

AGENDA
Sapulpa Public Schools
Regular Virtual and Physical Meeting
Washington Administration Center Board Room
511 E Lee
Sapulpa, OK 74066
Monday, March 8, 2021 at 6:00 PM

This meeting will be conducted via teleconferencing, via videoconferencing, and at a physical location.

- I. Call the meeting to order and Pledge of Allegiance to the American Flag
- II. Formal Adoption of the Agenda.
 - A. Motion, discussion, and vote on Motion to formally adopt Agenda.
- III. Consent Agenda
 - A. Approval of the Meeting Minutes for 2.22.21 Regular Meeting.
 - B. Approval of 2020-21 General Fund Purchase Order Encumbrance numbers 640 through 717.
 - C. Approval of 2020-21 Building Fund Purchase Order Encumbrance numbers 138 through 148.
 - D. Approval of 2020-21 Child Nutrition Fund Purchase Order Encumbrance numbers 61 and 62.
 - E. Approval of 2020-21 Bond Fund 33 Purchase Order encumbrance numbers 28 and 29.
 - F. Approval of the monthly financial reports of the School Activity Funds account.
 - G. Approval of the Treasurer's Report on the status of Funds and Investments.
 - H. Approval of the 2021-22 Yearbook Contracts for Sapulpa Public Schools:
 - 1. Sapulpa High School--Herff Jones
 - 2. Sapulpa Jr. High--Herff Jones
 - 3. Sapulpa Middle School--Walsworth
 - 4. Freedom Elementary--Herff Jones
 - 5. Holmes Park Elementary--Jostens
 - 6. Jefferson Heights Elementary--Ruth Kelly Studio
 - 7. Liberty Elementary Stem Academy--Jostens
 - I. Approval of Municipal Accounting System (MAS) Software Service Agreement for the 2021-22 school year.
 - J. Approval of 2020-21 rental agreement with Party Pro Rents for Graduation chairs.
 - K. Approval of 2020-21 rental agreement with Tulsa Stage and Top for Graduation stage.

- L. Approval of 2021-22 VYPE Agreement with Sapulpa Athletics Department.
- M. Approval of a generous donation of \$100 from First United Bank Mortgage Company to be used in the classroom of HS Teacher, Karli Myers.
- N. Approval of a generous donation of \$10,000 from Kante Group for the Sapulpa E-Sports Program.
- O. Approval of a generous donation of \$1,000 to Liberty Elementary STEM from the Neal and DeDee Kneger Giving Fund.
- P. Approval of Out-of-State Activity Trips as per attachment.
- Q. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information and Discussion Items
 - A. Superintendent Comments
- VI. Action Items
 - A. New Business - items not known or foreseen when agenda was posted.
 - B. Board to consider and take action on a resolution determining the maturities of, and setting a date, time, and place for the sale of the \$1,645,000 General Obligation Combined Purpose Bonds of the School District.
 - C. Discussion, motion, and vote on a motion to approve/disapprove updating Student Records Policy 926, second read.
 - D. Proposed Executive Session to discuss Personnel listed and to conduct an ongoing evaluation of the Superintendent as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
 - 1. Vote to convene in Executive Session
 - 2. To acknowledge the Board has returned to Open Session
 - 3. Statement of Executive Session Minutes
 - E. Personnel
 - 1. Vote to approve/disapprove employing Personnel as per attachment.
 - 2. Vote to approve/disapprove FMLA for Alison Parks, effective March 22, 2021, through June 14, 2021.
 - 3. Vote to approve/disapprove FMLA for Marsha Keylon, effective February 8, 2021, through May 3, 2021.
 - 4. Vote to approve/disapprove FMLA for Jessica Hollander, effective April 12, 2021, through May 25, 2021.
 - 5. Vote to accept Resignations received since the last board meeting.
- VII. Adjournment

Special Meeting of The Board of Education Independent School District Number
33, Creek County

Monday, February 22, 2021 6:00 PM

Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order and Pledge of Allegiance to the American Flag
The meeting was called to order by Board President Melinda Ryan. Assistant
Superintendent Johnny Bilby lead the Pledge of Allegiance.

II. Formal Adoption of the Agenda.

II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.

To formally adopt the agenda, pulling item VI.C to right after Consent
Agenda. passed with a motion by Steve McCormick and a second by
Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of the 1.11.2021 Regular Meeting Minutes.

III.B. Approval of 2020-21 General Fund Purchase Order Encumbrance
numbers 547 through 639.

III.C. Approval of 2020-21 Building Fund Purchase Order Encumbrance
numbers 131 through 137.

III.D. Re-Approval of 2020-21 Building Fund Purchase Order number 118, the
actual repair cost was more than the originally approved amount.

III.E. Approval of 2020-21 Child Nutrition Fund Purchase Order Encumbrance
numbers 57 through 60.

III.F. Approval of 2020-21 Bond Fund 33 Purchase Order Encumbrance
numbers 26 and 27.

III.G. Approval of 2020-21 Bond Fund 36 Purchase Order Encumbrance
numbers 9 through 12.

III.H. Approval of the monthly financial reports of the School Activity Funds
account.

III.I. Approval of the Treasurer's Report on the status of Funds and Investments.

III.J. Accept and approve the employee assignments for Mr. Johnny Bilby and Dr. Kim Castaldi as the Title IX Co-Coordinators for Sapulpa Public Schools.

III.K. Accept and approve the employee assignment for Mrs. Katherine Stufflebeam as the ADA (Americans with Disabilities Act) and 504 (Rehabilitation Act) Coordinator.

III.L. Approval of the 2020-21 Audit Contract and Engagement Letter with Bledsoe, Hewett & Gullekson.

III.M. Approval of renewal for 2021-22 SchoolMessenger Services.

III.N. Approval of a generous donation of \$5,000 from TTCU for General Fund expenses.

III.O. Approval of a generous \$10,000 anonymous donation for student expense assistance through the Activity Account.

III.P. Approval of Fundraisers.

To approve Consent Agenda items A-P passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Absent

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

IV. Hearing from the Public

None

V. Information and Discussion Items

V.A. Student Records Policy, as a first read.

Update needed as some items in this policy is no longer valid. See attachment for suggested changes. The policy will appear on the agenda for approval/disapproval at the next BOE meeting.

V.B. Superintendent Comments

Superintendent Armstrong started off his comments with a list of activities that will make this week a busy one. Coming up this week is Site Teacher of the Year announcements, Bond Presentations at the sites, and COVID 19 Vaccinations to begin for teachers and staff. As of right now, there are zero cases reported for both Sapulpa Students and Staff. COVID numbers are

trickling down across Creek County moving the county from Red to Orange 2 on the weekly COVID-19 alert map.

Mr. Armstrong shared his time with Joyce Bruner, a former Board Member, to share some exciting news about a new program that she and others have started. Mrs. Bruner opened her comments with a little Black History to go with February's Black History Month. She was the first Black Member of Sapulpa's School Board. Her father was the first black basketball player to play for Sapulpa while schools were still segregated. Her son, Coach Ricky Bruner, was the first black basketball player to score points in the Chieftain Center. Her family's love for Sapulpa, its youth, and basketball are what brought about her tutoring and mentoring program. Mrs. Bruner believes it takes a village to raise and shape our young people. Through this program, students receive a hot meal, one on one tutoring, and a guest speaker to motivate them to live their best lives. There has been no out-of-pocket expense as individuals have volunteered their time and money to help grow this program. Mrs. Bruner credits God, for where you do his will, he will provide. The program has been very successful. Mrs. Bruner gave thanks to the many that have helped to make this program possible.

V.C. Discussion on the status and delivery of OSDE and ODEMHS Plan to distribute KN95 Mask for Oklahoma School Personnel.

Assistant Superintendent Johnny Bilby reached out to get the delivery date and no information was available. The Rep is checking on information and will get back to Mr. Bilby.

VI. Action Items

VI.A. Discussion, motion, and vote on a motion to approve/disapprove the District (School Year) Calendar 2021-22.

To approve the District (School Year) Calendar 2021-22 passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.B. Discussion, motion, and vote on a motion to approve/disapprove renewal of E-Rate 2021-22 Internet WAN Provider as per attachment.

To approve the renewal of E-Rate 2021-22 Internet WAN Provider as per attachment with the exception that the contract is modified to reflect the

correct dates of July 1, 2021, to June 30, 2022 passed with a motion by Melinda Ryan and a second by Steve McCormick.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.C. Discussion, motion, and vote on a motion to approve/disapprove the 2019-20 fiscal year audit, presented by Bledsoe, Hewett & Gullekson Certified Public Accountants, PLLLP.

To approve the 2019-20 fiscal year audit, presented by Bledsoe, Hewett & Gullekson Certified Public Accountants, PLLLP passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.D. Discussion, motion, and vote on a motion to approve/disapprove awarding bid for the Chieftain Center Roof.

To approve awarding bid to USA Roof Coatings for the amount of \$83,978 for the Chieftain Center Roof passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.E. Discussion, motion, and possible vote to approve/disapprove any additional personnel protective equipment.

No action

VI.F. Proposed Executive Session to discuss Personnel listed and conduct ongoing evaluation of the Superintendent as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.

VI.F.1. Vote to convene in Executive Session.

To convene in Executive Session at 7:14 pm passed with a motion by Melinda Ryan and a second by Steve McCormick.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.F.2. To acknowledge the Board has returned to Open Session.
President Melinda Ryan acknowledged the Board's return at 7:42 pm.

VI.F.3. Statement of Executive Session Minutes.

The Board went into Executive Session at 7:14 pm to discuss Personnel as listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 7:42 pm. Present in Executive Session were Rob Armstrong, Sarah Havenstrite Steve McCormick, Wayne Richards, and Melinda Ryan. No action was taken. This constitutes the minutes of the Executive Session.

VI.G. Personnel

VI.G.1. Vote to approve/disapprove Employing Personnel as per attachment.

To approve Employing Personnel as per attachment passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.G.2. Vote to approve/disapprove FMLA for Sandy Pressler, effective February 02, 2021, through March 12, 2021.

To approve FMLA for Sandy Pressler, effective February 02, 2021, through March 12, 2021 passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea

Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.G.3. Vote to approve/disapprove FMLA for Carmesha Williamson, effective January 20, 2021, through March 17, 2021.

To approve FMLA for Carmesha Williamson, effective January 20, 2021, through March 17, 2021 passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.G.4. Vote to approve/disapprove FMLA for Christine Nagle, effective March 26, 2021, through June 18, 2021.

To approve FMLA for Christine Nagle, effective March 26, 2021, through June 18, 2021 passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.G.5. Vote to approve/disapprove authorizing Carmesha Williamson to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.

To approve authorizing Carmesha Williamson to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Absent
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 4, Nay: 0, Absent: 1

VI.G.6. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Absent

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.G.7. Vote to approve/disapprove the offer of employment to an individual to serve as the Head High School Football Coach, with such employment subject to mutually acceptable and fully executed written contract of employment.

To approve the offer of employment to Tim Holt, Jr., to serve as the Head High School Football Coach, with such employment subject to mutually acceptable and fully executed written contract of employment passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Absent

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VII. Adjournment

To adjourn at 7:47 pm passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Absent

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 640 - 717, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	640	02/04/2021	30401	FOLLETT LIBRARY RESOURCES	books for HS library	1,765.93
11	641	02/04/2021	3826	SECURITY BANK CARD CENTER INC	11- Ryan - Library Items	253.70
11	642	02/04/2021	1269	SOFTWARE HOUSE INTERNATIONAL	HP Ink and Photo Paper	854.89
11	643	02/04/2021	54011	COUNCIL FOR EXCEPTIONAL CHILDREN	011-Sped-CEC/CASE Membership -Stufflebeam	135.00
11	644	02/05/2021	3303	PRINT SHOP, LLC	BOND ANNOUNCEMENT POSTCARDS	75.00
11	645	02/05/2021	3826	SECURITY BANK CARD CENTER INC	ID Wholesaler - ribbon for badge maker	170.00
11	646	02/08/2021	3826	SECURITY BANK CARD CENTER INC	DUGAN/SOC.STUDIES/REPLACEMENT PROJ. BULB/SCANTRONS	140.00
11	647	02/08/2021	3826	SECURITY BANK CARD CENTER INC	Lib Genfund ReadnQuiz subscription	170.42
11	648	02/08/2021	797	OKLAHOMA NATURAL GAS CO.	NATURAL GAS SERVICE-DISTRICT	10,000.00
11	649	02/12/2021	2129	CECIL COX ENTERPRISES	TIRES FOR SKID STEER	1,700.00
11	650	02/12/2021	3186	COUNTRYSIDE DIESEL REPAIR LLC	Transmission Harness for bus 34	700.00
11	651	02/19/2021	39350	TIGER INC	NATURAL GAS TRANSPORT	20,000.00
11	652	02/22/2021	30829	SCHOOL NURSE SUPPLY	165 - Nurse 's supplies	267.92
11	653	02/22/2021	8318	AMAZON	165 - Material for centers - Anderson	88.87
11	654	02/22/2021	30829	SCHOOL NURSE SUPPLY	165-Nurse's Office Supplies	300.00
11	655	02/22/2021	8318	AMAZON	165 - Smart Document Scanner	129.00
11	656	02/22/2021	24358	ASCA	165 - Counselor recourses	175.00
11	657	02/22/2021	2419	LAKESHORE EQUIPMENT COMPANY	165 - SPED materials for Nicholson	225.00
11	658	02/22/2021	8318	AMAZON	165 - materials for Nicholson SPED	295.85
11	659	02/22/2021	30003	LAKESHORE EQUIPMENT COMPANY	165 - Eyephones for Pre-k (Gouyd)	173.93
11	660	02/22/2021	31626	SCHOOL SPECIALTY	165 - SPED materials for classroom	500.00
11	661	02/22/2021	3826	SECURITY BANK CARD CENTER INC	165- The Secret Stories - Diehl	125.00
11	662	02/22/2021	3826	SECURITY BANK CARD CENTER INC	Parts, tools, supplies for fleet mechanic's use	10,000.00
11	663	02/22/2021	81	U.S. LIBRARY OF CONGRESS	Proj 785-Dec of Indep for Revolutionary Day	445.95
11	664	02/22/2021	3826	SECURITY BANK CARD CENTER INC	OYE Fees	1,000.00
11	665	02/22/2021	3826	SECURITY BANK CARD CENTER INC	Gimkit.com - 1 yr membership	59.88
11	666	02/22/2021	141	YEGROS EDUCATIONAL LLC	Conjuguemos.com - 1yr membership - Spanish	60.00
11	667	02/22/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - Supplies for Spanish	45.00
11	668	02/22/2021	3826	SECURITY BANK CARD CENTER INC	Quill - supplies for Spanish	40.43
11	669	02/22/2021	5015	CREEK COUNTY RWD #2	WATER SERVICE-AG FACILITY	600.00
11	670	02/23/2021	3632	MARENEM, INC	LibGenFund Phonics Flashcards	187.00
11	671	02/23/2021	8318	AMAZON	LibGenfund Pcard word books constr paper	695.00
11	672	02/23/2021	3046	J.A.M. DISTRIBUTING COMPANY	Mobil Delvac, windshield washer fluid, noat 50/50	2,841.13

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 640 - 717, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	673	02/23/2021	2223	SUMMIT TRUCK	Centrifugal Breather Kit	557.24
11	674	02/23/2021	1871	TULSA STAGE & TOP	STAGE RENTAL FOR GRADUATION	1,936.00
11	675	02/23/2021	54158	PARTY PRO RENTS	CHAIR RENTAL FOR GRADUATION	1,280.00
11	676	02/23/2021	31641	MATTHEW AARON RESIDE	AUDIO FOR GRADUATION	3,800.00
11	677	02/23/2021	32397	CHALK'S TRUCK PARTS	Door Cylinder for Bus 307	391.95
11	678	02/24/2021	31741	YALE CLEANERS, LLC	GRADUATION ROBES-CLEANING	250.00
11	679	02/25/2021	142	ELKIND+SWEET COMMUNICATIONS, INC	student instruction	140.00
11	680	02/25/2021	3679	MID-WEST PRINTING COMPANY	GRADUATION & ACADEMIC PROGRAMS	1,000.00
11	681	02/25/2021	874	QUILL CORPORATION	LibGenFund colored paper&cardstock envelopes	220.00
11	682	02/25/2021	1343	J.W. PEPPER & SON, INC.	G.MYERS/CHOIR/SHEET MUSIC SPRING PERFORMANCE	200.00
11	683	02/25/2021	3397	RESTAURANT SUPPLY LLC	For the remaining portion of my ranges	143.73
11	684	02/25/2021	2223	SUMMIT TRUCK	Flex Air Hoses for fleet	78.72
11	685	02/26/2021	8318	AMAZON	165-Pre-K pretend center	29.99
11	686	02/26/2021	30003	LAKESHORE EQUIPMENT COMPANY	165 - Materials for Mrs. White's SPED Class	285.00
11	687	02/26/2021	3826	SECURITY BANK CARD CENTER INC	165 - Title 1 Materials	1,523.97
11	688	02/26/2021	30003	LAKESHORE EQUIPMENT COMPANY	165 - Title One Materials	469.45
11	689	02/26/2021	8318	AMAZON	Principal Budget - Code 2410 - Walkie Batteries	79.52
11	690	02/26/2021	8318	AMAZON	Printing Supplies - Pads; Thank You Cards; Pails	46.72
11	691	02/26/2021	3826	SECURITY BANK CARD CENTER INC	JOM Classroom and Office Supplies	2,000.00
11	692	02/26/2021	30840	OSIG	DEDUCTIBLE ON AUTO ACCIDENT	1,000.00
11	693	02/26/2021	3826	SECURITY BANK CARD CENTER INC	A.RICE/SCIENCE/WALMART/CLAS SROOM SUPPLIES	99.80
11	694	02/26/2021	1269	SOFTWARE HOUSE INTERNATIONAL	Bigger Graphics Monitors	2,443.43
11	695	02/26/2021	39652	RECOGNITION PRODUCTS, INC.	JOM Student Cap and Gown	2,018.65
11	696	02/26/2021	39414	GOPHER	165 - ElevAir Deluxe Parachutes	500.00
11	697	02/26/2021	8318	AMAZON	Principal Budget - Office Supplies Code to 2410	32.99
11	699	02/26/2021	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/SPANISH/BOOKS	160.00
11	700	02/26/2021	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/SPANISH/SPEAKER SYSTEM	35.00
11	701	03/01/2021	874	QUILL CORPORATION	ADMIN OFFICE SUPPLIES	500.00
11	702	03/01/2021	2223	SUMMIT TRUCK	Intake and Pressure Sensors	165.72
11	703	03/01/2021	80808	DRU DIXON	Reimbursement for Fuel in Explorer	33.12
11	704	03/01/2021	54086	OK SCHOOL ADVISORY COUNCIL	615-SLP Training for Tara Simpson	150.00
11	705	03/01/2021	8318	AMAZON	First Grade Student Enrichment - Code 1051	47.99
11	706	03/01/2021	80235	CURTIS L ROSE	GSA Reim for OK YOUTH EXP	750.00

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 640 - 717, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	707	03/01/2021	80812	CODY JOHNSON	GSA- Reim for OkYouthExpo	750.00
11	708	03/01/2021	3826	SECURITY BANK CARD CENTER INC	621-SPED-PCard-Conners-3 Protocols	645.00
11	709	03/01/2021	1241	OKLAHOMA FFA ALUMNI ASSOC	Reg fees Leadership Camp	1,840.00
11	710	03/01/2021	1466	SCHOOL SPECIALTY INC.	11 - Buckledown Prep 3rd - 5th	428.18
11	711	03/01/2021	3826	SECURITY BANK CARD CENTER INC	S.SHIBLEY/QUILL/TEACHER & OFFICE SUPPLIES	1,213.00
11	712	03/01/2021	3826	SECURITY BANK CARD CENTER INC	Quill - counselors paper	175.00
11	713	03/01/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - counselors supplies	260.00
11	714	03/01/2021	3826	SECURITY BANK CARD CENTER INC	Quill - science supplies	25.25
11	715	03/02/2021	8318	AMAZON	165 - office chairs for office	400.00
11	716	03/03/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - supplies for office/classrooms	1,500.00
11	717	03/03/2021	3826	SECURITY BANK CARD CENTER INC	Quill - supplies for office/classrooms	500.00
Non-Payroll Total:						\$84,325.32
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$84,325.32

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 138 - 148, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	138	02/03/2021	32089	DAKTRONICS	CONTROL PANEL FOR BASEBALL SCOREBOARD	2,705.00
21	139	02/04/2021	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC Parts	100.00
21	140	02/05/2021	2228	TIER ONE LAWN	Lawn spray treatment/ 3 times a year	2,700.00
21	141	02/16/2021	9314	LAMPROE CONSTRUCTION, INC	EMERGENCY SNOW REMOVAL	2,000.00
21	142	02/18/2021	1056	ASSURANCE RESTORATION	WATER DAMAGE REPAIR AT HS/JH/WOODLAWN	10,000.00
21	143	02/23/2021	8510	THE HOME DEPOT PRO	Purchasing ice melt spreaders for each buildings	300.00
21	144	02/23/2021	39745	MICHAEL MORGAN	Drywall repair	800.00
21	145	02/25/2021	3123	PERFORMANCE STAGE, INC.	Replacing Ceiling Tile/HS Auditorium	1,570.75
21	146	02/25/2021	39452	JOE CARNER	District Plumbing Repair	3,000.00
21	147	03/03/2021	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC supplies	200.00
21	148	03/03/2021	424	W.W. GRAINGER,, INC.	ADA compliant sidewalk ramp/Holmes Park	200.00

Non-Payroll Total:	\$23,575.75
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$23,575.75

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 61 - 62, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	61	02/05/2021	39585	ARROWHEAD TRUCK EQUIPMENT	Springs and Arms for CN truck Lift	1,000.00
22	62	02/26/2021	39450	NATURESEAL	Anti Browning Agent for Apples	850.00
Non-Payroll Total:						\$1,850.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,850.00

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 28 - 29, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	28	02/19/2021	546	TEMPLE ENTERPRISES OF TULSA, INC.	4 FURNACES FOR HS/JH BATHROOMS	2,316.16
33	29	02/23/2021	123	USA ROOF COATINGS LLC	CHIEFTAIN CENTER ROOF REPLACEMENT	83,978.00
Non-Payroll Total:						\$86,294.16
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$86,294.16

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2021 - 2/28/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$1,435.22	\$0.00	\$0.00	\$0.00	\$1,435.22	\$0.00	\$1,435.22
802 HS OFFICE	\$1,656.59	\$188.39	\$0.00	\$0.00	\$1,844.98	\$1,407.76	\$437.22
803 CREDIT RECOVERY	\$1,183.90	\$0.00	\$0.00	\$0.00	\$1,183.90	\$0.00	\$1,183.90
804 ID BADGE	\$2,954.53	\$110.00	\$0.00	\$0.00	\$3,064.53	\$0.00	\$3,064.53
805 HS ART	\$11,103.09	\$0.00	\$0.00	\$0.00	\$11,103.09	\$2,873.56	\$8,229.53
806 HS BAND	\$10,477.10	\$248.00	\$0.00	\$4,235.00	\$6,490.10	\$2,282.39	\$4,207.71
807 HS BAND BOOSTER CONCESSION	\$52,778.52	\$0.00	\$0.00	\$0.00	\$52,778.52	\$3,012.57	\$49,765.95
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$538.63	\$52.00	\$0.00	\$0.00	\$590.63	\$280.63	\$310.00
810 HS STAY(STUD TCH AIDS YOUTH)	\$445.06	\$0.00	\$0.00	\$0.00	\$445.06	\$0.00	\$445.06
811 HS COUNSELING OFFICE	\$5,089.92	\$0.00	\$0.00	\$0.00	\$5,089.92	\$0.00	\$5,089.92
812 HS BUSINESS PROF ASSOC (BPA)	\$336.97	\$0.00	\$0.00	\$0.00	\$336.97	\$240.00	\$96.97
814 HS AP EXAMS	\$1,040.08	\$0.00	\$0.00	\$0.00	\$1,040.08	\$421.08	\$619.00
815 HS FCCLA	\$2,276.38	\$0.00	\$0.00	\$0.00	\$2,276.38	\$576.43	\$1,699.95
816 HS INDIAN ED PANTRY	\$177.45	\$0.00	\$0.00	\$0.00	\$177.45	\$177.45	\$0.00
817 HS LIBRARY	\$1,385.66	\$0.00	\$0.00	\$0.00	\$1,385.66	\$63.94	\$1,321.72
818 HS NATIONAL HONOR SOCIETY	\$5,118.46	\$0.00	\$0.00	\$0.00	\$5,118.46	\$0.00	\$5,118.46
819 GREEN-THUMB CHIEFTAINS	\$3,419.52	\$125.00	\$0.00	\$210.10	\$3,334.42	\$89.90	\$3,244.52
820 HS NAACP	\$112.30	\$0.00	\$0.00	\$0.00	\$112.30	\$0.00	\$112.30
821 HS SENIORS 2021	\$5,962.43	\$0.00	\$0.00	\$0.00	\$5,962.43	\$280.00	\$5,682.43
822 HS SENIORS 2023	\$6,797.06	\$0.00	\$0.00	\$500.00	\$6,297.06	\$0.00	\$6,297.06
823 HS SENIORS 2022	\$2,991.16	\$0.00	\$0.00	\$0.00	\$2,991.16	\$0.00	\$2,991.16
824 HS SCIENCE & ENGINEERING	\$5,966.22	\$0.00	\$0.00	\$0.00	\$5,966.22	\$0.00	\$5,966.22
825 HS SPANISH HONOR SOCIETY	\$1,027.28	\$0.00	\$0.00	\$0.00	\$1,027.28	\$100.00	\$927.28
826 HS SPECIAL ED/OLYMPICS	\$15,699.69	\$0.00	\$0.00	\$0.00	\$15,699.69	\$0.00	\$15,699.69
827 HS STUDENT COUNCIL	\$3,823.86	\$0.00	\$0.00	\$617.77	\$3,206.09	\$732.95	\$2,473.14
828 HS VOCAL MUSIC	\$33,988.68	\$350.20	\$0.00	\$267.29	\$34,071.59	\$15,344.35	\$18,727.24
829 HS AG ED & FFA	\$24,519.49	\$0.00	\$0.00	\$364.80	\$24,154.69	\$4,223.72	\$19,930.97
830 HS LYONS SPED	\$1,704.98	\$0.00	\$0.00	\$0.00	\$1,704.98	\$0.00	\$1,704.98
831 HS YEARBOOK	\$5,210.72	\$0.00	\$0.00	\$0.00	\$5,210.72	\$120.00	\$5,090.72
832 HS SIZEMORE SPED	\$488.33	\$0.00	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$270.50	\$0.00	\$0.00	\$0.00	\$270.50	\$240.00	\$30.50
834 HIDER TRUST- FFA SCHOLARSHIPS	\$20,650.95	\$0.00	\$0.00	\$0.00	\$20,650.95	\$0.00	\$20,650.95
835 HS BAND AUXILIARIES	\$7,695.84	\$475.00	\$0.00	\$1,813.28	\$6,357.56	\$3,187.77	\$3,169.79
836 HS BAND TRIPS	\$31,807.28	\$7,931.00	\$0.00	\$40.00	\$39,698.28	\$40.00	\$39,658.28
837 HS BAND GRANTS	\$58,429.20	\$0.00	\$0.00	\$1,004.82	\$57,424.38	\$5,232.28	\$52,192.10
838 HS PING PINGS	\$3,767.16	\$0.00	\$0.00	\$0.00	\$3,767.16	\$0.00	\$3,767.16
840 HS INDIAN PARENT COMMITTEE	\$492.89	\$0.00	\$0.00	\$0.00	\$492.89	\$0.00	\$492.89
841 HS SAPULPA INDIAN CLUB	\$2,278.90	\$0.00	\$0.00	\$0.00	\$2,278.90	\$202.39	\$2,076.51
842 HS KEY CLUB	\$673.58	\$0.00	\$0.00	\$0.00	\$673.58	\$429.00	\$244.58
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$18,533.20	\$0.00	\$0.00	\$68.68	\$18,464.52	\$446.35	\$18,018.17
845 HS CULINARY ARTS	\$1,411.40	\$0.00	\$0.00	\$0.00	\$1,411.40	\$206.74	\$1,204.66
846 HS JROTC	\$54,447.43	\$19,173.00	\$0.00	\$3,236.66	\$70,383.77	\$19,037.93	\$51,345.84
847 HIDER TRUST- JROTC SCHOLARSHIPS	\$15,126.47	\$0.00	\$0.00	\$0.00	\$15,126.47	\$0.00	\$15,126.47
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$178.60	\$1,634.74
849 BACKPACK FOOD PANTRY	\$8,544.94	\$0.00	\$0.00	\$346.01	\$8,198.93	\$8,198.93	\$0.00
851 HS SENIOR GIRL EVENTS	\$4,553.43	\$0.00	\$0.00	\$0.00	\$4,553.43	\$0.00	\$4,553.43
852 HS FIRST ROBOTICS	\$31,010.01	\$0.00	\$0.00	\$0.00	\$31,010.01	\$510.37	\$30,499.64
853 MIRANDA BROOKE MEM SCHOLARSHIP	\$2,275.00	\$0.00	\$0.00	\$0.00	\$2,275.00	\$0.00	\$2,275.00
854 HS INDIAN ED STAFF DEV	\$3,430.40	\$0.00	\$0.00	\$0.00	\$3,430.40	\$330.52	\$3,099.88
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$143.91	\$0.00	\$0.00	\$0.00	\$143.91	\$0.00	\$143.91
857 JH OFFICE	\$2,886.66	\$0.00	\$0.00	\$358.09	\$2,528.57	\$836.32	\$1,692.25
860 JH LIBRARY	\$1,115.53	\$0.00	\$0.00	\$0.00	\$1,115.53	\$0.00	\$1,115.53
863 JH STUDENT COUNCIL	\$2,232.73	\$0.00	\$0.00	\$96.50	\$2,136.23	\$715.12	\$1,421.11
864 JH VOCAL MUSIC	\$9,090.33	\$436.00	\$0.00	\$0.00	\$9,526.33	\$154.00	\$9,372.33

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2021 - 2/28/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
866 JH YEARBOOK	\$4,108.18	\$0.00	\$0.00	\$0.00	\$4,108.18	\$10.00	\$4,098.18
870 JH ART	\$2,274.83	\$0.00	\$0.00	\$1,004.06	\$1,270.77	\$526.03	\$744.74
871 JH TAPS	\$1,348.84	\$0.00	\$0.00	\$0.00	\$1,348.84	\$1,348.44	\$0.40
872 STEM JH MATH & SCIENCE	\$4,239.76	\$0.00	\$0.00	\$0.00	\$4,239.76	\$0.00	\$4,239.76
874 JR HIGH GRANTS	\$3,545.58	\$0.00	\$0.00	\$0.00	\$3,545.58	\$0.00	\$3,545.58
877 MS OFFICE	\$7,271.78	\$0.00	\$0.00	\$75.99	\$7,195.79	\$1,248.57	\$5,947.22
878 MS LIBRARY	\$1,965.30	\$0.00	\$0.00	\$0.00	\$1,965.30	\$0.00	\$1,965.30
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$18.90	\$0.00	\$0.00	\$0.00	\$18.90	\$0.00	\$18.90
881 MS YEARBOOK	\$539.60	\$30.00	\$0.00	\$0.00	\$569.60	\$100.00	\$469.60
883 MS CHOIR	\$10,072.23	\$0.00	\$0.00	\$60.00	\$10,012.23	\$200.00	\$9,812.23
886 MS NJHS	\$846.13	\$0.00	\$0.00	\$0.00	\$846.13	\$0.00	\$846.13
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$173.09	\$0.00	\$0.00	\$0.00	\$173.09	\$0.00	\$173.09
891 GT REDDING	\$7.03	\$0.00	\$0.00	\$0.00	\$7.03	\$0.00	\$7.03
892 SPED DIRECTOR	\$570.81	\$0.00	\$0.00	\$23.92	\$546.89	\$205.14	\$341.75
893 LIBERTY LIBRARY	\$871.90	\$0.00	\$0.00	\$0.00	\$871.90	\$10.00	\$861.90
894 LIBERTY MISC	\$1,115.87	\$0.00	\$0.00	\$35.50	\$1,080.37	\$816.54	\$263.83
895 LIBERTY FUNDRAISING	\$958.32	\$0.00	\$0.00	\$69.70	\$888.62	\$834.20	\$54.42
896 LIBERTY STEM CLUB	\$29,391.48	\$1,166.56	\$0.00	\$0.00	\$30,558.04	\$12,004.04	\$18,554.00
897 LIBERTY GRANTS	\$1,486.14	\$0.00	\$0.00	\$0.00	\$1,486.14	\$0.00	\$1,486.14
900 FREEDOM MISC	\$2,304.01	\$0.00	\$0.00	\$0.00	\$2,304.01	\$634.40	\$1,669.61
901 FREEDOM FUNDRAISING	\$8,403.40	\$0.00	\$0.00	\$2,000.00	\$6,403.40	\$110.00	\$6,293.40
902 FREEDOM LIBRARY	\$210.96	\$0.00	\$0.00	\$0.00	\$210.96	\$105.00	\$105.96
903 FREEDOM GRANTS	\$212.22	\$0.00	\$0.00	\$0.00	\$212.22	\$0.00	\$212.22
904 FREEDOM TAPS	\$15,057.68	\$0.00	\$0.00	\$356.00	\$14,701.68	\$1,984.31	\$12,717.37
907 JEFFERSON HTS MISC	\$2,409.95	\$0.00	\$0.00	\$10.85	\$2,399.10	\$698.58	\$1,700.52
908 JEFFERSON HTS FUNDRAISING	\$10,587.93	\$0.00	\$0.00	\$91.56	\$10,496.37	\$2,185.67	\$8,310.70
910 JEFFERSON HTS GRANTS	\$12,548.46	\$0.00	\$0.00	\$0.00	\$12,548.46	\$450.00	\$12,098.46
911 JEFFERSON HTS LIBRARY	\$1,912.20	\$0.00	\$0.00	\$0.00	\$1,912.20	\$86.62	\$1,825.58
919 HOLMES PARK MISC	\$7,307.83	\$0.00	\$0.00	\$0.00	\$7,307.83	\$2,206.74	\$5,101.09
920 HOLMES PARK FUNDRAISING	\$29,763.72	\$10,033.08	\$0.00	\$593.13	\$39,203.67	\$2,257.07	\$36,946.60
921 HOLMES PARK LIBRARY	\$727.84	\$0.00	\$0.00	\$0.00	\$727.84	\$100.00	\$627.84
922 HOLMES PARK GRANTS	\$1,593.79	\$0.00	\$0.00	\$0.00	\$1,593.79	\$0.00	\$1,593.79
929 DISTRICT STEM	\$34,212.73	\$0.00	\$0.00	\$0.00	\$34,212.73	\$2,214.24	\$31,998.49
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
933 NOW (INTEREST INCOME)	\$21,740.12	\$1,456.61	\$0.00	\$0.00	\$23,196.73	\$0.00	\$23,196.73
936 STEM-CAMP INVENTION	\$31,582.90	\$0.00	\$0.00	\$0.00	\$31,582.90	\$0.00	\$31,582.90
937 LATCHKEY	\$51,078.34	\$7,941.04	\$0.00	\$506.64	\$58,512.74	\$1,903.38	\$56,609.36
939 EDUCATION FOUNDATION	\$79.90	\$0.00	\$0.00	\$0.00	\$79.90	\$0.00	\$79.90
940 SPARK	\$19.21	\$0.00	\$0.00	\$0.00	\$19.21	\$0.00	\$19.21
941 LOCAL SCH CHILD WELFARE	\$62,374.48	\$64.58	\$0.00	\$1,334.42	\$61,104.64	\$18,417.76	\$42,686.88
942 HOT SPOT INSURANCE	\$525.00	\$0.00	\$0.00	\$0.00	\$525.00	\$0.00	\$525.00
943 ALTERNATIVE SCHOOL GRANTS	\$35.62	\$0.00	\$0.00	\$0.00	\$35.62	\$0.00	\$35.62
945 SPS FOOD SERV ASSOC	\$7,727.64	\$0.00	\$0.00	\$414.00	\$7,313.64	\$0.00	\$7,313.64
946 SOFT DRINK MONEY	\$43,853.08	\$24,831.08	\$0.00	\$399.36	\$68,284.80	\$7,220.86	\$61,063.94
947 ALTERNATIVE SCHOOL	\$3,973.63	\$0.00	\$0.00	\$56.36	\$3,917.27	\$280.14	\$3,637.13
948 JACKSON SCHOLARSHIP	\$1,054.00	\$0.00	\$0.00	\$0.00	\$1,054.00	\$0.00	\$1,054.00
949 CLEARING ACCOUNT	\$10,075.61	\$0.00	\$0.00	\$0.00	\$10,075.61	\$0.00	\$10,075.61
950 SERVICE CENTER	\$280.43	\$0.00	\$0.00	\$0.00	\$280.43	\$0.00	\$280.43
952 CHROMEBOOK INS/REPAIR	\$43,184.04	\$0.00	\$0.00	\$12,526.70	\$30,657.34	\$17,473.30	\$13,184.04
954 5TH GRADE ELEM BASKETBALL	\$970.25	\$0.00	\$0.00	\$0.00	\$970.25	\$0.00	\$970.25
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34
957 HOMELESS	\$564.99	\$0.00	\$0.00	\$0.00	\$564.99	\$0.00	\$564.99
960 ATHLETIC SPORTS OVERALL	\$5,252.01	\$106.96	\$0.00	\$2,598.94	\$2,760.03	\$2,226.94	\$533.09
961 FOOTBALL BUDGET	\$16,520.59	\$0.00	\$0.00	\$0.00	\$16,520.59	\$123.95	\$16,396.64
962 BOYS BASKETBALL BUDGET	\$1,297.46	\$0.00	\$0.00	\$774.00	\$523.46	\$390.75	\$132.71

Sapulpa Public Schools

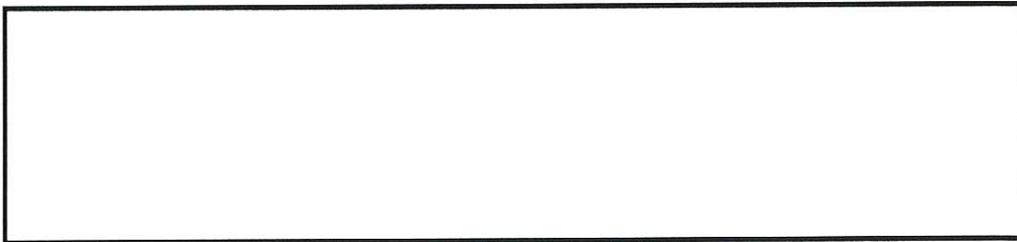
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2021 - 2/28/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
963 GIRLS BASKETBALL BUDGET	\$46.85	\$0.00	\$0.00	\$0.00	\$46.85	\$0.00	\$46.85
964 BASEBALL BUDGET	\$142.98	\$0.00	\$0.00	\$0.00	\$142.98	\$1.00	\$141.98
965 SOFTBALL BUDGET	\$2,435.23	\$0.00	\$0.00	\$118.17	\$2,317.06	\$905.78	\$1,411.28
966 WRESTLING BUDGET	\$4,334.82	\$0.00	\$0.00	\$1,645.89	\$2,688.93	\$1,055.73	\$1,633.20
967 TENNIS BUDGET	\$856.77	\$0.00	\$0.00	\$0.00	\$856.77	\$0.00	\$856.77
968 TRACK BUDGET	\$1,692.09	\$0.00	\$0.00	\$0.00	\$1,692.09	\$594.00	\$1,098.09
969 GOLF BUDGET	\$1,284.56	\$0.00	\$0.00	\$0.00	\$1,284.56	\$500.00	\$784.56
971 ATHLETIC - BOOSTER CLUB	\$59,056.62	\$7,048.00	\$0.00	\$9,501.87	\$56,602.75	\$9,119.43	\$47,483.32
972 CROSS COUNTRY BUDGET	\$11,872.09	\$23.00	\$0.00	\$169.00	\$11,726.09	\$3,492.61	\$8,233.48
973 BOYS SOCCER BUDGET	\$1,441.44	\$0.00	\$0.00	\$0.00	\$1,441.44	\$824.65	\$616.79
974 ATHLETICS - TRAINER	\$6.51	\$0.00	\$0.00	\$0.00	\$6.51	\$0.00	\$6.51
975 GIRLS SOCCER BUDGET	\$2,783.93	\$450.00	\$0.00	\$0.00	\$3,233.93	\$945.00	\$2,288.93
976 GIRLS VOLLEYBALL BUDGET	\$3,128.89	\$0.00	\$0.00	\$0.00	\$3,128.89	\$0.00	\$3,128.89
977 CHEER BUDGET	\$914.29	\$0.00	\$0.00	\$0.00	\$914.29	\$0.00	\$914.29
978 ALL EVENTS GATE	\$13,658.77	\$2,004.46	\$0.00	\$4,865.88	\$10,797.35	\$5,656.92	\$5,140.43
979 JR HIGH CHEER	\$2,096.84	\$0.00	\$0.00	\$0.00	\$2,096.84	\$0.00	\$2,096.84
983 DRUG TEST-PHYSICALS	\$11,984.14	\$42.78	\$0.00	\$3,950.00	\$8,076.92	\$0.00	\$8,076.92
986 CHIEFTAIN CENTER CONCESSION	\$9,003.12	\$922.00	\$0.00	\$660.86	\$9,264.26	\$784.09	\$8,480.17
Total	\$1,123,681.55	\$85,208.74	\$0.00	\$57,001.80	\$1,151,888.49	\$174,424.93	\$977,463.56

**SAPULPA PUBLIC SCHOOLS
TREASURER'S SUMMARY
FEBRUARY 2021**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	INSURANCE FUND
BEG BALANCE	4,910,448.19	497,191.38	35,092.84	2,609,479.46	3,966,065.16	4,316.85
DEPOSITS	2,732,548.15	141,431.23	187,690.44	0.00	791,780.36	0.00
CHECKS ISSUED						
Current Year	2,253,665.48	56,945.66	104,280.84	98,992.14	0.00	0.00
Prior Year	13.25	292.48	0.00	0.00	0.00	0.00
END BALANCE	5,389,317.61	581,384.47	114,721.22	2,510,487.32	4,757,845.52	4,316.85
Last Yr Same Month	5,687,489.79	586,314.92	236,016.86	1,115,618.94	4,792,205.70	46,466.85
Gain or (Loss)	\$ (298,172.18)	\$ (4,930.45)	\$ (121,295.64)	\$ 1,394,868.38	\$ (34,360.18)	\$ (42,150.00)



I CERTIFY THAT THIS REPORT, SUMMARIZED ON PAGES 1, 2, AND 3
IS CORRECT AND IN ACCORDANCE WITH THE RECORDS.


Kenda Terrones, Treasurer

<u>GENERAL FUND</u>	<u>PREVIOUS TOTAL</u>	<u>CURRENT MONTH</u>	<u>NEW YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	4,437,417.76	962,682.07	5,400,099.83
Prior Ad Valorem	219,895.11	19,910.33	239,805.44
Homestead & In Lieu Tax	49,812.47	247.34	50,059.81
Interest Earned	12,163.59	2,039.93	14,203.52
Rental of Facilities	0.00	0.00	0.00
Sale of Surplus Equipment	1,450.00	0.00	1,450.00
Insurance Recovery	6,000.44	0.00	6,000.44
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	75,917.24	1,480.72	77,397.96
Donations and Contributions	9,792.78	100.00	9,892.78
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>3,949.93</u>	<u>4,159.47</u>	<u>8,109.40</u>
Local TOTALS	4,816,399.32	990,619.86	5,807,019.18
<u>County Revenue</u>			
Mill Levy	434,083.47	101,912.81	535,996.28
Mortgage Tax	<u>85,546.11</u>	<u>9,678.41</u>	<u>95,224.52</u>
County TOTALS	519,629.58	111,591.22	631,220.80
<u>State Revenue</u>			
Gross Production	42,812.60	7,906.15	50,718.75
Auto Tags	819,245.90	114,762.33	934,008.23
School Land	308,014.41	38,329.86	346,344.27
Tax Stamps & Other Misc	3,321.13	645.63	3,966.76
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	5,984,357.37	997,392.89	6,981,750.26
Flexible Benefit	1,406,904.89	233,761.69	1,640,666.58
Alternative Ed/High Challenge	29,936.66	14,968.32	44,904.98
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	42,700.00	0.00	42,700.00
Reading Sufficiency	60,024.75	0.00	60,024.75
State Textbook Allocation	168,117.36	0.00	168,117.36
Driver's Education	6,887.50	0.00	6,887.50
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.00	0.82	0.82
State Misc/ACE Technology	0.00	0.00	0.00
State Misc/ACE Remediation	0.00	0.00	0.00
State Misc/Gear Up (022)	0.00	0.00	0.00
Robotics Grant (3690)	0.00	0.00	0.00
Vocational Salaries	11,210.00	0.00	11,210.00
Voc. Incentive Assistance	16,606.00	0.00	16,606.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	8,900,138.57	1,407,767.69	10,307,906.26
<u>Federal Revenue</u>			
FEMA	<u>Y-T-D</u> 59,082.13	<u>CUR</u> 0.00	<u>Y-T-D</u> 59,082.13

Title VII - Indian Ed (561)	48,760.53	15,465.02	64,225.55
JROTC	51,542.45	9,264.21	60,806.66
SIG Grants -Liberty	1,657.42	0.00	1,657.42
Title I (511)	399,437.79	58,140.80	457,578.59
Title II Part A (541)	103,876.65	25,628.27	129,504.92
IDEA-B Flow Thru (621)	443,388.69	59,083.36	502,472.05
IDEA-B Preschool 3-5 (641)	13,513.59	1,949.40	15,462.99
Title 10 (596)	31,433.12	0.00	31,433.12
JOM (563)	41,545.23	0.00	41,545.23
CARES Act	305,425.56	44,756.32	350,181.88
Carl Perkins (421)	<u>36,050.75</u>	<u>8,282.00</u>	<u>44,332.75</u>
Federal TOTALS	1,535,713.91	222,569.38	1,758,283.29
TOTAL GEN FUND	15,771,881.38	2,732,548.15	18,504,429.53
 <u>BUILDING FUND</u>			
Current Taxes	633,739.64	137,487.58	771,227.22
Prior Taxes	31,404.81	2,843.53	34,248.34
In Lieu of Taxes	7,055.63	0.00	7,055.63
Facility Rental	7,700.00	1,100.00	8,800.00
Insurance Recovery	2,000.98	0.00	2,000.98
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
FEMA	0.00	0.00	0.00
Donations and Contributions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Building Fund TOTALS	681,901.06	141,431.11	823,332.17
 <u>CHILD NUTR FUND</u>			
Local (Meals, Interest, etc)	40,122.03	7,986.05	48,108.08
State Reimbursement	72,706.69	12,840.24	85,546.93
Federal Reimbursement	<u>574,379.90</u>	<u>166,864.15</u>	<u>741,244.05</u>
Child Nutrition Fund TOTALS	687,208.62	187,690.44	874,899.06
 <u>TOTAL GF/BF/CNF</u>	 17,140,991.06	 3,061,669.70	 20,202,660.76
 <u>BOND FUND</u>			
Interest	0.00	0.00	0.00
Sale of New Bonds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Bond Fund TOTALS	0.00	0.00	0.00
 <u>SINKING FUND</u>			
Current Taxes	3,569,323.99	774,073.88	4,343,397.87
Prior Taxes	191,209.57	17,705.82	208,915.39
In Lieu of Taxes	40,928.03	0.00	40,928.03
Interest/In Lieu Reimb	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Sinking Fund TOTALS	3,801,461.59	791,779.70	4,593,241.29
 <u>INSURANCE REIMBURSEMENT FUND</u>	 0.00	 0.00	 0.00
GRAND TOTAL	20,942,452.65	3,853,449.40	24,795,902.05

GENERAL FUND EXPENDITURE COMPARISON

ACCOUNTS PAYABLE

AP 2019-20	AP 2020-21	Monthly Diff	YTD		% Change	CERTIFIED PAYROLL		SUPPORT PAYROLL	
			Sub Total	YTD Total		Monthly Diff	YTD Sub Total	Monthly Diff	YTD Sub Total
416,766	460,202	43,436	43,436	10.42%	169,856	239,144	69,288	69,288	40.79%
279,188	155,127	-124,062	-80,626	-44.44%	1,130,772	964,852	-165,920	-96,632	-8.55%
222,002	222,371	369	-80,256	0.17%	1,805,623	1,584,834	-220,789	-317,421	-12.23%
313,194	248,396	-64,798	-145,054	-20.69%	1,681,613	1,581,963	-99,650	-417,071	-5.93%
172,741	183,427	10,685	-134,369	6.19%	1,705,829	1,574,157	-131,672	-548,743	-7.72%
134,807	184,321	49,514	-84,855	36.73%	1,694,660	1,556,857	-137,803	-686,545	-8.13%
115,246	87,768	-27,478	-112,333	-3.84%	1,668,349	1,542,376	-125,973	-812,518	-7.55%
150,922	142,143	-8,778	-121,111	-5.82%	1,741,198	1,611,674	-129,523	-942,042	-7.44%
134,084	134,084	0	-255,196	-100.00%	1,706,919	-1,706,919	-2,648,961	-100.00%	-100.00%
103,002	103,002	0	-358,198	-100.00%	1,660,553	-1,660,553	-4,329,513	-100.00%	-100.00%
64,472	64,472	0	-422,670	-100.00%	1,666,559	-5,996,072	-9,799,983	-9,799,983	-100.00%
30,358	30,358	0	-453,028	-100.00%	3,803,911	-9,799,983	0	-9,799,983	-100.00%
18,348	18,348	0	-471,376	-100.00%	0	-9,799,983	0	-9,799,983	-100.00%
TOTAL	2,155,131	1,683,755	-471,376	-22.34%	20,455,840	10,655,857	640,250	6,242,117	3,521,499
	350,000					11,296,107		-5,423	16,845,938

ACCOUNTS PAYABLE AND PAYROLL SUMMARY

AP&PR 20-21	YTD TOTAL	AP&PR 19-20	YTD TOTAL	Mo Diff	Mo % Change	Total % Change	AP YTD%	CP YTD%	SP YTD%
Jul	828,371	828,371	586,622	241,749	41.21%	41.21%	10.42%	40.79%	40.79%
Aug	1,499,880	2,328,252	1,946,344	446,464	-22.94%	-8.08%	-11.58%	-7.43%	-5.12%
Sep	2,310,969	4,639,221	2,608,674	-297,705	-11.41%	-9.21%	-8.74%	-10.22%	-9.37%
Oct	2,336,778	6,975,998	2,542,306	7,683,947	-8.08%	-9.21%	-11.78%	-8.71%	-8.76%
Nov	2,265,390	9,241,389	2,408,905	10,092,852	-143,515	-5.96%	-9.57%	-8.45%	-7.67%
Dec	2,238,121	11,479,510	2,356,101	12,448,954	-117,980	-5.01%	-5.51%	-8.38%	-7.28%
Jan	2,127,936	13,607,446	2,301,318	14,750,271	-173,382	-7.53%	-6.51%	-8.24%	-6.73%
Feb	2,253,665	15,861,111	2,408,729	17,159,000	-155,063	-6.44%	-6.71%	-8.12%	-6.25%
Mar	0	15,861,111	2,368,093	19,527,093	-2,368,093	-7.56%			
Apr	0	15,861,111	2,278,101	21,805,194	-2,278,101				
May	0	15,861,111	2,218,232	24,023,427	-2,218,232				
Jun	0	15,861,111	4,811,314	28,834,740	-4,811,314				
TOTAL	15,861,111.19		28,834,740.47	-12,973,629					

EXPENDITURE PERCENTAGES

AP	20-21	19-20	18-19	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07
AP	10.62%	8.78%	9.81%	9.13%	9.18%	12.85%	13.66%	12.31%	11.42%	12.13%	13.59%	14.13%	13.89%	16.06%	16.74%
CERT	67.18%	67.79%	67.46%	68.01%	69.37%	66.32%	65.73%	69.14%	68.24%	68.44%	68.45%	67.09%	67.34%	64.94%	64.13%
SUPP	22.20%	23.45%	22.73%	22.86%	21.45%	20.82%	20.60%	18.55%	19.42%	19.42%	17.97%	18.78%	18.77%	19.00%	19.13%
ALL PR	89.38%	91.24%	90.19%	90.87%	90.82%	87.15%	86.34%	87.69%	88.58%	87.87%	86.41%	85.87%	86.11%	83.94%	83.26%
TOTAL	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

GENERAL FUND EXPENDITURE COMPARISON

<u>ACCOUNTS PAYABLE</u>						<u>CERTIFIED PAYROLL</u>						<u>SUPPORT PAYROLL</u>					
		Monthly		YTD				Monthly		YTD				Monthly		YTD	
AP 2019-20	AP 2020-21	Diff	Sub Total	% Change		Cert 19-20	Cert 20-21	Diff	Sub Total	% Change		Supp 19-20	Supp 20-21	Diff	Sub Total	% Change	
Jul	416,766	460,202	43,436	43,436	10.42%	Jul	169,856	239,144	69,288	69,288	40.79%	Jul	129,025	129,025			
Aug	279,188	155,127	-124,062	-80,626	-44.44%	Aug	1,130,772	964,852	-165,920	-96,632	-8.55%	Aug	536,383	379,901	-156,482	-27,457	-5.12%
Sep	222,002	222,371	369	-80,256	0.17%	Sep	1,805,623	1,584,834	-220,789	-317,421	-12.23%	Sep	581,050	503,764	-77,286	-104,743	-13.30%
Oct	313,194	248,396	-64,798	-145,054	-20.69%	Oct	1,681,613	1,581,963	-99,650	-417,071	-5.93%	Oct	547,499	506,419	-41,080	-145,823	-7.50%
Nov	172,741	183,427	10,685	-134,369	6.19%	Nov	1,705,829	1,574,157	-131,672	-548,743	-7.72%	Nov	530,335	507,806	-22,529	-168,352	-4.25%
Dec	134,807	184,321	49,514	-84,855	36.73%	Dec	1,694,660	1,556,857	-137,803	-686,545	-8.13%	Dec	526,634	496,943	-29,691	-198,043	-5.64%
Jan	115,246	87,768	-27,478	-112,333	-23.84%	Jan	1,668,349	1,542,376	-125,973	-812,518	-7.55%	Jan	517,723	497,792	-19,931	-217,974	-3.85%
Feb	150,922	142,143	-8,778	-121,111	-5.82%	Feb	1,741,198	1,611,674	-129,523	-942,042	-7.44%	Feb	516,610	499,848	-16,762	-234,736	-3.24%
Mar	134,084		-134,084	-255,196	-100.00%	Mar	1,706,919		-1,706,919	-2,648,961	-100.00%	Mar	527,090		-527,090	-761,825	-100.00%
Apr	103,002		-103,002	-358,198	-100.00%	Apr	1,680,553		-1,680,553	-4,329,513	-100.00%	Apr	494,547		-494,547	-1,256,372	-100.00%
May	64,472		-64,472	-422,670	-100.00%	May	1,666,559		-1,666,559	-5,996,072	-100.00%	May	487,202		-487,202	-1,743,574	-100.00%
Jun	30,358		-30,358	-453,028	-100.00%	Jun 12	3,803,911		-3,803,911	-9,799,983	-100.00%	Jun 5	977,045		-977,045	-2,720,618	-100.00%
Jun 30	18,348		-18,348	-471,376	-100.00%	Jun 30			0	-9,799,983		Jun 30			0	-2,720,618	
						(Jul)			0	-9,799,983	#DIV/0!	(Jul)			0	-2,720,618	#DIV/0!
						(Aug)			0	-9,799,983	#DIV/0!	(Aug)			0	-2,720,618	#DIV/0!
TOTAL	2,155,131	1,683,755	-471,376	350,000			20,455,840	10,655,857		640,250		6,242,117	3,521,499	-5,423	16,845,938		

ACCOUNTS PAYABLE AND PAYROLL SUMMARY

<u>ACCOUNTS PAYABLE AND PAYROLL SUMMARY</u>							<u>YTD TOTALS</u>			
AP&PR 20-21	YTD TOTAL	AP&PR 19-20	YTD TOTAL	Mo Diff	Mo % Change	Total % Change	AP YTD%	CP YTD%	SP YTD%	
Jul	828,371	828,371	586,622	586,622	241,749	41.21%	10.42%	40.79%	#DIV/0!	Jul
Aug	1,499,880	2,328,252	1,946,344	2,532,966	-446,464	-22.94%	-11.58%	-7.43%	-5.12%	Aug
Sep	2,310,969	4,639,221	2,608,674	5,141,641	-297,705	-11.41%	-8.74%	-10.22%	-9.37%	Sep
Oct	2,336,778	6,975,998	2,542,306	7,683,947	-205,528	-8.08%	-11.78%	-8.71%	-8.76%	Oct
Nov	2,265,390	9,241,389	2,408,905	10,092,852	-143,515	-5.96%	-9.57%	-8.45%	-7.67%	Nov
Dec	2,238,121	11,479,510	2,356,101	12,448,954	-117,980	-5.01%	-5.51%	-8.38%	-7.28%	Dec
Jan	2,127,936	13,607,446	2,301,318	14,750,271	-173,382	-7.53%	-6.79%	-8.24%	-6.73%	Jan
Feb	2,253,665	15,861,111	2,408,729	17,159,000	-155,063	-6.44%	-6.71%	-8.12%	-6.25%	Feb
Mar	0	15,861,111	2,368,093	19,527,093	-2,368,093					Mar
Apr	0	15,861,111	2,278,101	21,805,194	-2,278,101					Apr
May	0	15,861,111	2,218,232	24,023,427	-2,218,232					May
Jun	0	15,861,111	4,811,314	28,834,740	-4,811,314					Jun
TOTAL	15,861,111.19		28,834,740.47	-12,973,629						

EXPENDITURE PERCENTAGES

	20-21	19-20	18-19	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07
AP	10.62%	8.78%	9.81%	9.13%	9.18%	12.85%	13.66%	12.31%	11.42%	12.13%	13.59%	14.13%	13.89%	16.06%	16.74%
CERT	67.18%	67.79%	67.46%	68.01%	69.37%	66.32%	65.73%	69.14%	68.24%	68.44%	68.45%	67.09%	67.34%	64.94%	64.13%
SUPP	22.20%	23.45%	22.73%	22.86%	21.45%	20.82%	20.60%	18.55%	20.34%	19.42%	17.97%	18.78%	18.77%	19.00%	19.13%
ALL PR	89.38%	91.24%	90.19%	90.87%	90.82%	87.15%	86.34%	87.69%	88.58%	87.87%	86.41%	85.87%	86.11%	83.94%	83.26%
TOTAL	100.00%	100.01%	100.00%												

UTILITIES COMPARISON 2018-19 TO 2020-21

	410	623	624	625	627	<u>MO</u>	<u>YTD</u>	<u>MONTHLY</u>	<u>YEAR</u>	<u>%</u>
	<u>Water</u>	<u>Diesel</u>	<u>Electricity</u>	<u>Gasoline</u>	<u>Nat'l Gas</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>INCR/DECR</u>	<u>INCR/DECR</u>	
Jul 18	13,493		51,728		2,348	67,569	67,569	12,261	12,261	
Aug 18	13,640	6,419	59,286	6,209	2,159	87,713	155,282	32,405	44,666	28.76%
Sep 18	14,198	8,594	56,217	3,168	2,416	84,594	239,877	-11,356	33,311	13.89%
Oct 18	15,164	12,551	61,639	3,309	2,649	95,311	335,188	-2,829	30,482	9.09%
Nov 18	15,896	16,415	59,224	0	4,018	95,554	430,741	1,237	31,718	7.36%
Dec 18	12,758	11,815	38,543		6,626	69,742	500,483	-8,493	23,226	4.64%
Jan 19	12,374	10,440	33,268	0	13,620	69,702	570,184	-4,856	18,370	3.22%
Feb 19	15,087	9,780	30,075		16,935	71,877	642,061	-9,313	9,057	1.41%
Mar 19	13,795	10,950	32,734		13,964	71,443	713,504	-12,593	-3,536	-0.50%
Apr 19	12,962	10,007	30,886		12,145	66,001	779,505	-12,352	-15,888	-2.04%
May 19	13,859	18,714	27,639		7,604	67,816	847,321	-1,337	-17,224	-2.03%
Jun 19	14,802	11,403	27,789		3,959	57,954	905,275	-12,835	-30,059	-3.32%
Jul 19	13,466		39,988		1,268	54,722	54,722	-12,847	-12,847	-23.48%
Aug 19	13,155	2,489	45,733	3,535	2,309	67,221	121,943	-20,492	-33,339	-27.34%
Sep 19	14,550	7,658	60,281	2,961	2,180	87,630	209,573	3,036	-30,304	-14.46%
Oct 19	16,451	12,725	71,410	3,270	2,326	106,181	315,754	10,870	-19,434	-6.15%
Nov 19	15,551	15,630	63,334	3,025	2,770	100,310	416,064	4,756	-14,677	-3.53%
Dec 19	13,565	11,586	40,967	3,044	6,698	75,861	491,925	6,119	-8,558	-1.74%
Jan 20	11,527	8,678	31,172	2,177	11,529	65,083	557,008	-4,619	-13,176	-2.37%
Feb 20	12,686	12,922	32,651	2,267	11,073	71,599	628,607	-278	-13,454	-2.14%
Mar 20	14,190	11,861	32,612	2,996	9,726	71,385	699,992	-58	-13,512	-1.93%
Apr 20	12,437	7,470	30,640	3,068	6,577	60,192	760,184	-5,809	-19,321	-2.54%
May 20	10,737	761	27,032	1,185	3,845	43,560	803,745	-24,256	-43,577	-5.42%
Jun 20	10,610	1,058	25,283	1,249	2,592	40,791	844,536	-17,163	-60,739	-7.19%
Jul 20	7,504		0		2,429	9,933	9,933	-44,789	-44,789	-450.92%
Aug 20	12,954	1,762	45,182	746	2,225	62,870	72,802	-4,351	-49,141	-67.50%
Sep 20	13,694	3,558	58,396	1,142	2,769	79,559	152,361	-8,071	-57,212	-37.55%
Oct 20	16,814	7,674	57,472	2,760	3,155	87,875	240,236	-18,306	-75,518	-31.43%
Nov 20	18,346	7,728	50,184	1,452	4,687	82,397	322,633	-17,913	-93,431	-28.96%
Dec 20	17,205	5,926	34,191	1,271	7,136	65,729	388,363	-10,131	-103,562	-26.67%
Jan 21	14,490	3,226	29,178	892	12,302	60,088	448,450	-4,996	-108,558	-24.21%
Feb 21	16,374	8,994	29,777	1,937	15,536	72,617	521,068	1,018	-107,539	-20.64%

General Fund

WORKING BUDGET 2-year projection

	With Actual Initial State Aid Alloc 2020-21 5940		Zero State Cuts 2021-22 5732	
WADM				
State Allocation (projected)	11,811,302.51		11,067,000.00	
Allocation adjustment				
Textbook appropriations (projected)	168,117.36		168,117.36	
Projected Other Revenue (Local, State, Federal)	15,160,446.13		15,160,446.13	
CARES Act	600,000.00			
CARES Act - Second Stimulus Estimate			2,356,654.53	
Mid-Term Adjustment	<u>(729,100.00)</u>		<u>-</u>	
CURRENT YEAR REVENUE (EON)	27,010,766.00		28,752,218.02	
Prior Year Carryover	<u>2,704,967.61</u>		<u>1,624,682.09</u>	6.01%
Total Revenue per EON	29,715,733.61		30,376,900.11	
Projected Expenses				
Salaries	20,712,719.14		20,012,719.14	
Benefits	5,985,086.07		5,485,086.07	
Purchased Professional & Technical Services	171,103.07		171,103.07	
Contracted Property Services	206,910.26		206,910.26	
Other Contracted Services	330,259.94		330,259.94	
Supplies & Materials	1,055,264.57		1,055,264.57	
Property Expenses	39,053.42		39,053.42	
Other Objects	351,655.05		351,655.05	
Payroll Step	300,000.00			
<i>Estimated costs added back from 2020 shutdown</i>	<i>250,000.00</i>		<i>250,000.00</i>	
<i>Estimated cuts from Payroll</i>	<i>(1,500,000.00)</i>			
<i>FEMA purchases 25% share</i>	<i>25,000.00</i>			
<i>CARES Act add'l cost estimate</i>	<u><i>164,000.00</i></u>		<u>-</u>	
Total Expenses	28,091,051.52		27,902,051.52	
Projected Carryover	1,624,682.09	6.01%	2,474,848.59	8.61%
Reserve PO's				
Add back Unspent reserves from FY19			500,000.00	10.35%
Projected Carryover			750,000.00	11.22%
			1,000,000.00	12.09%
			1,250,000.00	12.95%



HERFF JONES

Kris Hooper
6702 E 175th Str S - Bixby, OK 74008
(918) 289-7190 - rkhooper@herffjones.com

PRINTING AGREEMENT

Year(s) Covered: 2022 2023 2024 2025 2026
 New Renewal

Date: 2/2/2021

Multi-year agreements include 15 free copies per year of the agreement.

Subject to the terms hereof, the Customer (school) named below hereby engages HERFF JONES, Inc., and Herff Jones agrees, to print and bind the specified publication during the Years Covered (specified above).

School Name: Sapulpa High School

Address: 3 South Mission Street
City/State/Zip: Sapulpa, OK 74066
Job Number: 40214
Title/Publication:
Current Enrollment: 987

Specifications

Program: 800 All Color Concept
Trim Size: 8 1/2 X 11
Pages: 140
Copies: 350
Submission Method: Web (eDesign)
Cover: Concept Custom Cover - 4/C Litho
Cover Proof 4-C (100% to size)

Correspond With

Name: Mr. Seth Shibley
Title: Principal
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560 x 2700
Fax Number: 918-224-0174
Email: seshibley@sapulpaps.org

Binding: Squarebacked

Endsheet: Vibracolor

Paper: 100# Gloss

Proofs: Self Proof (eDesign)

Send Invoice To

Name: Mr. Seth Shibley
Title: Principal
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560 x 2700
Tax Exemption Number: 515355
Pre-Payment Option Desired: Yes No

Base Price: \$12,774.30

Additional Features

Workshop Scholarship for 2021 - Up to \$500 \$0.00
Unlimited Technical Support \$0.00
Regular Service Visits; 1 per month or as needed \$0.00
Custom Cover Art Session \$0.00
Color Plus Image Enhancement (JPGs) \$0.00

Printing Agreement Total: \$12,774.30

Shipping Information

Requested Book Ship Date: April 30, 2022
Ship Book To: Mr. Seth Shibley
Requested Kit Ship Date: April 24, 2021
Ship Kit To: Mr. Seth Shibley

Price does not include shipping.

If Printing Agreement is for multiple years, annual increase to Printing Agreement Total not to exceed _____ for same specifications.

This agreement is subject to the terms shown on the reverse side and is binding on Herff Jones and the Customer for the Years Covered, subject to such terms.

YEARBOOK PLANT USE

Customer Number _____ Date Received _____

Seth Shibley _____ Principal

Board President _____

Kris Hooper _____ Representing Herff Jones

Terms and Conditions of This Yearbook Printing Agreement

This **Yearbook Printing Agreement** will be governed by Indiana law. The "Years Covered" by this **Yearbook Printing Agreement** are shown at the top of the facing page. The Base Specifications on the facing page apply to the publication for the first Year Covered and shall likewise apply to each Book(s) for each subsequent Year Covered, as applicable, unless modified specifications for subsequent years are agreed in writing (Modified Base Specifications"). Modified Base Specifications shall be conclusively authorized by **Customer** when signed only by an Authorized School Representative named on the facing page (or his or her successor). Base Specifications (or any Modified Base Specifications) shall only become final and binding upon **Herff Jones** upon written acceptance by the **Herff Jones** printing facility of such specifications (Including price). **Herff Jones'** printing facility will determine shipment date upon confirmation of specifications for a Year Covered. For each Year Covered after the first year, the deadline for submission of Modified Specifications is October 1 of the prior school year. If **Customer** has not provided signed Modified Specifications by such date, the Base Specifications on the facing page shall apply to such Year Covered and **Herff Jones** shall print the Book(s) for such year on such basis. **Customer** agrees to prepare all copy in strict accordance with instructions and materials furnished by **Herff Jones**.

If this **Yearbook Printing Agreement** covers more than one (1) year, then, **Herff Jones** shall provide to **Customer** fifteen (15) additional copies of each year's Book free of charge for the term of the **Yearbook Printing Agreement**. If this **Yearbook Printing Agreement** covers more than one (1) year, **Customer** acknowledges that **Herff Jones** is relying upon **Customer's** commitment herein for the following: To purchase supplies of paper, ink, and cover manufacturing materials; To determine staffing levels based upon expected production demands and timeliness, given known capacities; To make financial investments in its programs, processes and technology improvements.

Herff Jones will not be liable for losses or delays as a result of strikes, accidents, acts of God, government restrictions, or any other cause beyond its control and such delays shall not constitute a breach of contract.

Ship Date will be maintained as specified herein, provided that the **Submission Deadlines** approved and/or published by **Herff Jones** have been met as specified. **Ship Date** for subsequent years covered will remain in same week, adjusted for calendar date shift. All shipments are F.O.B. the printing facility, including extra copies should they be available.

For each year covered, **Customer** agrees to pay a first deposit equal to 40% of the total contract price at the time of the first copy deadline, and a second deposit equal to 50% of the total contract price at the time of the final copy deadline, bringing the total deposits to 90% of the contract price. All final invoices will be issued upon shipment of the books and are due upon receipt of the invoice. A *service charge of 1.5% per month (18% annual percentage rate)* will be applied on all unpaid balances after 90 days.

Customer represents and warrants that it has all necessary rights to any materials provided to **Herff Jones** for inclusion in **Customer's** Book(s). **Customer** will not provide any materials to **Herff Jones** which are or may be in violation of any right of any third party, including copyright. **Herff Jones** does not knowingly intend to print any material which is in violation of any copyright or proprietary rights, or is tortious or illegal. **Herff Jones** reserves the right to refuse to print or otherwise prepare for publication any material which, in its sole discretion, could result in legal liability, and such refusal shall not constitute a breach of contract. To the extent permitted by the laws of the state in which **Customer** is located (as identified herein), **Customer** agrees to indemnify, defend, and hold harmless **Herff Jones** and its agents or employees in connection with claims, suits, damages, losses, liabilities, costs and expenses, including attorneys' fees resulting from or arising out of printing of any material submitted to **Herff Jones** by **Customer** or its representative.

Customer acknowledges and agrees that **Herff Jones** may use reproduction, samples or copies of **Customer's** Book(s) for educational, recognition, marketing or other promotional purposes without compensation to **Customer**. Any future sales of the Book(s) or other uses of the Book(s) may be made by **Herff Jones** in its sole discretion and without any compensation to **Customer**.

If **Customer** elects to use **Herff Jones'** proprietary computer software (eDesign) to submit copy for the Book(s) to **Herff Jones** (the "eDesign System"), then **Customer** agrees as follows:

- a) **Herff Jones** will provide **Customer** the eDesign System User Subscription Agreement and Privacy Agreement (the "eDesign Agreements");
- b) **Customer's** acceptance of the eDesign Agreements creates a binding contract;
- c) any violation of the terms of the eDesign Agreements by **Customer** will constitute a default by **Customer** of the terms of this **Yearbook Printing Agreement**.

This **Yearbook Printing Agreement** and any amendments may be executed in one or more counterparts, all of which constitute one and the same instrument. Any such counterpart signature may be delivered by means of an application on a mobile device, attachment to electronic mail or other lawful electronic means and shall be treated in all respects as an original executed counterpart and shall have the same binding legal effect as if it were the original signed and delivered in person.

Initial below:



Yearbook Representative

Principal



HERFF JONES

Kris Hooper
6702 E 175th Str S - Bixby, OK 74008
(918) 289-7190 - rkhooper@herffjones.com

PRINTING AGREEMENT

Year(s) Covered: 2022 2023 2024 2025 2026
 New Renewal

Date: 2/2/2021

Subject to the terms hereof, the Customer (school) named below hereby engages HERFF JONES, Inc., and Herff Jones agrees, to print and bind the specified publication during the Years Covered (specified above).

School Name: Sapulpa High School

Address: 3 South Mission Street
City/State/Zip: Sapulpa, OK 74066
Job Number: 40214
Title/Publication:
Current Enrollment: 987

Specifications

Program: 800 Quick Turn Supplement
Trim Size: 8 1/2 X 11
Pages: 16
Copies: 370
Submission Method: Web (eDesign)
Cover: Self Cover With Kleenstick

Correspond With

Name: Mr. Seth Shibley
Title: Principal
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560 x 2700
Fax Number: 918-224-0174
Email: seshibley@sapulpaps.org

Binding: Saddle Stitched

Endsheet: No Endsheets Applied

Paper: 80# Gloss

Proofs: Self Proof (eDesign)

Send Invoice To

Name: Mr. Seth Shibley
Title: Principal
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560 x 2700
Tax Exemption Number: 515355
Pre-Payment Option Desired: Yes No

Base Price: \$1,661.30

Estimated Shipping:

Printing Agreement Total: \$1,661.30

Shipping Information

Requested Book Ship Date: April 23, 2022
Ship Book To: Mr. Seth Shibley
Requested Kit Ship Date: April 24, 2021
Ship Kit To: Mr. Seth Shibley

Ground shipping included.

If Printing Agreement is for multiple years, annual increase to Printing Agreement Total not to exceed _____ for same specifications.

This agreement is subject to the terms shown on the reverse side and is binding on Herff Jones and the Customer for the Years Covered, subject to such terms.

YEARBOOK PLANT USE

Customer Number _____ Date Received _____

Seth Shibley _____ Principal

Board President _____

Kris Hooper _____ Representing Herff Jones

Terms and Conditions of This Yearbook Printing Agreement

This **Yearbook Printing Agreement** will be governed by Indiana law. The "Years Covered" by this **Yearbook Printing Agreement** are shown at the top of the facing page. The Base Specifications on the facing page apply to the publication for the first Year Covered and shall likewise apply to each Book(s) for each subsequent Year Covered, as applicable, unless modified specifications for subsequent years are agreed in writing (Modified Base Specifications"). Modified Base Specifications shall be conclusively authorized by **Customer** when signed only by an Authorized School Representative named on the facing page (or his or her successor). Base Specifications (or any Modified Base Specifications) shall only become final and binding upon **Herff Jones** upon written acceptance by the **Herff Jones** printing facility of such specifications (including price). **Herff Jones'** printing facility will determine shipment date upon confirmation of specifications for a Year Covered. For each Year Covered after the first year, the deadline for submission of Modified Specifications is October 1 of the prior school year. If **Customer** has not provided signed Modified Specifications by such date, the Base Specifications on the facing page shall apply to such Year Covered and **Herff Jones** shall print the Book(s) for such year on such basis. **Customer** agrees to prepare all copy in strict accordance with instructions and materials furnished by **Herff Jones**.

If this **Yearbook Printing Agreement** covers more than one (1) year, then, **Herff Jones** shall provide to **Customer** fifteen (15) additional copies of each year's Book free of charge for the term of the **Yearbook Printing Agreement**. If this **Yearbook Printing Agreement** covers more than one (1) year, **Customer** acknowledges that **Herff Jones** is relying upon **Customer's** commitment herein for the following: To purchase supplies of paper, ink, and cover manufacturing materials; To determine staffing levels based upon expected production demands and timelines, given known capacities; To make financial investments in its programs, processes and technology improvements.

Herff Jones will not be liable for losses or delays as a result of strikes, accidents, acts of God, government restrictions, or any other cause beyond its control and such delays shall not constitute a breach of contract.

Ship Date will be maintained as specified herein, provided that the **Submission Deadlines** approved and/or published by **Herff Jones** have been met as specified. **Ship Date** for subsequent years covered will remain in same week, adjusted for calendar date shift. All shipments are F.O.B. the printing facility, including extra copies should they be available.

For each year covered, **Customer** agrees to pay a first deposit equal to 40% of the total contract price at the time of the first copy deadline, and a second deposit equal to 50% of the total contract price at the time of the final copy deadline, bringing the total deposits to 90% of the contract price. All final invoices will be issued upon shipment of the books and are due upon receipt of the invoice. *A service charge of 1.5% per month (18% annual percentage rate) will be applied on all unpaid balances after 90 days.*

Customer represents and warrants that it has all necessary rights to any materials provided to **Herff Jones** for inclusion in **Customer's** Book(s). **Customer** will not provide any materials to **Herff Jones** which are or may be in violation of any right of any third party, including copyright. **Herff Jones** does not knowingly intend to print any material which is in violation of any copyright or proprietary rights, or is tortious or illegal. **Herff Jones** reserves the right to refuse to print or otherwise prepare for publication any material which, in its sole discretion, could result in legal liability, and such refusal shall not constitute a breach of contract. To the extent permitted by the laws of the state in which **Customer** is located (as identified herein), **Customer** agrees to indemnify, defend, and hold harmless **Herff Jones** and its agents or employees in connection with claims, suits, damages, losses, liabilities, costs and expenses, including attorneys' fees resulting from or arising out of printing of any material submitted to **Herff Jones** by **Customer** or its representative.

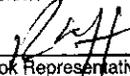
Customer acknowledges and agrees that **Herff Jones** may use reproduction, samples or copies of **Customer's** Book(s) for educational, recognition, marketing or other promotional purposes without compensation to **Customer**. Any future sales of the Book(s) or other uses of the Book(s) may be made by **Herff Jones** in its sole discretion and without any compensation to **Customer**.

If **Customer** elects to use **Herff Jones'** proprietary computer software (eDesign) to submit copy for the Book(s) to **Herff Jones** (the "eDesign System"), then **Customer** agrees as follows:

- a) **Herff Jones** will provide **Customer** the eDesign System User Subscription Agreement and Privacy Agreement (the "eDesign Agreements");
- b) **Customer's** acceptance of the eDesign Agreements creates a binding contract;
- c) any violation of the terms of the eDesign Agreements by **Customer** will constitute a default by **Customer** of the terms of this **Yearbook Printing Agreement**.

This **Yearbook Printing Agreement** and any amendments may be executed in one or more counterparts, all of which constitute one and the same instrument. Any such counterpart signature may be delivered by means of an application on a mobile device, attachment to electronic mail or other lawful electronic means and shall be treated in all respects as an original executed counterpart and shall have the same binding legal effect as if it were the original signed and delivered in person.

Initial below:



Yearbook Representative

Principal



Yearbook Order Form

2022 -- U.S.

Job #: 12676

Kris Hooper - Representing Herff Jones

6702 E 175th Str S - Bixby, OK 74008

(918) 289-7190 - rkhooper@herffjones.com

HERFF JONES

Please return this Order Form to your local sales representative. Call toll-free (800) 255-6287 with additional questions.

Organization Name: Sapulpa Junior High School

Year(s) Covered: 2022 2023 2024 2025 2026

Principal's Name: Mr. Dru Dixon
Address: 7 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone: 918-224-6710
of Classrooms: 45

Contact Name: Mr. Dru Dixon
Address: 7 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone: (918) 224-6710
E-mail: ddixon@sapulpaps.org

We would like Herff Jones to print our all color yearbook based on the following information:

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		176	
Approximate Number of Pages		68	\$2,870.56

BOOK ADD-ON ITEMS: Your final invoice will reflect changes to the items below based on the actual quantities ordered when your book is submitted.

<input type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	_____	_____
<input type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.19 / COPY	_____	_____
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$1.85 / COPY	_____	_____
<input checked="" type="checkbox"/> All Gloss Laminated Hard Covers	\$6.64 / COPY	N/A	\$1,168.64
<input type="checkbox"/> All Matte Laminated Hard Covers	\$7.30 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$101; All Gloss or All Matte)	\$101.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$6.64 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.30 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> --- Add Gloss Lamination to Soft Covers	\$1.19 / EACH	_____	_____
<input type="checkbox"/> --- Add Matte Lamination to Soft Covers	\$1.85 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

ADDITIONAL ITEMS: Your final invoice will include changes to items that you make on the Order Confirmation form when you submit your pages.

<input type="checkbox"/> Add Digital Name Imprints (Minimum 25)	\$2.16 / EACH	_____	_____
<input type="checkbox"/> Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$3.55 / EACH	_____	_____
<input type="checkbox"/> Add Plastic Dust Jackets	\$1.30 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.65 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.80 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.20 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.51 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.51 / EACH	_____	_____

Total (before tax): \$4,039.20
Per Copy Total: \$22.95

Terms and Conditions

- Our book needs to ship on Saturday April 30, 2022. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday April 4, 2022. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

All specifications and prices are subject to the approval of both the school and Herff Jones on an annual basis.

We understand the submission of the Order Form is an obligation to print our yearbook as indicated.

We may change the number of copies and pages prior to, or upon submission of materials for printing; however, changes will result in a change in price. Upon receipt of our materials, we will receive an invoice for the full amount of this Order Form plus any increases or decreases due to changes in specifications. The full amount of the invoice is due upon receipt and must be received at Herff Jones prior to the shipment of our completed yearbooks. Standard ground shipping of the books is included in the cost. Tax is additional.

We understand that copyrighted materials may not be used in the creation of our yearbook without the express written consent of the copyright owner. Herff Jones has created proprietary artwork, borders and backgrounds that may be used in the creation of our yearbook. We agree to hold Herff Jones, subsidiaries and affiliates harmless for all editorial content associated with the printing of our yearbook.

I, the undersigned authorized agent of the school or organization indicated above, agree in full to the "Terms and Conditions" of this order. This agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

Authorized Signature: [Signature] Date: 2-4-2021
 Print Name: Sul Vander Buerken Title or position: Yearbook Adviser
 E-Mail Address: Sulvander@sapulpaps.org HJ Rep/Signature: [Signature]

Yearbook Purchase Agreement

Walsworth yearbooks

Account Sapulpa Middle School
1304 E Cleveland Ave
Sapulpa, OK 74066-4829

Customer# 315044
Sales rep Jenny Olson
Job# 2033430

Yearbook Contact Amy Warner
Title Yearbook Adviser
Phone 9182248441
Email awarner@sapulpaps.org

Admin Contact Stephanie Kiesau
Title Principal
Phone
Email skiesau@sapulpaps.org

Delivery Spring
Requested Ship Week 05/07/22

Account Status Customer
Delivery Year 2022
Beginning year of term 2022
Total years of term 2
Current year of term 1

Ship date is dependent upon customer meeting copy and proof return deadlines.
Delivery is planned by the end of the following week.
Term Agreement
Note terms and conditions of Term Agreement in Additional field below

Yearbook Specifications

Program Size All American 8 Paper 80# Legend Gloss UV Coating
of Pages 60 Other Paper UV Coating # of Pages
of Copies 150 Paper Choice by Sig Page Aspect Normal
Binding Smyth-Sewn Paper Choice Width
Submission Online Design Other Paper Choice Height
Proof Proofs on Demand Apply to Sig From Scented Varnish
Apply to Sig To
Cover Custom school design 4-color litho submitted by 10/15.
Endsheet Unprinted
Additional term agreement, base price remains the same for life of term.

Autograph Supplement

Quantity: 150 Placement: After Last Page Size: Same as Yearbook
Billing Instructions: Bill School's Yearbook Account Page:

Current Events Supplement

Type: Year In Review Placement: After Last Page Size: Same as Yearbook
Quantity: 150 Page: Billing Instructions: Bill School's Yearbook
Account

Unprinted Autograph Supplement

Quantity: Placement:
Billing Instructions: Page: Size:

Clear Book Protectors

Quantity: Size:
Billing Instructions: **Price: \$4,779.00**

This Purchase Agreement includes and is subject to the school yearbook plan selected by the Customer as well as the terms and conditions on this and the following page(s).

Amy Warner

Jenny Olson

(Authorized Signature)

08/19/20
Date

(Walsworth Authorized Signature)

08/19/20
Date

Date

(Second Authorized Signature)

This Agreement is entered into between Walsworth Publishing Company, Inc. ("Company") and the customer listed on the reverse side ("Customer"). **Once accepted by the Company, this Agreement becomes a binding contract between the Company and the Customer.** Any changes to the Agreement must be approved by both parties and must be in writing.

BASE OFFER - All yearbooks to be bound with covers as designated on the reverse side. The Customer to prepare and furnish photographs, illustrations and typed copy according to instructional information contained in the Publishing Kit and our online resources.

SPECIAL NOTE - Should the number of yearbooks subject to this Agreement increase or decrease by more than 100 copies, the base cost figure is subject to change. Please consult your representative or the Company for the corrected base cost figure. Additional copies and/or options listed on the reverse side may be ordered in the exact quantities required, but additional pages are available only in four-page or eight-page increments, depending upon the program.

DEADLINES AND DELIVERY - A deadline schedule based on the Customer's requirements will be sent directly to the Customer at the beginning of each school year. Failure to adhere to these guidelines could result in an altered delivery schedule and/or extra charges.

COPY - Copy shall be sent by the Customer in finished form ready for processing. Copy, artwork and photos will not be edited, redone or retouched, unless specifically requested. The Company reserves the right to return to the Customer copy improperly prepared or unlikely to reproduce satisfactorily.

PAYMENT - An initial deposit of **35%** of the Agreement amount is due on or before **October 1** for spring delivery, or at the time the Agreement is signed as customary down payment. For summer/fall delivery, **35%** of the Agreement amount is due with your first copy submission or by **February 1**. An additional deposit of **45%** of the Agreement cost is due **February 1** for spring delivery and **May 1** for summer/fall delivery. All deposits, equal to at least 80% of the Agreement price, must be paid before the book ships. The final amount is due upon receipt of the final invoice. The Customer is responsible for all applicable sales or use taxes. Online Sales for book and ads will be credited to the school's deposit account minus applicable service fees and taxes. If the Customer has instructed in writing the Company to collect sales tax for online sales, the Company will periodically remit such funds to the Customer so that the Customer can remit those funds to the applicable taxing authorities.

ARTWORK - Professional artwork is available upon request at a reasonable rate. The Company may insert an ad logo without cost to the Customer or the Company. The Company will make a sincere effort to return all the original copy including photographs and artwork; however, we assume no responsibility for their loss or damage.

ADDITIONAL SERVICES CHARGES - Upon Customer request, correction work to photos and/or layouts can be done by the Company and will be charged for on a scheduled basis.

PREPARATORY MATERIALS - Plates are the property of the Customer and will be stored by the Company for a period of 30 days. Unless notified differently by the Customer, all plates will be destroyed after this 30-day period. The Customer understands and agrees that all dies, including those for which a charge has been made, remain the property of the Company.

AUTHORITY - Customer represents and warrants to the Company that (a) the Customer has the right and authority to enter into this Agreement and (b) the person signing this Agreement on behalf of the Customer has the right and authority to sign this Agreement and to bind the Customer thereby.

CUSTOMER INDEMNIFICATION - Since the Company exercises no editorial control over the content of the yearbook, including copy, photos and graphics, Customer agrees to protect the Company from economic loss and any other harmful consequences that could arise in connection with the creation, production and publishing of the yearbook or related materials. This means that Customer agrees, to the extent allowed by applicable state law, to hold the Company harmless and save, indemnify and defend the Company against all claims, demands, actions and proceedings on any and all grounds including without limitation all claims for liability, damages, costs and attorneys' fees. This will apply regardless of responsibility for negligence.

CUSTOMER REPRESENTATIONS AND WARRANTIES - Customer represents and warrants that the subject matter of the yearbook, including advertisements and student appreciation pages, is not copyrighted by a third party and that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. Customer also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. Customer also represents and warrants that the yearbook and related materials do not contain anything that is libelous or scandalous, or anything that threatens anyone's right to privacy or other personal or economic rights. The Company reserves the right to use its sole discretion in refusing to print anything it deems illegal, libelous, scandalous or improper.

ABILITY TO REPRODUCE OR DIGITIZE - The Company is hereby granted the perpetual right and license to use, reprint, reproduce or duplicate the Customer's cover design and materials in any manner or format (in whole or in part) including any commercial activity for any business purpose (such as Company sales, marketing, websites, promotional literature, digitizing, samples and for use in other products), in each case without additional compensation to, or obtaining any consent from, Customer or any parents, students or third parties. Further, the Company is hereby granted the perpetual right and license to reproduce or digitize all or part of the Customer's yearbook in any manner or format (in whole or in part) at any time in the future, and offer it for sale, all without compensation to, or obtaining any consent from, the Customer or any parents, students or third parties. The Customer will take such steps as are necessary to assure such rights to the Company, including obtaining any necessary licenses.

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITIES - EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE COMPANY MAKES NO EXPRESS OR IMPLIED WARRANTY AND DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, BECAUSE SOFTWARE IS INHERENTLY COMPLEX AND MAY NOT BE COMPLETELY FREE OF ERRORS. You are advised to verify your work. In no event will the Company be liable for direct, indirect, special, incidental or consequential damages arising out of the use of or inability to use the software or documentation, even if advised of the possibility of such damages. The liability of the Company, if any, for damages relating to any defective product shall be limited to the Agreement price paid for such product.



Yearbook Order Form

2022 -- U.S.

Job #: 20662

Kris Hooper - Representing Herff Jones
6702 E 175th Str S - Bixby, OK 74008
(918) 289-7190 - rkhooper@herffjones.com

Please return this Order Form to your local sales representative. Call toll-free (800) 255-6287 with additional questions.

Organization Name: Freedom Elementary School

Year(s) Covered: 2022 2023 2024 2025 2026

Principal's Name: Mrs. Allison Owens
Address: 9171 Freedom Road
City/State/Zip: Sapulpa, OK 74066-2127
Phone: 918-227-7838
of Classrooms: 20

Contact Name: Mrs. Allison Owens
Address: 9171 Freedom Road
City/State/Zip: Sapulpa, OK 74066-2127
Phone: 918-227-7838
E-mail: aowens@sapulpaps.org

We would like Herff Jones to print our all color yearbook based on the following information:

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		226	
Approximate Number of Pages		68	\$3,371.92

BOOK ADD-ON ITEMS: Your final invoice will reflect changes to the items below based on the actual quantities ordered when your book is submitted.

<input checked="" type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	N/A	\$0.00
<input checked="" type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.19 / COPY	N/A	\$268.94
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$1.85 / COPY	_____	_____
<input type="checkbox"/> All Gloss Laminated Hard Covers	\$6.64 / COPY	_____	_____
<input type="checkbox"/> All Matte Laminated Hard Covers	\$7.30 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$101; All Gloss or All Matte)	\$101.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$6.64 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.30 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.19 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$1.85 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

ADDITIONAL ITEMS: Your final invoice will include changes to items that you make on the Order Confirmation form when you submit your pages.

<input type="checkbox"/> Add Digital Name Imprints (Minimum 25)	\$2.16 / EACH	_____	_____
<input type="checkbox"/> Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$3.55 / EACH	_____	_____
<input type="checkbox"/> Add Plastic Dust Jackets	\$1.30 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.65 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.80 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.20 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.51 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.51 / EACH	_____	_____

Total (before tax): \$3,640.86
Per Copy Total: \$16.11

Terms and Conditions

- Our book needs to ship on Saturday April 23, 2022. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday March 28, 2022. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

All specifications and prices are subject to the approval of both the school and Herff Jones on an annual basis.

We understand the submission of the Order Form is an obligation to print our yearbook as indicated.

We may change the number of copies and pages prior to, or upon submission of materials for printing; however, changes will result in a change in price. Upon receipt of our materials, we will receive an invoice for the full amount of this Order Form plus any increases or decreases due to changes in specifications. The full amount of the invoice is due upon receipt and must be received at Herff Jones prior to the shipment of our completed yearbooks. Standard ground shipping of the books is included in the cost. Tax is additional.

We understand that copyrighted materials may not be used in the creation of our yearbook without the express written consent of the copyright owner. Herff Jones has created proprietary artwork, borders and backgrounds that may be used in the creation of our yearbook. We agree to hold Herff Jones, subsidiaries and affiliates harmless for all editorial content associated with the printing of our yearbook.

I, the undersigned authorized agent of the school or organization indicated above, agree in full to the "Terms and Conditions" of this order. This agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

Authorized Signature: _____ **Date:** _____
Print Name: _____ **Title or position:** _____
E-Mail Address: _____ **HJ Rep/Signature:** 

Jostens[®] Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Job # 34807 (Use Physical 911 Address/No P.O. Boxes)
Customer Name: HOLMES PARK ELEMENTARY SCHOOL
Street Address: 1231 E DEWEY AVE
City: SAPULPA
State: OK Zip/Postal: 74066
Customer Phone: (918)227-6800
Contact Name: Renee Martino
Contact Role: Yearbook Adviser
Contact Email: rmartino@sapulpaps.org
Contact Phone: (918) 227-6800

The Term of this Agreement is for the following years:
(Specifications subject to annual review)
2022 through 2022

Program:
REFLECTIONS

Creation Method:
YTO

Ship Date: 4/30/2022 Trim Size: 8 1/2 x 11

Copies: 180 Pages: 48

Cover: Custom Litho

Paper Stock: GLOSS 80# 191

Ship kit by: (Sept is default) May
(Allow 2 weeks for processing)

Proposed Budget: \$ 3580.20
(Dollars only, not per book amount)

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified (the "Term"). The parties agree as follows:

- 1 Jostens and the Customer will work together to establish all yearbook specifications, completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions. Changes to the specifications may result in additional charges on the final invoice.
- 2 After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

This agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions found at:

<https://jostens.secure.force.com/terms?lid=YBKUS>

X _____
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

PRINTED NAME DATE

X _____
SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE
(IF REQUIRED)

PRINTED NAME DATE

X Dustin Keirse
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

Dustin Keirse 3/3/21
PRINTED NAME DATE

Job Status: R Rep # 3323

*Rep: If new, previous publisher:

Type Order: Elementary

School Type: Public

Yearbook included in Tuition:

Additional Notes/Specifications (include Shipping Address if different than above address):

Guarantee to keep school in black.
Final Specs TBD.



Yearbook Sales Agreement

2021-22 School Year

Salesperson	School	Adviser Name	Adviser Email	Adviser Phone	Requested Delivery	Last Day of School
	Sapulpa Jefferson Heights					

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
100	48	At School	SB	\$16.00	\$1,600.00
Subtotal					\$1,600.00
Sales Tax/Shipping					0.00
Total					\$1,600.00

Quotation prepared by: Daniel Schultz _____

IMPORTANT: Yearbook must be submitted 6 weeks prior to the requested delivery date. All books are printed in a first submitted, first printed basis, so the earlier you submit the better! Ruth Kelly Studio Inc. is not responsible for any mistakes unmarked in the proofing process. Yearbook representatives from each school must check and initial every page in the yearbook before it is printed. Covers need to be submitted by early December and approved by early January. Covers are printed in advance to the rest of the book, therefore, if you change the quantity after the cover is printed, you may face a charge of \$1.00 per soft cover wasted and \$1.50 per hard cover wasted.

To accept this quotation, sign here and return: _____

Thank you for your business!

PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 34662

SCHOOL Liberty Stem Academy

ADDRESS 631 N Brown ST

CITY, STATE, ZIP Sapulpa OK 74066

TERM AGREEMENT YEARS OF CONTRACT

20 22 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

100 copies 36 pages all color \$12.50 a book

Additional Notes

Date February 22, 2019

School Administrator or Yearbook Adviser signature



JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.

Copies: White > Marketing Services
Yellow > Sales Representative
Pink > Customer copy



Item #2318

Customer: SAPULPA PUBLIC SCHOOLS

Addr: 511 EAST LEE
 SAPULPA OK 74066

October Membership: 3562

MAS: MUNICIPAL ACCOUNTING SYSTEMS, INC.

Addr: 908 EAST 35TH STREET
 SHAWNEE, OK 74804

Phone: (800)749-5691 **Fax:** (405)275-7091

Re-Occurring Fiscal Year Charges

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

Description	Total
Appropriated Funds	\$10,000.00
Payroll - Usage Fee Included In Appropriated Funds	NA
Treasurer	\$1,781.00
Activity Funds	\$890.50
Personnel	\$1,781.00
Purchase Requisition	\$1,781.00
Total 2021-2022 Fiscal Year Charges:	
	\$16,233.50

Terms and Conditions

- The software charge includes phone support for one (1) designated contact per application. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.
- On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and \$.55/mile roundtrip. Additional time is \$100.00 per hour.
- Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement shall be governed by the Laws of the State of Oklahoma.

Software as a Service

- Definitions.
 - Application means the software and other material used by MAS to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
 - Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
 - Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
 - Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
 - Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).

(f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.

(g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.

(h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.

(i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.

2. Service.

(a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; and (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service.

(b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii), to accurately represent Customer's use of the Service and data obtained from the Service.

3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.

4. Access to the Service, Attribution, and Charges.

(a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.

(b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.

5. Availability, Maintenance, and Technical Support.

(a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.

(b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.

6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. MAS will provide software as part of the Service that will allow the Customer to share data with third-party applications.

(a) It is understood and agreed that MAS is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.

(b) It is understood and agreed that MAS is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall MAS be deemed to be a direct or indirect transferor of information/data to any third party. MAS is only providing software that will allow the Customer to share data with third-party applications.

(c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

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

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

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

7. Intellectual Property Rights.

(a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage

Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.

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

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

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

8. Privacy and Personal Information.

(a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at www.wengage.com.

9. Term; Termination.

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

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

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

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

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

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

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

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from MAS to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.

12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.

13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.

14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. MAS reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one

instance shall not preclude enforcement thereof on future occasions.

Prepared By: *Pam Humphrey*

Date Prepared: 2/22/2021

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

Signature: _____

Date Accepted: _____



6511 E 44th Street
Tulsa, OK 74145
www.partyprorents.com
918-622-8102 Phone

Status: Quote

Quote #: q24433

Event Beg: Fri 5/21/2021 8:00AM
Event End: Mon 5/24/2021 4:00PM
Operator: Cory Ross
Terms: On Account

Customer #: 2696

Sapulpa High School

918-224-6560 Phone

3 South Mission

Job Descr: Graduation

Sapulpa, OK 74066-4698

Thank you for selecting Party Pro Rents!

Ordered By: Denzel Stamper 918-855-4865

Salesman: Cory Ross cory@partyprorents.com

Delivery Wed 5/19/2021 9:00AM - 4:00PM3 South Mission
Sapulpa, OK 74066**Pickup Mon 5/24/2021 9:00AM - 4:00PM**3 South Mission
Sapulpa, OK 74066

*Is delivery floor level: .

*Delivery is day before?: .

*Linen Bag Needed: .

*Onsite Contact/Number: .

Qty	Key	Items	Each	Status	Event End Date	Price
1000	31030	Chair Grey Plastic Folding	\$1.10	Rental	Mon 5/24/2021	\$1,100.00
1	74066	Del/Pickup to Sapulpa, OK	\$70.00	Delivery	Fri 5/21/2021	\$70.00

Please call to confirm Quote to a Reservation.

Quote

THIS IS NOT A RESERVATION.

GUARANTEE PRODUCT AVAILABILITY FOR YOUR EVENT.

RENTALS ARE ON A FIRST COME, FIRST SERVED BASIS.

A NON-REFUNDABLE 25% DEPOSIT IS REQUIRED TO SECURE RENTALS FROM A QUOTE TO A RESERVATION. THERE

WILL NOT BE A REFUND FOR ANY REASON INCLUDING A PANDEMIC AND GOVERNMENT SHUTDOWN. HOWEVER,

WE WILL BE HAPPY TO MOVE YOUR EVENT DATE AND APPLY THE DEPOSIT TO A FUTURE EVENT DATE.

A QUOTE DOES NOT

Rental:	\$1,100.00
Damage Waiver:	\$110.00
Delivery Charge:	\$70.00
Subtotal:	\$1,280.00
Total:	\$1,280.00
Paid:	\$0.00
Amount Due:	\$1,280.00

TERMS AND CONDITIONS

For the purpose of the Rental Agreement, "Rental Center" shall mean Rental Center, its owners, officers, directors, shareholders, and employees, and "Customer" shall mean Customer, its agents and/or employees. In consideration of hiring of the items (herein "the rental items or items") described on the front of this Rental Agreement it is agreed as follows:

1. **INDEMNITY/HOLD HARMLESS.** Customer will take all necessary precautions regarding the items rented and protect all persons and property from injury or damage. Customer agrees to hold harmless rental center from and against any and all liability, claims, judgement, attorneys' fees and cost, of every kind and nature, including, but not limited, to injuries or death to persons and damage to property, arising out of the use, maintenance, instruction, operation, possession, ownership or rental of the items rented, however caused, except claims or litigation arising through the sole negligence or willful misconduct of rental center.
2. **ASSUMPTION OF RISK/RELEASE-DISCHARGE OF LIABILITY.** Customer is fully aware and acknowledges there is a risk of injury or damage arising out of the use or operation of the items rented hereunder and hereby elects to voluntarily enter into this rental agreement and assume all of the above risk of injury or damage. Customer agrees to release and discharge rental center from any and all responsibility or liability from such injury or damage arising out of the use or operation of the rental items; and customer further agrees to wave, release and discharge any and all claims for injury or damage against rental center which customer otherwise may be entitled to assert.
3. **TITLE AND OWNERSHIP.** The items rented shall at all times be and remain the sole and exclusive property of Rental Center. Customer shall have only the rights to use the rental items in accordance with the terms and agreements. Rental Center shall have the right to display notice of its ownership of the rental items by display of an identifying stencil, plate or other marking, and Customer agrees that it will not remove or cover such markings without the written permission of Rental Center. It is expressly intended and agreed that the rental items shall be personal property even though it may be affixed or attached to real estate. The rental items shall not be removed from the place of delivery or installation without the expressed written permission of Rental Center.
4. **INSPECTION.** Customer acknowledges that he has had an opportunity to personally inspect the rental items and finds it suitable for his needs and in good condition. Customer understands its proper use. Customer further acknowledges Customers responsibility to inspect the rental items prior to its use and to notify Rental Center of any defects.
5. **REPLACEMENT OF MALFUNCTIONING ITEMS.** If the rental items become unsafe or in disrepair for any reason, Customer agrees to discontinue its use and to notify Rental Center. Rental Center will repair or replace the items with similar items in good working order if available, and if the defect is the result of normal use. Rental Center is not responsible for any incidental or consequential damages caused by delays or otherwise, and Customer hereby waives any right or entitlement thereto.
6. **WARRANTIES.** Rental Center is not the manufacturer of the rented property nor the agent of the manufacturer, and no warranty against patent or latent defects in material workmanship or capacity is given, and Customer expressly waives all such warranties or fitness which may be accorded by law or otherwise. There are no warranties of merchantability or fitness, either express or implied. There is no warranty that the rental items are suited for Customer's intended use, or that it is free from defects, and any and all such warranties of fitness, or otherwise, are expressly and specifically waived by customer.
7. **HOLD HARMLESS AGREEMENT.** Customer shall defend, indemnify and hold harmless Rental Center its employees, agents and subsidiaries, from and against all claims, liabilities, losses, damages to property or otherwise, and expenses, of every character whatsoever, resulting from actions, negligent or otherwise, of Customer, Customer's employees and agents of Customer or Customer subcontractor. The indemnities included in this exhibit shall include reasonable attorney's fees paid by Rental Center in defending suit and actions involving liability covered by the indemnification provision in this paragraph.
8. **TIME OF RETURN.** Customer right of possession terminates on the expiration of the rental period and retention of possession after this time constitutes a material breach of Customer's obligation under this contract. Time is of the essence in this agreement. Any extension must, at Rental Center's election be mutually agreed upon writing. WE CHARGE FOR ALL TIME OUT - NOT TIME USED.
9. **ASSIGNMENTS, SUBLEASES AND LOANS OF RENTAL ITEMS.** he Rental Center may assign its right under this contract without the Customer's consent but will remain bound by all obligations herein. The Customer may not sublease or loan the rental items without the Rental Center's written permission. Any purported assignment by the Customer is void.
10. **RETURN OF RENTAL ITEMS.** At the termination of this agreement, Customer shall return all the rental items to Rental Center's premises during Rental Center's regular business hours, in the condition and repair as when delivered to Customer, subject only to reasonable wear and tear. Customer shall be liable for all damages to or loss of the Equipment occurring because it was not returned within Rental Center's regular business hours. If Rental Center has agreed to deliver the Equipment to Customer or to pick up the Equipment from Customer. Customer shall be responsible for all losses or damage to the Equipment from time of delivery to Customer and until picked up by Rental Center.
11. **INSPECTION BY RENTAL CENTER.** Rental Center shall at all times have the right to enter any premises where the Equipment may be located for purposes of inspecting it or removing it from Customer's premise.
12. **COMPLIANCE WITH LAWS/USE OF RENTAL ITEMS.** Customer agrees not to use or allow anyone to use the rental items for any illegal purposes or in any illegal manner or in an unsafe manner. Customer agrees at his sole cost and expense to comply with all municipal, county, state and federal laws, ordinances and regulations which may apply to the use of the rental items during the rental period. Customer further agrees to pay all licenses. Fines, fees, permits, or taxes arising from his use of the rental items, including any subsequently determined to be due. Customer is responsible for obtaining all permits and/or licenses from the appropriate governmental agencies. Rental Center may at the Customer's request act as the agent to obtain required permits and/or licenses. If these agencies should require additional rental items, the expense of these rental items will be the sole responsibility of the Customer. If the permits or licenses are denied for any reason, Customer is still responsible for all financial and other obligations pursuant to this Agreement to Rental Center or its subcontractors. Customer shall not allow any person who is not qualified and who has not received and understands safety and operating instructions and who does not utilize all safety required, to operate the rental items or use the rental items. Customer shall not allow any person to use or operate the rental items when it is in need of repair or when it is in an unsafe condition or situation: modify, misuse, harm, or abuse the rental items; permit any repairs to the rental items without Rental Center's prior written permission; or, allow a lien to be placed upon the rental items. Customer agrees to check filters, oil, fluid levels, air pressure, clean and visually inspect the rental items at least daily and to immediately discontinue use and notify Rental Center when rental items are found to need repair or maintenance or is not properly functioning. Customers acknowledges that Rental Center has no responsibility to inspect the rental items while they are in Customer's possession.
13. **DELIVERY/PICK UP.** Delivery is made to closest point truck can park. Extra charges will result in deliveries to upstairs, elevator use or any point where extra time is involved. Our service does not include set up and knock down of tables and chairs. If this service is required, arrangements should be made several days prior to delivery with a special charge quoted. If no arrangements are made and this service is desired on delivery, our driver must call for authorization. If time permits, we will try to accommodate you after quoting the price. On pick up where no prior arrangements have been made and rental items are not knocked down and assembled in one sheltered area, tables and chairs will be left until the next day when a special crew can be scheduled. There will be an additional one-day rental. A knock down fee will result if rental items are still up.

14. **CLEANING.** China, Glassware, and Flatware must be returned rinsed and repacked properly in boxes provided or additional charges will be assessed. Special cleaning deposits will be charged on BBQ Grills and Cooking Equipment.
15. **LINENS.** Table linens are inspected prior to pick up and upon return. **DO NOT ROLL UP OR PLACE WET LINENS IN ANY BAG** - mildew will result. If there is obvious damage such as mildew, excessive stains, burns or tears, you will be charged the cost of the linen and keep same as though it were a sale. Return all linens dry and free of waste.
16. **DIRTY, OR DAMAGED ITEMS.** Customer agrees to pay any damage to rental items regardless of cause, except reasonable wear and tear, while rental items are out of possession of Rental Center. Customer also agrees to pay a reasonable cleaning charge for all rental items returned dirty. Accrued rental charges cannot be applied against the purchase or cost of repair or damaged good. Rental Equipment damaged beyond repair will be paid for by customer at its Replacement Cost when rented. The cost of repairs will be borne by the Customer, whether performed by Rental Center, or at the Rental Center's option by others.
17. **DAMAGE WAIVER.** If accepted by Customer, Rental Center agrees, in consideration of an additional charge of 10% of the gross rental charges, to modify the responsibilities of Customer created in paragraph 16 [Dirty or Damaged Equipment]. For Damage Waiver Charge provided the Customer takes responsible precautions to protect rental items. The Rental Center assumes risk of damage to rental items, except the following risks assumed by the Customer: [a] loss, damage, vandalism, malicious mischief, and theft [b] Loss, damage or theft of accessory items such as extension cords, etc. [c] loss due to mysterious disappearance or wrongful conversion by a person entrusted with rental items. [d] Damage waiver is null and void if damage is caused by a third party not associated or related to Customer. In this instance the Rental Center reserves the right to collect from person or company causing damage. THE LESSEE UNDERSTANDS THAT THE DAMAGE WAIVER IS NOT INSURANCE. THE LESSEE IS OBLIGATED TO SUBMIT TO THE LESSOR A POLICE REPORT ON ALL LOSSES COVERED UNDER DAMAGE WAIVER PLAN. The Customer may decline Damage Waiver charge by making a cash deposit equal to full value of rental items.
18. **THEFT OF RENTAL ITEMS.** The Customer agrees to pay for rental items [at its replacement cost when rented] for all types of theft or mysterious disappearances. Damage waiver does not cover theft.
19. **RETAKING OF RENTAL ITEMS.** If for any reason it becomes necessary for Rental Company to retake the rental items, Customer authorizes rental center to retake rental items without further notice or further legal process and agrees that Rental Center shall not be liable for any claims for damage or trespass arising out of the removal of rental items.
20. **LEGAL FEES.** In the event an attorney is retained to enforce any provision of this Rental Agreement, the prevailing party in the dispute shall be entitled to recover reasonable attorney's fees and court costs in such actions, or proceeding, in an amount to be determined by the court.
21. **WEATHER RELATED RISKS.** Customer assumes all weather-related risks involved in holding an outdoor tented event. Rental Center will endeavor to minimize said risk, however, should the tenting become unusable due to high wind, snow, rain, flooding, extreme cold or heat, or any other factor beyond Rental Center's control, Customer shall still be liable for payment in full of all charges.
22. **PREPARATION OF SITE.** Customer agrees to have the site upon which the rental items are to be erected, free and clear of all obstacles, natural and man-made, prior to the arrival of the Rental Center's work crew. Customer further agrees to have all tents cleared for removal prior to our arrival. All non-rented items and decorations shall be cleared and taken from site. If Customer fails to do so, then Customer shall pay all cost involved for any delay, additional rental, and all costs including collection and legal expense.
23. **MATERIAL.** All tents are subject to stretching and retracting of up to 5% of listed sizes and although all tents have been impregnated with waterproofing compound, no tents are guaranteed to be absolutely waterproof, and are to be considered temporary shade structures.
24. **COOKING UNDER TENTS.** Customer agrees not to do any type of cooking under or within a reasonable distance of the tent. Customer assumes full responsibility and costs incurred for damage and or cleaning expense to tent tops due to cooking processes under or near tents.
25. **ELECTRIC POWER AND LIGHTING.** Customer agrees to furnish Rental Center access to, and the right to use Customer's electrical and power lines for installation and operation of the rental items.
26. **UNDERGROUND FACILITIES.** Customer agrees to have all Underground Facilities, in the vicinity of the Equipment installation, clearly marked prior to the arrival of Rental Center's work crew. Customer assumes full responsibility for damage to all Underground Facilities. To identify Underground Facilities. To identify Underground Facilities, Customer must call one week prior to installation.
27. **NOTICE OF NON-WAIVER/SEVERABILITY.** Any failure of Rental Center to insist upon strict performances by Customer as regards any provision of this Rental Agreement shall not be interpreted as a waiver of Rental Center's right to demand strict compliance with all other provisions of this Rental Agreement against Customer or any other person. The provisions of this Rental Agreement shall be severable so that the unenforceability, invalidity or waiver of any provisions shall not affect any other provision.
28. **TIME OF PAYMENT.** Accounts are due and payable at the termination of the rental period. A carrying charge of 1.5% per month (ANNUAL RATE OF 18%) will be charged on all overdue accounts.
29. **COLLECTION COSTS.** Customer agrees to pay all reasonable collection, attorney's and court fees and other expenses involved in the collection of the charges or enforcement of Dealer's rights under this contract.

Party Pro Rents
Phone: 918-622-8102
6511 E. 44st St. Tulsa, OK 74145

CREDIT CARD AUTHORIZATION

Customer Business Name: _____ Customer#: _____

Billing Address (Where credit card statements are sent)

Daytime Phone#: _____ Cellular Phone#: _____

Type of Credit Card: ___ Mastercard ___ Visa ___ American Express ___ Discover

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Cardholder Signature: _____ Date: _____

Print Cardholder Name: _____

This authorization is to be used for processing payment of all purchases until written notice to suspend authorization is submitted by customer.

I accept and agree to the responsibility for all rental items released to me until returned to Party Pro Rents in the condition items were received and according to the date specified on the Order Confirmation. I understand during the course of rental items can be lost, damaged or misplaced. I authorize Party Pro Rents to apply charges to the above specified credit card for any lost, damaged or misplaced items not returned by the due date if no other arrangements have been made for payment. Rental charges will not be applied toward the sale amount for damaged and lost items. If using a debit card or cash to pay for rental items a deposit equal to 50% or more of the rental will be charged at time of rental check out unless an authorized credit card is on file. Deposit can be refunded within 7-business days after return of inspected product.



3235 S. Darlington Ave, Tulsa, Ok. 74135
www.TulsaStage.Net Tulsa-Stage@SbcGlobal.Net 918-747-0472

Contract/Invoice

Event: Sapulpa High School Graduation
DATE: May 21, 2021
E Mail: dstamper@sapulpaps.org
Location: Sapulpa H S
Contact: Denzil Stamper m 918-341-3166
Phone: 918-341-3166
Set Up: tba
Strike: tba

Tulsa Stage & Top Agrees to Provide

24 x 32 x 2	\$1,536.00
1 Handicapped Ramp	\$ 400.00
3 Set of stairs	no charge
Black Skirting	no charge
Total	\$1,936.00

30 days Payable

Agreed to Authorized Buyer: _____

Print Name _____

Responsible Company _____

NOTE: There is a 20% Cancellation Fee if the event is cancelled, unless the event is cancelled 30 days or more before the event is scheduled to be set up. If the event is cancelled within 48 hrs of the scheduled set up of the event, ½ the Fee will be charged. If the event is cancelled within 24 hrs of the event build, 100% of the Fee will be charged. Any changes to this contract must be approved by TST. No discounts due to changing of materials will be given unless previously agreed to by TST. Stage quotes are based on being built on level ground unless otherwise specified. If the ground is not level, additional fees may be incurred. Indoor Venues must be on the ground floor unless a pre-approved elevator is available. All Outdoor Equipment Build quotes (stage, sound, lights, dance floors, etc), are based on being able to drive to the site of the build, otherwise additional labor will be charged.



INTRODUCTION & GENERAL PROVISION

VYPE Oklahoma, LLC (VYPE Oklahoma) offers a wide variety of print and digital promotional products for our Clients (Client). Within these terms and conditions the term "VYPE Oklahoma," "we," "our," and "us" includes any subsidiaries, affiliates, and employees.

1. GENERAL PROVISION

Upon acceptance, Client is agreeing to comply with the terms and agreements detailed below only for activated product types. Products will only be activated upon request from the Client. Client may choose to request the addition of products at any time and may remove them in accordance with the policies stated below.

Client is responsible for notifying VYPE Oklahoma if there is a change in the signee of the terms and agreements as well as the secondary or production contacts.

2. SCHEDULE PRODUCTS

REQUIREMENTS OF VYPE OKLAHOMA

VYPE Oklahoma agrees to provide the services of sales, billing, collection, design, print, publication, and distribution of athletic schedule posters, Tickets, and Website to the Client for the season(s) requested.

- A. Posters – a minimum of two hundred (200) will be sent to the school and a minimum of two (2) will be sent to each sponsor. The poster size is determined by the total number of square inches in the ad section.
- B. Tickets – VYPE will provide all ticketing needs for the High School as per requested ahead of time. This includes, but not limited to, Season Tickets, General Admission, Passes, and other such amenities.
- C. Website – VYPE will provide an active website for the high school’s athletic department. The website will be fully functional for the athletic department to provide any and all information to students, coaches, viewers, etc.

REQUIREMENTS OF CLIENT

The Client grants VYPE Oklahoma the exclusive right to utilize the client’s name, endorser’s name, school mascot, logo, and other related information for the solicitation of advertisers and the publication of athletic schedule products. VYPE Oklahoma is granted exclusive rights to produce these products for the season(s) requested.

The Client agrees to provide necessary assets including but not limited to schedules and photos at least thirty (30) days before the first game date each season. Exceptions may be made if mutually agreed upon by both parties. Failure to provide necessary assets within the above timeframe may adversely impact timely delivery to sponsors and also affect collections and rebates.

Agreement for services runs from July 1, 2021 to June 31, 2022 and automatically renews each year unless written notice is provided to VYPE 120 days before the end of that year’s agreement.

3. TERMS

Financial Consideration, Seasons Requested and Execution will be agreed upon as follows.

Tickets – School will receive 20% of ad revenue after cost in April, 2022

Posters – School will receive 20% of ad revenue after cost in April, 2022

Web page – School will receive 20% of new ad revenue to be paid in April, 2022, less the \$900 programming fee. It is the sole responsibility of VYPE to create enough ad revenue to cover the programming fee.

School agrees to pay VYPE \$99 a month for 10 months for VYPE to keep the site updated with scores, stories and information.

School : _____ Michael Rose _____ VYPE Representative: _____ Roscoe Migliore _____

School Representative: _____ Date: _____

SAPULPA HIGH SCHOOL

SUPER INTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP MCJROTC

DATE OF REQUEST: 3 March 2021

SPONSOR: LtCol Shannon/MSgt Kitchen

DESTINATION: Amarillo, TX

DATE LEAVING (DAY AND DATE) Thursday 8 April 2021 at 1200

DATE RETURNING (DAY AND DATE) Sunday 11 April 2021 at 1400

NUMBER OF SCHOOL DAYS MISSED 1 ½

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS. PLEASE LIST BRIEFLY HOW THESE FUNDS WHERE RAISED: Bartlett Grant.

NUMBER OF STUDENTS ATTENDING 20 NUMBER OF SPONSORS 2 + 1 Female Chaperone

PURPOSE OF TRIP: Compete in the Caprock High School MCJROTC Thirty-fourth Golden Spread Military Skills Championship.

MODE OF TRANSPORTATION: Charter Bus


PRINCIPAL'S APPROVAL

SUPERINTENDENT'S APPROVAL

926. **STUDENT RECORDS** (Approved 8-13-90) (Revised 8-4-97; 2-8-21) (see procedure page)

A. Introduction

1. This policy and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and the Sapulpa School District is committed to implementing the policy and following the procedures.
2. The Board of Education authorizes the Superintendent of Schools to inform parents, students and the public of the policy and to exercise his or her administrative resources to implement the policy as well as to deal with individuals who violate it.
3. If a parent of a student, an eligible student or a citizen of the Sapulpa School District believes that the District is violating the FERPA, that person has a right to file a complaint with the Department of Education. The address is:
The Family Educational Rights and Privacy Act Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605
Telephone: (202) 732-2058

B. Definitions - For the purpose of this policy, the Sapulpa School District has used the following definitions of terms:

1. Student - Any person who attends or has attended a program of instruction sponsored by the Board of Education of the Sapulpa School District and for whom it maintains education records.
2. Eligible student - A student or former student who has reached age 18 or is attending a postsecondary school.
3. Parent - Either natural parent of a student, unless his or her rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian. The district will assume that either parent has a right of access to records regardless of custody orders unless the district has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to the district to prevent parent access to student records.
4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium method of recording information) maintained by the Sapulpa School District, an employee of the District or an agent of the District, which is directly related to a student and maintained by the Sapulpa School District or by a party acting for the Sapulpa School District, except:
 - a. A personal record kept by a school staff member that meets the following tests:
 - (1) It was made as a personal memory aid;

- (2) It is in the personal possession of the individual who made it; and
 - (3) Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
 - b. Records of a law enforcement unit of the Sapulpa School District, but only if education records maintained by the Sapulpa School District are not disclosed to the unit, and the law enforcement records are:
 - (1) Maintained separately from education records;
 - (2) Maintained solely for law enforcement purposes; and
 - (3) Disclosed only to law enforcement officials of the same jurisdiction.
 - c. An employment record that is used only in relation to a student's employment by the Sapulpa School District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
 - d. Records on an eligible student, that are:
 - (1) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 - (2) Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
 - (3) Disclosed only to individuals providing the treatment.
 - e. Alumni records that relate to the student after he or she no longer attends classes provided by the Sapulpa School District, and the records do not relate to the person as a student.
 - f. Grades on peer-graded papers before they are collected and recorded by a teacher.
- 5. Personally identifiable information - The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would 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. The term also includes information requested by a person who the district reasonably believes knows the identity of the student to whom the education records relates. Any data or information that make the subject of a record known. This Personally identifiable information includes the student's name, the student's parents' or other family member's name, the student's or family's address, the student's social security number, a student number, a list of personal characteristics or any other information that would make the student's identity easily traceable.
- 6. Dates of attendance -
 - a. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.
 - b. The term does not include specific daily records of a student's attendance at an educational agency or institution.

7. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Student identification numbers, if displayed on school ID badges, are also considered directory information *unless* the use of a password or PIN is required to authenticate the use of the ID number.
8. Authorized representative – An individual directly employed by a local or state educational agency, an entity designated by the local or state educational agency, or an individual employed by such entity engaging in audits, evaluations or any other compliance or enforcement activity.
9. Early childhood education program – Head Start or Early Head Start programs, state licensed or regulated childcare programs, and other similarly situated programs.
10. Education program – Elementary, secondary, postsecondary, career and technical institutes and schools or any program that is principally engaged in the provision of education.

C. Annual Notification

1. ~~The district will notify parents and eligible students annually of their rights under FERPA by means of a district newsletter, newspaper notice, school handbook or individual notice. The notice will inform parents and eligible students that they have the right to:~~ Within the first three weeks of each school year, the Sapulpa School District will publish in the local newspaper of general circulation in the area, _____, a notice to parents and eligible students of their rights under the FERPA and this policy. The District will also send home with each student a bulletin listing these rights, and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.
2. ~~The notice will include the following:~~
 - a. ~~The right of a student's parents and eligible students to inspect and review the student's education records.~~
 - b. ~~The intent of the Sapulpa School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purposes of disclosure.~~ Consent to disclosures of personally identifiable information contained in the student' education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The district will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
 - c. The right of a student's parent or an eligible student to seek to correct parts of the student's education record that he or she believes to be

- inaccurate, misleading or in violation of student privacy rights and the procedure for requesting amendment of records.
- d. The right of any person to file a complaint with the U.S. Department of Education, if the Sapulpa School District violated the FERPA.
 - e. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.
3. The District will arrange to provide translations of this notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.
 4. All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

D. Locations of Education Records

TYPES	LOCATION	CUSTODIAN
Special Education Records	School Site	Teacher of Record
Cumulative Records	Principal's Office	Registrar
Attendance Records	Principal's Office	Attendance Clerk
Psychological Evaluations	Administration Bldg.	Director of Spec. Ed.
Standardized Test Scores	Principal's Office	Principal
Health Records	Principal's Office	Principal/Nurse
Suspensions	Principal's Office	Principal
Transfers	Administration Bldg	Asst. Superintendent

E. Procedure to Inspect and Review the Student's Education Records

1. Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent or eligible student may also provide consent to have a representative inspect and review the records. See the schedule of fees for copies below.
2. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes.
3. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
4. The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
5. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

6. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Sapulpa School District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
7. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.
8. The Sapulpa School District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.
9. Access to a child's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a child or the provision of a free and appropriate education to the child and in all cases within no more than 45 days of a request.
- ~~10. The district will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed the district.~~
11. The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

F. Provision of Records to Receiving Virtual Charter School

The District shall transmit a student's records to a virtual charter school within three (3) school days after receiving notice that the student has transferred to the virtual charter school.

G. ~~Fees for Copies of Records~~

1. The Sapulpa School District will not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. ~~The School District may deny copies of records (except for those required by the FERPA) in the following situations:~~
 - ~~a. The student has an unpaid financial obligation to the school.~~
 - ~~b. There is an unresolved disciplinary action against the student that warrants the denial of copies.~~
2. The FERPA requires the School District to provide copies of records:
 - a. When the refusal to provide copies effectively denies access to the records by a parent or eligible student.
 - b. At the request of the parent or eligible student when the School District has provided the records to third parties by the prior consent of the parent or eligible student.

- c. At the request of the parent or eligible student when the School District has forwarded the records to another school where the student seeks or intends to enroll.
 3. The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to twenty-five cents per page. (Actual copying cost less hardship factor.)
 4. The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be from ten cents to thirty-five cents per page (actual search, retrieval and copying cost), plus postage, if that is involved.
- H. Directory Information
 1. The Sapulpa School District proposes to designate the following personally identifiable information contained in a student's record as directory information, and it will disclose that information without prior written consent:
 - a. The student's name;
 - b. The names of the student's parents;
 - c. The student's address;
 - d. The student's telephone listing;
 - e. The student's date and place of birth,
 - f. The student's dates of attendance
 - g. The student's class designation (i.e., first grade, tenth grade, etc.);
 - h. The student's extracurricular participation,
 - i. The student's achievement awards or honors;
 - j. The student's weight and height, if a member of an athletic team,
 - k. The student's photograph; and
 - l. The school or school district the student attended before he or she enrolled in the Sapulpa School District; and
 - m. The student's electronic mail address.
 2. Within the first three weeks of each school year, the Sapulpa School District will ~~publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information.~~ notify parents and eligible students annually of the designated items of directory information by means of a district newsletter, newspaper notice, school handbook or individual notice. For students enrolling after the notice is published, the list will be given available to the student's parent or the eligible student at the time and place of enrollment.
 3. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.
 4. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

- I. Use and Disclosure of Student Education Records
 1. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The district will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. The district will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations. The Sapulpa School District will use the following criteria to determine who are school officials. An official is:
 - a. A person duly elected to the School Board;
 - b. A person certified by the state and appointed by the School Board to an administrative or supervisory position, including health or medical staff and law enforcement unit personnel;
 - c. A person certified by the state and under contract to the School Board as an instructor;
 - d. A person employed by the School Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of his or her performance as a substitute;
 - e. A person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist;
 - f. A contractor, consultant, volunteer or other party to whom the district has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the district would otherwise use employees; is under the district's direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and redisclosure of personally identifiable information from education records;
 - e. A person employed by or under contract to the School Board to perform a special task such as secretary, a clerk, the School Board attorney or auditor for the period of his or her performance as an employee or contractor; or
 - f. A person participating in a school service program or an official school committee.
 2. School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:
 - a. Perform an administrative task required (a) in the school employee's position description approved by the School Board, or (b) by participation in the school service program.
 - b. Perform a supervisory or instructional task directly related to the student's education; or

- c. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
3. The Sapulpa School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent for the disclosure. The written consent must:
 - a. Specify the records that may be disclosed;
 - b. State the purpose of the disclosure; and
 - c. Identify the party or class of parties to whom the disclosure may be made.

except that the Superintendent of Schools or a person designated in writing by the Superintendent may permit disclosure:
4. The district will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except in the following instances permitted by FERPA:
 - a. When a student seeks or intends to enroll in another school district or a postsecondary school. The District will make a reasonable attempt to notify the parent or eligible student at the last known address unless the disclosure was initiated by the parent or eligible student or the School District's annual notification states that the School District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll. Parents and students have a right to obtain copies of records transferred under this provision;
 - b. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or state and local educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.
 - c. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
 - d. The parties who provide or may provide financial aid to a student to:
 - (1) Establish the student's eligibility for the aid;
 - (2) Determine the amount of financial aid;
 - (3) Establish the conditions for the receipt of the financial aid; or
 - (4) Enforce the agreement between the provider and the receiver of financial aid;
 - e. If a state law adopted before November 19, 1974, allowed certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after

November 19, 1974, allowed such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released;

- f. When the Sapulpa School District has entered into a written agreement or contract for an organization to conduct studies on the School District's behalf to develop tests, administer student aid or improve instruction;
- g. To accrediting organizations to carry out their accrediting functions;
- h. To parents of eligible students if the parents claim the student as a dependent as defined by the in Section 152 of the Internal Revenue Code of 1954 1986;
- i. To comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision ~~so that the parent or eligible student may seek protective action~~, unless:
 - 1. the disclosure is in compliance with a Federal grand jury subpoena or other subpoena issued for a law enforcement purpose, and the court or issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - 2. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - 3. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;
 - 4. the district initiates legal action against a parent or student, the district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the district to proceed with the legal action as plaintiff; or
 - 5. the parent or eligible student initiates legal action against the district, the district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the district to defend itself.
- j. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the district determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is

necessary to protect the health or safety of the student or other individuals; or

- k. If the disclosure is an item of directory information and the student's parent has not refused to allow the District to designate that item as directory information for that student.
 4. ~~The Sapulpa School District will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:~~
 - ~~a. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;~~
 - ~~b. The information is necessary and needed to meet the emergency;~~
 - ~~c. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and~~
 - ~~d. Time is an important and limiting factor in dealing with the emergency.~~
 5. Sapulpa School District officials may release information from a student's education record if the student's parent or the eligible student gives his or her prior written consent for the disclosure. The written consent must include at least:
 - a. A specification of the records to be released;
 - b. The reasons for the disclosure;
 - c. The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
 - d. The parent or student's signature; and
 - e. The date of the consent and, if appropriate, a date when the consent is to be terminated.
 6. The student's parent or the student may obtain a copy of any records disclosed under this provision. The district will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the district discloses personally identifiable information from education records.
 7. ~~The Sapulpa School District will not release information contained in a student's education records, except directory information, pursuant to court orders or lawfully issued subpoenas and as otherwise provided by state law concerning releases of information to state and local officials and authorities regarding the juvenile justice system, to any third parties, except its own officials, unless those parties agree that the information will not be redisclosed without the parent or eligible student's prior written consent.~~
- J. Records or Requests for Access and Disclosures Made From Education Records
1. The Sapulpa School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

2. The record will include at least:
 - a. The name of the person or agency that made the request;
 - b. The legitimate interest the person or agency had in the information;
 - c. The date the person or agency made the request; and
 - d. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.
 3. The District will maintain this record as long as it maintains the student's education record.
 4. The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the Sapulpa School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, for requests for or disclosure of directory information designated for that student, or for access by a party seeking or receiving the records by a Federal grand jury or other law enforcement subpoena, when the issuing court or agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- K. Procedures to Seek to Correct Education Records
1. Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. (NOTE: Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)
 2. For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the School District to correct a record.
 3. To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure.
 4. *First level decision* - When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.
 - a. If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he or she will:
 - i. Provide the requester a copy of the questioned record at no cost;

- ii. Ask the requester to initiate a written request for the change; and
 - iii. Follow the procedure for a second level decision.
5. *Second level decision* - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
- o Is inaccurate and why;
 - o Is misleading and why; or
 - o Violates student rights and why.
- a. The request will be dated and signed by the requester.
 - b. Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.
 - c. If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.
 - d. If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent of Schools.
6. *Third level decision* - The Superintendent of Schools will review the material provided by the record custodian and, if necessary, discuss the matter with other officials, such as the school attorney or the Board of Education (in executive session). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.
- a. If the Superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.
 - b. If the Superintendent decides the record is correct, he or she will prepare a letter to the requester which will include:
 - i. The School District's decision that the record is correct and the basis for the decision;

- ii. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing;
 - iii. Instructions for the requester to contact the Superintendent or an officer he or she designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
 - iv. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.
7. *Fourth level decision* - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.
- a. At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).
 - b. Within one week after the hearing, the hearing officer will submit to the Superintendent of Schools a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.
 - c. The Superintendent of Schools will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent will take one of the following actions:
 - i. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
 - ii. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester, which will include:
 - (1) The School District's decision that the record is correct and will not be changed;

- (2) A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and
- (3) Advise the requester that he or she may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the School District's decision and/or the reasons he or she believes the record is incorrect.

8. *Final administrative step in the procedure* - When the Sapulpa School District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

L. If a parent of a student, an eligible student or a citizen of the district believes that the district is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5091

Telephone: (202) 260-3887

M. Availability of Policy - Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and at the Superintendent's office.