

OKLAHOMA STATE DEPARTMENT OF EDUCATION

SHARED SUPERINTENDENT SALARY ASSISTANCE APPLICATION

**Title 70, Section 7-203(B)(2) - School Consolidation Assistance Fund** offers financial assistance to qualifying districts who vote and approve to share the services and costs of a superintendent. Section 7-203(B)(2) states: *“Assistance to school districts which have entered into a mutual contract with a superintendent as authorized pursuant to Section 5-106A of this title in paying the salary or wages of the superintendent. The assistance shall equal not more than fifty percent (50%) of the salary or wages of the superintendent for not more than three (3) consecutive years. In no case shall the total amount of assistance paid over the three-year period be more than One Hundred Fifty Thousand Dollars (\$150,000.00) nor shall any school district be eligible to receive assistance pursuant to this paragraph for more than one three-year time period.”*

**APPLICATION AND REQUIRED DOCUMENTATION ARE DUE TO THE OKLAHOMA STATE DEPARTMENT OF EDUCATION (OSDE) BY JUNE 30 OF THE YEAR PRECEDING THE YEAR OF CONTRACT; LATE SUBMISSIONS WILL NOT BE CONSIDERED.**

Applications shall be submitted to OSDE by fax, mail or email:

OSDE, Attn: School Personnel Records, 2500 N. Lincoln Blvd. Room 216, Oklahoma City, OK 73105; Fax # (405) 521-6031; [Tammie.Hall@sde.ok.gov](mailto:Tammie.Hall@sde.ok.gov)

**Application Guidelines:**

1. The Superintendent must have a signed contract with each district and Board approval of each district prior to submission of this application.
2. Funding for a Shared Superintendent will be paid from the Oklahoma School Consolidation Fund by OSDE once the applications have been reviewed and approved by the Oklahoma State Board of Education (OSBE). OSDE will present the recommendations for reimbursement to the OSBE for approval at the OSBE July Board Meeting each year. Districts will be notified in writing of the award determinations made in July.
3. The statute allows for up to 50% of the salary or wages to be reimbursed to districts up to a maximum of \$150,000.00, which is payable over 3 years by OSDE. There is no guarantee that 50% will be paid; the amount approved and paid to Districts in the form of shared superintendent salary assistance may be less than 50% of the salary or wages paid to the superintendent.
4. Funding to Districts for a shared superintendent’s salary will be paid out quarterly and will be coded for specific use for the payment of superintendent salary. If the shared superintendent arrangement ends prior to the termination of the contract, districts will notify OSDE within 5 business days of the termination of the contract. Districts who terminate or have a canceled shared superintendent contract during the contract year will be required to reimburse the Oklahoma School Consolidation Fund for any portion of assistance received but not used to fulfill the funding requirements of shared superintendent contract.

**NAME AND CONTACT INFORMATION FOR APPLICANT DISTRICTS**

- 1 District Name/ID: \_\_\_\_\_  
District Address: \_\_\_\_\_  
District Contact: \_\_\_\_\_  
District Phone: \_\_\_\_\_

2 District Name/ID: \_\_\_\_\_  
District Address: \_\_\_\_\_  
District Contact: \_\_\_\_\_  
District Phone: \_\_\_\_\_

3 District Name/ID: \_\_\_\_\_  
District Address: \_\_\_\_\_  
District Contact: \_\_\_\_\_  
District Phone: \_\_\_\_\_

**SUPERINTENDENT INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
OSDE License: \_\_\_\_\_  
Prior Position / Pay: \_\_\_\_\_

**SHARED CONTRACT INFORMATION**

1. List the salary or wages for the Superintendent: \$ \_\_\_\_\_
2. List the total number of years districts have authorized the employment of the shared superintendent (maximum is 3 years): \_\_\_\_\_
3. List the percentage or pro rata portion each district has agreed to pay the Shared Superintendent each year:  
District 1: \_\_\_\_\_ District 2: \_\_\_\_\_ District 3: \_\_\_\_\_
4. **Attach a copy of each district's Board Minutes approving the shared superintendent contract.** Minutes should clearly reflect Board's approval of a shared superintendent and the salary or wages to be paid by the district. Also include the percentage or portion of the total salary or wages that the district is paying the superintendent as well as the length of the shared superintendent contract.
5. **Attach a copy of a signed contract between each district and the Shared Superintendent.** Each participating District should provide a signed contract for services.

**AUTHORIZATION OF APPLICATION**

The undersigned hereby certifies under penalty of perjury that the foregoing application and attached documentation is true and correct to the best of his/her knowledge and belief. The undersigned further certifies that they have authority to submit this application on behalf of the requesting District(s). The undersigned has read and fully understands that the signature below indicates that the District Administration, Superintendent and Board Members of applicant District is familiar with the application requirements, deadlines, statutory provisions, obligations and duties associated with receiving funding pursuant to 70 O.S. Section 7-203(B)(2).

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

\_\_\_\_\_  
Name & Title:

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

\_\_\_\_\_  
Name & Title:

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

\_\_\_\_\_  
Name & Title: