



Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 5/09/2024

Contract/Agreement Vendor:

Oklahoma State School Boards Assn./Tamara Sage

Name of Vendor & Contact Person

tamaras@ossba.org

Vendor Email Address

Complete legal representation by an Oklahoma Licensed Attorney in all aspects of the unemployment claims process.

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

RENEWAL / All District Employees

Reason/Audience to benefit

6/03/2024

BOE Date

\$ 16,874.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Lindsay Drake / Andrea Jackson

HR/ESC

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Lindsay Drake

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member:

[Signature]

Funding Source: GENERAL

Fund/Project

PRJ 061 FUNCT 2319 OBJ 810 000 0000 000 050

OCAS Coding

☒ Consent

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and Oklahoma State School Boards Association to provide complete legal representation by an Oklahoma Licensed Attorney in all aspects of the unemployment claims process before the Oklahoma Employment Security Commission; auditing the payment of all unemployment claims to ensure the minimum is paid and any over-payments are recovered.

☐ Action

The agreement between the District and OSSBA will continue 7/01/2024 through 6/30/2025.

Summary

This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

**MANAGEMENT  
EMPLOYMENT SERVICE AGREEMENT**

This Service Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between Broken Arrow Public Schools (hereafter, "School") and Oklahoma State School Boards Association Employment Services Program (hereafter, "OSSBA").

The Board of Education of the School has voted to join the OSSBA Employment Services Program for the 2024-2025 school year and agrees to pay OSSBA an administrative fee in the amount equal to \$6.50 per employee.

**Payment:** During the term of this Service Agreement, *at the beginning of each calendar quarter, OSSBA will issue an invoice* to the School for an amount equal to a quarter of the total annual administrative fee. Upon receipt, the School shall pay the full amount invoiced. OSSBA records indicate 2596 school employees, for a total annual administrative fee of \$16,874.00.

The administrative fee will be paid in exchange for employment related services provided by OSSBA, including but not limited to:

- 1) Providing complete legal representation by an Oklahoma licensed attorney in all aspects of the unemployment claims process before the Oklahoma Employment Security Commission (hereafter "OESC");
- 1) Auditing the payment of all unemployment claims to ensure the minimum is paid and any overpayments are recovered;
- 2) Providing quarterly reports of unemployment claims and amounts paid by the OESC to Claimants on the School's behalf;
- 3) Providing up-to-date Legislative and Administrative Law Updates to keep the School informed of changes that affect unemployment claims and costs; and
- 4) Providing opportunities for employment training and information.

**Information Access:** The School will grant to OSSBA Third Party Administrator (TPA) access rights to the School's EZ Tax Express Account administered by the Oklahoma Employment Security Commission (OESC) in order for OSSBA to appropriately administer School's unemployment claims and assist with financial accounting and quarterly contribution reporting. Further, the School agrees to provide OSSBA with access to other information systems administered by the OESC if access is deemed necessary to process unemployment claims on School's behalf.

**Term of Agreement:** This Service Agreement will be effective for the 2024-2025 fiscal year which ends on June 30, 2025. This Service Agreement may be renewed for a subsequent fiscal year by the Board of Education of the School taking such necessary action.

**Revision or termination of Agreement:** Either party may revise this Service Agreement with 60 days' written notice to the other party. If either party does not fulfill what it has agreed upon in the above terms, then termination may be made within 30 days' written notice to the other party.

Signed:



Shawn Hime  
OSSBA Executive Director

\_\_\_\_\_  
School Board President or Designee  
Broken Arrow Public Schools 6920

03/12/2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date