.00	07/01/2026
11130	ADPC	C/O- CHECKS/ WARRANTS FOR TRENDS AND ACTIVITY	2,900.00	07/01/2026
11131	* * * AMAZON	DIST.- YEARLY BUSINESS PRIME MEMBERSHIP FEE FOR UP TO 200 USERS	779.00	07/01/2026
11132	CRISIS PREVENTION INSTITUTE, INC.	SPED- CPI TRAINING & MATERIALS	1,500.00	07/01/2026
11133	AIMEE CARTER PHYSICAL THERAPY	621- CONTRACTED PHYSICAL THERAPY SERVICES FOR FY 26-27	60,000.00	07/01/2026
11134	CITY OF DUNCAN	DISTRICT ELECTRIC, WATER & GARBAGE FOR FY 26-27 BA(06/09/26 ITEM# 9.H.9)	350,000.00	07/01/2026
11135	OAK FARMS DAIRY	DIST.- MILK AND JUICE FOR ALL CAFETERIAS FY 26-27 BA(06/09/26 ITEM # 9.H.14)	150,000.00	07/01/2026
11136	OKLAHOMA SCHOOLS INSURANCE GROUP (OSIG)	DISTRICT- PROPERTY & LIABILITY INSURANCE FOR FY 26-27 BA (06/09/26 ITEM # 9.K.15.)	350,000.00	07/01/2026
11137	THOUGHT EXCHANGE	DISTRICT- 587- YEAR 2 OF 3 YEAR SUBSCRIPTION TO ENGAGEMENT+ FOR STUDENT, STAFF & COMMUNITY EXCHANGE FOR FY 26-27 BA (06/09/26 ITEM# 9.H.20)	17,255.70	07/01/2026
11138	DUNCAN REGIONAL HOSPITAL	HS-NURSE-CPR MATERIALS AND CARDS, TRAINING	1,500.00	07/01/2026
11139	GORDON N. STOWE & ASSOCIATES, INC.	HS-055-AUDIOMETER CALIBRATION FOR DISTRICT NURSES	1,000.00	07/01/2026
11140	* * * WAL MART - VISA CARD CHARGES	HS-055-SUPPLIES, SNACKS, DRINKS, FOR DIABETICS	1,000.00	07/01/2026
11141	SCHOOL HEALTH CORPORATION	HS-055-NURSING SUPPLIES FOR OFFICE FOR FY 26/27	2,000.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11142	J.W. PEPPER & SON, INC	HS-058-BAND-SHEET MUSIC FOR BAND FY 26/27	990.00	07/01/2026
11143	ADA MUSIC CENTER	HS-058-BAND--SUPPLIES FOR BAND FOR SCHOOL YEAR 26/27	700.00	07/01/2026
11144	ADA MUSIC CENTER	HS-058-BAND--REPAIRS FOR BAND FOR SCHOOL YEAR 26/27	700.00	07/01/2026
11145	MIDWEST MUSIC	HS-058-BAND--REPAIRS FOR BAND FOR SCHOOL YEAR 26/27	700.00	07/01/2026
11146	MIDWEST MUSIC	HS-058-BAND-SUPPLIES FOR BAND FOR SCHOOL YEAR 26/27	500.00	07/01/2026
11147	PHILLIPS MUSIC COMPANY	HS-058-BAND-SUPPLIES FOR BAND FOR SCHOOL YEAR 26/27	300.00	07/01/2026
11148	* * * WAL MART - VISA CARD CHARGES	HS-058-BAND-SUPPLIES FOR BAND FOR SCHOOL YEAR 26/27	300.00	07/01/2026
11149	PENDERS MUSIC COMPANY	HS-058-BAND--SHEET MUSIC FOR HIGHSCHOOL BAND	500.00	07/01/2026
11150	OSSAA	HS-058-BAND-ENTRY FEES AMARCHING BAND FOR 26/27 SCHOOL YEAR	600.00	07/01/2026
11151	PAULS VALLEY PUBLIC SCHOOLS	HS-058-BAND-ENTRY FEE FOR PAULS VALLEY MARCHING BAND CONTEST	250.00	07/01/2026
11152	ELGIN PUBLIC SCHOOLS	HS-058-BAND-ENTRY FEE FOR ELGIN MARCHING BAND CONTEST	200.00	07/01/2026
11153	NATIONAL ASSOCIATION FOR MUSIC EDUCATION (MENC)	HS-058-BAND-MEMBERSHIP DUES FOR ALL STATE ENTRIES	150.00	07/01/2026
11155	JOSTENS INC	HS-11-175-DIPLOMAS AND COVERS FOR SENIORS 26/27	4,000.00	07/01/2026
11156	CHANDLER, GABRIELLE	HS-058-BAND-COLOR GUARD CHOREOGRAPHY FY 26/27	2,500.00	07/01/2026
11157	* * * MARRIOTT ST. LOUIS GRAND	HS-511-HOTEL ROOM FOR ARMIDA GARCIA FPR THE WIDA CONFERENCE IN ST.LOUIS, MO ON SEP 15-18,2026	924.09	07/01/2026
11158	GARCIA, ARMIDA	HS-511-TRAVEL EXPENSES, & PER DIEM FOR ARMIDA GARCIA FOR WIDA CONFERENCE IN ST.LOUIS, MO ON SEP 15-18-2026	545.00	07/01/2026
11159	COUNCIL FOR EXCEPTIONAL CHILDREN	621 - REGISTRATION TO CASE CONF PROVIDENCE, RI 11/10-13/2026 CLAYTON, BYERLY	2,000.00	07/01/2026
11160	* * * SUNDOWN TRAVEL SERVICE	AIRFARE TO CASE CONF PROVIDENCE, RI 11/10-13/2026 CLAYTON, BYERLY	2,000.00	07/01/2026
11161	CLAYTON, JESSICA N	621 - TRAVEL EXPENSES TO CASE CONF PROVIDENCE, RI 11/10-13/2026 MEALS, PARKING, TRANS	700.00	07/01/2026
11162	BYERLY, CHANNA D	TRAVEL EXPENSES TO CASE CONF PROVIDENCE, RI 11/10-13/2026 MEALS, PARKING, TRANS	700.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11163	* * * OMNI RHODE ISLAND,LLC	HOTEL EXPENSE FOR CASE CONF PROVIDENCE, RI 11/10-13/2026 CLAYTON, BYERLY	2,040.00	07/01/2026
11164	* * * NCS PEARSON INCORPORATED	SPED- TESTING FORMS/CARDS AND RESPONSE BOOKLETS FOR SPED STUDENTS & DIGITAL SCORING SUBSCRIPTION FY 26-27	1,300.00	07/01/2026
11165	DTC WORLDWIDE (IDENTISYS INC.)	TECH- BADGES & LAMINATE FOR STUDENT & STAFF ID BADGES FOR FY 26-27	7,500.00	07/01/2026
11166	* * * OKLAHOMA STATE DEPT. OF EDUCATION	108- EMERGENCY CERTIFICATION FEE'S FOR FY 26-27	1,500.00	07/01/2026
11167	PROJECT LEAD THE WAY, INC.	056-STEM- ANNUAL SUBSCRIPTION FOR PLTW FOR K-8 FOR FY 26-27	5,700.00	07/01/2026
11168	RIVERSIDE INSIGHTS	SPED- TESTING MATERIALS FOR SPED STUDENT ASSESSMENTS FOR FY 26-27	5,000.00	07/01/2026
11169	STEPHENS COUNTY ELECTION BOARD	C/O- BOARD MEMBER ELECTION EXPENSES FOR FY 26-27	7,400.00	07/01/2026
11170	TRAFERA HOLDINGS, LLC	TECH.- GOOGLE WORKSPACE FOR EDUCATION ANNUAL RENEWAL FOR FY 26-27	18,087.96	07/01/2026
11171	WESTERN PSYCHOLOGICAL SERVICES (WPS)	239- TESTING/ASSESSMENT MATERIALS FOR SPED STUDENTS FY 26-27	3,000.00	07/01/2026
11172	YELLOW FOLDER, LLC	239- ONLINE CLOUD STORAGE/SERVICE FOR FY 26-27	4,000.00	07/01/2026
11173	EDUSKILLS LLC	572 - EL ANNUAL SUBSCRIPTION FOR EL PROGRAM SUPPORT	9,900.00	07/01/2026
11174	UNIVERSITY OF OKLAHOMA--ELQA	WR - 367- LICENSING FOR ELQA TESTING ONLINE FOR SCHOOL YEAR.	2,000.00	07/01/2026
11175	READ NATURALLY INC	EM- INTERVENTION READING MATERIALS	1,950.00	07/01/2026
11176	TEACHER INNOVATIONS, INC	11-EM-TEACHER/ADMINISTRATION ONLINE PLANBOOKS FOR LESSON PLANNING/SCHEDULING	500.00	07/01/2026
11177	* * * AMAZON	11-EM-NURSING SUPPLIES FOR 26-27 FY	500.00	07/01/2026
11178	CROSS, REBECCA L	11-EM- REIMBURSEMENT FOR NURSE MILEAGE	500.00	07/01/2026
11179	* * * AMAZON	511-EM- PARENT COMMUNICATION TAKE HOME FOLDERS	1,000.00	07/01/2026
11180	SHRED-AWAY SHREDDING INC.	11-EM-DOCUMENT SHREDDING FOR PRIVACY AND SAFETY	500.00	07/01/2026
11181	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	11-EM-INK & STAPLES FOR COPY MACHINES FY 26-27	500.00	07/01/2026
11182	ACE HARDWARE	MS-MISC SUPPLIES FY 26-27 (NOT TO BE INVENTORIED)	500.00	07/01/2026
11183	* * * AMAZON	MS-CLASS SUPPLIES FOR THE SCHOOL YEAR	1,000.00	07/01/2026
11184	* * * AMAZON	MS-GENERAL NO WAREHOUSE SUPPLIES (NOT TO BE INVENTORIED)	2,000.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11185	* * * AMAZON	MS-NURSE-SUPPLIES FOR NURSE OFFICE	1,000.00	07/01/2026
11186	* * * WAL MART - VISA CARD CHARGES	MS-GENERAL NON-WAREHOUSE SUPPLIES	1,000.00	07/01/2026
11187	ORIENTAL TRADING COMPANY INC.	MS-CLASSROOM SUPPLIES NON-WAREHOUSE	300.00	07/01/2026
11188	RENAISSANCE LEARNING INC.	101 - INTEGRATION PLATFORM FOR RENAISSANCE LEARNING	2,400.00	07/01/2026
11189	SPARKLIGHT	051 - INTERNET IP ADDRESSES FOR PHONE SYSTEMS IN THE DISTRICT SCHOOL YEAR 26-27	480.00	07/01/2026
11190	ROSETTA STONE LTD	572 - SUBSCRIPTION TO ROSETTA STONE FOR MS AND HS FY27 SCHOOL YEAR	2,700.00	07/01/2026
11191	EDUSKILLS LLC	572 - EL ANNUAL SUBSCRIPTION FOR EL PROGRAM SUPPORT	9,900.00	07/01/2026
11192	RIVERSIDE INSIGHTS	239- ONLINE SCORING ACCESS KEYS, RECORD FORMS, WJ4 LICENSE	1,500.00	07/01/2026
11193	RED RIVER TECHNOLOGY CENTER	239- HEARTSAVER/FA/CPR/AED CLASSES FOR SPED STAFF	1,000.00	07/01/2026
11194	LANGUAGE LINE SERVICES, INC	239- TRANSLATION AND INTERPRETATION SERVICES FOR SPED STUDENTS FOR FY 26-27	2,000.00	07/01/2026
11195	DAVIS, CHEYENNE M	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE DMS- Y2	52.00	07/01/2026
11196	* * * JW MARRIOTT NASHVILLE	511 - HS HOTEL ROOM FOR ACT SUMMIT NASHVILLE, TN 7/12-16/2026 CURRY	1,200.00	07/01/2026
11197	LOVETT, ALLISON E	100 - TRAVEL EXPENSES AASA ADVOCACY CONF 7/6-10/2026 MEALS, PARKING, BAGS, HOTEL LOVETT	3,000.00	07/01/2026
11198	* * * HAMPTON INN & SUITES STROUD	511 - HS - HOTEL & PARKING FOR BMITE NEW TEACHER ACADEMY CTE 7/6-9/2026 KNOX	330.00	07/01/2026
11199	KNOX, ZACHARY R	511 - HS - TRAVEL EXPENSES BMITE NEW TEACHER ACADEMY CTE 7/6-9/2026 MEALS	180.00	07/01/2026
11200	CANTRELL AND WALLER PREPARATORY SERVICES	511 - HS REG TO REGIONAL ACT TRAININ OKC 7/27/2026 ELROY, SMITH	4,400.00	07/01/2026
11202	MITCHELL, SANDRA D	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/01/2026
11203	* * * ASBO INTERNATIONAL	C/O- REGISTRATION FOR IGNITE CONFERENCE IN PITTSBURGH PA 10/14-16/26 FOR C. BYERLY & L. MCCANN	1,990.00	07/01/2026
11204	BYERLY, CHANNA D	C/O- TRAVEL AND PER DIEM FOR IGNITE CONFERENCE IN PITTSBURGH PA 10/13-17/26	500.00	07/01/2026
11205	* * * COURTYARD PITTSBURGH DOWNTOWN	C/O- HOTEL FOR IGNITE CONFERENCE IN PITTSBURGH PA 10/13-17/26 FOR C. BYERLY & L. MCCANN	3,500.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11206	MCCANN, LORI D	C/O- TRAVEL & PER DIEM FOR IGNITE CONFERENCE IN PITTSBURGH PA 10/13-17/26	500.00	07/01/2026
11207	GILLEY, KAILY	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/01/2026
11208	* * * COUNCIL OF ADMINISTRATORS OF	C/O- REGISTRATION FOR CASE CONFERENCE IN PROVIDENCE RI 11/10-14/26 FOR C. BYERLY	725.00	07/01/2026
11209	SCISSORTAIL GRAPHICS INC.	C/O- PRE-GLUE MAILING ENVELOPES WITH ADDRESS AND OPEN WINDOW	700.00	07/01/2026
11210	OKLAHOMA ASBO	C/O- REGISTRATION FOR THE FALL & SPRING CONFERENCE IN NORMAN IN SEPT. & APR. FOR BRENNEIS, HENDERSON, LEE, MCCANN, MILLER, MULLINS, PIZANA & ZINN	2,100.00	07/01/2026
11211	OKLAHOMA ASBO	C/O- REGISTRATION FOR LEVEL 4 SCHOOL BUSINESS ACADEMY FOR L. MCCANN & A. PIZANA	500.00	07/01/2026
11212	* * * EMBASSY SUITES BY HILTON OKC NORTHWEST	C/O- HOTEL FOR L. MCCANN & A. PIZANA FOR LEVEL 4 SCHOOL BUSINESS ACADEMY IN PUTNAM CITY 8/31-9/2/26 & 2/15-17/27	928.00	07/01/2026
11213	PIZANA, ANGELA M	C/O- PER DIEM FOR LEVEL 4 SCHOOL BUSINESS ACADEMY IN EDMOND 1/20-21/27	90.00	07/01/2026
11214	MCCANN, LORI D	C/O- PER DIEM FOR LEVEL 4 SCHOOL BUSINESS ACADEMY IN EDMOND 1/20-21/27	90.00	07/01/2026
11215	LEE, CHARLOTTE A	C/O- PER DIEM FOR OKASBO SPRING CONFERENCE IN NORMAN 4/27-29/27	135.00	07/01/2026
11216	ZINN, MACHELLE D	C/O- PER DIEM FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN 9/22-24/26 & 4/27-29/27	270.00	07/01/2026
11217	PIZANA, ANGELA M	C/O- PER DIEM FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN 9/22-24/26 & 4/27-29/27	270.00	07/01/2026
11218	MULLINS, JULIE A	C/O- PER DIEM FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN 9/22-24/26 & 4/27-29/27	270.00	07/01/2026
11219	MILLER, LATISHA K	C/O- PER DIEM FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN 9/22-24/26 & 4/27-29/27	270.00	07/01/2026
11220	MCCANN, LORI D	C/O- PER DIEM FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN 9/22-24/26 & 4/27-29/27	270.00	07/01/2026
11221	HENDERSON, KELLY D	C/O- PER DIEM FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN 9/22-24/26 & 4/27-29/27	270.00	07/01/2026
11222	BRENNEIS, KASEY D	C/O- PER DIEM FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN 9/22-24/26 & 4/27-29/27	270.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11223	* * * EMBASSY SUITES NORMAN	C/O- HOTEL FOR OKASBO FALL & SPRING CONFERENCE IN NORMAN ON 9/22-24/26 & 4/27-29/27 FOR BRENNEIS, HENDERSON, LEE, MCCANN, MILLER, MULLINS, PIZANA & ZINN	3,080.00	07/01/2026
11224	* * * RENAISSANCE HOTEL DOWNTOWN BRICKTOWN OKC	511 - DMS - HOTEL FOR OSSBA ED LEADERSHIP CONF 8/13-16/2026 OKC ADMIN TEAM	1,000.00	07/01/2026
11225	CDW GOVERNMENT INC	109 - 9TH ST ANNUAL PAYMENT FOR MS POWER BI - 2 USERS FY27 SCHOOL YEAR	52.74	07/01/2026
11226	* * * WAL MART - VISA CARD CHARGES	109 - 9TH - MATERIALS AND SUPPLIES FOR 26-27 SCHOOL YEAR	250.00	07/01/2026
11227	* * * AMAZON	109 - 9TH - MATERIALS AND SUPPLIES FOR 26-27 SCHOOL YEAR	250.00	07/01/2026
11228	COBBLE, JENNIFER M	TRANS - MILEAGE REIMBURSEMENT FOR TENNIS TRAVEL TO CORONADO TENNIS CENTER, 151 PONDEROSA WAY, HOT SPRINGS VILLAGE, ARKANSAS 71909 FROM THURSDAY 07/09/2026 - SUNDAY 07/12/2026	600.00	07/01/2026
11229	CULLIGAN WATER CONDITIONING	CN-WATER SOFTENER PRODUCTS AND SERVICES	5,500.00	07/01/2026
11230	DUNCAN PUBLIC SCHOOLS	START UP MONIES FOR CAFETERIAS-FY 27	400.00	07/01/2026
11231	* * * WAL MART - VISA CARD CHARGES	FOOD AND NON FOOD SUPPLIES-CAFETERIAS	900.00	07/01/2026
11232	BRADY INDUSTRIES OF KANSAS, LLC	CLEANING SUPPLIES AND CHEMICALS FOR DISHMACHINE-CAFETERIAS	7,500.00	07/01/2026
11233	SERGEANT LABORATORIES, INC	TECH- AIRSTOTLEK12 CONFIGURATION FEE FOR FY 26-27 FILTERING SERVICE AND TRAINING FOR IPAD, CHROME BOOK, MACBOOK/WINDOW CONNECTIONS.	21,084.91	07/01/2026
11234	CANTRELL AND WALLER PREPARATORY SERVICES	MS-511-REGISTRATION FOR SEELY, LAWLER, BURTON, CLARK, HARRIS, GRISSOM, COBBLE, S. PENA, BERTHOLD, LEONARD, HALL - REGIONAL TRAINING TEST PREP JULY 27, 2026, OKC, OK	3,300.00	07/01/2026
11235	DTC WORLDWIDE (IDENTISYS INC.)	BADGES FOR FY26-27	4,140.00	07/01/2026
11236	TRINITY TECHNOLOGIES	REPAIRS AND REPLACEMENT FOR CAMERA, BADGE, ALARM SYSTEMS, AND OTHER RELATED SERVICES.	20,000.00	07/01/2026
11237	SPECIALIST ID, INC.	LANYARDS FOR HS AND BADGE SLEEVES FOR FY26-27	6,920.00	07/01/2026
11238	CLASSLINK, INC.	26-27 GOOGLE/AD/IC ACCOUNT CREATION SERVICE	9,656.25	07/01/2026
11239	* * * DELTA AIRLINES	C/O- FLIGHT FOR C. BYERLY & L. MCCANN FOR ASBO INTERNATIONAL IGNITE CONFERENCE IN PITTSBURGH PA 10/13-16/26	1,356.80	07/01/2026

PO	Vendor Name	General Description	Amount	Date
11240	* * * ALLIANZ GLOBAL ASSISTANCE	C/O- TRAVEL PROTECTION FOR DELTA FLIGHTS FOR C. BYERLY & L. MCCANN TO ASBO INTERNATIONAL IGNITE CONFERENCE IN PITTSBURGH PA 10/13-16/26	79.58	07/01/2026
11241	US FOOD SERVICE INC.	CN- DIST.- FOOD & NON FOOD SUPPLIES FOR DISTRICTS CAFETERIAS BA (06/30/26 ITEM# 3.B.8)	7,000,000.00	07/01/2026
11242	WATER WALKERS, LLC	CN- SOFTWARE SVC AGREEMENT & TRAINING FOR HEALTH-E PRO MENU PLANNING, PRODUCTION & ONLINE MENUS BA (06/30/26 ITEM# 3.B39)	8,093.00	07/01/2026
11243	BROWN, ANDREA	TRANS - REIMBURSEMENT FOR ANDREA BROWN DAILY TRAVEL TO GREAT EXPECTATIONS TRAINING AT EDMOND NORTH, 215 W DANFORTH RD. EDMOND, OK 73003 FROM 07/07/26 - 07/10/26	600.00	07/06/2026
11244	FOWLER FINANCIAL	C/O- CONSULTING SERVICES FOR THE BUSINESS OFFICE FOR FY 26-27	500.00	07/06/2026
11245	GILLEY, KAILY	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/06/2026
11246	BANNERVILLE USA INC	104-MEDIA BACKDROPS FOR SITES (9)	11,225.00	07/06/2026
11247	* * * PROJECT CONTENT, LLC	511-EM-SOFTWARE FOR DIGITAL SIGN FOR PARENT COMMUNICATION	2,500.00	07/06/2026
11248	* * * AMAZON	MS-511-CALCULATORS FOR CLASS USE	300.00	07/06/2026
11249	OKLAHOMA CHORAL DIRECTORS ASSOCIATION	MS-REGISTRATION FOR MILES OKCDA CONVENTION OKC JULY 12-14	90.00	07/06/2026
11250	BAND TODAY LLC	HS-058-COLOR GUARD FLAGS FOR MARCHING BAND SHOW 26/27	2,500.00	07/06/2026
11251	MINGA SOLUTIONS US INC.	HS-511-YEARLY SUBSCRIPTION TO MANAGE ADVISOR-RETHINK TIME, DIGITAL HALL PASSES, BEHAVIOR MODULE	11,380.00	07/06/2026
11252	* * * UNITED AIRLINES	AASA LEGISLATIVE CONFERENCE FLIGHTS FOR LOVETT JULY 6-10	1,000.00	07/06/2026
11254	OKLAHOMA COACHES ASSOCIATION	HS-ATH-COACHING CARDS FOR COACHES AND ADMIN-26/27	4,080.00	07/07/2026
11255	EDMENTUM, INC	511-MS - ONLINE EXACT PATH AND STUDY ISLAND FOR STUDENTS REMEDIATION IN CORE SUBJECTS	11,175.00	07/07/2026
11256	BERTHOLD, CASSANDRA D	MS-511-BERTHOLD-TRAVEL PER DIEM FOR CCOSA LEADERSHIP CONFERENCE OKC AUGUST 13-25, 2026	255.00	07/07/2026
11257	* * * MOUSER ELECTRONICS, LLC	TECH.- COMPUTER CHIPS FOR VARIOUS PROJECTS FOR FY 26-27	186.86	07/07/2026
11258	DTC WORLDWIDE (IDENTISYS INC.)	TECH.- COLOR RIBBON & LAMINATE FOR THE DISTRICTS BADGE PRINTERS (REFERENCE PO 66267)	1,585.00	07/07/2026
11259	* * * SECRETARY OF STATE	NOTARY BOND RENEWAL-KHENDERSON	45.00	07/07/2026

PO	Vendor Name	General Description	Amount	Date
11260	SECRETARY OF STATE	BOND FILING FEE FOR NOTARY RENEWAL-KHENDERSON	25.00	07/08/2026
11261	WHITTEN INSURANCE AGENCY INC.	BOND RENEWAL FOR NOTARY-KHENDERSON	30.00	07/08/2026
11262	CABLE MEAT CENTER (E-VERIFIED)	FOOD ITEMS-CAFETERIAS-FY 27	5,000.00	07/08/2026
11263	SOONER STEAM CLEANING	STEAM CLEANING-VENT HOODS IN CAFETERIAS-FY 27	3,500.00	07/08/2026
11264	MILLER, BONNIE L	DISTRICT MILEAGE-FY 27	500.00	07/08/2026
11265	WILSON, SONJA I	DISTRICT MILEAGE -FY 27	300.00	07/08/2026
11266	BEYER, CYNTHIA A	DISTRICT MILEAGE - FY 27	350.00	07/08/2026
11267	OKLAHOMA DEPARTMENT OF HUMAN SERVICES	COMMODITY DELIVERY ASSESSMENT FEES	5,000.00	07/08/2026
11268	E$-MEADOWS, DARRELL T	FIRE SUPPRESSION SYSTEMS /PARTS MAINTENANCE	3,500.00	07/08/2026
11269	* * * IDEMIA	NOTARY RENEWAL BACKGROUND CHECK-KHENDERSON	55.00	07/08/2026
11270	* * * SCHOOLSTATUS PARENT INC.	DIST.- S'MORE MONTHLY NEWSLETTERS,ANALYTICS AND MASS NOTIFICATION EXPORT AND ENHANCED CUSTOMER SUPPORT YEARLY SUBSCRIPTION FOR STAFF FY 26-27	3,150.00	07/08/2026
11271	NATIONAL ASSOCIATION FOR MUSIC EDUCATION (MENC)	MS-MEMBERSHIP DUES FOR THE CHOIR TEACHERS	145.00	07/08/2026
11272	AMERICAN CHORAL DIRECTORS ASSOCIATION	MS-MEMBERSHIP FOR TEACHERS	150.00	07/08/2026
11273	EXPLORE LEARNING, LLC	MS-511-ONLINE SUBSCRIPTION TO GIZMO SCIENCE TO SUPPORT SCIENCE AND MATH LEARNING FY27	3,711.15	07/08/2026
11274	COCA-COLA SOUTHWEST BEVERAGES LLC	BEVERAGES-A LA CART-CAFETERIAS-FY 27	10,000.00	07/08/2026
11275	OKLAHOMA ASSO OF CAREER & TECHNOLGY EDUC	HS-412-DUES & CONFERENCE REGISTRATION FOR EMILY PRICHARD TO ATTEND ACTE SUMMIT IN TULSA OK 08/03-04/26	435.00	07/08/2026
11276	* * * STONEY CREEK HOTEL & CONFERENCE CENTER	HS-412-HOTEL STAY FOR EMILY PRICHARD FOR ACTE CONFERENCE IN TULSA-8/3-4/26	123.65	07/08/2026
11277	* * * FAIRFIELD INN & SUITES - STILLWATER	HS-412-HOTEL STAY FOR EMILY PRICHARD FOR TRAINING-OK CAREER TECH IN STILLWATER-7/27-29/26	259.60	07/08/2026
11278	BROWN, ANDREA	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/08/2026
11279	BURTON, AMARA M	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/08/2026

PO	Vendor Name	General Description	Amount	Date
11280	* * * OKLAHOMA STATE DEPT. OF EDUCATION	C/O- ADJUNCT FEES FOR TEACHERS	135.00	07/08/2026
11281	FRONTLINE TECHNOLOGIES GROUP LLC	TECH.- REGISTRATION FOR AN ASSET MANAGEMENT TRAINING FOR TECH TEAM AND LIBRARIANS.	800.00	07/09/2026
11282	STARNES, DAVID L	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/09/2026
11283	OKLAHOMA ASSO OF CAREER & TECHNOLGY EDUC	HS-511-OKLAHOMA SUMMIT REGISTRATION FEES AND CONFERENCE FOR ZAC KNOX-8/3-4/26 IN TULSA	290.00	07/09/2026
11284	BOOK SYSTEMS, INC	PL- 103- OPAC SNAPSHOT (CLASSIC); STANDARD PACKAGE FOR SCHOOLS; YEARLY SUBSCRIPTION FOR DIGITAL RESOURCES FY27	150.00	07/13/2026
11285	TEACHER INNOVATIONS, INC	PL- 103-TEACHERS / ADMIN PLANBOOK- 12 MO SUBSCRIPTION FY/27	234.00	07/13/2026
11286	STUDIES WEEKLY, INC	PL-103- CURRICULUM FOR SOCIAL STUDIES 26	2,168.30	07/13/2026
11287	BOOK SYSTEMS, INC	11-EM-LIBRARY OPAC SNAPSHOT IMAGES FOR LIBRARY CATALOG	250.00	07/13/2026
11288	* * * AT&T	LATE ANALOG BILL AND POSSIBLE BILL(S) BEFORE SERVICE CANCELLATION.	1,500.00	07/13/2026
11289	HINTON REFRIGERATION CO.	ONE TIME CHARGE TO SET UP ONLINE MONITORING FOR WAREHOUSE FREEZER TEMPS ONLINE.	1,100.00	07/13/2026

(11) GEN FUND-FOR OPERAT Current Encumbered: **9,543,855.08**

DUNCAN PUBLIC SCHOOLS

From PO: 21000 to PO: 21080

Encumbrance For Board Approval

BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
21000	EVERON, LLC	DIST.- ANNUAL FIRE SPRINKLER INSPECTIONS FOR FY 26-27 BA(6/10/26 # 10.I.13)	2,167.00	07/01/2026
21001	GYMCO	HS ATH- REFINISH GYM FLOORS AT MS & HS	7,500.00	07/01/2026
21002	PUBLIC SERVICE CO. OF OKLA--AMERICAN ELECTRC POWER	036- ELECTRIC SVC FOR SCHOOL FARM	1,750.00	07/01/2026
21003	TRINITY TECHNOLOGIES	035- DIST.- BURGLAR, FIRE, ELEVATOR ALARM MONITORING SVC	15,000.00	07/01/2026
21004	* * * CLK SUPPLIES, LLC	MAINT - DOOR/LOCK SUPPLIES FOR DISTRICT SITES	3,000.00	07/01/2026
21005	* * * HARBOR FREIGHT TOOLS USA, INC.	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	3,000.00	07/01/2026
21006	* * * LOWES BUILDING SUPPLY	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	5,000.00	07/01/2026
21007	* * * WAL MART - VISA CARD CHARGES	MAINT - DISTRICT CUSTODIAL & MAINTENANCE SUPPLIES	3,000.00	07/01/2026
21008	ACE HARDWARE	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	7,000.00	07/01/2026
21009	* * * AMAZON	MAINT - DISTRICT CUSTODIAL & MAINTENANCE SUPPLIES	7,500.00	07/01/2026
21010	BAKER DISTRIBUTING COMPANY LLC	MAINT - PARTS & SUPPLIES FOR DISTRICT ICE MACHINES	5,000.00	07/01/2026
21011	BROWN, HARRY SALES CORP.	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	1,000.00	07/01/2026
21012	E$-CLARK OVERHEAD DOOR, LLC	MAINT - REPAIRS/REPLACEMENTS FOR DISTRICT ROLL-UP DOORS	7,500.00	07/01/2026
21013	DUNCAN LOCK AND KEY	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	5,000.00	07/01/2026
21014	ENGINEERED EQUIPMENT INC.	MAINT - DISTRICT HVAC FILTERS	5,000.00	07/01/2026
21015	HUNZICKER BROTHERS INC	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	2,000.00	07/01/2026
21016	IDN GLOBAL, INC.	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	3,000.00	07/01/2026
21017	* * * SUMMIT UTILITIES OKLAHOMA, INC.	036 - DISTRICT NATURAL GAS UTILITIES FY 26-27 BA (6/9/26 9.H.28)	150,000.00	07/01/2026
21018	CITY OF DUNCAN	DISTRICT ELECTRIC, WATER & GARBAGE FOR FY 26-27 BA(06/09/26 ITEM# 9.H.9)	357,444.27	07/01/2026
21019	OKLAHOMA SCHOOLS INSURANCE GROUP (OSIG)	DISTRICT- PROPERTY & LIABILITY INSURANCE FOR FY 26-27 BA (06/09/26 ITEM # 9.K.15.)	403,256.00	07/01/2026
21020	MARTIN AUTO SUPPLY INC	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	2,000.00	07/01/2026
21021	E$-MCCOYS BUILDING SUPPLY	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	5,000.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
21022	E$-MEADOWS, DARRELL T	MAINT - DISTRICT FIRE EXTINGUISHER SERVICE & ELEVATOR INSPECTIONS	7,000.00	07/01/2026
21023	ROBERT BROOKE AND ASSOCIATES	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	1,000.00	07/01/2026
21024	SHANE BURK GLASS & MIRROR	MAINT - REPAIR/REPLACE DISTRICT WINDOW & DOOR GLASS	5,000.00	07/01/2026
21025	SHERWIN-WILLIAMS PAINT	MAINT - PAINT & SUPPLIES FOR DISTRICT SITES	7,500.00	07/01/2026
21026	(DO NOT USE) SPURLOCK IRRIGATION	MAINT - PARTS/SERVICE FOR DISTRICT SPRINKLERS	5,000.00	07/01/2026
21027	STARLITE WELDING SUPPLIES INC,	MAINT - DISTRICT WELDING SUPPLIES/TANK REFILLS	1,000.00	07/01/2026
21028	T & G CONSTRUCTION INC. (INS 06-01-08)	MAINT - MATERIALS FOR DISTRICT PARKING LOT REPAIRS	1,000.00	07/01/2026
21029	TOTAL FLUID SOLUTIONS LLC	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	1,000.00	07/01/2026
21030	WINSUPPLY LAWTON OK CO	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	5,000.00	07/01/2026
21031	BRADY INDUSTRIES OF KANSAS, LLC	MAINT - DISTRICT CUSTODIAL SUPPLIES	20,000.00	07/01/2026
21032	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	MAINT - DISTRICT CUSTODIAL SUPPLIES	20,000.00	07/01/2026
21033	DUNCAN TOTAL ROOFING, LLC	MAINT - DISTRICT ROOFING REPAIRS	20,000.00	07/01/2026
21034	EMPIRE PAPER COMPANY	MAINT - DISTRICT CUSTODIAL SUPPLIES	20,000.00	07/01/2026
21035	SMITH-DRESSLER ELECTRICAL SERVICES, LLC	MAINT - DISTRICT ELECTRICAL REPAIRS	20,000.00	07/01/2026
21036	WAGNER SUPPLY COMPANY, INC.	MAINT - DISTRICT CUSTODIAL SUPPLIES	20,000.00	07/01/2026
21037	MCCAULEY DITCHING SERVICE	MAINT - LOADS OF DIRT FOR DISTRICT MAINTENANCE	1,000.00	07/01/2026
21038	* * * SCOTT MACHINE DEVELOPMENT CORPORATION	MAINT - BLANK ENGRAVABLE NAME PLATES FOR DISTRICT	2,000.00	07/01/2026
21039	CONSUMER TEXTILE CORPORATION	MAINT - DISTRICT DUST MOP SERVICE	9,000.00	07/01/2026
21040	EASTLAND LAWNMOWER	MAINT - PARTS & REPAIRS FOR DISTRICT LAWN EQUIPMENT	3,000.00	07/01/2026
21041	OKLAHOMA STATE DEPT. OF LABOR	MAINT - INSPECTION OF DISTRICT ELEVATORS, WATER HEATERS, & BOILERS	200.00	07/01/2026
21042	OKLAHOMA WATER RESOURCE BOARD	MAINT - DISTRICT ANNUAL GROUND WATER USE REPORT	200.00	07/01/2026
21043	OKIE RENTS	MAINT - EQUIPMENT RENTAL FOR DISTRICT MAINTENANCE	5,000.00	07/01/2026

PO	Vendor Name	General Description	Amount	Date
21044	WASTE CONNECTIONS OF OKLAHOMA	MAINT - ROLL-OFF CONTAINERS & TRANSFER STATION DISPOSAL FOR DISTRICT CLEAN UP	7,500.00	07/01/2026
21045	* * * ERIK'S PIT STOP	MAINT - VEHICLE MAINTENANCE	7,500.00	07/01/2026
21046	LAWNS LIKE GREENS LLC	MAINT - DISTRICT GRASS & WEED CONTROL	24,501.00	07/01/2026
21047	TAMEZ, JESUS	MAINT - TRIM 2 TREES AT HORACE MANN	400.00	07/01/2026
21048	PARAMORE SUPPLY COMPANY	MAINT - PARTS & SUPPLIES FOR DISTRICT MAINTENANCE	7,500.00	07/01/2026
21049	MONKEYS CONCRETE	MAINT - CONCRETE SIDEWALK RAMP AT WILL ROGERS	1,300.00	07/01/2026
21050	* * * AMAZON	MAINT - FILTERS FOR DISTRICT BOTTLE FILLER STATIONS	5,000.00	07/01/2026
21051	OKLAHOMA SCHOOLS ASSURANCE GROUP (OSAG)	DISTRICT WORKERS COMPENSATION FOR FY 26-27 BA (06/09/26 ITEM# 9.H.24)	269,466.00	07/01/2026
21052	DAVIS AIR CONDITIONING, LLC	MAINT.- DISTRICT HVAC REPAIRS, PREVENTATIVE MAINT., REFRIGERATION SERVICES & REPLACEMENTS BA (06/09/26 ITEM# 9.H.21)	40,000.00	07/01/2026
21053	HALL PEST CONTROL SERVICES, LLC	MAINT.- DISTRICT MONTHLY PEST CONTROL AND IN DEPTH JULY KITCHEN TREATMENTS FOR FY 26-27 BA (06/09/26 ITEM# 9.H.22)	14,120.00	07/01/2026
21054	LOCKE SUPPLY COMPANY	MAINT.- PARTS/SUPPLIES FOR DISTRICT SITES FY 26-27 BA(06/09/26 ITEM# 9.H.23)	40,000.00	07/01/2026
21055	PRECISION TESTING LAB (INS 09-01-09)(E-VERIFIED)	MAINT.- DISTRICT ASBESTOS OPERATION & MAINT. CONTRACT FY 26-27 BA (06/09/26 ITEM# 9.H.25)	2,250.00	07/01/2026
21056	RC MOWING LLC	MAINT.- DISTRICT LAWN MAINTENANCE JULY 2026-NOV. 2026 BA (06/09/26 ITEM# 9.H.26)	37,875.00	07/01/2026
21057	STEPHENS COUNTY TREASURER	DIST.- VISUAL ANNUAL INSPECTION FOR 26-27 BA (06/09/26 ITEM# 9.H.27)	150,000.00	07/01/2026
21058	TK ELEVATOR CORPORATION	MAINT.- DISTRICT MONTHLY ELEVATOR SERVICE, INCLUDING SAFETY TESTS FY 26-27 BA (06/09/26 ITEM# 9.H.29)	7,026.48	07/01/2026
21059	* * * AMAZON	MS-BUILD NON-WAREHOUSE SUPPLIES (MUST BE INVENTORIED)	500.00	07/01/2026
21060	* * * AMAZON	MS-REPLACEMENT WATER FILTERS FY 27	1,250.00	07/01/2026
21061	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	MS-CLEANING SUPPLIES GOT CUSTODIANS NOT IN WAREHOUSE OR MAINTENANCE	1,000.00	07/01/2026
21062	FRONTIER FEEDS	MAINT - SUPPLIES FOR DISTRICT LAWN CARE	2,000.00	07/01/2026
21063	TRUE, STEVE	318 - 9TH ST MATERIALS AND LABOR FOR FLOOR REFINISHING	6,900.00	07/01/2026
21064	HURLEYS CREATIVE TILE LLC	MAINT - REPLACE CARPET AT HORACE MANN	13,150.00	07/01/2026
21065	ALL COPY PRODUCTS, INC	TECH.- DISTRICT WIDE COPIER LEASE & COPIES BA (06/30/26 ITEM# 3.B.10)	89,771.44	07/01/2026

DUNCAN PUBLIC SCHOOLS
From PO: 21000 to PO: 21080

Encumbrance For Board Approval
BUILDING FUND

PO	Vendor Name	General Description	Amount	Date
21066	CHISHOLM ROOFING LLC	HS ATH- BASEBALL FIELDHOUSE & BACKSTOP BRICKWORK BA (06/30/26 ITEM# 3.B.11)	55,700.00	07/01/2026
21067	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	MAINT. - DISTRICT MAINTENANCE & CUSTODIAL SUPPLIES BA (06/30/26 ITEM# 3.B.12)	35,000.00	07/01/2026
21068	LEGACY FIRE PROTECTION LLC	MAINT.- FIRE/SPRINKER SYSTEM FOR THE 2ND FLOOR OF THE HS WEST BUILDING BA (06/30/26 ITEM# 3.B.13)	32,962.80	07/01/2026
21069	H & H CONSTRUCTION	MAINT - INSTALL ACCORDION DIVIDER DOOR FOR UPSTAIRS CONFERENCE ROOM AT 9TH ST FEC	12,500.00	07/06/2026
21070	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	HS-21-CARPET CLEANER MACHINE	2,783.00	07/06/2026
21071	SCHOOL SPECIALTY INC. (E-VERIFIED)	MS-DESKS FOR TEACHERS	1,614.00	07/06/2026
21072	TRUE, STEVE	318 - 9TH ST MATERIALS AND LABOR TO REFINISH WOOD FLOORS IN PD ROOM	5,975.00	07/06/2026
21073	SOUTHERN TROPHY MANUFACTURING	HM-50 LASER ENGRAVED PLATES	500.00	07/08/2026
21074	TEX-OMA BUILDERS SUPPLY (INS 08-10-09)(E-VERIFIED)	MAINT - MT - DUTCH DOOR & FRAME TO JOIN TWO SPECIAL NEEDS CLASSROOMS	2,600.00	07/08/2026
21075	MONKEYS CONCRETE	MAINT - WW - REMOVE CONCRETE AND FLAG POLE	1,200.00	07/08/2026
21076	ACE HARDWARE	MAINT - SUPPLIES FOR DISTRICT LANDSCAPING	5,000.00	07/08/2026
21077	LIBERTY FLAGS INC.	MAINT.- WW- FLAGPOLE & INSTALLATION/ DELIVERY FEE	5,091.00	07/09/2026
21078	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	TECH.- POSSIBLE PRINTING CHARGES FOR BLACK/ WHITE & COLOR COPIES FOR JULY AND AUGUST	10,000.00	07/09/2026
21079	ACE HARDWARE	ATH-21-SUPPLIES FOR CUSTODIANS AND MAINTENANCE FOR FACILITIES FOR FY 26/27	500.00	07/13/2026
21080	PIONEERMANUFACTURING	ATH-21-ELECTRIC STRIPER,PAINT AND CLEANER FOR SOFTBALL FIELDS	1,383.80	07/13/2026
		(21) BUILDING FUND Current Encumbered:	**2,076,836.79**	

DUNCAN PUBLIC SCHOOLS

From PO: 36700 to PO: 36701

Encumbrance For Board Approval

2020 VISION BOND

PO	Vendor Name	General Description	Amount	Date
36700	PERFORMANCE SURFACES LLC	030- DEMO & INSTALL NEW BLEACHERS IN THE HS GYM BA (01/13/26 #6J) REFERENCE PO 36029	189,730.00	07/01/2026
36701	COAST TECH LLC	TECH.- REPLACE SPEAKERS AND AMP AT THE HALLIBURTON STADIUM LABOR & MATERIALS BA (06/30/26 ITEM# 3.B.14)	38,506.07	07/01/2026
		(36) 2020 VISION BOND Current Encumbered:	**228,236.07**	

DUNCAN PUBLIC SCHOOLS

From PO: 8600 to PO: 8603

Encumbrance For Board Approval

CAS/FLOOD INS FUND

PO	Vendor Name	General Description	Amount	Date
8601	OKLAHOMA SCHOOLS INSURANCE GROUP (OSIG)	C/O- INCIDENTS IN LIEU OF DEDUCTIBLES	7,000.00	07/01/2026
8602	HOPE EQUIPMENT & CONSTRUCTION	MAINT.- WW- WALKWAY/BREEZEWAY ENCLOSURE FOR WW FIRE ALARMS BA (06/30/26 ITEM# 2)	9,476.93	07/01/2026
8603	HOPE EQUIPMENT & CONSTRUCTION	MAINT.- HS- LABOR, MATERIAL & EQUIPMENT FOR THE WEST BUILDING EDGE 2ND FLOOR FIRE ESCAPE DOOR	18,775.00	07/09/2026
		(86) CAS/FLOOD INS FUND Current Encumbered:	**35,251.93**	

Board Approved Feb. 10, 2026 (Propose Elementary PTO date) Proposed Board Approval July 14, 2026

School Calendar 2026 - 2027

2026

July

S	M	T	W	T	F	S
			1	2	3	4 X
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7 ●	8
9	10 ●	11 ●	12 ★	13 ◆	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7 X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 ●	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 ▲	16 ■	17
18	19 ■	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 ⬢	21
22	23 ■	24 ■	25 ■	26 ■	27 ■	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 ■	19
20	21 ■	22 ■	23 ■	24 ■	25 ■	26
27	28 ■	29 ■	30 ■	31 ■		

◆ First Day of School.....Aug. 13
Last Day of School.....May 20

X National Holidays
Independence Day .....July 4
Labor Day.... Sept. 7 (No School)
Memorial Day .....May 31

■ Holidays
Fall Break.....,Oct. 16-19
Thanksgiving.....,Nov. 23-27
Christmas.....,Dec. 18-Jan. 1
Martin Luther King Jr. Day...Jan. 18
Presidents' Day.....Feb. 15
Spring Break.....March 15-19

▲ Non-Instructional Days
P/T Conference evenings of:
Elementary: Sept. 21-22 & March 8-9
Secondary: Oct. 12-13 & March 8-9
No School
October.....15
March.....12

● Staff Professional Days/ No School
August.....7, 10-11
September.....25
January.....4

■ Inclement Weather Days/ No School
April 16, 23, 30
May.....7, 14

★ Staff Work Day
August 12
May.....21

⬢ Collaboration Days/ No School
November 20
February.....12

Attendance Data
1st Sem. Ends Dec. 18 = 81 days
2nd Sem. Ends May 20 = 85 days

Total Days Taught	166 days
Work Day	2 days
Professional Days	5 days
Collaboration Days	2 days
Total Days	**175 days**

An Ongoing Tradition of Excellence

For further information, call 580-255-0686
www.duncanps.org

2027

January

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April

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May

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June

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DRAFT

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: Child Nutrition / District

Vendor Requested: N/A

Item Request Description: PROCUREMENT PLAN FOR FY 26-27

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Hendrom for M. Barnes — 07/09/20026

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Superintendent — JUL 11 2026

Date

PROCUREMENT PLAN
DUNCAN PUBLIC SCHOOLS
FY 2027

This procurement plan will be implemented on **July 1, 2026** from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow ability, and the allocation of costs.

PRESIDENT, Board of Education — Date: JUL 14 2026

Dr Chana Byerly
Superintendent of Schools — Date: JUL 14 2026

DUNCAN PUBLIC SCHOOLS

SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS

The plan for procuring items for use in the Child Nutrition Program is as follows:

The procurement plan provides free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

The following **Code of Conduct** will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:

No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- The employee, officer, or agent;
- Any member of the immediate family;
- His or her partner;
- An organization which employs or is about to employ one of the above.

Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. **The purchase during the school day of any food or service from a contractor for individual use is prohibited.**

No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
Penalties for violation of the standards of code of conduct of the Duncan Public School Child Nutrition Program (CNP) should be:

- **Reprimand by Board of Education**
- **Dismissal by Board of Education**
- **Any legal action necessary**

3. Regardless of procurement method, the following factors will be determined regarding the allowable costs:
    - Be necessary and reasonable for proper and efficient administration of the program(s)
    - Be allocable to federal awards applicable to the administration of the programs(s)
    - Be authorized and not prohibited under state and local laws

4. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	SFA/Sponsor Procurement Thresholds (enter)
Micro-purchasing	Less than $10,000	Same
Equipment	Over $5,000	Same
Small/Informal	Less than $250,000	Same

Formal	Greater than $250,000 ;or any Food Service Management Contract	Same

5. All staff conducting purchasing will be trained on the procurement procedures.

6. All purchasing records will be maintained no less than the current year plus three (3) additional years.

7. **Buy American Provision**

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States ***to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products.*** For purposes of this provision, the term ***domestic food commodity or product*** means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

8. **Geographical Preference**

The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.

9. **Protest procedures** are required. SFAs will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)

- Violations of federal law or regulations and the standard of 2 CFR §200 (violations of state or local law will be under the jurisdiction of state or local authorities).
  AND
- Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

10. The district will maintain a ***CHART OF PROCEDURES*** indicating how all items are procured, and how often they are procured.

11. **Beverage and Snack Agreements** (Reference USDA policy memo 99-SP-09)

In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If

small purchase procedures are used for a procurement of $250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

No federal prohibition on multiyear contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multiyear contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.

Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.

Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term ***Exclusive Pouring Rights*** .Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.

12. The SFA will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible. Affirmative steps shall include:
    a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
    b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
    c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
    d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
    e Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
    f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Certifications

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized non-kick back affidavit in every purchase order of $25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

2. **Lobbying Certification** (Reference 200.326[1])
   Lobbying certification must be obtained for procurement contracts of more than $100,000. Any vendor whose contract award is for more than $100,000 must complete a Certification Regarding Lobbying form located in the Training Manual. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

3. **Debarment and Suspension.** An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR ,180§ as adopted and modified by USDA regulations at 2 CFR .417§ this prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under $25,000. rather, it applies to new contracts and extensions or renewals of existing contracts of $25,000 or more and to contracts for audit services, regardless of amount. (formal contracts)

4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, ***all contracts*** awarded by the nonfederal entity in excess of $2,500 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

5. **Equal Opportunity and Discrimination**. The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. **(FORMAL CONTRACTS OF $10,000 OR MORE)**

6. Contracts in excess of $150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA) Regulation** (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). 23. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

SECTION II – PURCHASING EQUIPMENT

Child Nutrition Director, Becky Barnes, will be responsible for purchasing equipment.

If the amount of purchases for ***Equipment*** is greater than $5,000, the following procedure will be used.

1. Written specifications shall be prepared and provided to vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same

specifications. ***A minimum of two vendors or stores will be contacted.***

3. The price quotes will receive appropriate confidentiality before award.

4. If using USDA funding for the purchase, the SFA/Sponsor will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual.

5. Quotes will be awarded by Child Nutrition Director. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or research, and previous purchase experience.

6. The Child Nutrition Director will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and ***written specifications.***

7. The Child Nutrition Director will be responsible for documentation that the actual product specified is product received.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

SECTION III – MICRO PURCHASING

If the amount of purchases for items is less than $10,000 *or less than the districts micropurchasing threshold*, the following procedure will be used.

Child Nutrition Director will be responsible for: ***Micro Purchasing***

Select one:

☐ Purchases below $10,000

1. All purchases using micro-purchase will be distributed equitably among multiple *(3 or more)* qualified suppliers. ***The district cannot use only one source when using micro-purchase.***

2. Purchases will not be separated into 2 or more purchases to meet or be below the $10,000 threshold.

3. The price quotes will not be required. Competition is not required.
   a. Considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly (2 CFR 200.320a)(1)(ii)).

4. When practicable, micro-purchases will be distributed equitably among qualified suppliers.

Note: Federal threshold of $2,000 is applicable in the case of acquisitions for construction subject to the Davis-Bacon Act

SECTION IV – SMALL PURCHASE PROCEDURES

Child Nutrition Director will be responsible for *Small Purchase Procedures*:

If the amount of purchases for items less than $250,000 *or the SFA/Sponsor's small purchase threshold*, Small Purchase Procedures must be followed. Quotes documented from an adequate number of qualified sources will be required.

Select one:

☐ Purchases below $250,000

Small Purchase procedures will be applied on ***the basis of a:***

_____ District-wide
_____ Each Individual Site
_____ State Contract
_____ Food-Buying Group/Co-op (specify):_____
_____ Combination of above (specify):_____

1. Written specifications will be prepared and given to a minimum of two vendors.

2. The Child Nutrition Director will be responsible for contacting potential vendors when price quotes are needed.

3. Quotes will be awarded by the Child Nutrition Director. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, etc.

4. The Child Nutrition Director will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and ***written specifications.***

5. The Child Nutrition Director will be responsible for documentation that the actual product specified is received.

1. Any time an accepted item is not available, the Child Nutrition Director will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.

SECTION V – FORMAL PROCUREMENT PROCEDURES

Child Nutrition Director will be responsible for *Formal Procurement Procedures*:

Select one or more as applicable:

☐ Purchases over $250,000

Formal bid procedures will be applied on ***the basis of a:***

_____ District-wide
_____ Each Individual Site
_____ State Contract

_____x__ Food-Buying Group/Co-op (specify): **CAMPUS SMART Co-op**

_____ Combination of above (specify):_____

If the amount of purchases is above the district's threshold, or a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326.

1. When a formal procurement method is required, the following ***COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)*** procedures will apply: (It is highly suggested by USDA to allow 45 days for IFB & 60 days for RFP from the time the information is given to vendors until the time of bid opening. It should not be any less than 30 days)

2. An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in the Duncan Banner, to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for **2 times a week apart**.

3. An advertisement is required for all formal procurement (IFB/RFP)
   - A general description of items to be purchased.
   - The deadline for submission of questions and the date written responses will be provided including an addendum to bid specifications, terms and conditions as needed.
   - A date of pre-bid meeting, if applicable, and if attendance is a requirement for bid award.
   - A deadline for submission of sealed bids or proposals, and address of location where complete specifications and bid forms may be obtained.

4. The developer of written specifications or descriptions for procurements will be ***prohibited*** from submitting bids or proposals for such products or services.

5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
   - Contract period.
   - SFA/Sponsor is responsible for all contracts awarded (statement).
   - Date, time, and location of bid opening.
   - How a vendor will be informed of bid acceptance or rejection.
   - The terms and conditions which bidder must fulfill.
   - Statement assuring efforts will be made to involve minority and small business.
   - Statement regarding Cause for Termination.
   - Forms and statements identified in the ***Formal Procurement Checklist .***
   - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the non-profit Child Nutrition account, if applicable in a cost reimbursable contract.
6. Specifications and estimated quantities of products and services prepared by SFA/Sponsor and provided to potential contractors desiring to submit bids/proposals for the products or services requested.

7. If any potential vendor ask questions regarding the specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the Child Nutrition Director and date specified.

8. The Child Nutrition Director will be responsible for securing all bids or proposals.

9. The Child Nutrition Director will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

Invitation for Bid (IFB)/Sealed Bid

In awarding a competitive negotiation (IFB) the bid will automatically go to the lowest bidder. **Price** is the only factor that is used to determine a sealed bid.

Request for Proposals (RFP)

In awarding a competitive negotiation (RFP) a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. **Price** alone is not the sole basis for award but remains the **primary** consideration when awarding a contract.

Evaluation Criteria the district can use to award an RFP.
(Price must be given the highest points and award must equal 100 points. If not interested, the district can leave line of award blank.)

Weight	*Criteria*
_____ (points)	Price
_____ (points)	Service Capability Plan
_____ (points)	Quality
_____ (points)	Experience, References
_____ (points)	Business Practices, Financial Condition/Stability
_____ (points)	Accounting and Reporting System
_____ (points)	_____
_____ (points)	_____
_____ (points)	_____
100 points	**TOTAL**

SECTION VI - NON-COMPETITIVE NEGOTIATION

The Child Nutrition Director is *responsible for Non-Competitive Negotiation:*

1. If items are available **only** from a single source ***when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation,*** **NON-COMPETITIVE NEGOTIATION** procedures will be used:

2. Written Specifications will be prepared and provided to the vendor.

3. The Child Nutrition Director will be responsible for the documentation of records to fully explain the decision to use the noncompetitive negotiation. The records will be available for audit and review.

4. The Child Nutrition Director will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive negotiation are met.

5. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by DUNCAN PUBLIC SCHOOLS CHILD NUTRITION OFFICE. The record of non-competitive purchases shall include, at a minimum, the following:
   - item name
   - dollar amount
   - vendor
   - reason for non-competitive procurement

** Due to the rural location of the district, it is feasible the school will only receive one responsible and responsive response.

SECTION VII – EMERGENCY PURCHASING

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the district. The following emergency procedures shall be followed. All emergency procurements shall be approved by Merry Stone, assistant superintendent. At a minimum, the following emergency procurement procedures shall be documented:
   - item name
   - dollar amount
   - vendor
   - reason for emergency

2. If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment. Specifically the SFA/Sponsor shall maintain, at a minimum, the following documents:
   - Written rationale for award cost or price;
   - A copy of the original solicitation;
   - The bidding and negotiation history and working papers;
   - The basis for contractor selection;
   - Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
   - The terms and conditions of the contract;
   - Any changes to the contract and negotiation history;
   - Billing and payment records;
   - A history of any contractor claims *OR* contract breaches

FORMAL PROCUREMENT CHECKLIST

Terms and information regarding Formal Procurement are listed in the Procurement Plan

FORMAL PROCUREMENT REQUIREMENTS

___ **Newspaper Advertisement** (all formal bids) newspaper advertised: _____

___ **Solicitation sent to a minimum of 2 vendors**

Vendor 1:_____

Vendor 2: _____

Vendor 3: _____

___ **Evaluation criteria for RFP.** An RFP is awarded based on overall scoring. The evaluation scoring should be given with the solicitation. **PRICE** must be given the most points. Other items scored on can be – Experience/references, Diversity in products and/or services, Quality of products, Cost & Performance Bonds, Personnel Management, Business Practices, Accounting and Reporting systems, and Service Capability plan are examples of how an RFP can be evaluated. **(IFB/Sealed Bids are awarded lowest price only. No other factors can determine the award)**

FORMS & CLAUSES

___ **Buy American information** (All Food & Milk contracts)

___ **USDA Equal Opportunity information** (contracts $10,000 or more)

___ **Termination for Cause information** (contracts $10,000 or more)

___ **Clean Water Act provision** (contracts $150,000 or more)

___ **Contract work Hours and Safety Standards Act** (contracts $2,500 or more)

___ **Nonkickback Affidavit** (Purchase orders over $25,000)

___ **Davis-Bacon information** (Construction contracts $2,000 or more)

___ **Debarment & Suspension form** (all contracts)

___ **Byrd Anti-Lobbying form** (contracts $100,000 or more)

US FOODS, Inc.
10211 N. I-35 SERVICE RD.
OKLAHOMA CITY, OK 73131
(405) 475-4660

EXTENSION AGREEMENT

THIS EXTENSION AGREEMENT is made and entered into by and between the Edmond Public School District, party of the first part, hereinafter termed "EPS", and US FOODS, Inc., party of the second part, hereinafter
termed "Vendor."

WITNESSETH:

WHEREAS, the above named parties have previously executed and entered into a Contract for (RFP# 25-15) CN Prime Vendor with Piggyback Provision, dated: July 01, 2025, with an original term of
July 1, 2025 through June 30, 2026; and

WHEREAS, said Contract for CN Prime Vendor with Piggyback Provision provides for annual extensions, and both parties have agreed to an extension; and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The term of this extension agreement shall be for the period July 1, 2026, through June 30, 2027.

2. In consideration for goods and services performed under this Contract for CN Prime Vendor with Piggyback Provision, EPS agrees to pay Vendor the following amount:

   Actual cost (actual cost to the Vendor) of product plus a fixed fee for service per each case as per approved Fixed Fee per Case Schedule as stated in the contract. This Fixed Fee Per Case is updated annually- please see the table for Premier's K-12 Food Product & Distribution Program Fixed Fee per case for the 2026-2027 school year.

3. The terms of the Contract for CN Prime Vendor with Piggyback Provision will remain in full force and effect except as modified above.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in duplicate originals, the day and year first above written.

Party of the First Part

Edmond Public School District
1001 W. Danforth
Edmond, OK 73003

By: _____
Name: Dr. Josh Delich
Title: Superintendent

Date: 4/10/26

Party of the Second Part

US Foods, Inc.
10211 N. I-35 Service Rd.
Oklahoma City, OK 73131

By: _____
Name: Mischa Collins
Title: VP, National Sales Field Ops - Premier

Date: 3/24/2026

Premier's K-12 Food Product & Distribution Program:

2026-2027 PREMIER K-12 FEE PER CASE	
AVG ORDER SIZE	**STANDARD FPC BY TIERS**
Less than $2,499.99	$3.22
2,500 - 2,999.99	$3.04
3,000 - 3,999.99	$2.96
4,000 - 5,499.99	$2.89
5,500 - 6,999.99	$2.85
7,000 - 10,999.99	$2.72
11,000 - 15,999.99	$2.68
16,000 +	$2.58
(E&S) EQUIPMENT & SUPPLY	9.75%

The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Culinary Equipment & Supplies (CES) is a subsidiary of US Foods, which offers direct order and online purchasing of supplies and equipment.

Duncan Public Schools

Becky Barnes, Child Nutrition Director

Cindy Carlton
Bid Account Manager
US Foods
10211 N. I-35 Service Road
Oklahoma City, OK 73131
RE: Annual Renewal of Contract Duncan Public Schools RFP Prime Vendor -Nutrition Services

Dear Cindy Carlton,

The above-referenced contract between Duncan Public Schools and US Foods is due to expire on June 30, 2026. This contract is eligible for four additional one-year renewal, per the signed agreement.

If you are interested in renewing this contract for an additional year, please complete the appropriate section below and return your response.

Thank you for your consideration in this matter. If you have any questions, please don't hesitate to contact me.

Sincerely,

Becky Barnes
Child Nutrition Director
Becky.barnes@duncanps.org
(580) 252-2492

☐ Yes, I will renew at the same pricing

☑ No, I will require an increase. **Please see attached Cost Proposal.**

Extension Agreement

The term of the extension agreement shall be for the period July 1,2026 through June 30,2027.

In consideration for goods and services performed under our agreement for CN Prime Vendor services, Duncan Public Schools as a member of Campus Smart (RFP 25-15) agrees to pay the following amount:

Actual cost (actual cost to the Vendor) of product plus a fixed fee for service per each case as per the attached Fixed Fee per Case Schedule.

The terms of the original agreement will remain in full force and effect except as modified above.

The fixed fee-per-case of $3.22 will be held firm for the term of each school year (July 1 through June 30) As a part of the renewal process, the fixed fee-per-case schedule will be reviewed annually and adjusted for key inflationary factors that affect the average case cost for K-12 participating members.

Average Drop Size	Fixed Fee per Case 2026-2027 School Year
Less than $2,499.99	$3.22
2,500 - 2,999.99	$3.04
3,000 - 3,999.99	$2.96
4,000 - 5,499.99	$2.89
5,500 - 6,999.99	$2.85
7,000 - 10,999.99	$2.72
11,000 - 15,999.99	$2.68
16,000 and up	$2.58

The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Culinary Equipment & Supplies (CES) is a subsidiary of US Foods, which offers direct order and online purchasing of supplies and equipment.

Party of the First Part

Duncan Public Schools
1702 W. Spruce Ave.
Duncan, OK 73533

Becky Barnes
Authorized Signature

Date: 4/28/26

Party of the Second Part

US Foods, Inc.
10211 N. I-35 Service Rd.
Oklahoma City, OK 73131

Authorized Signature

Date:

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: DPS Business Office

Vendor Requested: N/A

Item Request Description: Sanctioning for 2026-2027 Booster Clubs - Duncan Band DHS Baseball, DHS Tip-In Basketball, Duncan Demon Quarterback Club, Winner Circle, DHS Golf, Duncan HS Music Parent Association, Duncan Soccer Booster Assoc., Lady Demons Softball, DPS Spirit, Duncan HS Swim, Duncan Tennis Parent, Duncan Track & Field, DHS Volleyball, Duncan Demon & Lady Demon Wrestling Booster Clubs

Dollar Amount Requested (if applicable): N/A

Fund Requested: 60 - Activity Fund

Budget/Activity Account Requested: N/A

Signature of Requestor/Principal — Date: 6/29/26

Signature of Budget Director — Date

Signature of ~~Assistant~~ Superintendent — Date: 7/3/26

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: Duncan Band Boosters

Organization's address: PO Box 314
Duncan

Organization's federal ID#: 41-2522469

Organization's representative
From whom additional
Information can be obtained: Janice Hodges

Applicant's phone # & e-mail: 4705738 hodgeslady12@gmail

Statement of purpose and goals:
Our purpose is to offer encouragement and monetary support to the band program, regardless of grade level. Our goal is to provide for the band needs that the school district cannot provide for.

Officer by name and their title/duties:

President - Alesha Vaughan – conduct meetings

Vice-President- Sheryl Gosnell – help president

Secretary/Treasurer- Julia Culberson / Janice Hodges
notes of meeting handle money

Describe your organizational structure and membership requirements (election of officers and term limits):

Membership is open to anyone. We elect officers each April, and there's a 1 year limit on pres. & pres. elect

Describe how the District and its students will benefit if the organization is sanctioned:

We are asking to be sanctioned again for our outside Arrest account. This acc. gives us more flexibility to provide for the Band's needs, which benefits the District to have a successful Band.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

The applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of the applicant, applicant shall provide to the Board of Education, in addition to this application, a copy or the organization's current

bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

Duncan Band Boosters
Name of Applicant (Organization)

Approval (Board of Education)

5-20-26
Date

Date

Jamie Hodges
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: DHS Baseball Booster Club

Organization's address: PO Box 2165
Duncan, OK 73534

Organization's federal ID#: 47-5455497

Organization's representative
From whom additional
Information can be obtained: Dara Black - Treasurer

Applicant's phone # & e-mail: 580-475-4882 / dara.black85@gmail.com

Statement of purpose and goals:
A voluntary association of individuals organized to sponsor activities / programs that will provide funding and support to enhance the DHS baseball program.

Officer by name and their title/duties:

President - Ron Booth (outgoing) Responsible for leadership & management of booster club in accordance of bylaws.

Vice-President- Blake Lipscomb

Secretary/Treasurer- Kate Vandagriff / Dara Black and Rhetta Davis (Co-Treasurers)

Describe your organizational structure and membership requirements (election of officers and term limits):

Officers are elected annually by the booster members; annual fees are paid by the members to permit voting on club decisions.

Describe how the District and its students will benefit if the organization is sanctioned:

Accountability and transparency of all booster activity related to the program.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

DHS Baseball Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

6/14/2026
Date

Date

Nora Black
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: DHS Tip In Basketball Booster Club

Organization's address: 1080 W. Camelback Rd
Duncan, OK 73533

Organization's federal ID#: 27-1303533

Organization's representative
From whom additional
Information can be obtained: Jennifer Edwards

Applicant's phone # & e-mail: 580.606.3772 jenniferleah78@gmail.com

Statement of purpose and goals:

The club is comprised of parents and community members who have an interest in improving and assisting DPS basketball. The primary purpose is to fundraise and support the program and to promote school spirit.

Officer by name and their title/duties:

President - Jennifer Edwards

Vice-President- Eme Sanders

Secretary/Treasurer- Susan Turkett (sec.) Michele Johnson (treas)

Describe your organizational structure and membership requirements (election of officers and term limits):

The Board of Directors consisting of Pres, VP, Sec & Treas are elected and voting members. Non-elected ex-officio non-voting members are the Boys Head Coach and Girls Head Coach. Elected officers serve a term of 1 year and are eligible for re-election annually. Anyone may be a member.

Describe how the District and its students will benefit if the organization is sanctioned:

The goal of the Tip In Club is to raise funds that will benefit the basketball programs and their student athlets.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

DHS Tip In Basketball Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

6/8/24
Date

Date

Jennifer Edwards
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: Duncan Demon Quarterback Club

Organization's address: PO Box 27 Duncan OK 73534
duncandemongbclub@gmail.com

Organization's federal ID#: FEI 73-6021226

Organization's representative
From whom additional
Information can be obtained: Chris Toomey

Applicant's phone # & e-mail: 580-583-6186 duncandemongbclub@gmail.com

Statement of purpose and goals:

The orginization shall operate as a non profit orginization exclusively for the support of the DPSD football program and as such will support the purposes outlined in the attached Bylaws.

Officer by name and their title/duties:

President - Kimber Budowsky

Vice-President- Matt Byerly

Secretary/Treasurer- Alicia Lada (Secretary) Chris Toomey (Treasurer)

Describe your organizational structure and membership requirements (election of officers and term limits):

Membership is open to any person interested in the progress & development of the DPSD football program. The organization shall be governed by an Executive board of directors composed of elected officers & appointed directors as follows: President, Vice president, Secretary & treasurer. Elections are between 4/1 & 6/30 each year elected for 1 year term at a regularly scheduled meeting of the general membership.

Describe how the District and its students will benefit if the organization is sanctioned:

It will stimulate & sustain an enthusiastic interest among DPSD parents, players student body & members of the community as well as lend all possible support, both moral & financial to the activities of the DPSD football program

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

The applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of the applicant, applicant shall provide to the Board of Education, in addition to this application, a copy or the organization's current

bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

Duncan Demon Quarterback Club
Name of Applicant (Organization)

6/9/2026
Date

Signature of Applicant Representative

Approval (Board of Education)

Date

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

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Legal name of applicant: Winners Circle Booster Club

Organization's address: 910 W. Oak
Duncan, Oklahoma 73533

Organization's federal ID#: 16-1617447

Organization's representative
From whom additional
Information can be obtained: William Ladd Polk

Applicant's phone # & e-mail: (580) 255-5252 (580) 467-1864 laddpolk@yahoo.com

Statement of purpose and goals:

Support the students of the Duncan FFA, and 4H member who show livestock in the Stephens County Junior Live Stock Show or participate in speech and creed contest through the Duncan FFA.

Officers and their duties:

President: Over see operation of club. Vice President: Assist the president in the duties of the club. Treasurer: Responsible of the financial needs of the club including but not limited to paying of club bills and keeping of club accounts. Secretary: Take minutes at the monthly meetings. Advisor: to assist the club and help the club better understand the needs of the Duncan FFA and those 4H livestock show exibators.

Describe your organizational structure and membership requirements (election of officers and term limits):

Winners Circle Booster Club is structured as many other with a president, vice president, secretary, treasure and advisor. There are no term limits as this never seems to be an issue. Officers are elected annually by the members who are the parents of the Duncan FFA Students or Stephens County 4H live stock show members.

Describe how the District and its students will benefit if the organization is sanctioned:

We provide funding and services to the students of the Duncan FFA for the Stephens County Live Stock Show, speech and creed contests. We have recently helped with the purchase of a trailer in cooperation with the School and FFA.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

The applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of the applicant, applicant shall provide to the Board of Education, in addition to this application, a copy or the organization's current

bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 1st day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of statement of financial activity (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Finance Director
1706 W Spruce
Duncan, OK 74055

Winners Circle Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

06/09/2026
Date

Date

William Ladd Polk
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

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Legal name of applicant: DHS Golf Booster Club

Organization's address: 1102 California dr. Duncan, OK 73533

Organization's federal ID#: 92-3996212

Organization's representative From whom additional Information can be obtained: Robin Brooksher - President

Applicant's phone # & e-mail: (405)213-3400 / robinrdh3@yahoo.com

Statement of purpose and goals:
A voluntary association of individuals organized to sponsor activities & programs that will provide funding & support to enhance the DHS & DMS golf programs.

Officer by name and their title/duties:

President - Robin Brooksher

Vice-President- Russell Moms

Secretary/Treasurer- Brittany Thomas | James Purcell

Describe your organizational structure and membership requirements (election of officers and term limits):

Offices are elected annually by the booster members; Parents/legal guardians, alumni & those interested in promoting DPS golf programs with an informational sheet on file.

Describe how the District and its students will benefit if the organization is sanctioned:

Accountability & transparency of all booster activity related to the program.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

The applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of the applicant, applicant shall provide to the Board of Education, in addition to this application, a copy or the organization's current

bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

DHS Golf Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

6.8.16
Date

Date

Robin Brookshier
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

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Legal name of applicant: Duncan High School Soccer Booster Association

Organization's address: c/o Derek Williams
901 Parkway Drive, Duncan, OK 73533

Organization's federal ID#: EIN# 81-0785772

Organization's representative
From whom additional
Information can be obtained: Derek Williams

Applicant's phone # & e-mail: 580-774-8255; podirk@hotmail.com

Statement of purpose and goals:
To support the boys and girls soccer teams of Duncan High School. To provide funds, meals, and any needed expenses the team cannot afford within their operational budget.

Officer by name and their title/duties:
President - Derek Williams; Vice-President - Veronica Camarillo
Treasurer Sherah Henman Secretary - Abby Roberson

Describe your organizational structure and membership requirements (election of officers and term limits):
Members are required to pay an annual due of $5.00. Election of officers takes place annually, at the last meeting of the school year in May.

Describe how the District and its students will benefit if the organization is sanctioned:
Both the District and the Booster organization will ensure that all the funds raised and spent are done so lawfully and properly and that all moneys will be used to benefit the programs' specific needs.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

The applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of the applicant, applicant shall provide to the Board of Education, in addition to this application, a copy or the organization's current

bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of statement of monthly bank statements (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1706 W Spruce
Duncan, OK 74055

DHS Soccer Booster Association

Name of Applicant (Organization)

6-10-2026

Date

Amy Talley

Signature of Applicant Representative

Approval (Board of Education)

Date

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

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Legal name of applicant: Duncan Lady Demon Softball Booster

Organization's address: 172618 PLEASANT VIEW LN
DUNCAN, OK 73533

Organization's federal ID#: 8 5 - 1 8 3 0 7 5 7

Organization's representative
From whom additional
Information can be obtained: Sarah Woods

Applicant's phone # & e-mail: 580.284.8477 sarah@sarahwoodscpa.com

Statement of purpose and goals:

The DHS Softball Booster Club is a voluntary association of individuals organized to sponsor activities and programs that will provide an additional funding and support source to enhance the DHS Softball Program. The objectives of the organization as:

1. To support the efforts of the program financially

2. To be a positive group promoting school spirit
3. To encourage student, parent, and community involvement in the program
4. To provide support and assistance to the athletes and coaches in order to attain these objectives

Officer by name and their title/duties:

President – Krystal Vonfeldt

Vice-President- Cheree Orr

Secretary- Sara Hays

Treasurer – Sarah Woods

Describe your organizational structure and membership requirements (election of officers and term limits):

Parents, relatives or friends of any DHS and DMS softball players, any alumni or friends of the softball program shall be eligible for membership in The Booster Club. Membership Dues are $5 annually.

Officers are elected by a vote of general membership annually. In this process a slate of officers is presented and nominations are accepted from the floor. A vote is then taken from general membership.

Describe how the District and its students will benefit if the organization is sanctioned:

As a booster club, we support the team, district and students. We strive to promote school spirit and use our abilities to fundraise for team supplies such as uniforms, field maintenance, and equipment. We also support the athletes through recognition activities such as Senior Night, Pink Out, and our year end Banquet.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

The applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of the applicant, applicant shall provide to the Board of Education, in addition to this application, a copy or the organization's current bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

Duncan Lady Demons Softball Booster
Name of Applicant (Organization)

Approval (Board of Education)

6/3/2026
Date

Date

Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: ~~Leah Miller~~ DHS Spirit Booster Club

Organization's address: PO Box 461 Duncan OK 73534

Organization's federal ID#: 93-1481255

Organization's representative From whom additional Information can be obtained: Leah Miller

Applicant's phone # & e-mail: 405-590-0292 leahgailmiller@yahoo.com

Statement of purpose and goals:

The DHS Spirit Booster Club will come alongside both the POM & Cheer Squads to help financially support both squads. The secondary goal is to create unity between the squads while partnering with the Screamin' Demons to promote school pride & spirit.

Officer by name and their title/duties:

President - Leah Miller
Vice-President - Amy Reyes
~~Secretary~~/Treasurer - Nicole Runnels
Secretary - Rachel Terry

Describe your organizational structure and membership requirements (election of officers and term limits):

Offices are nominated & voted on in April. They serve 1 year terms. Members serve one year terms.

Describe how the District and its students will benefit if the organization is sanctioned:

Both the Pom & Cheer squads will benefit financially & the entire district will benefit from the increased pride & support in our school

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

The applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of the applicant, applicant shall provide to the Board of Education, in addition to this application, a copy or the organization's current

☐

bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

Name of Applicant (Organization) Approval (Board of Education)
DHS Spirit Booster Club

Date Date
5/19/26

Signature of Applicant Representative

Sent from my iPhone

On May 20, 2026, at 7:11 AM, LaTisha Miller <latisha.miller@duncanps.org> wrote:

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: Duncan Swim Booster Club

Organization's address: P.O. Box 12
Duncan, Ok 73533

Organization's federal ID#: 8 1 - 0 7 9 7 8 4 0

Organization's representative
From whom additional
Information can be obtained: Krista Longest

Applicant's phone # & e-mail: 580-736-4327 krista_longest@yahoo.com

Statement of purpose and goals:

Support DHS/DMS Swim Teams and coaching staff as needed

Officer by name and their title/duties:

President – Krista Longest-Preside over meetings/liaison between coaches/booster club

Vice-President- Teri Billings-stand in for president

Secretary/Treasurer- Sec Jamie Wilson-record meeting minutes, Tres-Chrisie Young-financial records

Describe your organizational structure and membership requirements (election of officers and term limits):

One year term voted on by members, membership dues $10.00 annually

Describe how the District and its students will benefit if the organization is sanctioned:

DHS/DMS swim teams will have additional funding and support from the Duncan Swim Booster Club

The district will be represented by a team united as one with pride and integrity.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

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Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

Duncan Swim Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

6/10/2026
Date

Date

(Krista Longest)
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: Duncan Tennis Parents Booster Club

Organization's address: 515 N 19th St, Duncan, OK 73533

Organization's federal ID#: 26-0875561

Organization's representative From whom additional Information can be obtained: Darren Cobble, Leah Miller

Applicant's phone # & e-mail: Cobble: 512-487-2422, darren.cobble@duncanps.org
Miller: 405-590-0292 ; leahgailmiller@yahoo.com

Statement of purpose and goals:

Our goal is to be sanctioned by the Board of Education of Duncan Public Schools, to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds.

Officer by name and their title/duties:

Amy Reyes : President

Leah Miller: Treasurer

Describe your organizational structure and membership requirements (election of officers and term limits):

Officers term limits are for 12 months, voted on during the booster club meeting held in September of each year. President overseas the booster club (organizing,planning, etc). Treasurer monitors booster club funds.

Describe how the District and its students will benefit if the organization is sanctioned:

Providing student athletes with the necessary equipment/tools to be successful and to have an enjoyable and productive experience.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the ~~10~~th day of ~~June~~ prior to the commencement of the application year.

Instructions to applicant:

1. Please print legibly or type. Attach additional pages if necessary.
2. Attach copy of statement of monthly bank statements (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1706 W Spruce
Duncan, OK 74055

Darren Cobble
Name of Applicant (Organization)

Approval (Board of Education)

6/15/26
Date

Date

Darren Cobble
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: DHS Track & Field Booster Club _____

Organization's address: 901 Parkway Drive Duncan, OK 73533 (This is the address of Kally Williams, current Treasurer

_____

Organization's federal ID#: 81-1772447_____

Organization's representative
From whom additional
Information can be obtained: Kally Williams_____

Applicant's phone # & e-mail: 580-819-0566, kally.williams@bancfirst.bank_____

Statement of purpose and goals:

The purpose of the DHS Track and Field Booster club is to raise funds to purchase additional equipment or needs of our track and cross country programs that are not provided through the general budget.

_____

_____

Officer by name and their title/duties:

President – Rebeka Petersen

Vice-President- Kara Sanders

Secretary/Treasurer- Holly Rice & Kally Williams

Describe your organizational structure and membership requirements (election of officers and term limits):

Officers are voted on annually. Meetings are open to anyone that has an athlete in the Duncan Track or Cross Country programs.

Describe how the District and its students will benefit if the organization is sanctioned:

The Booster club is able to purchase additional needs of the program such as video cameras, timing Systems, uniforms, medals, jumping mats, and team meals. These are often items that the general Budget does not cover.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
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4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

DHS Track & Field Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

6/3/2026
Date

Date

Kelly Williams
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

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Legal name of applicant: DHS Volleyball Booster Club

Organization's address: 3605 Kristin Lane, Duncan, OK 7533

Organization's federal ID#: 39-2453742

Organization's representative
From whom additional
Information can be obtained: Nicole Punneo or Kathryn Jeffords (School Rep.)

Applicant's phone # & e-mail: 580-467-3640 / nicole@ok-duncan.com

Statement of purpose and goals:

The DHS Volleyball Booster Club's purpose is to come alongside to help financially support the Duncan Public Schools volleyball program.

Officer by name and their title/duties:

President – Nicole Punneo, conduct affairs and execute policies

Vice-President – Angie Boles, help the President and preside in the President's absence

Secretary – Alisha Skinner, minutes/files / Treasurer – Brooke Harvey, maintain finances

Describe your organizational structure and membership requirements (election of officers and term limits):

Members can be anyone that supports the DHS Volleyball program and pays the $10 member fee.

Officer positions are elected annually at the Annual Meeting of the Membership.

Describe how the District and its students will benefit if the organization is sanctioned:

The DHS Volleyball Booster Club will support the DHS Volleyball programs financially by fundraising efforts, and any way needed to help the program succeed.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

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2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

DHS Volleyball Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

6-8-26
Date

Date

Nicole Punnett
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

This application is made pursuant to Title 70, § 5-129.1 of the Oklahoma Statutes. The applicant thereby requests to be sanctioned by the Board of Education of Duncan Public Schools (the "District") to which funds collected and expended by the applicant are exempt from the statutory controls over school activity funds. The applicant affirms that they qualify as a student achievement program, parent-teacher organization, or organization as defined by Section 3039 of the District's sanctioning policy.

Legal name of applicant: Duncan Demon Wrestling Booster Club

Organization's address: c/o InsuranceOne@ 1214 U.S. Hwy 81 Ste. 104 Duncan, OK

Organization's federal ID#: 37-1794953

Organization's representative From whom additional Information can be obtained: Allison Lovett

Applicant's phone # & e-mail: 580 695-7882 allison.lovett@duncanps.org ddwbctreasurer@gmail.com

Statement of purpose and goals:
Support the students involved in the DPS boys wrestling program.

Officer by name and their title/duties:

President - Chisholm Longest

Vice-President- Dani Gardner

Secretary/Treasurer- Della Aker - Secretary
Allison Loveth - Treasurer

Describe your organizational structure and membership requirements (election of officers and term limits):

Board of Directors (officers) oversee fundraising and fund disbursements. Membership is free to anyone interested in the wrestling program. Officers are elected annually, for 1 year.

Describe how the District and its students will benefit if the organization is sanctioned:

The funding from this organization helps the student athletes' coaches by supplementing the athletic activity budget.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

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2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

Duncan Demon Wrestling Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

6/1/2026
Date

Date

Treasurer
Signature of Applicant Representative

DUNCAN PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING

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Legal name of applicant: DUNCAN LADY DEMON WRESTLING BOOSTER CLUB

Organization's address: 1215 CHISHOLM TRAIL PARKWAY, DUNCAN, OK 73533

Organization's federal ID#: 93-1724494

Organization's representative
From whom additional
Information can be obtained: Sarah Woods

Applicant's phone # & e-mail: 580.284.8477 sarah@sarahwoodscpa.com

Statement of purpose and goals:

The Booster Club is a voluntary association of individuals organized to sponsor activities and programs that will provide an additional funding and support source to enhance the wrestling program of Duncan Public Schools. The objectives of the organization are:

1. To encourage excellence in athletic education, sportsmanship, and performance
2. To support the efforts of the program financially
3. To encourage student, parent, and community involvement in the program
4. To provide support and assistance to the athletes and coaches

Officer by name and their title/duties:

President - Amber Frith

Vice-President- Tanya Rochel

Secretary – Krista Lolar

Treasurer- Sarah Woods

Describe your organizational structure and membership requirements (election of officers and term limits):

Parents of wrestlers, alumni, and friends of the wrestling program shall be eligible for membership in The Booster Club. We do not currently have a dues requirement. Officers are elected annually for a 1 year term.

Describe how the District and its students will benefit if the organization is sanctioned:

We will support the Lady Demon Wrestlers through parental involvement and financial support.

The applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operations, or organization on the basis of race, gender, age, religion, national origin or disability.

The applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decisions of the Board of Education are final and non-appealable. The applicant further acknowledges that (a) the Board of Education may, at any time, request the records of the applying organization, which records the organization will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

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Board of Education, in addition to this application, a copy or the organization's current bylaws as well as a statement of financial activity for the most recent completed year of its operations. The Board of Education may request the applicant obtain an independent audit of its most recent completed year.

This application must be delivered to the District's administration office by the 10th day of June prior to the commencement of the application year.

Instructions to applicant:

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2. Attach copy of financial report (copy attached) from (June 1-May 31) and current bylaws.
3. Sign and date this application.
4. Deliver this application and required attachments to:

Duncan Public Schools
Attn: Assistant Superintendent
1740 W Spruce
Duncan, OK 74055

Duncan Lady Demons Wrestling Booster Club
Name of Applicant (Organization)

Approval (Board of Education)

5/19/2026
Date

Date

Signature of Applicant Representative

Elementary Student Handbook 2026-2027

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Welcome

Welcome to Duncan Schools! Our first priority is the safety and overall well-being of your child(ren). It is important that parents and guardians feel welcome in our buildings and have confidence that their child(ren)'s needs will be met. The following Elementary Student Handbook is presented to foster a better understanding of our procedures, policies, and practices. Please do not hesitate to contact your building principal with comments, concerns, or questions.

District Mission Statement

The Duncan Public Schools District is committed to a tradition of excellence in developing students to their full potential in an environment that fosters responsible, productive citizens and lifelong learners.

DPS Core Beliefs

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

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds

- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement
- Strong leadership
- Ongoing professional development

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

Statement of Philosophy

- The school should understand its role in the community and provide development opportunities for all students through its diversified curriculum and services.
- The school should prepare the student to the best of his/her ability to take his/her place in society as a responsible, involved citizen of the world.
- The community should support the school through financial efforts and cultural and educational endeavors, thereby creating a partnership in education.
- The school should recognize that students progress at different rates and learn through different modalities; thus, the school should enhance individual development.
- Schools should provide students with a physical environment conducive to learning, well-maintained buildings, a safe, orderly climate, necessary equipment and materials, and an efficient and qualified staff.
- The school should encourage trust, respect, positive relationships, and cooperation among students, teachers, administrators, and the community.
- The school should also provide students with the skills necessary to adapt to an ever-changing society and job market.
- The school should provide the student with the opportunities to acquire the skills and knowledge necessary to lead a productive life.
- The school should instill in the students the desire to learn, the acquisition of learning skills, and the understanding that education is never-ending.
- The school should promote a positive feeling of self-worth, acceptance, and self-assurance in the student.

Character Education

All Duncan Public Schools, Pre-Kindergarten through High School, have implemented a character education program. These programs are designed to create safe and effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, our schools implement and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. Our programs include school-wide procedures and processes for all students and all staff in all settings. We have a team-based process for systematic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn

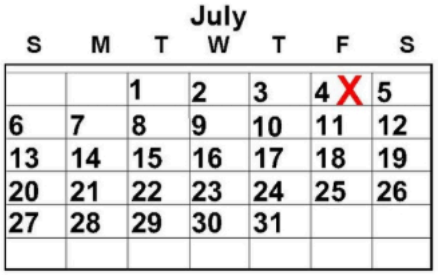
Non-discrimination Statement

Duncan Public Schools, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and other federal law and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. If anyone has a question about possible civil rights violations or a civil rights grievance, s/he should contact the District Executive Director of Special Services at 580-255-0686.

Board Approved Revision June 26, 2025
Board Approved Jan. 16, 2024

Duncan Public Schools

School Calendar 2025 - 2026



First Day of School .....Aug. 14
Last Day of School .....May 21

X National Holidays
Independence Day .... July 4
Labor Day.... Sept. 1 (No School)
Memorial Day ..... May 25

Holidays
Fall Break.....Oct. 17-20
Thanksgiving ....Nov. 24-28
Christmas.....Dec. 19-Jan. 2
Martin Luther King Jr. Day...Jan. 19
Presidents' Day.....Feb. 16
Spring Break.....March 16-20

Non-Instructional Days
P/T Conference evenings of:
Oct. 13-14 & March 9-10
No School
October.....16
March.....13

Staff Professional Days/ No School
August.....8, 11-12
October.....21
January.....5

Inclement Weather Days/ No School
April 3, 10, 17, 24
May.....1, 8, 15

Staff Work Day
August 13
May.....22

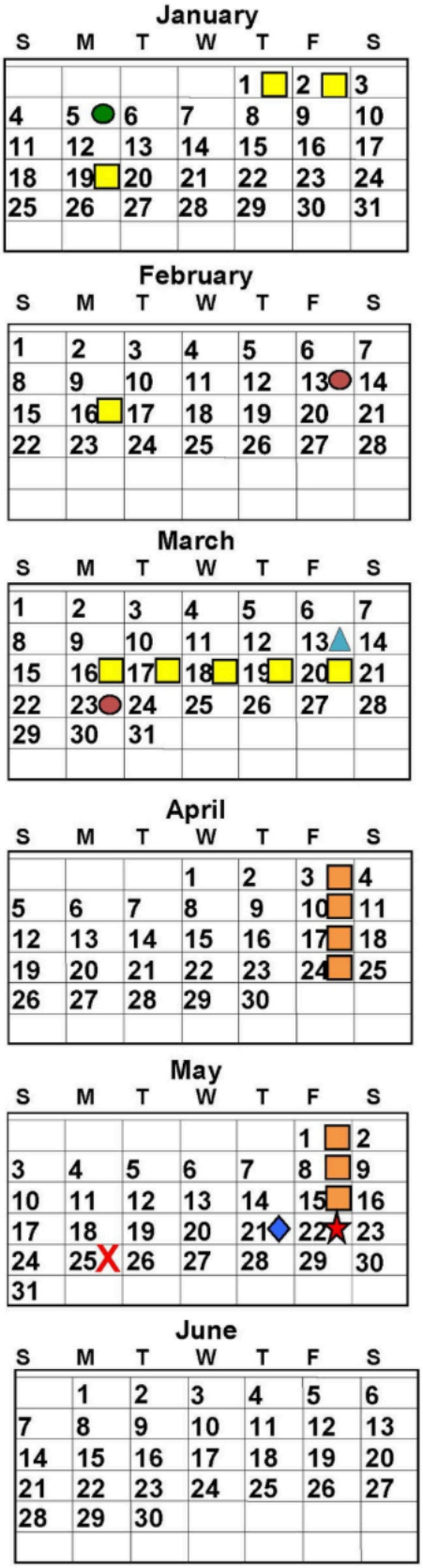
Collaboration Days/ Virtual day
September....19
November.....21
February.....13
March.....23

Attendance Data
1st Sem. Ends Dec. 18 = 82 days
2nd Sem. Ends May 21 = 84 days

Total Days Taught	166 days
Work Day	2 days
Professional Days	5 days
Total Days	**173 days**

An Ongoing Tradition of Excellence

For further information, call 580-255-0686
www.duncanps.org



DPS Elementary Administration

Maria Pardo	Horace Mann Principal
Dr. Dakota Kaus	Plato Principal
Cortney Knox	Emerson Principal
KC McGuire	Mark Twain Principal
Rebecca Ward	Woodrow Wilson Principal
Brandy Peters	Will Rogers Principal

District Administration

Dr. Channa Byerly	Superintendent of Schools
~~Merry Stone~~	~~Assistant Superintendent~~
Kim Ellis	Assistant Superintendent
Allison Lovett	Executive Director of Operations
Jessica Clayton	Executive Director of Special Services
Becky Barnes	Child Nutrition Director
Kade Golleher	Transportation Director
Ben Garland	Maintenance Director
Charla Grimes	Data Systems Coordinator
~~Brennon Albertson~~	~~Supervisor Technical Services~~
Bill Adams	Technology Supervisor

Board of Education

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ESEA Parent Right to Know – Parent Notification Letter

In accordance with the Elementary and Secondary Education Act (ESEA), Section 1111 (h)(6)(A) PARENTS' RIGHT TO KNOW, this is a notification from Duncan Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teacher shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under an emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduation certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents and families of students in Title I schools also have the right to know about state and district policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, and

parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Merry Stone, Assistant Superintendent, either by phone at (580) 255-0686.

If you have questions or concerns, please feel free to contact your student's school principal.

Choice of School/Attendance Area Policy

- **Definitions**
  For the purpose of this policy, the following definitions shall apply: Attendance Area – predetermined area immediately surrounding or adjacent to each designated elementary school, as defined below. All students in grades kindergarten through five (K-5), hereinafter "elementary students", that reside in the district will attend, absent an in-district transfer (as defined below), the designated elementary school for their attendance area. Transportation for elementary students within each attendance area will be provided only within the attendance area.
- **School Placement Criteria:** Priority among elementary students for enrollment in a given facility in the district will be accorded in the following descending order:
  - Students under special services/IDEA/504
  - Students living within the attendance area
  - Change of residence to a different attendance area. If a change of residence occurs during the school year, parents have the option for the remainder of such school year of:
    - moving the student to their new attendance area school,
    - leaving the student at their previous attendance area school. Provided, after the school year in which the change of address occurs, such student will be treated as residing in the new attendance area.
  - The availability of another course of study needed by the student, as determined by the district.
  - Students transferring to such a facility in the manner hereinafter provided.
- **Consideration of Transfers**. Transfers will be considered only if space is available at the particular elementary facility. No transfer will be considered:
  - which causes the district to expend or lose funds according to class size mandates
  - for students under disciplinary action (i.e., suspension)
  - if the transfer brings the class size to the maximum or exceeds the size allowed under class size mandates
  - Chronic Absentism Rate

The District acknowledges that unique circumstances may at times result in a request from a parent or guardian that a child be considered for enrollment outside of their designated attendance area. The appropriateness of the program and review of educational and behavioral records may be considered in rendering a decision regarding a request for a change in attendance. All transfers will be subject to any applicable enrollment caps and availability of space and resources at the school. A district enrollment committee including the receiving school's principal will review all school choice requests and make recommendations, taking into consideration the following:

- previous year's enrollment at the requested school,
- if the student has a sibling at the requested school and/or
- if the student resides in the district or lives out of district.
- Requests of school choice from district employees will be taken into consideration, as well.

For more detailed information, see the Duncan Public Schools Policies and Procedures manual policy 6023, Student Transfers.

Attendance Area Boundaries

Horace Mann Elementary:

North boundary:	Plato Rd.
South boundary:	Beech Ave.
East boundary:	Highway 81
West boundary:	Empire School District

Plato Elementary:

North boundary:	Marlow School District
South boundary:	Elk Ave.
East boundary:	Bray School District
West boundary:	Highway 81 between Elk Ave. and Plato Road; North of Plato Road to Empire/Central High School District

Emerson Elementary:

North boundary:	Elk Ave.
South boundary:	Bois D'Arc Ave.
East boundary:	5th Street from Bois D'Arc Ave. to Elder Ave; N St. from Elder Ave. to Elk Ave.
West boundary:	Highway 81

Mark Twain Elementary:

North boundary:	Beech Ave.
South boundary:	Comanche School District
East boundary:	Highway 81
West boundary:	Empire School District

Woodrow Wilson Elementary

North boundary:	Elder Ave.
South boundary:	Comanche School District
East boundary:	Velma School District
West boundary:	5th Street

Attendance Area Maps are available at the Central Enrollment Offices, 242 N 9th St, the Transportation Office, and online at www.duncanps.org.

Pre-Kindergarten Enrollment

Enrollment in Pre-K (four-year-old) classes is optional both for the student and the school. Transportation will not be provided for Pre-K students. Proof of residence is required for all students who claim residency in the district and have not applied for a transfer. Attendance areas and demographics will be reviewed on an annual basis.

Pre-Kindergarten (Will Rogers, Will Rogers/Elk Crossing, Woodrow Wilson Pre-K)

Pre-Kindergarten is an optional program. Enrollment is held in the Spring semester. Students are served on a first-come, first-serve basis. All enrollments are processed through Central Enrollment.

Requirements for Admission

For admission to Duncan Elementary Schools, a student must be a resident of this district or have obtained a legal transfer. S/he must be living with his/her parent (s) or meet the requirements of the Duncan Public Schools residency policy and be willing to abide by the rules and guidelines of the school as maintained by the Duncan Board of Education.

Any student entering the Pre-Kindergarten program must be four (4) years of age on or before September 1. A student entering Kindergarten for the first time must be five (5) years of age on or before September 1. All students must show proof of completing the prescribed immunizations as outlined by the Oklahoma State Department of Health or meet the requirements for obtaining an exemption from those required immunizations. All students should show proof of a birth certificate.

A student entering Duncan Elementary Schools after being enrolled in another school must show proof of having been enrolled in another school program, having been legally withdrawn from the previous school, and satisfactory completion of all work in the preceding grades.

Immunizations
The law requires that parents or guardians of minor children in school present certification from a licensed physician or appropriate public health authority that shows their child has received, or is in the process of receiving immunizations required for school entry. *For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6000.*

Student Records
The principal of each school will be the legal custodian of all student records for that school. *For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual policy #3019.*

Student Transfers
On January 1st, 2022, the State of Oklahoma changed the law and review process around student transfers. Transfers may be reviewed and denied each school year based on the following criteria: site capacity at a grade level, student attendance, and student discipline. New student transfers are accepted on a first-come, first-serve basis. Existing student transfers are reviewed by site principals each year for the upcoming school year. Under the new transfer law, a student may only transfer outside of their home district twice during the school year.
For more detailed information, please see the Duncan Public Schools Policies and Procedures manual policy, district policy #6023.

Withdrawing From School
The procedure for withdrawing from Duncan Elementary Schools is as follows:

1. Authorization for withdrawal must be made in person by a legal parent/guardian. This notification should be made at least two days in advance, if possible.
2. Obtain the appropriate forms from the principal's office.
3. Have the forms filled out by the appropriate teacher and other staff members, return all schoolbooks and property, and pay all charges.
4. Return the completed forms to the office for final clearance

Morning Arrival

- Will Rogers & Will Rogers Elk Crossing Pre-Kindergarten

7:30 AM	Doors open
7:30-7:55 AM	Breakfast served
8:00 AM	Class begins
3:00 PM	Dismissal

- Elementary Schools and Woodrow Wilson Pre-Kindergarten

7:45 AM	Doors open
8:00-8:25 AM	Breakfast served
8:30 AM	Class begins
3:30 PM	Dismissal

Student Attendance/Truancy
It is the intent of the Duncan Board of Education to fully comply with state law in the matter of student attendance. It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years of age and under the age of eighteen (18) years, to neglect or refuse or compel such child to attend and comply with the rules of some public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in the Oklahoma Statutes. To be excused from attendance, a child must meet guidelines established by state law. Students who miss 9 days per semester or 18 days a school year are considered to have chronic absenteeism.

When a student has accumulated four (4) absences, the district attorney may be notified as specified by law. **If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is**

absent without valid excuse for ten (10) or more days or parts of days within a semester, the principal shall notify the parent, guardian or custodian of the child and may report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to the Title 10 of the Oklahoma Statutes. (70-10-106). ***For more detailed information, see the Duncan Public Schools Policies and Procedures manual, policy #- 6056, 6056-2, 6056-3.***

Late Arrival
When it is necessary for a student to arrive late to school, the student should report to the office to receive an admit slip before entering the classroom. Since children who arrive late or are absent miss valuable instruction from their teacher, excessive tardiness and absenteeism may hinder the education of a child.

Absences from School
From time to time, it may be necessary for a student to miss school. In that case, a parent/guardian needs to call the office to report the reason for the absence. The call must be made the day of the absence for each/day of absence unless previous arrangements have been made. If it is not possible for a parent/guardian to call to report the absence, a note must be sent to school the day following the absence explaining the reason for the absence.

In Oklahoma, excused absences from school include:

- Illness or injury
- Doctor or dental appointments
- Bereavement
- Serious illness or emergency in the immediate family
- School bus is not running
- Recognized religious holidays and associated travel

*School activities do not count as an absence

Proper documentation will be needed before an excused absence is recorded. In the case of long-term absences due to an extended illness or injury, contact the school office. A doctor's statement may be necessary in some cases. Board policy 6056. All other absences will be considered unexcused.

Chronic Absenteeism
Chronic Absenteeism is defined as 10% or more of a school year. An absence for any reason is not considered exempt except in instances of a "significant medical condition". Examples would be a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Letters will be sent to families at the end of each quarter if their student falls within the Chronic Absentee category.

Dismissal Routines After School
Elementary sites dismiss at 3:30. Care will be given to accommodate bus routes and traffic problems. Every effort should be made to pick up your child on time. The police may be called if students are left past 4:00 p.m. Students who ride a bus are to go directly to the bus loading area when they are dismissed from class. Loading will be permitted in designated areas only. Students who do not ride a bus are to meet their ride or proceed home immediately after school.

From time to time, changes in after-school routines do occur. Please plan ahead as much as possible and notify the school office in writing whenever a child's after-school routine has been altered.

Early Dismissal
Parents must send a note or phone the office when early dismissal is necessary. A reason must be given for early dismissal. Parents are required to check students out in the office when picking up students for early dismissal. Photo ID is required for signing out a student.

Requesting Make-Up Work

A student shall have two days for every day absent to hand in work for credit. The time limit will remain in effect unless an agreement is reached between the student and the teacher assigning the work.

Requesting make-up work for an absence or absences shall be the responsibility of the student. If a student does not request his/her work, a grade will be recorded as if the student knew about the work and did not complete it.

Parents or guardians requesting make-up work on the day of an absence should call the office before 10:30 A.M. to request the work. Parents are not to go directly to the student's classroom. Children can only be dismissed early for emergencies and extenuating circumstances.

Visitors to Our Schools
Parents/guardians are always welcome to visit our school. Visitors must check in at the office to receive a visitor's badge. Because the safety of our students is very important, any person who does not wear a visitor's badge will be asked to leave the campus. The school policy is to accept only visitors who have legitimate business at the school. Making appointments to conference with a teacher is appreciated.

School Volunteers
Volunteers will be required to complete a criminal record affidavit and may be required to undergo a criminal background record search at such volunteer's own expense. Volunteers will be afforded the same protections from liability as District employees unless they act on their own volition outside the scope of their approved assignment. A volunteer's services to the district may be terminated at any time.

Prior to being assigned any work in the District, each volunteer must sign a confidentiality agreement agreeing that should any information protected by the Family Education Privacy Act become known to such volunteer, such volunteer shall not divulge such information. The administration team reserves the right to deny the services of any volunteer. *For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual policy #1003*.

In School Intervention
See Duncan Public Schools' Policy & Procedures Manual Policy #6027.

Student Conduct
The school's primary goal is to educate, not discipline. The faculty and administration firmly believe that life-long student success depends on learning and practicing self-discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary. The teachers and administration shall have the same rights as a parent or guardian to control and discipline a child according to local policies during the time the child is in attendance or in transit to or from school, or any other school function authorized by the school district or in any classroom (O.S. 21-643, O.S. 21-8944, O.S. 21-1362, O.S.70-6-114). All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

The classroom teacher is and should be the first line for the enforcement of discipline for misconduct in the classroom. The classroom teacher shall be expected to have tried several methods of disciplinary action, including, but not limited to after after-school or lunch detention, in-school intervention assigned by the teacher and kept by the teacher in his or her classroom, parent contact, etc.

If a student continues with misconduct, the teacher shall fill out a referral form and refer the student to the principal or assistant principal. There will be instances when the misconduct is severe enough to send the student to the principal. The principal shall be responsible for the enforcement of discipline for students referred by the classroom teachers, and when misconduct occurs outside the classroom.

For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6027.

School Bus Regulations
The following rules and regulations shall govern the conduct of school bus passengers. Parents are required to sign an acknowledgment that they have read the transportation guidelines. If a student is found in violation of the guidelines,

the student will be subject to appropriate discipline. Except in cases of handicapping conditions, bus riding is a privilege rather than a right. Therefore, students who abuse the privilege may be suspended from riding the bus.

- Responsibilities of Parents or Guardians
    - Have the student(s) ready for school each morning when the bus arrives at the designated bus stop.
    - Notify the Transportation Office in the event that a student will not be riding the bus on a given day. In addition, if your child is not riding the bus home from school, the parent must notify the school in writing or by phone no later than 1 hour prior to the end of the instructional day.
- Responsibilities of the Transportation Department
    - The driver will arrive at the designated bus stop every morning and come to a complete stop.
    - The driver is not required to wait on any child who is not prepared to board the bus at the time the bus arrives.
    - If a student is not at the bus stop for two consecutive days without making contact with the driver, the bus will not come again until the parent contacts the Transportation Office.

Students will be picked up at their proof of residence and returned to their proof of residence only.

Duncan Public Schools Transportation Department will send out more detailed rules and responsibilities with each bus rider at the beginning of the school year. This will include the discipline matrix for infractions while riding a bus.

The Duncan Public Schools bus drivers have the safety of our children as their primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to ensure that problems will be directed to the proper authorities.

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with the driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (580) 252-3496.

Distracting Items at School
Students are to bring to school only those articles/items that are needed to participate in classroom projects and assignments.

Cafeteria
The cafeteria provides a place to enjoy hot meals. Breakfast and lunch are served during school hours. When students have finished eating, they may sit quietly until dismissed. There are a few rules to help ensure a comfortable breakfast and lunch period. It is important that everyone has plenty of time to enjoy his or her meal.

- Talk quietly in the cafeteria
- Go to the back of the line (no cuts)
- Let others get their own seats
- No food or drink is to be taken from the cafeteria.

Breakfast and lunch prices are subject to change. Check duncanps.org for current cafeteria menus and pricing information.

Cafeteria Meal Policy
All students of Duncan Public School will receive free breakfast and lunch for the 2025-2026 school year.

All students are required to fill out a Household Survey form each year.

Wireless Telecommunications Devices
There shall be no use of any wireless communication device during regular school hours without prior approval of the building principal. *For information that is more detailed, see the Duncan Public Schools' Policy and Procedures Manual Policy # 4025-1.*

Reporting Suspected Child Abuse and/or Neglect
In accordance with Oklahoma law, all district staff are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The Duncan Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical abuse or neglect of any school student to the Department of Human Services and law enforcement by telephone, followed by a written report. The employee shall also inform the building principal, who will advise the appropriate district officials that the report was made.
Persons who make such reports in good faith and who exercise due care and who allow access to a child by persons authorized to investigate such reports shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Family Educational Rights and Privacy Act
The Board of Duncan Public Schools has adopted a student records and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). Copies of the policy may be obtained on the Duncan Public Schools website, duncanps.org, or at the office of the Superintendent.

The purpose of this policy is to establish guidelines on education records in relation to the Family Education Rights and Privacy Act of 213p as per final regulations published in the Federal Register, Volume 41, No. 18, June 17, l976.

Statement of Rights
Parents and eligible students have the following rights under the Family Education Rights and Privacy Act (FERPA) and Board policy:

- The right to inspect and review the student's educational record.
- The right to exercise a limited control over other people's access to the student's educational record.
- The right to seek to correct the student's record in a hearing if necessary.
- The right to report violations of the FERPA to the United States Department of Education.
- The right to be informed about FERPA rights and procedures. (Public Law 93-380, 93rd Congress, HR 69, and Board Policy)

If the parent/legal guardian of a student, a student or former student that is 18 years of age, or a citizen of the Duncan School District believes that the district is in violation of the provisions of FERPA, that person has the right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office
U. S. Department of Education Room 4511, Switzer Building
Washington, D.C. 20202
Phone: (202) 732-2058

An interpretation of the policy will be provided for anyone unable to read and understand the policy. A translation of the policy will be provided for anyone unable to read and understand English.

Care of Building and Equipment
We want to provide a comfortable building to come to each day. Your cooperation can help us to do that.

- Be sure to clean your shoes before entering the building each day.
- Deposit trash in the receptacles provided throughout the building.
- Help to keep the building clean at all times.

Closed Campus
The Duncan Elementary Schools maintain a closed campus policy. Students must stay on the school grounds from the time they arrive until they are picked up by the bus, released at the end of the day, or checked out by a parent/guardian.

Students will be allowed to bring bottled water to school. They may purchase juice or milk during break times. Students will be allowed to leave the campus at lunchtime with another parent if there is a note written by both parents. Students will be allowed to leave the campus at lunchtime to walk to their home for lunch, provided there is adult supervision at their home during this time. A student's parent must inform the teacher and the school office in writing of their desire for their child to walk home at lunchtime.

Parents - Custody Papers
Students must remain on campus at all times during the school day. A student will be released during the day only if the parent/legal guardian or approved caregiver checks the student out in the office.

The principal may request court documents (custody document) or written permission as to whom a child may be released.

Health and Hygiene
All children are encouraged to have health and dental examinations at regular intervals. Regular attendance at school is important; however, for their own protection and to prevent the spread of contagious diseases, students should be kept at home if they show any signs of illness. If a student develops an illness after reaching school, a parent or guardian will be notified to pick them up as soon as possible, or to give special instructions to school personnel for dealing with the illness.

Students should be fever-free and vomit/diarrhea-free for 24 hours without fever-reducing medications before returning to school, unless the student has a medical condition that causes vomiting and diarrhea.

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

Head Lice
Duncan Public Schools follows *the Centers for Disease Control's Head Lice Guidelines for Schools*. A child who has been infected with head lice should receive treatment before returning to school. If a child has been found to have lice or nits, the parent will be notified. The treatment is the responsibility of the parent/guardian. In accordance with the Centers for Disease Control guidelines, absences due to head lice are not excused.

Grading System
The students who attend Duncan Elementary Schools have different needs, interests, and abilities. Every effort is made to report the individual progress of each student fairly and accurately. Students in Pre-Kindergarten through Fifth (5th) grade will receive a progress report at the end of each of the first three 9 weeks periods and a final report card at the end of the year providing information to parents about the student's performance level, achievement, work-study habits, attitude and behavior, attendance, and any other information that may be important to ensure understanding of the student’s progress.

Promotion and Retention
The principal of each school will form a committee to review and make decisions regarding retention and promotion. The committee will consist of a classroom teacher, a counselor, and additional personnel who may be assigned by the principal of the school.

For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual, policy # 5014.

Grade Placement
Students who were previously enrolled in a private school (including home school), foreign school, Charter School, or other school districts who seek enrollment in the Duncan Public Schools are subject to transcript evaluation to verify appropriate grade level will be made by the building principal. *For information that is more detailed, see the*

Duncan Public Schools Policies and Procedures manual policy #6054.

Parent/Teacher Conferences
Parent/Teacher conferences will be held from 3:30-7:00 on October 13th and 14th and March 9th and 10th. Parent/Teacher conferences play a vital role in the school-home partnership.

Student Dress
The Duncan Board of Education endorses and adopts as policy these regulations on student dress and appearance developed and presented by representatives of the Association of Duncan Educators and the Duncan Public School Administrative staff. All students -

- Attire that promotes alcohol, tobacco, or other controlled substances will not be permitted.
- Attire that displays language or illustrations offensive to the general population may not be worn. Students may wear slacks/skirts-dresses, jeans, or walking-style shorts and blouses/shirts, t-shirts, sweatshirts, or sweaters to school. **All clothing should be of a length within the parameters of good taste.** Bare midriffs and/or exposed shirts, biking shorts, short shorts, or tank tops are not appropriate school attire.
- Hats/caps will not be permitted in school buildings.
- Shoes are required.
- Any clothing style, symbol, or bandana recognized as having a gang association is not appropriate school attire. This will include, but is not limited to, any reference to any professional sports team currently viewed as gang-related. Any change in parameters will be communicated to the student body and the general population through announcements, the DPS website, and local media.
- Metal combs, heavy metal belts, or other paraphernalia, which could be used as weapons, shall not be carried or worn to school. **The individual building principal(s) or his/her authorized representative will have the authority and responsibility to make the final decision determining if wearing apparel and personal appearance are in violation of moderation, good taste regulations, or are disruptive to the educational process.**

Lost and Found
Students who find lost articles are asked to take them to the lost and found. Lost articles that are not claimed within a reasonable time will be appropriately disposed of.

Telephone Usage
No public telephone is located in the school. An office phone is available for student use in the case of an emergency. Your teacher will give you a note with written permission to use the telephone when an emergency exists.

Class Parties
Due to the loss of valuable instructional time, class parties will be kept to a minimum. No parties are permitted except for those predetermined and sponsored by the administration, teacher, and/or parent group.

Tobacco
Students are not permitted to smoke, vape, or have tobacco in their possession at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense and possible suspension from school.

Per DPS Policy, the amendments define vapor products broadly and include products that may or may not contain nicotine if those products are designed to be used with a vaporizer, e-cigarette, etc.

Use or Possession of Non-intoxicating Beverages, Alcohol, or Controlled Dangerous Substances
The policy of the Duncan Board of Education is that any teacher or other district employee who has reasonable suspicion that a student may be under the influence of or in the possession of:

- Non-intoxicating beverages (as defined by law)
- Alcoholic beverages
- Controlled dangerous substances
- Illegal, illicit drugs, or mood-altering substances, which include steroids, prescription, and over-the-counter medication being used for an abusive purpose, shall immediately notify the principal or his designee of such suspicion.

After investigating the suspicion and finding evidence of use or possession, the principal or principal's designee shall notify the Superintendent of Schools and the parent/legal guardian of the student. Any teacher or other district employee who, in adherence to this policy, reports such information to the appropriate school official shall be immune from all civil liability. Any student found to be in possession or using such substances shall be subject to the provisions of the Duncan Elementary Schools discipline plan.

Technology Devices, Workbooks, and Textbooks
All basic technology devices, textbooks, and workbooks are loaned for student use during the school year. Books are to be handled carefully. Please be sure the name and grade are written in the space provided in the front of the book. **There will be a fine for abuse, misuse, damage, and/or loss of books and devices.**

Behavior Expectations
Our school is committed to creating a safe, respectful, and responsible learning environment. We use a schoolwide behavior matrix to clearly outline expectations in all areas of the school. The matrix helps students understand what positive behavior looks like and supports consistent expectations across campus. Families are encouraged to review the behavior matrix with their child regularly. Behavior Matrix Behavior Matrix

Assaults
Any student assaulting or causing assault on a staff member or another student, including verbal threats, after an investigation by the principal/superintendent, may be suspended for the remainder of the semester and all of the next semester.

Additionally, the matter may be turned over to the police or sheriff for prosecution to the fullest extent of the law. Upon completion of the student's suspension, he/she will be placed on a behavioral contract that includes provisions that could result in long-term suspension of the student for the violation of rules that would normally result in short-term (10 days or less) suspension of a student.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to violate this policy.

Bullying/Harassment
Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual, policy #6050.

Asbestos Hazard Emergency Response Act Notification
The Asbestos Hazard Emergency Response Act of l986 requires the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office and/or each campus upon request.

Signal to Evacuate the Building
In the event of a fire or certain other emergencies, it may be necessary for everyone to leave the building for their safety. The teacher in charge of the classroom will lead the class to a designated safe point outside. When everyone is outside the building and in the designated area, the teacher in charge of the class will check to ensure that everyone in attendance that day is with the group.

In accordance with Oklahoma statute, a fire evacuation drill will be conducted at least twice, once each semester. One drill may be conducted each semester. All participants must assume that a real emergency exists when the signal to

evacuate is sounded.

When it is safe to return to the building, the bell will be sounded. The teacher in charge of each group will lead their group back into the building.

Tornado and Other Storm Warnings
A minimum of two tornado drills will be conducted each school year. The signal to warn that a danger of a tornado exists will be several short rings of the bell system. If the bell system cannot be used, a whistle or other designated signal will be used to warn of the danger.

When the signal is sounded, the teacher in charge of the group will lead the group to their designated shelter area to wait until the danger passes.

Directions for the evacuation of the building are posted near the exit door of each classroom.

Emergency Drills and Warnings
In the event of an emergency such as a tornado, fire, or other emergency situation, it may be necessary for the building to be evacuated or for the building occupants to move to a place of safety. In addition, there will be a minimum of two lockdown drills and two intruder drills per school year.

Vandalism to School Property and to the Property of Employees and School Board Members
A student who commits an act of vandalism to any school property or to the property of any school employee or school board member faces severe penalties.

Any student who is guilty of defacing school property or any other act of vandalism connected with school or school personnel may be suspended from attending classes immediately. Such suspension may last for the maximum allowed by law. Subsequent violations of this policy may be punished by suspension from school for a period of time up to and including the remainder of the current semester and all of the next semester.

The student who is guilty of defacing school property or another act of vandalism on school property could be held responsible for the full costs of the restoration process.

Weapons-Free Schools
The Duncan Board of Education has adopted the following policy regarding weapons at school.

Policy Statement:

1. Any student in the Duncan School District who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, may be removed from school for not less than one full calendar year. Firearms are defined in Title 18 of the United States Code, Section 93l, as:
    a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    b. the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device, including any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or any device similar to the above. Such firearms or weapons will be confiscated and released only to proper legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teacher any weapon as defined further in this policy statement: "…any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline, which may include suspension up to a full calendar year (for firearms). It is the policy of the Duncan Public Schools to fully comply with the Gun-Free Schools Act for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Disciplinary Action for Policy Violations
It is the policy of the Duncan School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the Duncan School District shall be suspended from school for a period of not less than one year. The chief administrative officer of the Duncan School District may modify any out-of-school suspension imposed under this policy for any student on a case-by-case basis.

For the purposes of this policy, the following definitions shall control:

- The term "weapon" means a firearm as such term is defined in Section 921 of Title l8 of the United States Code.
- The term "chief administrative officer" means the superintendent of schools or the board of education of the District.
- The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased, or rented by the School District, including but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property

Before the district, through its designated representative, recommends out-of-school suspension, alternative in-school placements, including, but not limited to: placement in in-school detention, or other available disciplinary or correctional options, shall be considered. These shall not be considered as an out-of-school suspension, but shall be treated as a disciplinary or correctional action that may be used, if warranted, as an alternative to out-of-school suspension as a part of the chief administrative officer's case-by-case review of violations of this policy.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the School District, as defined above; current School District policy on student suspensions for non-weapon violations is unaffected by this policy. It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system for any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Policies and Procedures are updated and/or changed throughout the school year. Reference the Duncan Public Schools' website for the most current Board of Education policies.

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The Duncan Board of Education is committed to a policy of nondiscrimination prohibiting discrimination against a student or employee on the basis of age, race,ethnicity, national origin, sex, disability, religion including "antisemitism," or marital status. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, and individuals, companies,and firms with whom the board does business.The board has directed the superintendent of schools to prepare necessary rules,regulations, and procedures to insure that all local, state, and federal laws, regulations,and guidelines are followed.

2026-2027

STUDENT HANDBOOK

Duncan High School

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Welcome

Dear Students,

It is with immense pleasure and excitement that I welcome you to Duncan High School for the 2026-2027 school year! Whether you are a returning student or joining our community for the first time, we are thrilled to have you as part of our vibrant and supportive school family.

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

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

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

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

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

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

Welcome to the 2026-2027 school year! Let’s all commit to LIVE RED and PROTECT THE FORK!

Sincerely,

Mrs. Elroy, Principal

DHS Mission Statement

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

Every student, every day.

DHS Core Values

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

DPS Mission Statement

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

DPS Core Beliefs

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

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

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

School Creed

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

Non-discrimination Statement

Duncan Public Schools, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and other federal law and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. If anyone has a question about possible civil rights violations or a civil rights grievance, s/he should contact the District Executive Director of Special Services at 580-255-0686.

Accidents

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

DPS 26-27 School Calendar

Board Approved Feb. 10, 2026

School Calendar 2026 - 2027

2026

July

S	M	T	W	T	F	S
			1	2	3	4 X
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

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		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 △	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

◆ First Day of School .....Aug. 13
Last Day of School .....May 20

X National Holidays
Independence Day .... July 4
Labor Day.... Sept. 7 (No School)
Memorial Day ..... May 31

Holidays
Fall Break……..……..,Oct. 16-19
Thanksgiving ..... ……..,Nov. 23-27
Christmas……,.Dec. 18-Jan. 1
Martin Luther King Jr. Day…Jan. 18
Presidents' Day……..Feb. 15
Spring Break……March 15-19

△ Non-Instructional Days
P/T Conference evenings of:
Oct. 12-13 & March 8-9
No School
October…..15
March…….12

Staff Professional Days/ No School
August…….7, 10-11
October……20
January……4

Inclement Weather Days/ No School
April ……...16, 23, 30
May…….7, 14

★ Staff Work Day
August ……12
May……..21

Collaboration Days/ No School
November ……...20
February……...12

Attendance Data
1st Sem. Ends Dec. 18 = 81 days
2nd Sem. Ends May 20 = 85 days

Total Days Taught	166 days
Work Day	2 days
Professional Days	5 days
Collaboration Days	2 days
Total Days	175 days

An Ongoing Tradition of Excellence

For further information, call 580-255-0686
www.duncanps.org

2027

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

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28						

March

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21	22	23	24	25	26	27
28	29	30	31			

April

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18	19	20	21	22	23	24
25	26	27	28	29	30	

May

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						1
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16	17	18	19	20 ◆	21 ★	22
23	24	25	26	27	28	29
30	31 X					

June

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DHS Administration

Lisha Elroy	Principal
Rodney Strutton	Assistant Principal
Tara Smith	Assistant Principal
Sandy Ferguson	Alt. Ed/Virtual Director
Kevin Kelly	Athletic Director
~~Sandra Hurst~~	~~E.D.G.E. Director~~

District Administration

Dr. Channa Byerly	Superintendent of Schools
~~Merry Stone~~	~~Assistant Superintendent~~
Kim Ellis	Assistant Superintendent
Allison Lovett	Executive Director of Operations
Jessica Clayton	Executive Director of Special Services
Becky Barnes	Child Nutrition Director
Kade Golleher	Transportation Director
Ben Garland	Maintenance Director
Charla Grimes	Data Systems Coordinator
~~Brennon Albertson~~	~~Supervisor Technical Services~~
Bill Adams	Technology Supervisor

Board of Education

Eric Davis	President
Krista Lolar	Vice President
Carl Buckholts	Member
Misty Burch	Member
Greg Neal	Member
Dr. Channa Byerly	Superintendent of Schools
Kelly Henderson	Board Clerk

Academic Policy: Pre-AP and Advanced Placement (AP) Courses via Horizon

Purpose and Overview

- This policy outlines the guidelines, expectations, and requirements for students enrolled in Pre-AP and Advanced Placement (AP) courses. Our campus is committed to providing rigorous academic opportunities. To balance flexibility with high standards, all Pre-AP and AP courses will be delivered virtually through the Horizon online platform, while students remain on campus under local supervision.

Course Delivery Model

- On-Campus Online Learning: Students will be assigned a designated period and location on campus to complete their Horizon coursework.
- Self-Paced with Deadlines: While the Horizon platform allows for individual pacing, students

must meet all weekly benchmarks, assignment deadlines, and module completions established by the course syllabus.

- Campus Supervision: A certified staff member will monitor the learning environment, track attendance, and assist with troubleshooting, but primary instruction is delivered through Horizon.

Mandatory AP Examination Requirement

- The ultimate goal of enrollment in an AP course is to demonstrate college-level proficiency. Therefore, the examination policy is a strict condition of enrollment:

Mandatory Testing Rule: Any student enrolled in an AP course on the Horizon platform is required to take the corresponding College Board AP Examination in the spring.

Key Exam Details

- Pre-AP Exception: Please note that official College Board AP exams only exist for standard AP courses. Students in Pre-AP courses are not required to take a spring AP exam but are required to complete all Horizon cumulative final assessments.
- Fees and Registration: The campus will handle exam registration in the fall. [Optional: Insert school policy regarding exam fees, e.g., "The school will cover exam fees," or "Students are responsible for the exam fee by X date."]
- Consequences of Non-Participation: Failure to sit for the required AP exam in the spring may result in the loss of weighted GPA points for the course, a change in the transcript designation from "AP" to "Honors" or "Regular," or financial responsibility for the unused exam fee.

Student Expectations and Academic Integrity

Because these courses are delivered online, students must exhibit a high degree of maturity and self-discipline.

- Attendance: Daily attendance in the designated Horizon lab/classroom is mandatory. Standard campus attendance policies apply.
- Academic Integrity: All work submitted through Horizon must be the student's own. Plagiarism, the unauthorized use of AI tools, sharing login credentials, or using external cheating websites will result in immediate disciplinary action and potential removal from the course.

Drop/Withdrawal Policy

- Schedule Changes: Students may drop a Pre-AP or AP Horizon course within the first 10 days of the semester without penalty.
- Commitment: After the designated drop window, students are committed to completing the course and, for AP students, taking the spring exam. Withdrawals after this deadline require administrative approval and a parent-teacher conference.

Advisory/ReThink Time Policy

Overview

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

Schedule

Monday/Friday: Advisory Time
Tuesday, Wednesday, Thursday: ReThink Time

Advisory Time (M/F)

Purpose

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

Activities

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

ReThink Time (T/W/Th)

Purpose

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

Activities

- Remediation: Focused sessions for students needing extra help to improve understanding and performance in specific subjects
- Self-Directed Study: Students have the opportunity to work independently or in groups on assignments, projects, or areas needing improvement.
- Exploration of Interests: Time to pursue personal interests, such as reading, research, or participating in clubs and extracurricular activities

Expectations

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

Evaluation

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

evaluation to continually improve its impact on student development.

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

Announcements

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

Attendance Policy

Absences

Parents must ensure their child attends school regularly and on time to promote daily learning and readiness for the next school year. Regular attendance is vital for developing responsible adults ready for work. Students should attend at least 90% of the school year, which equates to 149 out of 166 school days, allowing for up to 16 absences annually or 8 per semester. Refer to the absence and credit policy for more details.

Steps to Manage Absences

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

Documented Absences

Documentation is encouraged for the following absences:

- Doctor visits
- Counseling appointments

Documentation is required for the following absences:

- College visits (juniors and seniors only)
- Military visits

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

Absences and the Ability to Receive Credit

To maintain academic integrity and fairness, students must adhere to the attendance policy to receive semester credit. A student will not earn credit for a course if they are absent more than eight (8) days per semester, with certain exceptions. These exceptions include absences due to school activities, two college

visit days for juniors, four college visit days for seniors, and other waived absences. **Please be aware that missing more than 10 minutes of any class will be recorded as an absence for that class.**

The building principal has the discretion to approve make-up time or grant additional waivers for absences exceeding the 8-day limit. It should be noted that the school administration does not encourage or endorse students missing school for trips or family vacations. Parents, guardians, or legal custodians should consider the student's current absence record before planning such trips. It is advised to consult the school calendar prior to making vacation arrangements. Requests for excused absences due to trips or family vacations should be submitted to the campus administration at least two (2) weeks in advance. Students with a high number of absences or poor grades due to absences will not be excused for trips or family vacations.

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

~~Exemption from Semester Tests~~

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

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

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

Absence and Removal from Attendance Roll

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

Truancy

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

Examples of Truancy:

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

Procedure for Leaving Campus During the School Day

A student must receive a permit from the attendance office to leave the school grounds at any time during

the school day. Failure to follow proper checkout procedure will result in truancy and its related discipline.

Make-up Work

The last day that assignments can be turned in for credit for the semester is December 8, 2026 for the fall semester and May 11, 2027 for the spring semester. It is crucial for students to manage their time effectively to ensure all assignments are submitted by these deadlines.

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

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

Attendance Policy (State)

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

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

This rule shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or if no such physician is available, a duly licensed and practicing physician;

2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;

3. Any such child who has attained his or her sixteenth (16) birthday is excused from attending school by written, joint agreement between:

   a. the school administrator of the school district where the child attends school, and

   b. the parent, guardian or custodian of the child. Provided, further, that no child shall be

excused from attending school by such joint agreement between a school administrator and the parent or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or

4. If any such child is excused pursuant to subsection C of this section.

c. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.

d. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine not less than Five Dollars ($5.00) and no more than Twenty-five dollars ($25.00) for the first offense, and not less than Twenty-five Dollars ($25.00) and no more than One Hundred Dollars ($100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

State Attendance / Truancy Policy

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

Chronic Absenteeism

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

Attendance Eligibility

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

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

Education.

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

The ten (10) absences could be a combination of all co-curricular and extra-curricular activities. Excluded from this number are state or national school sponsored contests for which the student has previously earned the right to compete or attend. School sponsored regional contests shall also be excluded from this number due to the fact that regional contests are a prerequisite for state contests. Boys and girls golf will be excluded from this number

due to the extreme circumstances that create undue hardships based on the fact that golf is played on a public course and cannot be moved to after school or on weekends.

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

Chronic Absenteeism

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

Absence and Removal from Attendance Roll

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

Attendance Eligibility

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

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

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

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Bell Schedule

PERIOD / EVENT	START TIME	END TIME	DURATION
FIRST BELL	**7:45 AM**		
1	**7:50 AM**	**8:37 AM**	**47 MIN**
2	**8:42 AM**	**9:29 AM**	**47 MIN**
3	**9:34 AM**	**10:21 AM**	**47 MIN**
4	**10:26 AM**	**11:13 AM**	**47 MIN**
LUNCH	**11:13 AM**	**12:00 PM**	**47 MIN**
5	**12:05 PM**	**12:52 PM**	**47 MIN**
6 (ADVISORY/RETHINK)	**12:57 PM**	**1:27 PM**	**30 MIN**
7	**1:32 PM**	**2:19 PM**	**47 MIN**
8	**2:24 PM**	**3:11 PM**	**47 MIN**

Bullying

HARASSMENT/INTIMIDATION/BULLYING:

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the

following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.
As used in these regulations, the following terms shall be defined as follows:

- "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic communication,or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

- "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;

- "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;

- "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and

- "Threatening Behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

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

- For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health

care options shall be provided to each building principal prior to the beginning of each school year;

- In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the entry of the student into the student population;
- Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

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

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

Bus Information

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

Cafeteria

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

**ALL students will receive FREE breakfast and lunch for the 26-27 school year.

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

1. Depositing lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwasher area.
3. Leaving the table and floor around you in a clean condition for others.

Milk may be purchased in the cafeteria.

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

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

The alternate meal consists of the following food items:

Breakfast: Toast and Milk

Lunch: Peanut Butter Sandwich and Milk

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

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

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

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

Change of Address

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

Clubs and Organizations

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

Academics Team

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

Art Club

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

DECA

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

FFA

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

Key Club

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

National Forensic/Drama Club

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

National Honor Society

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

Student Council

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

Students Against Destructive Decisions

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

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

College Admission - High School Requirements

See "Graduation Requirements."

College Day

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

Credit Recovery

Students in need of any credit recovery courses will be enrolled in the ~~Thrive~~ program. These courses will have to be completed at home, above and beyond the regular school day. Students will work online, through ~~Thrive~~, with their instructors. For more information, students will need to visit with their counselor.

Concurrent Enrollment

Concurrent Director- Jennifer Kinnaird

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

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

Duncan High School Partnership with Cameron University

While students may choose to concurrently enroll through any accredited college or university for which they qualify, Duncan High School partners with Cameron University to offer concurrent enrollment courses on the DHS campus.

To be admitted as a concurrent student through Cameron University, students must have:

- A cumulative high school GPA of 3.0 or higher, OR
- A composite ACT score of 19 or higher.

For College Algebra or other college-level math courses, students must have:

- A cumulative high school GPA of 3.25 or higher, OR
- A score of 19 or higher on the ACT Math subtest.

Students must also meet any additional admission, placement, or course-specific requirements established by Cameron University.

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

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

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

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

Sophomore Concurrent Enrollment Program

(A Partnership with Cameron University)

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

Eligibility Criteria

1. ___Application and Admission: Students must apply and be admitted to Cameron University.

2. ___Academic Performance: Students must have taken the Pre-ACT and achieved a GPA of 3.8 or higher.

3. ___Teacher Recommendations: Students must provide three teacher recommendations, with at least one recommendation coming from an English teacher.

4. ___Attendance Requirements: Students must meet school attendance requirements for eligibility during their freshman year or the previous semester.

5. ___Time Commitment: Students must be able to afford a two-hour block of time in their schedule.

6. ___Orientation Attendance: Students and a parent must attend the Cameron orientation night.

Corridor and Hall Passes

Corridor passes are issued by the office when a pupil leaves the room for any reason. The pass must be signed by the office staff issuing it with the time of departure and destination. A pass is to be used for one destination only.

Other teachers' classes are not to be interrupted. If a student wishes to see a teacher during his/her conference period, arrangements for this must be made in advance.

Digital hall passes will be used through Minga. A student MUST have a digital hall pass issued via Minga if they are in the hallway during class time. Failure to have a pass will result in the student being counted truant.

Counseling and Guidance

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

DHS Counselors:

Cherity Carter- 9th Grade

Rachel Terry- 12th Grade and 10th Grade A-K

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

Delaney O'Dell- 11th Grade and 10th Grade L-Z

Melanie Smith

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

Credits Accepted for Graduation

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

Detention

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

Discipline and Control of Students - Board of Education Policy

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

Dress and Appearance Regulations

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

Clothing

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

Accessories

- Headgear including hats and hoodies are allowed as long as eyes and ears are not obstructed by the headgear. DHS staff reserves the right to ask students to remove the headgear if it is a distraction from learning.
- Sunglasses may not be worn to cover the student's eyes while inside the school.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Clothing that is considered pajamas or bedtime wear is prohibited.
- Face paint is prohibited.

Shoes

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

Gang Related

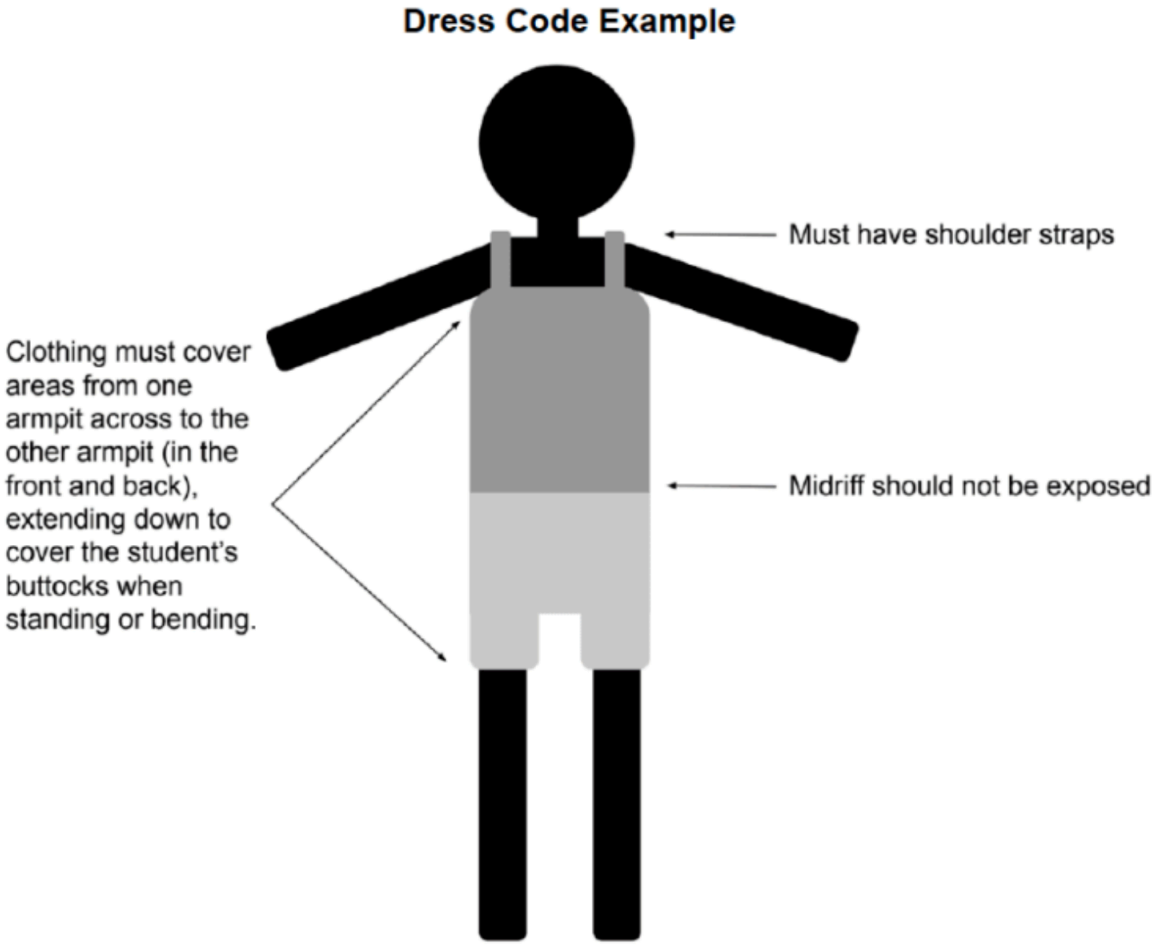
Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Additional Guidelines

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

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not

adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.



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

- An office referral will be completed by the reporting staff member, and the student will be called to the office by administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI due to the fact their clothing is not school-appropriate for the general classroom.
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school.
- Students will be called from ISI to change into appropriate clothing and be released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to

the school, the student will remain in ISI for the remainder of the school day. The student **will not** be allowed to leave school, drive home, change clothing, and then return to school.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

Drills

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

Drug Testing Program – Board of Education Policy (Student)

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

Education Plan During Out-of-School Suspension

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

1. A supervised, structured educational environment during the out-of-school suspension in which the student can meet the requirements of the education plan.

2. Monitor the student's educational progress while the student is on the education plan during the out-of school suspension.

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

The student will receive 100% credit for work satisfactorily completed during the education plan. "Satisfactorily completed" means academic work completed and turned in to the school district on the required date and time.

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

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

- A parent or guardian (or person other than the suspended student, mutually agreed upon by the parent or guardian and the administration) may pick up the student's assignment from

7:05 a.m. to 3:25 p.m. on Tuesday and Thursday. All assignments must be turned in to the school office no later than 8:00 a.m. on the day the student returns to campus from suspension.

Personal Electronic Devices

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

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

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

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

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

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that

is confiscated will be returned to the student or parent. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition

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

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

Upon entering each classroom, all students will be expected to place their phones in the pocket chart, where they will remain until the end of class. The only exceptions will be for those with situations listed in the above policy.

Eligibility During a Semester

- Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin on Monday, the day eligibility is checked.
- A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

If a student misses more than the maximum number of 8 days in any single class during the semester, the student shall be ineligible for the remainder of the semester regardless of their grades. School activity absences will not count towards the 8 day limit. This applies to ALL dances, prom, and other events that grade eligibility applies to.

~~Absences that will require documentation include (but are not limited to) the following:~~
~~Doctor visits~~
~~Counseling appointments~~
~~College Visits (seniors only)~~
~~Military visits~~

Documentation for absences may be turned into the attendance clerk, as a reference, should the student need to meet with the attendance appeals committee at the end of each semester. Documentation will be reviewed by the attendance committee and a determination will be made as to whether or not the absence will be excused. The decision of the committee shall be final.

- A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one

week period (Monday through Sunday).

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

Enrollment Guidelines

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

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

Extra-curricular Activities

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

Grade Point Average

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

A = 4 quality points

B = 3 quality points

C = 2 quality points

D = 1 quality point

F = 0 quality points

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

A = 5 quality points

B = 4 quality points

C = 3 quality points

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

Grading System

~~Final grades are awarded at the end of each semester. Each semester grade will be determined by the grades a student earns during the semester with the semester test counting as no more than 10% of the~~

~~overall grade. Progress reports and/or report cards will be available on the Parent Portal and may be requested from a counselor or registrar at any time by a parent/guardian.~~

~~Duncan High School grading scale:~~

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

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

Duncan High School
Course Grading Policy
Academic Year: 2026–2027

Philosophy and Purpose

The grading policy at Duncan High School is designed to measure student academic progress, mastery of the Oklahoma Academic Standards (OAS), and consistent engagement with course material. Our goal is to provide a balanced evaluation that rewards daily consistency, regular formative assessment, and cumulative comprehension.

Grading Structure

In alignment with district guidelines, final semester grades are calculated using a weighted system divided into two primary categories: **Semester Coursework** and the **Semester Cumulative Examination**.

Category	Weight	Description
Semester Coursework	**80%**	Includes all daily work, homework, in-class assignments, laboratory exercises, projects, and unit quizzes/tests administered throughout the semester.

Semester Exam	**20%**	A comprehensive, cumulative examination administered at the conclusion of the semester to assess overall retention and mastery of the Oklahoma Academic Standards.

Grade Scale

Semester percentages are converted to a standard letter grade based on the Oklahoma state grading scale:

- **A:** 90% – 100% (Excellent Mastery)
- **B:** 80% – 89% (Above Average Mastery)
- **C:** 70% – 79% (Average Mastery)
- **D:** 60% – 69% (Below Average/Passing)
- **F:** Below 60% (Failing / No Credit)

Policy Details & Expectations

1. Semester Coursework (80% of Final Grade)

Because this category comprises the vast majority of a student's grade, daily participation and timely completion of tasks are critical to academic success.

- **Daily Work & Homework:** Designed to provide practice and formative feedback.
- **Quizzes & Tests:** Administered regularly to assess progress before the final exam.

2. Semester Exam (20% of Final Grade)

The semester exam is a mandatory component of the course. It serves as a benchmark for student readiness for subsequent coursework and state-mandated testing (such as Oklahoma College and Career Readiness Assessments).

- **Absences:** Students with an excused absence on the day of the semester exam must schedule a makeup exam with the instructor or attendance office within the designated finals week window. Unexcused absences will result in a zero for the exam.

Progress Tracking

Parents and students are strongly encouraged to monitor academic standing weekly via the online grading portal *in Infinite Campus.*

A Note on Academic Integrity: Cheating, plagiarism, or the unauthorized use of artificial intelligence

tools on any assignment, quiz, or exam will result in a grade of zero for that task and a referral to administration in accordance with the Student Handbook.

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

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

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

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

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

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

Duncan High School Graduation Requirements

Multi-year State Graduation Requirements

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

*Schools can opt into the Class of 2030 requirements as per HB 2672.
**Math consists of Algebra 1, Geometry or Algebra 2 and 2 additional math determined at local level

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

Last Modified on Mar 19, 2025

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

*Beginning with the Class of 2023, students will be required to complete an ICAP (Individualized

Career Academic Plan) and a Capstone experience (determined by each student's ICAP) to meet graduation requirements. ICAPs will be completed during advisory or with the student's counselor.

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

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

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

Duncan High School Early Graduation Board Policy #5023

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

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

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

Graduation Committee Review

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

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

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

Graduation

Students graduating early will have the option to participate in the May graduation ceremony.

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

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

Highly Qualified Teachers - No Child Left Behind Act of 2001 - Parents Right to Know

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

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

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

Honor Roll

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

Honor Societies

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

In-School Intervention (ISI)

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

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

The student shall report promptly at 7:45 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:11 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is re-admitted to the general classroom.

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

Internet Usage

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

Junior-Senior Prom

1. Prom will be open to all Duncan High School juniors and seniors (including Virtual students and those attending the ~~E.D.G.E.~~Alternative Education Academy) who are currently attending classes

and are not under administrative suspension or currently assigned to ISI.

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

Students will be held responsible for their actions and the actions of their guests. Unacceptable behavior at Prom will be handled according to the Duncan High School Discipline Matrix.

Leaving School During the Day

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

Library Regulations

The library is open from 7:30 a.m. to 3:15 p.m. It is maintained as a place to find information to

supplement courses taught at school and leisure reading. Students must obey all library rules in order to maintain their library privileges.

Checking out materials

1. Most books are checked out for two weeks and may be renewed once for two additional weeks. Students may check out a maximum of two books at a time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.
2. Overnight materials shall be returned before first period on the following day. Reserve books, reference books, magazines and pamphlets are loaned for overnight use.
3. Lost and badly damaged books are the financial responsibility of the person who borrowed them.
4. A fine of five cents per school day is charged on overdue books. A fine of five cents per school hour is charged on overnight materials not returned before first period on the date due.
5. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

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

Lost and Found

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

Medication

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

Oklahoma's Promise

- An Oklahoma resident;
- Enrolled in the eighth, ninth, 10th or 11th grade in an Oklahoma high school (homeschool students must be age 13, 14, 15 or 16); and
- A student whose parents' federal adjusted gross income does not exceed:
    - $60,000 with 1 or 2 dependent children OR

- $70,000 with 3 or 4 dependent children OR
- $80,000 with 5 or more dependent children.

Special income provisions may apply to:

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

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

Applications must be:

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

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

Required Courses for Oklahoma's Promise

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Additional units of subjects previously listed or selected from: computer science, foreign language, any Advanced Placement course, psychology, sociology, or any concurrent liberal arts and science course at a State System institution
15	**Total Required Units**

Parking

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

Student Parking

Eligible Parking Lots:

1. Students are permitted to park in the following areas:\
    a. Gym Parking Lot
    b. Tennis Parking Lot
    c. Front Main Parking Lot
2. Parking Permits
    a. All students must purchase a parking permit from the school office for $8.00. The permit must be displayed prominently on the vehicle at all times while on school property.

3. Parking Lot Conduct:
    a. Students are expected to drive safely and adhere to a speed limit of 10 mph within parking areas.
    b. Loud music, reckless driving, and loitering in parking lots are prohibited.

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

Faculty and Staff Parking

1. Designated Parking Areas:
    a. Faculty and staff are required to park in the following designated areas:
        i. Back Parking Lot
        ii. Science Parking Lot
        iii. Gym Parking lot (this is also student parking)
        iv. Front Main Parking Lot by the Rail

2. Parking Identification:
    a. Faculty and staff must display a valid parking identification provided by the school.

General Parking Rules

1. Unauthorized Vehicles:
    a. Unauthorized vehicles parked on school property will be subject to towing at the owner's expense
2. Safety and Security:
    a. The school is not responsible for any damage or theft that occurs in parking areas. It is advised that all vehicles be locked and valuables not be left in plain sight.

3. Handicap Parking:
    a. Handicap parking spaces are reserved for vehicles with valid handicap permits.

Unauthorized use of these spaces is prohibited and may result in fines and towing.

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

Perfect Attendance

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

Pom and Cheerleading

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

Proficiency Based Promotion Policy & Testing Schedule

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

A. Social Studies

B.. Languages

C. Language Arts

D. Mathematics

E. The Arts

F. Science

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

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

Scheduling and Schedule Changes

Students complete Course Request Forms during the Pre-Enrollment period. Requests for courses must be approved by the school counselors. When final approval has been given, the students' requests are fed into

a computer for scheduling and assignment. Students do not select their teachers.

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

1. An incomplete schedule
2. Course already completed
3. Prerequisite not met
4. Missing a graduation requirement

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

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

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

Schedule changes after the 8th day of the semester:

1. A formal request must be completed and submitted directly to the student's assigned guidance counselor. This request must be completed by the student (which includes an extensive written explanation of why the schedule change is desired). *Please note: schedule change requests made because of a desire to have the same class as friends, closer parking, personal dislike of a teacher, or so forth will not add to the effectiveness of a student's education, and therefore, will not be considered or approved by DHS Administration.
2. The counselor will review the request and determine if the reason(s) for the request are adequate to necessitate bringing the request before DHS administration.
3. If the request is determined to be necessary for the student's education or best for the operation of Duncan High School, the request will be approved and the change will be made by the counseling department.
4. If the request is not deemed as necessary for the student's education or would result in a negative effect on the education provided by Duncan High School to its students, the request will be denied and the decision will be final.

School Day

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

School Records (FERPA)

School records will be made available to parents of students or eligible students according to the guidelines set forth in the Family Educational Rights & Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA

guidelines are explained in detail in the Duncan Board of Education Policies and Procedures Manual and are available online at: http://www.ed.gov/offices/OM/fpco/.

Secret Societies

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

Student Behavior

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

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

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

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

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

Student Council

Preamble to the Constitution

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

Membership

1. Must apply to become members during the Spring of the current school year. A leadership committee composed of advisors and officers (and teacher/coach input) will meet and choose the members based on applications. (and potentially interviews). Members for the new school year

will be announced by the beginning of the new school year.
2. Any current student may apply for Student Council.
3. Students must maintain a 2.5 GPA and not have any grades lower than a 70/C in any class.
4. The term of office for all representatives of the Student Council shall end with the school year.
5. All members must serve on at least 1 committee during the school year.

Student Identification Card Policy

Student ID Cards

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

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

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

Student Insurance

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

Student Participation

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

Student Searches

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school

activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

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

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

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

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

Tardies

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

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

Telephone Usage

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

Textbooks

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

Transcript Requests

All current and former students needing a transcript must create an account at parchment.edu. Once the account is created, a transcript can be requested. It will be sent directly to the email provided or to the university indicated in the request. This is free of charge for current students and there is a small fee for former students.

Vehicle Regulations

Students who drive automobiles onto school property subject the automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of many circumstances that may substantiate reasonable suspicion.

All students who commute to school by car or motorcycle are required to park in the designated student parking lots, as mandated by the school board regulations. To ensure compliance, students must obtain a parking permit from the school office. This process involves completing an information card, paying a $8.00 annual parking fee, and displaying a parking decal.

1. Obtain an Information Card: Students must fill out the necessary details on the information card provided by the office.
2. Pay the Parking Fee: A fee of $8.00 is required for the annual parking permit.
3. Display the Parking Decal: Once obtained, the parking decal should be placed on the rearview mirror of the vehicle the student will drive to school.

Students are expected to leave their vehicles parked in the designated areas throughout the school day. Vehicles may only be used during lunch or after school hours. However, students may receive special permission from the office to use their vehicle during the school day for emergencies, internships, concurrent classes, or RRTC classes.

By adhering to these guidelines, students contribute to a safe and orderly environment on campus.

Visitors

We warmly welcome parents to visit Duncan High School at any time. If you wish to meet with a teacher, appointments can be scheduled before or after school hours. Teachers are also available during their planning periods by appointment. To arrange a meeting, please contact the school's office or reach out directly to the teacher.

Our school is open to accredited visitors throughout the day. To ensure the safety and security of our campus, visitors are required to present their driver’s license for scanning at the front office. Once approved, a visitor badge will be issued, which must be worn at all times while on campus. For convenience and guidance, visitors may be accompanied by school representatives during their visit.

We appreciate your understanding and cooperation in maintaining a secure and conducive learning environment.

Weighted Courses

Duncan High School has designated the following courses as weighted:

1. All Concurrent Courses
2. All BioMed Courses
3. All Pre-Engineering Courses
4. All STEM Courses
5. Trigonometry/Pre-Calculus
6. Calculus
7. All Advanced Courses
8. All AP Courses
9. Physics
10. Chemistry II

These courses represent the exclusive list of those that will be considered for weighted credit at Duncan High School. Students transferring from other schools will only have the opportunity to receive weighted credit for the courses listed above. This policy ensures a consistent and rigorous academic standard for all students.

Withdrawal from School

For students under the age of 18, it is necessary for a parent or legal guardian to provide their signature on a withdrawal form before the student can officially leave school. Mrs. Milburn, the registrar, is responsible for overseeing this process to ensure compliance with school policies and legal requirements.

Returning School Property

Students are expected to return any school-owned items such as textbooks, equipment, supplies, or library books to the teacher who originally issued them. This helps maintain the school's inventory and ensures that resources are available for other students.

Resolving Obligations

Before Duncan High School can send official student records to another institution, all outstanding obligations must be resolved. This includes returning any borrowed materials and settling any financial dues. Mrs. Milburn will ensure that once these responsibilities are fulfilled, the school will promptly forward the necessary documents to the requesting school.

Withdrawal from School to Homeschool

Duncan High School acknowledges and respects the rights of parents and guardians who choose to homeschool their children. Should a parent or guardian wish to withdraw a student for homeschooling purposes, they are required to complete a standard withdrawal form available at the high school. Please note that Duncan High School does not accept or recognize credits earned during a student's homeschooling period.

Discipline Matrix

DUNCAN PUBLIC SCHOOLS

SECONDARY SCHOOLS DISCIPLINE MATRIX

Note: The administration of Duncan Middle School And Duncan High School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.

BEHAVIOR	**CONSEQUENCES**				
Class I	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
1. Electronic Devices	Device stays in office for 5 days or until released to parent; 1 Det	Device stays in office for 5 days or until released to parent; 1 ISI	Device stays in office for 5 days or until released to parent; 2 ISI. Device not allowed to return to school.	Device confiscated until picked up by parent; See #9 *Defiance of Authority* 4th Offense	Device confiscated until picked up by parent; See #9 *Defiance of Authority* 5th Offense
2. Dress Code Violation *Student will conform to dress code. Refusal will cause student to be sent home or spend the day in ISI. After the 1st referral students will be assigned discipline for each infraction.*	Warning – Student will conform to dress code.	2 ISI	3 ISI	4 ISI	5 ISI
3. Excessive Tardies – *Calculated Weekly* *Repeat Offenses – See Truancy*	4-6 per week 1 Det	7+ per week 1 ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI
4. Failure to Serve Detention	1 Chance for Make-Up	1 ISI	2 ISI	3 ISI	5 ISI
5. Public Display of Affection	Verbal Warning	2 Det	1 ISI	2 ISI	3 ISI
6. Failure to wear student ID	1 hour detention	2 Det	1 ISI	3 ISI	5 ISI
7. Parking Violation	Warning	1 Det	3 Det	1 ISI	3 ISI
Minor Offenses	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
8. Defacing Property	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
9. Defiance of Authority	1 Det	3 Days Det	3 Days ISI	6 Days ISI	3 Days OSS
10. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes	3 days OSS Seizure of Items Possible Ticket from DPD	6 days OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	20 Days OSS Seizure of Items Possible Ticket from DPD	1 Semester OSS Seizure of Items Possible Ticket from DPD
11. Class Disruption / Disorderly Conduct	1 Det	2 to 3 Det	1 ISI	3 ISI	6 ISI/ 3 OSS
12. Physical Altercation / Non-injury (pushing/shoving, etc)	3 Det	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
13. Cheating/Plagiarism	Possible 0%, 1 Det	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
14. Throwing Objects	Verbal Warning	1 Det	2 Det	1 day ISI	3 days ISI

15. Truancy - *defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official.*	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10 ISI, Possible Truancy Citation	20 ISI Possible Truancy Citation
16. Theft *Principals will have discretion to determine the severity of the theft. The consequences listed may be altered if harsher punishment is warranted by the type of theft committed.*	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
17. Lying/False Information, Withholding Information (Lying by omission)	3 ISI	6 ISI	3 OSS	6 OSS	10 OSS
18. Altering Records	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
19. Gang Related Behavior	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
20. Inciting Drama: *May include, but not limited to gossip, spreading rumors, encouraging fighting or spreading false information.*	3 Days ISI	6 Days ISI	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
21. Inappropriate Use of School Device	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
Major Category II	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
22. Physical Violence/Fighting	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
23. Bullying/Harassment	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
24. Verbal Assault/Threats *Name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others.* **Verbal Assault/Threats-** *Excessive Anger in a person who insults or verbally abuses another.* *Principals will have discretion to determine the level of abuse, threat, or assault. The consequences listed may be altered if harsher punishment is warranted by the abuse/ assault/threat.*	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
25. Vandalism	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
26. Indecent Exposure	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
27. Gambling	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
28. Profanity/Gestures	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
29. Profanity/Gestures Directed at Staff	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
30. Blackmail/Forced Action	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
31. Immoral Conduct	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS

32. Sexual Harassment	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
33. Possession/Distribution of Pornography	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
34. Nonconsensual Touching *Touching-any physical contact of a sexual nature that occurs without the explicit, voluntary, and informed consent of the person being touched.*	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
35. Prescribed Medicine Violation	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
36. Failure to Comply with Metal Detector Search	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
37. Drug Paraphernalia	10 Days OSS, Possible Arrest	20 Days OSS, Possible Arrest	30 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
38. Threatening with a Replica Weapon	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS
39. Conduct of Extreme Nature	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
Note on Category II Offenses:	*Repeated minor offenses may become a major offense at any time when less severe punishment has failed.*	*Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.*			

Major Category I					
1. Possession/Use of Alcohol/Drugs, Intoxicants/Inhalants	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
2. Distribution of Non-Controlled Substance (real or fake).	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS, Possible Arrest
3. Assault and Battery with Injury	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS, Possible Arrest
4. Licentious Behavior, Sexual Misconduct, or Lewdness	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS, Possible Arrest
5. Violation of Criminal/Civil Law	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
6. Adjudication as a Delinquent (school property or functions)	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
7. Repeated Category 2 Offenses	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
8. Threats Directed at Staff: *Threats can be verbal, in writing, through the use of electronics, or through social media. Threats do not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students either verbally or electronically will be considered a threat toward staff. All students are directly responsible for material posted on their social media outlets.*	Level 1: low level, carrying a minimal risk to the victim. Up to 10 Days OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact	Level 2: threats that could possibly be effected but are not realistic. Up to 1 Full Semester OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact	Level 3: pose a serious and imminent danger to others. Up to 2 Full Semesters OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact		

Threats will be reviewed and categorized by the Threat Assessment Team.		Possible Arrest	Possible Arrest		
9. Assault on a Staff Member: Physical Violence	Suspension for the rest of the current semester and the next consecutive semester				
9. Conduct of Extreme Character	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion

Weapon Free Schools	1st Offense	2nd Offense	3rd Offense	
1. **Possession of Weapon Other Than Firearm**	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest	Up to 1 Year OSS, Possible Arrest	Superintendent's Discretion, Possible Arrest	
2. **Possession of Firearm**	1 Year OSS Arrest by Law Enforcement	Superintendent's Discretion Arrest by Law Enforcement		

The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation in which site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised June 2019.

Principals may at their own discretion reduce the prescribed punishment by up to half value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.

Duncan High School is a bullying free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance to Duncan Public School Board policies 6049 – 6051.

Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.

Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.

Concurrent Enrollment Handbook and Contract

The concurrent enrollment program at DHS is designed to allow students to attain college credit while simultaneously earning high school credit through accredited Oklahoma universities and colleges.

Current Handbook Policy:

Duncan High School Juniors and Seniors who meet the requirements set forth by the Rules of the Oklahoma State Board of Education and Oklahoma State Regents for Higher Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to 18 college credits and to Juniors for up to 9 college credits. Students are responsible for all other costs which may include fees, books, and any other associated costs. However, any student who chooses to take concurrent courses on the DHS campus, through Cameron University, all costs will be covered by Duncan Public Schools. Any student interested in Concurrent Enrollment should contact our concurrent coordinator, Mrs. Jennifer Kinnaird at 255-0700 or jennifer.kinnaird@duncanps.org. In order to enroll concurrently in college coursework, students must meet the following requirements:

ACT composite score of 19 or higher (S.A.T. 1020/940) **OR** 3.0 GPA AND rank in the top 50% of their

graduating class.

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

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

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

*****Concurrently enrolled students will receive 1 high school credit for each 3 semester hour college course passed.***

NOTE: Some Oklahoma colleges and universities have amended their requirements for concurrent enrollment. These can change at any time. For more information please contact your counselor, concurrent coordinator, or the college/university you plan to attend. DHS will recognize the most current requirements from any accredited Oklahoma institution of higher learning.

Duncan High School Specific Requirements:

In addition to the Oklahoma State Regents for Higher Education requirements, Duncan High School students must meet and maintain the following campus requirements in order to obtain and continue enrollment in concurrent courses:

- Students must attend the concurrent meeting with a parent/guardian and meet with their counselor and/or concurrent coordinator **before** enrolling in concurrent courses.
- Senior students **MUST** have a completed FAFSA. Enrollment in a selected course must be forwarded to the school counselor immediately following enrollment.
- Courses that do not fall within the student's graduation plan will not be approved by Duncan High School unless the student has already completed all graduation requirements.
- Students must meet with the concurrent coordinator, **once per week** and allow her to view the student's current grade in the course. The meeting schedule will be set by the coordinator. Students who are failing or are in danger of not receiving credit for a concurrent course **WILL be advised** to drop the course at the recommendation of the counselor/concurrent coordinator. Students who drop will be placed in an on campus course consistent with their graduation requirements and plan. ***Dropping a course will result in the student reimbursing any fees paid***

by the school. Failure to notify the concurrent coordinator of a dropped class may result in disciplinary action including but not limited to consequences for truancy under the Oklahoma school attendance law and the loss of credit which could affect graduation requirements.

- Students must provide their college transcript to their counselor/and or the concurrent coordinator immediately upon completion of the concurrent course in order to receive credit for the course.
- Students will continue to check their Duncan High School email account daily and respond to any request from their counselor and principals.
- Students must understand that high school graduation requirements will receive priority over concurrent enrollment requests. It is our job to ensure that students will graduate from high school. Students may be pulled from their concurrent courses and placed at the high school to finish any missing graduation requirements.
- Students who fail a college course will reimburse Duncan High School for any fees and tuition paid on the student's behalf.
- Grades from the concurrent enrollment issuing college/university WILL post to the high school transcript. The high school has no authority to override or to not post the grade earned by the student.
- **Duncan High School cannot intervene on the student's behalf with any college or university issue. That responsibility lies with the student and parent. Upon enrolling in concurrent courses the student becomes a college/university student. As such, the student bears responsibility for being their own advocate with the college/university.**

8 Week / Modified Schedule Courses:

Students taking an 8 week or modified schedule course are subject to the expectations outlined above. Additionally students taking these courses will comply with the following expectations:

- Students enrolling in 8 week courses will be required to enroll in two 8 week courses during the same semester.
- Courses required for graduation must be completed by the first 8 week period offering. Students failing these courses during the first 3 weeks will drop and will be placed in the corresponding course at Duncan High School.
- The decision to drop a course will be made by the counselor and/or student no later than 3 weeks into the modified schedule course depending on select university policy.

Failure to comply with the policies above will result in the student not being allowed to participate in the concurrent program for the remainder of their Duncan High School enrollment.

Duncan High School Concurrent Contract Agreement

Student Name:_____

I have read and understand the requirements for concurrent enrollment at Duncan High School. I understand that my enrollment is contingent upon the agreement on the terms and conditions set forth by Duncan High School. I understand that as a college student I am responsible for turning in all enrollment information and my final transcript to my high school counselor and/or concurrent coordinator.

Student INITIAL_____

Parent INITIAL_____

I understand that if I drop a course either by my choice or by the advice of my counselor/concurrent coordinator that I am responsible to reimburse the school any fees that have been paid on my behalf.

Student INITIAL_____

Parent INITIAL_____

I further understand that my counselor/concurrent coordinator can require that I drop a course that I am failing and place me in an on campus high school course that is in line with my high school graduation plan.

Student INITIAL_____

Parent INITIAL_____

I understand that by taking a concurrent course that I am considered a college student by my college/university. As such I understand that Duncan High School cannot and will not intervene with my college/university on my behalf.

Student INITIAL_____

Parent INITIAL_____

I understand that I am still a high school student and must check my email daily and meet with Mrs. Kinnaird once per week and/or at the counselor's/concurrent coordinator request to review my concurrent grade. I must also adhere to all rules/policies/procedures set forth by Duncan Public Schools. As such I will allow my high school counselor/concurrent coordinator to view my concurrent grading assignments.

Student INITIAL_____

Parent INITIAL_____

I understand that any grade assigned by my college/university WILL appear on my high school transcript. I understand that Duncan High School has no authority to alter any concurrent grade or to choose not to post a grade assigned by my concurrent institution.

Student INITIAL_____

Parent INITIAL_____

I understand that if I become in danger of failing my concurrent course(s) my counselor/concurrent coordinator has the authority to require me to drop the course at my expense and place me in an equivalent course at Duncan High School.

Student INITIAL_____

Parent INITIAL_____

Finally, I understand that failure to comply with this contract will result in me no longer being able to participate in the Duncan High School concurrent program during my enrollment.

Student INITIAL_____

Parent INITIAL_____

Senior students **MUST** have a completed FAFSA (Free Application for Federal Student Aid) by February 1, 2027.

Student INITIAL_____

Parent INITIAL_____

Student Signature and Date_____

Parent/Guardian Signature and Date_____

**For office use only.

Date submitted: _____

Concurrent Coordinator Signature_____

Counselor Signature_____

Duncan Public Schools Virtual Education Handbook

What is Virtual Learning

Virtual learning is an alternative to traditional in-person instruction. Students enrolled in virtual learning complete coursework from home, aligned with the Oklahoma Academic Standards (OAS) and approved by the Oklahoma State Department of Education.

Success in virtual learning requires a high level of personal responsibility and self-motivation, as the program is designed for independent learners who need minimal daily guidance.

Students are expected to log in and complete assignments daily, working toward completion of their courses by the designated target dates. All virtual coursework is delivered through Edgenuity, the online learning platform used by Duncan Public Schools. Duncan virtual students have access to core subject teachers during morning hours for academic support.

How to Apply for Virtual Learning

1. **Visit the Application Page**
    - Go to www.duncanps.org.
    - ~~Click on "Enrollment" and follow the instructions to locate the "DHS Virtual Learning Application."~~
    - On the main paige, in the black task bar locate and click on “Virtual Student Application.
    - Or click on “Enrollment Portal” and click on the box “Virtual Student Application.
    - ~~Or visit: https://www.duncanps.org/page/dps-online-enrollment~~
2. **Complete the Application**
    - Submit the application online.
    - A ~~parent or guardian's~~ parent/guradian email is required unless the student is an adult living independently.
3. **Schedule an Enrollment Meeting**
    - A high school representative will contact the parent/guardian ~~student~~ to schedule an in-person meeting.
    - Both the student and a parent/guardian must attend unless the student is an adult living independently.
    - ~~During the meeting, the student's transcript and progress toward graduation will be reviewed. The reasons for requesting virtual learning and the support plan will be discussed.~~
    - ~~A separate meeting with the grade-level counselor is also required to review testing and graduation requirements.~~
    - During the meeting the grade-level counselor, parent/guardian, student and the virtual director will discuss the student’s transcript, graduation progress and requirements as well as the reason(s) for requesting virtual learning and a support plan.
4. **IEP Consideration (if applicable)**
    - If the student receives special education services, a meeting with the educational advocate team is required to determine appropriate placement. Approval may be delayed due to this step.
5. **Approval Notification**
    - Students must follow their current schedule until official approval is granted.
    - Approval notifications will be delivered via phone, email, or during the in-person meeting, depending on the situation.

What Happens After Approval

Once a student is approved for virtual learning:

- Login information will be emailed to the student and guardian.
- Instructions for setting up the Parent Portal will be included.
- If a Chromebook is needed, visit the school site Library to complete the required paperwork.

Important Virtual Learning Dates

Summer

- Virtual Application Opens: ~~July 1, 2025~~ July 1, 2026

Fall Semester

- Last Day to Switch to Virtual: ~~September 18, 2025~~ September 18, 2026
- Virtual Course Completion Deadline: ~~December 17, 2025~~ December 11, 2026
- Spring Virtual Enrollment Window: ~~November 24, 2025 – January 23, 2026~~ November 20, 2026 – January 22, 2027

Spring Semester

- Last Day to Switch to Virtual: ~~January 23, 2026~~ January 22, 2027
- Virtual Course Completion Deadline: ~~May 11, 2026~~ May 10, 2027

Late Enrollment Policy: In the case of special circumstances requiring enrollment after the deadline, a meeting with the Virtual Learning Committee must be scheduled. The committee's decision is final.

Committee Members Include: *Virtual Director, *Site Principal, *Grade-Level Counselor, *Teacher(s), and *Special Services Representative (if applicable).

Virtual Teacher Contact Information

If students need subject-specific assistance, they should contact the ~~appropriate virtual teacher~~Virtual Director. Teachers are available for Google Meet sessions during their scheduled support hours. ~~A schedule will be provided upon approval, with a list of teacher names and contact information.~~ The virtual director will assist in setting up the Google Meet session.

Virtual Guardian Responsibilities

Guardians of students enrolled in virtual learning are expected to support student success by following these guidelines:

Maintain Communication: Stay in regular contact with teachers and administrators regarding student progress, attendance, testing, and other educational matters.

Be Compliant: Meet with the grade-level counselor before beginning virtual coursework. Ensure the student attends all required in-person events (e.g., state testing, ACT, ICAP, CPR certification, graduation, photo days). Virtual students must follow all Duncan Public Schools policies.

Monitor Communication Tools: Check email and the Rooms app regularly. Email is the school's primary method of communication for virtual students. Students and guardians should check their accounts daily.

Ensure Internet Access: Provide a reliable internet connection. Set up the Edgenuity Parent Portal upon approval to monitor progress and grades. The access code will be included in the setup email. For assistance:
~~https://help.imagineedgenuity.com/hc/en-us/articles/360043421893-Enabling-the-Family-Portal-Access-~~https://help.imagineedgenuity.com/hc/en-us/articles/360042912494-Family-Portal-Activating-and-accessing-the-Family-Portal

Support Student Engagement: Encourage daily logins and monitor course completion. Call the school to report absences when necessary. Support decisions made regarding academic plans and discipline.

Virtual Student Responsibilities Contract

Failure to follow the expectations outlined below may result in removal from the virtual learning program and/or a return to in-person instruction.

Progress and Attendance: Students must make consistent progress and complete coursework each school day. Logging in without *completing assignments* may result in an absence. Refusal to work is considered insubordination and may lead to disciplinary action.

Course Guide: Follow the Edgenuity Course Map to remain on pace. Instructional guide: https://help.imagineedgenuity.com/hc/en-us/articles/10389043480087-EdgeEX-Using-the-Course-Map-in-the-Student-Learning-Experience

Communication: Check DPS Gmail and Rooms daily. Failure to check email may result in missed deadlines and academic consequences.

Testing Attendance: Attendance is mandatory for all required testing events. Details will be emailed. Students are responsible for checking emails and attending on assigned days.

Counselor Contacts:

- Grades 6–8: Matt Middick, matt.middick@duncanps.org & ~~Bubba Clark~~ Amy Armstrong, amy.armstrong@duncanps.org
- ~~9th Grade (A–I), 12th Grade: Rachel Terry – rachel.terry@duncanps.org~~
- ~~9th Grade (J–Q), 11th Grade: Sherry McGhghy – sherry.meghghy@duncanps.org~~
- ~~9th Grade (R–Z), 10th Grade: Delaney Odell – delaney.odell@duncanps.org~~
- 9th Grade: Cherity Carter - cherity.carter@duncanps.org
- 10th Grade (A-K), 12th Grade: Rachel Terry - rachel.terry@duncanps.org
- 10th Grade (L-Z), 11th Grade: Delaney O'Dell - delaney.odell@duncanps.org

Academic Integrity: ~~All submitted work must be original. Plagiarism or use of AI-generated responses will result in a grade of zero and possible disciplinary action. Repeated offenses may result in removal from the program.~~ All work submitted must be the student's own. Plagiarism, the unauthorized use of AI tools, sharing login credentials, or using external cheating websites will result in immediate disciplinary action and potential removal from the program.

School Policies: All Duncan Public Schools rules and procedures apply to virtual students.

~~Virtual Student Login~~

~~To access Edgenuity:~~

- ~~Visit: https://learn.edgenuity.com/student~~
- ~~Username: Full school email address (e.g., jane.doe@duncanps.org)~~
- ~~Password: duncandemons~~
- ~~If you have any questions, contact the Virtual Coordinator.~~

Virtual Attendance ~~Contract~~

~~Students must log in and complete work daily. If unable to do so, a parent/guardian must call the Virtual Coordinator at (580) 943-6025 within five business days. If the absence is excused, course due dates may be adjusted~~.

*Students must log in daily and complete assigned work. If unable to do so, a parent/guardian must call the Virtual Director and explain the reason for not completing daily work.

Documentation is encouraged for the following absences:

- Doctor visits
- Counseling appointments
- Maternity/Paternity Absence**:** (A plan will be developed in advance with the advisory committee. Fathers may be granted one week of leave, with additional time considered upon request.)

*Students with six or more absences in one semester may be required to meet with the Virtual Advisory Committee to determine continued eligibility.

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

~~Examples of excused absences:~~

~~**Illness:** Parent/guardian must call the Main office of their student's school site. A doctor's note may be required.~~

~~**Unavoidable Absences:** Includes medical appointments (with documentation), court dates, family emergencies, and school activities.~~

~~**Maternity/Paternity Leave:** Requires medical documentation. A plan will be developed in advance with the advisory committee. Fathers may be granted one week of leave, with additional time considered upon request.~~

~~More details are available in the Student Handbook: https://www.duncanps.org/page/2024-student-handbook~~

~~**Semester Exams(high school students only):** All high school virtual students are required to take semester exams in Edgenuity. Virtual students will follow the same semester test exemption criteria as in-person students, as stated in the Duncan High School Handbook.~~

Virtual Grading Policy

Courses must be 100% completed by the assigned semester deadline. ~~If not completed,~~ The Relative Grade (which includes zeros for incomplete assignments) will be recorded on the transcript as the final grade. The course may then need to be repeated virtually or taken in person. Seniors should remain aware of earlier deadlines for the virtual program.~~due to graduation and post-secondary requirements. All students must complete the comprehensive semester exam in Edgenuity upon course completion.~~

Virtual FAQs

What do I do if I need a test or quiz unlocked? ~~Teachers must review prior work before unlocking tests or quizzes. Unlocks will occur on the next school day.~~ A review of prior work may occur before unlocking tests or quizzes. Unlocks will occur on the next school day.

How much work should I complete each day? Follow the daily assignments listed in the Course Map in Edgenuity.

What happens if I fall behind? Students must complete additional work to catch up. The only way to return to on-pace status is to complete more than the daily minimum.

How long should I work each day? The required time varies depending on the student and the assignments. Students who minimize idle time and remain focused may finish in a few hours.

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

What should I include when contacting the Virtual Director? Include the course name, semester (A or B), the date of assignment, quiz or test and specific topic or section. This allows for a more efficient response.

Virtual Glossary

Relative Grade – The grade a student would earn if they stopped working in the course on a particular day. This grade includes zeros for incomplete work. This is the final grade that is recorded in Infinite Campus at the end of the each semester.

Actual Grade – ~~A grade adjusted for progress. It reflects how far behind the student is compared to the expected schedule.~~ The grade adjusts for progress. It reflects how far behind or ahead the student is compared to the expected schedule. This grade is used by the Virtual Director to evaluate the student's standing and performance in the course.

Overall Grade – ~~The grade is based on completed work. This is the final grade recorded upon completion of the course~~. The grade based on a student's completed work only.

Start Date – ~~The date the student begins coursework~~ The date the student is enrolled in virtual courses.

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

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

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

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

Duncan Public Schools Alternative Education Academy Handbook

The ~~E.D.G.E.~~ Alternative Education Academy is designed to help students achieve their graduation goals in an alternative setting to that of the traditional classroom. This setting allows students to work toward course completion at a pacing that is tailored to their educational needs. Additionally, students receive life-skills training and participate in activities designed to help them form healthy relationships with peers, family, and professionals in the community.

Enrollment ~~at the E.D.G.E.~~ is limited to students who have been recommended by administrators or counselors who believe a student will be successful in this environment. Students and Guardians may request consideration for alternative education by making an appointment with their grade-level counselors to discuss admission to the program.

Enrollment ~~in the E.D.G.E.~~ is only possible for students enrolled in Duncan Public Schools.

Schedule

~~Students enrolled in alternative education programs in Oklahoma are required by law to attend school for 3.5 hours per day.. E.D.G.E. students will be required to attend school each day from 7:50-10:56.~~

Start time is 7:45 am and end time is 3:11 pm.

The first half of the school day will focus on the core curriculum. The second half of the school day, alternative education students are required to participate in one of the following curriculum paths: work release, RRTC, concurrent enrollment, or remain on campus to work in Edgenuity. Pending administrative approval, students may enroll in courses/programs on campus to meet their educational needs.

Attendance/Absences

Attendance should be a top priority. ~~for E.D.G.E. students.~~ Your enrollment ~~at the E.D.G.E~~ may be terminated if you do not comply with the attendance policy.

A phone call from a parent/guardian is required for each absence. If a student reaches 6 absences in a semester (18 weeks), the student and parents/guardians may be required to meet with the ~~E.D.G.E.~~ Alternative Education Academy Advisory Committee to discuss the student's continued placement in the alternative program. Committee members include: *Alternative Education Director, *Site Principal, *Grade-Level Counselor, *Alternative Education Lead Teacher, and *Special Services representative (if applicable).

If a student misses school because of illness, a parent/guardian must call the main office at 580-255-0700. A doctor's note may be required. This policy applies to absences taken for family/child illnesses as well.

Students should not miss school for work commitments. School schedules are set by our district calendar and by our scheduled periods. All time committed to work should be arranged around required school attendance.

Academic Progress

Progress is individualized for each student at the ~~E.D.G.E.~~ Alternative Education Academy; therefore, your progress contract may be different from other students. Your progress contract is based on your current number of credits and your grade-level classification. If students do not meet their progress goals, parents/guardians and the student will be called in to discuss a new plan. If progress goals continue to be ignored, students will be dismissed from the ~~E.D.G.E.~~ program.

Transportation

Students who wish to attend the ~~E.D.G.E.~~ Academy and require transportation to the school ~~will need to~~ must call the Transportation Office. The telephone number for transportation is (580) 252- 3496. Riding a bus is a privilege. Disciplinary problems while riding the bus can lead to a student's temporary or permanent removal from the bus.

Cafeteria/Food & Drinks

All alternative students will be given time to pick up breakfast and lunch from the cafeteria. We walk to the cafeteria as a group, collect our trays, and walk back to the West Building.

Students may bring sealed drinks and snacks ~~to the E.D.G.E. Academy~~ to have during breaks. No food deliveries will be allowed. Students are not allowed to bring in drinks in cups/glasses that are not sealed.

Dress Code

The Duncan High School dress code will be followed. ~~at the E.D.G.E. Academy.~~ Students are to be dressed appropriately for the school day. Students who are cold natured should bring a jacket to regulate their comfort, as blankets are not allowed on campus.

Graduation

All seniors who complete the required credits are eligible to participate in Duncan High School's graduation ceremony and senior activities, provided they are in good standing. It is the student's responsibility to be aware of and available for senior events in which they would like to participate. Information regarding graduation and senior events will be shared by counselors and senior sponsors, so make sure to check all outlets Duncan High School uses to share information (email, ThrillShare, Facebook, and the DPS website).

Medication

Students who need medication during school hours MUST submit medications to the nurse and follow all district policies regarding medication. No staff member is allowed to provide medication to students. Students are also not allowed to have medication on their person; all medication (prescription or otherwise) will be distributed through the nurse's office.

Behavior

All students ~~enrolled at the~~ must comply with the following behavior guidelines. If students do not comply with these guidelines, their enrollment in the alternative education program may be terminated.

Students are to be engaged in coursework while in the classroom. They are not to talk excessively, be in and out of the classrooms repeatedly, or create disturbances in the classroom.

Disrespectful behavior is not allowed. A primary goal of the ~~E.D.G.E.~~ staff is to treat students fairly and with respect; as a result, we expect the same from our students. Disrespect includes, but is not limited to: sleeping in class, refusing to work, using profanity, taunting students, and arguing with faculty or students.

Students are expected to follow all behavior expectations of Duncan High School and Duncan Public Schools. Students who do not follow the expected behavior guidelines will be subject to ~~punishment~~ consequences as outlined ~~on~~ in the Duncan High School Discipline Matrix.

Electronic Devices

**See DHS handbook for full policy.

Parking

Students who drive to school are required to purchase a parking decal from the main office and park in the appropriate spaces each day.

Visitors

Visitors are not permitted on campus. If there is a need for a visitor to be on campus, prior approval from administration is required and the visitor must check in through the Main Office.

Campus Security

The ~~E.D.G.E.~~ Alternative Education Academy is a closed campus, meaning once students check in for the day, they must remain in the West building until the conclusion of the day. Students will not be permitted to leave campus for any reason without being checked out by a parent/guardian. Call 580-255-0700 to speak to the staff if you need to pick up your student.

District Expectations

The Duncan Public Schools district rules and policies apply to the ~~E.D.G.E.~~ Alternative Education Academy just as they apply to all schools in the district.

2026-2027

STUDENT HANDBOOK

Duncan Middle School

WWW.DUNCANPS.ORG

580-470-8106

1601 CHISHOLM TRAIL PKWY

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Welcome

Welcome to Duncan Middle School. We are glad you are here! This student handbook will help students and families understand the policies and procedures at Duncan Middle School. Please read over the handbook and use it to answer questions about our school.

Duncan Middle School is committed to providing a nurturing environment where every student can thrive academically, socially and emotionally. Our dedicated faculty and staff are here to support every learner's growth and development both inside and outside the classroom.

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

Remember, everyday matters,

Cassie Berthold, Principal

Amie Moore, Assistant Principal

Tom Brack, Assistant Principal

Student Handbook

This handbook has been prepared to help you and your parents become better acquainted with our school. It is our desire that you use this handbook to live up to the high ideals and standards of DMS.

It is hoped that the handbook will be studied carefully by students and parents so they may understand the policies and procedures of Duncan Middle School. Many of the policies set down are governed by state law or are directives of the Oklahoma State Board of Education. Many are Duncan Board of Education policies; some are customs or traditions and may be amended as the need arises. We seek to provide opportunities for our students to succeed in a safe learning environment.

DMS Mission Statement

We, the students and staff at DMS, strive to cultivate excellence and accountability in every student to prepare them for the twenty-first century.

DPS Mission Statement

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

DPS Core Beliefs

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

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

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

Non-discrimination Statement

Duncan Public Schools, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and other federal law and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. If anyone has a question about possible civil rights violations or a civil rights grievance, s/he should contact the District Executive Director of Special Services at 580-255-0686.

DPS 26-27 School Calendar

Board Approved Feb. 10, 2026

School Calendar 2026 - 2027

2026

July

S	M	T	W	T	F	S
			1	2	3	4 X
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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30	31					

September

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October

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November

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December

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27	28	29	30	31		

◆ First Day of School .....Aug. 13
Last Day of School .....May 20

X National Holidays
Independence Day .... July 4
Labor Day.... Sept. 7 (No School)
Memorial Day ..... May 31

Holidays
Fall Break……..……..,Oct. 16-19
Thanksgiving ..... ……..,Nov. 23-27
Christmas……..,.Dec. 18-Jan. 1
Martin Luther King Jr. Day…Jan. 18
Presidents' Day……..Feb. 15
Spring Break……..March 15-19

△ Non-Instructional Days
P/T Conference evenings of:
Oct. 12-13 & March 8-9
No School
October…..15
March……12

Staff Professional Days/ No School
August…….7, 10-11
October……20
January……4

Inclement Weather Days/ No School
April ……...16, 23, 30
May…….7, 14

★ Staff Work Day
August ……12
May……..21

⬡ Collaboration Days/ No School
November ……...20
February……...12

Attendance Data
1st Sem. Ends Dec. 18 = 81 days
2nd Sem. Ends May 20 = 85 days

Total Days Taught	166 days
Work Day	2 days
Professional Days	5 days
Collaboration Days	2 days
Total Days	**175 days**

An Ongoing Tradition of Excellence

For further information, call 580-255-0686
www.duncanps.org

2027

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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31						

February

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28						

March

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April

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May

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30	31 X					

June

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27	28	29	30			

DMS Administration

Cassie Berthold	Principal
Amie Moore	Assistant Principal
Tom Brack	Assistant Principal

District Administration

District Administration

Dr. Channa Byerly	Superintendent of Schools
~~Merry Stone~~	~~Assistant Superintendent~~
Kim Ellis	Assistant Superintendent
Allison Lovett	Executive Director of Operations
Jessica Clayton	Executive Director of Special Services
Becky Barnes	Child Nutrition Director
Kade Golleher	Transportation Director
Ben Garland	Maintenance Director
Charla Grimes	Data Systems Coordinator
~~Brennon Albertson~~	~~Supervisor Technical Services~~
Bill Adams	Technology Supervisor

Board of Education

Eric Davis	President
Krista Lolar	Vice President
Carl Buckholts	Member
Misty Burch	Member
Greg Neal	Member
Dr. Channa Byerly	Superintendent of Schools
Kelly Henderson	Board Clerk

Building Hours

7:10 a.m. - Doors open
7:15 a.m. - Office and cafeteria open-limited hall access
3:30 p.m. - Office closes (office closes at 3:20 pm on Friday)
3:30 p.m. - Doors locked

Absence Reporting and Make-Up Work

Parents are to call 580-470-8106 to report an absence and request make-up work on the day of the student's absence by 10:30 a.m. A student shall have the number of days that he/she was absent to hand in work for credit. The make-up period shall begin the day the student returns to school. (E.g.3 days of absence is allowed 3 days turn in make-up work). The time limit will remain in effect unless an agreement is reached between the student and the teacher assigning the work.

Requesting make-up work for an absence or absences shall be the responsibility of the student/parent. If a student/parent does not request his/her work, a grade will be recorded as if the student received the work and did not complete it.

Make up work for students missing only one day will be provided by the teachers the day the student returns to school.

After School Detention

After school detention is assigned by the Duncan Middle school administration. It is held Monday through Thursday from 3:00 to 3:50. After school detention is a study hall atmosphere therefore no talking or socializing is allowed. School work must be brought to after school detention in order to make the best use of the student's time. Students are responsible for their own transportation home.

Asbestos Hazard Emergency Response Act

Notification to Parents, Teachers, Employees: The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 211 E. Beech and/or each campus, upon request.

Attendance Policy

Absences

Parents are responsible for ensuring that their student attends school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching students the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Students are expected to be in school a minimum of **ninety percent (90%)** of the time.

This year students should be in school and receive instruction for 166 days. 90 percent of this is 150 days. This allows the student to miss up to 16 days during the year/8 days per semester. (See policy below on absences and receiving credit.) The following steps assist in accomplishing this goal.

1. It is the responsibility of the student's parent/guardian/legal custodian to call the attendance office regarding the reason for the absence.
2. Contact must be made to the office within **5** days of the absence or the absence will remain unexcused.
3. If a student has three unexcused absences, a school official will contact the child's home.
4. In accordance with Oklahoma School Law (Section 232), when a child is truant four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the school shall report such absences to the City of Duncan (Ordinance 1701-which could result in a fine) and then could be handed over to the Stephens County district attorney. *The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statues.*

(70-10-106).

Examples of Excused Absences

1. Medical/Dental appointments with verification from a medical professional indicating the day of the absence.
2. Legal matters with documentation.
3. Death of immediate family- Immediate family shall be defined as, spouse, children, step-children, parents, brothers, sisters, grandparents, spouse's parents and grandparents, brothers-in-law and sisters-in-law, nieces and nephews, aunts and uncles, and spouses of members of said immediate family.
4. Observance of holidays required by a student's religious affiliation.
5. Extenuating circumstances determined by the principal to be an excused absence. These absences must be approved through the principal.

Absence and Removal from Attendance Roll

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

Truancy

Truancy is defined as any absence from school or school activities lasting one or more days or parts of any school day without a valid excuse or without permission of the parent, guardian, or school official. Any student who stays out or leaves school, or any school activity without a valid excuse or permission shall be deemed truant.

Attendance Policy (State)

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

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

This rule shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or if no such physician is available, a duly licensed and practicing physician;

2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;

3. Any such child who has attained his or her sixteenth (16) birthday is excused from attending school by written, joint agreement between:

   a. the school administrator of the school district where the child attends school, and
   b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or

4. If any such child is excused pursuant to subsection C of this section.
   c. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.
   d. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine not less than Five Dollars ($5.00) and no more than Twenty-five dollars ($25.00) for the first offense, and not less than Twenty-five Dollars ($25.00) and no more than One Hundred Dollars ($100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

State Attendance / Truancy Policy

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

Chronic Absenteeism

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

Absence and Removal from Attendance Roll

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

Behavior Expectations

Classroom:

- Respect your classmates
- Be on time
- Respect the teacher's authority
- Respect school property and the property of others.
- Follow instructions
- Be ready to learn
- Work quietly not distracting others
- Bring required materials
- Keep a clean work area
- Take pride in your work
- Stay engaged and on task
- Always give your best effort

Hallways:

- Watch where you are going
- Respect others personal space
- Use conversational voice
- Say "excuse me" when appropriate
- Get to class as soon as possible
- Report any problems to teachers
- Walk on the right side of the hallway
- Walk directly to your destination
- Keep your hands and feet to yourself

Cafeteria:

- Say "Please and "Thank you"
- Use a conversational voice
- Go to the end of the line and wait your turn
- Use proper table manners

- Pick one seat and stay there
- Eat your own food
- Drink your own drink
- Keep your hands off other student's food and drinks
- Keep food on your tray and at the table
- Leave milk in your carton
- Throw away your trash
- Put away your tray
- Clean up the area where you eat

Restroom:

- Take no longer than 4 minutes
- Quietly wait your turn
- Respect property
- Go between classes or at lunch time
- Use good manners
- Report any problems to a teacher
- Practice good hygiene
- Keep bathroom stalls clean and damage free

Office Area

- Be respectful and wait your turn
- Use a conversational voice
- Have a pleasant attitude toward the office staff
- Say "Please" and "Thank you"
- Follow instructions
- Sit quietly if you are waiting
- Ask permission before using the phone
- Walk to the office by using the most direct route

Bus

- Be on time
- Use a conversational voice
- Thank the bus driver
- Contribute to a safe bus ride
- Stay seated
- Follow the driver's instructions
- Get on and off at your stop only
- Keep your feet off the seats and out of the aisle
- Keep your hands to yourself and inside the bus

Assemblies:

- Be appreciative and respectful of those making presentations or performances

- Use good manners and be polite

Bell Schedule

Doors to the school will open at 7:10 am.

6th Grade Bell Schedule First Bell Rings at 7:55	7th Grade Bell Schedule First Bell Rings at 7:55	8th Grade Bell Schedule First Bell Rings at 7:55
1st Hour 8:00 - 8:49	1st Hour 8:00 - 8:49	1st Hour 8:00 - 8:49
2nd Hour 8:53 - 9:41	2nd Hour 8:53 - 9:41	2nd Hour 8:53 - 9:41
Advisory 9:45 - 10:10	Advisory 9:45 - 10:10	Advisory 9:45 - 10:10
3rd Hour 10:14 - 11:02	3rd Hour 10:14 - 11:02	3rd Hour 10:14 - 11:02
Lunch 11:02 - 11:32	4th Hour 11:06 - 11:54	4th Hour 11:06 - 11:54
4th Hour 11:36 - 12:24	Lunch 11:54 - 12:24	5th Hour 11:58 -12:46
5th Hour 12:28 - 1:16	5th Hour 12:28 - 1:16	Lunch 12:46 - 1:16
6th Hour 1:20 - 2:08	6th Hour 1:20 - 2:08	6th Hour 1:20 - 2:08
7th Hour 2:12 - 3:00	7th Hour 2:12 - 3:00	7th Hour 2:12 - 3:00

Bicycles

A parking area is provided for bicycles of students. Park the bicycle when you arrive and clear the bicycle area. It is advisable that students lock their bicycles. Duncan Middle School assumes no responsibility for stolen items.

Bullying

HARASSMENT/INTIMIDATION/BULLYING:

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.
As used in these regulations, the following terms shall be defined as follows:

- "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic

communication,or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

- "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;

- "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;

- "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and

- "Threatening Behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

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

- For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;
- In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the entry of the student into the student population;

- Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

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

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

Bus Information

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

Cafeteria

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

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

- Depositing lunch litter in wastebaskets.
- Returning all trays and utensils to the dishwasher area.
- Leaving the table and floor around you in a clean condition for others.

All DMS students will receive a free lunch and free breakfast for the 2026-27 school year. This will include milk and juice at breakfast and milk at lunch.

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

All students are still required to fill out a Household Survey Form at the beginning of the school year.

Change of Address

Please inform the counselor or the main office when you have a change of address, phone number, or other permanent enrollment information.

Chromebook Usage and Behavior Expectations

Using the Chromebook at School:

- If a student does not bring his/her Chromebook to school they will be allowed to contact a parent or guardian to bring the Chromebook to him/her. If no one is available the student will be without a device for the day. Classroom policy will determine consequences for not bringing required tools.
- Chromebooks should be charged each night. The battery will allow a student to work the school day without needing to plug in. There are limited charging stations available in each room, you cannot be sure one will be available.
- Inappropriate media may not be used as backgrounds, themes or screensavers. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Students may use headphones with teacher permission. Students should bring their own headphones for sanitary reasons.
- Do not share log-ins, passwords or other protected material with other students. The name on the account will be the person responsible for all activity that is connected to that account.
- Chromebooks should never be left unattended. It is recommended that students lock their Chromebooks in a locker when not in use.

Using the Chromebook at Home:

- Students must have the written permission of their parent or guardian and Duncan Public Schools Protection Fund Premium turned in prior to being able to take their Chromebook home.
- When at home, the Chromebook should always be used in a common family location (i.e., kitchen, living room, dining room). When the Chromebook is at home, supervision is the responsibility of the parent, but chromebook usage will continue to be monitored by the DPS technology monitoring system.

Duncan Public Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. The chromebook usage will continue to be monitored by the district's technology monitoring system.

Clinic Card - Administration of Medications

In order for your child to receive any type of medical treatment, a clinic card must be completed. If a student participates in extracurricular activities, a card must be completed for each of the activities. In order for your child to receive prescription or non-prescription medication, the medication must be brought to the office in the original bottle.

Parental authorization to administer medicine and physician's order forms must be completed.

We urge you to complete these forms in the office as soon as possible. Students in possession of drugs outside of the above policy will be disciplined appropriately.

Clubs

- **Science Club** works on many environmental projects, but the main goal is to help students see that science can be fun..
- **Student Council** is an organization that maintains communication between students and administration. Students are elected to these offices.
- **Yearbook and Newspaper** are for students interested in the publishing field. Students must be enrolled in the class to participate.
- **TSA** is an extension of the STEM program at DMS. Students interested in robotics should contact Mrs. Lawler.
- **Academic Team** is a group that actively competes during the academic season against other groups.

Other clubs may be added as interest dictates and approval has been granted.

Communication

Parental communication with teachers is an essential element to student success. E-mail, telephone conferences, Rooms app and team meetings are all ways to communicate with your child's teachers. We highly encourage open and frequent communication between teachers and parents to address any questions or concerns. The campus parent portal which is accessible via the internet allows students and parents to access up to date grades and attendance records online. For information about the campus parent portal contact the main office at Duncan Middle School or log onto the Duncan Public Schools website at www.duncanps.org Information can be found by clicking on the tab Parents.

Discipline

The forms of discipline to be used at DMS will include but are not limited to: teacher's detention, lunch detention, after school detention, ISI, and out of school suspension.

Discipline Policy

The discipline and control of students will be administered in accordance with the Duncan Board of Education Policies and Procedures Manual and the DMS discipline matrix found on the last pages of this handbook. For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6027.

DMS Cafeteria Behavior

To prevent any disturbances in the cafeteria, students should follow these rules:

- Students should be seated in chairs; no sitting on the tables.
- Noise level should be moderate.
- No excessive moving around.
- Those eating breakfast should sit in the eating area provided.
- Students line up in a single file line to expedite the serving of food.
- Students are to keep their hands off other student's food and drink.
- Put up trays, eating utensils, and trash in the area provided; push chairs up to the tables.

- Students will check with the teacher on duty when leaving the commons area.
- No cutting in the serving lines. It is disrespectful to others and will not be tolerated.
- Throwing food or any other object will not be tolerated.
- No loitering around or in the restrooms.
- Food is not to be taken out of the cafeteria area.
- Violation of any of the above rules could result in immediate placement in lunch detention or other disciplinary action

DMS Enrichment

Students identified as gifted or accelerated learners are invited to participate in the DMS enrichment program. Enrichment activities are designed to challenge students and to foster a generation of literate and productive individuals. Teachers integrate special activities into the regular curriculum and keep a portfolio of each student's enrichment activities.

DMS Promotion Requirements 2026-2027 School Year

Duncan Middle School is proud to offer challenging, engaging, and rewarding courses to our students. It is our belief that students must be masters of content especially in core classes in order to have the necessary skills to be successful in the next grade. Any student failing three classes for the Spring semester or 4 classes total for the year may be considered for retention.

6th Grade Promotion Requirements

6th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	7th ELA
Social Studies	60%, D or above in regular course work.	7th Geography
Math or Honors Math	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	7th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

7th Grade Promotion Requirements

7th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	8th ELA

Social Studies	60%, D or above in regular course work.	8th US History
7th Math, Pre-Algebra	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	8th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

8th Grade Promotion Requirements

8th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	HS English 1
US History	60%, D or above in regular course work.	HS History
Pre-Algebra, Algebra I	60%, D or above	Pre-Algebra, Algebra 1, Geometry, or Algebra 2
Science	60%, D or above in regular course work.	Physical Science or Biology 1
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

Dress Code

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

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
- No exposed undergarments will be allowed.
- Midriff should not be exposed.
- Tops must have 2 inch straps (no spaghetti straps).

- Bike shorts and boxer shorts are not allowed.
- Shirts that are, or resemble lingerie, and shirts with large armholes are not permitted.
- Sagging pants will not be permitted. Pants must be worn around the waist on or above the hip.
- No pajama bottoms (unless the school has a pajama day)
- Competing students will comply with the dress code rules of their respective coaches and program directors, both during competition and the school day, at the discretion of the coach or program director.
- The wearing of hats, caps, hoods, bandanas, or non-religious head coverings will not be permitted inside any campus building.
- Sunglasses may not be worn to cover the student's eyes while inside the school.
- Metal combs, chains, heavy metal belts, spiked/studded clothing or jewelry, or other paraphernalia which could be used as a weapon should not be carried or worn to school.
- Shoes are required. House slippers are not to be worn to school.
- Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

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

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

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

- An office referral will be completed by the reporting staff member, and the student will be sent to administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school
- Students will be called from ISI to change into appropriate clothing and released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

Edgenuity

Students may complete online courses through the Edgenuity online learning program. Students are required to use a school Chromebook providing the school agreement is completed and fee paid. Students must score 60% or higher for the course to count as completed. The leadership team including the building principal determine qualifying students. Not all students will qualify for Edgenuity.

Electronic Devices

There is a telephone in the administrative office to aid students in making necessary calls. Students must receive permission from a building principal before using the phone. All calls made by students should be brief. Good manners and courtesy should be practiced. Students shall obtain permission from the office personnel before making any calls.

Student use of electronic devices is not permitted at Duncan Middle School from 7:10 AM to 3:00 PM. Electronic devices include but are not limited to cell phones, smart watches, AI/smart glasses, gaming devices, earbuds, headphones and Ipads or tablets. **All students' electronic devices are to be turned off and placed in their locker prior to the beginning of the school day.** Student electronic devices may be used at the conclusion of the school day. Students using electronic devices during the school day may have their electronic device confiscated by the DMS faculty. Confiscated electronic devices may be picked up by the parent. Student use of electronic devices may result in disciplinary action at administrator's discretion. Duncan Middle School is not responsible for lost, damaged, or stolen electronic devices. Academic exceptions can be made by teachers and administrators at their discretion.

Any student who knowingly takes, reproduces, or publishes an inappropriate picture or video of another student, teacher, or administrator shall be subject to disciplinary action.

Eligibility

Students must be passing all of their classes with a grade no lower than a "D" in order to participate in any extracurricular activity. Eligibility will be calculated weekly. If any student fails three or more classes for the semester, that student will be ruled ineligible for the first six weeks of the following semester. This is in accordance with OSSAA guidelines.

OSSAA Eligibility applies to virtual classes the same way in which it applies to traditional classes. Students must be making adequate progress in their courses to remain eligible for OSSAA sanctioned activities. If a student has not made adequate progress, he/she will have one week of probation to regain eligibility status. During this week, students who are on probation will be required to meet their designated progress goal to regain eligibility status. If they do not meet their progress goals, these students will be ineligible to participate in OSSAA activities.

All virtual students must make appropriate academic progress throughout the school year. Students will be assigned a required amount of work for completion each week. Student progress will be verified each Monday. Any student who is behind will be contacted and placed on probation for one week. If they do not get caught up by the following Monday, these students will be considered ineligible for participation in school athletic programs and activities.

Fire, Tornado, and Safe School Drills

In order to execute these drills with a minimum amount of time and avoid accidents, it will be necessary

for all to follow the instruction given by each teacher:

- Fire Alarm Signal: A fire truck siren sound
- All-clear Signal: Verbal by P. A.
- Tornado Alarm Signal: Verbal by P.A.
- All-clear Signal: Verbal by P.A.
- Safe School Drills: Verbal by P.A.
- All-clear Signal: Verbal by P.A.

Guidance Services

The counseling program at DMS is available to help students, parents, and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, information services, referral assistance to other programs, services in the community, and student testing.

Counselors are responsible for developing, scheduling, and evaluating services of the program. They are assisted by the school administration. Primary services are to provide direct assistance daily to students and teachers in the school, and to parents of the students. Resources for outside agencies are available upon request.

Grading Policy

Grades are assigned based on the following scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0 – 59%

Percentages are rounded to the nearest whole number.

Honor Roll

The Duncan Middle School Honor Roll is for the purpose of giving recognition to those students who have a 3.0 or above grade point average with no grade lower than a B.

The membership varies since the students' grades are averaged each nine weeks. A list of students maintaining the average is published by the news media.

Immunizations

Duncan Public Schools requires all students to have their immunizations as required by the State Department of Education. Exemptions will be made for medical and religious reasons only. Failure to obtain the proper immunization could result in the student(s) not being allowed to enroll at DMS. For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6000.

ISI – In School Intervention

Students may be placed in ISI for more serious offenses or when detention does not change unwanted behavior. Students in ISI will have the option of eating a school lunch or bringing a lunch from home. Students will not be allowed to have take-out food delivered to them by a parent or by other means while they are serving ISI. If the student cannot charge at the cafeteria, the cafeteria will provide an alternate meal. *Students serving ISI will be ineligible to compete in extracurricular activities during ISI placement. Participation may begin the following day after completion.*

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades six (6) through eight (8) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

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

The student shall report promptly at 7:50 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:00 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is readmitted to the general classroom.

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

Library Regulations

The library is open during regular school hours.

Library books are checked out for two weeks. If a book is kept past the date stamped inside the book, the student is charged five cents per day for every school day.

Lost or badly damaged books are the financial responsibility of the person who borrowed them. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

Lockers

The school provides lockers only as a convenience to students. All textbooks, library books, and supplies checked out to students are the student's responsibility.

Periodic inspection of lockers will be made by the teachers and/or principals.

The school will not be responsible for lost or stolen items. Be sure that shoes, book bags, and other personal belongings are marked with a permanent marker or other identifiable mark. Do not share the combination of your lock with anyone. Do not share your locker. Keep your locker locked at all times.

Lunch Detention

Lunch detention may be arranged by the teacher or the administration. Lunch detention will last for the entire thirty minutes of the student's lunch period. Lunch detention is a study hall atmosphere, therefore; no talking or socializing is allowed. Class work must be brought to lunch detention in order to make the best use of the student's time. Students may go through the cafeteria line or they may bring their lunch from home.

Medication

No medicine shall not be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

National Junior Honor Society

Members of the Duncan Middle School Chapter of the National Junior High School Honor Society are selected by the ability to maintain a 3.7 grade point average. Other criteria include citizenship, leadership, service, and character. To be eligible, a student must have attended at least one semester at Duncan Middle School.

The sixth, seventh and eighth grade students are selected after the end of the third nine week period. The grade selection considered for induction includes grades from the first semester and the third nine week period of the current year.

Being a member of this organization is one of the greatest honors a Duncan Middle School student may have bestowed upon him or her.

Oklahoma Junior Honor Society

Membership in the Oklahoma Junior Honor Society is a special honor given to the top ten percent of the student body each spring. The grades used for the eighth grade students are the second semester grades of their seventh grade year and the first semester grades of their eighth grade year. The grades used for the seventh grade students are the second semester grades of the sixth grade and first semester of the seventh grade. Sixth graders will use their first semester grades.

Out of School Suspension

Any student who is suspended out of school is prohibited from being on any Duncan Public Schools property at any time during their suspension (this includes any Duncan Public Schools property: elementary schools, DMS, high school, playgrounds, athletic fields, etc.) Students under suspension are not allowed to attend any school-sponsored activity. (Athletic events, dances etc.)

Perfect Attendance Award

In order for a student to receive a perfect attendance award, he/she must not miss more than 2 hours of class in a school year. School activities do not count against perfect attendance.

Remediation

All students at DMS will have remediation provided during the regular class period. Teachers will use common formative assessments to identify specific areas of student need throughout the year. Should your student show through assessment that they are struggling with a specific standard, remediation will be provided to deepen their knowledge and bring them on target to meet that standard.

Parents will be notified if students are not progressing toward mastery by phone, email, Parent Portal, or Rooms app. Parents are encouraged to assist the student in ensuring all homework is completed and turned in for a grade. Parents are also able to request a conference with the teacher should the need arise.

The staff of DMS are dedicated to making sure each child has the necessary skills to pass on to the next grade. When students work hard in class, take advantage of remediation, and complete assignments the chance of failing is slim to none.

School Dances

Students must maintain their eligibility in order to attend any school sponsored dance. Students who have been suspended or placed in in-school intervention at any time during the week of the dance are also not permitted to attend the event. Students must be present at school the day of the dance in order to attend. Any person not enrolled at Duncan Middle School will not be allowed to attend a school sponsored dance.

School Property/Textbook Care

Each student is expected to assume responsibility for the care of all school property. Students who damage or lose school property (Chromebooks, textbooks, locks, furniture, uniforms etc.) are responsible for paying for the damage or loss. Many of the textbooks at DMS are available online.

Sign-Out for Appointments/Events

Parents are to call 470-8106 if their child has a doctor, dentist, or orthodontist appointment. Parents will

pick up students in the main office and sign them out. **Photo ID is required for sign out.** Parents will also be required to sign their student(s) back in upon arrival at school following their appointment/event.

Duncan Middle School is a closed campus. A student may only leave with his or her parent/guardian or their designated contact. Students are required to be signed out in the office.

Student Searches

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

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property - without notice or reason.

Student Supports

Duncan Middle school is committed to the success of every student. Students needing extra help will be assigned an intervention/enrichment time. These sessions will focus on specific skills and objectives that will immediately impact student understanding. Several criteria will be used to evaluate the need for intervention including but not limited to OSTP test scores, benchmark tests, teacher assessments, student grades, etc.

Tardy Policy

There is a four minute period between classes. Students are tardy if they are not in their seats when class is scheduled to begin. If a student is detained by a teacher, counselor, administrator, or the nurse, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies will be referred to the Assistant Principal for discipline. Students will be assigned after school detention. More than 10 minutes late to a class is considered an absence. Additional information regarding our tardy policy can be found by referencing the DMS School Discipline Matrix which is part of the Student Handbook.

Teacher's Detention

The teacher's detention will be arranged by the teacher and at the teacher's discretion. This may be before or after school pending parental notification.

Visitors

Parents are always welcome and encouraged to come and talk with a student's teacher during the teacher's planning time. Please contact the office or teacher to set up an appointment.

Students from other schools, brothers and sisters, or other relatives are prohibited from visiting school without a parent.

For the safety of our students visitors must check with the principal's office after being buzzed in before entering the campus. It is required that visitors wear a Duncan Middle School guest badge. The principal's office is located by the front entrance of the building.

Withdrawal from School

The number for parent/guardian to call for your child's withdrawal from DMS is 580-470-8106. A withdrawal sheet may be secured from the administration office. All fines, uniforms, books, etc. must be returned to the teacher or must be paid for.

Virtual Learning Lab

VLL allows students who have been unsuccessful in mastering grade level ELA and/or Math skills an alternative opportunity to repeat the entire course. VLL is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. In order to be eligible for VLL, a student must have:

1. Completed the entire course and received a failing grade for the ELA/Math course.
2. Teachers, counselors, and administrators shall identify students appropriate for participation in the recovery program offered at the school, with the recommendation based on aptitude, motivation and need. The district shall establish an application process that requires parental consent.

Virtual Learning Lab - Academic Responsibilities/Expectations

Students who fail a core course in the fall semester may be placed in VLL in place of one or two of their spring electives. Every effort will be made to solidify enrollment in a VLL course within 10 days from the student's start date to avoid academic disruption and delay. Students will be required to complete lessons, tests, and quizzes on Edgenuity, the school's online curriculum program. The number, subjects, and topics of these lessons will be selected based on Oklahoma Academic Standards. Students who are on an IEP or a 504 will need their advisor present in the progress meeting to determine the modifications and accommodations required for the student.

Virtual Learning Lab Expectations

- **Email** - students will be expected to check email daily, as that is the primary mode of communication administration and staff have to reach students.
- **Progress** - Students will also be expected to make consistent progress in each course. Refusal to work is a form of insubordination and can be addressed with disciplinary action, especially if the refusal to work is a persistent problem.
- **Academic Courtesy/Etiquette -** Students will not be allowed to skip essays/short answer questions in Edgenuity. Additionally, they are not to answer questions in a rude or disrespectful tone. When contacting teachers for help with assignments, students are expected to communicate their needs in a respectful manner and provide complete information necessary for the teacher to provide assistance.
- **Plagiarism/Academic Dishonesty** - Plagiarism is taking someone else's work and passing it off as one's own; copying and pasting answers from the internet into Edgenuity is plagiarism. Academic dishonesty is cheating, allowing someone else to complete lessons, or any other act that is contrary to the academic process. Students who are caught plagiarizing or being academically dishonest will be expected to redo the work; if this is a continued and persistent

problem, the student will be brought into administration for disciplinary action and/or removal from the virtual program.

May I Request to Have My Student Retained if He/She Meets Promotion Requirements?

There are several reasons for students to repeat a grade without failing. We welcome you to discuss the needs of your students with us and work with our staff in making the appropriate decision for your student.

May I Socially Promote My Child Should He/She Not Pass?

You may choose to socially promote your child, but it is not recommended. The skills students acquire from each course they take build upon each other from year to year. Students who do not pass the course risk not having the necessary skills to successfully complete the next sequential course.

Should you choose to socially promote your child, you, as the parent/guardian, take on the responsibility for your child's skill or lack thereof. We, as the educational experts, will give your student the maximum amount of support possible. We do ask, however, that you realize your student will start from a deficiency in his/her learning that will require the utmost effort on you and your student's part in order for them to be successful. The next grade level teacher most likely ***will not*** have adequate time to fill in all gaps in your child's learning. By socially promoting, you are making the choice to send your student on without adequate skills. This should be considered with **extreme caution.**

DMS Discipline Matrix

DUNCAN PUBLIC SCHOOLS

SECONDARY SCHOOLS DISCIPLINE MATRIX (DMS)

Note: The administration of Duncan Middle School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.

BEHAVIOR	**CONSEQUENCES** *Highlighted consequences are teacher assigned.*				
Class I	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
1. Disruptive Behavior	Verbal Warning/Lunch Detention	1day After School Detention(DMS)	3 Days After School Detention (DMS)	Office Referral, See #9 *Defiance of Authority* 4th Offense	Office Referral, See #9 *Defiance of Authority* 5th Offense
2. Electronic Devices	Device stays in office until released to parent; 1 lunch detention(DMS)	Device stays in office until released to parent; 2 lunch detentions (DMS)	Device stays in office until released to parent; Up to 2 Days ISI; The device is not allowed to return to school.	Device confiscated until picked up by parent; See #9 *Defiance of Authority* 4th Offense	Device confiscated until picked up by parent; See #9 *Defiance of Authority* 5th Offense
3. Dress Code Violation *Students will conform to the dress code. Refusal will cause students to be sent home or spend the day in ISI. After the 1st referral, students will be assigned discipline for each infraction.*	Warning – Students will conform to the dress code.	2 ISI	3 ISI	4 ISI	5 ISI
4. Excessive Tardies – *Calculated Weekly Repeat Offenses – See Truancy*	4-5 per week 1 day ASD	6-7 per week, 2 days ASD	8 or more per week, 3 days ISI	9 plus-6 6 days ISI (principal discretion)	
5. Failure to Serve Detention	1 Chance for Make-Up and add another day.	1 ISI	2 ISI	3 ISI	5 ISI
6. Public Display of Affection	Verbal Warning	2 Lunch Detentions (DMS),	1 ISI	2 ISI	3 ISI
7. Failure to wear Student ID	Warning	1 ASD	2 days ASD	1 day ISI	3 days ISI
Minor Offenses	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
8. Defacing Property	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
9. Defiance of Authority	1 ASD	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS
10 – A. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes	3 OSS Seizure of Items Possible Ticket from DPD Complete and online prevention program.	6 OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	20 Days OSS Seizure of Items Possible Ticket from DPD	1 Semester OSS Seizure of Items Possible Ticket from DPD
11. Class Disruption (Teacher unable to teach)	1 ASD	2 to 3 ASD	1 ISI	3 ISI	6 ISI/ 3 OSS
12. Physical Altercation/NI	3 ASD	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
13. Cheating/Plagiarism	Possible 0%, 1 ASD	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
14. Throwing Objects	Verbal Warning	1-day Lunch Detention	2 Days Lunch Detention	1 day ISI	3 days ISI
15. Truancy	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10 ISI, Possible Truancy Citation	20 ISI Possible Truancy Citation

16. Theft	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
17. Lying/False Information, Withholding Information (Lying by omission)	3 ISI	6 ISI	3 OSS	6 Days OSS	10 Days OSS
18. Altering Records	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
19. Gang-Related Behavior	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
20. Inciting Drama: ***May include, but not limited to, gossip, spreading rumors, encouraging fighting, videoing a fight, or spreading false information.***	3 Days ISIt	6 Days ISI	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
21. Inappropriate Use of School Device	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
Major Category II	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
22. Physical Violence/Fighting	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
23. Bullying/Harassment	Administrative discretion	Administrative discretion	Administrative discretion	Administrative discretion	
24. Verbal Abuse-Name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others. **Verbal Assault/Threats-** Excessive Anger in a person who insults or verbally abuses another. *Principals will have discretion to determine the level of abuse, threat, or assault. The consequences listed may be altered if harsher punishment is warranted by the abuse/ assault/threat.*	3 days ISI Principal Discretion	6 days ISI Principal Discretion	3 days OSS Principal Discretion	6 days OSS Principal Discretion	10 days OSS Principal Discretion
25. Vandalism	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
26. Indecent Exposure	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
27. Gambling	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
28. Profanity/Gestures	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
29. Profanity/Gestures Directed at Staff	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
30. Blackmail/Forced Action	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
31. Immoral Conduct	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
32. Sexual Harassment	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
33. Possession/Distribution of Pornography	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
34. Non Non-consensual touching	10 Days OSS	20 Days OSS	30 Days OSS	1 Semester OSS	2 Semesters OSS
35. Intoxicants/Inhalants	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
36. Prescribed Medicine Violation	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
37. Failure to Comply with Metal Detector Search	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
38. Drug Paraphernalia	10 days OSS Possible Arrest	20 Days OSS, Possible Arrest	30 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
39. Threatening with a Replica Weapon	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS
40. Conduct of Extreme Nature	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion

Note on Category II Offenses:	*Repeated minor offenses may become a major offense at any time when less severe punishment has failed.*	*Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.*			
Major Category I					
1. Possession/Use of Alcohol/Drugs/Inhalants	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
2. Distribution/ Selling of Non-Controlled Substance (real or fake).	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
3. Assault and Battery	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
4. Licentious Behavior, Sexual Misconduct, or Lewdness	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Arrest by Law Enforcement
5. Violation of Criminal/Civil Law	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
6. Adjudication as a Delinquent (school property or functions)	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
7. Repeated Category 2 Offenses	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
8. Threats Directed at Staff: ***Threats can be verbal, in writing, through the use of electronics, or through social media. Threats do not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students, either verbally or electronically, will be considered a threat to staff. All students are directly responsible for the material posted on their social media outlets.*** ***Threats will be reviewed and categorized by the Threat Assessment Team.***	Level 1: low level, carrying a minimal risk to the victim. Up to 10 Days OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact	Level 2: threats that could possibly be affected but are not realistic. Up to 1 Full Semester OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact Possible Arrest	Level 3: poses a serious and imminent danger to others. Up to 2 Full Semesters OSS Mandatory Counseling at the expense of the parent. Law Enforcement Contact Possible Arrest		
8. Assault on a Staff Member: Physical Violence	Suspension for the rest of the current semester and the next consecutive semester	Move to virtual learning, remaining time at DMS			
9. Conduct of Extreme Character	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion

Weapon Free Schools	1st Offense	2nd Offense	3rd Offense
1. Possession of a Weapon Other Than a Firearm	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest	Up to 1 Year OSS, Possible Arrest	Superintendent's Discretion, Possible Arrest
2. Possession of a Firearm	1 Year OSS/ Move to virtual learning. Arrest by Law Enforcement	Superintendent's Discretion Arrest by Law Enforcement	

The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation where site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised July 2024.

Principals may, at their own discretion, reduce the prescribed punishment by up to half the value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.

Duncan High School is a bully-free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance with the Duncan Public School Board policies 6049 – 6051.

Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.

Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.

Parents Rights to Know

Dear Parents and Guardians:

In accordance with the ***Elementary and Secondary Education Act (ESEA)*, Section 1111 (h)(6)(A)** PARENTS' RIGHT TO KNOW, this is a notification from Duncan Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teacher shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduation certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

Parents and families of students in Title I schools also have the right to know about state and district policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, and parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Merry Stone, Assistant Superintendent, either by phone (580) 255-0686.

If you have questions or concerns, please feel free to contact your student's school principal.

the student will be subject to appropriate discipline. Except in cases of handicapping conditions, bus riding is a privilege rather than a right. Therefore, students who abuse the privilege may be suspended from riding the bus.

- Responsibilities of Parents or Guardians
  - Have the student(s) ready for school each morning when the bus arrives at the designated bus stop.
  - Notify the Transportation Office in the event that a student will not be riding the bus on a given day. In addition, if your child is not riding the bus home from school, the parent must notify the school in writing or by phone no later than 1 hour prior to the end of the instructional day.
- Responsibilities of the Transportation Department
  - The driver will arrive at the designated bus stop every morning and come to a complete stop.
  - The driver is not required to wait on any child who is not prepared to board the bus at the time the bus arrives.
  - If a student is not at the bus stop for two consecutive days without making contact with the driver, the bus will not come again until the parent contacts the Transportation Office.

Students will be picked up at their proof of residence and returned to their proof of residence only.

Duncan Public Schools Transportation Department will send out more detailed rules and responsibilities with each bus rider at the beginning of the school year. This will include the discipline matrix for infractions while riding a bus.

The Duncan Public Schools bus drivers have the safety of our children as their primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to ensure that problems will be directed to the proper authorities.

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with the driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (580) 252-3496.

Distracting Items at School
Students are to bring to school only those articles/items that are needed to participate in classroom projects and assignments.

Cafeteria
The cafeteria provides a place to enjoy hot meals. Breakfast and lunch are served during school hours. When students have finished eating, they may sit quietly until dismissed. There are a few rules to help ensure a comfortable breakfast and lunch period. It is important that everyone has plenty of time to enjoy his or her meal.

- Talk quietly in the cafeteria
- Go to the back of the line (no cuts)
- Let others get their own seats
- No food or drink is to be taken from the cafeteria.

Breakfast and lunch prices are subject to change. Check duncanps.org for current cafeteria menus and pricing information.

Cafeteria Meal Policy
All students of Duncan Public School will receive free breakfast and lunch for the 2026-2027 school year.

All students are required to fill out a Household Survey form each year.

Wireless Telecommunications Devices
There shall be no use of any wireless communication device during regular school hours without prior approval of the building principal. *For information that is more detailed, see the Duncan Public Schools' Policy and Procedures Manual Policy # 4025-1.*

Reporting Suspected Child Abuse and/or Neglect
In accordance with Oklahoma law, all district staff are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The Duncan Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Duncan Public Schools Policies and Procedures manual policy #6054.

Parent/Teacher Conferences
Parent/Teacher conferences will be held from 3:30-7:00 on October 13th and 14th and March 9th and 10th. Parent/Teacher conferences play a vital role in the school-home partnership.

Student Dress
The Duncan Board of Education endorses and adopts as policy these regulations on student dress and appearance developed and presented by representatives of the Association of Duncan Educators and the Duncan Public School Administrative staff. All students -

- Attire that promotes alcohol, tobacco, or other controlled substances will not be permitted.
- Attire that displays language or illustrations offensive to the general population may not be worn. Students may wear slacks/skirts-dresses, jeans, or walking-style shorts and blouses/shirts, t-shirts, sweatshirts, or sweaters to school. **All clothing should be of a length within the parameters of good taste.** Bare midriffs and/or exposed shirts, biking shorts, short shorts, or tank tops are not appropriate school attire.
- Hats/caps will not be permitted in school buildings.
- Shoes are required.
- Any clothing style, symbol, or bandana recognized as having a gang association is not appropriate school attire. This will include, but is not limited to, any reference to any professional sports team currently viewed as gang-related. Any change in parameters will be communicated to the student body and the general population through announcements, the DPS website, and local media.
- Metal combs, heavy metal belts, or other paraphernalia, which could be used as weapons, shall not be carried or worn to school. **The individual building principal(s) or his/her authorized representative will have the authority and responsibility to make the final decision determining if wearing apparel and personal appearance are in violation of moderation, good taste regulations, or are disruptive to the educational process.**

Backpacks
Clear backpacks are required for all PK-12 students. The safety of our students is our top priority, and the District has taken several steps to ensure schools are a safe learning environment. Students can carry the following in their backpacks: A lunchbox and a pouch (pouches can be no larger than 5.5 x 8.5 inches) to hold personal items such as cell phones, money, and personal hygiene products.

Backpack Requirements:

- Backpacks must have clear, see-through front, sides, back and bottom.
- Mesh backpacks are not permitted
- Colored transparent backpacks are not allowed
- Backpacks may have colored straps
- District-issued Chromebook cases are permitted

Organizer Requirements:

- Mesh organizers are permitted in the backpack as long as staff are able to clearly see through the bag
- Front pocket mesh organizers are allowed
- Small clutch bags inside the clear backpack that must be 5.5 inches x 8.5 inches or smaller are allowed

Lunch Boxes:

- Non-clear lunch boxes are permitted
- Must be carried inside the clear backpack
- Drawstring bags and sling bags are not permitted for lunches

Lost and Found

Students who find lost articles are asked to take them to the lost and found. Lost articles that are not claimed within a reasonable time will be appropriately disposed of.

Telephone Usage

No public telephone is located in the school. An office phone is available for student use in the case of an emergency. Your teacher will give you a note with written permission to use the telephone when an emergency exists.

Class Parties

Due to the loss of valuable instructional time, class parties will be kept to a minimum. No parties are permitted except for those predetermined and sponsored by the administration, teacher, and/or parent group.

Tobacco

Students are not permitted to smoke, vape, or have tobacco in their possession at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense and possible suspension from school.

Per DPS Policy, the amendments define vapor products broadly and include products that may or may not contain nicotine if those products are designed to be used with a vaporizer, e-cigarette, etc.

Use or Possession of Non-intoxicating Beverages, Alcohol, or Controlled Dangerous Substances

The policy of the Duncan Board of Education is that any teacher or other district employee who has reasonable suspicion that a student may be under the influence of or in the possession of:

- Non-intoxicating beverages (as defined by law)
- Alcoholic beverages
- Controlled dangerous substances
- Illegal, illicit drugs, or mood-altering substances, which include steroids, prescription, and over-the-counter medication being used for an abusive purpose, shall immediately notify the principal or his designee of such suspicion.

After investigating the suspicion and finding evidence of use or possession, the principal or principal's designee shall notify the Superintendent of Schools and the parent/legal guardian of the student. Any teacher or other district employee who, in adherence to this policy, reports such information to the appropriate school official shall be immune from all civil liability. Any student found to be in possession or using such substances shall be subject to the provisions of the Duncan Elementary Schools discipline plan.

Technology Devices, Workbooks, and Textbooks

All basic technology devices, textbooks, and workbooks are loaned for student use during the school year. Books are to be handled carefully. Please be sure the name and grade are written in the space provided in the front of the book. **There will be a fine for abuse, misuse, damage, and/or loss of books and devices.**

Behavior Expectations

Our school is committed to creating a safe, respectful, and responsible learning environment. We use a schoolwide behavior matrix to clearly outline expectations in all areas of the school. The matrix helps students understand what positive behavior looks like and supports consistent expectations across campus. Families are encouraged to review the behavior matrix with their child regularly. Behavior Matrix Behavior Matrix

Assaults

Any student assaulting or causing assault on a staff member or another student, including verbal threats, after an investigation by the principal/superintendent, may be suspended for the remainder of the semester and all of the next semester.

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

- An office referral will be completed by the reporting staff member, and the student will be sent to administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school
- Students will be called from ISI to change into appropriate clothing and released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

Backpacks

Clear backpacks are required for all PK-12 students. The safety of our students is our top priority, and the District has taken several steps to ensure schools are a safe learning environment. Students can carry the following in their backpacks: A lunchbox and a pouch (pouches can be no larger than 5.5 x 8.5 inches) to hold personal items such as cell phones, money, and personal hygiene products.

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- Small clutch bags inside the clear backpack that must be 5.5 inches x 8.5 inches or smaller are allowed

Lunch Boxes:

- Non-clear lunch boxes are permitted
- Must be carried inside the clear backpack
- Drawstring bags and sling bags are not permitted for lunches

Bags and Instruments:

- Athletic/gym bags and instrument cases are not clear but must be stored as soon as the student arrives at school
- Must be placed in lockers or secured in classrooms or athletic locker rooms as designated by school staff

Edgenuity

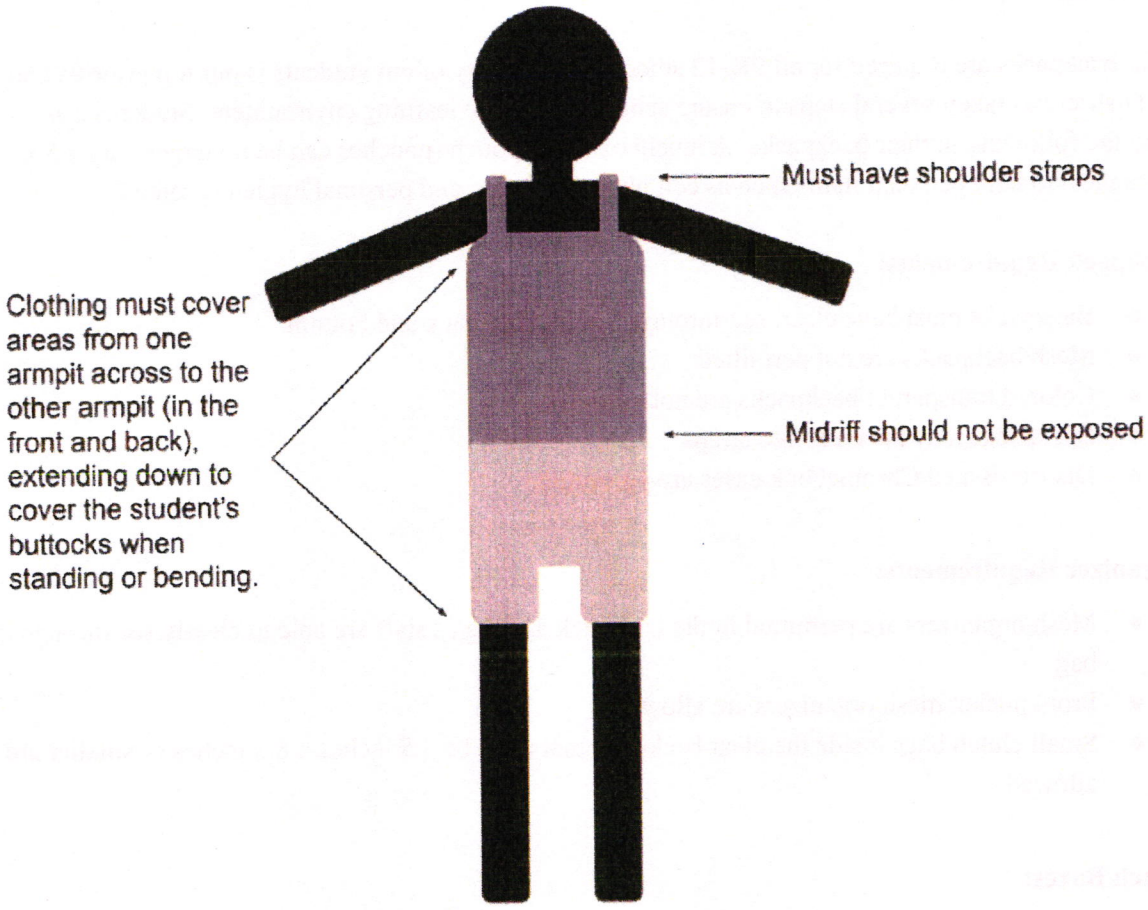
Students may complete online courses through the Edgenuity online learning program. Students are required to use a school Chromebook providing the school agreement is completed and fee paid. Students must score 60% or higher for the course to count as completed. The leadership team including the building principal determine qualifying students. Not all students will qualify for Edgenuity.

Electronic Devices

There is a telephone in the administrative office to aid students in making necessary calls. Students must receive permission from a building principal before using the phone. All calls made by students should be brief. Good manners and courtesy should be practiced. Students shall obtain permission from the office personnel before making any calls.

adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.

Dress Code Example



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

- An office referral will be completed by the reporting staff member, and the student will be called to the office by administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI due to the fact their clothing is not school-appropriate for the general classroom.
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school.
- Students will be called from ISI to change into appropriate clothing and be released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to

the school, the student will remain in ISI for the remainder of the school day. The student **will not** be allowed to leave school, drive home, change clothing, and then return to school.

- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

Backpacks

Clear backpacks are required for all PK-12 students. The safety of our students is our top priority, and the District has taken several steps to ensure schools are a safe learning environment. Students can carry the following in their backpacks: A lunchbox and a pouch (pouches can be no larger than 5.5 x 8.5 inches) to hold personal items such as cell phones, money, and personal hygiene products.

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- Must be carried inside the clear backpack
- Drawstring bags and sling bags are not permitted for lunches

Bags and Instruments:

- Athletic/gym bags and instrument cases are not clear but must be stored as soon as the student arrives at school
- Must be placed in lockers or secured in classrooms or athletic locker rooms as designated by school staff

Drills

Practice drills will be held according to State Law throughout the school year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: High School

Vendor Requested: N/A

Item Request Description: RED RIVER TECHNOLOGY CENTER

MATH & SCIENCE COURSES FOR FY 26-27

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson — 07/06/20026

Requestor or Principal — Date

— —

Budget Administrator or Business Office Manager — Date

Dr Chann Byers — JUL 0 6 2026

Superintendent — Date

Red River
TECHNOLOGY CENTER
2026 – 2027 Secondary Course Units

RRTC Course Offerings & Credits		Academic Units
9202 Administrative Asst.	4	
8169 Fundamentals of Technology		1 Computer Science (OK Prom.)
8103 Fundamentals of Administrative Technologies 1st yr.		1 Computer Science (OK Prom.)
8104 Administrative Technologies II 2nd yr.		1 Computer Science (OK Prom.)
8105 Office Administration and Management		1 Computer Science (OK Prom.)
9906 Automotive Service Technology (year 1)	4	
9907 Automotive Service Technology-Sp. (year 2)	4	
9326 Clinical Medical Assistant (Medical Services)	4	
9679 CNC Machining (year 1)	4	
9680 CNC Machining-Specialized (year 2)	4	
9904 Combination Collision Repair & Refinishing (year 1)	4	
9905 Combination Collision Repair & Refinishing-Sp. (year 2)	4	
9681 Computer Aided Drafting (year 1)	2 + 2 or 4	
8905 Fundamentals of Computer Aided Drafting		1 Computer Science (OK Prom.)
8906 Manufacturing Computer Aided Drafting		1 Computer Science (OK Prom.)
9682 Computer Aided Drafting-Sp. (year 2)	2 + 2 or 4	
8903 Architectural Computer Aided Drafting		1 Computer Science (OK Prom.)
8904 Engineering Computer Aided Drafting		1 Computer Science (OK Prom.)
9099 Construction Technology Advanced	4	
9478 Cosmetology	4	
9317 Emergency Medical Services	4	
9537 Graphic Design and Digital Marketing	3 + 1 or 4	
8149 Desktop Publishing and Graphic Design		1 Computer Science (OK Prom.)
8150 Multimedia and Image Management Techniques		1 Computer Science (OK Prom.)
8169 Fundamentals of Technology		1 Computer Science (OK Prom.)

9059 Heating, Ventilation A/C – Residential	4	
9323 Licensed Practical Nurse (year 1)	3 + 1	
5333 Anatomy & Physiology		1 Science Credit (OK Prom.)
9323 Licensed Practical Nurse (year 2)	4	
9301 Long Term Care Aide (Nursing Services)	3 + 1	
5333 Anatomy & Physiology		1 Science Credit (OK Prom.)
9707 Welding MN (year 1)	4	
9708 Welding MN-Sp. (year 2)	4	

Academies:

9852 Biomedical Science STEM Academy

Junior/Senior Courses

8706 PLTW Principals of Biomedical Sciences	1 Science Credit (OK Prom.)
8707 PLTW Human Body Systems	1 Science Credit (OK Prom.)
5333 Anatomy & Physiology	1 Science Credit (OK Prom.)
4750 Trig (.5 credit) / 4611 Pre-Calculus (.5 credit)	1 Math Credit (OK Prom.)
8708 PLTW Medical Interventions	1 Science Credit (OK Prom.)
5051 Chemistry	1 Science Credit (OK Prom.)
8719 PLTW Biomedical Innovations	1 Science Credit (OK Prom.)
5035 AP Biology*	1 Science Credit (OK Prom.)

9862 Pre-Engineering STEM Academy

Junior Courses

8709 IED Intro to Engineering Design	1 Computer Science (OK Prom.)
8710 POE Principles of Engineering	1 Computer Science (OK Prom.)
5211 Physics	1 Science Credit (OK Prom.)
4750 Trig (.5 credit) / 4611 Pre-Calculus (.5 credit)	1 Math Credit (OK Prom.)

Senior Courses

8713 Civil Engineering and Architecture	1 Computer Science (OK Prom.)
8715 Aerospace Engineering	1 Science Credit (OK Prom.)
8833 Robotics Engineering	1 Computer Science (OK Prom.)
4615 AP Calculus AB*	1 Math Credit (OK Prom.)
5051 Chemistry (as needed)	1 Science Credit (OK Prom.)

*A **Carnegie Unit** of credit is given for the successful completion of a course that meets the equivalent of 120 clock hours within the school year. Red River TC currently offers 525 clock hours of instruction each school year. This is equivalent to 4 units. In the above designated courses offering an* **Academic Unit**, *the student will have completed 120 clock hours of instruction in the* **Academic Unit,** *and will receive a separate grade report for the* **Academic Unit.**

***Meets College Board approval for Advanced Placement instruction and exam.**

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Duncan High School

Vendor Requested: N/A

Item Request Description: Annual Agreement Renewal with Empire Public Schools regarding Alternative Education for 'at-risk' students through the Edge Academy

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Lindsey for L. Elrod — 07/09/2026

Requestor or Principal — Date

L McCann — 07-09-2026

~~Budget Administrator or~~ Business Office Manager — Date

Superintendent — Date

The EDGE Academy Alternative Education Services / Duncan Independent School District (LEA)
P.O. Box 1548, Duncan, OK 73534

This contract for alternative education services between the Empire Public Schools (hereinafter referred to as DISTRICT) and the Duncan Public Schools (LEA) in conjunction with the EDGE Alternative Education Services, (hereinafter referred to as The EDGE Academy) is enacted to meet the requirements of the State Department of Education to provide alternative education to the "at-risk" students identified by the above mentioned sending DISTRICT.

The EDGE Academy agrees to provide alternative education services for students referred to and accepted by The EDGE Academy from the above named DISTRICT for the school year 2026-2027. It is agreed that the criteria for these students should meet the state definitions of "at-risk" students and that The EDGE Academy placement will be in the student's and the DISTRICT's best interest. It is understood that The EDGE Academy has the right to refuse any student if The EDGE Academy, in its sole discretion, believes that the placement is inappropriate for any reason.

The EDGE Academy assists "at-risk" students in Southern Oklahoma and further attests that its program of offerings and services meets all the criteria outlined and listed by the Oklahoma State Department of Education.

The EDGE Academy shall provide educational services in conjunction with the DISTRICT.

The EDGE Academy will furnish the DISTRICT with attendance records and grades earned for each student enrolled from the DISTRICT. The DISTRICT shall receive all state aid on the student and will then pay the LEA an amount equal to the DISTRICT's allocation. The DISTRICT give(s) the successful students their earned diplomas and transcripts. Each student must meet the requirements of the DISTRICT for graduation.
parents/guardians must agree to the intake interview-assessment process as the first step in the process
The parties to this contract agree that, as an integral part of this contract, the student and his/her

of acceptance and further agree that if outside intervention is deemed appropriate, such intervention shall be a condition of enrollments.

No student shall be enrolled in The EDGE Academy program of services unless it is first agreed to by the DISTRICT (the Superintendent or designee) in writing.

Certain services provided to the students by The EDGE Academy may be eligible for reimbursement by Medicaid. The parties agree that any such reimbursement shall remain with The EDGE Academy's LEA and be used to provide additional services to the students.

The maximum number of students in The EDGE Academy program from the DISTRICT at any given time shall be no more than three (3) that the DISTRICT is limited to or required to meet. The placement of students shall be based entirely on the needs of the student and the agreement by The EDGE Academy and the DISTRICT that such placement is appropriate and will benefit the student.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of The EDGE Academy to meet the needs of their "at-risk" students must pay to The EDGE Academy their state allocated grant for alternative education.

In case of a budget cut in the state allocated grant, each participating DISTRICT will be required to pay to The EDGE Academy Coop Fund their original allocation for the respective school year.

This contract shall be for the entire school year of 2026-2027 and is not revocable by either party. However, it does not bind either party to ensuing school years.

The EDGE Academy will be responsible for sending the DISTRICT all attendance records in a timely manner for each student served. The DISTRICT should make all payment pursuant to this agreement by July 30, 2027.

Agreed to:

By: _____
Duncan ISD Board President

Date----------

District Representative

Date 7.08.20026

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: District / Special Education

Vendor Requested: N/A

Item Request Description: OKLAHOMA SCHOOL FOR THE DEAF (OSD)

MEMORANDUM OF UNDERSTANDING FOR STUDENT SERVICES

FOR FY 26-27

Dollar Amount Requested (if applicable): _____

Fund Requested: N/A

Budget/Activity Account Requested: _____

Kelly Verdun for J. Clayton — 07/13/2026

Requestor or Principal — Date

_____ — _____

Budget Administrator or Business Office Manager — Date

Dr Chana Byerly — JUL 13 2026

Superintendent — Date

MEMORANDUM OF UNDERSTANDING

Between

Oklahoma School for the Deaf (OSD)

And

Duncan Public School District (LEA)

1. **PURPOSE**:

The purpose of this MOU is to establish a collaborative agreement between the Oklahoma School for the Deaf (OSD) and Duncan Public School District (LEA) to support students who are Deaf, Hard of Hearing (HI), DeafBlind (DB), or have Multiple Disabilities (MD with hearing loss) through the services of OSD Educational Consultants (ECs) in partnership with OSDE Special Education Services. This agreement ensures access, equity, best practices, and compliance with IDEA (20 U.S.C. §1400 et seq.), FERPA, and incorporates guidance from the OSDE Policies and Procedures Handbook and the OSD Educational Consultant Handbook.

OSD shall provide to the Public School District the services of an Educational Consultant (EC). This Agreement sets forth the responsibilities of each entity, outlines areas of cooperation, and provides guidance for local collaboration in the implementation of IDEA between the aforementioned parties.

2. **OSD/OSDE EDUCATIONAL CONSULTANT (EC) PROGRAM DESCRIPTION**

The Educational Consultant (EC):

- Supports Local Education Agencies (LEAs) and other school partners in ensuring access and equity for Deaf and Hard of Hearing (DHH) students.
- Serves Oklahoma school districts that do not have a certified Teacher of the Deaf on staff and have ten or fewer students who are Deaf or Hard of Hearing (DHH) identified under the categories of Hearing Impairment (HI), DeafBlind (DB), or Multiple Disabilities (MD).
- Provides in-depth consultation, recommendations, a plan of action, and ongoing support for educational teams.
- Ensures consultation information informs student needs, strategies, and IEP team decision-making.
- Holds state certification in Deaf Education and leverages OSD's expertise to apply extensive knowledge in the field, ensuring alignment with evidence-based strategies and current trends.

District eligibility criteria:

- No **teacher certified in Deaf Education** on staff.
- 10 or less students categorized as DHH (students attending OSD are excluded).
- Submission of an annual Educational Consultant (EC) Services Request Form for each student.
- Audiogram or audiological report within the calendar year uploaded to EdPlan.
- EdPlan access granted to the Educational Consultant (EC) prior to observations or IEP participation.

EC Role and Limitations:

- ECs operate independently of the child's IEP. They do not provide direct services, manage day-to-day IEP implementation, or serve as the Teacher of Record (TOR).
- Consultation Requirements:
    - ECs provide a minimum of three consultations per student per year.
    - Consultation must be documented in the IEP as: *Consultation - 3 times/year, 15 minutes each in Special Education Setting by EC.*
    - The objective statement must include: *"Consulting services will be provided by the Oklahoma School for the Deaf on any academic, social emotional, transition and/or behavioral goals as written in the IEP. Consultation services can be provided on site, virtually, by email, or by phone."*
- Documentation and Signatures (in accordance with OSDE guidance):
    - ECs are required to sign IEP documents as Special Education Teachers.
    - ECs are required to sign RED/MEEGS documents as both Special Education Teacher and Qualified Examiner.
- Meeting Attendance:
    - ECs are required to attend all RED/MEEGS/IEP meetings in person, by phone, or virtually.
    - Meeting participation will be documented through an automated email system that captures EC signatures following attendance. This record should be attached to the signature page for verification and documentation.
    - ECs must be given 30 days' notice to attend scheduled meetings.
    - ECs must have access to draft RED/MEEGS/IEP documents at least 48 hours prior to the scheduled meeting.
    - ECs will not attend any subsequent IEP meeting scheduled prior to October 1. Any IEP due in August or September must be held before May 15 of the preceding school year.
- Special Considerations:
    - For students with Multiple Disabilities (MD) or DeafBlind (DB), ECs provide consultation but do not act as Special Education Teacher unless otherwise certified.
    - ECs may conduct virtual classroom observations as deemed appropriate.
    - Fully virtual or homebound students cannot be observed in a classroom setting; therefore, ECs cannot provide services in these cases.

3. PROCESS FOR EC SERVICES

1. **Initiation:** District personnel are required to complete and submit the Educational Consultant Services Request Form available on the Oklahoma School for the Deaf (OSD) website. The form is located under Outreach → Educational Consultants. A separate request form shall be submitted for each student requiring educational consultant services. service request form online for each student needing EC support.
2. **Memorandum of Understanding:** EC Program Coordinator shall submit a Memorandum of Understanding (MOU) to the Superintendent of the LEA requesting services for execution. Upon receipt of the LEA Superintendent's signature, counterpart signatures shall be obtained from the OSD Superintendent. A fully executed copy of the MOU shall be returned to the LEA Superintendent and OSDE Special Education Services for their records.
3. **Review:** Once MOU is returned fully executed, the EC program coordinator reviews the student request(s) and assigns an EC based on availability, location, and expertise.
4. **Scheduling:** The assigned EC contacts the guardians and caseload manager to notify of involvement and request relevant student documents prior to scheduling observations and meetings.
5. **Observation/Visit:** EC conducts an in-person or virtual observation and/or consultation. A written report with recommendations is provided within two weeks of the visit. School districts will verify attendance of student(s) on the date of scheduled observations and confirm with EC.
6. **Meeting Attendance:** EC must attend all team meetings either virtually or in-person. Attendance will be documented through an automated email that records EC signatures after participation.
7. **Follow-up & ongoing Communication:** additional follow-up or coaching may occur based on mutual agreement.

4. ROLES AND RESPONSIBILITIES

a. Duncan **Public School District Responsibilities:**

i. The District agrees to:

1. Ensure compliance with all federal and state special education laws and regulations.
2. Provide student records, Individual Education Program (IEPs), and other relevant documentation as needed for consultants.
3. Provide district policies, including but not limited to safety, confidentiality, nondiscrimination, and professional conduct.
4. Facilitate access to staff, classrooms, and meetings necessary for effective consultation.
5. Provide timely communication with the Educational Consultant regarding scheduling, needs, and follow-up.

6. LEA must provide Parental Rights, Lindsey Nicole Henry Scholarship Information and the Information about the Oklahoma School for the Deaf programs per SB 1119 during the meetings.
7. Provide a minimum of 30 days' notice for scheduling EC observations and meetings and ensure all IEP and re-evaluation timelines are met in compliance with IDEA and OSDE policies.
8. Maintain responsibility for all final educational decisions, including the implementation of IEPs and placement.

Compliance Enforcement: Districts must include ECs in all mandated meetings for students under HI eligibility pursuant to OSDE Policies and Procedures Manual.

Corrective process for non-compliance:

a. Initial Notification (within 2 business days)
b. Reminder Notification (within 5 business days)
c. Escalation to OSDE (after 10 business days)

b. Educational Consultant Responsibilities:

i. The Educational Consultant agrees to:

1. Provide expertise and guidance on special education practices, compliance, and student support for students who are identified deaf or hard of hearing.
2. Assist in the development, review, and monitoring of IEPs as requested.
3. Provide training, workshops, or coaching for the public school district to build capacity in serving students who are deaf or hard of hearing.
4. Provide the district the list of independent contractors for educational consultants.
5. Encourage the district to consider sending a teacher to Oklahoma Deaf Education Training Institute to gain a better understanding in serving DHH students.
6. Required to attend RED, MEEGS, IEP, and other meetings (in-person or virtual) as requested by the Public School District.
7. Send an email immediately following participation in the IEP meeting to document and ensure EC signature compliance.
8. Maintain confidentiality of all student records and comply with FERPA and applicable privacy laws.
9. Submit progress reports, recommendations, or deliverables as agreed upon with the District.

5. Joint Commitments

a. Both parties agree to:

i. Work collaboratively to ensure the educational success of students who are deaf or hard of hearing.
ii. Maintain open, respectful, and timely communication.
iii. Resolve conflicts or concerns properly and in good faith.

6. POLICIES, PROCEDURES, AND COMPLIANCE

a. Both parties agree to following:

i. **Legal Compliance:** All services and activities under this MOU must comply with IDEA, Section 504, ADA, FERPA, and relevant Oklahoma Statutes and Administrative Codes.
ii. **District Policies:** The Consultant will review and follow District policies, including but not limited to safety, confidentiality, nondiscrimination, and professional conduct.
iii. **Procedures:** The consultant will follow the best practices outlined in the Educational Consultant Handbook as well as established District procedures for accessing student information, participating in IEP meetings, reporting findings, and communicating with staff/families.
iv. **Monitoring & Reporting:** The district may periodically review the Consultant's services for alignment with compliance requirements. The consultant agrees to provide documentation as requested.
v. **Confidentiality:** All parties must ensure confidentiality of student data, staff communications, and district records in accordance with FERPA and District Policy. Both parties will protect students' personally identifiable information (PII) and manage the use of shared data. Both parties are responsible for ensuring compliance with applicable privacy laws and regulations, and for establishing procedures to prevent unauthorized access or disclosure of student information.

7. TERM AND TERMINATION

- Effective for one school year (July 1, 2026 - June 30, 2027)
- Either party may terminate with 30 days written notice.
- OSD/OSDE reserves the right to terminate this MOU immediately if the district fails to follow guidance, policies, or best practices outlined in the Educational Consultant Handbook or does not adhere to IDEA and state regulations and notify OSDE of this termination.
- If termination occurs due to non-compliance, OSDE's selective review process will be initiated to assess and address the district's adherence to policies, procedures, and compliance requirements.
- Renewal or extension may be negotiated in writing prior to the expiration date.

8. FUNDING

- EC services are free-of-charge for eligible LEAs. Services are funded by IDEA Part B State Level Activities to address personnel shortages under OSDE Special Education Services.
- LEA bears costs for implementation, materials, or additional training unless agreed in writing.

9. **SIGNATURES OF PARTIES**

Duncan **Public School District (LEA):**

_____ _____

_____, Superintendent Date

Oklahoma School for the Deaf:

_____ _____

Dr. Heather Laine, Superintendent Date

CC: OSDE Special Education Services

BOARD APPROVED
AUG 19 2025
ITEM # 6. U.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: District / Special Services

Vendor Requested: N/A

Item Request Description: STATE OF OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES CONTRACT & AMENDMENT FOR SCHOOL-WORK-STUDY PROGRAM FOR 25-26

last year's new contract attached 26-27

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Jennifer Clayton
Requestor or Principal

~~8-15-2025~~ 07/09/26
Date

Budget Administrator or Business Office Manager

Date

Dr Chana Byrsley
Superintendent

~~AUG 19 2025~~ 07/11/26
Date

KCH 07/11/26

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2027 (October 1, 2026 (or date of last signature) – September 30, 2027).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the "eSign", which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

We must receive the completed contract and Vendor Information Form before we can process your contract. Please submit as soon as possible so there are no delays in the processing of your contract.

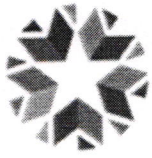
Remember, the "EIN number" is your Federal ID Number.

Services beginning July 1, 2026 or after may not be provided until the Award of Contract has been issued.

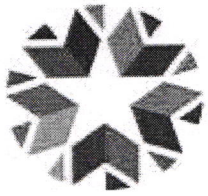
If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are ccompton@okdrs.gov at (405) 605-9651 and rsansom@okdrs.gov at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at rsansom@okdrs.gov or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



OKLAHOMA
Rehabilitation Services



OKLAHOMA
Education

The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEAs are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

1. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms, and the school can provide the students' transcripts along with the SWS time sheets.

2. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

Renee Sansom Briscoe

Renee Sansom Briscoe
Transition Coordinator
405-212-7789
rsansom@okdrs.gov

Lori Chesnut

Lori Chesnut
Program Specialist
405-521-4802
lori.chesnut@sde.ok.gov

State of Oklahoma
Department Of Rehabilitation Services
Transition School-to-work: Work Study

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

Duncan Public Schools
P.O. Box 1548
Duncan OK 73534-1548

("Contractor" or "School") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or October 1, 2026, whichever is the latter, through September 30, 2027.

I. Contract Services

Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the "teacher/transition coordinator". Paraprofessionals could serve as transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School has a current contract in place.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

https://www.dol.gov/general/topic/youthlabor

The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;
- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;

- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.
Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Participation in School Work Study and/or Worksite Learning is limited to students who are **actively enrolled in high school and eligible for transition services**. Upon graduation with **either a standard diploma or an alternate diploma (OAAP)** and official exit from the school district, students receiving services under this Contract must cease work on the last day of the school year. Participation in these programs may not continue beyond the student's high school exit.

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working on campus.

2. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community,** with the employers paying the wages/salary(ies). In this

instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

A. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
    a. job exploration counseling;
    b. work-based learning experiences;
    c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
    d. workplace readiness, including social and independent living skills; and
    e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

B. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join, or job duties change;
10. monitor students' progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;
12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
14. provide support in assisting students graduating into Employer Work Study.

C. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The** School **agrees to deduct state and federal income tax from wages paid to the student**. The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services

performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the** School **agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below**. The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**

1. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

I. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student's check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement. must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay

any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars ($58.25) per DRS client who:

* is going to participate in School Work Study and/or Worksite Learning;
* is at least eighteen (18) years of age; and
* has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars ($58.25).

A. Payment

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

B. Lapse Of Invoices/Claims

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

I. Standard Terms

A. Non-Discrimination

The Contractor shall at all times comply with all applicable federal laws relating to nondiscrimination, including but not limited to the Civil Rights Act of 1964 (42 U.S.C. §2000 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), the Americans With Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Age Discrimination in Employment Act (42 U.S.C. §6101 *et seq.*), and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts. Contractor acknowledges and agrees that it will take no action, make no decision, and grant no preference or disadvantage, directly or indirectly, based on a person's race, color, national origin, ethnicity, religion, sex, or marital status.

B. Lobbying Activities

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contractor's default.

Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

A. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

B. Modification

The Contract may only be modified by mutual consent of the parties in writing.

C. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

D. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

E. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

A. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

B. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements and provide supporting documentation for reimbursement.

C. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

D. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

E. Audit

1. Federal Funds

Organizations that expend $1,000,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. State Funds

Corporations both for-profit and non-profit, and governmental entities that receive $50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

1. **Auditor Approval and Audit Distribution**
The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58th Street, Suite 300, Oklahoma City, OK 73112 or Contracts@okdrs.gov within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

F. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq*. The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

G. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

H. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said

policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and provide the DRS with evidence of such insurance and renewals upon request.

A. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

B. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

C. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at www.dhs.gov/E-Verify.

D. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

E. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other

provision of the Contract or its application that can be given effect without the invalid provision or application.

A. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

B. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than $100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

C. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of $100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

D. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or
- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist

the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

A. Termination For Funding Insufficiency

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated by the legislature or are not received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

B. Prohibition On Certain Telecommunications And Video Surveillance

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

C. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration
The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor; and

2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides services to persons under the age of eighteen (18) years pursuant to the terms of this contract, or who works on the premises of OSB or OSD is currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act (57 O.S.§§ 581 *et seq.*) or the Mary Rippy Violent Crime Offenders Registration Act (57 O.S.§§ 591 *et seq.*)

Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48
As applicable, Contractor shall comply with all requirements provided for at 57 O.S. § 589 and 70 O.S. § 6-101.48.

I. Signatures

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of Rehabilitation Services

Signature Date

Print Name

Title

Contractor

07/14/26
Signature Date

Eric Davis
Print Name

Board President
Title

Jessica Clayton 580.252.6801
Contact Person Telephone

jessica.clayton@duncanps.org
Contractor's Email Address

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Duncan Public Schools _____

VENDOR

_____

Contract Number

Wendy Bohannan has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through this contract are necessary for the Division of Rehabilitation Services (DRS) to carry out its policies, rules, and regulations regarding the provision of appropriate vocational rehabilitation services in a timely manner, leading to the employment of eligible individuals with disabilities, in accordance with the requirements of 34 CFR Part 361, including but not limited to § 361.42 (Assessment for determining eligibility and priority for services) and § 361.48 (Scope of vocational rehabilitation services).

Signature:

Email: contracts@okdrs.gov

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: District Communications / Central Office

Vendor Requested: APPTEGY, INC.

Item Request Description: DISTRICT WEBSITE & COMMUNICATION SUBSCRIPTIONS FOR FY 26-27 (renewal)

Subscriptions to Foundations and the Engagement Suite

Dollar Amount Requested (if applicable): $35,229.97

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 030-Admin Bus Software

Kelly Hendrix for A Spurlin — Requestor or Principal — Date: 07/08/2026

L McCann — Budget Administrator or Business Office Manager — Date: 07-08-2026

Superintendent — Date: JUL 08 2026

TRENDS REQUISITION

Date: 05/05/2026

Requested by: Kelly Henderson - Allison Spurlin

School/Dept: District

Account/Prog: 030-Admin Bus Software

- [ ] Books
- [ ] Fees/Dues
- [ ] Textbooks
- [ ] Equipment
- [ ] Supplies
- [x] Service
- [x] Technology
- [ ] Furniture/Fixtures
- [ ] Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

APPTEGY, INC.

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	District Website & Communications		35,229.97	7	11	030	2560	530	000	0000	000	050
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$35,229.97									

kdh

DESCRIPTION: 030-~~THRILLSHARE~~ DISTRICT WEBSITE and MESSENGER SYSTEM,

ANDROID & IOS APP FOR 26-27

Signature of Requestor -REQUIRED- **Date**

Allison Spurlin 06/03/26

Signature of Administrator -REQUIRED- **Date**

apptegy

Order Form

Date: 7/1/2026
Expires: 7/14/2026

Apptegy, Inc.
2201 Brookwood Dr, Ste 115
Little Rock, AR 72202

Client Name: ("Client") Duncan Public Schools, OK
Attn:
Address: 1740 W. Spruce. Duncan, Oklahoma 73534

Billing Contact: Allison Spurlin
Billing Email: allison.spurlin@duncanps.org
Billing Phone Number: 580.512.2196

Order Summary

Client Start Date: July 1, 2026
End Date: September 27, 2027
Contract Term: 15 months

Payment Terms: Net 30
Billing Frequency: Annual
Reference #:

Subscriptions

Name	Start Date	End Date	Term (mo)	List Price	Total
Foundations Subscription	Jul 1, 2026	Jun 30, 2027	12	$17,920.72	$17,920.72
Engagement Suite Subscription	Sep 28, 2026	Sep 27, 2027	12	$17,309.25	$17,309.25
				Total Subscription Fees	**$35,229.97**

apptegy

Payment Schedule

Payment Schedule	Amount
Total of the above, collectively, the **"Services"**	**$35,229.97**
One-time Credit	($11,229.97)
July 2026	$12,000.00
September 2026	$12,000.00

Order Form Additional Terms:

- **One-Time Credit**: This Order Form includes a one-time, non-recurring credit applicable exclusively to the initial subscription term and does not apply to any subsequent renewal periods.

Signature

By signing below, Client agrees to purchase the Services described in this Order Form and acknowledges that this Order Form is governed by and incorporates by reference the Apptegy Services Agreement available at http://www.apptegy.com/terms/msa ("Services Agreement"). This Order Form, together with the Services Agreement and any Apptegy-provided addenda or other documents referenced or attached, forms the complete agreement between Apptegy and Client (the "Agreement") and is effective as of the date of Client's signature below. By signing, Client agrees to be bound by the terms of the Agreement.

Client

By:

Name:

Title:

Date:

Apptegy, Inc.

By:

Name: Tim Strudwick

Title: CFO

Date: 7/1/2026

apptegy

APPTEGY, INC.
SERVICES AGREEMENT

BY EXECUTING AN ORDER FORM THAT REFERENCES THIS AGREEMENT, CLIENT AGREES TO BE BOUND BY THESE TERMS. IF CLIENT IS A SCHOOL DISTRICT, GOVERNMENTAL ENTITY, OR OTHER ORGANIZATION, THE INDIVIDUAL SIGNING REPRESENTS THAT THEY HAVE AUTHORITY TO BIND THAT ENTITY.

This Services Agreement ("Agreement") is between Apptegy, Inc. ("Apptegy") and the entity identified on the Order Form ("Client"). This Agreement, together with the Order Form and all exhibits, governs Client's purchase and use of Apptegy's products and services. Capitalized terms used but not defined when first referenced have the meanings set forth in Section 1 or in the Order Form.

Apptegy may update or revise this Agreement from time to time. Any such revisions will become effective at the beginning of Client's renewal period following the date of posting. Continued use of the Services after the renewal date constitutes acceptance of the revised terms.

1. DEFINITIONS

"Client Start Date" means the date on which Client's access to the applicable Services begins, as specified in the Order Form.

"Documentation" means user guides, help articles, training materials, specifications, and other explanatory materials regarding use of the Services, whether in written or electronic form, as published or made available by Apptegy from time to time.

"Education Records" has the meaning ascribed to that term under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99) or under applicable provincial or territorial education privacy laws in Canada.

"Order Form" means the ordering document executed by Client that specifies the Services purchased, the Subscription Term, fees, and other commercial terms, and that references and incorporates this Agreement.

"Sensitive Data" means personally identifiable information relating to: health, genetic, or biometric information; religious beliefs or affiliations; political opinions or party membership; labor or trade union membership; sexual preferences or marital status; national, racial, or ethnic origin; philosophical or moral beliefs; criminal records or proceedings; financial, banking, or credit data; Social Security numbers or other government-issued identification numbers (other than student ID numbers); or any other category of information classified as "sensitive data" under applicable privacy laws.

"Student Data" means Client Data that constitutes Education Records or that contains personally identifiable information about students.

"Subscription Term" means the period during which Client may access and use the Services, as specified in the Order Form, including any renewal periods.

2. SERVICES

2.1 Services and License. Apptegy will provide Client access to the products and services identified in the Order Form (the "Services") during the Subscription Term. Apptegy grants Client a limited, non-exclusive, non-transferable right to access and use the Services during the Subscription Term for Client's internal business or educational purposes. Client may authorize individuals to access and use the Services by or on their behalf ("Users"). Client's purchase of Services is not contingent upon, and Client has not relied upon, the delivery of any future functionality or features, regardless of any written or verbal communication regarding Apptegy's possible future plans.

2.2 Support. Apptegy will provide reasonable technical support for the Services during the Subscription Term.

2.3 Changes to Services. Apptegy may update or modify the Services to improve functionality, address security issues, or comply with applicable law. Apptegy

will not materially reduce the core functionality of Services during the Subscription Term without providing Client reasonable advance notice.

2.4 Trial, Beta, and Evaluation Services. If the Order Form designates Services as trial, beta, pilot, proof of concept, or evaluation ("Trial Services"), such Services are provided for evaluation purposes only during the trial period specified in the Order Form. Apptegy may, in its sole discretion, extend the term of the Trial Services beyond the end date specified in the applicable Order Form. Either party may terminate Trial Services at any time without cause or liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, TRIAL SERVICES ARE PROVIDED "AS IS" AND "AS AVAILABLE" WITHOUT ANY WARRANTIES, SUPPORT OBLIGATIONS, OR SERVICE LEVEL COMMITMENTS. CLIENT ASSUMES ALL RISKS ASSOCIATED WITH USE OF TRIAL SERVICES. APPTEGY HAS NO LIABILITY FOR CLIENT'S USE OF TRIAL SERVICES UNDER ANY THEORY OF LIABILITY. CLIENT UNCONDITIONALLY RELEASES APPTEGY FROM ALL RISKS, CLAIMS, AND DAMAGES ARISING FROM USE OF TRIAL SERVICES.

3. CLIENT RESPONSIBILITIES

3.1 General. Client is responsible for all activity under its account and all content submitted by Client and its Users ("Client Data"). Client will identify and authenticate all Users, approve User access, and promptly deactivate access for terminated or unauthorized personnel. Client will: (a) maintain the confidentiality of all usernames, passwords, and account credentials and notify Apptegy promptly upon discovering any unauthorized access; (b) obtain and maintain all equipment and internet connectivity necessary to access and use the Services; and (c) ensure the completeness and accuracy of all Client Data. Apptegy is not liable for any issues resulting from incorrect or incomplete Client Data.

3.2 Restrictions on Use. Client will not, and will not permit any User to: (a) use the Services for any purpose other than as expressly permitted under this Agreement; (b) reverse engineer, decompile, disassemble, or attempt to discover the source code or underlying structure of the Services; (c) modify, copy, or create derivative works based on the Services; (d) license, sublicense, sell, resell, rent, lease, transfer, or distribute the Services to any third party; (e) access the Services to build a competitive product or copy any features, functions, or graphics; (f) interfere with, disrupt, or attempt unauthorized access to the Services or related systems; (g) circumvent or disable any security features of the Services; (h) use any automated means (bots, scrapers, spiders) to access the Services without Apptegy's prior written consent; (i) remove or obscure any proprietary notices on the Services; (j) transmit viruses, malware, or other harmful code; (k) send spam or unsolicited commercial messages via the Services; (l) upload or transmit any content that infringes any intellectual property right or violates any privacy right; (m) upload or transmit any content that is unlawful, defamatory, libelous, threatening, harassing, or obscene; (n) upload or transmit any content that promotes violence, discrimination, or illegal activities; (o) upload or transmit any content that is false or misleading in a way that could cause harm; or (p) upload or transmit Sensitive Data as defined in Section 1. Apptegy has no liability for any Sensitive Data or other prohibited content uploaded by Client or Users. Apptegy may immediately suspend access to the Services if Client or any User violates this Section 3.2, or if continued use poses a security risk. Suspension does not relieve Client of its payment obligations. Apptegy will restore access promptly after the issue is cured.

3.3 Communications Laws. Client is solely responsible for complying with all laws governing communications sent via the Services, including the Telephone Consumer Protection Act (TCPA), the CAN-SPAM Act, Canada's Anti-Spam Legislation (CASL), and similar federal, state, and provincial laws. Client is responsible for obtaining all required consents before sending messages and for honoring opt-out requests. Apptegy provides tools to support compliance but does not determine what messages Client sends or to whom.

3.4 Children's Privacy. Client is solely responsible for complying with children's privacy laws applicable to Client's use of the Services, including the Children's

Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA). When Client invites or adds children under 13 (or such other age as required by applicable law) as Users, Client represents and warrants that Client has obtained all required parental or guardian consents for Apptegy's collection, use, and disclosure of personal information in accordance with this Agreement. Apptegy is authorized to presume that Client has obtained and will maintain all required consents for any children invited or added to the Services under Client's account.

3.5 Accessibility. Client is solely responsible for complying with accessibility laws applicable to Client's use of the Services, including the Americans with Disabilities Act (ADA) and applicable Canadian accessibility legislation. The Services include accessibility tools and features to assist Client. Apptegy designs the Services with the goal of supporting the Web Content Accessibility Guidelines (WCAG) at the AA conformance level, as updated from time to time, but does not warrant or guarantee that the Services achieve full conformance with WCAG or any other accessibility standard. Client remains responsible for the accessibility of all content, customizations, code, and third-party items that Client or its Users create, upload, configure, or integrate in connection with the Services, even if Apptegy assists with installation or configuration.

3.6 Third-Party Claims. To the extent permitted by applicable law and without waiving any governmental or sovereign immunity, Client is responsible for any third-party claims, damages, liabilities, costs, and expenses arising from: (a) Client Data, including any claim that Client Data infringes third-party rights; (b) Client's or any User's breach of this Agreement; (c) Client's or any User's violation of applicable law; or (d) content sent or published via the Services by Client or Users. Client will cooperate with Apptegy in the investigation, defense, and resolution of any such claims.

4. APPTEGY RESPONSIBILITIES

4.1 Student Data. When Client provides student Education Records, Apptegy will act as a "school official" under FERPA with a legitimate educational interest and will use Education Records only to provide the Services. Apptegy will not disclose Education Records except as permitted by FERPA or as directed by Client. Apptegy will not knowingly collect personal information from children under 13 except through Client's account and in reliance on Client's consent on behalf of parents and guardians as set forth in Section 3.4. Apptegy will not sell Student Data, use Student Data for advertising or marketing purposes unrelated to the Services, or use Student Data to create advertising profiles. These commitments are further detailed in the Data Processing Addendum (Exhibit A).

4.2 Security. Apptegy maintains administrative, technical, and physical safeguards designed to protect Client Data from unauthorized access, use, or disclosure. Information regarding Apptegy's security practices, compliance certifications, third-party assessments, and subprocessors is available at https://trust.apptegy.com

4.3 Subprocessors. Apptegy uses third-party service providers ("Subprocessors") to assist in delivering the Services. Apptegy maintains written agreements with Subprocessors that impose data protection requirements consistent with this Agreement. Apptegy remains responsible for the acts and omissions of its Subprocessors to the same extent Apptegy would be liable if performing the services directly. A current list of Subprocessors is available at https://trust.apptegy.com/subprocessors.

5. DATA AND PRIVACY

5.1 Client Data Ownership. Client retains all rights in Client Data. Client Data remains Client's property at all times. Client grants Apptegy a limited, non-exclusive, royalty-free, non-sublicensable, non-transferable (subject to Section 14.9) license to use Client Data to: (a) provide the Services; (b) create de-identified data that cannot reasonably be used, alone or in combination with other information reasonably available, to identify a particular individual ("De-Identified Data"); and (c) use De-Identified Data to operate, maintain, and improve the Services, develop new products and services, and compile statistics and

analytics regarding the use and performance of the Services, provided that any disclosure of De-Identified Data does not identify Client or any individual. This license terminates upon termination or expiration of this Agreement, except that Apptegy may retain De-Identified Data.

5.2 Data Processing Addendum. If Client is an educational institution, the data processing addendum entered into between the parties governs Apptegy's handling of Student Data. In the event of a conflict between this Agreement and such data processing addendum, the data processing addendum will control to the extent of the conflict.

5.3 Data Breach. If Apptegy becomes aware of an unauthorized access to or disclosure of Client Data that compromises its security or confidentiality ("Data Breach"), Apptegy will notify Client within seventy-two (72) hours of confirmation of the incident and will cooperate with Client to investigate and respond to the incident unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident.

5.4 AI and Personal Data. Apptegy does not use Client Data, including personal information about Users, to train, tune, or improve general-purpose AI models. AI Features process Client Data only to generate outputs for Client's use within the Services. For the avoidance of doubt, the foregoing does not restrict Apptegy's use of Client Data within the Services to provide personalization, adaptive features, or task-specific outputs requested by Client. Apptegy will use commercially reasonable efforts to ensure that third-party model providers used in connection with AI Features do not use Client Data to train their general-purpose AI models.

5.5 Data Deletion. Upon termination or expiration of this Agreement, and subject to Client's written request received within thirty (30) days thereof, Apptegy will provide Client with an export of Client Data in a standard, machine-readable format. After the expiration of the thirty (30) day request period (or earlier upon Client's request), Apptegy will delete or de-identify all Client Data in its possession or control, except as required for legal or compliance purposes or as otherwise set forth in the Data Processing Addendum.

6. INTELLECTUAL PROPERTY

6.1 Apptegy IP. Nothing in this Agreement conveys, licenses, or transfers any intellectual property rights held by either party, except as expressly set out herein. Apptegy retains all right, title, and interest in the Services, including all patent, trademark, trade secret, and copyright rights (whether registered or unregistered) in the Services, underlying software and technologies, documentation, and all derivative works, improvements, and modifications thereto. Client acquires no ownership interest in the Services other than the limited right of access and use expressly granted under this Agreement.

6.2 Feedback. If Client provides suggestions, comments, or other feedback regarding the Services ("Feedback"), Apptegy may use such Feedback without restriction or obligation. Feedback is not Confidential Information or Client Data.

7. CONFIDENTIALITY

7.1 Confidential Information. "Confidential Information" means any non-public information disclosed by one party ("Discloser") to the other party ("Recipient") that is designated as confidential or that a reasonable person would understand to be confidential given the nature of the information and circumstances of disclosure. Confidential Information includes business plans, technology, customer information, and pricing, but excludes information that: (a) is or becomes publicly available without breach of this Agreement; (b) was known to Recipient prior to disclosure; (c) is received from a third party without confidentiality restrictions; or (d) is independently developed by Recipient without use of Discloser's Confidential Information.

7.2 Obligations. Recipient will: (a) use Confidential Information only to perform its obligations or exercise its rights under this Agreement; (b) not disclose Confidential Information to third parties except to employees, contractors, and advisors who need to know and are bound by confidentiality obligations at least as protective as this Section; and (c) protect

Confidential Information using at least reasonable care.

7.3 Required Disclosure. Recipient may disclose Confidential Information if required by law, provided that Recipient gives Discloser reasonable advance notice (to the extent permitted by law) and cooperates with Discloser's efforts to obtain protective treatment.

7.4 Return or Destruction. Upon request, Recipient will return or destroy Discloser's Confidential Information, except that Recipient may retain copies as required by law or standard backup procedures, subject to ongoing confidentiality obligations.

7.5 Public Records. If Client is subject to freedom of information, open records, or similar government transparency laws ("Public Records Laws"), the confidentiality provisions of this Section 7 are subject to such laws. Apptegy will comply with any direct obligations under Public Records Laws and will use reasonable efforts to assist Client with public records requests. Apptegy reserves all rights to assert exemptions under applicable Public Records Laws for proprietary or confidential information.

8. FEES AND PAYMENT

8.1 Fees. Client will pay all Fees specified in the Order Form ("Fees"). Fees are payable annually in advance, within the time periods and in the currency specified in the Order Form, without setoff or deduction. Fees cannot be decreased during the then-current Subscription Term and are non-refundable, except as expressly stated in this Agreement or required by applicable law. Fees are subject to adjustment upon renewal as stated in the Order Form or as communicated by Apptegy in writing at least sixty (60) days before the renewal date. Any discounts in the Order Form do not apply to subsequent renewal periods. Any discounts for purchases of bundled Services will automatically expire if Client cancels any of the bundled Services, and Client will thereafter be invoiced for the full price of the continuing Services. To the extent permitted by applicable law, Apptegy may charge interest on overdue amounts at the rate of 1.5% per month (or the maximum rate permitted by applicable law, if lower).

8.2 Invoicing. Apptegy will invoice upon execution of the Order Form for the first year's Fees, and on or about each anniversary of the Client Start Date for subsequent years.

8.3 Taxes. Fees do not include taxes. Client is responsible for all applicable taxes unless Client provides a valid exemption certificate.

8.4 Disputes. Disputes regarding any invoice must be submitted in writing within thirty (30) days of the invoice date; failure to timely dispute an invoice constitutes acceptance of the charges.

8.5 Suspension. Apptegy may suspend access to the Services upon fifteen (15) days' written notice if any undisputed fees are more than thirty (30) days past due. Apptegy will not suspend for non-payment while Client is disputing charges in good faith. Suspension does not relieve Client of its payment obligations. Apptegy will restore access promptly after the issue is cured.

9. TERM AND TERMINATION

9.1 Term. The Subscription Term begins on the start date specified in the Order Form and continues for the period specified therein. Unless otherwise stated in the Order Form, the Services will automatically renew for successive one-year periods unless either party provides written notice of non-renewal at least thirty (30) days prior to the end of the then-current Subscription Term.

9.2 Termination for Material Breach. Either party may terminate this Agreement upon written notice if the other party materially breaches this Agreement and fails to cure such breach within thirty (30) days after receiving written notice specifying the breach in reasonable detail.

9.3 Termination for Insolvency. Either party may terminate this Agreement immediately upon written notice if the other party becomes the subject of a petition in bankruptcy, becomes insolvent, or makes an assignment for the benefit of creditors.

9.4 Effect of Termination. Upon termination or expiration of this Agreement: (a) Client's right to access and use the Services will immediately terminate; (b) Client will pay all amounts due and owing; and (c) upon Client's written request, Apptegy will delete or return

Client Data in accordance with Section 5.5 and any applicable data privacy addendum entered into between the parties. Sections that by their nature are intended to survive will survive termination or expiration of this Agreement, including provisions relating to Client Data ownership, intellectual property, confidentiality, fees and payment, representations, disclaimers, indemnification, limitation of liability, and general provisions.

10. REPRESENTATIONS AND WARRANTIES

10.1 Mutual Representations. Each party represents and warrants that: (a) it has the authority to enter into and perform this Agreement; (b) doing so does not violate any other agreement to which it is bound; and (c) this Agreement is a legal, valid, and binding obligation.

10.2 Client Representations. Client represents, warrants, and covenants that: (a) Client has all rights necessary to provide Client Data to Apptegy; (b) Client Data does not violate applicable law or infringe any third-party rights; (c) Client will comply with all applicable laws in its use of the Services; and (d) Client will obtain all consents required to permit Apptegy's use of Client Data as contemplated by this Agreement.

11. DISCLAIMERS

THE SERVICES ARE PROVIDED "AS IS." APPTEGY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. APPTEGY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, OR SECURE, OR THAT ALL DEFECTS WILL BE CORRECTED. THE SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS.

APPTEGY HAS NO LIABILITY FOR DELAYS, FAILURES, ERRORS, OR UNAVAILABILITY OF THE SERVICES, INCLUDING ANY FAILURE TO DELIVER COMMUNICATIONS OR NOTIFICATIONS, OR FOR ANY DECISIONS OR ACTIONS TAKEN IN RELIANCE ON INFORMATION PROVIDED THROUGH THE SERVICES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, APPTEGY SHALL NOT BE LIABLE FOR ANY PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE ARISING FROM OR RELATED TO USE OF THE SERVICES.

THIS SECTION DOES NOT EXCLUDE LIABILITY THAT CANNOT BE EXCLUDED UNDER APPLICABLE LAW, INCLUDING LIABILITY FOR DEATH OR BODILY INJURY CAUSED BY APPTEGY'S NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL MISCONDUCT, OR FRAUD.

12. APPTEGY INDEMNIFICATION

12.1 IP Indemnification. Apptegy will defend, indemnify, and hold Client harmless from and against any third-party claims, damages, liabilities, costs, and expenses arising from or relating to any claim that the Services infringe or misappropriate any third-party intellectual property right, including any patent, copyright, trademark, or trade secret. Apptegy has no obligation under this Section for any claim arising from: (a) Client's use of the Services in breach of this Agreement or not in accordance with the Documentation; (b) modification of the Services by anyone other than Apptegy or its authorized agents; (c) combination of the Services with software, hardware, data, or other materials not provided or authorized by Apptegy; (d) Client Data; or (e) outputs generated by AI Features under Section 14.2. This Section 12 states Apptegy's sole liability and Client's exclusive remedy for any infringement or misappropriation claim.

12.2 Remedies. If an infringement or misappropriation claim is brought or threatened, or is likely to be brought in Apptegy's reasonable opinion, Apptegy may, at its sole option and expense: (a) procure for Client the right to continue using the Services; (b) modify the Services to be non-infringing without materially reducing functionality; or (c) terminate the affected Services and refund to Client the unearned portion of fees paid for the affected Services, calculated on a pro-rata basis for the remainder of the Subscription Term.

12.3 Indemnification Procedures. Client will: (a) promptly notify Apptegy in writing of any claim for which Client seeks indemnification; (b) grant Apptegy sole control of the defense and settlement of the claim; and (c) provide reasonable cooperation and assistance in the defense at Apptegy's expense. Apptegy may not settle any claim in a manner that imposes obligations

on Client or admits fault on Client's behalf without Client's prior written consent.

13. LIMITATION OF LIABILITY

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, OR FOR LOST PROFITS, REVENUE, OR DATA, OR FOR THE COST OF PROCURING SUBSTITUTE GOODS OR SERVICES, REGARDLESS OF THE THEORY OF LIABILITY. APPTEGY'S TOTAL LIABILITY UNDER THIS AGREEMENT WILL NOT EXCEED THE AGGREGATE FEES PAID BY CLIENT IN THE TWELVE (12) MONTHS PRECEDING THE FIRST EVENT GIVING RISE TO LIABILITY. THIS LIMITATION IS CUMULATIVE AND NOT PER-INCIDENT. THE LIMITATIONS IN THIS SECTION DO NOT APPLY TO: (A) CLIENT'S PAYMENT OBLIGATIONS; (B) APPTEGY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 12; OR (C) EITHER PARTY'S GROSS NEGLIGENCE, WILLFUL MISCONDUCT, OR FRAUD.

14. GENERAL PROVISIONS

14.1 Third Party Services. The Services may rely on or integrate with services, platforms, or solutions provided by third parties ("Third Party Services"). Apptegy does not control, and is not responsible or liable for, any Third Party Service, including: (a) the availability, accuracy, performance, or functionality of such Third Party Services; (b) any delay, interruption, or failure in the Services resulting from a Third Party Service; or (c) any loss or damage, whether direct or indirect, arising from or relating to any Third Party Service or Client's reliance on the same. If Client independently integrates or uses Third Party Services in connection with the Services, Client is solely responsible for compliance with applicable law and for any terms, consents, or obligations associated with such use.

14.2 AI Technology. The Services may include artificial intelligence features ("AI Features"). AI Features incorporate proprietary and third-party technologies and may rely on Third Party Services. Client acknowledges that AI technology has inherent limitations and that outputs generated by AI Features may contain errors, inaccuracies, or inappropriate content. AI outputs are provided for informational purposes only and are not a substitute for professional judgment. Client is solely responsible for reviewing, approving, and relying on any AI outputs. Apptegy makes no representations or warranties regarding the accuracy, reliability, or appropriateness of AI outputs and disclaims all liability for any claims, losses, or damages arising from Client's use of AI Features or reliance on AI outputs. AI Features are provided on an opt-in basis and are disabled by default. Client is responsible for ensuring that Users are aware when interacting with AI Features and for obtaining any notices or consents required by applicable law.

14.3 Carrier Restrictions. Apptegy provides text, voice, and email messaging subject to restrictions imposed by mobile and wireless carriers, network operators, and aggregators. Carrier restrictions are not within Apptegy's control and may change without notice. When restrictions change, certain features and functions of the Services may change as a result. Apptegy is not responsible or liable for any changes arising from carrier restrictions.

14.4 Mass Communications Disclaimer. If Client uses the mass communication features of the Services, Client acknowledges that such features are provided as non-emergency tools and are not a substitute for emergency communication methods (such as contacting law enforcement or emergency responders). Client is solely responsible for the content, timeliness, accuracy, and decision-making related to all notifications and alerts sent via the Services.

14.5 Compliance with Laws. Any materials, guidance, or information provided by Apptegy regarding legal or regulatory topics is for general educational and informational purposes only and does not constitute legal advice or create any obligation or liability on the part of Apptegy with respect to Client's compliance with applicable law.

14.6 Publicity. Apptegy may identify Client as a customer in customer lists and general marketing materials. Use of Client's name or logo in case studies, press releases, or testimonials requires Client's prior

written approval, which shall not be unreasonably withheld.

14.7 Governing Law. This Agreement is governed by the laws of the state or province where Client is located, without regard to conflict of laws principles. Each party submits to the exclusive jurisdiction of the courts where Client is located for any dispute arising under this Agreement.

14.8 Dispute Resolution. The parties will attempt to resolve any dispute arising from this Agreement through good-faith negotiation. If a dispute is not resolved within thirty (30) days after one party notifies the other of the dispute, either party may pursue legal remedies.

14.9 Assignment. Neither party may assign this Agreement without the other party's prior written consent, except in connection with a merger, acquisition, or sale of all or substantially all of a party's assets or voting securities. Any attempted assignment in violation of this Section is void. This Agreement will inure to the benefit of the parties' successors and permitted assigns.

14.10 Force Majeure. Neither party will be liable for any failure or delay in performance due to circumstances beyond its reasonable control, including natural disasters, acts of war or terrorism, labor disputes, pandemics, internet or telecommunications failures, or governmental actions. The affected party will provide prompt notice and use reasonable efforts to mitigate the impact.

14.11 Insurance. Apptegy will maintain commercially reasonable insurance coverage sufficient to cover the performance of the Services. Certificates of insurance will be provided upon request.

14.12 Notices. All notices under this Agreement must be in writing and sent to the address specified in the Order Form. Notices are effective upon: (a) personal delivery; (b) three (3) business days after mailing by certified mail, return receipt requested; (c) confirmed email delivery; or (d) one (1) business day after deposit with a nationally recognized overnight courier.

14.13 Entire Agreement. This Agreement, including the Order Form and all exhibits, constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior agreements and understandings, whether written or oral. Pre-printed terms on purchase orders or other Client documents will have no force or effect. The Order Form may modify specific terms of this Agreement; in the event of conflict, the Order Form will control to the extent it expressly addresses the conflicting matter. Except as set forth in the preamble regarding revisions to this Agreement, this Agreement may not be amended except in writing signed by both parties.

14.14 Severability; Waiver. If any provision of this Agreement is held invalid or unenforceable, such provision will be modified to the minimum extent necessary to make it enforceable, and the remaining provisions will remain in full force and effect. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Any waiver must be in writing.

14.15 Relationship. The parties are independent contractors. This Agreement does not create any agency, partnership, joint venture, or employment relationship.

14.16 Counterparts. This Agreement may be executed in counterparts, including by electronic signature, each of which will be deemed an original and all of which together will constitute one agreement.

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EXHIBIT A
DATA PROCESSING ADDENDUM

This Data Processing Addendum ("**DPA**") is incorporated into the Apptegy, Inc. Services Agreement or other commercial agreement entered into between the parties (the "**Agreement**") between Apptegy, Inc., a Delaware corporation ("**Apptegy**") and the client that executed the Agreement ("**Client**"). This DPA reflects the parties' agreement with regard to the Processing of Client Personal Data in accordance with applicable Data Protection Laws and, where applicable, education-sector privacy laws.

1. DEFINITIONS

Capitalized terms not otherwise defined below shall have the meaning given to them in the Agreement.

"Applicable Data Protection Laws" means all laws and regulations relating to data protection, privacy, and the Processing of Personal Data that apply to the Processing of Client Personal Data under the Agreement, which may include, as applicable: (a) U.S. federal laws such as the Children's Online Privacy Protection Act (COPPA) and, where Client is an educational agency or institution, the Family Educational Rights and Privacy Act (FERPA); (b) U.S. state consumer privacy laws such as the California Consumer Privacy Act, as amended by the California Privacy Rights Act, and analogous state laws; and (c) any similar or equivalent laws in any jurisdiction that apply to the Processing under the Agreement.

"Controller" means the entity that determines the purposes and means of the Processing of Personal Data, or an equivalent term (such as "business") under Applicable Data Protection Laws.

"Processor" means the entity that Processes Personal Data on behalf of a Controller, or an equivalent term (such as "service provider" or "contractor") under Applicable Data Protection Laws.

"Client Personal Data" means any Personal Data Processed by Apptegy on behalf of Client under or in connection with the Agreement, including data relating to Client's end users as more particularly described in Annex 1 (Details of Processing).

"Data Subject" means the identified or identifiable natural person to whom Personal Data relates, including "consumer," "data subject," or similar terms used in Applicable Data Protection Laws.

"Data Subject Request" means a request by a Data Subject to exercise any of their rights under Applicable Data Protection Laws (such as rights of access, correction, deletion, portability, or objection).

"De-Identified Data" means data that has been de-identified such that it cannot reasonably be used, alone or in combination with other information reasonably available, to identify a particular individual, in accordance with Applicable Data Protection Laws.

"Personal Data" means any information relating to an identified or identifiable natural person, or any equivalent term (such as "personal information" or "personally identifiable information") under Applicable Data Protection Laws.

"Security Incident" means any confirmed unauthorized or unlawful access to, or acquisition, alteration, use, disclosure, or destruction of Client Personal Data Processed by Apptegy, or any confirmed event that compromises the security, confidentiality, or integrity of such data.

"Services" means the products and services provided by Apptegy to Client under the Agreement in connection with which Apptegy Processes Client Personal Data.

"Student Data" means, solely where Client is an educational agency or institution or is acting on behalf of one, any Client Personal Data that relates to current or former students and is subject to FERPA, COPPA, state student privacy laws, or similar laws.

"Subprocessor" means any third party (excluding Apptegy's employees) engaged by or on behalf of

Apptegy to Process Client Personal Data in connection with the Agreement.

"Targeted Advertising" means presenting or directing an advertisement to an individual where the selection of the advertisement is based, in whole or in part, on Client Personal Data collected or inferred from that individual's activities over time and across one or more websites, applications, online services, or devices. "Targeted Advertising" does not include (i) advertising based solely on the content of the webpage, app, or service that an individual is currently using, (ii) advertising in direct response to an individual's request for information, a product, or a service, or (iii) measurement, analytics, or advertising that does not rely on tracking an individual's activities over time across unaffiliated properties.

2. ROLES OF THE PARTIES

2.1. Controller-Processor Relationship. For the Processing of Client Personal Data under the Agreement, Client is the Controller (or equivalent role) and Apptegy is the Processor (or equivalent role).

2.2. Controlling Agreement. This DPA supplements the Agreement. In the event of a conflict between this DPA and the terms of the Agreement, this DPA will control to the extent of the conflict, except that any mandatory standard contractual clauses or similar data transfer instruments attached to or referenced in this DPA will prevail over conflicting terms in this DPA.

3. DETAILS OF PROCESSING

3.1. Subject Matter and Purpose. Apptegy Processes Client Personal Data as necessary to provide the Services under the Agreement.

3.2. Details of Processing. The duration of processing, categories of Data Subjects, categories of Client Personal Data, and processing operations are described in Annex 1.

3.3. Documented Instructions. Apptegy will Process Client Personal Data only (a) to provide the Services and perform its obligations under the Agreement; (b) on Client's documented instructions set out in the Agreement and this DPA, and any additional instructions that Client may reasonably provide from time to time; and (c) as required to comply with Applicable Data Protection Laws, in which case Apptegy will notify Client (unless prohibited by law) before such Processing.

3.4. Service Improvement and De-Identified Data. Client instructs Apptegy to Process Client Personal Data as reasonably necessary to provide, secure, and improve the Services in accordance with the Agreement and this DPA, including maintaining and enhancing the underlying platform and infrastructure, provided that any such improvement activities involving De-Identified Data comply with Section 7 (De-Identified Data and Analytics).

3.5 Unlawful Instructions. If Apptegy believes that an instruction from Client infringes Applicable Data Protection Laws, Apptegy will promptly notify Client and may suspend performance of such instruction until Client modifies or confirms the instruction in writing in a manner that Apptegy can comply with.

4. CLIENT OBLIGATIONS

4.1. Client will ensure that it has all necessary notices, permissions, and legal bases to allow Apptegy to process Client Personal Data under the Agreement and this DPA, including (where applicable) any requirements to designate Apptegy as a "school official," "service provider," or similar role under Applicable Data Protection Laws.

4.2. Client is responsible for the accuracy, quality, and lawfulness of Client Personal Data and how Client acquired it.

4.3. Client will not instruct Apptegy to process any categories of data that are subject to heightened protections under Applicable Data Protection Laws (such as certain "special categories of data," sensitive financial, health, or biometric data), except to the extent specifically agreed in writing.

5. APPTEGY OBLIGATIONS

5.1. Compliance and Confidentiality

(a) Compliance with Law. Apptegy will comply with Applicable Data Protection Laws in its role as a Processor of Client Personal Data.

(b) Confidentiality. Apptegy will ensure that persons authorized to process Client Personal Data are subject to appropriate confidentiality obligations and receive appropriate training regarding their data protection and security responsibilities.

5.2. Security Measures

Apptegy will implement and maintain appropriate technical and organizational security measures as described in Annex 2, as updated from time to time provided the overall level of security is not materially diminished.

5.3. Security Incidents

(a) Apptegy will notify Client without undue delay, and in any event within 72 hours of confirming a Security Incident involving Client Personal Data, unless a different period is required by Applicable Data Protection Laws or law enforcement requests a delay.

(b) Such notice will include information reasonably available to Apptegy at the time regarding the nature of the Security Incident, the categories and approximate number of affected Data Subjects and data records, the likely consequences, and the measures taken or proposed to address and mitigate the Security Incident, to the extent such information can be provided without prejudice to ongoing investigations.

(c) Apptegy will promptly take appropriate steps to contain, investigate, and remediate the Security Incident. Client will be responsible for any legally required notifications to Data Subjects or regulators, except to the extent such responsibility is allocated differently under Applicable Data Protection Laws.

5.4. Assistance with Data Subject Requests and Compliance

Taking into account the nature of the Processing and the information available to Apptegy, Apptegy will provide commercially reasonable assistance to Client, at Client's request and expense, to:

- respond to Data Subject Requests;
- conduct data protection impact assessments;
- consult with supervisory authorities where required; and
- meet other obligations under Applicable Data Protection Laws relating to the security and Processing of Client Personal Data.

5.5. Law Enforcement and Government Requests

If a governmental, regulatory, or law enforcement authority requests access to Client Personal Data held by Apptegy, Apptegy will, to the extent legally permitted, (a) promptly notify Client before disclosing any Client Personal Data, and (b) limit disclosure to what is legally required.

6. SUBPROCESSORS

6.1. General Authorization. Client hereby grants Apptegy a general authorization to engage Subprocessors to process Client Personal Data, subject to the terms of this Section 6.

6.2. Subprocessor Obligations. Apptegy will:

(a) enter into a written contract with each Subprocessor imposing data protection obligations that provide a level of protection for Client Personal Data that is at least materially equivalent to those in this DPA; and

(b) remain responsible for the acts and omissions of its Subprocessors to the same extent Apptegy would be responsible if performing the services of each Subprocessor directly.

6.3. List of Subprocessors and Notification. A current list of Apptegy's subprocessors is available at https://trust.apptegy.com/subprocessors. Apptegy may update this list from time to time.

6.4. Client Objections. If Client has reasonable grounds to object to a new Subprocessor that directly relates to Client's compliance with Applicable Data Protection Laws, Client must notify Apptegy in writing within fifteen (15) days of Apptegy's notice. The parties will work together in good faith to address the objection, which may include modifying the Services or offering alternative arrangements.

7. DE-IDENTIFIED DATA AND ANALYTICS

7.1. Apptegy may create and use De-Identified Data from Client Personal Data:

(a) to operate, maintain, and improve the Services;

(b) to develop new products and services; and
(c) to compile statistics and analytics regarding the use and performance of the Services, provided that any disclosure of such De-Identified Data to third parties does not identify Client or any individual and complies with Applicable Data Protection Laws.

7.2. Apptegy will not attempt to re-identify De-Identified Data. Apptegy will use commercially reasonable efforts to ensure that any third party to whom it provides De-Identified Data does not attempt to re-identify such data.

7.3. Apptegy's use of Client Personal Data in connection with artificial intelligence features is subject to the restrictions set forth in the Agreement. Without limiting those restrictions, Apptegy will not use Client Personal Data in identifiable form to train, tune, or improve any general-purpose artificial intelligence or machine learning model. For the avoidance of doubt, the foregoing does not restrict Apptegy's use of Client Personal Data within the Services to provide personalization, adaptive features, or task-specific outputs requested by Client. Apptegy will use commercially reasonable efforts to ensure that third-party model providers used in connection with AI Features do not use Client Personal Data to train their general-purpose AI models.

8. RESTRICTIONS ON USE AND DISCLOSURE

8.1. Apptegy will not:
(a) Sell Client Personal Data or otherwise make it available for monetary or other valuable consideration in a manner that constitutes a "sale" under Applicable Data Protection Laws;
(b) use Client Personal Data for cross-context behavioral advertising or similar profiling of individuals for advertising purposes, except to the limited extent expressly permitted by Applicable Data Protection Laws;
(c) use or disclose Client Personal Data other than as necessary to provide the Services, comply with law, or as otherwise permitted under this DPA; or
(d) combine Client Personal Data with Personal Data obtained from other sources, except to provide and improve the Services or as permitted in Section 7 (De-Identified Data).

8.2. Apptegy's use of Client Personal Data for safety, security, fraud prevention, service functionality, or internal operations consistent with the Agreement will not be considered "selling" or "sharing" data or engaging in targeted advertising where permitted under Applicable Data Protection Laws.

9. RETURN AND DELETION OF DATA

9.1. Upon termination or expiration of the Agreement, Apptegy will, at Client's choice and subject to Client's written request received within thirty (30) days of termination or expiration, either: (a) return a copy of Client Personal Data in a commonly used format; or (b) delete Client Personal Data in its possession or control, within a commercially reasonable period following such request, unless Apptegy is required by law to retain certain data. If Client does not submit a written request within the thirty (30) day period, Apptegy will delete Client Personal Data within a commercially reasonable period following expiration of that window.

9.2. Apptegy may retain Client Personal Data in its backup systems for a limited period consistent with its backup and retention policies, during which time Apptegy will isolate and protect such data from any further Processing other than for backup and security purposes, and will delete it in accordance with those policies.

9.3. The obligations in this Section 9 do not apply to De-Identified Data, which Apptegy may retain and use in accordance with Section 7.

10. AUDITS AND INFORMATION RIGHTS

10.1. Documentation and Reports. Upon Client's written request, and subject to reasonable confidentiality obligations, Apptegy will make available to Client information reasonably necessary to demonstrate compliance with this DPA, which may include summaries of third-party audit reports, certifications, or responses to industry-standard security questionnaires.

10.2. Audits. If Client requests an audit beyond the documentation and reports described in Section 10.1, the following conditions apply: (a) Client must provide at least thirty (30) days' prior written notice; (b) the scope, timing, and duration of the audit must be agreed in a separate written agreement between the parties prior to commencement; (c) audits will be conducted during normal business hours and in a manner that minimizes disruption to Apptegy's operations; (d) Client may conduct no more than one audit per twelve (12) month period, except where required by Applicable Data Protection Laws or following a confirmed Security Incident; (e) any auditor engaged by Client must execute a confidentiality agreement reasonably acceptable to Apptegy before accessing any Apptegy information or systems; and (f) audits will not include penetration testing, vulnerability scanning, or other security testing of Apptegy's systems or infrastructure.

10.3. Audit Costs. Client will bear its own costs and the reasonable costs incurred by Apptegy in connection with supporting any audit requested by Client, except where the audit materially identifies Apptegy's non-compliance with this DPA, in which case Apptegy will bear its own remediation costs.

11. EDUCATION-SPECIFIC TERMS

11.1. Applicability. This Section 11 applies only to the extent Client is an educational agency or institution (such as a school district) or otherwise Processes Student Data through the Services. If Client does not Process Student Data, this Section 11 does not apply. For the avoidance of doubt, Student Data is a subset of Client Personal Data, and all obligations in this DPA applicable to Client Personal Data apply equally to Student Data. This Section 11 establishes additional obligations specific to Student Data.

11.2. Student Data; School Official Role

(a) Student Data Ownership. All Student Data is and remains the property of, and under the control of, Client. Apptegy acquires no ownership interest in or independent right to Student Data and will process it only as permitted by this DPA.

(b) School Official. For purposes of FERPA and analogous state student privacy laws, Apptegy will be considered a "school official" with a "legitimate educational interest" and will be under the direct control of Client with respect to its use and maintenance of Student Data, to the extent required by such laws.

(c) Use of Student Data. Apptegy will Process Student Data only for the educational purposes authorized in the Agreement and this DPA, and as otherwise permitted or required by applicable student privacy laws.

11.3. Restrictions on Use of Student Data

11.3.1. Apptegy will not:

(a) use, disclose, or sell Student Data to inform, influence, or enable Targeted Advertising directed to students, parents/guardians, or staff; or

(b) develop a profile of a student or family for any commercial purpose other than providing the Services to Client (e.g., adaptive or personalized learning features explicitly requested by Client).

11.3.2. Apptegy may use Student Data to provide and improve the Services (including adaptive learning and personalization) and to make product or feature recommendations to Client, to the extent permitted by applicable student privacy laws.

11.4. De-Identified Student Data

11.4.1. Apptegy may use De-Identified Data derived from Student Data for purposes permitted by FERPA and applicable state law, including:

- assisting Client or other education agencies with research and studies;
- improving and demonstrating the effectiveness of Apptegy's educational products and services; and
- developing new educational tools and features.

11.4.2. The prohibitions on re-identification in Section 7.2 apply to De-Identified Data derived from Student Data.

11.5. Parent and Student Access

(a) To the extent required by law, Client will establish reasonable procedures by which a parent, legal

guardian, or eligible student may review and request correction of Student Data contained in Education Records.

(b) Apptegy will, upon Client's request, provide Student Data in Client's records that Apptegy holds to enable Client to respond to such requests within the timelines required by law.

(c) If a parent, guardian, or student contacts Apptegy directly to exercise these rights, Apptegy will refer the request to Client (unless prohibited by law) and will not respond directly except to acknowledge receipt and refer the individual to Client.

11.6. Law Enforcement and Government Requests for Student Data

In addition to Section 5.5, if law enforcement or another governmental entity requests access to Student Data held by Apptegy, Apptegy will, to the extent legally permitted, notify Client prior to any disclosure so that Client may seek protective measures, unless Apptegy is legally prohibited from providing such notice.

11.7. Disposition of Student Data

Upon Client's written request or upon termination of the Agreement, Apptegy will dispose of or return Student Data in accordance with Section 9 of this DPA and any additional instructions agreed in writing with Client, subject to any legal retention requirements and consistent with applicable student privacy laws. The duty to dispose of Student Data does not extend to De-Identified Data retained and used in accordance with Section 11.4.

12. LIMITATION OF LIABILITY

Each party's aggregate liability arising out of or in connection with this DPA (including any standard contractual clauses or similar instruments implemented under it) will be subject to the limitations and exclusions of liability set out in the Agreement. Any reference in such provisions to a party's liability under the Agreement shall be deemed to include that party's liability under this DPA.

13. GOVERNING LAW AND JURISDICTION

Subject to any mandatory provisions of Applicable Data Protection Laws or of any standard contractual clauses or similar instruments referenced in this DPA, this DPA will be governed by and construed in accordance with the governing law specified in the Agreement, and any disputes arising out of or in connection with this DPA will be subject to the exclusive jurisdiction specified in the Agreement.

14. MISCELLANEOUS

14.1. Severability. If any provision of this DPA is held invalid or unenforceable, the remaining provisions will remain in full force and effect. The parties will replace any invalid or unenforceable provision with a valid provision that most closely reflects the parties' original intent and economic effect.

14.2. Amendments. Amendments. This DPA may only be amended by a written agreement signed by both parties, except that: (a) Apptegy may update its Subprocessor list and Annex 2 (Security Measures), in accordance with this DPA and Applicable Data Protection Laws; and (b) Apptegy may update the Schedule of Data Elements in Annex 1, provided that material changes, including the addition or removal of data element categories, will be communicated through Apptegy's Trust Center or by written notice to Client, and Client will have thirty (30) days from receipt of notice to object in writing.

14.3. Execution. This DPA may be executed in counterparts and delivered electronically, each of which will be deemed an original and all of which together will constitute one instrument.

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ANNEX 1

DETAILS OF PROCESSING AND SCHEDULE OF DATA

Part A: Details of Processing

Subject Matter and Purpose. As described in Section 3.1 of this DPA.

Duration. Apptegy will process Client Personal Data for the duration of the Agreement and for so long thereafter as Apptegy retains Client Personal Data in accordance with this DPA.

Categories of Data Subjects. Depending on Client's configuration and use of the Services, Data Subjects may include:

- Client's employees, contractors, and agents (e.g., administrators, teachers, staff);
- parents, legal guardians, and family members of students;
- students (where Client is an educational institution);
- residents, citizens, or community members served by Client; and
- other individuals whose data is submitted to or collected through the Services.

Processing Operations. Processing operations include collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure (as permitted under this DPA), alignment or combination, restriction, erasure, and destruction, each as necessary to provide and maintain the Services.

Part B: Schedule of Data Elements

Category of Data	Elements	Check if used
Application Technology Meta Data	IP Addresses of users, Use of cookies etc.	X
	Other application technology meta data Please specify:	
Application Use Statistics	Meta data on user interaction with application	X
Assessment	Standardized test scores	
	Observation data	
	Other assessment data Please specify:	
Attendance	Student school (daily) attendance data	X
	Student class attendance data	X
Communications	Online communications that are captured (emails, blog entries)	X
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
	Place of Birth	

	Gender	X
	Ethnicity or race	
	Language information (native, preferred or primary language spoken primary language spoken by student)	X
	Other demographic information- Please specify:	
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	X
	Guidance counselor	
	Specific curriculum programs	X
	Year of graduation	X
	Other enrollment information- Please specify:	
Parent/Guardian Contact Information	Address	
	Email	X
	Phone	X
Parent/Guardian ID	Parent ID number (created to link parents to students)	X
Parent/Guardian Name	First and/or Last	X
Schedule	Student scheduled courses	X
	Teacher names	X
Special Indicator	English language learner information	
	Low income status	
	Medical alerts /health data	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator information- Please specify:	
Student Contact Information	Address	X
	Email	X
	Phone	X

Student Identifiers	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	X
	Student app password	
Student Name	First and/or Last	X
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	X
Student Survey Responses	Student responses to surveys or questionnaires	
Student work	Student generated content; writing, pictures etc.	X
	Other student work data. Please specify:	
Transcript	Student course grades	
	Student course data	X
	Student course grades/performance scores	
	Other transcript data Please specify:	
Transportation	Student bus assignment	X
	Student pick up and/or drop off location	X
	Student bus card ID number	
	Other transportation data Please specify:	
Other	Please list each additional data element used, stored or collected by your application	X
	The data elements selected in this Schedule of Data Elements reflect those typically shared with Apptegy by its clients. However, different clients may use different parts or features of Apptegy's Services, and a client's specific use may evolve over time. Given the nature of the Services, certain data elements	

	not marked in this Schedule of Data Elements may also be incidentally non-systematically shared with Apptegy (e.g., through content posted on a client's website or mobile application, if applicable). As a result, the data that Apptegy receives and accesses may change or be supplemented over time. Because clients retain full control over what data is shared, guardians, students, or other individuals seeking to confirm the specific data accessed by Apptegy should contact the applicable client. In addition, certain Services (such as interactive or chatbot features) may allow parents, guardians, or other end users to submit information directly to Apptegy on behalf of or in connection with Client. The content of such submissions is controlled by the submitting individual, not by Apptegy, and may include data elements not marked in this Schedule.	

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ANNEX 2

SECURITY MEASURES AND CYBERSECURITY FRAMEWORKS

Part A: Cybersecurity Frameworks and Certifications

Apptegy maintains an information security program aligned with the following recognized frameworks and certifications:

- NIST Cybersecurity Framework (CSF) 2.0. Apptegy's security program is designed to align with the NIST Cybersecurity Framework, which provides the organizational structure for Apptegy's approach to identifying, protecting against, detecting, responding to, and recovering from cybersecurity risks.
- SOC 2 Type II. Apptegy undergoes annual independent third-party audits under the AICPA SOC 2 framework, covering the Trust Services Criteria for security. Current audit reports are available to Clients upon request and subject to reasonable confidentiality obligations, as described in Section 10 of this DPA.
- FERPA. Apptegy's data handling practices are designed to support compliance with the Family Educational Rights and Privacy Act, as further described in Section 11 of this DPA.

Apptegy may update the frameworks with which it aligns, provided that any replacement framework offers a comparable or higher level of security assurance. Current compliance status, detailed security controls, and subprocessor information are published at https://trust.apptegy.com.

Part B: Technical and Organizational Security Measures

Apptegy implements and maintains appropriate technical and organizational measures designed to protect Client Personal Data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access, taking into account the nature of the processing and the risks to Data Subjects. These measures include, as appropriate:

Governance and Policies

- Written security and privacy policies and procedures reviewed and updated periodically.
- Designated personnel responsible for security and privacy oversight.

Access Control

- Unique user IDs and strong authentication for systems storing Client Personal Data.
- Role-based access controls granting least-privilege access based on job responsibilities.
- Processes to promptly revoke or modify access upon role change or termination.

Physical and Environmental Security

- Hosting in reputable data centers with industry-standard physical security controls (e.g., access badges, surveillance, visitor controls).
- Logical separation of Client Personal Data in multi-tenant environments.

Network and System Security

- Firewalls, segmentation, and other controls to limit network access to production systems.
- Vulnerability management and regular security testing, including periodic penetration testing.

Data Protection

- Encryption of Client Personal Data in transit over public networks and at rest in primary storage using industry-standard cryptography.
- Data minimization measures to limit the Personal Data collected to what is necessary to provide the Services.

Logging and Monitoring

- System and application logs capturing relevant security events and access to Client Personal Data.
- Monitoring for anomalous activity and potential security threats.

Backup and Recovery

- Regular backups of Client Personal Data and configuration data to support recovery in the event of an incident.
- Testing of backup and recovery processes at appropriate intervals.

Incident Response

- A documented incident response plan that defines procedures for detecting, responding to, and remediating Security Incidents, including communication with Client and regulators as required.

Vendor Management

- Security and privacy due diligence for Subprocessors, including contractual data protection obligations consistent with this DPA.
- Periodic review of Subprocessors' security practices.

Training and Awareness

- Security and privacy awareness training for employees with access to Client Personal Data, provided at onboarding and periodically thereafter.

Version: April 13, 2026

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: DHS / Athletics

Vendor Requested: Arbiterpay Trust Account

Item Request Description: DMS & DHS Game officials User Agreement renewal for FY 26-27

Dollar Amount Requested (if applicable): $60,000.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 057 - Athletics

Angela B / Kenn Kelly — 7/1/26
Signature of Requestor/Principal — Date

L McCann — 07-01-2026
Signature of Business Office Manager — Date

[signature] — JUL 06 2026
Signature of Superintendent — Date

TRENDS REQUISITION

PURCHASE ORDER # _____
For Finance Use Only

Date: 7/1/26
Requested by: Angela Pizarro
School/Dept: MS: HS Athletics
Account/Prog: 057 - Athletics

☐ Books ☐ Fees/Dues ☐ Textbooks
☐ Equipment ☐ Supplies ☐ Service
☐ Technology ☐ Furniture/Fixtures ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
→ **SHIP TO** ←
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Complete only the shaded areas. Use current catalog information
Include Pricing for the Total of all Units. Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #: Arbiterpay Trust Account

Quantity	Item No/Description	Unit Price	Total Price	FY	FU	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
	HS-Ath-DMS Game Officials		25,000.00	7	11	057	2199	343	800	—	—	505
	HS-Ath-DHS Game Officials		35,000.00	7	11	057	2199	343	800	—	—	705
	SHIPPING/HANDLING:											
		TOTAL ORDER:	60,000.00									

S McCann 07-01-26
SIGNATURE - PRINCIPAL/DIRECTOR ***REQUIRED***

User Agreement For ArbiterPay Payors

This User Agreement ("Agreement") is a contract between you, ArbiterPay and the Bank. This Agreement governs your use of the ArbiterPay Services, your Account and the Website, whether you access the ArbiterPay Services through a computer, an app on a mobile device, or any other means of access. You must read, agree to and accept all of the terms and conditions contained in this Agreement in order to use the ArbiterPay Services, your Account and the Website.

This is an important legal document that you must consider carefully when choosing whether to use the ArbiterPay Services, your Account and the Website. Please be advised: This Agreement contains provisions that govern how legal claims that you may have against ArbiterPay are resolved (See section 38, "Disputes with ArbiterPay," below). Those dispute resolution provisions contain an agreement to arbitrate, which will require you to submit claims you have against us to binding and final arbitration.

BY CLICKING "I AGREE" BELOW, YOU AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU WILL NOT BE GIVEN ACCESS TO THE ARBITERPAY SERVICES.

This Agreement contains 44 sections, and you may jump directly to any section by selecting the appropriate link below. The headings below are for reference only and do not limit the scope of each section. Some capitalized terms have specific definitions, and we have provided such definitions in section 44.

1. Purpose
2. Establishing and Funding Your Account
3. Your Relationship with the Bank
4. Your Relationship with ArbiterPay
5. Relationship between the Bank and ArbiterPay
6. The Trust Account
7. Registering ArbiterPay Users
8. Payments
9. Account Statements
10. Unauthorized Transactions
11. Errors by ArbiterPay
12. Fees for Funding Accounts

13. Fees for Payments

14. Investment of Funds

15. Fees to ArbiterPay

16. Notices to You

17. Notices to ArbiterPay

18. Identity Authentication

19. Closing Your Account

20. Suspension; Termination

21. Accounting and Taxes

22. Intellectual Property

23. Restricted Activities

24. Limitation on Duties of ArbiterPay

25. Amendment

26. Removal of Bank

27. Resignation of Bank

28. Successor Bank

29. Compensation for Bank

30. Limit on Liability

31. No Expenses for the Bank

32. Certain Duties and Responsibilities of the Bank

33. Indemnification

34. Trust Agreement for Benefit of Certain Parties Only

35. Situs of Trust

36. Successors and Assigns; Assignment

37. Privacy

38. Disputes with ArbiterPay

39. Law and Forum for Disputes

40. No Waiver

41. No Warranty

42. Complete Agreement

43. Effective Date

44. Definitions

1. Purpose. This Agreement will allow you to establish an Account with ArbiterPay and to deposit Funds into the Trust Account in order to use the ArbiterPay Services to automate your payments to ArbiterPay Users.

2. Establishing and Funding Your Account. You must establish an Account on the Website in order to make Payments to ArbiterPay Users using the ArbiterPay Services. Once your Account is established, you must fund the Account in an amount of U.S. dollars sufficient to cover any Payments entered by you on the Website. Funding your Account may be accomplished by (i) requesting an ACH debit through the Website into the Trust Account; (ii) electronic transfer (for example, an ACH transfer or a wire transfer) from your bank account into the Trust Account; or (iii) providing a check to the Bank, as trustee, in the manner described on the Website. In the case of an ACH debit using the Website, you authorize ArbiterPay to initiate, and your financial institution to honor, electronic debits and credits in the amount you designate through the Website. You may be charged a fee to cover transaction charges associated with funding your Account as described in section 12 below. Unless you elect to fund your Account by an ACH debit through the Website, you may be charged a fee to manually enter the funding information as described in section 12 below. You understand that ACH debits/credits and checks take approximately five Business Days for funds to be fully collected or dispersed. You understand that it is your responsibility to monitor and maintain Funds in your Account. ArbiterPay may not authorize Payments by you in excess of the positive balance in your Account.

3. Your Relationship with the Bank. The Bank will act as trustee of the Trust Account and, subject to the terms and conditions of this Agreement, will act for the benefit of all ArbiterPay Payors having Funds deposited in the Trust Account. The Funds will be held in the name of the Bank as trustee. You specifically acknowledge and agree that Funds deposited by you into the Trust Account will be pooled and commingled with Funds submitted by other ArbiterPay Payors and amounts due and owing to ArbiterPay as its fees pursuant to the terms of this Agreement. The

Bank will hold your Funds in the Trust Account for your use and benefit in accordance with and subject to all of the terms and conditions contained in this Agreement.

4. Your Relationship with ArbiterPay. You hereby appoint ArbiterPay to act as your designated agent for purposes of this Agreement. Among other things, you hereby expressly authorize ArbiterPay to (i) perform the ArbiterPay Services; (ii) maintain records of your Account and all Payments; (iii) direct the Bank to invest the Funds as provided in section 14; (iv) authorize and direct the Bank to disburse Payments to ArbiterPay Users; (v) make individual Payment information available to applicable ArbiterPay Users; (vi) collect the information necessary to establish your Account; (vii) to disclose such information to the Bank; and (viii) take any other action that ArbiterPay deems necessary or desirable to carry out the transactions constituting the ArbiterPay Services, subject to the provisions of section 24 below. ArbiterPay agrees to act in accordance with the data, instructions and directions entered by you on the Website. You hereby authorize the Bank to follow the instructions of ArbiterPay (whether electronic, written or oral) and you agree that the Bank may completely rely on such instructions of ArbiterPay without further investigation or authorization from you.

5. Relationship between the Bank and ArbiterPay. For purposes of collecting information from you and authorizing, authenticating and completing Payments to ArbiterPay Users, ArbiterPay will be acting as an agent for the Bank. You acknowledge and expressly agree to ArbiterPay's acting as both your agent and as the agent for the Bank for purposes of this Agreement. You hereby waive any conflict resulting from such relationships. The Bank also agrees that ArbiterPay will be acting as an agent for both you and the Bank for purposes of this Agreement. The Bank agrees to be solely responsible for ensuring compliance with all applicable federal and state laws relating to (i) the opening and maintenance of the Trust Account; (ii) the acceptance of the each ArbiterPay Payor as a trust customer of the Bank; (iii) the confidentiality of bank customer information; (iv) the transmitting of Payments; and (v) all other functions related to the Bank's responsibilities under this Agreement.

6. The Trust Account. Positive balances shown in your online Account represent Funds actually held by the Bank in the Trust Account. The Bank will hold title to all Funds deposited in the Trust Account for the proportionate benefit of the ArbiterPay Payors as shown on the records maintained by ArbiterPay or the Bank, as applicable. The Funds will be held in the Trust Account until such time as you direct the Bank through the Website to make Payments to specific ArbiterPay Users and such Payments are requested by and distributed to the respective ArbiterPay User. By depositing Funds and providing Payment information on the Website, you are authorizing the Bank and ArbiterPay, acting as your designated agent, to make Payments from the Trust Account as described in this Agreement.

7. Registering ArbiterPay Users. ArbiterPay Users must register on the Website to receive Payments.

8. Payments. You may only initiate Payment to ArbiterPay Users through the Website. ArbiterPay Services may only be used to make Payments to ArbiterPay Users who agree to be bound by the terms of the User Agreement for ArbiterPay Users. ArbiterPay, acting as your designated agent, will authorize the Bank to transfer Funds for Payments either by (i) electronic

transfer (for example, an ACH transfer and or a wire transfer) to the ArbiterPay User's designated bank account; (ii) crediting the ArbiterPay User's designated debit card account; or (iii) check to the address provided by the ArbiterPay User, as requested by the applicable ArbiterPay User. You understand that it is your responsibility to obtain each ArbiterPay User's user name and account number so that ArbiterPay Users can be paid through the ArbiterPay Services. You understand that Funds must be available in your Account to fund any Payments. The Bank will not be obligated to make any Payments until the funds therefor have been received by the Bank. In authorizing Payments, ArbiterPay is entitled to rely on the information and instructions provided by you on the Website. You are responsible to keep such information and instructions current and accurate. You agree that such information and instructions constitute your authorization and instruction to ArbiterPay to authorize such transfers, as your agent. The Bank is entitled to rely solely on the directions of ArbiterPay without reviewing any other information. Once you have provided your authorization for a Payment, you may not be able cancel the Payment.

9. Account Statements. You may view your transaction history and Account information by logging in to your Account and looking at your Account history. You agree to review your transactions through the Website instead of receiving periodic account statements by mail or email.

10. Unauthorized Transactions. You are responsible to maintain the confidentiality of your username and password. You should IMMEDIATELY notify ArbiterPay, by contacting the Customer Support Department at 801-576-9436, if you believe (i) there has been an unauthorized transaction or unauthorized access to your Account; (ii) your password has been compromised; (iii) you made an error in information provided on the Website; (iv) you believe there is an error with respect to your Account information or history; or (v) you need more information about a transaction linked to your Account. You should regularly log in to your Account and review your Account history to ensure that there have not been any unauthorized transactions or errors. YOU ARE RESPONSIBLE FOR ALL TRANSACTIONS CONDUCTED ON YOUR ACCOUNT USING YOUR USERNAME AND PASSWORD, REGARDLESS OF WHETHER OR NOT THEY WERE AUTHORIZED BY YOU. ARBITERPAY WILL NOT REIMBURSE YOU FOR ANY UNAUTHORIZED TRANSACTIONS WHICH OCCUR PRIOR TO THE TIME WE RECEIVE NOTIFICATION FROM YOU OF THE UNAUTHORIZED ACTIVITY.

11. Errors by ArbiterPay. If ArbiterPay makes a processing error, we will rectify the error. If the error results in a loss to you, ArbiterPay will credit your Account for the amount of the loss. You agree that in such case ArbiterPay assumes your rights against the recipient and third parties related to such error, and may pursue those rights directly or on your behalf, in ArbiterPay's discretion. In the event that ArbiterPay erroneously credits your Account or a credit to you is invalidated for any reason, you hereby authorize ArbiterPay or the Bank to debit your Account and, if such erroneous or invalid credit has been processed, to debit the account of your financial institution shown on your Account for an amount not to exceed the original amount of the erroneous or invalid credit. You further authorize your financial institution shown on your Account to accept the debit of such amount from your account. This authorization will remain in effect until ArbiterPay and the Bank have received written notice from you of termination of such authorization in such time and such manner as to afford ArbiterPay and the Bank reasonable opportunity to act upon it.

12. Fees for Funding Accounts. Currently, there is no enrollment cost or monthly cost to maintain your Account. However, you acknowledge that ArbiterPay reserves the right to change its fee structure at any time. You may be charged a fee to cover transaction charges associated with funding your Account. Unless you elect to fund your Account by an ACH debit through the Website, you may be charged a fee to manually enter the funding information. You understand that any ACH debit request that is returned as a non-sufficient fund transaction will be assessed a transaction fee. You can request a schedule of fees charged by ArbiterPay to Payors by contacting ArbiterPay at www.arbiterpay.com. You are solely responsible for any fees charged directly by your financial institution associated with ACH debits and credits initiated through the Website.

13. Fees for Payments. ArbiterPay may charge a fee to make Payments from your Account. ArbiterPay may also charge a monthly inactivity fee if there has been no activity on your Account for one year. You acknowledge that ArbiterPay reserves the right to change its fee structure at any time. You can request a schedule of fees charged by ArbiterPay to Payors by contacting ArbiterPay at www.arbiterpay.com.

14. Investment of Funds. All Funds in the Trust Account shall be invested as directed by ArbiterPay, provided that all Funds shall be invested in FDIC-insured deposit accounts or in obligations of, or obligations fully guaranteed as to principal and interest by, the United States or any agency or instrumentality thereof. You hereby acknowledge that ArbiterPay will direct the investment of the Trust Account Funds, in accordance with this section, and that such investments may not be deposits in or obligations of the Bank. For purposes of determining the portion of the Trust Account Funds owned by you in each financial institution in which Trust Account Funds are invested, your Funds will be deemed to be distributed among such financial institutions in the same proportions as the Trust Account Funds are distributed among such financial institutions. For example, if 25% of the Trust Account Funds are deposited at a particular financial institution, then 25% of your Funds in the Trust Account are deemed to be held at such financial institution. The list of financial institutions in which Trust Account Funds are invested can be viewed at www.arbiterpay.com. You agree and accept that it is your responsibility to ensure that the proportionate share of the Funds in your Account held by any financial institution, when combined with other accounts, funds or investments you may have with such financial institutions in any capacity, do not exceed the limits permitted by the FDIC for its insurance coverage.

15. Fees to ArbiterPay. You agree that you will not receive interest or other earnings on the Funds in the Trust Account. In addition to any other fees paid by you in connection with the ArbiterPay Services, you agree that in consideration for your use of the ArbiterPay Services, you irrevocably transfer and assign to ArbiterPay any ownership right that you may have in any interest or earnings that may accrue on Funds held in the Trust Account. This assignment applies only to interest and earnings on your Funds, and nothing in this Agreement grants ArbiterPay any ownership right to the principal of the Funds in the Trust Account. The Bank will treat such interest and earnings as property of ArbiterPay and is authorized to pay such earnings as directed by ArbiterPay without further authorization from you.

16. Notices to You. You agree that ArbiterPay may provide notice to you by posting it on the Website, emailing it to the email address listed on your Account, or mailing it to the street address listed on your Account. Such notice will be considered to be received by you within 24 hours of

the time it is posted to the Website or emailed to you unless we receive notice that the email was not delivered. If the notice is sent by regular U.S. mail, ArbiterPay will consider it to have been received by you three Business Days after it is sent.

17. Notices to ArbiterPay. Other than as set forth in section 38 below, all notices to ArbiterPay must be provided by mail sent to: ArbiterSports, LLC, 235 West Sego Lily Drive, Suite 200, Sandy, Utah 84070. Such notices will be effective when actually received by ArbiterPay. No oral communications will be effective to provide notice to ArbiterPay under this Agreement.

18. Identity Authentication. You authorize ArbiterPay and the Bank, directly or through third parties, to make any inquiries they consider necessary to validate your identity. This may include asking you for further information, including requiring you to provide a taxpayer identification number and other information that will allow them to reasonably identify you, requiring you to take steps to confirm ownership of your email address or financial accounts, ordering a credit report, and verifying your information against third-party databases or through other sources. ArbiterPay reserves the right to close, suspend or limit access to your Account, the ArbiterPay Services and the Website in the event we or the Bank are unable to obtain or verify this information.

19. Closing Your Account. You may close your Account at any time by sending a signed written request to: ArbiterSports, LLC, 235 West Sego Lily Drive, Suite 200, Sandy, Utah 84070. You must use or withdraw your Account balance prior to closing your Account. Upon Account closure, we will cancel any pending transactions. ArbiterPay may close your Account if there has been no activity on your Account for one year, whereupon ArbiterPay, acting as your designated agent, may direct the Bank to return to you any uncommitted Funds remaining in your Account to the last address shown on ArbiterPay's records, or as otherwise permitted by applicable law. ArbiterPay may charge a reasonable fee for processing remaining Funds upon closure of your Account due to inactivity. You can request a schedule of fees charged by ArbiterPay to Payors by contacting ArbiterPay at www.arbiterpay.com.

20. Suspension; Termination. ArbiterPay may suspend or limit your access to the Website, your Account or the ArbiterPay Services for so long as reasonably needed to protect against the risk of liability in the event ArbiterPay suspects you may have engaged in any of the restricted activities set forth in section 23 below or you are in breach of this Agreement or any other agreement or policy you enter into with ArbiterPay or the Bank. ArbiterPay, in its sole discretion, reserves the right to terminate this Agreement for any reason and at any time upon notice to you and payment to you of all of your unrestricted Funds held in the Trust Account. In addition, this Agreement will terminate at such time as you have closed your Account.

21. Accounting and Taxes. The Bank shall keep all appropriate books and records relating to the receipt and disbursement by it of all monies under this Agreement. The Bank will prepare all tax returns required to be filed with respect to the Trust Account. It is your responsibility to determine what, if any, taxes apply to the Payments you make or receive, and it is your responsibility to collect, report and remit the correct tax to the appropriate tax authority with respect to such Payments. You acknowledge that ArbiterPay is not responsible for determining whether taxes apply to your transactions. You further acknowledge that ArbiterPay is not

responsible for collecting, reporting or remitting any taxes, garnishments, levies, or any other third party collections or payments with respect to any Payments. ArbiterPay will keep records of all Payments made to ArbiterPay Users. You may elect on the Website to have ArbiterPay issue 1099 tax forms to ArbiterPay Users on your behalf. You agree and acknowledge that any 1099 tax forms issued to ArbiterPay Users on your behalf will be issued electronically. You acknowledge that the information provided by ArbiterPay Users from their online application will be used as a substitute for IRS form W-9. You specifically certify that (i) ArbiterPay has notified you that the information you submitted in connection with opening your Account will be used as a substitute for IRS form W-9; (ii) the number shown on your online Account application form is your correct taxpayer identification number; (iii) you are a U.S. person (including a U.S. resident alien); and (iv) you are not subject to backup withholding because (a) you are exempt from backup withholding, (b) you have not been notified by the IRS that you are subject to backup withholding as a result of a failure to report all interest or dividend income, or (c) the IRS has notified you that you are no longer subject to backup withholding.

22. Intellectual Property. "ArbiterPay.com," "RefPay.com," "ArbiterSports.com," "ArbiterPay" and all logos, products and services related to the Website or the ArbiterPay Services are either trademarks or registered trademarks of ArbiterPay or its licensors. You may not copy, imitate or use them without ArbiterPay's prior written consent. In addition, all page headers, custom graphics, button icons, and scripts are service marks, trademarks, and/or trade dress of ArbiterPay. You may not copy, imitate, or use them without our prior written consent. All right, title and interest in and to the Website, any content thereon, the ArbiterPay Services, any content or technology related to the ArbiterPay Services, and any and all content and technology created or derived from any of the foregoing is the exclusive property of ArbiterPay and its licensors.

23. Restricted Activities. In connection with your use of the Website, your Account and the ArbiterPay Services, or in the course of your interactions with ArbiterPay, the Bank, ArbiterPay Payors, ArbiterPay Users or third parties, you agree that you will not:

a. breach this Agreement or any other agreement or policy that you have entered into with ArbiterPay or the Bank;

b. violate any law, statute, ordinance, or regulation;

c. infringe on ArbiterPay's or any third party's copyright, patent, trademark, trade secret or other intellectual property rights, or rights of publicity or privacy;

d. act in a manner that is defamatory, trade libelous, threatening or harassing;

e. provide false, inaccurate or misleading information;

f. send or receive fraudulent funds;

g. disclose or distribute another ArbiterPay Payor's or ArbiterPay User's information to a third party or use such information for marketing purposes or to contact such ArbiterPay Payor or ArbiterPay User without their prior consent;

h. facilitate any viruses, Trojan horses, worms or other computer programming routines that may damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or information with respect to the Website, your Account or the ArbiterPay Services;

i. copy, reproduce, communicate to any third party, alter, modify, create derivative works of, publicly display or frame any content obtained from the Website or the ArbiterPay Services without our or any applicable third party's prior written consent;

j. allow your use of the Website, your Account or the ArbiterPay Services to create a risk of non-compliance by ArbiterPay with any applicable anti-money-laundering, counter-terrorism or similar laws and regulatory obligations;

k. refuse to cooperate in an investigation or provide confirmation of your identity or any information you provide to us; or

l. undertake any action which could amount to unjust enrichment during the course of a dispute by receiving or attempting to receive funds for the same transaction from each of ArbiterPay, the Bank and applicable ArbiterPay Users.

In the event ArbiterPay, in its sole discretion, believes you may have engaged in any of the above restricted activities, we may take various actions to protect ArbiterPay, the Bank, other ArbiterPay Payors, ArbiterPay Users and third parties, including without limitation, in addition to any other remedies provided in this Agreement or at law or in equity, notifying the Bank, other ArbiterPay Payors, ArbiterPay Users, third parties and law enforcement of your actions, instructing the Bank to withhold the distribution of Funds from your Account to protect against the risk of liability, updating inaccurate information about you and/or refusing to provide ArbiterPay Services to you in the future.

24. Limitation on Duties of ArbiterPay. ArbiterPay's duties under this Agreement are limited to (i) providing software, data management and website services; (ii) acting as your agent as described in this Agreement; and (iii) acting as the agent for the Bank as described in this Agreement. ArbiterPay will not receive, hold, own or transmit any funds whatsoever and will not provide any financial or banking services. No provision of this Agreement should be read or interpreted to authorize or require ArbiterPay to perform any action that would cause ArbiterPay to be subject to, or in violation of, any federal, state or local law or regulation applicable to money transmitters, banks or other financial institutions or financial service providers. Any such provision shall be interpreted to authorize and require such actions to be performed by the Bank.

25. Amendment. ArbiterPay, after receiving the consent of the Bank, may amend this Agreement at any time by posting a revised version on the Website. The revised version will be effective at the time it is posted. In addition, if the revised version includes a Substantial Change, we will provide you with 30 Days' prior notice of the Substantial Change by posting notice on the "ArbiterPay Home" page of the Website. You specifically authorize ArbiterPay and the Bank to

act in accordance with the terms of such amendment and, without limiting the foregoing, any use by you of the Website after the effective date of such amendment will confirm your consent to such amendment.

26. Removal of Bank. ArbiterPay, acting as your agent, may remove the Bank as trustee of the Trust Account at any time by a written notice to the Bank. Such removal will take effect immediately upon the appointment of a successor pursuant to section 28 below, whereupon all powers, rights and obligations of the removed Bank under this Agreement shall cease and terminate. You may not remove or change the Bank.

27. Resignation of Bank. The Bank may resign at any time upon giving 90 Days' prior written notice of such resignation to ArbiterPay. Such resignation will take effect upon the appointment of a successor pursuant to section 28 below, whereupon all powers, rights and obligations of the resigning Bank under this Agreement shall cease and terminate.

28. Successor Bank. Promptly upon removal of, or receipt of a notice of resignation from, the Bank, a successor shall be appointed by ArbiterPay and the successor will execute and deliver to its predecessor an instrument accepting such appointment. Such successor shall assume all powers, rights and obligations of such predecessor.

29. Compensation for Bank. The Bank agrees that its compensation shall be paid by ArbiterPay and that the ArbiterPay Payors shall not have any liability to the Bank for compensation for its services.

30. Limit on Liability. Neither ArbiterPay nor the Bank shall incur any liability to anyone in acting or refraining from acting upon any data, instructions, notice, report, or other document reasonably believed by it to be genuine and believed by it to be authorized by the proper party or parties. ArbiterPay and the Bank may for all purposes hereof rely on information provided on the Website by any person using your duly authorized user name and password. In the administration of this Agreement, ArbiterPay and the Bank may rely on advice of counsel, accountants and other skilled persons to be selected and employed by them, and ArbiterPay and the Bank shall not be liable for anything done, suffered or omitted in good faith by them in accordance with the actions, advice or opinion of any such counsel, accountants or other skilled persons. IN NO EVENT SHALL ARBITERPAY OR THE BANK, OR THEIR PARENT COMPANIES, OFFICERS, EMPLOYEES, OR AGENTS, BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF DATA OR LOSS OF BUSINESS) ARISING OUT OF OR IN CONNECTION WITH THE ARBITERPAY SERVICES, THE WEBSITE OR THIS AGREEMENT (HOWEVER ARISING, INCLUDING NEGLIGENCE), AND ANY LIABILITY OF SUCH PERSONS TO YOU OR ANY THIRD PARTIES IN ANY CIRCUMSTANCE IS LIMITED TO THE ACTUAL AMOUNT OF DIRECT DAMAGES.

31. No Expenses for the Bank. The Bank shall not have any obligation by virtue of this Agreement to expend or risk any of its own funds, or to take any action which could, in the reasonable opinion of the Bank, result in any cost or expense being incurred by the Bank. The Bank shall not be required to take any action or refrain from taking any action under this

Agreement unless it shall have been indemnified in a manner and form satisfactory to the Bank against any liability, cost or expense (including reasonable attorneys' fees) which may be incurred in connection therewith. No provisions of this Agreement shall be deemed to impose any duty on the Bank to take any action if the Bank shall have been advised by counsel that such action would expose it to personal liability, is contrary to the terms hereof or is contrary to law. In the event that any claim is brought against the Bank by any ArbiterPay Payor, the Bank shall be reimbursed from the Funds of such ArbiterPay Payor for all reasonable costs and expenses incurred by the Bank in connection with such claims except for claims resulting from (i) the willful misconduct or gross negligence on the part of the Bank in the performance or nonperformance of its duties hereunder or otherwise, or (ii) the failure to use ordinary care on the part of the Bank in the disbursement of Funds in accordance with the terms of this Agreement. If an event of default under this Agreement shall occur, the Bank shall be entitled to receive reasonable compensation for its additional responsibilities, and payment or reimbursement for its expenses. The Bank shall have a lien on the Funds of the applicable ArbiterPay Payor to secure payment of such compensation and expenses resulting from the default of such ArbiterPay Payor.

32. Certain Duties and Responsibilities of the Bank. The Bank undertakes to perform such duties and only such duties as are specifically set forth in this Agreement, and no implied duties, covenants or obligations shall be read into this Agreement against the Bank.

33. Indemnification. You hereby agree to assume liability for, and to indemnify, protect, save and keep harmless the Bank, and its successors, assigns, representatives, and agents, from and against any and all liabilities, obligations, losses, damages, penalties, taxes (excluding any taxes payable by the Bank on or measured by any compensation received by the Bank for its services hereunder), claims, actions, suits, costs, expenses or disbursements (including, without limitation, reasonable attorneys' fees and expenses) of any kind and nature whatsoever, which may be imposed on, incurred by or asserted against the Bank in any way relating to or arising out of your actions in connection with this Agreement or the enforcement of any of the terms hereof against you, except (i) in the case of willful misconduct or gross negligence on the part of the Bank in the performance or nonperformance of its duties hereunder or otherwise, or (ii) in the case of the failure to use ordinary care on the part of the Bank in the disbursement of Funds in accordance with the terms of this Agreement. You agree to defend, indemnify and hold ArbiterSports, LLC dba ArbiterPay, its parent, officers, directors and employees harmless from any claim or demand (including attorneys' fees) made or incurred by any third party due to or arising out of your breach of this Agreement and/or your use of the Website, your Account and the ArbiterPay Services, and/or your violation of any law or the rights of any third party.

34. Trust Agreement for Benefit of Certain Parties Only. The Bank is an intended beneficiary of this Agreement. Nothing herein, whether expressed or implied, shall be construed to give any person other than you, ArbiterPay and the Bank any legal or equitable right, remedy or claim under or in respect of this Agreement.

35. Situs of Trust Account. The Trust Account has been accepted by the Bank and will be administered in the State of Utah.

36. Successors and Assigns; Assignment. This Agreement shall be binding upon and shall inure to the benefit of, and shall be enforceable by, the parties hereto and their respective successors and permitted assigns, including any successive holder of all or any part of your interest in the Trust Account. You may not transfer or assign any rights or obligations you have under this Agreement. ArbiterPay reserves the right to transfer or assign this Agreement or any right or obligation under this Agreement at any time.

37. Privacy. Protecting your privacy is very important to ArbiterPay. Please review our Privacy Policy in order to better understand our commitment to maintaining your privacy, as well as our use and disclosure of your information.

38. Disputes with ArbiterPay. If a dispute arises between you and ArbiterPay, our goal is to learn about and address your concerns and, if we are unable to do so to your satisfaction, to provide you with a neutral and cost-effective means of resolving the dispute quickly. Any problems you may have regarding the Website, your Account or the ArbiterPay Services may be reported to the Customer Service Department by calling 801-576-9436 or by email to disputes@arbitersports.com. In the event ArbiterPay is unable to resolve your concerns, you agree that for any claim (excluding claims for injunctive or other equitable relief) where the total amount of the award sought is less than U.S. $10,000.00, the party requesting relief may elect to resolve the dispute through binding, non-appearance-based arbitration using the Better Business Bureau arbitration services. In the event of non-appearance-based arbitration, the alternative dispute resolution provider and the parties must comply with the following rules: (i) the arbitration shall be conducted by telephone or online; (ii) it shall be solely based on written submissions as chosen by the party initiating the arbitration; and (iii) the arbitration shall not involve any personal appearance by the parties or witnesses unless otherwise mutually agreed by the parties. With respect to all arbitration proceedings between you and ArbiterPay, the award of the arbitrator shall be final and binding, and any judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction. This section 38 does not apply to disputes between you and the Bank, or between you and the ArbiterPay Users.

39. Law and Forum for Disputes. Except as otherwise agreed by the parties or as described in section 38 above, you agree that any claim or dispute you may have against ArbiterPay or the Bank must be resolved by a court located in Salt Lake City, Utah. You agree to submit to the personal jurisdiction of the courts located within Salt Lake City, Utah for the purpose of litigating all such claims or disputes. This Agreement shall be governed in all respects by the laws of the State of Utah, without regard to conflict of law provisions.

40. No Waiver. ArbiterPay's or the Bank's failure to act with respect to a breach by you or others does not waive any right to act with respect to subsequent or similar breaches.

41. No Warranty. THE WEBSITE AND THE ARBITERPAY SERVICES ARE PROVIDED "AS IS" AND WITHOUT ANY REPRESENTATION OF WARRANTY, WHETHER EXPRESS, IMPLIED OR STATUTORY. ARBITERPAY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. ArbiterPay does not guarantee continuous, uninterrupted or secure access to any part of the Website, your Account or the ArbiterPay Services,

and operation of the Website may be interfered with by numerous factors outside of our control. ArbiterPay will make reasonable efforts to ensure that requests for electronic transactions are processed in a timely manner but ArbiterPay makes no representations or warranties regarding the amount of time needed to complete processing because the ArbiterPay Services are dependent upon many factors outside of ArbiterPay's control, such as delays in the banking system or the U.S. or international mail service.

42. Complete Agreement. This Agreement, along with any other agreements or policies that you have entered into with ArbiterPay or the Bank, sets forth the entire understanding between you on the one hand and ArbiterPay and the Bank on the other hand with respect to the Website, your Account and the ArbiterPay Services. Sections 21, 22, 24, 30, 31, 33, 34, 36, 38, 39, 40, 41, 42, 43 and 44, as well as any other terms which by their nature should survive, will survive the termination of this Agreement. If any provision of this Agreement shall be invalid or unenforceable, the remaining provisions hereof shall continue to be fully effective, provided that such remaining provisions do not increase the obligations or liabilities of ArbiterPay or the Bank. You may obtain an electronic copy of this Agreement executed by the Bank by requesting such copy from ArbiterPay at the address provided in section 17 above.

43. Effective Date. This Agreement is effective upon your clicking "I Agree" below. YOU ACKNOWLEDGE AND AGREE THAT THIS AGREEMENT REPRESENTS THE EXPRESS AGREEMENT BETWEEN YOU, ARBITERPAY AND THE BANK WITH RESPECT TO ALL PAST AND FUTURE ARBITERPAY SERVICES AND WITH RESPECT TO ANY FUNDS IN THE TRUST ACCOUNT, WHETHER SUCH FUNDS WERE DEPOSITED PRIOR TO OR AFTER YOUR AGREEING TO THIS AGREEMENT. IN NO EVENT MAY YOU CLAIM THAT THIS AGREEMENT ONLY GOVERNS TRANSACTIONS OCCURRING OR FUNDS DEPOSITED AFTER THE EFFECTIVE DATE. THIS SECTION 43 IS AN ESSENTIAL CONDITION TO USING THE ARBITERPAY SERVICES. Prior to agreeing to this Agreement, you may request a Payment for any positive balances shown in your Account.

44. Definitions.

a. "ACH" means the Automated Clearing House network.

b. "Account" means your ArbiterPay account on the Website.

c. "Agreement" means this agreement, including all subsequent amendments.

d. "ArbiterPay," "we," "us" or "our" means ArbiterSports, LLC dba ArbiterPay and its subsidiaries and affiliates or an agent acting on their behalf.

e. "ArbiterPay Payor" means you and any other person or entity using the ArbiterPay Services to make Payments to ArbiterPay Users by depositing Funds into the Trust Account.

f. "ArbiterPay Services" means all services and related products, features, technologies and other functionalities provided or made available by ArbiterSports,

LLC dba ArbiterPay and its affiliates through the Website, whether you access the ArbiterPay Services through a computer, an app on a mobile device, or any other means of access.

g. "ArbiterPay User" means any person or entity using the ArbiterPay Services to receive Payments from ArbiterPay Payors.

h. "Bank" means the Bank of Utah, acting solely in its capacity as trustee, or such other bank selected by ArbiterPay from time to time to act as trustee.

i. "Business Days" means Monday through Friday, excluding days on which the banks in the State of Utah are closed.

j. "Days" means calendar days.

k. "Funds" means any monies deposited by you or other ArbiterPay Payors into the Trust Account.

l. "Payment" or "Payments" means payment by ArbiterPay Payors to ArbiterPay Users using the ArbiterPay Services and related products or services provided by or made available by ArbiterPay.

m. "Substantial Change" means a change to the terms of this Agreement that reduces your rights or increases your responsibilities.

n. "Trust Account" means the trust account maintained by the Bank for the benefit of the ArbiterPay Payors.

o. "Website" means, as applicable, ArbiterPay.com, ArbiterSports.com and/or RefPay.com and any related mobile site, and includes access portals to the ArbiterPay Services through a computer, an app on a mobile device, or any other means of access.

p. "You" or "your" means you and any other ArbiterPay Payor using the ArbiterPay Services.

To acknowledge that you agree to be bound by the terms and conditions of this Agreement, click "I Agree."

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: Special Services / District

Vendor Requested: CHARACTER STRONG

Item Request Description: SOCIAL, EMOTIONAL, AND CHARACTER DEVELOPMENT CURRICULUM FOR DISTRICT K-5 FOR FY 26-27

(This curriculum will be used by K-5 counselors, teachers, and in reset rooms throughout the district and includes staff PD)

Dollar Amount Requested (if applicable): $27,999.10

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 552-Federal Title IV

Kelly Henderson — Requestor or Principal — Date: 07/09/26

Jennifer Clayton — Budget Administrator or Business Office Manager — Date: 07/09/26

Superintendent — Date: JUL 11 2026

TRENDS REQUISITION

Date: 07/09/2026
Requested by: Jessica Clayton
School/Dept: District SPED
Account/Prog: 552-Federal Title IV

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #
CHARACTER STRONG

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
5	CURRICULUM	$ 4,100.00	$ 20,500.00	7	11	552	1000	681	100	0000	000	Ele sites(5)
1	STAFF PD	$ 7,499.10	$ 7,499.10	7	11	552	2213	320	100	0000	000	050
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 27,999.10									

DESCRIPTION: SOCIAL, EMOTIONAL, & CHARACTER DEVELOPMENT

CURRICULUM FOR DISTRICT K-5 FOR FY 26-27

Signature of Requestor -REQUIRED- Date 07/09/2026

Signature of Administrator -REQUIRED- Date

CharacterStrong, LLC
150 Rouse Blvd, Suite 210
Philadelphia, PA 19112
billing@characterstrong.com
characterstrong.com

Estimate # EST5164

Date: 7/9/2026

Expiration Date: 11/6/2026

Bill To

Attn: Accounts Payable
Duncan Public School
1702 W. Spruce Ave. / P.O. Box 1548
Duncan OK 73553
United States

Ship To

Attn: Accounts Payable
Duncan Public School
1702 W. Spruce Ave. / P.O. Box 1548
Duncan OK 73553
United States

TOTAL

$27,999.10

Item	Quantity	Service Start - End	Gross Amount	Discount	Net Amount
Tier 1 Curriculum PFP License School-wide License for the Elementary Curriculum, PurposeFull People Pre-K through 5th - A Social, Emotional, and Character Development Curriculum	5	7/9/2026 - 7/8/2027	$19,995.00	$4,995.00	$15,000.00
Tier 2 Curriculum Elem License School-wide Tier 2 License for CharacterStrong Character Development lessons for Elementary	5	7/9/2026 - 7/8/2027	$9,995.00	$4,495.00	$5,500.00
In Person 3 Hour PD - Elem Foundation CS40030 In Person 3 Hour PD - Elem Foundation	1	7/9/2026 - 7/8/2027	$5,250.00	$0.00	$5,250.00
Level 1 Tier 2 Virtual PD 3 Hour Level 1 Tier 2 Virtual PD 3 Hour	1	7/9/2026 - 7/8/2027	$2,499.00	$249.90	$2,249.10

Pay Online or Send Remittance to:
CharacterStrong
PO Box 12415
Newark, NJ 07101-3515

Subtotal	$27,999.10
Sales Tax	$0.00
Total	**$27,999.10**

If payment requires board approval or you have other unique circumstances that might prevent you from processing payment before the due date, please reach out to billing@characterstrong.com and we'd be happy to discuss options.

Contracts, purchase orders, and payments can be mailed to CharacterStrong, LLC at the address above, or emailed to billing@characterstrong.com.

EIN: 81-4174372 UBI: 604-043-554

CharacterStrong's Cancellation Policies can be found at:
https://characterstrong.com/resources/cancellation-policies

DATA PROTECTION ADDENDUM

This Data Protection Addendum ("Addendum") is attached to and forms a part of the parties' agreement for services (the "Contract") dated July 1, 2016, by and between Duncan ("District") and CharacterStrong LLC ("Contractor") (the Addendum and the Contract are collectively referred to hereinafter as "Agreement"). This Addendum supersedes the Contract by adding to, deleting from and modifying the Contract as set forth herein. To the extent any such addition, deletion or modification results in any conflict or inconsistency between the Contract and this Addendum, this Addendum shall govern and the terms of the Contract that conflict with this Addendum or are inconsistent with this Addendum shall be of no force or effect.

In consideration of the mutual covenants, promises, understandings, releases and payments described in the Contract and this Addendum, the parties agree to amend the Contract by adding the following language:

1. Definitions

1.1. "*Biometric Record*," as used in the definition of "Personally Identifiable Information," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting.

1.2. "*Designated Representative*" means District or Contractor employees as specified on Schedule 1 to whom all notices required in this Addendum will be sent.

1.3. "*District Data*" means any Student Data, Personally Identifiable Information, Record, Education Records, as defined herein, and all Personally Identifiable Information included therein or derived therefrom that is not intentionally made generally available by the District on public websites or publications but is made available directly or indirectly by the District to Contractor or that is otherwise collected or generated by Contractor in connection with the performance of the Services, as defined herein.

1.4. "*De-identified Data*" means District Data from which all Personally Identifiable Information, as defined herein, and attributes about such data, have been permanently removed so that no individual identification can be made.

1.5. "*Education Records*" means records, files, documents and other materials that: (a) contain information directly related to a student; and (b) are maintained by the District, or by a party acting for the District such as Contractor.

1.6. "*End User*" means individuals authorized by the District to access and use the Services as defined herein.

1.7. "*Incident*" means a suspected, attempted, or imminent threat of unauthorized access, use, disclosure, breach, modification, disruption or destruction to or of District Data.

1.8. "*Personally Identifiable Information*" or "*PII*" means information and metadata that, alone or in combination, is linked or linkable to a specific student so as to allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Personally Identifiable Information includes, but is not limited to: (a) the student's name; (b) the name of the student's parent or other family members; (c) the address or phone number of the student or student's family; (d) personal identifiers such as the student's state-assigned student identifier, social security number, student number or Biometric Record; (e) indirect identifiers such as the student's date of birth, place of birth or mother's maiden name; and (f) demographic attributes, such as race, socioeconomic information, and gender.

To the extent it is not already included in the definition hereinabove, PII also includes: (a) Personally Identifiable Information contained in student "education records" as that term is defined in the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; (b) "protected health information" as that term is defined in the Health Insurance Portability and Accountability Act, 45 C.F.R. Part 160.103; (c) "nonpublic personal information" as that term is defined in the Gramm-Leach-Bliley Financial Modernization Act of 1999, 15 U.S.C. 6809; (c) credit and debit card numbers and/or access codes and other cardholder data and sensitive authentication data as those terms are defined in the Payment Card Industry Data Security Standards; and (e) other financial account numbers, access codes, and state- or federal- identification numbers such as driver's license, passport or visa numbers.

1.9. "*Record*" means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

1.10. "*Securely Destroy*" means to remove District Data from Contractor's systems, paper files, records, databases, and any other media regardless of format, in accordance with the standard detailed in National Institute of Standards and Technology ("NIST") SP 800-88

r1 (2014) or as amended Guidelines for Media Sanitization so that District Data is permanently irretrievable in Contractor's and its Subprocessors' normal course of business.

1.11. "*Security Breach*" means an event in which District Data is exposed to unauthorized disclosure, access, alteration or use or a system configuration that results in a documented unsecured disclosure, access, alteration or use, in a manner not permitted in this Addendum, which poses a significant risk of financial, reputational or other harm to the affected End User or the District.

1.12. "*Services*" means any goods or services acquired by the District from the Contractor, or under the contract, including but not limited to computer software, mobile applications (apps), and web-based tools accessed by End Users through the Internet, installed, or run on a computer or electronic device.

1.13. "*Student Data*" means any data, whether gathered by Contractor or provided by District or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute education records for the purposes of this Addendum, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in Schedule 5 is confirmed to be collected or processed by the Contractor pursuant to the Services. Student Data shall not constitute that information that has been anonymized or De-identified Data, or anonymous usage data regarding a student's use of Contractor's Services.

1.14. "*Subprocessor*" means, for the purposes of this Addendum, any third party Contractor uses for data collection, analytics, storage, or other service to operate and/or improve its Services, and who has access to Student Data.

1.15. "*Student Profile*" means a collection of PII data elements relating to a student of the District.

2. Rights and License in and to District Data

2.1. School Official. The purpose of this Addendum is to describe the duties and responsibilities to protect District Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing the Services, the Contractor shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the District. For the purposes of this Addendum and pursuant to 34 CFR § 99.31(b), a "School Official" is a contractor that: (1) performs an institutional service or function for which the agency or institution would otherwise use employees; (2) is under the direct control of the agency or institution with respect to the use and maintenance of student data including education records; and (3) is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of personally identifiable information from education records.

2.2. License. Contractor shall be under the direct control and supervision of the District, with respect to its use of District Data. District owns all rights, title, and interest in and to District Data and any and all now known or hereafter existing intellectual property rights associated therewith, and any derivative works thereof or modifications thereto, including without limitation, De-identified Data. The District hereby grants to Contractor a limited, nonexclusive license to use District Data solely for the purpose of performing its obligations specified in the Contract. This Agreement does not give Contractor any rights, title, or interest implied or otherwise, to District Data or De-identified Data, except as expressly stated in the Contract.

2.3. Parent Access. To the extent required by law District shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review education records and/or District Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Contractor shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for the District to respond to a parent or student, whichever is sooner) to the District's request for Student Data in a student's records held by the Contractor to view or correct as necessary. In the event that a parent of a student or other individual contacts the Contractor to review any of the Student Data accessed pursuant to the Services, the Contractor shall refer the parent or individual to the District, who will follow the necessary and proper procedures regarding the requested information.

2.4. Separate Account. If student-generated content is stored or maintained by the Contractor, then Contractor shall, at the request of District, transfer, or provide a mechanism for District to transfer, said content to a separate account created by the student.

2.5. Law Enforcement Requests. Should law enforcement or other government entities ("Requesting Party(ies)") contact Contractor with a request for Student Data held by the Contractor pursuant to the Services, the Contractor shall notify District in advance of a compelled

disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the District of the request.

2.6. Subprocessors. Contractor shall enter into written agreements with all Subprocessors performing functions for Contractor in order for Contractor to provide the Services hereunder, whereby the Subprocessors agree to protect District Data in a manner no less stringent than the terms of this Addendum.

3. Data Privacy

3.1 Use of District Data. Contractor shall use District Data only for the purpose of performing the Services and fulfilling its duties under the Contract.

3.2 Prohibited Uses of District Data. With the exception of De-identified Data that the District has agreed in writing to allow Contractor to use as specified in Section 3.5, Contractor shall not:

3.2.1 Use, sell, rent, transfer, distribute, alter, mine, or disclose District Data (including metadata) to any third party without the prior written consent of the District, except as required by law;

3.2.2 Use District Data for its own commercial benefit, including but not limited to, advertising or marketing of any kind directed toward children, parents, guardians, or District employees, unless such use is specifically authorized by this Agreement or otherwise authorized in writing by the District;

3.2.3 Use District Data in a manner that is inconsistent with Contractor's privacy policy;

3.2.4 Use District Data to create a Student Profile other than as authorized or required by the Contract to perform the Services; and

3.2.5 Store District Data outside the continental United States unless Contractor has given the District Designated Representative advance written notice of where and how the servers are housed, managed, and secured, and that the security standards required herein can be achieved.

3.3 Qualified FERPA Exception. If Contractor will have access to Education Records, Contractor acknowledges that, for the purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations, 34

C.F.R. Part 99 ("FERPA"), it will be designated as a "school official" with "legitimate educational interests" in the District Education Records and PII disclosed pursuant to the Contract, and Contractor agrees to abide by the FERPA limitations and requirements imposed on school officials. Contractor will use the Education Records only for the purpose of fulfilling its duties under the Contract for District's and its End Users' benefit, and shall not share District Data with or disclose it to any third party except as provided for in the Agreement, as required by law, or if authorized in writing by the District.

3.4 Subprocessor Use of District Data. To the extent necessary to perform its obligations specified in the Contract, Contractor may disclose District Data to Subprocessors pursuant to a written agreement, specifying the purpose of the disclosure and providing that: (a) Subprocessor shall not disclose District Data, in whole or in part, to any other party; (b) Subprocessor shall not use any District Data to advertise or market to students or their parents/guardians; (c) Subprocessor shall access, view, collect, generate and use District Data only to the extent necessary to assist Contractor in performing its obligations specified in the Contract; (d) at the conclusion of its/their work under its/their subcontract(s) Subprocessor shall, as directed by the District through Contractor, Securely Destroy all District Data in its/their possession, custody or control, or return such District Data to the District, at the election of the District; and (e) Subprocessor shall utilize appropriate administrative, physical and technical safeguards in accordance with industry standards and best practices to secure District Data from unauthorized disclosure, access and use. Contractor shall ensure that its employees and Subprocessors who have potential access to District Data have undergone appropriate background screening, to the District's satisfaction, and possess all needed qualifications to comply with the terms of this Addendum.

3.5 Use of De-identified Data. Contractor may use De-identified Data for purposes of research, the improvement of Contractor's products and services, and/or the development of new products and services. Additionally, De-Identified Data may be used by Contractor for those purposes allowed under FERPA and the following purposes: (1) assisting District or other governmental agencies in conducting research and other studies; and (2) research and development of Contractor's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Contractor's use of De-Identified Data shall survive termination of this Addendum or any request by District to return or destroy District Data. In no event shall Contractor or Subprocessors re-identify or attempt to re- identify any De-identified Data or use De-identified Data in combination with other data elements or De-identified Data in the possession of a third-party affiliate, thereby posing risks of re- identification.

3.6 Privacy Policy Changes. Prior to making a material change to Contractor's privacy policies, Contractor shall send District's Designated Representative written notice, which includes a clear explanation of the proposed changes.

3.7 Advertising Limitations. Contractor is prohibited from using, disclosing, or selling District Data to (a) inform, influence, or enable targeted advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Services to District. This section does not prohibit Contractor from using District Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or District employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using District Data as permitted in this Addendum and its accompanying exhibits.

4. Data Security

4.1 Security Safeguards. Contractor shall store and process District Data in accordance with commercial best practices, including implementing appropriate administrative, physical, and technical safeguards that are no less rigorous than those outlined in SANS Top 20 Security Controls, as amended, to secure such data from unauthorized access, disclosure, alteration, and use. Contractor shall ensure that all such safeguards, including the manner in which District Data is collected, accessed, used, stored, processed, disposed of and disclosed, comply with all applicable federal and state data protection and privacy laws, regulations and directives, as well as the terms and conditions of this Addendum. Without limiting the foregoing, and unless expressly agreed to the contrary in writing, Contractor warrants that all electronic District Data will be encrypted in transmission and at rest in accordance with NIST Special Publication 800-57, as amended.

4.2 Risk Assessments. Contractor shall conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner.

4.3 Audit Trails. Contractor shall take reasonable measures, including audit trails, to protect District Data against deterioration or degradation of data quality and authenticity, and to ensure data is deidentified in accordance with this Addendum.

4.4 Verification of Safeguards. Upon District's written request, Contractor shall provide or make available to the District for review, one or more of the following, verifying Contractor's administrative, physical and technical safeguards are in compliance with industry standards and best practices: (1) a third-party network security audit report; (2) certification from Contractor indicating that an independent vulnerability or risk assessment of the Contractor's data security program has occurred; (3) district data has been deidentified by Contractor as set forth in the definition of Deidentified Data in section 1.4 of this Addendum.

4.5 Background Checks. The Contractor and every person, including any subcontractor or agent of the Contractor, who has unsupervised access to students, or access to student data, shall be required to have a criminal background check. The results of the background check shall comply

with applicable state law and other district requirements, and upon request, be available to the District. The costs associated with the background check are solely the Contractor's responsibility. Before Services begin, each person required to provide a criminal background check shall disclose in writing and sign a notarized affidavit whether or not he or she has been convicted of any charge(s) such as a felony, misdemeanor, or municipal ordinance violation. Thereafter, during the term of the Contract all new personnel, subcontractor(s), third party support personnel and agents, whether paid or not, that are engaged, hired or added to perform the Services, shall be subject to these same requirements before performing Services on Contractor's behalf.

Notwithstanding the criminal background check requirement as set forth above, Contractor hereby warrants that no employee, subcontractor or agent of the Contractor rendering the Services has been convicted of a criminal offense in this or in any other state involving: (i) the abuse, abduction, sexual molestation, physical or sexual assault on, or rape of a minor; or (ii) any crime involving exploitation of minors, including but not limited to, child pornography offenses or any crime of violence; and (iii) Contractor shall notify the District immediately upon the discovery or receipt of any information that any person working for the Contractor has been detained or arrested by a law enforcement agency. Contractor understands that allowing any employee, subcontractor, volunteer or agent who is providing Services on Contractor's behalf, access to students, District's records, including PII, or to enter onto the District's property, that has been arrested or convicted of the aforementioned crimes, constitutes a material breach of this Agreement and may result in the immediate termination of this Agreement.

4.6 Duties of District. District shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. District shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the Services and hosted District Data. District shall notify Contractor promptly of any known unauthorized access. District will assist Contractor in any efforts by Contractor to investigate and respond to any unauthorized access.

5. Security Incident and Security Breach

5.1 Security Incident Evaluation. In the event of an Incident, Contractor shall follow industry best practices to fully investigate and resolve the Incident, and take steps to prevent developments that may result in the Incident becoming a Security Breach at Contractor's expense in accordance with applicable privacy laws.

5.2 Response. Within seventy-two (72) hours of becoming aware of a Security Breach, or a complaint of a Security Breach, Contractor shall notify the District Designated Representative in writing as set forth herein, fully investigate the Security Breach, cooperate fully with the District's investigation of and response to the Security Breach, and use best efforts to prevent any

further Security Breach at Contractor's expense in accordance with applicable privacy laws.

5.3 Security Breach Report. If the District reasonably determines that Contractor has committed a Security Breach, then the District may request Contractor to submit, within seven (7) calendar days from discovery of such breach, a written report, and any supporting documentation, identifying (i) the nature of the Security Breach, (ii) the steps Contractor has executed to investigate the Security Breach, (iii) what District Data or PII was used or disclosed, (iv) who or what was the cause of the Security Breach, (v) what Contractor has done or shall do to remediate any deleterious effect of the Security Breach, and (vi) what corrective action Contractor has taken or shall take to prevent a future Incident or Security Breach.

6. Response to Legal Orders, Demands or Requests for Data

6.1 Received by Contractor. Except as otherwise expressly prohibited by law, Contractor shall immediately notify the District of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking District Data; consult with the District regarding its response; cooperate with the District's reasonable requests in connection with efforts by the District to intervene and quash or modify the legal order, demand or request; and, upon the District's request, provide the District with a copy of its response.

6.2 Received by District. If the District receives a subpoena, warrant, or other legal order, demand or request seeking District Data maintained by Contractor, the District will promptly notify Contractor, and within two (2) business days, excluding national holidays, Contractor shall supply the District with copies of the District Data for the District to respond.

6.3 Parent Request. If a parent, legal guardian or student contacts the District with a request to review or correct District Data or PII, pursuant to FERPA, the District will promptly notify Contractor's Designated Representative and Contractor shall use reasonable and good faith efforts to assist the District in fulfilling such requests, as directed by the District, within ten calendar (10) days after receipt of District's notice. Conversely, if a parent, legal guardian or student contacts the Contractor with a request to review or correct District Data or PII, within ten calendar (10) days after receipt of such notice, Contractor shall promptly notify the District and shall use reasonable and good faith efforts to assist the District in fulfilling such requests, as directed by the District.

6.4 Access to District Data. District shall have the right to access and retrieve any or all District Data stored by or in possession of Contractor upon written notice to Contractor's Designated Representative. Contractor shall make the District Data available to the District within seven (7) calendar days from the date of request.

7. Compliance with Applicable Law

7.1. Children's Online Privacy and Protection Act. If Contractor collects personal information (as defined in the Children's Online Privacy and Protection Act of 1998, 5 U.S.C. 6501 to 6505, and its implementing regulations ("COPPA")) from children under thirteen (13) years of age in performing the Services, Contractor warrants, represents, and covenants that such collection is and shall be for the use and benefit of the District and for no other commercial purpose. Contractor has provided District with written notice of its collection, use, and disclosure practices.

7.2 Compliance with Laws. Contractor warrants that it will abide by all applicable laws, ordinances, rules, regulations, and orders of all governmental agencies or authorities having jurisdiction over the Services including but not limited to: (a) COPPA; (b) FERPA; (c) the Health Insurance Portability and Accountability Act, 45 C.F.R. Part 160.103; (d) the Health Information Technology for Economic and Clinical Health Act, (e) Gramm-Leach-Bliley Financial Modernization Act of 1999, 15 U.S.C. 6809; (f) Payment Card Industry Data Security Standards; (g) Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. Part 98; and (h) Americans with Disabilities Act, and Federal Export Administration Regulations.

7.3 Americans with Disabilities Act. To the extent the District is required to provide accommodations in compliance with the Americans with Disability Act ("ADA"), Contractor will make best efforts to assist the District in providing its Services to End Users pursuant to this Agreement, and will assistance the District in a manner that its system and Services will, at a minimum, conform with all laws, regulations and guidance that apply to accessibility in accordance with the ADA, Section 504 of the Rehabilitation Act of 1973, and the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA guidelines; provided, however, Contractor will have no obligations with respect to such compliance as it relates to any portion of the system and Services provided or developed by the District including District content.

8. Term and Termination

8.1 Term. This Addendum takes effect immediately as of the Effective Date and remains in full force and effect until the successful completion of the Services, unless earlier terminated under Sections 8.2 or 8.3.

8.2 Mutual Termination. The parties may terminate this Addendum by mutual written consent so long as the Contract has lapsed or has been terminated. Otherwise, subject to Section 8.3, this Addendum will automatically terminate without any further action of the parties upon the termination or expiration of the Contract between the parties or successful completion of the Services. Alternatively, upon re-execution of the Contract by the authorized persons of District and Contractor, this Addendum shall also be revived and be of full force and effect.

8.3 Termination for Breach. Either party may immediately terminate this Addendum if such party determines, in its sole discretion, that the other party has breached any of the requirements of this Addendum and after such breaching party has received written notice from the non-breaching party regarding the breach and a ten (10) day opportunity to cure.

9. Data Transfer Upon Termination or Expiration

9.1 Destruction or Return of District Data. With the exception of De-identified Data that District has specifically agreed in writing to allow Contractor to use after termination or expiration of this Agreement, or District Data for which Contractor has specifically obtained consent from the parent, legal guardian or student to keep, no later than (30) calendar days after termination or expiration of this Agreement, and after having received written notice from the District requesting, and specifying its preference for, the return or destruction of the District Data, Contractor shall certify in writing that all District Data and PII that Contractor collected, generated or inferred pursuant to the Contract ("Contract Data"), is securely returned or Securely Destroyed, pursuant to Schedule 4 attached hereto.

9.2 Transfer and Destruction of District Data. If the District elects to have all District Data or Contract Data that is in Contractor's possession or in the possession of Contractor's Subprocessors transferred to a third party designated by the District, such transfer shall occur within a reasonable period of time but no later than thirty (30) calendar days after expiration or termination of this Agreement, and without significant interruption in service or access to such District Data. Contractor shall work closely with such third party transferee to ensure that such transfer/migration uses facilities and methods compatible with the relevant systems of the District or its transferee, and to the extent technologically feasible, that the District will have reasonable access to District Data during the transition. District will pay all costs associated with such transfer. Upon successful transfer of District Data, as confirmed in writing by the District's Designated Representative, Contractor shall Securely Destroy all District Data in accordance with Section 9.1.

9.3 Response to Specific Data Destruction or Return Requests. After receiving a written request from the District, Contractor shall Securely Destroy or return any specific District Data or Contract Data that is in its possession or in the possession of its Subprocessors within seven (7) business days, excluding national holidays, after receiving a written request from the District.

10. Miscellaneous

10.1 Survival. Any other obligations or restrictions that expressly or by their nature are to continue after termination, shall survive termination of this Agreement for any reason until all District Data has been returned or Securely Destroyed.

10.2 No Third Party Beneficiaries. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties.

10.3 Schedules. The following schedules are attached hereto, or shall be attached hereto, and are specifically made a part hereof by this reference:

Schedule 1 -- Designated Representatives
Schedule 2 -- Subprocessors
Schedule 3 -- Written Consent to Maintain De-identified Data
Schedule 4 -- Certification of Destruction/Return of District Data
Schedule 5 -- Schedule of Data

10.4 Counterparts. This Addendum may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

10.5 THIS ADDENDUM WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE DISTRICT, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE DISTRICT FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS ADDENDUM OR THE TRANSACTIONS CONTEMPLATED HEREBY.

10.6 Effectiveness; Date. This Addendum will become effective when all parties have signed it. The date of this Addendum will be the date this Addendum is signed by the last party to sign it (as indicated by the date associated with the party's signature).

[SIGNATURE PAGE FOLLOWS]

Each party is signing this agreement on the date stated opposite that party's signature.

DISTRICT NAME

Name_____

Title Board President

Date 07/14/2026

CONTRACTOR NAME

Name_____

Title_____

Date_____

OPTION 1

SCHEDULE 1
Designated Representatives

NOTICE REQUIRED	DISTRICT REPRESENTATIVE	CONTRACTOR REPRESENTATIVE
Security Breach:		**John Geiselman** **Vice President Cyber Security** **150 Rouse Blvd., STE 210, Philadelphia, PA 19112** **John.Geiselman@FullBloom.org**
FERPA Requests:		**support@characterstrong.com**
Updates to Privacy Policy / Transparency Requirements:		**support@characterstrong.com**
Data Retrieval:		**support@characterstrong.com**
Destruction of Data:		**support@characterstrong.com**

OPTION 2

SCHEDULE 1
Designated Representatives

DISTRICT REPRESENTATIVE	CONTRACTOR REPRESENTATIVE
	John Geiselman **Vice President Cyber Security** **150 Rouse Blvd., STE 210, Philadelphia, PA 19112** **John.Geiselman@FullBloom.org**

SCHEDULE 2

Subprocessors List

Name of Sub-processor	Purpose
Amazon Web Services (AWS)	Hosting (Required)
Data Dog	Hosting (Required)
Pendo	Hosting (Required)
Clever	Rostering (Required if used)
Class Link	Rostering (Required if used)

SCHEDULE 3
Written Consent to Maintain De-identified Data

The District hereby gives its consent for Contractor to retain and use for the stated purpose and period, De-identified Data elements as set forth below:

Description of De-identified Data Elements	Purpose for Retention and Use	Period of Use
Student Data	Quality assurance and analytics	Term Of Agreement

I, John Geiselman, as Vice President, Cyber Security and the authorized representative(s) of the Contractor do hereby certify that no attempt will be made to re-identify De-identified Data.

Contractor Representative Name: John Geiselman

Title: Vice President, Cyber Security

Signature: _____

Date: _____

SCHEDULE 4
Certification of Destruction/Return of District Data

I\We, _____, as the authorized representative(s) of the Contractor do hereby acknowledge and certify under penalty of perjury that [initial next to both subparts of the applicable Part A or Part B]:

Part A - Destruction:

_____ the District Data and PII provided to Contractor by the District as part of the Data Protection Addendum in accordance with federal and state law was destroyed on, 20_____ by means of [describe destruction methods]: _____.

_____ the District Data and PII provided to Contractor's Subprocessors as part of the Data Protection Addendum in accordance with federal and state law was destroyed as set forth below:

Name of Subprocessor	*Date of Deletion*	*Destruction Method*

Part B - Return: [If this option is elected by the District, then Contractor shall also complete Part A.]

_____ the District Data and PII provided to Contractor by the District as part of the Data Protection Addendum in accordance with federal and state law was returned or transferred to the District's Authorized Representative or other person or entity designated by the District, on _____, 20___ to _____, by means of [describe destruction methods]: _____.

_____ the District Data and PII provided to Contractor's Subprocessors as part of the Data Protection Addendum in accordance with federal and state law was returned or transferred to the District's Authorized Representative or other person or entity designated by the District as set forth below:

Name of Subprocessor	*Date of Return*	*Return / Transfer Method*

Contractor Name: _____

Contractor Representative Name: _____

Title: _____

Signature: _____ Date: _____

SCHEDULE 5

CharacterStrong Student Data

Data Collected	General Purpose of Data Collected
School Name	Required
Student Name	Required
Student School	Required
School Contact Email	Required
School Contact Name	Required
Student Grade Level	Required
Student ID	Optional
Student DOB	Required
Student Gender	Optional
Ethnicity or Race	Optional
Language	Optional
Student Homeroom	Optional
Teacher/Staff Name	Required
Teacher/Staff Email	Required
Application Use Statistics	Required - Meta data on user interaction with application
Application Technology Meta Data	Required - IP Addresses of users Required - Cookies
Special Indicator	Optional - English language learner information Optional - Specialized education services (IEP or 504)

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: District / Central Office

Vendor Requested: CITY OF DUNCAN

Item Request Description: DISTRICT AGREEMENTS FOR RESOURCE OFFICERS & EVENT SECURITY FOR FY 26-27

Dollar Amount Requested (if applicable): $141,786.28

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 035-Resource Officer/Security Services

Kelly Henderson — 07/13/2026

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Dr Chanda Byerly — 07/13/2026

Superintendent — Date

TRENDS REQUISITION

Date: 07/13/2026

Requested by: Dr. Channa Byerly

School/Dept: District

Account/Prog: 035-Resource Officer/Security Svcs

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☑ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

CITY OF DUNCAN

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	MS OFFICER (8 pmts)	$ 61,243.28	$ 61,243.28	7	11	035	2660	340	000	0000	000	505
1	HS OFFICER (8 pmts)	$ 61,243.29	$ 61,243.29	7	11	035	2660	340	000	0000	000	705
	Grand Total for Resource Officers	$ 122,486.57										
1	MS EVENTS (10 pmts)	$ 3,266.49	$ 3,266.49	7	11	035	2660	340	000	0000	000	505
1	HS EVENTS (10 pmts)	$ 16,033.22	$ 16,033.22	7	11	035	2660	340	000	0000	000	705
	Grand Total for Event Security	$ 19,299.71										
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 141,786.28									

DESCRIPTION: DISTRICT AGREEMENTS FOR RESOURCE OFFICERS & EVENT SECURITY FOR FY 26-27

Kelly Hendrix 07/13/26
Signature of Requestor -REQUIRED- **Date**

Dr Channa Byerly 07/13/26
Signature of Administrator -REQUIRED- **Date**

AGREEMENT

This Agreement entered into between the City of Duncan, Oklahoma, (hereinafter referred to as "City") and the Independent School District I-1 Stephens County, (hereinafter referred to as "District').

WHEREAS, the District has need of two full-time, on-duty police officers, at each day of the school year while school is in session; and

WHEREAS, the City has determined that it would be in the best interests of the students and residents of the City to provide police protection to the District for the purposes and under the terms and conditions stated herein.

WITNESSETH IN AND FOR the consideration as stated herein, the parties agree as follows:

1. The City will furnish the services of two experienced police officers to the District, no earlier than 7:15 o'clock a.m. and no later than 3:45 p.m., each day that school is in regular session with the students present, for the 2026-2027 school year, starting August 8, 2026 through May 23, 2027. This Agreement is not intended to be in effect during summer school sessions. The officers will work 8½ hours within the stated time frame with a lunch break in accordance with established policy of the Duncan Police Department.
2. The primary duties of the assigned police officers will generally be to work under the direction of the District. It is expressly provided that the services described in this Agreement will not include assignments or duties occurring outside the hours set forth herein or outside the municipal boundaries of the City of Duncan.
3. It is fully understood and agreed to by the parties that the assigned officers is, at all times pertinent to this Agreement, the police officers commissioned by the State of Oklahoma and employed by the City. The assigned officers will, at all material times, be under the direct supervision of the Duncan Police Department. The City then will be responsible for payment of salary, withholding, FICA, pension contributions and payment of insurance premiums to include health and worker's compensation. Direction, assignments and duties involving the officer will be coordinated between an appointed representative of the District and the Duncan Chief of Police or his designee.
4. It is further understood that the assigned officers will work school hours only. After school activities will be separate compensation paid directly to the officer. The City will not approve overtime.
5. The school will make reasonable efforts to provide the assigned officers an area containing a desk where they can be available to students.
6. In consideration for the services provided through this Agreement, the District agrees to pay the City a total amount of $122,486.57, which is intended to compensate the City for actual costs, related to this Agreement. Said amount shall be made in **eight** equal payments of $15,310.82. The first payment is to be made on or about September 15, 2026, with successive payments to be made on or about the 15th of each month thereafter, and continuing until paid in full. Any

deviation from this payment schedule will be coordinated between the Business manager for the District and the City Clerk of the City.

7. This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party. If termination of this contract should occur subsequent to notice being provided, pursuant to this paragraph, the District shall reimburse City on a pro rata basis for those services provided by the City but not yet paid for by the District. In the alternative, if termination should occur subsequent to notice given, pursuant to the terms of this paragraph, City shall refund to District on a pro rata basis all amounts received by City from District for which services have not yet been provided according to the terms of this contract.
8. The City appoints the Chief of Police or his designee, and the District appoints _____as their designee for carrying out the terms of this Agreement, including the assignment of duties to the assigned police officer.

IN WITNESS WHEREOF, the parties have executed the Agreement on this _____day of JUL, 2026.

City of Duncan, Oklahoma

By:_____
Robert Armstrong, Mayor

ATTEST:

By:_____
Secretary City of Duncan

APPROVED AS TO FORM:

By:_____
David W. Hammond, City Attorney

Independent School Dist I-1 Stephens County.

By:_____

Sports and Extracurricular Activity
Memorandum of Agreement

This Memorandum is made and agreed upon on this 1st day of July, 2026 by and between the Duncan Public School District - Independent School District I-1 Stephens County and the City of Duncan through the Duncan Police Department.

This document serves as a Memorandum of Agreement between the Duncan Public School District - Independent School District I-1 Stephens County (hereafter described as "The District") and the Duncan Police Department (hereafter described as "The Department) and the City of Duncan (hereafter referred to as "The City) regarding sporting and extracurricular activity security.

1. Purpose

The purpose of this memorandum is in the sole interest of making Duncan Public Schools sporting and extracurricular events safe and enjoyable for all who attend. The District and the Department have established an effective working relationship to include sworn police officers employed by the Department and contracted by the District for placement within the District as School Resource Officers. In furtherance of this goal, the City and the Department agree to provide sworn, full time police officers to the District in accordance with the attached schedule of events.

2. Administration

The agreement described in this document shall be administered by the City Manager, Chief of Police of the Department, and the Superintendent of the District. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed. Thes representatives will have the sole authority to resolve disputes between the District, the City and the Department. The Department will receive periodic recommendations and suggestions as to the needs of the District. These recommendations will be made to the Department by the Superintendent or their designee.

3. Consideration

In consideration for the services provided through this Agreement, the District agrees to pay the City an amount equal to the agreed upon amount on the attached schedule of events.

4. Terms of Agreement

This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party. If termination of this contract should occur subsequent to notice being provided, pursuant to this paragraph, the District shall reimburse City on a pro rata basis for those services provided by the City but not yet paid for by the District. In the alternative, if termination should occur subsequent to notice given, pursuant to the terms of this paragraph, City shall refund to District on a pro rata basis all amounts received by City from District for which services have not yet been provided according to the terms of this contract.

5. Agency Representatives

The City, the Department, and the District will appoint representatives to develop, implement, and review practices and procedures relevant to this program. These representatives will develop a procedure for ongoing evaluation, and will schedule meetings annually, at a minimum, to discuss these evaluations and recommend changes.

6. Qualifications of Officers

The Officers assigned under this program shall be duly certified officers of the Department and shall perform the tasks and duties described in this document. The Department agrees that any and all officers assigned will be certified Peace Officers for the State of Oklahoma, and meet all requirements set forth by the Council on Law Enforcement and Training and the City of Duncan. The Department agrees that these officers are fully trained in the proper and appropriate law enforcement use of equipment issued to them by the Department.

7. Assignment of Officers

The City agrees and guarantees that the officers will be assigned to the events in the numbers prescribed in the attached schedule of events. The method and manner in which these officers are assigned is at the sole discretion of the Department.

8. Preference of the School Resource Officer

Due to the familiarity of students, staff, and property held by the School Resource Officers assigned to the District, it is obviously preferred that the SROs are present at events. The District realizes that this is not always feasible. In cases where officers who are not the assigned District SROs are assigned to events, they are not considered SROs under law or for purposes of this agreement.

9. Duties of Officers Contracted

Officers assigned to events will have the primary role of ensuring the safety of participants, staff, and spectators. Officers are also expected to keep order and enforce school policy in the event that the policy serves a role in the overall safety and security of the event.

Additional duties may include, but are not limited to;

1. Searching of bags, purses, and personal items as a prerequisite to entry
2. Enforce established rules concerning exit and re-entry
3. Escort subjects off the property as directed by Administration or Officials
4. Escort staff carrying money from ticket booths and concession stands
5. Direct traffic before and after events
6. Assist with crowd control during events
7. Patrol parking lots during events
8. Any other duties requested or required by District Administration that are not in conflict with District or Agency policy or any local, state, or federal law.

10. Enforcement of School Policy

Officers who are not designated SROs are not expected to enforce school policy regarding student behavior unless that behavior impacts the safety and security of the event. If a situation arises where an officer is made aware of an issue that needs to be addressed, but does not directly impact safety or security, the matter should be referred to the administrator on duty.

11. Hours of Work

Unless a modification is requested by the District, the Department agrees to assign the officers to arrive at least 30 minutes prior to the event start time, and remain until released by administration.

12. Uniforms and Vehicles

Assigned officers are expected to be in department approved uniforms while working events. Assigned officers may have, when assigned, a marked police vehicle at events to provide a visible police presence.

13. Employment of Officers

Officers shall be employees of the City and Department and shall be subject to the administration, supervision, and control of the Department. Officers shall be subject to all

policies and practices of the Department except those practices modified by this memorandum, or by agreement of the District, the City, and the Department.

The Superintendent or their designee will be the first level of contact for the officers in matters concerning the District. The Superintendent or their designee will be responsible for ensuring the proper and effective execution of this agreement, and will have authority, with administrators, to direct the activities within the bounds of this memorandum.

If an administrator or the District is unhappy or dissatisfied with an assigned officer, this concern shall be submitted to the Superintendent or their designee. The Superintendent or their designee will meet with all parties, and determine the best course of action. This may include a request to the Department to no longer assign a particular officer to events.

14. Liability

The City and the Department agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any of its police officers. Each party shall assume and be responsible for any liability or the costs of litigation arising from its employees actions.

15. Duration

This memorandum of understanding and the agreement within shall be in effect from the date signed until June 30, 2027. This agreement shall be subject to termination by either party with 30 days written notice.

Execution of the Agreement

The City appoints the Chief of Police or his designee, and the District appoints _____ _____ as their designee for carrying out the terms of this Agreement, including the assignment of duties to the assigned police officer(s).

IN WITNESS WHEREOF, the parties have executed the Agreement on this _____day of JUL, 2026.

City of Duncan, Oklahoma

By:_____
Robert Armstrong, Mayor

Independent School Dist I-1 Stephens County.

By:_____

ATTEST:

By:_____
Secretary City of Duncan

APPROVED AS TO FORM:

By:_____
David W. Hammond, City Attorney

Addendum

Sports and Extracurricular Activity Security Schedule

2026-2027 School Year

Athletics

Football

High School Varsity
- 20hr @ $51.31 (Supervisor)
- 100hr @ $42.98 (Five Officers)

9th Grade and Junior Varsity
- 27hr @ $42.98 (One Officer)

Middle School
- 12hr @ $42.98 (One Officer)

Wrestling

High School Varsity / Junior Varsity
- 24hr @$42.98 (One Officer)

Middle School
- 24hr @ $42.98 (One Officer)

High School SOI Tournament
- 16hr @ $42.98 (Two Officers)

High School Junior Varsity Tournament
- 6hr @$42.98 (One Officer)

Basketball

High School Varsity and Junior Varsity
- 64hr @ $42.98 (Two Officers)

9th Grade
- 21hr @ $42.98(One Officer)

Middle School

- 32hr @ $42.98(One Officer)

High School SOI Tournament

- 24hr @ $42.98 (Two Officers)

Soccer

High School Varsity and Junior Varsity

- 30hr @ $42.98 (One Officer)

Athletics Total $17,358.60

Activities

High School Dance

- 8hr @ $42.98 (Two Officers)

Middle School Dance

- 8hr @ $42.98 (One Officer)

High School Prom

- 4hr @ $51.31 (Supervisor)
- 12hr @ $42.98 (Three Officers)

High School Graduation

- 2hr @ $51.31 (Supervisor)
- 10hr @ $42.98 (Five Officers)

Activities Total $1941.11

_____ _____

Duncan Public Schools Date

_____ _____

Duncan Chief of Police Date

_____ _____

City of Duncan Representative Date

CITY OF DUNCAN

Events & Security Breakdown

2026-2027

ATHLETICS								
High School	Football	*High School Varsity*						
		1,026.20	20	hours	at	$51.31	(Supervisor)	
		4,298.00	100	hours	at	$42.98	(Five Officers)	
		9th Grade and Junior Varsity						
		1,160.46	27	hours	at	$42.98	(One Officer)	
	Wrestling	*High School Varsity / Junior Varsity*						
		1,031.52	24	hours	at	$42.98	(One Officer)	
		High School SOI Tournament						
		687.68	16	hours	at	$42.98	(Two Officers)	
		High School Junior Varsity						
		257.88	6	hours	at	$42.98	(One Officer)	
	Basketball	*High School Varsity and Junior Varsity*						
		2,750.72	64	hours	at	$42.98	(Two Officers)	
		9th Grade						
		902.58	21	hours	at	$42.98	(One Officer)	
		High School SOI Tournament						
		1,031.52	24	hours	at	$42.98	(Two Officers)	
	Soccer	*High School Varsity and Junior Varsity*						
		1,289.40	30	hours	at	$42.98	(One Officer)	
		14,435.96	**Total for High School Athletics**					
Middle School	Football	*Middle School*						
		515.76	12	hours	at	$42.98	(One Officer	
	Wrestling	*Middle School*						
		1,031.52	24	hours	at	$42.98	(One Officer)	
	Basketball	*Middle School*						
		1,375.36	32	hours	at	$42.98	(One Officer)	
		2,922.64	**Total for Middle School Athletics**					
		$17,358.60 GRAND TOTAL FOR ATHLETICS						

ACTIVITIES							
High School	*High School Dance*						
	343.84	8	hours	at	$42.98	(Two Officers)	
	High School Prom						
	205.24	4	hours	at	$51.31	(Supervisor)	
	515.76	12	hours	at	$42.98	(Three Officer)	
	High School Graduation						
	102.62	2	hours	at	$51.31	(Supervisor)	
	429.80	10	hours	at	$42.98	(Five Officer)	
	1,597.26	**Total for High School Activities**					
Middle School	*Middle School Dance*						
	343.84	8	hours	at	$42.98	(Two Officers)	
	343.84	**Total for Middle School Activites**					
	$1,941.11 GRAND TOTAL FOR ACTIVITIES						

bbs

7/13/2026

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Curriculum & Instruction / Secondary

Vendor Requested: IMAGINE LEARNING

Item Request Description: EDGENUITY SUBSCRIPTION RENEWAL

FOR MIDDLE SCHOOL & HIGH SCHOOL INSTRUCTION FOR 26-27

(including MS & HS Virtual and Alt Ed)

Dollar Amount Requested (if applicable): $40,510.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 102-Secondary Instruction

Kelly Hendrix — 07/09/2026

Requestor or Principal — Date

K D Ellis — 07/09/2026

Budget Administrator ~~or Business Office Manager~~ — Date

JUL 14 2026

Superintendent — Date

TRENDS REQUISITION

Date: 07/09/26

Requested by: Kelly Henderson

School/Dept: Secondary, DMS & DHS

Account/Prog: 102-Secondary Instruction

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

IMAGINE LEARNING

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	MS - Edgenuity Subscription	$ 20,255.00	$ 20,255.00	7	11	102	1000	681	100	0000	000	505
1	HS - Edgenuity Subscription	$ 20,255.00	$ 20,255.00	7	11	102	1000	681	100	0000	000	705
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 40,510.00									

DESCRIPTION: EDGENUITY SUBSCRIPTION RENEWAL FOR MS & HS

INSTRUCTION FY 26-27

Kelly Henderson 07/09/2026
Signature of Requestor *-REQUIRED-* **Date**

Lyn Ellis 07/09/2026
Signature of Administrator *-REQUIRED-* **Date**

Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Date	6/10/2026
Quote No.	Q-249117
Acct. No.	12205291
Total	40,510.00
Pricing Expires	10/13/2026

Duncan Public Schools
PO Box 1548
Duncan OK 73534-1548
United States

Payment Term	Contract Start	Contract End
Net 30	7/1/2026	6/30/2027

Site	Description	End Date	Qty
Duncan Public Schools			
	Edgenuity Academic Integrity	06/30/2027	1
	PL - CW/Supp/SS Virtual Session	06/30/2027	1
Duncan Middle School			
	Edgenuity 6-8 Comprehensive Site License	06/30/2027	1
Duncan High School			
	Edgenuity 6-12 Comprehensive Site License	06/30/2027	1

Subtotal	40,510.00
Tax Total	0.00
Total	40,510.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Duncan Public Schools

Signature: _____
Print Name: Eric Davis
Title: Board President
Date: 07/14/2026

Imagine Learning Representative

Casey Morris
Account Executive -
casey.morris@imaginelearning.com
imaginethefutureoflearning.com

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: District / Technology

Vendor Requested: KELLOGG & SOVEREIGN CONSULTING, INC.

Item Request Description: ANNUAL AGREEMENT FOR PROFESSIONAL ERATE MANAGEMENT & OUSF COMPLIANCE

Dollar Amount Requested (if applicable): $6,799.91

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 033-ERATE Consulting

Kelly Henderson for Bill Adams — 07/13/2026

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Dr Charna Byerly — JUL 13 2026

Superintendent — Date

TRENDS REQUISITION

Date: 07/13/2026

Requested by: Bill Adams

School/Dept: Technology

Account/Prog: 033-ERATE Consulting

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

KELLOGG & SOVEREIGN

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Category 1 Filing (27-28)	$ 5,949.91	$ 5,949.91	7	11	033	2580	346	000	0000	000	050
1	Category 2 Filing (27-28)	$ 850.00	$ 850.00									
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 6,799.91									

DESCRIPTION: ERATE SERVICES FOR FY 26-27

Kelly Vendrum 07/13/26

Signature of Requestor -REQUIRED- **Date**

Signature of Administrator -REQUIRED- **Date**

KELLOGG & SOVEREIGN CONSULTING

Professional E-Rate Management Services – Fee Schedule
Duncan Indep School District, Duncan, Oklahoma

Re: E-Rate Consulting Services – Multi Year Renewal Option
E-Rate FY 2027-28

This letter is to confirm that **Duncan Indep School District** will exercise the renewal option as stated in the Master Services Agreement. Execution of the annual fee schedule shall be considered mutual ratification.

☑ **4th Renewal, FUNDING YEAR: 2027-2028**

Fees for requests for funding In the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR a percentage of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2027 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2027 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2027 (07/01/2027-06/30/2028)

Category of Service	Description	Amount	Billing Date
Category 1 (C1) Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	**$5,949.91**	January 2027
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
Category 2 (C2) Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	**$850.00**	March 2027
	Pre and Post Funding for C2 Services	3.5% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2026 – JUNE 30, 2027

OUSF Document, Compliance and Management Services. Includes preparation and submission of applicant affidavit(s), as well as managing disbursements and periodic reports
Annual cost $910.00 – billed January 2027 OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at $175/hour

Payment terms are net 30 days, unless otherwise noted. Kellogg & Sovereign may charge interest on amounts which are overdue for more than 30 days, with interest to be calculated up to 12% or as applicable by law. If bills are not paid on a timely basis, Kellogg & Sovereign has the right to cease work and communicate it to the applicant. If collection efforts are required, Kellogg & Sovereign Consulting shall be entitled to recover all costs and fees, including reasonable attorneys' and collection agencies' fees and other charges incurred in connection with such collection efforts. **Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.**

Fees for additional Form 470 filings. After K&S has filed the FCC Form 470 and RFP for the Applicant for FY2023, the applicant may choose to request additional services or make cardinal changes to the services requested. K&S fees are as follows:

(a) Additional Form 470 requested more than 45 days prior to closing the filing window: $750
(b) Additional Form 470 requested less than 45 days prior to closing the filing window: $1,500

Credit card processing fees. If this is the Client's selected payment method, any credit card processing fees will be added to the next invoice.

Out of pocket expenses. In addition to the E-Rate fees defined in this fee schedule, Client shall reimburse K&S for any all reasonable and necessary out-of-pocket costs and expenses (including without limitation legal consultations, postage and other delivery costs and similar expenses) incurred by K&S. Client must be formally informed in advance and must agree in writing with the expenses or costs before it is incurred.

Documentation. K&S will provide E-Rate Documentation on the applicant's Kellogg & Sovereign E-Rate SharePoint folder for online access. E-Rate applicants also have access to their E-Rate documentation on the USAC E-Rate Productivity Center (EPC).

Remittances. Payments should be remitted to Sigma Technology Fund, LLC dba Kellogg & Sovereign Consulting P.O. Box 222113 Dallas, Texas 75222-2113

If fees or expenses are not paid withing 90 days, K&S may elect to terminate the contractual agreement in whole or in part as detailed in the MSA.

Should we encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation and of any added cost, and you will have the opportunity to agree to any additional expenses in advance. Our charges for other services will be agreed to separately.

Kellogg & Sovereign® Consulting is not a law firm, and we are not authorized to practice law. Any matters which require an attorney shall be contracted separately with appropriate legal counsel.

Termination

Either party may, upon 30 days written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. K&S will be released from responsibility for the completion of any remaining services listed in this agreement immediately upon receipt of the termination notice.

Liability

K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to our clients. However, the rules, regulations, and guidelines for the universal service discount mechanism (E-Rate) are voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed/emailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the Universal Service Administrative Company (USAC) regarding the interpretation of the rules will not constitute an error or omission if you have been advised of the difference in opinion.

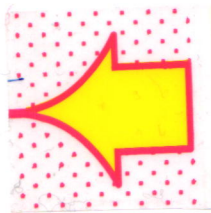
Disclaimer

Due to uncertainties inherent in SLD/USAC's funding process, Kellogg & Sovereign® Consulting does not warrant or guarantee E-Rate funding will be received as a result of this contractual agreement.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR: **Duncan Indep School District** 1706 W Spruce Ave Duncan, OK 73534	FOR: **Kellogg & Sovereign Consulting** 3010 LBJ Freeway, Suite 1200, No. 450 Dallas, TX 75234
Signature	Signature
Eric Davis Printed Name	Jason Ramey Printed Name
Board President Title	CEO Title
07/14/2026 Date	May 8, 2026 Date



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: Central Office / District

Vendor Requested: SELECTIVE INSURANCE

Item Request Description: DISTRICT FLOOD INSURANCE FOR 26-27

Dollar Amount Requested (if applicable): $34,935.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 024-Flood Insurance

Kelly Henderson — 07/13/2026

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Dr Chanda Byerly — JUL 13 2026

Superintendent — Date

TRENDS REQUISITION

Date: 07/13/2026

Requested by: Kelly Henderson

School/Dept: Central Office / District

Account/Prog: 024-Flood Insurance

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #

SELECTIVE INSURANCE

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	FLOOD INSURANCE	$ 34,935.00	$ 34,935.00	7	11	024	2620	523	000	0000	000	050
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 34,935.00									

DESCRIPTION: DISTRICT FLOOD INSURANCE FOR FY 26-27

Kelly Henderson 07/13/26
Signature of Requestor -REQUIRED- **Date**

Dr Charna Byerly JUL 13 2026
Signature of Administrator -REQUIRED- **Date**

SELECTIVE FLOOD INSURANCE FOR DISTRICT

Property Location	Policy#	FY 26-27	difference	FY 25-26	difference	FY 24-25	difference	FY 23-24	difference	FY 22-23
1607 Beech-Transportation	FLD1245912	3,200.00	-410.00	3,610.00	0.00	3,610.00	507.00	3,103.00	-1.00	3,104.00
1607 Beech-Bus Garage/Storage	FLD1245914	1,990.00	-328.00	2,318.00	0.00	2,318.00	183.00	2,135.00	0.00	2,135.00
1607 Beech-Bus Barn	FLD1245915	1,507.00	-219.00	1,726.00	0.00	1,726.00	101.00	1,625.00	2.00	1,623.00
16th & Beech-Wt Rm	FLD1245918	1,174.00	0.00	1,174.00	0.00	1,174.00	0.00	1,174.00	19.00	1,155.00
16TH & Spruce-Softball	FLD1245922	1,207.00	0.00	1,207.00	0.00	1,207.00	0.00	1,207.00	1.00	1,206.00
1706 Spruce-CO	FLD1245923	11,803.00	1,111.00	10,692.00	1,777.00	8,915.00	760.00	8,155.00	-3,973.00	12,128.00
1607 Beech-Drivers Ed	FLD1245924	2,069.00	-154.00	2,223.00	191.00	2,032.00	173.00	1,859.00	154.00	1,705.00
16th & Beech-Stadium Dressing Rm	FLD1245925	1,191.00	0.00	1,191.00	0.00	1,191.00	212.00	979.00	1.00	978.00
16th & Spruce-Media Cntr	FLD1245926	5,255.00	0.00	5,255.00	162.00	5,093.00	732.00	4,361.00	621.00	3,740.00
16th & Spruce-1st Base Dugout	FLD1249753	403.00	16.00	387.00	14.00	373.00	12.00	361.00	10.00	351.00
1607 Beech-HS Track Storage	FLD1258643	932.00	-16.00	948.00	0.00	948.00	15.00	933.00	13.00	920.00
1607 Beech-Locker Room & Storage	FLD2425634	2,379.00	319.00	2,060.00	269.00	1,791.00	227.00	1,564.00	193.00	1,371.00
16th & Beech-Locker Room	FLD2425661	891.00	0.00	891.00	0.00	891.00	55.00	836.00	0.00	836.00
1607 Beech-Drivers Ed Garage	FLD2426383	518.00	33.00	485.00	29.00	456.00	24.00	432.00	21.00	411.00
16th & Spruce-3rd Base Dugout	FLD2426433	416.00	18.00	398.00	15.00	383.00	13.00	370.00	10.00	360.00
		$34,935.00	$370.00	$34,565.00	$2,457.00	$32,108.00	$3,014.00	$29,094.00	-$2,929.00	$32,023.00

Keith

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD1245912
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
SCHOOL OFFICE1607 W BEECH
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

410.00

000591 1/1

Policy coverage options

Last yr. 3,610.00

Location: SCHOOL OFFICE1607 W BEECH DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$3,200.00	$119,000.00	$26,000.00	$2,000.00	$2,000.00
Option B	Increased coverage	$3,291.00	$131,000.00	$28,000.00	$2,000.00	$2,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000591 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DIST #1
PO BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245912

Select one: X OPTION A $3,200 ○ OPTION B $3,291

Amount enclosed: $ 3,200.00

See reverse for ways to pay.

000032406561 000273150800 8

1

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Policy number: FLD1245914 ✔
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Property Address:
1607 W. BEECH AVE.BUS GARAGE/STORAGE
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

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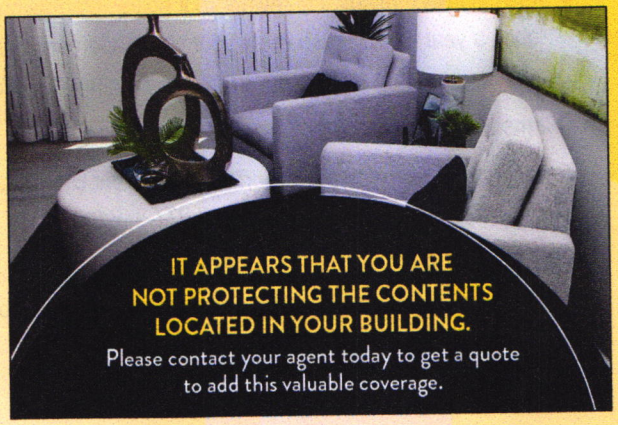
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

328.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective



000584 1/1

Policy coverage options

Last yr. 2,318.00

Location: 1607 W. BEECH AVE.BUS GARAGE/STORAGE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$1,990.00	$90,000.00	N/A	$5,000.00	N/A
Option B	Increased coverage	$2,059.00	$99,000.00	N/A	$5,000.00	N/A

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000584 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DISTRICT #1
P.O. BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245914

Select one: (X) OPTION A $1,990 ( ) OPTION B $2,059

Amount enclosed: $ 1,990.00

See reverse for ways to pay.

000032406565 000273150666 8

5

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Policy number: FLD1245915 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Property Address:
1607 W. BEECH AVEBUS SHED
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

219.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000589 1/1

Policy coverage options

Last yr. 1,726.00

Location: 1607 W. BEECH AVEBUS SHED DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$1,507.00	$40,000.00	N/A	$5,000.00	N/A
Option B	Increased coverage	$1,555.00	$44,000.00	N/A	$5,000.00	N/A

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000589 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DISTRICT #1
P.O. BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245915

Select one: X OPTION A $1,507 ○ OPTION B $1,555

Amount enclosed: $ 1,507 00

See reverse for ways to pay.

000032406571 000273149881 0

SELECTIVE INSURANCE®

JUL 13 2026

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD1245918 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
16TH ST & BEECH AVEWEIGHT TRAINING BUILDING
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

Ø No Change

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000588 1/1

Policy coverage options Same as Last yr.

Location: 16TH ST & BEECH AVEWEIGHT TRAINING BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$1,174.00	$90,000.00	$38,000.00	$1,000.00	$1,000.00
Option B	Increased coverage	$1,207.00	$99,000.00	$40,000.00	$1,000.00	$1,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000588 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DIST #1
PO BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245918

Select one: (X) OPTION A $1,174 ( ) OPTION B $1,207

Amount enclosed: $1,174.00

See reverse for ways to pay.

000032406578 000273149900 8

6

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD1245922 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
16TH ST & SPRUCE AVE- DSOFTBALL FIELD STEEL BLDG.
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

Ø No Change

Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000580 1/1

Policy coverage options Same as Last yr.

Location: 16TH ST & SPRUCE AVE- DSOFTBALL FIELD STEEL BLDG. DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$1,207.00	$74,000.00	N/A	$1,000.00	N/A
Option B	Increased coverage	$1,233.00	$82,000.00	N/A	$1,000.00	N/A

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000580 20645 H 5 A

DUNCAN INDEPENDENT SCHOOL DIST #1
1706 SPRUCE
DUNCAN, OK 73533-2308

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245922

Select one: ✗ OPTION A $1,207 ○ OPTION B $1,233

Amount enclosed: $1,207.00

See reverse for ways to pay.

000032406585 000273150533 4

8

SELECTIVE INSURANCE®

JUL 13 2026

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD1245923 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
1706 SPRUCE AVEADMINISTRATIVE BUILDING
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

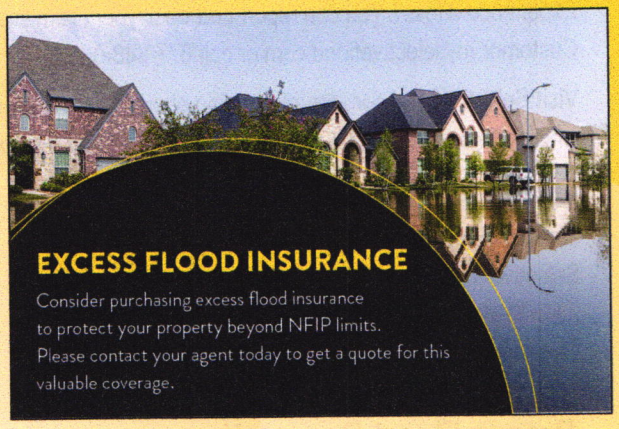
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

↑ 1,111.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective



000587 1/1

Policy coverage options

Last yr. 10,692.00

Location: 1706 SPRUCE AVEADMINISTRATIVE BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$11,803.00	$500,000.00	$500,000.00	$1,250.00	$1,250.00
Option B	Increased coverage	N/A	N/A	N/A	N/A	N/A

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000587 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DIST #1
PO BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245923

Select one: X OPTION A $11,803 ○ OPTION B N/A

Amount enclosed: $11,803.00

See reverse for ways to pay.

000032406594 000273150276 9

6

SELECTIVE INSURANCE®

JUL 13 2026

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD1245924 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
1607 W BEECH AVEDRIVERS ED BUILDING
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

154.00

000583 1/1

Policy coverage options

Last yr. 2,223.00

Location: 1607 W BEECH AVEDRIVERS ED BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$2,069.00	$50,000.00	$15,000.00	$5,000.00	$5,000.00
Option B	Increased coverage	$2,137.00	$55,000.00	$16,000.00	$5,000.00	$5,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000583 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DIST #1
PO BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245924

Select one: ✗ OPTION A $2,069 ○ OPTION B $2,137

Amount enclosed: $ 2,069.00

See reverse for ways to pay.

000032406601 000273150672 5

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD1245925 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
16TH ST AND BEECH AVESR HIGH STADIUM WEST DRESSING ROOM
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

Ø No Change

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000593 1/1

Policy coverage options Same as Last yr.

Location: 16TH ST AND BEECH AVESR HIGH STADIUM WEST DRESSING ROOM
DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$1,191.00	$100,000.00	$100,000.00	$5,000.00	$5,000.00
Option B	Increased coverage	$1,216.00	$110,000.00	$105,000.00	$5,000.00	$5,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000593 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DIST #1
PO BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245925

Select one: ✗ OPTION A $1,191 ○ OPTION B $1,216

Amount enclosed: $1,191.00

See reverse for ways to pay.

000032406607 000273150122 7

SELECTIVE INSURANCE®

JUL 13 2026

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Policy number: FLD1245926 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Property Address:
16TH ST & SPRUCE AVEMEDIA CENTER
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

Ø

Ways to pay

- **customer.myselectiveflood.com** No change
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000586 1/1

Policy coverage options Same as Last yr.

Location: 16TH ST & SPRUCE AVEMEDIA CENTER DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$5,255.00	$300,000.00	$300,000.00	$1,250.00	$1,250.00
Option B	Increased coverage	$5,409.00	$330,000.00	$315,000.00	$1,250.00	$1,250.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000586 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DISTRICT #1
P.O BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1245926

Select one: ✓ OPTION A $5,255 ○ OPTION B $5,409

Amount enclosed: $ 5,255 00

See reverse for ways to pay.

000032406614 000273150404 6

0

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD1249753 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
16TH ST & SPRUCE - CDUGOUT 1ST BASE SIDE
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

↑ 16.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000579 1/1

Policy coverage options Last yr. 387.00

Location: 16TH ST & SPRUCE - CDUGOUT 1ST BASE SIDE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$403.00	$3,000.00	N/A	$2,000.00	N/A
Option B	Increased coverage	$419.00	$4,000.00	N/A	$2,000.00	N/A

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000579 20645 H 5 A

DUNCAN INDEPENDENT SCHOOL DIST #1
1706 SPRUCE
DUNCAN, OK 73533-2308

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1249753

Select one: ✗ OPTION A $403 ○ OPTION B $419

Amount enclosed: $ 403.00

See reverse for ways to pay.

000032406618 000273150012 0

1

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPDENT SCHOOL DISTRICT #1
Policy number: FLD1258643
Mortgage loan number: 0
Payor: DUNCAN INDEPDENT SCHOOL DISTRICT #1
Property Address:
1607 W. BEECH AVE.HIGH SCHOOL TRACK AND OFFICE STORAGE
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

16.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000590 1/1

Policy coverage options

Last yr. 948.00

Location: 1607 W. BEECH AVE.HIGH SCHOOL TRACK AND OFFICE STORAGE
DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$932.00	$21,000.00	$10,000.00	$5,000.00	$5,000.00
Option B	Increased coverage	$967.00	$24,000.00	$11,000.00	$5,000.00	$5,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000590 20645 H 5 B

DUNCAN INDEPDENT SCHOOL DISTRICT #1
P.O. BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD1258643

Select one: X OPTION A $932 ○ OPTION B $967

Amount enclosed: $ 932.00

See reverse for ways to pay.

000032406623 000273150107 5

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD2425634 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
1607 W BEECH AVETRACK, LOCKER, STORAGE, AND WEIGHT TRAINING BLDG
DUNCAN, OK 73533-2351

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

↑ 319.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000582 1/1

Policy coverage options Last yr. 2,060.00

Location: 1607 W BEECH AVETRACK, LOCKER, STORAGE, AND WEIGHT TRAINING BLDG DUNCAN, OK 73533-2351

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$2,379.00	$30,000.00	$31,000.00	$5,000.00	$5,000.00
Option B	Increased coverage	$2,492.00	$33,000.00	$33,000.00	$5,000.00	$5,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000582 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DIST #1
P.O. BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD2425634

Select one: ✗ OPTION A $2,379 ○ OPTION B $2,492

Amount enclosed: $ 2,379.00

See reverse for ways to pay.

000032406626 000273150092 5

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1
Policy number: FLD2425661
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1
Property Address:
16TH ST & BEECH AVELOCKER ROOM
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

Ø No Change

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000581 1/1

Policy coverage options Same as Last yr.

Location: 16TH ST & BEECH AVELOCKER ROOM DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$891.00	$90,000.00	$25,000.00	$5,000.00	$5,000.00
Option B	Increased coverage	$907.00	$99,000.00	$27,000.00	$5,000.00	$5,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000581 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DIST #1
P.O. BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD2425661

Select one: X OPTION A $891 ○ OPTION B $907

Amount enclosed: $ 891 00

See reverse for ways to pay.

000032406629 000273149898 6

3

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPDENT SCHOOL DISTRI #1
Policy number: FLD2426383 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPDENT SCHOOL DISTRI #1
Property Address:
1607 W. BEECH AVE.DRIVER'S ED GARAGE
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

↑ 33.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000585 1/1

Policy coverage options Last yr. 485.00

Location: 1607 W. BEECH AVE.DRIVER'S ED GARAGE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$518.00	$10,000.00	N/A	$5,000.00	N/A
Option B	Increased coverage	$531.00	$11,000.00	N/A	$5,000.00	N/A

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000585 20645 H 5 B

DUNCAN INDEPDENT SCHOOL DISTRI #1
P.O. BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD2426383

Select one: X OPTION A $518 ○ OPTION B $531

Amount enclosed: $ 518.00

See reverse for ways to pay.

000032406630 000273150532 8

9

JUL 13 2026

SELECTIVE INSURANCE®

Your Flood Renewal Bill

as of July 05, 2026

Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Policy number: FLD2426433 ✓
Mortgage loan number: 0
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1
Property Address:
16TH STREET & SPRUCE AVENUE3RD BASE DUGOUT
DUNCAN, OK 73533

Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580) 255-8700

Payment due/expiration date:
09/02/2026 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2026.

You should retain this copy for your records.

18.00

Ways to pay

- **customer.myselectiveflood.com**
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

000592 1/1

Policy coverage options Last yr. 398.00

Location: 16TH STREET & SPRUCE AVENUE3RD BASE DUGOUT DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	$416.00	$6,000.00	$10,000.00	$2,000.00	$2,000.00
Option B	Increased coverage	$423.00	$7,000.00	$11,000.00	$2,000.00	$2,000.00

WHITTEN INSURANCE AGENCY INC
1220 W MAIN ST
DUNCAN, OK 73533

SELECTIVE INSURANCE®

MB 01 000592 20645 H 5 B

DUNCAN INDEPENDENT SCHOOL DISTRICT #1
PO BOX 1548
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE	POLICY NUMBER
09/02/2026	FLD2426433

Select one: (X) OPTION A $416 ( ) OPTION B $423

Amount enclosed: $ 416.00

See reverse for ways to pay.

000032406632 000273149993 4

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DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: Duncan High School

Vendor Requested: STEPHENS COUNTY FAIRGROUNDS

Item Request Description: RENTAL CONTRACT FOR HIGH SCHOOL GRADUATION 05/20/2027

Dollar Amount Requested (if applicable): $1,100.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 175-High School

Kelly Vendrum for L. Elroy — Requestor or Principal — Date: 07/13/2026

L McCann — Budget Administrator or Business Office Manager — Date: 07-13-2026

Dr Channa Byerly — Superintendent — Date: JUL 13 2026

TRENDS REQUISITION

Date: 07/13/2026

Requested by: Kelly Henderson for Lisha Elroy

School/Dept: High School

Account/Prog: 175-High School

☐ Books ☐ Equipment ☐ Technology
☐ Fees/Dues ☐ Supplies ☐ Furniture/Fixtures
☐ Textbooks ☐ Service ☐ Other

DUNCAN PUBLIC SCHOOLS
P. O. Box 1548
Duncan, OK 73534
SHIP TO
DUNCAN PUBLIC SCHOOLS
WAREHOUSE
1740 W. Spruce
Duncan, OK 73533

Use current catalog information Include Pricing for the Total of all Units.
Include Shipping/Handling.

Vendor Name, Address, Phone & Fax #
STEPHENS COUNTY FAIR & EXPO CENTER

Quantity	Item No/Description	Unit Price	Total Price	FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	Facilities Rental (contract)	$ 1,100.00	$ 1,100.00	7	11	175	2199	443	128	0000	000	705
	SHIPPING/HANDLING:											
		TOTAL ORDER:	$ 1,100.00									

DESCRIPTION: RENTAL CONTRACT FOR HOSTING THE 2027 HS GRADUATION CEREMONY ON 05/20/2027

Kelly Henderson for L. Elroy 07/13/26
Signature of Requestor -REQUIRED- **Date**

L. McCann 07-13-26
Signature of Administrator -REQUIRED- **Date**

STEPHENS COUNTY FAIR & EXPO CENTER RENTAL CONTRACT

This agreement is made _14th_ day of __ July __, __2026 by and between Stephens County Fairgrounds and Expo Center (hereinafter referred to as "Fairgrounds") by and through the Stephens County Board of County Commissioners and ____Duncan High School _____ (hereinafter referred to as "User"). Fairgrounds reserves the right to reject any application for the use of its facilities.

1. Premises & Rates
   Fairgrounds hereby agrees to make available to User for the exclusive use of User the specific facilities attached to this contract titled Facility Rates & Invoice on the specific dates and times listed below, and for the specific purpose listed below.

Date Livestock Arrives*early set-up fees apply*	Date of Event	Time Livestock Arrives – AM or PM	Time of Event
	May 20, 2027		

Purpose/Type of Event	Duncan High School Graduation

2. Payment
   a) A deposit of 50% of the 1st day Facility Rental Fee (Building, Room, Barn, Arena not to exceed $550.00) is required to hold the event date and reserve the facilities. Deposit must be received thirty (30) days prior to the scheduled event. Thirty (30) day prior to event is_April 20_, 2026__. If event is scheduled less than 30 days deposit is due at that time. THE DEPOSIT IS NON-REFUNDABLE AND WILL BE APPLIED TO THE USER'S BALANCE. Additionally, evidence of insurance coverage as described in Section five (5) is required to be signed and returned with deposit. Upon receipt of Fairgrounds Invoice, the balance for the total cost of the event due within ten (10) days.
   b) One (1) time a year Stephens County Youth School Organizations are entitled to the following discounts:
      i) The North or South Barn shall cost $100 per day per barn.
      ii) Each of the Rooms available for rental will be discounted fifty (50) percent of the rental fee listed on the Facility Rates and Invoice page, attached to and made a part of this Agreement.
      iii) The Fairgrounds has the authority to determine if the organization is a "school" or "civic" organization.
      iv) Fairgrounds at its discretion will determine the availability of the facilities for the dates and times requested by any school or civic organization.

3. Cleaning Deposit
   a) User may be asked to complete a walk through with Fairgrounds personnel prior to the event. A checklist will be utilized by User and Fairgrounds to document the condition of the facilities. The cleaning deposit will be refunded in a timely manner upon review of the checklist by Fairgrounds personnel. User FORFEITS the cleaning deposit if User fails to participate in a walk through prior to event.
   b) A separate check is required for the Cleaning Deposit.
4. Cancellation & Default
   a) If the event is cancelled by User within thirty (30) days of the scheduled event date, the User shall forfeit the deposit. Cancellation of scheduled event by user more than thirty (30) days from scheduled date of event will result in a review by the Fairgrounds to determine the amount of the deposit to be refunded.
   b) If User shall at any time be in default under the terms of this agreement, including violations of any rules, regulations, requirements, or restrictions, the Fairgrounds shall have the right to terminate this agreement immediately and require User to vacate the facilities immediately. User shall have no right to receive any refund of any deposits or fees hereunder.
   c) Fairgrounds may terminate this agreement at any time for any reason after giving User a thirty (30) day written notice of termination.
5. Liability, Insurance & Permits
   a) User shall indemnify and hold Stephens County and Fairgrounds harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorney fees) resulting from or arising in connection with User's use of the Facilities or Fairgrounds property.
   b) Fairgrounds reserve the right to require liability insurance with a responsible company as a requirement for rental of the facilities for certain types of events. If insurance is deemed necessary by the Fairgrounds, a liability policy naming Stephens County Fair & Expo Center as additionally insured with the event location listed at the address of 2002 South 13th Street, Duncan, OK 73533 shall be required. In the event Fairgrounds requires liability insurance, User must be notified in a timely manner of the amount required which shall not exceed one million dollars ($1,000,000.00). Documentation evidencing adequate coverage must be received thirty (30) days prior to event. Thirty (30) days prior to event is _April 20_, 2026__. Failure to provide proof of adequate coverage may result in the denial of the use of the facilities and cancellation of event. Cancellation of an event due to failure to provide proper documentation will be subject to the Cancellation provision found in Section four (4) of this agreement.
   c) User agrees to comply with any and all laws, statutes, ordinances, rules orders, regulations and requirements of the federal, state, and local governments (including all of their departments or bureaus) which are applicable to User's use of the Facilities,

including without limitation, obtaining any necessary permits, licenses, liquor and/or beer licenses, and the payment of all sales, use and entertainment taxes and fees.

6. Assignment
   User shall not assign this agreement without the prior written consent of the Fairgrounds.
7. Notices
   All notices to the Fairgrounds shall be deemed to have been adequately and timely given when received in writing by the Fairground's designated representative.
8. Tobacco & Alcohol
   Tobacco is prohibited. Alcohol is prohibited unless prior approval has been obtained and an Alcoholic Beverage Concession Agreement has been completed, complied with, and returned to the Fairgrounds. In the event the sale of alcohol is approved, a fee will be assessed which can be found on the Facility Rates and Invoice page, attached to and made a part of this Agreement. The Alcohol Concession Fee is a daily fee and is assessed each day of the event alcohol is served.
9. Concession
   User may determine whether concessions will be made available at the event and the type of concession offered at the event. A Concession Fee will be assessed if User provides concessions. This fee can be found on the Facility Rates and Invoice page, attached to and made a part of this Agreement. The Concession Fee is a daily fee and is assessed each day of the event a concession is operated. The Concession Fee shall be waived if a Stephens County Service or Youth Civic Organization or a Stephens County Youth School Organization is providing the concessions.
10. Animal Bedding
    The Fairgrounds will provide animal bedding ONLY at the time of the initial set-up of stalls/pens. The set-up of stalls/pens with animal bedding will ONLY occur upon request by User. Fairgrounds will not offer animal bedding for sale during the event. All animal bedding used inside the facilities must be wood shavings or pelleted wood.
11. Damages
    User shall be responsible for all damages to the electronics (microphones, PA System, etc…), buildings (walls, doors, windows, etc…), and equipment (machinery, implements, panels, gates, etc…) with the exception of usual wear and tear occasioned by reasonable and careful use. User is responsible for any property that is lost, stolen, or misplaced. User is responsible for any damage or loss caused by acts from the User, User's agents, servants, employees, patrons, licensees, invites, customers, or guests whether accidental or otherwise. Damages will be estimated by the Fairgrounds and will cover the cost of repair or replacement. User must complete a walk through with Fairgrounds staff prior to the event. A checklist will be utilized by User and Fairgrounds to document the condition of the electronics, buildings and equipment. User FORFEITS the right to dispute the Fairgrounds determination of the pre-event and post-event condition of the electronics, buildings, and equipment if User fails to complete the walk through.

12. Conduct
    a) It is recommended that the Event Coordinator or his designee remain at the Fairgrounds until all attendees, exhibitors, and vendors have vacated the premises following completion of the event.
    b) Foul or abusive language, verbal or physical misconduct, directed to the Fairgrounds staff will result in expulsion of the individual and/or immediate cancellation of present or any future events scheduled. In the event of expulsion, forfeiture of all fees and/or deposits will occur.
    c) The Fairgrounds reserves the right to eject any person or persons from any portion of its Facilities. Upon the exercise of this authority by the Manager of the Fairgrounds; or in the absence of the Fairgrounds Manager, the Caretaker of the Fairgrounds, User hereby waives any right or claim for damages against Stephens County, Fairgrounds, and their employees.
13. Restrictions & Requirements
    a) Fairgrounds rental time is from 7:00 AM to 11:30 PM. The Expo Center will be locked at Midnight and the exterior doors will be locked at 12:10 AM unless prior arrangements have been made.
    b) Attendees, exhibitors, and/or vendors will not be allowed into any buildings before the Event Coordinator arrives. Prior approval from the Event Coordinator must be communicated to the Manager or Caretaker.
    c) All of User's property must be removed from the Fairgrounds by User at the termination of User's use of facilities at the date and time outlined above. If Fairgrounds is required to remove User's property, the removal will be at the expense of User. User will forfeit all property not claimed within thirty (30) days or if removal expense is not paid within 30 days.
    d) Building layout must be able to pass Fire Marshall's inspection including but not limited to: placement of exhibitor's booth, tables, displays, etc… in relation to exits and doors.
    e) Fairgrounds are not responsible for equipment supplied by User or another party. The Fairgrounds reserves the right to approve all equipment used, where and how equipment can be used.
    f) Posting event signs/advertisements on utility poles or property maintained by the City of Duncan is strictly prohibited. Any person caught violating this city ordinance is subject to fines and court costs enforced by the City of Duncan.
    g) The only form of attachment which can be used on walls is masking tape. Any other type of tape, staple, nail, painting or marking (permanent or temporary) is not allowed. Do not adhere anything to any structures; including but not limited to floors, walls, windows, and/or doors inside or outside of the building.
    h) Preferably the use of decorations will be limited to tabletop only.
    i) Hanging items from the ceiling is not allowed.
    j) Confetti, glitter and/or burning candles is not allowed.

k) Tables are required to be covered for all dinner meetings. Table covers must be removed as well as any residue on the table.

l) All liquid and food spills must be cleaned from tables or floors. All trash must be disposed of and placed in trash cans with the exception of manure. DO NOT PLACE MANURE IN TRASH CANS – PLEASE USE THE DUMPSTER.

m) The equipment contained in the Harvest Room (stove, fridge, sink, coffee maker, microwave, utensils, etc…) must be cleaned and items must be returned to their proper place.

n) Keys to the barn/arena must be returned to the designated location. If the keys are not returned a $200 fee will be assessed and due immediately.

o) Scooters, hoverboards, bicycles, skates/rollerblades, skateboards, etc… are not allowed on the premises.

p) With the exception of service dogs and police dogs, animals that are not a part of the scheduled event are not permitted inside of the facilities, regardless of if the animal is leashed.

q) Caretaker, Manager and/or their designated official may enter the event at any time.

r) Ticketed events must have a policy for entry and exit.

31. Security

Security is not provided, but may be required as deemed necessary by Fairgrounds. Security must consist of an adequate number of uniformed, identifiable, CLEET certified and bonded security officers or CLEET certified Peace Officers. Prior approval of the security company of User's choice is required. Payment for security services is the sole responsibility of the User.

32. Set-up

If needed, please illustrate set-up on a separate piece of paper and attach to this agreement.

33. Misc.

a) This agreement, together will all of the attached documents, if any, constitutes the entire agreement between the parties hereto and shall not be modified except by written instrument signed by both parties. This agreement supersedes all prior concession agreements, if any, between the parties, and no representation, warranties, inducements, or oral agreements that may have been previously made between the parties shall continue in effect unless stated herein.

b) This agreement shall be constructed, interpreted and enforced according to the laws of the State of Oklahoma. This agreement shall be considered a binding contract. The Officer or Representative of the User executing this agreement certifies that he or she has been duly authorized to enter into this agreement on behalf of User and that neither the execution of delivery of this agreement, nor the performance or the terms of and conditions hereof, will result in a breach of any agreement to which User is a party, or of any federal state or local law, rule, or regulation.

User

Stephens County Commissioner District 1

Stephens County Commissioner District 2

Stephens County Commissioner District 3

Stephens County Fair Expo Center

2002 S. 13th St

Duncan, OK. 73533

Duncan High School Graduation	20-May-27		
	Fees	Qty	Sub-Total
Territory Hall Room rental fee for one day	$ 250.00		$ -
Territory Hall Room rental fee for 2nd day	$ 225.00		$ -
Heritage Room rental fee for one day	$ 150.00		$ -
Winchester Room rental fee for one day	$ 150.00		$ -
Harvest Room rental fee for one day	$ 150.00		$ -
Prairie Room rental fee for one day	$ 150.00		$ -
Chairs (per chair	$ 0.50		$ -
Tables (84" round or 6' long) (per table)	$ 1.00		$ -
Pipe & Drape (per section)	$ 5.00		$ -
Max Gallaway Convention Hall rental fee for one day	$ 850.00		$ -
Portable stage rental fee per event	$ 100.00		$ -
North Barn rental fee for one day	$ 300.00		$ -
North Barn rental fee for 2nd day	$ 250.00		$ -
North Barn rental fee for 3rd day	$ 200.00		$ -
South Barn rental fee for one day $300.00	$ 300.00		$ -
South Barn rental fee for 2nd day $250.00	$ 250.00		$ -
South Barn rental fee for 3rd day $200.00	$ 200.00		$ -
Livestock Arena rental fee for one day	$ 350.00		$ -
Livestock Arena rental fee for 2nd day	$ 275.00		$ -
Livestock Arena rental fee for 3rd day	$ 250.00		$ -
Gary Ledford Arena rental fee for one day	$ 1,100.00	1	$ 1,100.00
Gary Ledford Arena additional days rental	$ 850.00		$ -
ROPING ARENA w/ possible mgt fee depending on set up (per hr)	$ 75.00		$ -
Claud Gill Arena rental fee for one day	$ 500.00		$ -
CGA additional days rental	$ 350.00		$ -
CGA rental fee for one day -no lights, restrooms, concession, etc.	$ 350.00		$ -
Outside event without building-Rental fee one day	$ 100.00		$ -
RV rental fee for one day electric & water hook-up	$ 25.00		$ -
Concession Fee - see Section 9 for details	$ 25.00		$ -
Food truck on premises (per day)	$ 50.00		$ -
Alcohol Concession Fee - **Daily Fee** - see Section 8 for details	$ 150.00		$ -
Barn/Arena events -USER cleans the facilities	$ -		$ -
Barn/Arena events - FAIRGROUNDS cleans the facilities	$ 200.00		$ -
Conference Center events - USER cleans the facilities	$ -		$ -
Conference Center events - FAIRGROUNDS cleans the facilities	$ 200.00		$ -
Fee for Barn/ Arena Keys NOT returned	$ 200.00		$ -
Microphone replacement fee for each one assigned	$ 500.00		$ -
Marquee Charge - waived if rental fees are $250.00 or above	$ -		$ -
Marquee Charge - if rental fees are less than $250.00	$ 25.00		$ -
Horse Stall Rental Fee	$ 20.00		$ -
Livestock Pens Rental Fee	$ 20.00		$ -
Cattle tie outs (per foot)	$ 0.50		$ -
Small Animal pens Rental Fee,each pen setup after 20(first 20 free)	$ 1.50		$ -
Set-up fee for stalls/pens not belonging to SCFE (per pen)10	$ 10.00		$ -
Animal Bedding provided at initial set-up of stall/pen $8.00 per bag	$ 8.00		$ -
Arena Air Conditioning fee - Base Fee	$ 150.00		$ -
Air Conditioning $20.00 PER HOUR**based upon usage	$ 20.00		$ -
FUEL CHARGE PER GALLON @ CURRENT DAYS PRICE			$ -
MANAGEMENT FEE AT DIRECTOR DISCRETION (MIN $300)	$ 300.00		$ -
TOTAL FEES			**$ 1,100.00**
DEPOSIT			
BALANCE DUE			**$ 1,100.00**
Conference Room Rentals ONLY	$ 300.00		
Will be refunded in accordance with Section 2(b)			

Signature: _____ Date _____

SCHEDULE A

07/14/26

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

RESIGNATIONS				
Last Name	**First Name**	**Site/Assignment**	**Years of Service**	**Effective**
Mahaffey	Hailey	MT/Elementary School Counselor	2	6/4/2026
Riddles	Tiffany	EM/Elementary Attendance Clerk	10	5/29/2026
Warren	Libby	DHS/Teacher Assistant - Virtual Paraprofessional	4	5/22/2026
Zarate-Garcia	Liliana	HM/Custodian	-	7/14/2026

EMPLOYMENT				
Last Name	**First Name**	**New Position**	**Pending**	**Contract**
		Teacher	Background	Temporary
		Teacher	Background	Temporary
		SPED Teacher	Certification/Background	Temporary
		SPED Paraprofessional/Teacher Assistant	Background	Support
		Cafeteria - Cashier/Helper	Background	Support
		SPED Paraprofessional/Teacher Assistant		Support
		Licenced Practical Nurse	Background	Support
		Personal Care Assistant	Background	Support
		SPED Paraprofessional/Teacher Assistant	Background	Support
Stallcup	Haylee	SPED Paraprofessional (rehire 2026-27)		Support
Adkins	Travis	HS Asst Girls Soccer		Contract Coach
Davis	Kyle	Asst Girls Wrestling		Contract Coach
Elam	Karlee	MS Head Cheer		Contract Coach
Franklin	Micah	MS Asst Football		Contract Coach
Graham	Brandon	HS Asst Football		Contract Coach
Hicks	Dakota	HS Boys Asst Golf/HS Girls Asst Golf		Contract Coach
Lassley	Brycen	MS Asst Boys Basketball/MS Asst Boys Soccer		Contract Coach
Petersen	Bruce	HS Asst Boys Basketball		Contract Coach
Sherman	Steve	HS Asst Boys Swimming/HS Asst Girls Swimming		Contract Coach
Walker	Tyson	MS Asst Wrestling		Contract Coach

ADJUNCT TEACHERS			
Last Name	**First Name**	**Position**	**Site**
Burton	Amara	Area: Middle Level Math for 7/8 HS Credit (Class: Pre-Algebra)	DMS
Copeland	Cody	Area: Art (Class: Media Productions)	DHS
Prutch	Dillon	Area: Physical Education/Health/Safety (Class: Physical Education)	Mark Twain
Woods	Amanda	Area: Sports Medicine (Class: Sports Medicine, Health)	DHS

CONTRACT CHANGES			
Last Name	**First Name**	**Site Assignment**	**Effective**
Longest	W. Chisium	From Assistant Warehouseman 12 mo-6hr to Assistant Warehouseman 12 mo-8hr	2026-27
Searcy	Teresa	From SPED Paraprofessional/Teacher Assistant 9 mo-7hr to SPED Paraprofessional (Behavior Intervention Aide) 9 mo-8hr	2026-27
Simms	Aida	From SPED Paraprofessional/Teacher Assistant 9 mo-7hr to Elementary Attendance Clerk 10 mo-8hr	2026-27

EXTRA-DUTY CONTRACT CHANGES		
Last Name	**First Name**	**New Position**

Schedule A1			
2026-2027 Coaching Assignments			
BASEBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Jimmy Miller	$9,000.00	
FIELD MAINT	Randy Smith	$2,000.00	
HS #1 ASST COACH	Colby Snider	$3,750.00	
HS #2 ASST COACH	Grant Oliver	$3,250.00	
MS HEAD COACH	Jordan Dotson	$3,500.00	Support Staff
MS ASST COACH	Jace Martin	$2,750.00	
MS ASST COACH	Country Beard	$2,750.00	
BOYS BASKETBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Zach Knox	$9,000.00	
HS #1 ASST COACH	Justin Morris	$5,750.00	
HS #2 ASST COACH	Bruce Peterson	$4,500.00	Contract Coach
FRESHMAN COACH		$3,250.00	
8th GRADE HEAD COACH	Isacc Mason	$3,300.00	Support Staff
8th GRADE ASST COACH		$2,750.00	
7th GRADE HEAD COACH		$3,300.00	
7th GRADE ASST COACH	Brycen Lassley	$2,750.00	Contract Coach
GIRLS BASKETBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Amanda Lard	$9,000.00	
HS #1 ASST COACH	Kaitlyn Anderson	$5,750.00	
HS #2 ASST COACH		$4,500.00	
FRESHMAN COACH		$3,250.00	
8th GRADE HEAD COACH		$3,300.00	
8th GRADE ASST COACH		$2,750.00	
7th GRADE HEAD COACH		$3,300.00	
7th GRADE ASST COACH		$2,750.00	
CHEERLEADING	**NAME**	**STIPEND**	
HS HEAD COACH	Jesse Milburn	$5,500.00	Support Staff
MS HEAD COACH	Karlee Elam	$3,500.00	Contract Coach
ASST COACH	Rian Goff	$1,750.00	Contract Coach
POM	**NAME**	**STIPEND**	
HS HEAD COACH	Jana Marks	$5,000.00	
BOYS CROSS COUNTRY	**NAME**	**STIPEND**	
HS HEAD COACH	Todd Ledford	$5,250.00	
HS ASST COACH	Braden Ledford	$2,625.00	
MS HEAD COACH	Justin Morris	$3,000.00	
GIRLS CROSS COUNTRY	**NAME**	**STIPEND**	
HS HEAD COACH	Tim Buben	$5,250.00	
MS HEAD COACH	Whitney Morris	$3,000.00	
MS ASST COACH	Kirsten Kreutz	$2,750.00	
FOOTBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Matt Terry	$12,500.00	
HS COORDINATOR-OFF	Ross Carter	$8,750.00	
HS COORDINATOR-DEF	Scott Broussard	$8,750.00	

HS #1 ASST COACH	Jordon Dotson	$6,250.00	Support Staff
HS #2 ASST COACH	Grant Oliver	$5,750.00	
HS #3 ASST COACH	Cameron Etheridge	$5,350.00	
HS #4 ASST COACH	Jace Martin	$5,350.00	
HS #5 ASST COACH	Brandon Graham	$5,350.00	Contract Coach
HS #6 ASST COACH	David Shaw	$5,350.00	
MS HEAD/COORDINATOR	Josh Harris	$5,000.00	
8th ASST COACH	Micah Franklin	$2,750.00	Contract Coach
8th ASST COACH		$2,750.00	
7th HEAD COACH	Ashton Cooper	$3,250.00	
7th ASST COACH	Victor Acosta	$2,750.00	Support Staff
7th ASST COACH	Dillon Prutch	$2,750.00	
BOYS GOLF	**NAME**	**STIPEND**	
HS HEAD COACH	Stephen Thomas	$5,500.00	
HS ASST COACH	Dakota Hicks	$1,750.00	Contract Coach
MS HEAD COACH	Kaitlyn Anderson	$3,000.00	
GIRLS GOLF	**NAME**	**STIPEND**	
HS HEAD COACH	Josh Harris	$5,500.00	
HS ASST COACH	Dakota Hicks	$1,750.00	Contract Coach
MS HEAD COACH	Eddie Mullins	$3,000.00	
BOYS SOCCER	**NAME**	**STIPEND**	
HS HEAD COACH	David Shaw	$5,500.00	
HS ASST COACH		$3,000.00	
MS HEAD COACH	Mark Hays	$3,500.00	
MS ASST COACH	Brycen Lassley	$2,750.00	Contract Coach
GIRLS SOCCER	**NAME**	**STIPEND**	
HS HEAD COACH	Dillon Southerland	$5,500.00	
HS ASST COACH	Travis Adkins	$3,000.00	Contract Coach
MS HEAD COACH	Victor Acosta	$3,500.00	Support Staff
MS ASST COACH		$2,750.00	
SOFTBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Jimmy Miller	$9,000.00	
FIELD MAINT	Jimmy Miller	$2,000.00	
HS ASST COACH #1	Eddie Mullins	$3,750.00	
HS ASST COACH #2	Colby Snider	$3,250.00	
MS HEAD COACH	Kaitlyn Anderson	$3,500.00	
MS ASST COACH	Cheyenne Davis	$2,750.00	
MS ASST COACH	Country Beard	$2,750.00	
SWIMMING	**NAME**	**STIPEND**	
HS HEAD BOYS COACH	Deven Speed	$5,500.00	
HS ASST BOYS COACH	Steve Sherman	$2,250.00	Contract Coach
HS HEAD GIRLS COACH	Deven Speed	$5,500.00	
HS ASST GIRLS COACH	Steve Sherman	$2,250.00	Contract Coach
MS HEAD COACH	Abby Leonard	$2,500.00	
MS ASST COACH		$1,750.00	
TENNIS	**NAME**	**STIPEND**	
HS HEAD BOYS COACH	Darren Cobble	$6,500.00	

HS HEAD GIRLS COACH	Darren Cobble	$6,500.00	
HS ASST #1	Jennifer Cobble	$3,250.00	
HS ASST #2	Amanda Lard	$2,250.00	
MS HEAD BOYS COACH	Kaythryn Jeffords	$3,000.00	
MS HEAD GIRLS COACH	Abby Leonard	$3,000.00	
BOYS TRACK	**NAME**	**STIPEND**	
HS HEAD COACH	Todd Ledford	$6,000.00	
HS ASST COACH #1	Cameron Etheridge	$3,250.00	
HS ASST COACH #2	David Starnes	$2,750.00	
HS ASST COACH #3	Connor Kelly	$2,750.00	
MS HEAD COACH	Justin Morris	$4,000.00	
MS ASST COACH #1	Braden Ledford	$3,250.00	
MS ASST COACH #2		$2,750.00	
GIRLS TRACK	**NAME**	**STIPEND**	
HS HEAD COACH	Tim Buben	$6,000.00	
HS ASST COACH #1	Kirsten Kreutz	$3,250.00	
HS ASST COACH #2	Cameron Etheridge	$2,750.00	
MS HEAD COACH	Whitney Morris	$4,000.00	
MS ASST COACH #1	Scott Broussard	$3,250.00	
MS ASST COACH #2	Isacc Mason	$2,750.00	Support Staff
VOLLEYBALL	**NAME**	**STIPEND**	
HS HEAD COACH	Kathryn Jeffords	$6,100.00	
HS ASST COACH	Ashley Villagrana	$3,300.00	Contract Coach
HS ASST COACH		$3,300.00	
MS HEAD COACH		$3,600.00	
MS ASST COACH	Cody Davis	$2,800.00	Contract Coach
BOYS WRESTLING	**NAME**	**STIPEND**	
HS HEAD COACH	Ashton Cooper	$9,000.00	
HS #1 ASST COACH	Dillon Prutch	$5,000.00	
HS #2 ASST COACH	Connor Kelly	$2,750.00	
MS HEAD COACH	Eddie Mullins	$3,500.00	
MS #1 ASST COACH		$2,750.00	
MS #2 ASST COACH	Tyson Walker	$2,750.00	Contract Coach
GIRLS WRESTLING	**NAME**	**STIPEND**	
HEAD COACH	Cheyenne Davis	$8,500.00	
ASST COACH #1	Kyle Davis	$5,000.00	Contract Coach
ASST COACH #2	Stephen Thomas	$5,000.00	
ESPORTS	**NAME**	**STIPEND**	
HEAD COACH	Jared Ellis	$1,500.00	
WEIGHTLIFTING	**NAME**	**STIPEND**	
	Ross Carter	$1,500.00	

BOARD APPROVED

JUL 14 2026

ITEM # 11

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: Public / Parent Request

Vendor Requested: N/A

Item Request Description: STUDENT TRANSFER APPEAL

Referred to as Student A for compliance with FERPA

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson as Board Clerk — 07/13/26

Requestor or Principal — Date

Budget Administrator or Business Office Manager — Date

Dr Chana Byerly — JUL 13 2026

Superintendent — Date

Student Transfer Appeal Form to Local Board of Education

OKLAHOMA Education

70 O.S. §8-101.2 If a transfer request is denied by the school district, the parent of the student may appeal the denial within ten (10) days of notification of the denial to the receiving school district board of education. The receiving school district board of education shall consider the appeal at its next regularly scheduled board meeting.

STUDENT INFORMATION

20 26 – 20 27
SCHOOL YEAR

Duncan High School
RECEIVING DISTRICT

[redacted]
FIRST NAME

[redacted]
MIDDLE NAME

[redacted]
LAST NAME

[redacted]
BIRTH DATE (MM/DD/YYYY)

[redacted]
GRADE LEVEL IN TRANSFER YEAR

10-DIGIT STATE ID STATE TESTING NUMBER (STN) OBTAINED FROM YOUR CHILD'S SCHOOL AND STARTS WITH 1-0-0.

☐ Check if the student is currently enrolled in Homeschool/Private School, the student is moving into Oklahoma from another state or country, or the student has never attended a public school in the State of Oklahoma.

PARENT/REPRESENTATIVE

[redacted]
FIRST AND LAST NAME

[redacted]
EMAIL

[redacted]
STREET ADDRESS

[redacted]
CITY

[redacted]
ZIP CODE

[redacted]
HOME PHONE

[redacted]
ALTERNATIVE PHONE

RECEIVING DISTRICT (TRANSFER TO)

Stephens
COUNTY NAME

DISTRICT NAME

July 6th 2026
DATE OF TRANSFER REQUEST DENIAL

July 6th 2026
DATE OF RECEIVING NOTICE OF DENIAL

Student Transfer Appeal Form to Local Board of Education

OKLAHOMA Education

SENDING/RESIDENT DISTRICT (TRANSFER FROM)

[redacted]

COUNTY NAME

[redacted]

SITE NAME

DISTRICT NAME

Please identify the basis for appealing the decision of the Receiving School District.

[redacted]

Please attach any documentary evidence that relates to the transfer request and this appeal.

Pursuant to the provisions of the statutes of the State of Oklahoma, and the rules and regulations of the State Board of Education, this application is hereby made to permit the child listed on this form to transfer to the Receiving District as indicated on this form. The Parent verifies by their signature (below) that they are the custodial parent, legal guardian or foster parent of the child listed above and hereby acknowledges that if this transfer is approved, they shall be bound by the Compulsory School Attendance Laws of Oklahoma rules and all regulations of the Receiving District named on this transfer appeal form. Further, as the Parent of the minor student named above, I acknowledge, agree, understand that pursuant to the Oklahoma Education Open Transfer Act 70, O.S. § 8-101.2, the Receiving District may deny the request for transfer based on a lack of capacity, an incident of student discipline as outlined in 70 O.S. § 24-101.3; and/or as a result of the student have a history of absences, which is defined as ten or more unexcused absences in one semester. 70 O.S. § 8-101(A-B). As such, I hereby authorize the Local Board of Education to access the education records of the student this transfer appeal is submitted on behalf of; provided, however, the authorization to access the education records is limited to those reasonably related and necessary to student discipline and attendance data.

Student Transfer Appeal Form to Local Board of Education

OKLAHOMA Education

[redacted] July 13, 2026

SIGNATURE OF THE PARENT/GUARDIAN DATE

Upon receipt of a completed Appeal Form, the appeal will be considered by the Local Board of Education at its next regularly scheduled meeting. You will be notified of the opportunity to appear at this meeting.

Please mail or deliver the completed appeal to your local school board

or via email:

Subject: Local Student Transfer Appeal

To: _____

CC:

Received by _____
DISTRICT

at _____ on _____ Approved ☐ Denied ☐
TIME DATE

What is the Teacher Empowerment Program?

SB 1256 was passed during the Legislative Session in May 2024. Written by Senator Pugh, this bill allows the Oklahoma State Department of Education to establish *advanced, lead, and master* teacher certificates and to establish minimum salary increases for the corresponding certificate levels.

Teachers will receive a $3,000, $5,000 or $10,000 pay increase depending on the designation level. Teachers employed at a school with economically disadvantaged students (40% or more), or at a district with enrollment below 1,000 students, will receive an additional one-time award of $1,500 to $5,000 depending on their designation.

Districts may identify and designate up to 10% of teachers as advanced, lead, or master teachers. In Duncan, 22 teachers could receive designations each year. Teachers must reapply each year. (Teachers are eligible to apply in sequential years).

Depending on the designation level, teacher contracts will include additional days (5, 10, or 15 days). These are days when the teachers will work on special projects, provide professional development, curriculum alignment, or mentoring in the district.

Guidelines for Additional Contract Days

Additional Contract Days are required by Teacher Empowerment Law. At Duncan, designated teachers could count the following for extra contract days (example):

- Days spent developing or leading professional development
- Content training for newly hired teachers
- Mentoring new, emergency certified, or adjunct teachers.

- Curriculum development in collaboration with district teams.
- High-intensity tutoring for targeted students.
- Preparation of emergency-certified teachers
- Assisting with student enrollments, scheduling, testing, etc.
- Attending Approved PD in the summer
- OSDE will provide up to 6 hours of asynchronous leadership PD to the designated teachers

Minimum Qualifications to Apply

Required Criteria	Master	Lead	Advanced
Type of Teaching Certificate	Standard, Alternative Standard (5 year certification)	Standard, Alternative Standard (5 year certification)	Standard, Alternative Standard (5 year certification)
Years of Experience	Minimum of seven (7) years of classroom teaching experience, With 5 years in Duncan	Minimum of five (5) years of classroom teaching experience, with 3 years in Duncan	Minimum of three (3) years of classroom teaching experience, with the most recent year in Duncan
Evaluation Results	Earned a minimum 4.2 rating on most recent Final TLE evaluation score	Earned a superior or highly effective (minimum 3.8) rating on most recent Final TLE evaluation score	Earned a superior or highly effective (minimum 3.8) rating on most recent Final TLE evaluation score
Student Performance	Must be in a site evaluated for student performance by the state report card. Overall academic progress on report card must be a C or higher	Must be in a site evaluated for student performance by the state report card. Overall academic progress on report card must be a C or higher	Must be in a site evaluated for student performance by the state report card. Overall academic progress on report card must be a C or higher
Rubric Score	18-24	15-17	12-14
Extra Days Required	15	10	5

Application for Teacher Empowerment Stipend

	Master	Lead	Advanced
Stipend	$10,000	$5,000	$3,000
Extra Days	15	10	5

Introduction: *The Teacher Empowerment Program is governed by SB1256 (2024). Duncan provides this opportunity as long as funds are available from OSDE. Program is contingent upon approval from OSDE each year.*

Application Process:

1. Teacher submits an application by _____ (date for current year.)
2. Determination is made whether the teacher meets the minimum criteria to apply for each designation.
3. Names are removed from applications and applications are reviewed by the Duncan Teacher Empowerment Committee. (The teacher empowerment committee will be designated each year by the superintendent, will be comprised of 3-5 members who have an education background but are not a district teacher or administrator. Examples of members of the Teacher Empowerment Committee could include: grant directors, retired teachers, parent/community/board members who have a background in education.
4. Designations are received by Dr. Byerly and submitted to OSDE through Federal Programs applications.
5. Teacher contracts are changed to include designation, stipend, and additional contract days for the current school year.
6. Rubric scores are provided to applicants upon request.

Applicant Information:

Name: _____

Position: _____ Site: _____

Total Years of Service: _____ Duncan Years of Service: _____

Applicant Signature: _____ Date: _____

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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

School/Club/Department: Central Office

Vendor Requested: N/A

Item Request Description: Request to approve the 2026-2027 Classroom INSTRUCTIONAL HOURS to consist of no less than ONE THOUSAND EIGHTY-SIX (1,086) hours for FY 26-27

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson
Requestor or Principal

07/13/2026
Date

Budget Administrator or Business Office Manager

Date

Dr Chana Byerly
Superintendent

JUL 13 2026
Date

Site Name: Horace Mann **Date:** June / 16 / 2026

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
student desks			42	fair	recycle
teacher Chairs			4	fair	recycle
tables	6 x 8		4	fair	recycle
teacher desks			2	fair	recycle
rocking chair			1	fair	recycle
file cabinets			3	fair	recycle
rolling desks			3	fair	recycle
rolling carts			4	fair	3 transferable to PK
credenza			1	missing doors	recycle
carpets			2	fair	recycle

Add additional pages as needed.

Authorized Site Signature: María Pardo

Date of Board Approval:

Maintenance acknowledgement

CB Admin acknowledgement

Before completing the Surplus Form, please initial:

☐ _____ Items have been offered by the site administrator to other sites within the district (DPS).

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director.

SURPLUSED ITEMS MUST BE DOCUMENTED/TRACKED IN YOUR SITE'S INVENTORY.

ONLY TEACHER DESKS, STUDENT DESKS, & CHAIRS WILL BE STORED FOR FUTURE DISTRICT USE.

RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.

Maintenance Office Only:

☐ _____Items have been offered to other districts within Stephens County if not needed by DPS.

☐ _____Items have been offered to the public by sale.

☐ _____Items have been disposed of or recycled properly.

Site Name: DMS Date: 5/19/26

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
iPads	MD788LL/A	see attached	28	Poor/Used	
iPad Cases			12	Used	

Add additional pages as needed.

Authorized Site Signature:

Date of Board Approval:

Ben Smith Maintenance acknowledgement

Cassie Berthold Admin acknowledgement

Before completing the Surplus Form, please initial:

☐ ____ Items have been offered by the site administrator to other sites within the district (DPS). Admin Acknowledgement

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director.

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☐ ____ Items have been offered to the public by sale.

☐ ____ Items have been disposed of or recycled properly.

Castle – DMS Room 701

iPads - Sch $

Ipad #	ID #	MODEL	Purchased - 2015-2016 Sch Year
1	DMPQ7JXBFK10		**Per Tammy Bennett (May,2022)
2	DMPQ7JUKFK10		Do NOT put these iPads in Booktracs due to the
3	DMPQ7ETTFK10		age of them (older than 3 years)
4	DMPQ7JX1FK10		
5	DMPQ7JX3FK10		
6	DMPQ7JZBFK10		
7	DMPQ7TVTFK10		
8	DMPQ7JZSFK10		
9	DMPQ7K9YFK10		
~~10~~	~~DMPQ7UF7FK10~~		Broken -May 2023 Screen messed up along left side - still in iPad cart
11	DMPQ7W79FK10		
12	DMPQ7WYVFK10		
13	DMPQ7RNVFK10		
14	DMPQ7U9HFK10		
15	DMPQ7WDUFK10		
16	DMPQ7U2VFK10		
17	DMPQ7X9NFK10		
18	DMPQ7WW9FK10		
19	DMPQ7V9HFK10		
20	DMPQ7WUBFK10		
21	DMPQ7UBVFK10		
22	DMPQ7WLMFK10		
23	DMPQ7UTEFK10		
24	DMPQ7WMCFK10		
25	DMPQ7U69FK10		
26	DMPQ7U3SFK10		
27	DMPQ7UMVK10		
28	DMPQ7XCAFK10		

Site Name: DMS Date: 5/20/26

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
Android Tablets E9.6			11	Used / Not working	
Android Tablet A8.0			1	Used / Not working	
		Serial #'s attached			
Asus Tablet (ZenPad 10)			2	Used / Not working	
Android phones			11	Not working	
Block Chargers			18	Working	

Add additional pages as needed.

Authorized Site Signature:

Date of Board Approval:

Ben Sanders Maintenance acknowledgement

Cassie Berthold Site Admin acknowledgement

Admin Acknowledgement

Before completing the Surplus Form, please initial:

☐ ____ Items have been offered by the site administrator to other sites within the district (DPS).

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director.

SURPLUSED ITEMS MUST BE DOCUMENTED/TRACKED IN YOUR SITE'S INVENTORY.

ONLY TEACHER DESKS, STUDENT DESKS, & CHAIRS WILL BE STORED FOR FUTURE DISTRICT USE.

RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.

Maintenance Office Only:

☒ ____ Items have been offered to other districts within Stephens County if not needed by DPS.

☐ ____ Items have been offered to the public by sale.

☐ ____ Items have been disposed of or recycled properly.

Tablet #	Seriel #	MODEL
Tab A 8.0	R52K50TV9TZ	smt380nzkaxar
Tab E 9.6	R52K7039TCW	sm-t560nzko0ccc
Tab E 9.6	R52K703A27L	sm-t560nzko0ccc
Tab E 9.6	R52k7039ttt	sm-t560nzko0ccc
Tab E 9.6	R52k703a05m	sm-t560nzko0ccc
Tab E 9.6	R52k702bkj	sm-t560nzko0ccc
Tab E 9.6	R52k703abze	sm-t560nzko0ccc
Tab E 9.6	R52k703ae8f	sm-t560nzko0ccc
Tab E 9.6	R52k702k5jp	sm-t560nzko0ccc
Tab E 9.6	R52k703a1jv	sm-t560nzko0ccc
Tab E 9.6	R52k703ackz	sm-t560nzko0ccc
Tab E 9.6	R52k702kbca	sm-t560nzko0ccc

Android tablets

DMS Pg. 2762 (05/20/26)

Site Name: DMS **Date:** 6 / 1 / 2026

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
Teacher's Desk			3		
Tables			5		
Student Desks			22		
Broke Vac			7		
Filing Cabinet			2		
Desk Chairs			6		
Wood chair			1		
Black Stools			2		
Add additional pages as needed.					
Authorized Site Signature:					
Date of Board Approval:					

Maintenance acknowledgement

Cassie Berthold
Admin acknowledgement

Before completing the Surplus Form, please initial:

☒ _____ Items have been offered by the site administrator to other sites within the district (DPS).

Admin Acknowledgement

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director.

SURPLUSED ITEMS MUST BE DOCUMENTED/TRACKED IN YOUR SITE'S INVENTORY.

ONLY TEACHER DESKS, STUDENT DESKS, & CHAIRS WILL BE STORED FOR FUTURE DISTRICT USE.

RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.

Maintenance Office Only:

☒ _____Items have been offered to other districts within Stephens County if not needed by DPS.

☐ _____Items have been offered to the public by sale.

☐ _____Items have been disposed of or recycled properly.

Site: DHS

Date: 6/26/26

Product Description	Model Number	Serial Number	Qty	Condition	Surplus or Transferable or Trash
Black office chair			4	trash-2-don't work move up/down poor - 2 work but condition is poor	
Black radio TV table			1	good	Surplus
2 drawer file cabinet			2	good	Surplus

Add additional pages as needed.

Authorized Site Signature: Sara Smelser 6/24/26

Date of Board Approval:

Ben Sanders Maintenance acknowledgement

CB Admin acknowledgement

Before completing the Surplus Form, please initial:

☑ JS **Items have been offered by the site administrator to other sites within the district (DPS).**

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director. DPS Surplus Policy: 3003

SURPLUSED ITEMS MUST BE DOCUMENTED/TRACKED IN YOUR SITE'S INVENTORY.

ONLY TEACHER DESKS, STUDENT DESKS, & CHAIRS WILL BE STORED FOR FUTURE DISTRICT USE.
RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.

Maintenance Office Only:

- ☐ _____Items have been offered to other districts within Stephens County if not needed by DPS.
- ☐ _____Items have been offered to the public by sale.
- ☐ _____Items have been disposed of or recycled properly.

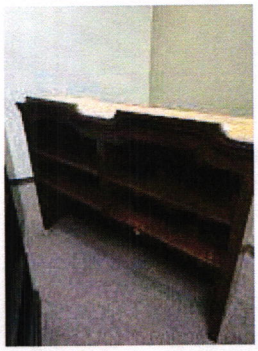
5 attachments

20260622_123238.jpg
2788K

TV Stand?
good condition

20260622_123519.jpg
2584K

on previous sheet all ready turned in



20260622_123543.jpg
2910K

on previous sheet

20260622_153505.jpg
3596K

They all have a yellow note -
2 do not move up/down
2 do but in poor condition (worn)

20260622_123508.jpg
3300K

On previous sheet.

Site Name: Technology Date: 6/9/26

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
Dell PC	optiplex 760	N/A	23	Outdated	Recycle
Keyboards	N/A	N/A	44	Outdated	Recycle
Dell monitors	Various	N/A	44	Outdated	Recycle
Cables	N/A	N/A		Outdated	Recycle
Dell PC	optiplex 755	N/A	10	Outdated	Recycle
Dell PC	optiplex 3010	N/A	6	Outdated	Recycle
Dell PC	PT 3420	N/A	3	Outdated	Recycle
3Comm Switch	3C16471	N/A	1	Outdated	Recycle
Old Projectors	N/A	N/A	2	Outdated	Recycle
~~Belkin Charging Station~~	~~B2B074~~	~~N/A~~	~~1~~	~~Good~~	~~Transferable~~
Wire	N/A	N/A	3	maybe 20ft on spool	Recycle
Dell monitors	17"	N/A	3	Outdated	Recycle
Dell PC	optiplex 7010	N/A	3	Outdated	Recycle
Add additional pages as needed. 1 of 5					
Authorized Site Signature: Bill Adams					
Date of Board Approval:					

Maintenance acknowledgement

Admin acknowledgement

Before completing the Surplus Form, please initial:

☐ BA Items have been offered by the site administrator to other sites within the district (DPS).

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director. Doesn't apply outside our dept.

SURPLUSED ITEMS MUST BE DOCUMENTED/TRACKED IN YOUR SITE'S INVENTORY.

ONLY TEACHER DESKS, STUDENT DESKS, & CHAIRS WILL BE STORED FOR FUTURE DISTRICT USE.

RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.

Maintenance Office Only:

☐ _____Items have been offered to other districts within Stephens County if not needed by DPS.

☐ _____Items have been offered to the public by sale.

☐ _____Items have been disposed of or recycled properly.

Site Name: Technology Date: 6/9/26

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
Dell PC	optiplex 3010	N/A	2	Outdated	Recycle
Dell PC	optiplex 790	N/A	1	Outdated	Recycle
Dell PC	optiplex 9010	N/A	1	Outdated	Recycle
Dell PC	optiplex 7020	N/A	2	Outdated	Recycle
Dynex TV	DX-LCD 42HD-09	1684LC 42HV40H	1	Outdated	Recycle
~~Extreme Switches~~	—	06799	~~1~~	~~—~~	
Extreme Switches	EAS 100-24t	N/A	7	Outdated	Recycle
Extreme Switches	Summit X440-24t	1333[illegible]N-41674	1	Outdated	Recycle
Cisco Switch	Catalyst 3550	CAT1018 NOW2	1	Outdated	Recycle
Boxes of Accessories	N/A	N/A	3	Outdated	Recycle
Extreme Switches	EAS 100-24t	N/A	21	Outdated	Recycle
Extreme Switch	Summit X440-24t	1208G-02080	1	Outdated	Recycle
Cisco Switch	Catalyst 2960-S	FOC1602W4JN	1	Outdated	Recycle
Geovision Camera	EBL-4[illegible]00	—	10	Outdated	Recycle

Add additional pages as needed. 2 of 5

Authorized Site Signature: Bill Adams

Date of Board Approval:

Ben Sr. Maintenance acknowledgement _____ Admin acknowledgement

Before completing the Surplus Form, please initial:

☐ BA Items have been offered by the site administrator to other sites within the district (DPS).

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director.

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RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.

Maintenance Office Only:

☐ _____Items have been offered to other districts within Stephens County if not needed by DPS.

☐ _____Items have been offered to the public by sale.

☐ _____Items have been disposed of or recycled properly.

Site Name: Technology Date: 6/9/26

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
iPad	A1460	—	11	outdated	Recycle
Poweredge Servers	1750	FTJHG61 DCJHG61	2	Outdated	Recycle
Cisco Switches	Catalyst 2960	N/A	11	Outdated	Recycle
Cisco Switch	catalyst 3550	CAT1018N	1	Outdated	Recycle
3Comm Switch	10016355	QSD AC9N3Q	1	Outdated	Recycle
—	—	900548281	—	—	—
Extreme Switch	Sammit X440-24t	1450N-42427	1	Outdated	Recycle
ASUS Chromebook	C202	—	1	Outdated	Recycle
NVR Harddrives	N/A	N/A	10	Outdated	Recycle
Dell PC	PT3420	5FSNHK2	1	Outdated	Recycle
Dell Laptop	Latitude E6530	N/A	2	Outdated	Recycle
Black Box Switch	LPJ008A-T	P154600140A15	1	Dead	Recycle
APC UPS	600	N/A	1	Dead	Recycle
IPAD	A1474	N/A	1	Outdated	Recycle

Add additional pages as needed. 3 of 5

Authorized Site Signature: Bill Adams

Date of Board Approval:

Dan Lee Maintenance acknowledgement _____ Admin acknowledgement

Before completing the Surplus Form, please initial:

☐ BA Items have been offered by the site administrator to other sites within the district (DPS).

If no one within our district wants any of the items, fill out this Surplus Form, sign/date it, and send the original to the Maintenance Director.

SURPLUSED ITEMS MUST BE DOCUMENTED/TRACKED IN YOUR SITE'S INVENTORY.

ONLY TEACHER DESKS, STUDENT DESKS, & CHAIRS WILL BE STORED FOR FUTURE DISTRICT USE.

RETAIN RECEIPTS/DOCUMENTS FOR 2 YEARS.

Maintenance Office Only:

☐ _____ Items have been offered to other districts within Stephens County if not needed by DPS.

☐ _____ Items have been offered to the public by sale.

☐ _____ Items have been disposed of or recycled properly.

Site Name: Technology Date: 7/1/26

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
Batteries for UPS	911-6017	N/A	~~3~~	Dead	Recycle
Batteries for UPS	911-0050A	N/A	2	Dead	Recycle
Dell PC	PT 3420	N/A	2	Outdated	Recycle
Dell PC	optiplex 7020	N/A	24	Outdated	Recycle
Dell PC	Optiplex 3010	36N4YV1	1	Outdated	Recycle
Aruba Printers Macos	See Attached	N/A	150	Outdated	Recycle
Dell Laptop	Latitude 9420	224TFK3	1	Outdated	Transferable
Brother Printer	HL-L3290 CDW	N/A	1	Outdated	Transfrable
Dell Monitor	17"	N/A	3	Outdated	Recycle
Ricoh printer	SP3300DN	N/A	1	Outdated	Recycle
Dell PC	GX620	N/A	2	Outdated	Recycle
Dell PC	optiplex 760	N/A	2	Outdated	Recycle
Dell PC	optiplex 7020	N/A	1	Outdated	Recycle
Dell PC	PT 3420	N/A	1	Outdated	Recycle
Add additional pages as needed. 4 of 5					
Authorized Site Signature: Bill Adams					
Date of Board Approval:					

Ben Maintenance acknowledgement _____ Admin acknowledgement

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Site Name: Technology Date: 7/1/26

Product Description	Model Number	Serial Number	Qty	Condition	Recycle, Dispose, or Transferable
UPS	1500c	N/A	1	Dead	Recycle
Add additional pages as needed. 5 of 5					
Authorized Site Signature: Bill Adams					
Date of Board Approval:					

Ben Lovell Maintenance acknowledgement _____ Admin acknowledgement

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Aruba Access Points

Serial Number	MAC Address	Model	E-Rate Cycle
CNDPJ0TQ3T	20A6CDC88198		
CNDPJ0TQ2J	20A6CDC88148		
CNCZJ0R00D	34FCB9C9019C		
CNDMJ0TL3Z	20A6CDC77FCA		
CNCZJ0R01Y	34FCB9C901FC		
BT0077998	6CF37FC1230C		
CNCZJ0R013	34FCB9C901C8		
CNDPJ0TQ3W	20A6CDC8819C		
CNDPJ0TPRP	20A6CDC87EE6		
CNDPJ0TQ3B	1893D747D3DE		
CNDPJ0TQ60	20A6CDC88220		
BT0078011	6CF37FC12319		
CNDMJ0TL2F	20A6CDC77F6A		
CM0368046	04BD88C3509E	AP205	2015-2018
CNDMJ0TL8V	50338B1D1E4D		
CNDPJ0TQ3Z	1893D73F7018		
CNDMJ0TL5M	20A6CDC78030		
CNDMJ0TL39	20A6CDC77FA0		
CNGRJ0R11R	484AE9CD450E	AP314	
BT0077934	6CF37FC122CC		
CNDMJ0TL88	90706520E681		
CNDJJ0THGB	20A6CDC5681E		
CNDJJ0THFT	20A6CDC567FE		
CNDPJ0TQ4Y	20A6CDC881DE		
CM0368008	04BD88C35052	AP205	2015-2018
CNDJJ0THG1	20A6CDC5680C		
CM0367870	04BD88C34F3E	AP205	2015-2018
CM0367910	04BD88C34F8E	AP205	2015-2018
CM0367937	04BD88C34FC4	AP205	2015-2018
CM0367948	04BD88C34FDA	AP205	2015-2018
CM0367943	04BD88C34FD0	AP205	2015-2018
CM0367922	04BD88C34FA6	AP205	2015-2018
CM0367945	04BD88C34FD4	AP205	2015-2018
CNKSJ0R0GP	E82689CD6B8E	AP314	
CM0367926	04BD88C34FAE	AP205	2015-2018
CM0367947	04BD88C34FD8	AP205	2015-2018
CM0367942	04BD88C34FCE	AP205	2015-2018
CM0034849	ACA31EC0B4AC	AP204	
CNDPJ0TQ82	20A6CDC882A0	AP-315	2015-2018
CM0216669	94B40FCC3714	AP205	
CNDMJ0TL8R	20A6CDC780F2	AP-315	
CM0216641	94B40FCC36DC	AP205	
CM0216666	94B40FCC370E	AP205	

CNJ3J0T2P6	7C573CC77268	AP315	
CM0216655	94B40FCC36F8	AP205	
CNDJJ0THCB	20A6CDC56764	AP-315	
CNF8J0R1FH	3817C3C4DF3C	AP-314	
CK0101783	ACA31EC7D5D8	AP-214	
CM0214885	94B40FCC2924	AP-205	
CM0215101	94B40FCC2AD4	AP-205	
CM0216595	94B40FCC3680	AP-205	
CM0Q27273	ACA31EC07FBC	AP-205	
CM0216541	94B40FCC3614	AP-205	
CM0216608	94B40FCC369A	AP-205	
CM0216602	94B40FCC368E	AP-205	
CM0025339	9C1C12C89A78	AP-205	
CM0216659	94B40FCC3700	AP-205	
CM0216547	94B40FCC3620	AP-205	
CM0216656	94B40FCC36FA	AP-205	
CM0216673	94B40FCC371C	AP-205	
CM0027253	ACA31EC07F94	AP-205	
CM0027248	ACA31EC07F8A	AP-205	
CM0216553	94B40FCC362C	AP-205	
CM0216596	94B40FCC3682	AP-205	
CM0216633	94B40FCC36CC	AP-205	
CM0216603	94B40FCC3690	AP-205	
CM0215113	94B40FCC2AEC	AP-205	
CM0027275	ACA31EC07FC0	AP-205	
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CM0216540	94B40FCC3612	AP-205	
CM0216544	94B40FCC361A	AP-205	
CM0215097	94B40FCC2ACC	AP-205	
CM0216549	94B40FCC3624	AP-205	
CM0216661	94B40FCC3704	AP-205	
CM0027279	ACA31EC07FC8	AP-205	
CM0367824	04BD88C34EE2	AP-205	2015-2018
CM0367960	04BD88C34FF2	AP-205	2015-2018
CM0367949	04BD88C34FDC	AP-205	2015-2018
CM0367792	04BD88C34EA2	AP-205	2015-2018
CM0367955	04BD88C34FE8	AP-205	2015-2018
CM0367958	04BD88C34FEE	AP-205	2015-2018
CM0367950	04BD88C34FDE	AP-205	2015-2018
CM0367817	04BD88C34ED4	AP-205	2015-2018
CM0367814	04BD88C34ECE	AP-205	2015-2018
CM0367957	04BD88C34FEC	AP-205	2015-2018
CM0367813	04BD88C34ECC	AP-205	2015-2018
CM0367718	04BD88C34E0E	AP-205	2015-2018

CM0367900	04BD88C34F7A	AP-205	2015-2018
CM0367819	04BD88C34ED8	AP-205	2015-2018
CM0367811	04BD88C34EC8	AP-205	2015-2018
CM0367818	04BD88C34ED6	AP-205	2015-2018
CM0368020	04BD88C3506A	AP-205	2015-2018
CM0367780	04BD88C34E8A	AP-205	2015-2018
CM0367954	04BD88C34FE6	AP-205	2015-2018
CM0367806	04BD88C34EBE	AP-205	2015-2018
CM0367903	04BD88C34F80	AP-205	2015-2018
CM0367904	04BD88C34F82	AP-205	2015-2018
CM0367898	04BD88C34F76	AP-205	2015-2018
CM0367823	04BD88C34EE0	AP-205	2015-2018
CM0367901	04BD88C34F7C	AP-205	2015-2018
CM0367821	04BD88C34EDC	AP-205	2015-2018
CM0034782	ACA31EC0B426	AP-204	
CM0367952	04BD88C34FE2	AP-205	2015-2018
CM0367825	04BD88C34EE4	AP-205	2015-2018
CM0367959	04BD88C34FF0	AP-205	2015-2018
CM0368049	04BD88C350A4	AP-205	2015-2018
CM0367994	04BD88C35036	AP-205	2015-2018
CM0368009	04BD88C35054	AP-205	2015-2018
CM0367984	04BD88C35022	AP-205	2015-2018
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CM0368007	04BD88C35050	AP-205	2015-2018
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CM0214948	94B40FCC29A2	AP-205	2015-2018
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CM0368042	04BD88C35096	AP-205	2015-2018
CM0368036	04BD88C3508A	AP-205	2015-2018
CM0367897	04BD88C34F74	AP-205	2015-2018
CM0368105	04BD88C35114	AP-205	2015-2018
CM0367985	04BD88C35024	AP-205	2015-2018
CM0367973	04BD88C3500C	AP-205	2015-2018
CM0368047	04BD88C350A0	AP-205	2015-2018
CM0368044	04BD88C3509A	AP-205	2015-2018
CM0367951	04BD88C34FE0	AP-205	2015-2018
CM0216604	94B40FCC3692	AP-205	2015-2018
CM0368000	04BD88C35042	AP-205	2015-2018
CM0216590	94B40FCC3676	AP-205	2015-2018

CM0216657	94B40FCC36FC	AP-205	2015-2018
CM0367999	04BD88C35040	AP-205	2015-2018
CNJ3J0T2JR	7C573CC775F2	AP-315	
CNJ3J0T2NB	7C573CC76A04	AP-315	
CNJ3J0T2NC	7C573CC77958	AP-315	
CNDPJ0TPY9	20A6CDC88042	AP-315	
CNDPJ0TQ4T	20A6CDC881D6	AP-315	
CNDPJ0TQ6Q	20A6CDC8824C	AP-315	
CNDPJ0TQ5N	20A6CDC8820A	AP-315	
CNDPJ0TQ5L	20A6CDC88206	AP-315	
CNDMJ0TL7K	20A6CDC780A8	AP-315	
CNDMJ0TL6N	20A6CDC78070	AP-315	
CNDPJ0TQ3P	20A6CDC88190	AP-315	
CNDJJ0THGJ	20A6CDC5682A	AP-315	
CNDPJ0TQ6T	20A6CDC88252	AP-315	
CNDMJ0TL4Q	20A6CDC77FF8	AP-315	
CNDMJ0TL54	20A6CDC78012	AP-315	
CNDMJ0TL7M	20A6CDC780AC	AP-315	
CNDPJ0TQ6W	20A6CDC88256	AP-315	

Duncan Public Schools

Board of Education

1702 W Spruce Duncan OK 73533

July 14, 2026

Ladies and Gentlemen of the Board:

It is with great sadness that I submit my resignation at this time effective with the acceptance of the appropriate agenda item.

It has been an honor to have served this district for nearly 20 years now. I have been blessed to have worked with many good Board members, administrators, teachers, and support employees. I only hope I was able to give back a small part of what I learned from everyone in Duncan Public Schools.

Respectfully,

Eric Davis

Duncan Public Schools

P.O. Box 1548
Duncan, OK 73534-1548
http://www.duncanps.org

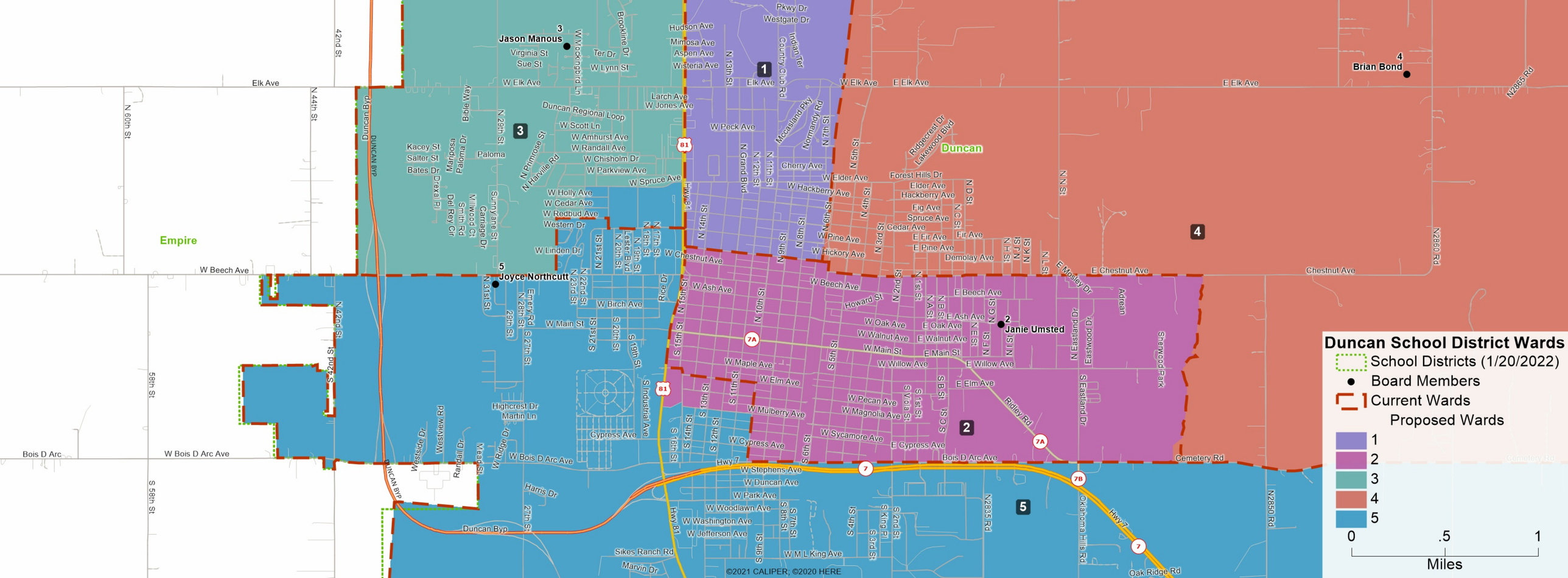
Dr. Channa Byerly, Superintendent
(580) 255-0686
channa.byerly@duncanps.org

April 15, 2026

Seat #1	**Misty Burch**, Seat #1 04/2031 mistydburch@gmail.com	
Seat #2	**Krista Lolar**, Seat #2 04/2027 krista.lolar@yahoo.com	Vice President
Seat #3	**Eric Davis,** Seat #3 04/2028 Cell (580) 656-1758 434scout@gmail.com	President
Seat #4	**Carl Buckholts**, Seat #4 04/2029 Work (580) 252-3240 carl@ebhlaw.com	
Seat #5	**Greg Neal,** Seat# 5 04/2030 Cell (580) 467-7891 greg.neal@duncanps.org	

Superintendent of Schools - Dr. Channa Byerly

Board Clerk - Kelly Henderson


Duncan School District Wards
School Districts (1/20/2022)
Board Members
Current Wards
Proposed Wards
1
2
3
4
5
0
.5
1
Miles
Jason Manous
Brian Bond
Joyce Northcutt
Janie Umsted
Empire
Duncan
Elk Ave
W Elk Ave
E Elk Ave
W Beech Ave
E Chestnut Ave
Chestnut Ave
Bois D Arc
W Bois D Arc Ave
Bois D Arc Ave
Cemetery Rd
Duncan Byp
Hwy 7
Hwy 81
Duncan Regional Loop
Paloma
Highcrest Dr
Martin Ln
Sikes Ranch Rd
Marvin Dr
Oak Ridge Rd
Ridley Rd
Sherwood Park
Adrean
©2021 CALIPER; ©2020 HERE

NOTICE TO THE STEPHENS COUNTY CLERK

THE 2026 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA previously scheduled for 6:00 P.M. in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

WILL NOW BE HELD AT 6:00 P.M. IN THE BOARD ROOM OF THE ADMINISTRATION OFFICE, LOCATED AT 1702 WEST SPRUCE, DUNCAN, OK.

Tuesday, June 9, 2026	Tuesday, September 15, 2026
Thursday, June 25, 2026	Tuesday, October 13, 2026
Tuesday, July 14, 2026	Tuesday, November 10, 2026
Tuesday, August 18, 2026	Tuesday, December 8, 2026

This letter serves as the statutory notice required by 25 O.S. § 311 and is provided more than 10 days in advance of the first meeting in June in accordance with state law.

STATE OF OKLAHOMA
STEPHENS COUNTY
RECORDED OR FILED
2026 MAY 28 AM 11:07
JENNY MOORE
COUNTY CLERK
BOOK ____ PAGE ____
BY: ____ DEPUTY

Kelly Henderson
Clerk, Duncan Board of Education

05/28/2026

BOARD APPROVED

OCT 14 2025

ITEM # 9.H.

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

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

Tuesday, January 13, 2026

Tuesday, February 10, 2026

Tuesday, March 10, 2026

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Thursday, June 25, 2026

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Tuesday, December 8, 2026

Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

STATE OF OKLAHOMA
STEPHENS COUNTY
RECEIVED AND FILED
2025 OCT 15 PM 3:50
JESSICA DENISE
COUNTY CLERK
BY _____ DEPUTY

BOARD APPROVED

OCT 14 2025

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Kelly Henderson

Kelly Henderson
Clerk, Duncan Board of Education

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2026 MAY 28 AM 11:07
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Clerk, Duncan Board of Education

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