



Superintendent/Principal

FY 24-25 Contract

FLSA Classification

Full-time, Campus Based – Exempt -12 Month

Reports to

Board of Directors

This Proud To Partner Leadership Academy employment contract is entered into effective as of July 1, 2024, by and between Proud To Partner Leadership Academy, a public charter school, an Oklahoma non-profit corporation, and Dawn D. Bowles as its Superintendent/Principal. This contract is to remain in effect through the end of the school year ending June 30, 2025.

The Superintendent/Principal is the leader ultimately responsible for the school's academic, operational, financial success. The Superintendent/Principal directly supervises the school leadership team and is the primary point of contact with the school's governing board and key external partners, such as the Oklahoma State Department of Education.

Now, therefore, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. DUTIES/RESPONSIBILITIES:

Superintendent/Principal shall perform the services on behalf of the district in the role of Superintendent/Principal. In said role, her duties shall include those required by her job description, as required by law as the Superintendent/Principal of the District and such other duties as may be required by the Boards of Education of Proud To Partner Leadership Academy.

Superintendent/Principal shall perform all services under this Contract in accordance with all applicable federal, state, and local laws. The term "federal, state and local laws" as used in this Contract shall mean all applicable statutes, rules, regulations, executive orders, directives, policies, or other laws, including all laws as presently in effect and as may be amended or otherwise altered, as well as all such laws which may be enacted or otherwise become effective during the term of this Contract.

Superintendent/Principal shall also perform all services under this Contract in accordance with the Proud To Partner Leadership Academy charter school agreement.

Superintendent/Principal agrees to perform in good faith the duties required of a public school district's Superintendent/Principal of schools. Said duties shall be those prescribed by federal and state law, Oklahoma State Department of Education regulations, policies established by the

board meeting.

- The Superintendent/Principal shall ensure that the board agenda will be certified and posted in the appropriate school locations 48 hours prior to a school board meeting.
 - The Superintendent/Principal shall be responsible for securing all vendor contracts and the implementation of those contracts.
- The Superintendent/Principal shall make recommendations to the Board concerning new policies or revisions of previously adopted policies.
- The Superintendent/Principal shall be responsible for developing a three- or five-year strategic plan of the school district and presenting it to the Board for evaluation.
- The Superintendent/Principal shall ensure that the school aggressively pursues all available revenue, receivables, and cost savings (e.g., accelerating the process to convert the school's campus lease to a more affordable purchase).

To thrive in this leadership role preferred characteristics, include:

- A firm belief that all children can be successful in school, with the right support.
- A firm belief that great teachers and leaders are made not born.
- Experience leading a school or nonprofit organization to demonstrable strong results.
- An entrepreneurial mindset.
- History of academic leadership at the elementary school level.
- A track record of building relationships with diverse stakeholders and partners, and the courage to have difficult conversations when necessary.
- The ability to communicate and build relationships with scholars and families with diverse backgrounds, personalities, and needs.
- An orientation toward accountability; the leader authentically believes that the school's success is the leader's success, and the school's areas for growth are the leader's responsibility.

2. Required Qualifications:

- Minimum of an Administrative Level Principal Certificate 5th-12th or 9th-12th
- Commitment to both the educational and personal development of all students.
- Confidence and ability to communicate and collaborate with intersecting entities such as the sponsoring organization, city authorities, the Oklahoma State Department of Education.
- Competence to lead efforts to provide resources necessary or desirable for the advancement of Proud To Partner Leadership Academy.
- Familiarity with budgeting and financial oversight; experience working with a lay board; and other qualifications listed in draft of job description).

3. SALARY:

Superintendent/Principal shall be paid a salary of Sixty Thousand Dollars (\$60,000.00) for the Term of this Contract. Proud To Partner Leadership Academy shall be responsible to pay \$60,000.00, broken out based on scheduled pay schedule for all Proud To Partner Leadership Academy employees. Any adjustments to the listed salary shall be made only upon approval of the Proud To Partner Leadership Academy Board of Directors. Any adjustments made shall be filed with the State Department of Education as an addendum to this Contract. The method of payment hereunder shall be the same as is utilized by the District for compensation of its twelve-month employees.

4. FRINGE BENEFITS:

In addition to the salary provided for herein, Superintendent/Principal shall receive the

Districts' Board of Education, and the job description of Superintendent/Principal.

Furthermore, a listing of specific duties to be performed by the Superintendent/Principal includes:

- The Superintendent/Principal is the leader of the educational forces of the community.
- The Superintendent/Principal shall attend meetings of the Districts' board of education and keep the board of education apprised of matters relating to the school district.
- The Superintendent/Principal shall make recommendations to the districts' board of education of candidates for Leadership, administrative roles and supervisory positions of the school district.
- The Superintendent/Principal shall evaluate the administrative team and non-teaching personnel. Said evaluations will be completed and presented to the Board by the April board meeting.
- The Superintendent/Principal shall be responsible for ensuring the proper fiscal management of public funds, that the expenditure of public funds is in accordance with applicable law and policies, and that accurate financial reports are presented to the districts' boards of education.
- The Superintendent/Principal shall ensure the timely and accurate submission of reports to the State Department of Education for the District.
- The Superintendent/Principal shall be responsible for the operation and maintenance of the child nutrition program and other federal programs.
- The Superintendent/Principal shall, each year, compose a school calendar for Proud To Partner Leadership Academy which shall be subject to approval by the districts' board of education by the March board meeting.
- The Superintendent/Principal shall be responsible for implementing the mission, vision, and educational program approved by the authorizer of Proud to Partner Leadership Academy.
- The Superintendent/Principal shall have public accounts audited each year and file said audit with all agencies and offices required by law.
- The Superintendent/Principal shall oversee the maintenance of the district school facilities and ensure the safety of the school buildings.
- The Superintendent/Principal shall be responsible for the fiscal management of the district, which may include, but is not limited to, the preparation of a well-coordinated budget.
- The Superintendent/Principal must be able to engage with organization's stakeholders and build strong relationships with the broader community.
- The Superintendent/Principal shall ensure that the school aggressively pursues all available revenue, receivables, and cost savings.
- The Superintendent/Principal shall implement a successful fund development strategy and shepherd donors.
- The ability to adapt to changing circumstances and new challenges with the ability to pivot quickly and make informed decisions in response to changing environments.
- The Superintendent/Principal shall provide to the district board of education a financial analysis indicating the expenditures of Proud To Partner Leadership Academy and an opinion of the general financial condition of the school district.
- The Superintendent/Principal shall have the authority to close school, in cases of emergency.
- The Superintendent/Principal shall ensure compliance with any applicable laws, regulations, and rules pertaining to public charter schools. The Superintendent/Principal shall also ensure compliance with the terms of the charter agreements with Proud To Partner Leadership Academy.
- The Superintendent/Principal shall provide the agenda and supplementary documents for board meetings to the Board of Directors no later than 5:00 p.m. on the third day prior to a school

following fringe benefits:

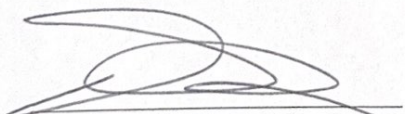
- Travel Expenses: The Superintendent/Principal shall be reimbursed for itemized expenses incurred in conjunction with authorized travel in accordance with each Districts' policy for travel reimbursement.
- Expense Reimbursement: The Superintendent/Principal shall be entitled to the reimbursement of itemized actual expenses incurred by the Superintendent/Principal in the performance of the duties as set forth in this contract, unless otherwise limited by any established Districts' policy. Said reimbursement shall not exceed the amount authorized by the District Board of Education. The Executive Director/Principal shall provide receipts identifying the items purchased and their unit cost in advance of reimbursement.
- Leave: The Superintendent/Principal shall receive on an annual basis fifteen (15) days of personal leave. Ten (10) unused personal leave days may be carried over each year up to a maximum of fifty (40) days. Upon retirement, these accumulated carry over days may be surrendered at a rate of \$100.00 per day. Carry over days can only be used for cash value at retirement unless otherwise approved by the PTPLA Board of Directors. All personal leave days must be properly documented and submitted to Human Resources.
- Professional Development: The Superintendent/Principal shall be entitled to participate in Professional Development opportunities to help develop them as a superior Superintendent/Principal for the enhancement and betterment of the school.

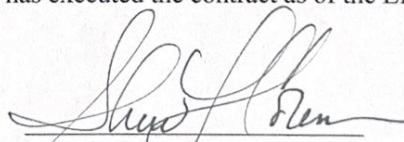
The Superintendent/Principal shall be required to furnish a surety bond in the amount of \$100,000 as per 70 O.S. § 5-116a, which said expense shall be equally paid by organization. Failure to qualify for or obtain a surety bond shall be sufficient reason to terminate Superintendent/Principal employment in accordance with 70 O.S. § 6-101.13.

In addition to the duties listed above, the Superintendent/Principal shall have the responsibility for filing a copy of this contract, and any subsequent addenda, with the Oklahoma State Department of Education within fifteen (15) days of execution.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

IN WITNESS WHEREOF, each of the Parties has executed the contract as of the Effective date.


Ms. Dawn D. Bowles,
Superintendent/Principal


Dr. Shari L. Coleman
Chairman of the Board

Date: 10/15/24

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