

AGENDA
Sapulpa Public Schools
Regular Virtual and Physical Meeting
Washington Administration Center Board Room
511 E Lee
Sapulpa, OK 74066
Monday, November 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 the Agenda.
- III. Consent Agenda
 - A. Approval of the BOE Meeting Minutes.
 - 1. 10.11.2021 Regular BOE Meeting Minutes.
 - B. Approval of the 2021-22 General Fund Purchase Order encumbrance numbers 392 through 463.
 - C. Approval of 2021-22 Building Fund Purchase Order encumbrance numbers 112 through 125.
 - D. Approval of 2021-22 Child Nutrition Fund Purchase Order encumbrance number 49 through 52.
 - E. Approval of the 2021-22 Bond Fund 31 Purchase Order encumbrance number 9.
 - F. Approval of the 2021-22 Bond Fund 32 Purchase Order encumbrance numbers 29 through 33.
 - G. Approval of the 2021-22 Bond Fund 33 Purchase Order encumbrance numbers 27 through 29.
 - H. Approval of the monthly financial reports of the School Activity Funds account.
 - I. Approval of the Treasurer's Report on the status of Funds and Investments.
 - J. Approval of a Resolution to the County Election Board calling for the Annual School Election.
 - K. Approval of MTI License Agreement for all-school musical.
 - L. Approval of 2022 BOE Calendar Schedule.
 - M. Approval of the 2021-22 Residency Committee.
 - N. Approval of the 2021-22 MOU between United Community Action Program Head Start and Sapulpa Public Schools.
 - O. Approval of the 2021-22 Operating Budget.

- P. Approval to increase the Commercial Credit Card (P-Card) limit through Arvest Bank for both General and Activity Funds.
 - Q. Approval of 2021-22 Services Agreement Proposal between Terracon and Sapulpa Public Schools for geotechnical engineering services for the new video board.
 - R. Approval of 2021-22 Cushing High School Fall Classic Fastpitch Tournament Contract.
 - S. Approval of a generous donation from St. John Ascension in the amount of \$3,500 for Liberty Stem Academy.
 - T. Approval of Out-of-State Activity Trips as per attachment.
 - U. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information and Discussion Items
- A. Superintendent Comments
 - B. ESSR III LEA Draft Plan/Reading Improvement Draft Plan
 - C. Discussion on updating Purchasing Policy 311, as a first read.
 - D. Discussion on revising Policy 530 Transfer Students, as a first read.
- VI. Action Items
- A. New Business - items not known or foreseen when agenda was posted.
 - B. Discussion, motion, and vote on a motion to approve/disapprove a generous donation from the Sapulpa Education Foundation for teacher grants in the amount of \$27,000.
 - C. Proposed Executive Session to discuss Personnel 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.
 - 1. Vote to convene in Executive Session.
 - 2. To acknowledge the Board has returned to Open Session.
 - 3. Statement of Executive Session Minutes.
- VII. Personnel
- A. Vote to approve/disapprove employing Personnel as per attachment.
 - B. Vote to approve/disapprove FMLA Request for Karen Parks, effective November 01, 2021, through November 12, 2021.
 - C. Vote to approve/disapprove FMLA Request for Sydni Buck, effective November 18, 2021, through January 30, 2022.
 - D. Vote to approve/disapprove FMLA Request for Megan Cannon, effective November 29, 2021, through March 10, 2022.
 - E. Vote to accept Resignations received since the last board meeting.
- VIII. Adjournment

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

Monday, October 11, 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 at 6 pm by President Steve McCormick. Asst. Superintendent Johnny Bilby lead the Pledge of Allegiance.

II. Formal Adoption of the Agenda

To change dates on Consent Agenda Items K. BOE Calendar to 2022, L . Residency Committee to 2021-22, and M. MOU to 2021-22 and also, Action Item B. Operating Budget to 2021-22 passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

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

To formally adopt the Agenda passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

III. Consent Agenda

III.A. Approval of Meeting Minutes.

III.A.1. 9.14.2021 Regular BOE Meeting Minutes

III.B. Approval of the 2021-22 General Fund Purchase Order encumbrance numbers 295 through 391.

III.C. Approval of the 2021-22 Building Fund Purchase Order encumbrance numbers 101 through 111.

III.D. Approval of the 2021-22 Child Nutrition Fund Purchase Order encumbrance numbers 47 through .

III.E. Approval of the 2021-22 Bond Fund 31 Purchase Order Encumbrance number 8.

III.F. Approval of the 2021-22 Bond Fund 32 Purchase Order Encumbrance numbers 21 through 28.

III.G. Approval of the 2021-22 Bond Fund 35 Purchase Order Encumbrance number 1.

III.H. Approval of the 2021-22 Bond Fund 86 Purchase Order Encumbrance number 1.

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

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

III.K. Approval of 2021 BOE Calendar Schedule

III.L. Approval of 2020-21 Residency Committee.

III.M. Approval of 2020-21 MOU between United Community Action Program Head Start and Sapulpa Public Schools.

III.N. Approval of 2021-22 IEP Services Agreement with Tulsa Public Schools.

III.O. Approval of Addendum to the 2021-22 Agreement between SPS and ESS South Central, LLC to update support sub pay from hourly to the same daily rate as uncertified sub pay, \$65/day.

III.P. Approval of the 2021 Pixelott Agreement between SPS and NFHS Network School Broadcast Program.

III.Q. Approval of the 2021 Logo Rebuild Contract between SPS and Designer, Cassandra Pruitt.

III.R. Approval of a generous donation of \$6,000 from LWPB to be deposited into the Activity Account.

III.S. Approval of generous \$1,000 donation from BIOS Management Company LLC for the Varsity Boys Basketball team.

III.T. Approval of Out of State Activity Trips

III.T.1. Varsity Boys Basketball-Wichita Falls, TX

III.T.2. Varsity Boys Basketball-Neosho, MO

III.T.3. JROTC-Ozark, MO

III.T.4. Cross Country-Rogers, AR

III.U. Approval of Fundraisers as per attachment.

To approve Consent Agenda items A-U with amending item P. Pixel Agreement, page 3. from 5-year renewal to 1 year, annually passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

IV. Hearing from the Public

None

V. Information and Discussion Items

V.A. Superintendent Comments

Superintendent Armstrong reported that Volleyball was getting to host Regionals and the Lady Chieftains would be playing at 7 pm. Cross Country will get to participate in the Frontier Valley Conference Championship. Softball made it to regionals, winning one before losing to the defending 5A State Champions. Great efforts made by all of these athletes. Football will host Hale this Thursday. Covid numbers down and in the single digits for the first time this school year. Fall Break starts this week on Wednesday. Thanksgiving and Winter Break will be close to follow then onto next semester.

V.B. Instructional Update

Donia Doudican introduced Amy Riff, Director of Accountability, to give Instructional Update. Amy Riff, through a slide presentation, compared student test scores to state levels. More will be reported in a November meeting.

V.C. Directors Report

Superintendent Armstrong introduced directors one at a time and each shared information about their departments.

Steve Willkins-New this year to the District. Joined with the start of a flooded gym which will be ready for just in time for Jr. High Basketball. Campuses look great and well cared for.

Beverly Woolery-Transporting 500 Secondary students and 475-500 Elementary students. Cameras are to be installed by the end of October for the safety of students and drivers.

Hayley Holmes-New this year to the District. Seeing an increase in breakfast

meals, lunches, and after-school snacks.

James Lawrence-600 additional devices added to the internet band with the rise in student numbers this school year. Might need to upgrade the internet band with the next bid as well as firewalls and security.

VI. Action Items

VI.A. New Business - items not known or foreseen when the agenda was posted.
None

VI.B. Discussion, motion, and vote on a motion to approve or disapprove the 2020-21 Operating Budget as presented.

To approve or disapprove the 2021-22 Operating Budget as presented passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.C. Proposed Executive Session to discuss Personnel 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.

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

To convene in Executive Session at 7:17 pm passed with a motion by Melinda Ryan and a second by Larry Hoover.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.C.2. To acknowledge the Board has returned to Open Session.

President McCormick acknowledged the Board's return to Open Session at 7:43 pm.

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

The Board of Education went into Executive Session at 7:17 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 7:43 pm. Present in Executive Session were Sarah Havenstrite, Melinda Ryan, Larry Hoover, Wayne Richards, Steve McCormick, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VI.D. Personnel

VI.D.1. Vote to approve/disapprove Employing Personnel as per Attachment.

To approve Employing Personnel as per Attachment passed with a motion by Melinda Ryan and a second by Larry Hoover.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.D.2. Vote to approve/disapprove of adding Kayla Chupco as an Adjunct Teacher for the 2021-22 school year.

To approve of adding Kayla Chupco as an Adjunct Teacher for the 2021-22 school year passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.D.3. Vote to approve/disapprove FMLA Request for Lynn Warner, effective August 19, 2021, through November 11, 2021.

To approve FMLA Request for Lynn Warner, effective August 19, 2021, through November 11, 2021 passed with a motion by Sarah Havenstrite and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.D.4. Vote to approve/disapprove authorizing Lynn Warner to receive sick leave donation from other employees as authorized by Board Policy 736.2 SICK LEAVE DONATION.

To approve authorizing Lynn Warner to receive sick leave donation from other employees as authorized by Board Policy 736.2 SICK LEAVE DONATION passed with a motion by Sarah Havenstrite and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.D.5. Vote to approve/disapprove FMLA Request for Sandra Breckenridge, effective August 19, 2021, through November 11, 2021.

To approve FMLA Request for Sandra Breckenridge, effective August 19, 2021, through November 11, 2021 passed with a motion by Wayne Richards and a second by Larry Hoover.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.D.6. Vote to approve/disapprove authorizing Sandra Breckenridge to receive sick leave donation from other employees as authorized by Board Policy 736.2 SICK LEAVE DONATION.

To approve authorizing Sandra Breckenridge to receive sick leave donation from other employees as authorized by Board Policy 736.2 SICK LEAVE DONATION passed with a motion by Wayne Richards and a second by Larry Hoover.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.D.7. Vote to accept Resignations received since the last board meeting.

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

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VII. Adjournment

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

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 392 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	392	10/06/2021	31412	AMAZON CAPITAL SVCS, INC.	11-165 Projector Bulb for Smart Board	99.99
11	393	10/06/2021	1818	MERRIFIELD OFFICE SUPPLY	11-165 Construction Paper	300.00
11	394	10/06/2021	2223	SUMMIT TRUCK	Bus seats	1,478.90
11	395	10/06/2021	31017	NATIONAL TSA	Membership Affiliation Dues	460.00
11	396	10/06/2021	60139	OSSBA	TREASURER/ENCUMBRANCE CLERK WORKSHOP	300.00
11	397	10/07/2021	3430	TPW, INC	Fourth Grade Classroom Enrichment - Code to 1054.	24.95
11	398	10/07/2021	232	TULSA CHRISTIAN EDUCATION CORP	ABLE Conference Dues 2022	100.00
11	399	10/07/2021	236	The SpyGlass Group, LLC	AUDIT AND SHARED SAVINGS AGREEMENT	2,500.00
11	400	10/07/2021	8318	AMAZON	Nurse supplies	100.00
11	401	10/07/2021	857	POSTMASTER, SAPULPA, OKLA	Stamps	59.96
11	402	10/08/2021	237	TAMMI BREEDEN	REIMB 2 STUDENT CHROMEBOOK FEES	50.00
11	403	10/08/2021	240	JOE BRUMMETT	REIMB CHROMEBOOK FEE	25.00
11	404	10/08/2021	238	KAREN POWELL	REIMB STUDENT CHROMEBOOK FEE	25.00
11	405	10/08/2021	60139	OSSBA	BOARD MEMBER TRAINING	1,200.00
11	406	10/08/2021	31412	AMAZON CAPITAL SVCS, INC.	11-165 - Item's for Pre-K art center	231.57
11	407	10/08/2021	30561	POSITIVE PROMOTIONS	11-165 Red Ribbon Week Promotion	390.12
11	408	10/08/2021	3826	SECURITY BANK CARD CENTER INC	11-Clostio 3rd - Co. Curricular	100.32
11	409	10/08/2021	1803	TEACHER SYNERGY, LLC	11 - Sandy SpEd - Online Curriculum	150.91
11	410	10/11/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Motor, Fan Blade, Harness bus 28	203.80
11	411	10/11/2021	3826	SECURITY BANK CARD CENTER INC	Fourth Grade Student Enrichment -Code to 1054	99.33
11	412	10/11/2021	3826	SECURITY BANK CARD CENTER INC	Student FCCLA Dues	514.00
11	413	10/11/2021	3826	SECURITY BANK CARD CENTER INC	11- 4th Grade - Co Curricular Material	300.00
11	414	10/11/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Stepwell Heater Assembly Bus 28	105.57
11	415	10/11/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Rear Heater Parts for Bus 28	203.80
11	416	10/12/2021	4549	OFFICE DEPOT	Butcher Paper & Misc. Office Supplies	300.00
11	417	10/12/2021	3826	SECURITY BANK CARD CENTER INC	Glowforge Premium	239.40
11	418	10/12/2021	3826	SECURITY BANK CARD CENTER INC	R.BILBY/COUNSELORS/WALL CLOCKS/TESTING	24.04
11	419	10/12/2021	4339	HOWARD INDUSTRIES INC	Interactive display for testing purposes	2,309.00
11	420	10/12/2021	3826	SECURITY BANK CARD CENTER INC	Display Port Adapter Cable	44.60
11	421	10/18/2021	3826	SECURITY BANK CARD CENTER INC	Play Therapy - counselors office	25.00
11	422	10/18/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - counselors office	129.90

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 392 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	423	10/18/2021	2187	OKASBO	REGISTRATION FOR TREASURER WEBINAR FY22	125.00
11	424	10/19/2021	206	CITY OF SAPULPA	WATER/SEWER SERVICE-DISTRICT	30,000.00
11	425	10/19/2021	1842	PREFERRED BUSINESS SYSTEMS, LLC	COPIER FEES, SUPPLIES DISTRICT	10,000.00
11	426	10/20/2021	3826	SECURITY BANK CARD CENTER INC	Amazon, Farmers Feed, Wal-Mart	2,000.00
11	427	10/20/2021	8318	AMAZON	Geography Supplies	250.00
11	428	10/20/2021	3826	SECURITY BANK CARD CENTER INC	Lodging for sales and shows	500.00
11	429	10/20/2021	2408	PC PARTS PLUS LLC	CB parts	5,000.00
11	430	10/20/2021	31833	FOLLETT SCHOOL SOLUTIONS	books for high school library	1,740.02
11	431	10/20/2021	191	KENDALL HUNT PUBLISHING COMPANY	Science Teacher's Editions for Open SciEd grs. 6-8	168.89
11	432	10/21/2021	32081	TULSA PUBLIC SCHOOLS DISTRICT 1	628-Sped-IEP Service Agreement -L.P.	14,908.79
11	433	10/21/2021	99999	SAPULPA PUBLIC SCHOOLS	518-Chromebook Fees for Neglected Students	200.00
11	434	10/21/2021	3826	SECURITY BANK CARD CENTER INC	McKinney Vento Expenses for Homeless	1,000.00
11	435	10/21/2021	3826	SECURITY BANK CARD CENTER INC	Welder and welder cart	800.00
11	436	10/21/2021	1818	MERRIFIELD OFFICE SUPPLY	Chrome Tablet Charging Carts - PK/KG	8,980.00
11	437	10/22/2021	8318	AMAZON	Supplies for Counseling	500.00
11	438	10/25/2021	36	INT'L ACADEMY OF SCIENCE	628-Sped-Acellus Licenses for Online Instruction	3,000.00
11	439	10/25/2021	3826	SECURITY BANK CARD CENTER INC	Mark Allen Radiator for Van L-129	340.00
11	440	10/25/2021	3148	AMPLIFIED IT, LLC	Google Annual Renewal	7,156.80
11	441	10/25/2021	3826	SECURITY BANK CARD CENTER INC	Mechanic Supplies and tools for fleet	5,000.00
11	442	10/27/2021	2129	CECIL COX ENTERPRISES	Tires and Flat Repairs	3,000.00
11	443	10/27/2021	3826	SECURITY BANK CARD CENTER INC	Summit for Brake Shoes for Bus 4	158.00
11	444	10/27/2021	31225	PRO-ED	628-Pro-Ed-GARS-3-Summary Response-Powers	136.40
11	445	10/27/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - books for Jr. High Library	600.00
11	446	10/29/2021	39673	KUTA SOFTWARE	511-T1A-Geo-Alg-Pcal-Doudican	642.00
11	447	10/29/2021	3826	SECURITY BANK CARD CENTER INC	Auxillary Percussion Supplies	100.00
11	448	10/29/2021	1269	SOFTWARE HOUSE INTERNATIONAL	Photo Printer Ink	920.64
11	449	10/29/2021	99999	SAPULPA PUBLIC SCHOOLS	McKinney Vento Chromebook fees	500.00
11	450	10/29/2021	153	ESS SOUTH CENTRAL, LLC	CONTRACTED SUBSTITUTE SERVICES	50,000.00
11	451	11/01/2021	3826	SECURITY BANK CARD CENTER INC	WINDSHIELD-ROBINSON GLASS-BUS 307	631.00
11	452	11/01/2021	3826	SECURITY BANK CARD CENTER INC	Quill - Jr. High math supplies	40.00
11	453	11/01/2021	3826	SECURITY BANK CARD CENTER INC	Summit for Panel Latches for buses	125.00

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 392 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	454	11/01/2021	32397	CHALK'S TRUCK PARTS	Inside Bus Mirror Bus 1	140.00
11	455	11/02/2021	31629	NCS PEARSON, INC.	628-Sped-KBIT-2 Protocols	150.00
11	456	11/02/2021	3826	SECURITY BANK CARD CENTER INC	11 - Sandy Sped - Classroom Curriculum	42.91
11	457	11/02/2021	3826	SECURITY BANK CARD CENTER INC	11 - Delozier 2nd - Classroom Curriculum	350.00
11	458	11/02/2021	30401	FOLLETT LIBRARY RESOURCES	11- Ryan/ Media - Books for the Library	2,102.11
11	459	11/02/2021	4899	DICK BLICK HOLDINGS, INC	11 - Art Lewellen - Art supplies for Classroom	500.00
11	460	11/03/2021	107	TELECOMP HOLDINGS INC.	Replacement Telephones	1,960.00
11	461	11/03/2021	3826	SECURITY BANK CARD CENTER INC	4th Grade Student Enrichment - Code to 1054	6.50
11	462	11/03/2021	3826	SECURITY BANK CARD CENTER INC	IDWholesaler - badge maker ribbon	357.79
11	463	11/03/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - Jr. High Library	250.00
Non-Payroll Total:						\$166,477.01
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$166,477.01

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 112 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	112	10/07/2021	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC parts	600.00
21	113	10/11/2021	878	STEVEN ENTERPRISES, INC.	Plumbing service for district	3,000.00
21	114	10/12/2021	209	TULSA COUNTY ROOFING, LLC	HS Auditorium roof repair	1,150.00
21	115	10/19/2021	3116	NORTHERN TOOL & EQUIP CATALOG CO	Grounds equipment parts and supplies	1,500.00
21	116	10/22/2021	3665	SCHINDLER ELEVATOR CORPORATION	Repair service for elevators, chair lifts	2,000.00
21	117	10/25/2021	4390	AAA TOOLS SALES & RENT	Equipment Rental	1,500.00
21	118	10/27/2021	6081	HAPPY PLAYGROUNDS, LLC	INSTALLATION OF PLAYGROUND EQUIP/FREEDOM	8,800.00
21	119	10/27/2021	2413	CREEK COUNTY LANDFILL	Debris to get rid of	125.00
21	120	11/01/2021	2069	LED USA.COM	Light fixture for Liberty Stem	260.00
21	121	11/01/2021	8510	THE HOME DEPOT PRO	Custodial Supplies for the District	10,000.00
21	122	11/02/2021	39745	MICHAEL MORGAN	Painting in District	800.00
21	123	11/02/2021	878	STEVEN ENTERPRISES, INC.	Plumbing service for district	3,000.00
21	124	11/03/2021	629	LOCKE SUPPLY	Electrical panel for new score board at CC	750.00
21	125	11/03/2021	8318	AMAZON	Breaker for new score board at CC	800.00

Non-Payroll Total:	\$34,285.00
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$34,285.00

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 49 - 999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	49	10/19/2021	2523	TYSON PREPARED FOODS, INC.	USDA processed chicken, beef, pork	5,300.00
22	50	10/19/2021	3656	S A PIAZZA & ASSOC. LLC	USDA cheese processing for pizza and breadsticks	8,236.80
22	51	10/25/2021	3826	SECURITY BANK CARD CENTER INC	Emergency food purchases Randy's Foods, BenEKeith	4,000.00
22	52	11/03/2021	1845	GLOBAL PAYMENTS INC	Renewal fees increased for Heartland products	1,603.00
Non-Payroll Total:						\$19,139.80
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$19,139.80

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 9 - 999, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	9	10/21/2021	54139	VARSITY BRANDS HOLDING CO INC.	REPLACE SOCCER SHELTER/BENCH AT WESTSIDE COMPLEX	8,538.20
Non-Payroll Total:						\$8,538.20
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$8,538.20

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 29 - 999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	29	10/07/2021	3158	WILLIAM A. HARRISON, INC.	HVAC PARTS REPLACED AT CHIEFTAIN CENTER	4,650.00
32	30	10/07/2021	1818	MERRIFIELD OFFICE SUPPLY	BUDDY BENCH FOR HPE	835.00
32	31	10/07/2021	834	PERMA-BOUND	BOOK SERIES FOR LIBRARY AT HPE	815.76
32	32	10/18/2021	91	TERRACON CONSULTANTS, INC.	BORING FOR GEOTECHNICAL REPORT/VIDEOBOARDS	4,000.00
32	33	10/21/2021	2183	RIVERSIDE HEAT & AIR	REPLACE HVAC UNIT AT FREEDOM	4,900.00
Non-Payroll Total:						\$15,200.76
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$15,200.76

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 27 - 999, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	27	10/07/2021	546	TEMPLE ENTERPRISES OF TULSA, INC.	HEAT PUMP FOR WAC IT HVAC	1,534.50
33	28	10/29/2021	629	LOCKE SUPPLY	THERMOSTATS AND SENSORS DISTRICT	727.73
33	29	10/29/2021	1097	TRANE U.S. INC.	BLOWER MOTOR FOR WRESTLING ROOM/HVAC	264.45

Non-Payroll Total:	\$2,526.68
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$2,526.68

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2021 - 10/31/2021

	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	\$2,660.42	\$247.48	\$0.00	\$56.35	\$2,851.55	\$985.13	\$1,866.42
803 CREDIT RECOVERY	\$4,066.87	\$0.00	\$0.00	\$0.00	\$4,066.87	\$0.00	\$4,066.87
804 ID BADGE	\$3,629.53	\$300.00	\$0.00	\$543.89	\$3,385.64	\$1,618.96	\$1,766.68
805 HS ART	\$9,885.74	\$0.00	\$0.00	\$2,800.03	\$7,085.71	\$5,799.97	\$1,285.74
806 HS BAND	\$16,821.15	\$1,303.60	\$0.00	\$4,567.77	\$13,556.98	\$1,172.11	\$12,384.87
807 HS BAND BOOSTER CONCESSION	\$50,104.34	\$14,940.41	\$0.00	\$10,969.61	\$54,075.14	\$13,452.28	\$40,622.86
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$495.77	\$70.00	\$0.00	\$0.00	\$565.77	\$325.00	\$240.77
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	\$180.00	\$0.00	\$0.00	\$5,269.92	\$0.00	\$5,269.92
812 HS BUSINESS PROF ASSOC (BPA)	\$336.97	\$0.00	\$0.00	\$0.00	\$336.97	\$105.00	\$231.97
814 HS AP EXAMS	\$2,135.08	\$2,175.00	\$0.00	\$750.00	\$3,560.08	\$0.00	\$3,560.08
815 HS FCCLA	\$2,033.26	\$1,291.00	\$0.00	\$619.98	\$2,704.28	\$1,060.02	\$1,644.26
816 HS INDIAN ED PANTRY	\$177.45	\$0.00	\$0.00	\$0.00	\$177.45	\$177.45	\$0.00
817 HS LIBRARY	\$1,344.83	\$0.00	\$0.00	\$0.00	\$1,344.83	\$200.00	\$1,144.83
818 HS NATIONAL HONOR SOCIETY	\$6,872.67	\$0.00	\$0.00	\$384.80	\$6,487.87	\$1,095.20	\$5,392.67
819 GREEN-THUMB CHIEFTAINS	\$5,603.62	\$155.00	\$0.00	\$302.13	\$5,456.49	\$1,197.87	\$4,258.62
820 HS NAACP	\$112.30	\$0.00	\$0.00	\$0.00	\$112.30	\$0.00	\$112.30
821 HS SENIORS 2024	\$2,578.26	\$0.00	\$0.00	\$0.00	\$2,578.26	\$0.00	\$2,578.26
822 HS SENIORS 2022	\$7,552.95	\$0.00	\$0.00	\$99.00	\$7,453.95	\$63.94	\$7,390.01
823 HS SENIORS 2023	\$2,792.81	\$0.00	\$0.00	\$0.00	\$2,792.81	\$0.00	\$2,792.81
824 HS SCIENCE & ENGINEERING	\$5,966.22	\$0.00	\$0.00	\$364.24	\$5,601.98	\$1,235.76	\$4,366.22
825 HS SPANISH HONOR SOCIETY	\$666.04	\$0.00	\$0.00	\$0.00	\$666.04	\$0.00	\$666.04
826 HS SPECIAL ED/OLYMPICS	\$12,809.01	\$0.00	\$0.00	\$0.00	\$12,809.01	\$0.00	\$12,809.01
827 HS STUDENT COUNCIL	\$3,576.96	\$100.00	\$0.00	\$1,915.25	\$1,761.71	\$75.00	\$1,686.71
828 HS VOCAL MUSIC	\$14,022.40	\$9,512.00	\$0.00	\$9,115.39	\$14,419.01	\$5,758.08	\$8,660.93
829 HS AG ED & FFA	\$61,733.10	\$72,603.00	\$0.00	\$74,483.60	\$59,852.50	\$14,726.16	\$45,126.34
830 HS LYONS SPED	\$1,704.98	\$0.00	\$0.00	\$0.00	\$1,704.98	\$0.00	\$1,704.98
831 HS YEARBOOK	\$8,192.63	\$365.00	\$0.00	\$933.30	\$7,624.33	\$6,763.68	\$860.65
832 HS SIZEMORE SPED	\$488.33	\$0.00	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$2,159.90	\$500.00	\$0.00	\$314.90	\$2,345.00	\$1,646.73	\$698.27
835 HS BAND AUXILIARIES	\$10,070.51	\$440.00	\$0.00	\$5,532.00	\$4,978.51	\$1,850.00	\$3,128.51
836 HS BAND TRIPS	\$58,253.19	\$28,095.29	\$0.00	\$33,854.00	\$52,494.48	\$7,248.00	\$45,246.48
837 HS BAND GRANTS	\$48,294.96	\$100.00	\$0.00	\$988.00	\$47,406.96	\$5,156.01	\$42,250.95
838 HS PING PINGS	\$10,961.48	\$0.00	\$0.00	\$0.00	\$10,961.48	\$9,155.95	\$1,805.53
840 HS INDIAN PARENT COMMITTEE	\$242.89	\$0.00	\$0.00	\$0.00	\$242.89	\$0.00	\$242.89
841 HS SAPULPA INDIAN CLUB	\$2,369.97	\$0.00	\$0.00	\$202.09	\$2,167.88	\$97.91	\$2,069.97
842 HS KEY CLUB	\$344.58	\$0.00	\$0.00	\$0.00	\$344.58	\$0.00	\$344.58
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$14,609.82	\$0.00	\$0.00	\$1,323.86	\$13,285.96	\$1,252.33	\$12,033.63
845 HS CULINARY ARTS	\$657.78	\$0.00	\$0.00	\$0.00	\$657.78	\$0.00	\$657.78
846 HS JROTC	\$30,608.95	\$2,295.00	\$0.00	\$10,794.09	\$22,109.86	\$4,700.70	\$17,409.16
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACKPACK FOOD PANTRY	\$7,397.65	\$0.00	\$0.00	\$324.16	\$7,073.49	\$6,974.56	\$98.93
850 LOCAL SCHOLARSHIPS	\$36,606.42	\$0.00	\$0.00	\$0.00	\$36,606.42	\$0.00	\$36,606.42
851 HS SENIOR GIRL EVENTS	\$2,705.65	\$0.00	\$0.00	\$0.00	\$2,705.65	\$0.00	\$2,705.65
852 HS FIRST ROBOTICS	\$20,702.01	\$0.00	\$0.00	\$0.00	\$20,702.01	\$0.00	\$20,702.01
854 HS INDIAN ED STAFF DEV	\$2,307.97	\$98.00	\$0.00	\$0.00	\$2,405.97	\$0.00	\$2,405.97
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$5,587.50	\$0.00	\$0.00	\$0.00	\$5,587.50	\$360.14	\$5,227.36
857 JH OFFICE	\$1,315.64	\$55.00	\$0.00	\$108.99	\$1,261.65	\$557.27	\$704.38
860 JH LIBRARY	\$1,115.53	\$0.00	\$0.00	\$0.00	\$1,115.53	\$0.00	\$1,115.53
863 JH STUDENT COUNCIL	\$1,681.76	\$0.00	\$0.00	\$0.00	\$1,681.76	\$600.00	\$1,081.76
864 JH VOCAL MUSIC	\$8,520.68	\$0.00	\$0.00	\$470.39	\$8,050.29	\$494.61	\$7,555.68
866 JH YEARBOOK	\$5,125.10	\$0.00	\$0.00	\$0.00	\$5,125.10	\$0.00	\$5,125.10
870 JH ART	\$1,306.64	\$0.00	\$0.00	\$0.00	\$1,306.64	\$0.00	\$1,306.64

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2021 - 10/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
871 JH TAPS	\$845.04	\$0.00	\$0.00	\$105.00	\$740.04	\$462.23	\$277.81
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	\$8,422.16	\$0.00	\$0.00	\$728.20	\$7,693.96	\$1,940.00	\$5,753.96
878 MS LIBRARY	\$250.97	\$0.00	\$0.00	\$0.00	\$250.97	\$10.00	\$240.97
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	\$18.24	\$183.00	\$0.00	\$0.00	\$201.24	\$0.00	\$201.24
883 MS CHOIR	\$12,554.60	\$313.00	\$0.00	\$2,355.12	\$10,512.48	\$3,278.88	\$7,233.60
886 MS NJHS	\$372.98	\$385.00	\$0.00	\$0.00	\$757.98	\$0.00	\$757.98
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	\$447.34	\$0.00	\$0.00	\$0.00	\$447.34	\$0.00	\$447.34
893 LIBERTY LIBRARY	\$1,917.89	\$248.48	\$0.00	\$1,230.64	\$935.73	\$0.00	\$935.73
894 LIBERTY MISC	\$1,811.64	\$0.00	\$0.00	\$113.50	\$1,698.14	\$750.50	\$947.64
895 LIBERTY FUNDRAISING	\$2,844.25	\$325.00	\$0.00	\$554.78	\$2,614.47	\$673.00	\$1,941.47
896 LIBERTY STEM CLUB	\$21,938.16	\$2,108.98	\$0.00	\$1,479.11	\$22,568.03	\$6,820.89	\$15,747.14
897 LIBERTY GRANTS	\$1,486.14	\$0.00	\$0.00	\$0.00	\$1,486.14	\$0.00	\$1,486.14
900 FREEDOM MISC	\$2,662.74	\$0.00	\$212.22	\$260.47	\$2,614.49	\$616.42	\$1,998.07
901 FREEDOM FUNDRAISING	\$28,688.43	\$808.50	\$0.00	\$10,552.66	\$18,944.27	\$18,752.00	\$192.27
902 FREEDOM LIBRARY	\$192.47	\$0.00	\$0.00	\$0.00	\$192.47	\$59.82	\$132.65
903 FREEDOM GRANTS	\$212.22	\$0.00	(\$212.22)	\$0.00	\$0.00	\$0.00	\$0.00
904 FREEDOM TAPS	\$10,944.88	\$0.00	\$0.00	\$159.61	\$10,785.27	\$3,280.40	\$7,504.87
907 JEFFERSON HTS MISC	\$3,749.90	\$0.00	\$0.00	\$617.34	\$3,132.56	\$1,387.10	\$1,745.46
908 JEFFERSON HTS FUNDRAISING	\$15,207.66	\$350.00	\$0.00	\$2,096.15	\$13,461.51	\$2,309.94	\$11,151.57
910 JEFFERSON HTS GRANTS	\$11,715.60	\$0.00	\$0.00	\$0.00	\$11,715.60	\$756.84	\$10,958.76
911 JEFFERSON HTS LIBRARY	\$1,926.20	\$3,629.41	\$0.00	\$0.00	\$5,555.61	\$470.00	\$5,085.61
919 HOLMES PARK MISC	\$6,699.04	\$0.00	\$0.00	\$536.46	\$6,162.58	\$3,045.00	\$3,117.58
920 HOLMES PARK FUNDRAISING	\$26,011.22	\$10,013.50	\$0.00	\$10,591.29	\$25,433.43	\$7,791.25	\$17,642.18
921 HOLMES PARK LIBRARY	\$866.69	\$573.64	\$0.00	\$0.00	\$1,440.33	\$10.00	\$1,430.33
922 HOLMES PARK GRANTS	\$569.84	\$0.00	\$0.00	\$0.00	\$569.84	\$0.00	\$569.84
928 REVOLUTIONARY DAYS	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00
929 DISTRICT STEM	\$32,531.84	\$0.00	\$0.00	\$2,231.82	\$30,300.02	\$1,664.27	\$28,635.75
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$10,200.00	\$0.00	\$0.00	\$0.00	\$10,200.00	\$0.00	\$10,200.00
933 NOW (INTEREST INCOME)	\$20,093.69	\$4,237.88	\$0.00	\$401.08	\$23,930.49	\$100.00	\$23,830.49
934 DRIVERS EDUCATION	\$3,675.00	\$0.00	\$0.00	\$1,225.00	\$2,450.00	\$0.00	\$2,450.00
936 STEM-CAMP INVENTION	\$9,887.50	\$0.00	\$0.00	\$0.00	\$9,887.50	\$0.00	\$9,887.50
937 LATCHKEY	\$33,231.02	\$18,854.78	\$0.00	\$626.31	\$51,459.49	\$3,319.77	\$48,139.72
938 COLLINS FOUNDATION	\$31,300.00	\$0.00	\$0.00	\$4,180.75	\$27,119.25	\$0.00	\$27,119.25
939 EDUCATION FOUNDATION	\$79.90	\$0.00	\$0.00	\$0.00	\$79.90	\$0.00	\$79.90
940 SPARK	\$49,195.77	\$19.21	\$0.00	\$0.00	\$49,214.98	\$1,692.62	\$47,522.36
941 LOCAL SCH CHILD WELFARE	\$39,023.92	\$0.00	\$0.00	\$2,508.79	\$36,515.13	\$16,083.03	\$20,432.10
942 HOT SPOT INSURANCE	\$545.00	\$140.00	\$0.00	\$0.00	\$685.00	\$0.00	\$685.00
943 ALTERNATIVE SCHOOL GRANTS	\$35.62	\$0.00	\$0.00	\$0.00	\$35.62	\$0.00	\$35.62
945 SPS FOOD SERV ASSOC	\$7,515.14	\$0.00	\$0.00	\$0.00	\$7,515.14	\$0.00	\$7,515.14
946 SOFT DRINK MONEY	\$15,482.52	\$789.80	\$0.00	\$2,762.78	\$13,509.54	\$1,156.48	\$12,353.06
947 ALTERNATIVE SCHOOL	\$3,777.93	\$0.00	\$0.00	\$12.58	\$3,765.35	\$193.21	\$3,572.14
949 CLEARING ACCOUNT	\$75.61	\$0.00	\$0.00	\$0.00	\$75.61	\$0.00	\$75.61
950 SERVICE CENTER	\$367.43	\$0.00	\$0.00	\$0.00	\$367.43	\$0.00	\$367.43
952 CHROMEBOOK INS/REPAIR	\$50,684.20	\$439.01	\$0.00	\$0.00	\$51,123.21	\$0.00	\$51,123.21
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	\$22,842.49	\$1,021.00	(\$7,500.00)	\$7,604.61	\$8,758.88	\$5,990.45	\$2,768.43
961 FOOTBALL BUDGET	\$11,794.01	\$0.00	\$7,500.00	\$4,722.50	\$14,571.51	\$5,060.77	\$9,510.74

Sapulpa Public Schools

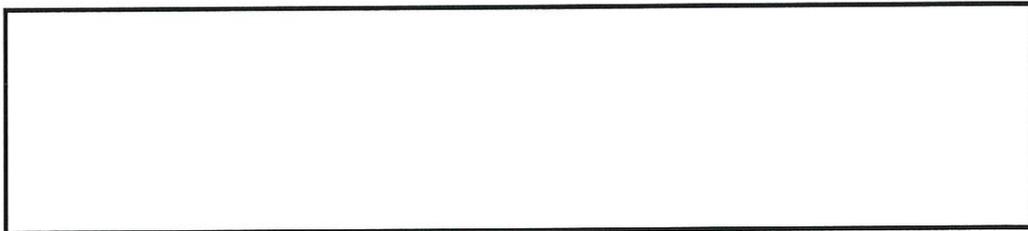
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2021 - 10/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
962 BOYS BASKETBALL BUDGET	\$2,338.58	\$300.00	\$3,500.00	\$974.40	\$5,164.18	\$2,551.50	\$2,612.68
963 GIRLS BASKETBALL BUDGET	\$836.85	\$0.00	\$3,500.00	\$254.85	\$4,082.00	\$1,585.32	\$2,496.68
964 BASEBALL BUDGET	\$6,588.75	\$0.00	\$0.00	\$1,380.00	\$5,208.75	\$4,230.00	\$978.75
965 SOFTBALL BUDGET	\$3,289.33	\$0.00	\$0.00	\$152.82	\$3,136.51	\$0.00	\$3,136.51
966 WRESTLING BUDGET	\$2,884.65	\$0.00	\$3,500.00	\$0.00	\$6,384.65	\$2,650.00	\$3,734.65
967 TENNIS BUDGET	\$757.29	\$0.00	\$0.00	\$0.00	\$757.29	\$0.00	\$757.29
968 TRACK BUDGET	\$1,798.99	\$0.00	\$0.00	\$0.00	\$1,798.99	\$0.00	\$1,798.99
969 GOLF BUDGET	\$4,291.03	\$0.00	\$0.00	\$0.00	\$4,291.03	\$2,365.00	\$1,926.03
971 ATHLETIC - BOOSTER CLUB	\$130,250.84	\$14,662.00	\$269.43	\$20,223.20	\$124,959.07	\$20,000.13	\$104,958.94
972 CROSS COUNTRY BUDGET	\$13,881.82	\$766.00	\$0.00	\$3,306.11	\$11,341.71	\$2,766.00	\$8,575.71
973 BOYS SOCCER BUDGET	\$2,286.06	\$0.00	\$0.00	\$0.00	\$2,286.06	\$517.00	\$1,769.06
974 ATHLETICS - TRAINER	\$6.51	\$0.00	\$0.00	\$0.00	\$6.51	\$0.00	\$6.51
975 GIRLS SOCCER BUDGET	\$5,038.04	\$5,300.00	\$0.00	\$0.00	\$10,338.04	\$3,697.00	\$6,641.04
976 GIRLS VOLLEYBALL BUDGET	\$4,061.91	\$0.00	\$0.00	\$0.00	\$4,061.91	\$438.75	\$3,623.16
977 CHEER BUDGET	\$5,423.47	\$0.00	\$0.00	\$1,236.43	\$4,187.04	\$3,564.08	\$622.96
978 ALL EVENTS GATE	\$32,751.31	\$17,371.66	(\$10,769.43)	\$7,887.12	\$31,466.42	\$10,630.39	\$20,836.03
979 JR HIGH CHEER	\$10,284.04	\$140.00	\$0.00	\$4,312.39	\$6,111.65	\$5,654.70	\$456.95
983 DRUG TEST-PHYSICALS	\$10,422.06	\$167.88	\$0.00	\$2,807.00	\$7,782.94	\$4,912.00	\$2,870.94
986 CHIEFTAIN CENTER CONCESSION	\$5,599.69	\$0.00	\$0.00	\$384.95	\$5,214.74	\$997.35	\$4,217.39
Total	\$1,271,852.98	\$217,973.51	\$0.00	\$262,393.64	\$1,227,432.85	\$250,139.91	\$977,292.94

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

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	INSURANCE FUND
BEG BALANCE	1,265,901.24	306,296.92	306,057.76	2,907,555.36	856,883.25	-
DEPOSITS	2,061,486.96	3,482.08	261,199.65	0.00	13,817.49	75,848.59
CHECKS ISSUED						
Current Year	2,315,104.38	142,791.76	145,713.01	130,877.77	0.00	75,848.59
Prior Year	225.92	21,964.77	0.00	21,377.64	0.00	-
END BALANCE	1,012,057.90	145,022.47	421,544.40	2,755,299.95	870,700.74	-
Last Yr Same Month	1,576,628.55	17,790.03	(21,390.65)	2,642,459.68	426,211.07	4,316.85
Gain or (Loss)	(564,570.65)	127,232.44	442,935.05	112,840.27	444,489.67	(4,316.85)



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


Kenda Terrones, Treasurer

GENERAL FUNDPREVIOUS
TOTALCURRENT
MONTHNEW
YR-TO-DATELocal Revenue

Current Ad Valorem	27,520.39	0.00	27,520.39
Prior Ad Valorem	83,493.86	16,679.21	100,173.07
Homestead & In Lieu Tax	3,859.87	1.23	3,861.10
Interest Earned	2,885.69	478.95	3,364.64
Rental of Facilities	0.00	0.00	0.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	45,774.99	3,334.91	49,109.90
Donations and Contributions	5,600.00	0.00	5,600.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>10,457.42</u>	<u>244.71</u>	<u>10,702.13</u>
Local TOTALS	179,592.22	20,739.01	200,331.23

County Revenue

Mill Levy	17,866.61	1,655.87	19,522.48
Mortgage Tax	<u>44,803.08</u>	<u>12,298.75</u>	<u>57,101.83</u>
County TOTALS	62,669.69	13,954.62	76,624.31

State Revenue

Gross Production	44,749.73	15,437.23	60,186.96
Auto Tags	460,419.62	135,279.60	595,699.22
School Land	104,764.88	45,334.08	150,098.96
Tax Stamps & Other Misc	1,225.78	628.58	1,854.36
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	2,159,924.71	1,023,122.23	3,183,046.94
Flexible Benefit	400,019.01	234,032.46	634,051.47
Alternative Ed/High Challenge	0.00	0.00	0.00
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	0.00	0.00	0.00
Reading Sufficiency	0.00	0.00	0.00
State Textbook Allocation	305,019.62	0.00	305,019.62
Driver's Education	0.00	1,320.00	1,320.00
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
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	3,660.00	0.00	3,660.00
Voc. Incentive Assistance	18,223.00	0.00	18,223.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	3,498,006.35	1,455,154.18	4,953,160.53

Federal Revenue

FEMA	<u>Y-T-D</u>	<u>CUR</u>	<u>Y-T-D</u>
	0.00	0.00	0.00
Title VII - Indian Ed (561)	36,081.11	0.00	36,081.11

JROTC	16,969.59	5,656.53	22,626.12
SIG Grants -Liberty	0.00	0.00	0.00
Title I (511)	134,625.22	0.00	134,625.22
Title II Part A (541)	83,468.40	0.00	83,468.40
IDEA-B Flow Thru (621)	157,096.02	0.00	157,096.02
IDEA-B Preschool 3-5 (641)	4,447.65	0.00	4,447.65
Other Federal Programs		520.93	
Title 10 (596)	16,550.65	0.00	16,550.65
JOM (563)	0.00	0.00	0.00
CARES Act	53,913.25	565,461.69	619,374.94
Carl Perkins (421)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Federal TOTALS	503,151.89	571,639.15	1,074,270.11
TOTAL GEN FUND	4,243,420.15	2,061,486.96	6,304,386.18
<u>BUILDING FUND</u>			
Current Taxes	0.00	0.00	0.00
Prior Taxes	13,012.32	2,382.08	15,394.40
In Lieu of Taxes	2,841.49	0.00	2,841.49
Facility Rental	3,300.00	1,100.00	4,400.00
Insurance Recovery	0.00	0.00	0.00
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	19,153.81	3,482.08	22,635.89
<u>CHILD NUTR FUND</u>			
Local (Meals, Interest, etc)	20,903.93	13,282.92	34,186.85
State Reimbursement	91,595.35	11,774.72	103,370.07
Federal Reimbursement	<u>222,343.65</u>	<u>236,142.01</u>	<u>458,485.66</u>
Child Nutrition Fund TOTALS	334,842.93	261,199.65	596,042.58
<u>TOTAL GF/BF/CNF</u>	4,597,416.89	2,326,168.69	6,923,064.65
<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	0.00	0.00	0.00
Prior Taxes	74,445.70	13,817.49	88,263.19
In Lieu of Taxes	15,997.99	0.00	15,997.99
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	90,443.69	13,817.49	104,261.18
<u>INSURANCE REIMBURSEMENT FUND</u>	0.00	75,848.59	75,848.59
GRAND TOTAL	4,687,860.58	2,415,834.77	7,103,174.42

GENERAL FUND EXPENDITURE COMPARISON

<u>ACCOUNTS PAYABLE</u>						<u>CERTIFIED PAYROLL</u>						<u>SUPPORT PAYROLL</u>					
		Monthly		YTD				Monthly		YTD				Monthly		YTD	
<u>AP 2020-21</u>	<u>AP 2021-22</u>	<u>Diff</u>	<u>Sub Total</u>	<u>% Change</u>		<u>Cert 20-21</u>	<u>Cert 21-22</u>	<u>Diff</u>	<u>Sub Total</u>	<u>% Change</u>		<u>Supp 20-21</u>	<u>Supp 21-22</u>	<u>Diff</u>	<u>Sub Total</u>	<u>% Change</u>	
Jul	460,202	694,151	233,949	233,949	50.84%	Jul	239,144	214,566	-24,578	-24,578	-10.28%	Jul	129,025	132,644	3,619		
Aug	155,127	79,167	-75,960	157,989	-48.97%	Aug	964,852	1,452,958	488,105	463,528	48.04%	Aug	379,901	733,069	353,168	356,787	93.92%
Sep	222,371	272,256	49,884	207,873	22.43%	Sep	1,584,834	1,567,036	-17,797	445,730	-1.12%	Sep	503,764	646,172	142,408	499,194	28.27%
Oct	248,396	208,046	-40,350	167,524	-16.24%	Oct	1,581,963	1,567,024	-14,939	430,791	-0.94%	Oct	506,419	540,292	33,873	533,067	6.69%
Nov	183,427		-183,427	-15,903	-100.00%	Nov	1,574,157		-1,574,157	-1,143,366	-100.00%	Nov	507,806		-507,806	25,261	-100.00%
Dec	184,321		-184,321	-200,224	-100.00%	Dec	1,556,857		-1,556,857	-2,700,223	-100.00%	Dec	496,943		-496,943	-471,682	-100.00%
Jan	87,768		-87,768	-287,992	-100.00%	Jan	1,542,376		-1,542,376	-4,242,599	-100.00%	Jan	497,792		-497,792	-969,475	-100.00%
Feb	142,143		-142,143	-430,135	-100.00%	Feb	1,611,674		-1,611,674	-5,854,273	-100.00%	Feb	499,848		-499,848	-1,469,322	-100.00%
Mar	157,122		-157,122	-587,257	-100.00%	Mar	1,555,055		-1,555,055	-7,409,329	-100.00%	Mar	495,079		-495,079	-1,964,402	-100.00%
Apr	133,901		-133,901	-721,159	-100.00%	Apr	1,565,920		-1,565,920	-8,975,249	-100.00%	Apr	496,138		-496,138	-2,460,539	-100.00%
May	150,189		-150,189	-871,347	-100.00%	May	1,606,172		-1,606,172	-10,581,420	-100.00%	May	511,355		-511,355	-2,971,895	-100.00%
Jun	186,107		-186,107	-1,057,454	-100.00%	Jun5-Aug5	3,648,685		-3,648,685	-14,230,106	-100.00%	Jun5-Aug5	1,008,168		-1,008,168	-3,980,063	-100.00%
TOTAL	2,311,075	1,253,620	-1,057,454	350,000			19,031,690	4,801,584	640,250				6,032,239	2,052,176	-5,423	9,092,208	

ACCOUNTS PAYABLE AND PAYROLL SUMMARY

<u>AP&PR 20-21</u>	<u>YTD TOTAL</u>	<u>AP&PR 19-20</u>	<u>YTD TOTAL</u>	<u>Mo Diff</u>	<u>Mo % Change</u>	<u>Total % Change</u>
Jul	1,041,361	699,346	699,346	342,015	48.90%	48.90%
Aug	2,266,455	1,499,880	2,199,227	766,574	51.11%	50.41%
Sep	2,485,464	2,310,969	4,510,196	174,495	7.55%	28.45%
Oct	2,315,362	2,336,778	6,846,974	-21,416	-0.92%	18.43%
Nov	0	2,265,390	9,112,364	-2,265,390	-100.00%	-11.01%
Dec	0	2,238,121	11,350,485	-2,238,121	-100.00%	-28.56%
Jan	0	2,127,936	13,478,421	-2,127,936	-100.00%	-39.84%
Feb	0	2,253,665	15,732,087	-2,253,665	-100.00%	-48.46%
Mar	0	2,207,257	17,939,343	-2,207,257	-100.00%	-54.80%
Apr	0	2,195,959	20,135,303	-2,195,959	-100.00%	-59.73%
May	0	2,267,716	22,403,018	-2,267,716	-100.00%	-63.81%
Jun	0	4,842,960	27,245,979	-4,842,960	-100.00%	-70.24%
TOTAL	8,108,641.33	TOTAL	27,245,978.51	-19,137,337		

YTD TOTALS

<u>AP YTD%</u>	<u>CP YTD%</u>	<u>SP YTD%</u>	
50.84%	-10.28%	0.00%	Jul
25.68%	38.50%	70.11%	Aug
24.81%	15.98%	49.29%	Sep
15.42%	9.86%	35.09%	Oct
-1.25%	-19.23%	1.25%	Nov
-13.77%	-35.99%	-18.69%	Dec
-18.68%	-46.91%	-32.08%	Jan
-25.55%	-54.94%	-41.72%	Feb
-31.90%	-60.68%	-48.91%	Mar
-36.52%	-65.15%	-54.52%	Apr
-41.01%	-68.79%	-59.15%	May
-45.76%	-74.77%	-65.98%	(Jun)

EXPENDITURE PERCENTAGES

	<u>21-22</u>	<u>20-21</u>	<u>19-20</u>	<u>18-19</u>	<u>17-18</u>	<u>16-17</u>	<u>15-16</u>	<u>14-15</u>	<u>13-14</u>	<u>12-13</u>	<u>11-12</u>	<u>10-11</u>	<u>09-10</u>	<u>08-09</u>	<u>07-08</u>
AP	15.46%	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	59.22%	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	25.31%	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	84.52%	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	99.98%	100.01%	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%

UTILITIES COMPARISON 2019-20 TO 2021-22

	<u>410</u>	<u>623</u>	<u>624</u>	<u>625</u>	<u>627</u>	<u>MO</u>	<u>YTD</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>MONTHLY</u>	<u>YEAR</u>	<u>%</u>
								<u>INCR/DECR</u>	<u>INCR/DECR</u>	
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%
Mar 21	15,956	6,443	29,168	1,247	33,530	86,345	607,413	14,960	-92,579	-15.24%
Apr 21	13,183	12,146	29,306	2,385	10,674	67,694	675,107	7,502	-85,078	-12.60%
May 21	13,819	15,220	27,752	4,436	8,679	69,906	745,013	26,346	-58,731	-7.88%
Jun 21	19,708	12,494	30,586	2,609	3,519	68,916	813,929	28,125	-30,606	-3.76%
Jul 21	6,122		31,962	0	1,042	39,126	39,126	29,193	29,193	74.61%
Aug 21	13,241	634	52,342	3,172	2,223	71,612	110,738	8,743	37,936	34.26%
Sep 21	17,934	5,877	59,873	2,931	3,471	90,085	200,823	10,526	48,462	24.13%
Oct 21	17,120	14,216	70,644	3,824	3,934	109,738	310,561	21,863	70,325	22.64%

General Fund
WORKING BUDGET

WADM

State Allocation (projected)
 Other State Revenue
 Local and County Revenue
 Federal Grant Revenue

CURRENT YEAR REVENUE (EON)

Prior Year Carryover

Total Revenue per EON

Projected Expenses

Salaries
 Benefits
 Purchased Professional & Technical Services
 Contracted Property Services
 Other Contracted Services
 Supplies & Materials
 Property Expenses
 Other Objects

Total Expenses

Projected Carryover

	Budgeted 2021-22 5732	Actual	Variance
	11,367,222.70	3,183,046.94	8,184,175.76
	5,241,398.30	1,846,737.90	3,394,660.40
	8,116,380.00	200,331.23	7,916,048.77
	5,776,895.00	1,074,270.11	4,702,624.89
CURRENT YEAR REVENUE (EON)	<u>30,501,896.00</u>	<u>6,304,386.18</u>	<u>24,197,509.82</u>
Prior Year Carryover	<u>2,624,298.00</u>	<u>2,624,298.00</u>	<u>-</u>
Total Revenue per EON	33,126,194.00	8,928,684.18	24,197,509.82
Projected Expenses			
Salaries	20,650,000.00	19,940,755.23	709,244.77
Benefits	6,200,000.00	5,720,132.85	479,867.15
Purchased Professional & Technical Services	550,000.00	337,581.73	212,418.27
Contracted Property Services	250,000.00	171,780.66	78,219.34
Other Contracted Services	550,000.00	526,757.28	23,242.72
Supplies & Materials	1,700,000.00	664,361.21	1,035,638.79
Property Expenses	150,000.00	19,522.49	130,477.51
Other Objects	450,000.00	329,602.08	120,397.92
	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	30,500,000.00	27,710,493.53	2,789,506.47
Projected Carryover	2,626,194.00 8.61%		

COMMON EDUCATION SCHOOL DISTRICT

Legal Notice

(Must be published in a newspaper of the county wherein the school district administrative office is located at least ten days prior to the filing period.)

(Post at the school district administrative offices as well as the county election board office.)

The Board of Education of Sapulpa Public School District hereby provides legal notice that the school board election filing period for candidates will open on Monday, December 6, 2021 at 8:00 a.m. and will end at the county election board office at close of business on Wednesday, December 8, 2021.

Board Member Position on Ballot:

The voters shall elect a board member for board position No. 2, which has a 5-year term of office.



SAPULPA PUBLIC SCHOOLS

COMMON EDUCATION SCHOOL DISTRICT

To be printed on school letterhead

Press Release

(Shall be issued to a newspaper of general circulation in the county where the school district's administrative office is located.)

The Board of Education of Sapulpa Public School District hereby announces that statutorily qualified individuals interested in running as a candidate for the #2 seat on the Sapulpa Board of Education may file to run as a candidate for this seat at the Creek County Election Board between the hours of 8 a.m. and close of business on each of the following days: Monday, December 6 through Wednesday, December 8, 2021.

BOARD OF EDUCATION ELECTION RESOLUTION

TO: Sapulpa County Election Board

FROM: The Sapulpa School District, Independent School
District No. 33 of Creek, County, Oklahoma

The Board of Education of the Sapulpa School District has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

A Board of Education Primary Election shall be held on February 8, 2022, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 5, 2022, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

Board Member Position on Ballot:

The voters shall elect a board member for board position No. 2, which has a 5-year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a

felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Sapulpa School Board Position No. 2:

Approved by the Sapulpa Board of Education this 8 day of November, 2021.

President of the Board of Education

Clerk of the Board of Education

MTI PRODUCTION CONTRACT

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

Licensee:

SAPULPA HIGH SCHOOL
C/O: GINA MYERS
3 S MISSION ST
SAPULPA, OK 74066

TELE#: FAX:
E-MAIL: gmyers@sapulpaps.org

Contract Issue Date: 10/12/21
Contract Expiration Date: 11/23/21
Valid For Performances From: 03/03/22 - 03/05/22
MTI Access Code: PIP1694192

THIS IS A LICENSE FOR AN AMATEUR PRODUCTION OF:
PIPPIN

SPECIAL CONDITIONS

ROYALTY

ROYALTY A) \$750.00 For Each Regular, Benefit or Other Performance

Provisions:

Seating Limited to 500 per Performance
Tickets @ 10.00

SECURITY DEPOSIT

\$400.00 to be refunded following the safe, timely return of the rented material to us, less handling/shipping/missing materials/brokerage fees, late charges and/or any outstanding account obligations.

RENTAL FEE

\$675.00 for a standard set of materials or any part thereof

Provisions:

See attached ADDITIONAL MATERIALS page for a complete list of all materials included in the Standard Rental Set.

The Standard Rental Set (see attached) is the ONLY acting edition authorized by the Authors and MUST be rented from us as a condition of this offering.

If the rental materials are needed in advance of the standard two-month rental period, they may be rented for \$400.00 extra each month or part thereof, pending availability.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

CONTRACT CONFIRMATION

COMPLETE AND RETURN TO MTI

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

CONFIRMATION OF PERFORMANCE INFORMATION

Name of Organization: SAPULPA HIGH SCHOOL
Name of Show: PIPPIN
Name and address of performance space/venue: SAPULPA HIGH SCHOOL
3 S MISSION ST, SAPULPA, OK 74066
Date(s) of performance(s): 03/03/2022 - 03/05/2022 Offer Expires: 11/23/2021
Please list number of performances for each calendar month: 3

SHIP WITH: Standard Orchestration Alternate Orchestration Partial No Orchestration
(check one) (If "Partial," you MUST mark the required parts on the ORCHESTRATION DETAILS sheet, and return a copy with your signed contract.)

ROYALTY: Royalty A for 3 performance(s) @ \$ 750.00 per performance, a total of \$ 2250.00

RENTAL: \$675.00 for a standard set of materials or any part thereof \$ 675.00

ADDITIONAL RENTAL (Outside of the standard two (2) month period): \$100 per week X 4 weeks \$ 400.00

SECURITY FEE: Your security fee MUST be paid in full by check, credit card or money order (No Purchase Orders accepted) in order to process your license. Failure to do so may result in a delay in the processing of your license. \$ 400.00

ADDITIONAL MATERIALS GRAND TOTAL (from ADDITIONAL MATERIALS page): \$ 212.50

SALES TAX (where applicable): \$ _____

TOTAL: \$ 3937.50

TOTAL AMOUNT ENCLOSED: \$ -400.00

BALANCE REMAINING: \$ 3,537.50

SHIPPING

Shipment is made by UPS or FEDEX Ground Service unless otherwise instructed. You will be billed for all shipping charges. Canadian and overseas shipments are by most efficient carrier, unless otherwise instructed.

Special Shipping Instructions: (check one) RUSH SECOND DAY STANDARD

Shipping Address: 3 S. Mission St.

(NO P.O. BOXES)

City: Sapulpa State: OK Zip/Postal Code: 74066

PAYMENT

ALL PAYMENTS MUST BE MADE IN U.S. FUNDS

CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)

CREDIT CARD: VISA MASTERCARD AMERICAN EXPRESS

Card Number: _____ Exp. Date: _____

Name on Card: _____ Billing Postal Code: _____

Signature: _____ Amount: _____

*PLEASE NOTE: ANY REFUNDS ISSUED ON CREDIT CARD PAYMENTS WILL BE PAID TO THE ORGANIZATION BY CHECK

PURCHASE ORDER: For schools and government agencies ONLY, a signed, authorized purchase order is acceptable for ROYALTY and RENTAL payment. YOU MUST STILL return your check, money order or credit card information for the SECURITY FEE along with your signed, authorized P.O. with this license to cause materials to be shipped.

ACCEPTANCE

By signing below, you agree that (i) you have read and understand the terms and conditions of this Production Contract, the accompanying Performance License and all attached riders, which are incorporated by reference into the Performance License and (ii) Licensee shall abide by the terms and conditions contained therein.

PRINT YOUR NAME Regina L. Myers TITLE Choir Director

AUTHORIZED SIGNATURE Regina Myers DATE 10/12/21

EMAIL gmyers@sapulpa.ps.org DAY PHONE (918) 224-6560

STANDARD RENTAL SET

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

The rental fee includes the materials below and, when applicable, a full OR partial set of the standard OR alternate orchestration. The rental fee will not change if no orchestrations are ordered.

YOUR STANDARD RENTAL SET WILL INCLUDE:

2 KEYBOARD1 - CONDUCTOR SCORE
26 LIBRETTO/VOCAL BOOK

ADDITIONAL MATERIALS

Your MTI Rep: JONATHAN MENDOZA
 Your MTI Account Number: 6733570
 Contract #: 0708952 Printed on: 10/12/21

ADDITIONAL MATERIALS ORDER FORM

You can order additional materials and theatrical resources at the following rates.

To order, simply indicate the quantity of each item you would like and add the Grand Total to the Confirmation Page of this Production Contract.

ITEM	QUANTITY		COST EACH		TOTAL
ADDITIONAL MATERIALS					
KEYBOARD1 - CONDUCTOR SCORE (Replacement Fee \$120.00)	<u>1</u>	x	\$ 30.00	= \$	<u>30.00</u>
LIBRETTO/VOCAL BOOK (Replacement Fee \$25.00)	<u>10</u>	x	\$ 6.25	= \$	<u>62.50</u>
ADDITIONAL ORCHESTRA PARTS (Replacement Fee \$60.00) (Attach ORCHESTRATION sheet with additional parts required marked - list total quantity of parts above)	<u>3</u>	x	\$ 15.00	= \$	<u>45.00</u>

THEATRICAL RESOURCES

CUSTOMIZABLE SHOW POSTERS AND ARTWORK	_____	x	\$ 175.00	= \$	_____
HOW DOES THE SHOW GO ON?	_____	x	\$ 21.00	= \$	_____
LOGO PACK DIGITAL	<u>1</u>	x	\$ 75.00	= \$	<u>75.00</u>
PRODUCTIONPRO-DIGITAL SCRIPT/SCORE	_____	x	\$ 199.00	= \$	_____
REFERENCE RECORDING	_____	x	\$ 20.00	= \$	_____
PERFORMANCE ACCOMPANIMENT RECORDING (REHEARSAL ONLY)	_____	x	\$ 350.00	= \$	_____
REHEARSCORE APP	_____	x	\$ 350.00	= \$	_____
STAGE MANAGER SCRIPT (Replacement Fee \$100.00)	_____	x	\$ 25.00	= \$	_____
STAGE WRITE APPLICATION	_____	x	\$ 150.00	= \$	_____
STREAMING LICENSE	_____	x	\$ 75.00	= \$	_____

KEYBOARDTEK ***
 PERFORMANCE ACCOMPANIMENT RECORDING ***
 (PERFORMANCE & REHEARSAL)
 TRANSPOSITIONS-ON-DEMAND ***

Add total for all items here.

ADDITIONAL MATERIALS GRAND TOTAL (add this total to Contract Confirmation Page) \$ 212.50
 You MUST return this form along with your contract to receive materials.

***See <https://www.mtishows.com/production-resources> for pricing.

➤ Customized Poster requires purchase of Logo Pack. If you order a Customized Poster without ordering a Logo Pack, a Logo Pack (at \$75) will automatically be added to your order.

RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL MATERIALS

ORCHESTRATION

STANDARD ORCHESTRATION

Your MTI Rep: JONATHAN MENDOZA
 Your MTI Account Number: 6733570
 Contract #: 0708952 Printed on: 10/12/21

Below is a detailed list of all orchestra parts available for this title, along with doublings and other instrumentation notes. If you wish to order additional parts, mark the number of additional parts for each instrument, and return this page with your Contract Confirmation page and include the total number of additional parts on the Additional Materials form.

STANDARD ORCHESTRATION

BOOKS INCLUDED	ADDITIONAL REQUESTED	INSTRUMENT	DOUBLINGS
1	_____	BASS	ACOUSTIC BASS, ELECTRIC BASS
1	_____	CELLO	
1	_____	DRUMS	BELL TREE, CHINA CYMBAL, CONGAS, COWBELL, DRUM KIT MARK TREE, TAMBOURINE, TRIANGLE, WOODBLOCK WOODEN RATTLE
1	_____	GUITAR	ACOUSTIC GUITAR, BANJO, MANDOLIN, NYLON ACOUSTIC SOLID BODY ELECTRIC, STEEL STRG ACOUSTIC, UKULELE
1	_____	KEYBOARD 2	
1	_____	PERCUSSION	BELL PLATE, BELL TREE, BONGOS, CABASA, CLAVES CONCERT BASS DRUM, CONGAS, CROTALES, DJEMBE, DUCK CALL FLEXATONE, GLOCKENSPIEL, ICE BELL, MARK TREE MOUTH SIREN, RATCHET, SANDPAPER BLOCKS, SHAKER SLIDE WHISTLE, SMALL SHAKER, SUSPENDED CYMBAL TAMBOURINE, TIMPANI, TRIANGLE, VIBRASLAP, WASHBOARD XYLOPHONE
1	1	REED 1	ALTO FLUTE, ALTO RECORDER, CLARINET, FLUTE, PICCOLO
1	1	REED 2	BASS CLARINET, CLARINET, ENGLISH HORN, FLUTE, OBOE
1	1	TROMBONE	BASS TROMBONE, TENOR TROMBONE
1	1	TRUMPET	FLUGELHORN, PICCOLO TRUMPET, TRUMPET
1	_____	VIOLIN	VIOLA, VIOLIN

RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL ORCHESTRATION

BILLING CREDITS

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

SHOW BILLING CREDITS

For proper usage, refer to **Section I, Paragraphs 4 (A & B)** of the Performance License.

PIPPIN	100%	
Book by ROGER O. HIRSON	Music & Lyrics by STEPHEN SCHWARTZ	75%
Originally produced on the Broadway stage by Stuart Ostrow	25%	
Originally directed on the Broadway stage by Bob Fosse	25%	
2013 Broadway revival directed by Diane Paulus	25%	
Theo Ending Originally Conceived In 1998 by Mitch Sebastian	20%	

MTI BILLING

In accordance with the **Dramatic Performing Rights License**, all publicity materials (posters, programs, etc.) **MUST** include the following credit:

PIPPIN
Is presented through special arrangement with Music Theatre International (MTI).
All authorized performance materials are also supplied by MTI.
www.mtishows.com

VIDEO RECORDING WARNING

This license does NOT grant you the right** to make, use and/or distribute an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, videotape, film, CD, DVD and other digital distribution. You agree to inform all parents, students and attendees of the above prohibitions against recording the show by means of both a program note and a pre-show announcement.

In compliance with the above condition, you **MUST** include the following warning in your program:

**Any video and/or audio recording of this
production is strictly prohibited.**

**except with respect to certain titles, where a limited video license is available for \$75.00 and you have purchased that license.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

PERFORMANCE LICENSE

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

This Performance License (the "License"), and any Contract Riders attached to the MTI Production Contract ("Production Contract"), are incorporated by reference into the Production Contract and contain important restrictions and requirements regarding Licensee's production. Throughout this License, Music Theatre International is referred to as "MTI", "we" or "us"; the organization to which the Production Contract is issued is referred to as "Licensee" or "you"; and the individual signing on behalf of the Licensee is referred to as the "Authorized Signatory."

Please read this Performance License carefully and keep this copy for your records.

Your signature on the acceptance line of the Production Contract accompanying this License will acknowledge that:

- a) you have read and understand the terms, conditions and provisions set forth below;
- b) you are authorized to sign the Production Contract on behalf of Licensee;
- c) you agree to the terms, conditions and provisions contained herein on behalf of Licensee; and
- d) you will inform the producer(s), director(s) and creative team of Licensee's production of the terms, conditions and provisions contained in this Production Contract.

I. COPYRIGHT PROVISIONS, PRODUCTION RULES AND BILLING

Any violation of these copyright provisions shall automatically and immediately terminate the Production Contract.

1. **Rights Granted:** This Production Contract allows the public performance of the Play as represented in the rented materials provided by MTI under the following terms and conditions. The rights granted by MTI do not include the right to utilize the original choreography, staging, direction, costume designs or scenery designs from any prior production of the Play (unless such rights are included in materials provided by MTI or otherwise permitted by MTI in writing), and you may not use such elements, in whole or in part, in your production unless you have obtained the right to do so from the owner of such elements (such as the director, choreographer or designer). See separate Contract Rider for more detail regarding Replica Elements.
2. **Changing the Play; Casting:** Under federal law and under the terms of this Production Contract, you may not make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials"), including but not limited to the following:
 - a. You may not add music, dialogue, lyrics, non-verbal scenes or anything to the Play as embodied in the MTI Rental Materials, including any songs or dialogue from any film version of the Play or from any other production of the Play.
 - b. You may not delete, in whole or in part, any material in the Play as embodied in the MTI Rental Materials.
 - c. You may not make changes of any kind, including but not limited to changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play.
 - d. You agree that any proposed change, addition, omission, interpolation, or alteration in the book, music, or lyrics of the Play shall first be submitted in writing to MTI. MTI may, in its sole discretion, seek approval for such change from the authors or other rightsholders of the Play (the "Rightsholders"). If permission for any such change is granted, such changes shall become the property of the Rightsholders without any obligation to you or any third party making such changes, and MTI may require you to enter into a work for hire agreement or copyright assignment with such third party. If MTI does not respond to a request for any changes in writing, the change shall be deemed disapproved. No such change shall be implemented in your production unless and until MTI has notified you in writing that the change is approved.
 - e. The use of makeup to alter a performer's race or ethnicity (e.g., blackface, etc.) is strictly prohibited under this Performance License. Certain titles may have additional casting requirements set forth in a separate contract rider.
 - f. You may not make any physical or digital copies of the materials provided or physically alter, amend, or change them, or digitally distribute them, without MTI's prior written permission. If such permission is granted, you agree to collect and destroy all such copies upon the completion of your production.
 - g. MTI and the Rightsholders shall not be obligated at any time to offer royalty participation or make any payment to any person whom you may hire to direct, choreograph, stage, design, furnish musical services or otherwise actualize your production unless that person has entered into a written agreement directly with the Rightsholders or MTI.
 - h. **The Authorized Signatory agrees to review these copyright provisions with the director and entire creative team of your production.**

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

3. **Advertising/Recording/Broadcast (Audio, Video, Digital, etc.):** Except for the customary right to advertise and publicize the Play by means of print, radio, television, online and social media, including TV commercials and B-Roll (in which no radio, television or digital commercial produced by Producer shall contain excerpts from the Play in excess of 30 seconds (90 seconds in the aggregate)), this Production Contract grants no rights to record, stream or distribute the Play or any portion of it by any means whatsoever (subject to the last sentence of this Paragraph). Specifically, except as set forth in the previous sentence, this Production Contract does not grant you any right to (i) make an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, tape, film, CD, DVD or digital versions; or (ii) to televise, broadcast, stream, make available for download or otherwise post online or in social media or through any mobile device the Play or any portion of it. You agree to inform all audience members of the above prohibitions against recording the show by means of both a program note and a pre-show announcement. If you have purchased a Streaming or Video License (where available) for your production of the Play, you may permit limited recording in accordance with the terms of the Streaming or Video License.
4. **Billing Credits and Use of Logos in Advertising and Promotion:**
- a. **Billing:** You must bill the Play, the authors and other creative personnel in all programs, houseboards, displays, websites, advertising and publicity (print or digital) exactly as set out in the Billing Credits section of this Production Contract. Your program must also include any other required language that appears in the Billing Credits (e.g., MTI credit, video recording warning language).
 - b. **Bios:** If your program or website includes bios of any member of your creative team, you must include both (i) author bios and (ii) Music Theatre International's bio in your program. Bios may be found on our website at www.mtishows.com/bios or may be obtained by request from MTI.
 - c. **Logos:** You may not use the copyrighted logo of the Play or any logo associated with any other production or film version of the Play, unless you purchase an MTI Logo Pack featuring that logo (where available) and you pay MTI the appropriate fee, if required.
 - d. **Use of Play Title in Domain Names and Social Media:** You may not use any domain name or social media or account/handle incorporating the name of the Play without the prior written permission of MTI. If permission is granted, you must agree to assign the domain name to the Rightsholders or their duly authorized representatives.
 - e. **Program Copies:** One (1) print copy of the program for your production should be sent to MTI's Business Office (in lieu of a print version, digital copies can be emailed to licensing@mtishows.com) not later than three (3) days following the opening performance.
5. **Merchandise:** You may not create merchandise based on the Play or using the Play's title, logo, characters, lyrics or text, whether for sale or distribution, without written permission from MTI acting on behalf of the Rightsholders or their duly authorized representatives. You may sell merchandise purchased from MTI (e.g., T-shirts), where available.

II. PERFORMANCE LICENSE AND PAYMENT PROVISIONS

1. **License Effective Date; Payments:** MTI must receive, prior to the Offer Expiration Date on the first page of the Production Contract, (i) a signed copy of the Production Contract and (ii) your security deposit and any other payments that are due on execution, in U.S. funds, or your application for a license to produce the Play on the performance dates listed in the Production Contract will expire. Furthermore, MTI reserves the right to revoke the license offer at any time in its sole discretion before it has received the signed Production Contract and required payments. You will receive a confirmation from MTI when all such necessary submissions have been received and accepted (please allow approximately ten (10) business days) and at such time your Production Contract will take effect and your production will be considered licensed ("Fully Licensed"). Until such time, you agree not to advertise, announce, audition, present or sell tickets for any performances of the Play. Your license to produce the Play is conditioned on MTI receiving payment in full of all royalties, rental fees and other materials costs under this Production Contract (including payment for any ancillary productions or services purchased subsequent to the date the Production Contract was issued). (Accredited schools and government agencies only may provide a purchase order in lieu of upfront payment pursuant to Paragraph II. below). Payment in full is required before MTI will ship materials to you. In any case, if payment in full has not been received by MTI prior to the first scheduled performance date, the rights granted to you in this Production Contract will terminate and your production will be deemed to be unlicensed. You agree to pay all royalties, rental and any other amounts due to MTI upon execution or within the time period specifically set forth in the Production Contract and any rider. If no time period is listed for any other charges, you agree to pay such amounts owing to MTI within forty-five (45) days from the end of your production or within thirty (30) days of receipt of an invoice from MTI, as applicable.

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

- 2. Changes:** If you wish to change any of the conditions set forth in this Production Contract in any way (including change of dates, reducing or increasing the number of performance(s), ticket price adjustments or change of venue), you must submit such requested changes to MTI's Business Office in writing immediately, and MTI must approve all changes before they may take effect. Changes in dates may be disallowed because of licensing restrictions on the Play (e.g., due to tours). Changes in the number of performances, tickets prices and venue or seating capacity may alter the fees quoted in the Production Contract. If MTI does not receive notice of changes prior to your first scheduled performance date under your Production Contract, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract. In addition, if any such changes would increase the amount owing to MTI (e.g., increased ticket prices; adding performances or increasing seating capacity), MTI will charge your account for such additional amounts. MTI in its discretion may charge a change fee of \$25 each time changes (other than addition of performances or increased ticket prices) are made following the issuance of this Production Contract. If you wish to cancel your entire production, you must do so in accordance with Paragraph II.4 below.
- 3. Additional Performances:** If you request the right to add performances or sell additional seats per performance pursuant to Paragraph 2 above, you agree to make additional royalty and rental payments for all such additional performances. You agree not to announce, advertise, present or sell tickets for such additional performances or additional capacity without prior written permission from MTI and payment of the additional royalty and fees due.
- 4. Cancellation of Production:** If you wish to cancel your entire production, you must notify MTI's Business Office in writing immediately, but in any case prior to the date of the first scheduled performance set forth in the Production Contract. You understand that, even if you do not present the Play, you may be obligated for the fees set forth in this License and the Production Contract. MTI reserves the right to charge a cancellation fee of fifty dollars (\$50.00) and is entitled to retain all other amounts paid or owing to MTI under this Production Contract. Cancellation of individual performances is covered in Paragraph II. 2 above. Refunds, if any, for a cancelled production will be issued in accordance with Paragraph II. 14 below. If MTI does not receive notice of cancellation of your production prior to the first scheduled performance date under your Performance License, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract as well as any other payments received for ancillary products and services after the Production Contract was issued.
- 5. Complimentary Tickets:** You agree as a condition of this Production Contract to reserve two (2) complimentary tickets for each performance (if requested) for the use of MTI and the Rightsholders and MTI agrees not to sell such tickets.
- 6. Purchase Orders:** For accredited schools and government agencies only, a signed, authorized Purchase Order is acceptable in lieu of upfront payment. You must still provide a check, credit card or money order for the SECURITY FEE as well as your signed, authorized Purchase Order when you return the signed Production Contract to cause materials to be shipped. Following the end of the production, you agree to promptly pay royalty and rental payments as well as any other amounts owing for ancillary products and services purchased after the original Production Contract was issued.
- 7. Accounting:** You agree to keep and maintain full and regular books and records in which you shall record all items in connection with the production and presentation of the Play, including dates of performance, ticket prices and number of tickets sold. Such books and records shall be open at all reasonable business hours for inspection by MTI or its representatives at your office, and MTI shall have the right to make copies of and take extracts from such books and records. You shall submit to MTI's Business Office, within five (5) days following demand by MTI, a sworn statement setting forth the total number of performances actually presented and the precise date and place of each such performance. MTI's rights under this Paragraph shall continue for five (5) years following (i) the date of the last performance licensed under the Production Contract or (ii) the date on which MTI received final payment due hereunder, whichever is later.
- 8. Default:** This License is conditioned upon your fulfillment of all obligations set forth in the License and in the accompanying Production Contract, including the prompt payment of all rental, royalty, security and other fees owing to MTI in U.S. funds when due. If any such payments are not made in full to MTI when due, the rights granted to you under this License will be deemed void ab initio (i.e., this License will be deemed invalid from the outset) and the production that is the subject of this License (and all performances thereof) will be deemed to constitute infringement and breach of contract under applicable law. Nevertheless, you will remain liable for the payment of all fees that might be due to us under this License and will be subject as well to statutory damages for copyright infringement. If you default in the performance of any of the terms of this License, then, in addition to any and all other remedies which we might have at law, we shall have the right to a preliminary injunction to enjoin further performance of the Play. You agree to reimburse us for any expenses incurred by us in enforcing our rights under this Paragraph 8, including, but not limited to, attorneys' fees, telephone, fax, and postage charges and collection expenses. If you pay by check and it is returned insufficient funds or if you stop payment, MTI will charge a returned check fee (currently \$45).

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

9. **Warranty:** MTI warrants that, on behalf of the Rightsholders of the Play, it is authorized to grant this License to you. MTI makes no other warranties.
10. **Reserved Rights:** All rights in and to the Play other than those specifically licensed to you under the terms of this Production Contract are reserved to MTI, with the unrestricted right of MTI to use, exploit or dispose of any of them at any time, whether or not the exercise of such rights may be in competition with the rights granted to you in this License.
11. **Transfer of Rights:** Under no conditions can this License be assigned or transferred without written consent from MTI.
12. **Governing Law:** This License shall be governed by the Laws of the State of New York, and any dispute arising out of or under this License agreement shall be litigated only in the courts of the City or State of New York in the City of New York or the United States District Court in the Southern District of New York, and in no other forum.
13. **Indemnification of Licensor:** You agree to indemnify MTI and its affiliates and the Rightsholders of the Play from any claim arising out of your violation of any of the provisions of this Production Contract.
14. **Refunds:** Refunds will be issued in the following circumstances.
 - a. Following the conclusion of your production, if any refund is due to you (e.g., unused portion of security deposit), you may elect to keep such amounts on your account to be used for future productions. If you do not elect to keep your refund amount on account, MTI will automatically process the refund within 6 to 8 weeks from the conclusion of your production. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.
 - b. If you have cancelled your entire production in a timely manner in accordance with Paragraph II.4 above and are entitled to a refund, you may elect to keep the refund on your account to be used for future productions. If you do not elect to keep your refund on account, MTI will process your refund within 6 to 8 weeks from the date MTI receives written notice of the cancellation. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.

You acknowledge that during a Force Majeure Event (as defined in Paragraph II.15 below), any refunds due to you may be delayed due to the volume of cancellations and refunds to be processed.

15. **Force Majeure:** Neither MTI nor the Licensee will be deemed in default of this License as a result of its delay or failure to perform its obligations (other than the Licensee's payment obligations) when such delay or failure arises out of causes beyond the reasonable control of MTI or the Licensee. Such causes may include, but are not restricted to, acts of God or the public enemy, war, insurrections, riots, civil disturbances, acts of terrorism, government restriction, fires, floods, strikes, unusually severe weather, epidemics, pandemics or other large-scale health events; but, in every case, delay or failure to perform must be beyond the reasonable control of and without the fault or negligence of the party (a "Force Majeure Event").

In the case of a Force Majeure Event that results in the cancellation or postponement of Licensee's production, Licensee must, as soon as reasonably practicable after the onset of a Force Majeure Event, (a) provide written notice to MTI of the nature and extent of such Force Majeure Event and (b) inform MTI whether it has cancelled or changed the production dates or intends to do so. Cancellation of Licensee's production shall be in accordance with Paragraph II.4. Proposed changes (such as postponement) to Licensee's production shall be in accordance with Paragraph II.2. If Licensee is unable to notify MTI in writing prior to the cancellation or proposed change, Licensee shall do so as soon as reasonably practicable but in any event within five (5) business days of the originally scheduled first performance date (or if the Force Majeure Event begins after performances have begun, within five (5) business days of the onset of the Force Majeure Event). If MTI does not receive written notice that Licensee has cancelled its production due to the Force Majeure Event within such time period, MTI will assume such production has taken place in accordance with the terms of the Production Contract and will have the right to retain all amounts previously paid or owing to MTI for such production (and no refunds will be issued).

Except in the case of cancellations and changes for which Licensee has notified MTI as provided above, nothing in this Paragraph shall affect or reduce Licensee's payment obligations under this Production Contract. Licensee shall remain liable for any cancellation fees, missing materials charges, shipping fees and other charges set forth in the Production Contract, including royalties for performances of the Play that were presented prior to the Force Majeure Event. Licensee also will remain liable for amounts owing for ancillary products and services purchased after the original Production Contract was issued, all of which MTI may deduct from the security deposit or other funds on account at MTI.

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

In the case of a Force Majeure Event affecting MTI, MTI shall, as soon as reasonably practicable after the occurrence of the Force Majeure Event, (a) provide written notice (such notice may be given by emails, social media or website postings to customers generally); and (b) use commercially reasonable efforts to resume performance (e.g., shipping materials) as reasonably practicable.

16. **Compliance with Laws.** Licensee represents and agrees that it shall be aware of and comply with all federal, state and local laws applicable to its production, including laws, regulations and ordinances pertaining to social gathering restrictions as well as any other rules or guidance regarding the COVID-19 outbreak (or similar public health situation) which may impact any aspect of Licensee's production, including but not limited to rehearsals, performances and audience attendance. MTI makes no representation or assessment of the legality or prudence of Licensee's decision to proceed with its production, nor shall MTI or the Rightsholders be held liable for any claims arising out of Licensee's decision to proceed with its production. Licensee shall indemnify and hold MTI and the rightsholders harmless from any claims, costs, and damages arising out of Licensee's production.

III. MATERIALS RENTAL PROVISIONS

- 1. Rental Term and Delivery:** Delivery of the MTI Rental Materials is conditioned on your production being Fully Licensed as described in Paragraph II.1 (i.e., you have received written confirmation from MTI after submitting the signed Production Contract and paying all applicable royalty, rental and security fees). Provided your production is Fully Licensed, the MTI Rental Materials will be shipped approximately two (2) months prior to the first performance of your production; however, if you have not signed and submitted the Production Contract and remitted full payment in time to enable shipment by such date, MTI will process your shipment as soon as practicable once your production is Fully Licensed. In such case, MTI cannot guarantee the MTI Rental Materials will be delivered in sufficient time to meet your production schedule. If the MTI Rental Materials are needed in advance of the two (2)-month period, the charge is one hundred dollars (\$100.00) for each additional week or partial week, subject to availability. You acknowledge that if materials have shipped MTI has the right to retain a pro-rated portion of the rental fees if your production is cancelled or shortened for any reason, including all fees paid for additional rental weeks, all of which would be determined by MTI in its sole discretion.
- 2. Authorized Rental Materials:** The MTI Rental Materials are the only Play materials authorized by the Rightsholders and must be rented from MTI as a condition of this Production Contract. You may not use scripts or orchestra parts obtained from other sources (including materials posted online). The full rental fee must be paid even if you do not intend to use all of the MTI Rental Materials in your production.
- 3. Ownership:** All MTI Rental Materials, including missing materials, remain the property of MTI and must be returned to MTI following the conclusion of your production. You understand that the MTI Rental Materials (i) cannot be used for any purpose other than as stated in this License and (ii) may not be copied, scanned or otherwise reproduced, sold, traded, offered for sale or trade, posted online, used for performances other than those specified in this Production Contract or otherwise transferred physically or digitally.
- 4. Suitability:** Although MTI strives to provide the highest quality service to you, MTI makes no representation as to the adequacy, suitability and/or condition of the MTI Rental Materials. Any missing or damaged materials MUST be reported to MTI's Business Office within five (5) business days after receipt of your shipment, or you may be liable for full replacement charges upon their return to MTI.
- 5. Shipping Charges:** You are responsible for shipping charges BOTH WAYS for materials that MTI rents and/or supplies to you, as well as all customs charges, duties and the like in connection with shipments of materials outside of the United States and return shipment to MTI. You are responsible for complying with all customs regulations applicable to the return of materials to the United States. MTI ships by USPS, FedEx, UPS or other carriers at its sole option. Any expense that MTI incurs with respect to the delivery or return of the materials to its library shall be charged to you; you agree upon demand promptly to reimburse MTI for the full amount of such expense, whether or not your production is cancelled. A \$10 handling fee is applied to each order.
- 6. Return of Materials:** You agree that, no later than seven (7) days after the last performance under this Production Contract, you will return to MTI, by prepaid carrier, insured for not less than seven hundred fifty dollars (\$750.00), the complete set of materials (including any additional materials ordered) in as good condition as when you received it. Should you fail to do so, MTI shall be entitled to an additional rental fee of twenty dollars (\$20.00) per item for each day that you retain any material beyond the period of seven (7) days after the last performance. You are responsible for the safe return to MTI of all MTI Rental Materials. If complete materials are not returned all at once and properly labeled, your account may not be credited or you may be liable for a restocking fee. If a Force Majeure Event (as defined in Paragraph II.15)

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: JONATHAN MENDOZA
Your MTI Account Number: 6733570
Contract #: 0708952 Printed on: 10/12/21

prevents you from returning the materials, you will not be charged a missing materials fee for any days covered by the Force Majeure Event provided (a) you have notified MTI you are unable to return the materials due to the Force Majeure Event and (b) you return the materials promptly after circumstances permit you to do so but in no event later than three (3) months after the onset of the Force Majeure Event.

7. **Address for Return of Materials:** All materials must be returned to MTI's Music Library in Connecticut (Address listed below);
8. **DO NOT SHIP RENTED PRODUCTION MATERIALS TO THE NEW YORK BUSINESS OFFICE!**

**RETURN ALL RENTED
PRODUCTION MATERIALS TO:**

**Music Theatre International
31A Industrial Park Road
New Hartford, CT 06057**

Phone: 860-379-3320

Any materials returned to MTI's New York Business Office will be subject to a transfer charge of up to \$50.00.

9. **Damage/Loss:** Any damage to or loss of the materials shall be charged to you. You agree upon demand promptly to reimburse MTI for the full amount of such evaluated damage to or loss of materials. Any materials lost or damaged while in your possession will be assessed replacement fees as set forth in this Production Contract.

2022 BOE Calendar

Date:

Time:

January 18, 2022

6:00 P.M.

February 14, 2022

6:00 P.M.

March 07, 2022

6:00 P.M.

April 11, 2022

6:00 P.M.

May 09, 2022

6:00 P.M.

June 13, 2022

12:00 P.M.

July 11, 2022

12:00 P.M.

August 08, 2022

12:00 P.M.

September 13, 2022

6:00 P.M.

October 10, 2022

6:00 P.M.

November 14, 2022

6:00 P.M.

December 12, 2022

6:00 P.M.

Sapulpa Public Schools

Residency Committee

2021-22

Teacher Name	Site and Grade Level	Assigned Mentor
Dylan Johnston	High School - Agriculture	Kurt Rose
Chad Nichols	Junior High - Science 8th	Sarah Carriger
Kelsey Girty	Junior High - Counselor 8th	Michale Stanley
Matthew Strait	Middle School - Math 6th	Allison Parks
Nick Williams	Middle School - Science 6th	Donna Shabon
Mariah Zirkle	Jefferson Heights - 1st grade	Lynn Hess
Gina Atherton	Jefferson Heights - 5th grade	Laura Beverley
Vangie Roberts	District Nurse	Lori Garden
Kandace Shelley	District Nurse	Lori Garden

**SPECIAL SERVICES AGREEMENT BETWEEN
United Community Action Head Start & Sapulpa Public Schools
2021-2022**

This is a local agreement between Sapulpa Public Schools, hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1302). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 1997. Pertinent contact information for all agencies is included as Attachment A.

For the 2021-2022 School Year, Sapulpa Public Schools will utilize: Developmental Delay , or Categorical, _____, eligibility for Head Start age children.

Sapulpa Public Schools is _____ is not using Response to Intervention (RTI) for Head Start aged (3-5) children.

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under the IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.

- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. LOCAL HEAD START RESPONSIBILITIES:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples)

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility team summary, necessary special education records and documentation of services provided to the Head Start.
- F. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR Chapter XIII).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR Chapter XIII).

One or more of the following methods has been considered: (Check one or more as appropriate)

- 1. Joint Screening: -Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- 2. Shared staff: -Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- 3. Shared Information:-Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

VI. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate inservice training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs.

VIII. TRANSITION

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR Chapter XIII, the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Kim K Rice
Head Start Director

9/30/2021
Date

Superintendent, LEA
Board President

Date

**ATTACHMENT A:
CONTACT INFORMATION**

Head Start Program Name: UCAP, Inc.

Head Start Director: Kim Rice

Head Start Director's Email:

krice@ucapinc.org

Head Start Disabilities Services Manager:

Open positions contact HS Director

Head Start Disabilities Services Manager's

Email:

Disabilities Manager Address: Kim Rice, 501
6th Street, Pawnee, OK 74058

Disabilities Manager Phone Number: HS

Director's office: 918-762-2561 x164

Head Start Fax Number: 918-762-3712

Head Start Site: Sapulpa 404 S. Walnut,
74067, mailing: PO Box 783

Head Start Site Phone Number: 918-224-1083

Head Start Site Fax Number 918-224-6731

Oklahoma Head Start Collaboration Office

Paula Brown, Project Director

605 Centennial Blvd

Edmond, OK 73013

Phone 405-949-1495

Fax 405-949-0955

Email: headstart@okacaa.org

ACF Federal Region VI Office

Kenneth Gilbert, Regional Program Manager

1301 Young Street, Ste 914

Dallas, TX 75202

Phone: (214) 767-9648

Fax: (214) 767-3743

Email: dallas@acf.hhs.gov

LEA Superintendent: Robert Armstrong,
Superintendent

LEA Address: 511 E Lee Ave, Sapulpa, OK
74066

LEA Superintendent's Phone Number 918-
224-3400

LEA Superintendent's Fax Number: 918-227-
8348

LEA Superintendent's Email Address:

ramstrong@sapulpaps.org

ACF/ACYF/Head Start Bureau/AI/ANPB

330 "C" Street, S.W., Room 2030 Main Office

Washington, D.C. 20047

Phone: (202) 205-8437

Fax: (202) 205-8436

AI/ANPB Toll-Free Phone: 877-876-2662

ATTACHMENT B:

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

Attachment C

D-1*
2021-2022

UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation

*This form is completed in conjunction with the Release of Confidential Information
CFSUPP-3, with both being sent to LEA or SoonerStart office. Send e-mail from COPA referral to
Disabilities Manager*

Center: _____ Teacher: _____
Child's Name: _____ DOB: _____
I, _____, (do) _____ (do not) _____
(Parent/Guardian Name) (mark one)
hereby give _____ Head Start/Early Head
(Name of Head Start/Early Head Start Center)
Start permission to refer my child _____ to the
(Child's Name)
_____ Public Schools/SoonerStart for further evaluation
(Name of LEA or Local SoonerStart Office)
and possible special or early intervention services.

(Parent/Guardian Signature) (Date)

(Teacher Signature) (Date)

Head Start/Early Head Start Use Only

Screening Results

ASQ-3 Indicate Score/Cutoff for each area:

Communication: ___/___, Gross Motor: ___/___, Fine Motor: ___/___,

Problem Solving: ___/___, Personal-social: ___/___/

Comments: _____ Date _____

ASQSE-2 Indicate Total Score/Cutoff Score _____ / _____ /Date _____

Hearing _____ / _____ /Date _____ Vision _____ / _____ /Date _____

(Indicate Child Results/Pass Results for both Hearing and Vision)

Physical _____ Date _____

(Most Recent)

Dental _____ Date _____

(Most Recent)

Other _____ Date _____

Disabilities Manager info:

2022 BOE Calendar

Date:

Time:

January 18, 2022

6:00 P.M.

February 14, 2022

6:00 P.M.

March 07, 2022

6:00 P.M.

April 11, 2022

6:00 P.M.

May 09, 2022

6:00 P.M.

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6:00 P.M.

November 14, 2022

6:00 P.M.

December 12, 2022

6:00 P.M.



COMMERCIAL CREDIT CARD CREDIT LIMIT INCREASE REQUEST - SHORT FORM

CLARIFYING QUESTIONS

- Does the Company need to update the Company Address we have on file? Yes No
- Does the Company need to update any information regarding the Beneficial Ownership information we have on file? Yes No
- Does the Company need to update any information regarding the Company Owner information we have on file? Yes No
- Does the Company need to update any information regarding the Controlling Manager information we have on file? Yes No

If you have answered "Yes" to any of the above questions, do NOT complete this form. You will need to complete the longer request form.

COMPANY INFORMATION

Last 4 Digits of Credit Card# 5476	NAICS Code	Tax I.D. Number 73-6026791	Date Company Established 9/1/1907	Company Phone Number† 918-224-3400
Company Name (Legal) Sapulpa Public Schools		Gross Annual Revenue: \$35,000,000		Total Average DDA Balances: \$80,000?
Type of Company (Check One): <input type="radio"/> Sole Proprietorship <input checked="" type="radio"/> Partnership <input type="radio"/> LLC <input type="radio"/> Corporation <input checked="" type="radio"/> Not-for-Profit <input type="radio"/> Other				

BENEFICIAL OWNERSHIP INFORMATION

In an effort to understand your ownership structure, do any individuals own 25% or more of your Company, directly or indirectly (via direct ownership by a company, trust, partnership, etc.)? Check one: Yes No

If yes, please complete this section for any individual beneficial owners. As of May 2018, subject to certain exceptions, the collection of this information is required by federal regulations as part of the ongoing fight against financial crime.

Government agencies and non-profit organizations are not required to provide ownership information, although non-profit organizations are required to complete the "Controlling Manager Information" section (see below).

In order to fully process this request, you must provide organizational documents (i.e., operating agreement, bylaws, Board meeting minutes, etc.).

Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						
Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						
Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						
Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						

COMPANY OWNER INFORMATION

Complete this section only if there are no individuals that own 25% or more of the company. This person will also need to guarantee the account by signing the "Personal Guaranty" section below.

Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						

CONTROLLING MANAGER INFORMATION

The following information must be obtained for the individual that has significant responsibility to control, manage or direct the legal entity. Typically, this will be the CEO or President. Nonprofits must complete this section.

Name: First	Middle	Last	Suffix	Title	Primary Phone Number†
Kenda	Kay	Terrones		CFO/Treasurer	918-224-3400x1123

DATED SIGNATURES (Required)

By completing this Commercial Credit Card Credit Limit Increase Request, Company, by the authorized individual(s) signing below, hereby requests from Arvest Bank, Fayetteville, Arkansas ("Issuer") an increase to Company's credit limit established for its existing account with Issuer under the terms of that certain Cardholder Agreement and Disclosure Statement, as amended by Issuer from time to time (the "Card Agreement"), and represents and warrants to Issuer that Company has all requisite authority to request an increase to its credit limit and remains legally obligated for the full and timely payment of all amounts owing to Issuer, from time to time, under the Card Agreement, including, without limitation, all purchases, cash advances and all other charges incurred by each person using a Card (as defined in the Card Agreement).

Authorized Signature (Required)	Title	Date

PERSONAL GUARANTY

By completing this Commercial Credit Card Credit Limit Increase Request (the "Request"), Company is requesting an increase to Company's credit limit established for its existing account with Arvest Bank ("Issuer") under the terms of that certain Cardholder Agreement and Disclosure Statement, as amended by Issuer from time to time (the "Card Agreement"). In order to induce Issuer to increase Company's credit limit, the undersigned (the "Guarantor", jointly and severally, if more than one), identified in the Request as a Beneficial Owner of Company, hereby irrevocably and unconditionally guarantees to Issuer (the "Guaranty") Company's full and timely performance and payment of all obligations and amounts owing to Issuer, from time to time, whether at stated maturity or otherwise, and whether for principal, interest, fees, or expenses (including reasonable attorneys' fees), under the terms of the Card Agreement and each Card issued pursuant thereto (collectively, the "Indebtedness"). The undersigned is obligated to Issuer for the full payment of the Indebtedness as fully as if such Indebtedness was directly owing from the undersigned to Issuer. This Guaranty shall be an absolute, continuing, irrevocable and unconditional guarantee of payment and performance and shall remain in full force and effect until (a) the Card Agreement is terminated, and (b) the Indebtedness has been paid in full to Issuer. The provisions of this Guaranty shall extend and be applicable to all amendments or modifications of the Card Agreement and shall continue unabated notwithstanding the failure of Issuer to give the undersigned notice of any such amendment or modification. The undersigned hereby understands and acknowledges that the undersigned, by virtue of this Guaranty has specifically assumed any and all risks of a bankruptcy or similar proceeding with respect to Company.

The undersigned specifically agrees that it shall not be necessary or required that Issuer exercise any right, assert any claim or demand or enforce any remedy whatsoever against Company or any other Guarantor before or as a condition to the obligations of the undersigned hereunder. No delay or failure on the part of Issuer in exercising any rights hereunder shall operate as a waiver of such right, and, in no event shall any modification or waiver of the provisions of this Guaranty be effective unless in writing and signed by Issuer. This Guaranty sets forth the entire understanding of the parties with respect to the subject matter herein contained and the undersigned waives the right to assert defenses, setoffs, and counterclaims in any litigation relating hereto. This Guaranty shall be governed by and construed in accordance with the laws of the State of Oklahoma and is binding on the undersigned and each of the undersigned's heirs, executors, administrators, and legal representatives.

The undersigned hereby authorizes Issuer to setoff without notice all sums owed by Company against any of Company's or undersigned's accounts at Issuer and further grants Issuer a security interest in all such accounts. Further, the undersigned authorizes Issuer to make or cause to be made such credit investigations as it deems necessary or appropriate to evaluate the credit, personal or financial standing and employment of the undersigned as Guarantor of the Indebtedness and to share its credit experience with Company and the undersigned with other creditors and credit reporting agencies.

Signature of Guarantor	Printed Name	% Ownership	Date

All Company owners with 25% ownership or greater are required to sign the above Personal Guaranty. If there are no owners with 25% ownership or greater, the person in the "Company Owner Information" section must sign as the Guarantor.

AUTHORIZED CONTACTS

The person(s) authorized to give additional Company information regarding the Commercial Account for this Company and make changes to the account is/are:

Authorized Contact's Name Deana Ellis	Authorized Contact's Phone Number† 918-224-3400	Authorized Contact's Name Shelly Legrand	Authorized Contact's Phone Number† 918-224-3400
Authorized Contact's Email Address* dellis@sapulpaps.org		Authorized Contact's Email Address* slegrand@sapulpaps.org	

† If you have entered a cell phone number, or another number that you later convert to a cell phone number, you agree that we may contact you at this number. You also agree to receive calls and messages, such as pre-recorded messages, calls and messages from automated dialing systems, or text messages. Normal cell phone charges may apply.

* By providing your email address, you agree to receive account information, promotions and special offers.

** Alimony, child support or separate maintenance payments need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Please submit the completed form to your nearest Arvest branch location or via secure email to Credit@arvest.com.



COMMERCIAL CREDIT CARD CREDIT LIMIT INCREASE REQUEST - SHORT FORM

CLARIFYING QUESTIONS

- Does the Company need to update the Company Address we have on file? Yes No
- Does the Company need to update any information regarding the Beneficial Ownership information we have on file? Yes No
- Does the Company need to update any information regarding the Company Owner information we have on file? Yes No
- Does the Company need to update any information regarding the Controlling Manager information we have on file? Yes No

If you have answered "Yes" to any of the above questions, do NOT complete this form. You will need to complete the longer request form.

COMPANY INFORMATION

Last 4 Digits of Credit Card# 5989	NAICS Code	Tax I.D. Number 73-6026791	Date Company Established 9/1/1907	Company Phone Number† 918-224-3400
Company Name (Legal) Sapulpa Public Schools		Gross Annual Revenue: \$35,000,000	Total Average DDA Balances: \$80,000?	
Type of Company (Check One): <input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> LLC <input type="radio"/> Corporation <input checked="" type="radio"/> Not-for-Profit <input type="radio"/> Other				

BENEFICIAL OWNERSHIP INFORMATION

In an effort to understand your ownership structure, do any individuals own 25% or more of your Company, directly or indirectly (via direct ownership by a company, trust, partnership, etc.)? Check one: Yes No

If yes, please complete this section for any individual beneficial owners. As of May 2018, subject to certain exceptions, the collection of this information is required by federal regulations as part of the ongoing fight against financial crime.

Government agencies and non-profit organizations are not required to provide ownership information, although non-profit organizations are required to complete the "Controlling Manager Information" section (see below).

In order to fully process this request, you must provide organizational documents (i.e., operating agreement, bylaws, Board meeting minutes, etc.).

Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						
Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						
Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						
Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						

COMPANY OWNER INFORMATION

Complete this section only if there are no individuals that own 25% or more of the company. This person will also need to guarantee the account by signing the "Personal Guaranty" section below.

Name: First	Middle	Last	Suffix	Date of Birth (MM/DD/YYYY)	Social Security Number	% Ownership
Total Gross Monthly Income**			Source(s) of Total Gross Monthly Income		Primary Phone Number†	
\$						

CONTROLLING MANAGER INFORMATION

The following information must be obtained for the individual that has significant responsibility to control, manage or direct the legal entity. Typically, this will be the CEO or President. Nonprofits must complete this section.

Name: First	Middle	Last	Suffix	Title	Primary Phone Number†
Kenda	Kay	Terrones		CFO/Treasurer	918-224-3400x1123

DATED SIGNATURES (Required)

By completing this Commercial Credit Card Credit Limit Increase Request, Company, by the authorized individual(s) signing below, hereby requests from Arvest Bank, Fayetteville, Arkansas ("Issuer") an increase to Company's credit limit established for its existing account with Issuer under the terms of that certain Cardholder Agreement and Disclosure Statement, as amended by Issuer from time to time (the "Card Agreement"), and represents and warrants to Issuer that Company has all requisite authority to request an increase to its credit limit and remains legally obligated for the full and timely payment of all amounts owing to Issuer, from time to time, under the Card Agreement, including, without limitation, all purchases, cash advances and all other charges incurred by each person using a Card (as defined in the Card Agreement).

Authorized Signature (Required)	Title	Date

PERSONAL GUARANTY

By completing this Commercial Credit Card Credit Limit Increase Request (the "Request"), Company is requesting an increase to Company's credit limit established for its existing account with Arvest Bank ("Issuer") under the terms of that certain Cardholder Agreement and Disclosure Statement, as amended by Issuer from time to time (the "Card Agreement"). In order to induce Issuer to increase Company's credit limit, the undersigned (the "Guarantor", jointly and severally, if more than one), identified in the Request as a Beneficial Owner of Company, hereby irrevocably and unconditionally guarantees to Issuer (the "Guaranty") Company's full and timely performance and payment of all obligations and amounts owing to Issuer, from time to time, whether at stated maturity or otherwise, and whether for principal, interest, fees, or expenses (including reasonable attorneys' fees), under the terms of the Card Agreement and each Card issued pursuant thereto (collectively, the "Indebtedness"). The undersigned is obligated to Issuer for the full payment of the Indebtedness as fully as if such Indebtedness was directly owing from the undersigned to Issuer. This Guaranty shall be an absolute, continuing, irrevocable and unconditional guarantee of payment and performance and shall remain in full force and effect until (a) the Card Agreement is terminated, and (b) the Indebtedness has been paid in full to Issuer. The provisions of this Guaranty shall extend and be applicable to all amendments or modifications of the Card Agreement and shall continue unabated notwithstanding the failure of Issuer to give the undersigned notice of any such amendment or modification. The undersigned hereby understands and acknowledges that the undersigned, by virtue of this Guaranty has specifically assumed any and all risks of a bankruptcy or similar proceeding with respect to Company.

The undersigned specifically agrees that it shall not be necessary or required that Issuer exercise any right, assert any claim or demand or enforce any remedy whatsoever against Company or any other Guarantor before or as a condition to the obligations of the undersigned hereunder. No delay or failure on the part of Issuer in exercising any rights hereunder shall operate as a waiver of such right, and, in no event shall any modification or waiver of the provisions of this Guaranty be effective unless in writing and signed by Issuer. This Guaranty sets forth the entire understanding of the parties with respect to the subject matter herein contained and the undersigned waives the right to assert defenses, setoffs, and counterclaims in any litigation relating hereto. This Guaranty shall be governed by and construed in accordance with the laws of the State of Oklahoma and is binding on the undersigned and each of the undersigned's heirs, executors, administrators, and legal representatives.

The undersigned hereby authorizes Issuer to setoff without notice all sums owed by Company against any of Company's or undersigned's accounts at Issuer and further grants Issuer a security interest in all such accounts. Further, the undersigned authorizes Issuer to make or cause to be made such credit investigations as it deems necessary or appropriate to evaluate the credit, personal or financial standing and employment of the undersigned as Guarantor of the Indebtedness and to share its credit experience with Company and the undersigned with other creditors and credit reporting agencies.

Signature of Guarantor	Printed Name	% Ownership	Date

All Company owners with 25% ownership or greater are required to sign the above Personal Guaranty. If there are no owners with 25% ownership or greater, the person in the "Company Owner Information" section must sign as the Guarantor.

AUTHORIZED CONTACTS

The person(s) authorized to give additional Company information regarding the Commercial Account for this Company and make changes to the account is/are:

Authorized Contact's Name	Authorized Contact's Phone Number†	Authorized Contact's Name	Authorized Contact's Phone Number†
Deana Ellis	918-224-3400	Shelly Legrand	918-224-3400
Authorized Contact's Email Address*		Authorized Contact's Email Address*	
dellis@sapulpaps.org		slegrand@sapulpaps.org	

† If you have entered a cell phone number, or another number that you later convert to a cell phone number, you agree that we may contact you at this number. You also agree to receive calls and messages, such as pre-recorded messages, calls and messages from automated dialing systems, or text messages. Normal cell phone charges may apply.

* By providing your email address, you agree to receive account information, promotions and special offers.

** Alimony, child support or separate maintenance payments need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Please submit the completed form to your nearest Arvest branch location or via secure email to Credit@arvest.com.

October 25, 2021



Sapulpa Public Schools
511 East Lee Avenue
Sapulpa, OK 74066-4308

Attn: Mr. Michael Rose
E: mrose@sapulpaps.org
P: (918) 859-8464

Re: Proposal for Geotechnical Engineering Services
Sapulpa High School New Video Board
3 South Mission Street
Sapulpa, Oklahoma
Terracon Proposal No. P04215176

Dear Mr. Rose:

We appreciate the opportunity to submit this proposal to provide Geotechnical Engineering services for the above referenced project. The following are exhibits to the attached Agreement for Services.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location and Nearby Geotechnical Data

See Exhibit C for more details of our fees and consideration of additional services.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by signing and returning a copy of the attached Agreement for Services to our office.

Sincerely,

Terracon Consultants, Inc.

Cert. of Auth. #CA-4531 exp. 6/30/23

Bradley M. Watts, P.E.
Principal

AGREEMENT FOR SERVICES

This AGREEMENT is between Sapulpa Public Schools ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Sapulpa High School New Video Board project ("Project"), as described in Consultant's Proposal dated 10/25/2021 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

10. **CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
13. **Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
16. **Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

Consultant: Terracon Consultants, Inc.Client: Sapulpa Public SchoolsBy: _____ Date: 10/25/2021

By: _____ Date: _____

Name/Title: Bradley M Watts, P.E. / PrincipalName/Title: Michael Rose / Athletic DirectorAddress: 9522 E 47th Pl, Ste D
Tulsa, OK 74145-7211Address: 511 E Lee Ave
Sapulpa, OK 74066-4308Phone: (918) 250-0461 Fax: (918) 250-4570Phone: (918) 859-8464 Fax: _____Email: Brad.Watts@terracon.comEmail: mrose@sapulpaps.org

EXHIBIT A - PROJECT UNDERSTANDING

Our Scope of Services is based on our understanding of the project as described by Sapulpa PS and the expected subsurface conditions as described below. We have not visited the project site to confirm the information provided. Aspects of the project, undefined or assumed, are highlighted as shown below. We request the design team verify all information prior to our initiation of field exploration activities.

Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located at 3 South Mission Street in Sapulpa, Oklahoma. Latitude/Latitude: 35.9971° N/ 96.0952° W (approximate) See Exhibit D
Existing Improvements	Synthetic turf football field
Current Ground Cover	Synthetic turf
Existing Topography	Relatively flat
Site Access	We expect the site and all exploration locations are accessible with our truck-mounted or ATV-mounted drilling equipment.
Expected Subsurface Conditions	Our experience near the vicinity of the proposed development or geologic maps indicates subsurface conditions consist of clay underlain by sandstone and shale at depth.

Planned Construction

Item	Description
Proposed Structure	The installation of a new video board is planned near the southwest corner of Sapulpa High School's football field. According to Daktronics the board will be supported by three columns that are supported on drilled pier foundations. The preliminary foundation design specifies the piers to be 4 feet in diameter and embedded 14 feet 3 inches into the ground.
Maximum Loads (assumed)	<ul style="list-style-type: none"> ■ Compression: 50 kips ■ Uplift and Lateral: Not provided
Grading	No grading is planned

EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

Field Exploration

The field exploration program consists of the following:

Number of Borings	Maximum Planned Boring Depth (feet) ¹	Planned Location
2	20 or auger refusal	Near each end of the new video board

1. Below ground surface. Borings will extend to the maximum proposed depths or auger refusal, whichever occurs first.

We understand the borings will be located on the synthetic turf football field. Removal and replacement of the turf is not included in Terracon's scope of service. Based the borings being located on the turf field, we recommend that the bore holes be backfilled with cement grout to help minimum backfill settlement. The cost of backfilling the bore holes with cement grout is shown as a separate item in the **Compensation** section.

Boring Layout and Elevations: We will use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Approximate elevations will be obtained by using a surveyor's level and rod or interpolation from a site specific, surveyed topographic map. The locations and elevations of the borings should be considered accurate only to the degree implied by these methods.

Subsurface Exploration Procedures: We will advance soil borings with a truck-mounted or ATV-mounted drill rig using continuous flight augers (solid stem and/or hollow stem, as necessary, depending on soil conditions). Four samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using split-barrel sampling procedures. The split-barrel samplers are driven in accordance with the standard penetration test (SPT). The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, we will observe and record groundwater levels during drilling and sampling. All borings are backfilled with auger cuttings after their completion. Pavements are patched with cold-mix asphalt and/or pre-mixed concrete, as appropriate.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the

Proposal for Geotechnical Engineering Services

Sapulpa High School New Video Board ■ Sapulpa, Oklahoma

October 25, 2021 ■ Terracon Proposal No. P04215176



Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

Property Disturbance: We will backfill borings with auger cuttings upon completion. Pavements will be patched with cold-mix asphalt and/or ready mixed concrete, as appropriate. Our services do not include repair of the site beyond backfilling our boreholes, and cold patching existing pavements. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. We can provide this service, or grout the boreholes for additional fees, at your request.

Site Access and Safety

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the Scope of Services.

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services.

Exploration efforts require borings (and possibly excavations) into the subsurface, therefore Terracon complies with local regulations to request a utility location service of public utilities through the Oklahoma One-Call System (OKIE811). We consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority.

Proposal for Geotechnical Engineering Services

Sapulpa High School New Video Board ■ Sapulpa, Oklahoma

October 25, 2021 ■ Terracon Proposal No. P04215176



Private utilities should be marked by the owner/client prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities that are not made aware to us. If the owner/client is not able to accurately locate private utilities, Terracon can assist the owner/client by coordinating or subcontracting with a private utility locating services. Fees associated with the additional services are not included in the base scope of services. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil and rock strata. Exact types and number of tests cannot be defined until completion of field work. The anticipated laboratory testing may include the following:

- Water content
- Atterberg limits
- Grain size analysis

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the material's texture and plasticity, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

If bedrock samples are obtained, rock classification will be conducted using locally accepted practices for engineering purposes; petrographic analysis (if performed) may reveal other rock types. Rock core samples typically provide an improved specimen for this classification. Boring log rock classification is determined using the Description of Rock Properties.

Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

Your project will be delivered using our **GeoReport®** system. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan will be posted for review and verification

Proposal for Geotechnical Engineering Services

Sapulpa High School New Video Board ■ Sapulpa, Oklahoma

October 25, 2021 ■ Terracon Proposal No. P04215176



- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When services are complete, we upload a printable version of our completed geotechnical engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil (and rock) classification
- Groundwater levels observed during and after the completion of drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Recommended foundation options and engineering design parameters
- Estimated settlement of foundations
- Seismic site classification
- Lateral capacity design parameters

Additional Services

In addition to the services noted above, the following are often associated with geotechnical engineering services. Fees for services noted above do not include the following:

Review of Plans and Specifications: Our geotechnical report and associated verbal and written communications will be used by others in the design team to develop plans and specifications for construction. Review of project plans and specifications is a vital part of our geotechnical engineering services. This consists of review of project plans and specifications related to site preparation, foundation, and pavement construction. Our review will include a written statement conveying our opinions relating to the plans and specifications' consistency with our geotechnical engineering recommendations.

Observation and Testing of Pertinent Construction Materials: Development of our geotechnical engineering recommendations and report relies on an interpretation of soil conditions. This is based on widely spaced exploration locations, and assuming construction methods will be performed in a manner sufficient to meet our expectations and is consistent with recommendations made at the time the geotechnical engineering report is issued. We should be retained to conduct construction observations, and perform/document associated materials testing, for site preparation, foundation, and pavement construction. This allows a more comprehensive understanding of subsurface conditions and necessary documentation of

construction, to confirm and/or modify (when necessary) the assumptions and recommendations made by our engineers.

EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

Task	Lump Sum Fee
Subsurface Exploration, Laboratory Testing, Geotechnical Consulting & Reporting	\$4,000
Backfilling the Bore Holes with Cement Grout	\$400
Total Fee	\$4,400

Additional services not part of the base fee include the following:

Additional Services (see Exhibit B)	Lump Sum Fee	Initial for Authorization
Private Utility Locate Service ¹	TBD	
Plans and Specifications Review	TBD	
Construction Materials Testing Services	TBD	

1. If the owner/client is unable to accurately locate private utilities, we can subcontract a private utility locating firm and/or utilize geophysical equipment, if necessary. The detection of underground utilities is dependent upon the composition and construction of utility lines. Some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private locate service does not relieve the owner of their responsibilities in identifying private underground utilities.

Our scope of services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our scope of services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field

exploration beyond our control, such as weather conditions, permit delays, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

GeoReport® Delivery	Posting Dates ^{1, 2}
Project Planning	5 days from Notice to Proceed (NTP)
Drilling	Within Approx. 2 weeks from NTP
Site Characterization	3 weeks from completion of field work
Geotechnical Engineering	3 weeks from completion of field work

1. Upon receipt of your notice to proceed we will activate the schedule component of our **GeoReport®** website with specific, anticipated calendar days for the three delivery points noted above as well as other pertinent events such as field exploration crews on-site, etc.
2. We will maintain a current calendar of activities within our **GeoReport®** website. In the event of a need to modify the schedule, the schedule will be updated to maintain a current awareness of our plans for delivery.

EXHIBIT D – SITE LOCATION

Sapulpa High School New Video Board ■ Sapulpa, Oklahoma
October 25, 2021 ■ Terracon Proposal No. P04215176



DIAGRAM IS FOR GENERAL LOCATION ONLY, AND IS NOT INTENDED FOR CONSTRUCTION PURPOSES

MAP PROVIDED BY MICROSOFT BING MAPS

**CUSHING HIGH SCHOOL
FALL CLASSIC FASTPITCH TOURNAMENT
AUGUST 11-13, 2022**

SCHOOL _____

ADDRESS _____

PHONE _____

COACH'S NAME _____

SCHOOL PHONE _____

CELL _____

**EMAIL _____

We, Cushing High School, party of the first part and _____ School, party of the second part, do this 25th day of October, 2021 agree to the contract for the Cushing Fall Classic Tournament to be played as follows:

Games at CUSHING SPORTS COMPLEX on AUGUST 11-13, 2022. Thursday-Saturday.

Canceling this contract without consent of Cushing Public Schools shall result in the forfeiture of \$250.00 to Cushing Schools.

Cushing Schools, party of the first part, By: Dusty Hancock A.D.,

_____ School, By: _____ Principal or A.D.

(Party of Second School)

Entry Fee is \$250.00

1:10 TIME LIMIT

5 GAME GUARANTEE

*****PLEASE EMAIL TO:

Dusty Hancock

HS: 918-225-6622

dusty.hancock@cushingtigers.com

SAPULPA HIGH SCHOOL

SUPER INTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP MCJROTC

DATE OF REQUEST: 2 Nov 2021

SPONSOR: LtCol Shannon

DESTINATION: Ozark, Missouri

DATE LEAVING (DAY AND DATE) Friday 3 December 2021 at 1500

DATE RETURNING (DAY AND DATE) Saturday 4 December 2021 at 1900

NUMBER OF SCHOOL DAYS MISSED 1

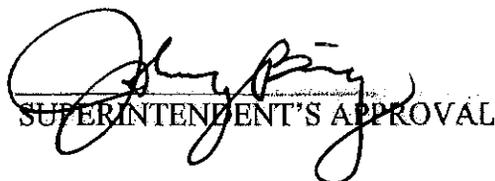
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS. PLEASE LIST BRIEFLY HOW THESE FUNDS WHERE RAISED: Bartlett Grant.

NUMBER OF STUDENTS ATTENDING 20 NUMBER OF SPONSORS 2 and 1 female chaperone.

PURPOSE OF TRIP: Compete in the Ozark Tiger Drill Competition.

MODE OF TRANSPORTATION: Sapulpa School Bus


PRINCIPAL'S APPROVAL


SUPERINTENDENT'S APPROVAL

311. PURCHASING PROCEDURES (Revised 7-23-07)(Revised 12-12-11)(Revised 2- 10-14)(see procedure page)

A. All *purchases shall be made with the use of* the purchase order system following established procedures and regulations and complying with applicable state and federal laws and the regulations of the Oklahoma State Department of Education.

Approval of all purchase orders is contingent upon the availability of funding, submission and approval of a requisition form, and approval by the Board of Education. The Board of Education authorizes the Superintendent or designee to issue purchase orders and emergency orders for less than \$50,000 without prior Board of Education approval. All purchase orders of \$50,000 or more shall be issued only with the prior approval of the Board of Education.

Requisitions and orders cannot be split to avoid bidding and quotation and/or Board approval requirements.

All appropriated fund purchase orders shall be subject to the Board of Education approval and that if said purchase order is not approved by the Board of Education; the purchase order shall become null and void.

B. Emergency Purchases:

The Superintendent, Assistant Superintendent, or Chief Financial Officer may authorize the issuance and emergency payment of emergency purchase orders over \$50,000 and waive the bidding and quotation requirements in the event of emergency situations like a disaster or act of God and other instances where it is necessary to avoid the interruption of critical school business and operations and The Board of Education is not able to meet.

C. Quotes, RFP’s and Sealed Bids:

Category	Dollar limits	Bidding Requirements
All purchases	Under \$7500	No requirements
Services/Supplies/Equipment	\$7,500-\$50,000	3 written quotes
Services/Supplies/Equipment	Over \$50,000	Formal RFP required
Construction/Major Repair/Replacement	Over \$50,000 \$100,000	Sealed Bid

Expenditures for Construction Under the Competitive Bidding Act will follow Oklahoma state law.

D. Construction Under Force Account will follow Oklahoma state law.

E. On construction projects of less than \$50,000 substantial completion authorization may be delegated to the Superintendent or designee.

F. All vendors providing services on school property will be required to sign a Hold Harmless Agreement and provide a Certificate of Insurance with Sapulpa Public Schools listed as an additional insured, and limits of no less than \$1,000,000 per occurrence. The Insurance Certificate and the Hold Harmless

Agreement are required to be attached to the purchase requisition by the requestor in order to receive a valid Purchase Order.”

G. Items Exempt from Bidding:

Because of the unique nature of some goods and services, the items listed below shall be exempt from bidding. However, every effort must be made to create a fair and competitive environment where all vendors who have requested to quote on these items are given an opportunity to have their proposals considered.

All purchases over \$50,000 must still be approved by the Board of Education prior to issuance of a purchase order.

The following goods and services are exempt from bidding requirements:

- Travel Services
- Student Activity fundraisers
- Goods purchased for resale
- Textbooks, student workbooks, library/media books
- Postage
- Software upgrades and specialized source software
- Training classes and associated equipment rentals
- Items available for purchase on an existing state contract or through a cooperative bidding of another agency when it is determined to be the best method of purchase.
- Used furnishing, equipment and uniforms
- Public safety and occupancy needs that must be addressed in order to avoid interruption of school or to avoid additional damages or loss such as refrigeration, heat and air-conditioning, utilities, newly discovered security or safety hazards.
- Sole source procurements for unique goods or services, where compatibility is of paramount consideration or where service work on the original equipment must be performed.

H. Blanket Purchase Orders

Blanket purchase orders are consumable items of similar nature that must be replaced on a frequently recurring basis. The Board of Education authorizes the Superintendent or designee to establish blanket purchase orders of less than \$50,000 to cover a period no longer than one semester without Board approval. All blanket purchase orders of \$50,000 or more, must be approved by the Board of Education prior to issuance to a vendor. This policy does not affect purchase orders for textbooks, fuel, utilities, insurance or encumbrances issued pursuant to a written contract with the vendor.

I. Contracts

No employee of the district shall enter into any financial contract or agreement (verbal or written), on behalf of the district, without the prior official permission of the Board of Education. The Board of Education may, upon approval of any encumbrance, purchase order and all adjoining contract documents, authorize an administrator of the district to sign said contract documents on behalf of the Board of Education.

The Board is the only legal entity that may enter into a valid contract committing District revenue. A school site or activity is not a legal entity with the authority of entering into a contract. Each contract must be approved by the Board, and be signed by the President of the Board or duly authorized administrator. Contracts signed or authorized by anyone else could result in personal liability for that person and may not be recognized by the District as valid in the event of a dispute.

J. Purchase Order Adjustments

Minor adjustments to approved encumbrances and/or purchase orders may be made without additional Board approval with the following limitations and under the following conditions by the Superintendent or designee:

1. Encumbrances and purchase orders may be reduced by any amount and may be increased by the greater of \$500 or 15% of the original, approved amount.
2. Changes to purchase orders for utilities and fuel will not be subject to these limitations and may be adjusted with the approval of the encumbrance clerk.
3. An encumbrance or purchase order may be revised administratively for various corrections including vendor address, OCAS coding, substitutions for like goods, and meeting/participant cancellations or changes that do not alter the quantity or amount, except as provided in this section.
4. A purchase order may be cancelled after the administrator requesting the purchase approves the cancellation. The purchasing or cancelling administrator is then responsible for notifying the vendor of the cancellation.

STUDENT TRANSFERS

The school district will not accept or deny a transfer based upon the student's race, color, sex, ethnicity, national origin, gender, gender identity, religion, disability, veteran status, sexual orientation, income level, proficiency in the English language, measure of achievement, aptitude or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason. The school district will begin accepting applications for the next school year starting January 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfer Application

Applications for transfer shall be completed by the parent of a student on an application form specified by the State Board of Education. The term "parent" means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). The application shall be filed with the superintendent of the receiving school district if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

In addition to completing the application form as specified by the State Board of Education, applicants must complete and submit both the District's Application Form (**ATTACHMENT A**) and the Transfer Student Consent to Cancellation of Transfer (**ATTACHMENT B**). The district will not approve an application for a transfer that is submitted without these completed forms. The district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall timely approve or deny the application and shall notify the parents of the students, in writing, of the decision. Siblings must apply individually.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

Approval of Transfers

Once an application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent's designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The student:
 1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:
 - A. Has violated school regulations;
 - B. Has committed an act commonly regarded as being immoral;
 - C. Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;
 - D. Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;
 - E. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
 - F. Has possessed on school property, in school transportation, or at a school event any alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
 - G. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance.

The applicant:

1. Fails to complete and submit the Application Form (**ATTACHMENT A**), provide the district with sufficient educational records, or inform the district in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy.

This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district whatever confidential records this district deems necessary to review in applying the approval/denial criteria of this policy. The superintendent or superintendent's designee has authority to amend (**Attachment A**) by regulation to include additional information needed to review an application request.

2. Fails to complete the Transfer Student Consent to Cancellation of Transfer (**Attachment B**)
3. Fails to timely submit a completed application; or,
4. Provides incorrect information on the application request.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

In making the decision to determine capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

Transfers will be approved on a student-by-student basis in the order in which they are received and in accordance with the policy provisions set out below. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of the capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

Criteria for Approval or Denial of Transfers

The fact that the district has adopted a transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will **NOT** be approved if:

- A. This district does not:
 1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.
 2. Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.
 3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:
 - A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or
 - B. Exceeding class size limitations set by state law or district policy in such courses; or,
 - C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
 4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this district may:

- A. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and
- B. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent-initiated or student-initiated transfer applications governed by this policy.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent's designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as **ATTACHMENT B**, which may be amended by administrative regulation.

Students Seeking a Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate

grade/courses/programs for the applicant; and (b) the criteria of this policy are then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs in which the student state he/she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent's designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

Relocation of Family During Term of Transfer

A student whose family relocates from the school district may continue attendance through the end of school year during or for which the transfer was granted. The student may apply for a transfer for subsequent school years.

Children of District Teachers

A student shall be allowed to transfer to a school district in which the parent or legal guardian of the student is employed as a teacher as defined in OKLA. STAT. tit. 70, § 1-116.

Transportation

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved IF the student resides within the transportation area of this district.

REFERENCE: 70 O.S. §1-114

70 O.S. §1-113

70 O.S. §5-117.1

70 O.S. §8-101, et seq.

70 O.S. §24-101, et seq.; §24-102

OKLA. STAT. tit. 70 §§ 8-102, 8-103, 8-103.1, 8-113, 13-103

Family Education Rights and Privacy Act

Atty. Gen. Op. No. 87-134, April 1, 1988

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. THIS POLICY REQUIRED BY LAW.

SAPULPA PUBLIC SCHOOLS EDUCATION FOUNDATION

Fall 2021 Teacher Grant Recipients

Dear Sapulpa Teachers,

Thank you for submitting a Teacher Grant for consideration this year. We are hopeful that you and your students will benefit greatly from the projects you have chosen. Due to the generosity of private and corporate donors to our Annual Golf Tournament, the Foundation is able to give a total of \$27,642.75 this year. Congratulations to all recipients.

2020-2021 Board Members:

Teri Sherwood–President Mike Jeffries-Vice-President Garren Taylor-Treasurer Mary Webb-Secretary

Collette Beil Bill Berry Brean Fowler Denise Jordan

Jon LaFevers Chuck Mitchell Susie Romine Brett Sumner

Sapulpa High School

Kenneth Cole \$1160.00

Shelda Tuttle \$719.06

Shelda Tuttle \$239.88

Ray Markley \$976.84

Sapulpa Junior High

Marika Haefner \$600.00

Carmen Taylor \$1156.74

Bartlett Academy

Rhonda Thompson \$589.93

Sapulpa Middle School

Heather Farris \$1069.00

Jefferson Heights

Melinda Plummer \$360.00

Erin Ulibarri-Muniz \$929.64

Liberty STEM

DeEllen Bush \$850.00

Kimberly McCallum \$929.39

Kimberly McCallum \$769.25

Kimberly McCallum \$333.73

Stephanie Gilbert \$731.17

Stephanie Gilbert \$394.43

Tara Simpson \$399.99

Jennifer Holt \$339.99

Barbara Brown \$679.00

Barbara Brown \$339.99

April Roth \$1092.46

April Roth \$336.00

Lori Reed \$483.39

Morgan Applegate \$545.16

Angie Maxwell \$1164.21

Bonnie Woods \$780.80

Brandie Cline \$711.08

Julie Baughman \$879.92

Julie Baughman \$203.88

Freedom Elementary

Natalie Fielden \$670.00

Elizabeth Taylor/ \$369.86

Natalie Fielden

Megan Hurt \$1080.96

Caren Codding \$399.90

Caren Codding \$737.29

Caren Codding \$212.99

Alicia Gustafson \$884.95

Holmes Park

DeEllen Bush \$150.00

Megan Plummer \$370.00

Marsha Walblay \$728.91

Marsha Walblay \$655.26

Mike Schmidt/

Edelaine Engdahl \$1145.63

Rebekah Anderson \$573.00

PERSONNEL REPORT

November 08, 2021

CERTIFIED PERSONNEL REPORT

EMPLOYMENT

FIRST-YEAR TEMPORARY CONTRACTS

(Positions/duties subject to assignment by the Superintendent.)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kelsey Girty	Teacher \$40,323 (Pending Emergency Certification)	October 4, 2021
Rebecca Barton	Teacher \$40,022 (Pending Emergency Certification)	September 30, 2021
Rebekah Rutledge	Teacher/\$40,022 (Pending Emergency Certification)	October 18, 2021
Kayela Fish	Teacher/\$40,917 (Pending Emergency Certification)	August 16, 2021
Bonesha Bruner	Teacher/\$42,817 (Pending Emergency Certification)	August 16, 2021

EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Kurt Rose	Residency Committee-Mentor Teacher/\$500
Michale Stanley	Residency Committee-Mentor Teacher/\$500
Gina Myers	Vocal Music/\$2,000
Derek Waits	Lego League Team/\$1,200
Brandi Bryan	Lego League Coach-SMS/\$1,200
Matthew Strait	Lego League Coach-SMS \$1,200
Grant Horn	Junior Varsity Baseball Coach/\$3,200

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Rhonda Thompson	1/6 of Salary for Teaching on Plan

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Aaron Riley	Bachelors/\$42,790	Masters/\$44,276	August 16, 2021
Megan Cannon	Teacher + Days	Stem Coord/11 month	July 01, 2021

TRANSFER

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
None			

FMLA REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Sydni Buck	Teacher	Maternity	November 18, 2021
Karen Parks	Teacher	Medical	November 01, 2021
Megan Cannon	Stem Coordinator	Maternity	November 29, 2021

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
None		

PERSONNEL REPORT

November 08, 2021

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Wayne Walls	Paraprofessional/\$11.33 hr	October 04, 2021
Ami Holden	Paraprofessional/\$12.01 hr	October 11, 2021
Debra Henry	Teacher Assistant/\$11.66 hr	October 19, 2021
Emily Roberts	Teacher Assistant/\$10.00 hr	October 21, 2021
Niko McWilliams	Video Productions Coord./\$40,000	November 08, 2021

STIPENDS

<u>Name</u>	<u>Extra-Duty/Stipend</u>
Wayne Walls	7th Grade Boys Basketball/\$2,200

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Susan Owens	CN Cook I HPE	CN Cook II/\$12.18 JHE	September 27, 2021

TRANSFERS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Meagan Haught	Paraprofessional/HS	Teacher Asst./HPE	October 18, 2021

FMLA LEAVE REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
None			

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Tiffany Smith	Paraprofessional	October 29, 2021
Alyssa Glowacki	Crossing Guard	October 25, 2021
John Bard	Custodian	October 27, 2021

TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Chance Morgan	Custodian	October 27, 2021

