

**AGENDA**  
Sapulpa Public Schools  
Regular Virtual and Physical Meeting  
Washington Administration Center Board Room  
511 E Lee  
Sapulpa, OK 74066  
Monday, December 13, 2021 at 6:00 PM

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

- I. Call the meeting to order and Pledge of Allegiance to the American Flag
- II. Formal Adoption of the Agenda
  - A. Motion, discussion, and vote on motion to formally adopt Agenda.
- III. Consent Agenda
  - A. Approval of the BOE Meeting Minutes.
    - 1. 11.08.2021-Regular BOE Meeting Minutes
  - B. Approval of 2021-22 General Fund Purchase Order Encumbrance numbers 464 through 557.
  - C. Approval of 2021-22 Building Fund Purchase Order Encumbrance numbers 126 and 135.
  - D. Approval of 2021-22 Child Nutrition Fund Purchase Order Encumbrance numbers 53 and 59.
  - E. Approval of 2021-22 Bond Fund 31 Purchase Order Encumbrance numbers 10 and 11.
  - F. Approval of 2021-22 Bond Fund 32 Purchase Order Encumbrance numbers 34 through 38.
  - G. Approval of 2021-22 Bond Fund 33 Purchase Order Encumbrance number 30.
  - H. Approval of 2021-22 Insurance Fund 86 Purchase Order Encumbrance number 2.
  - I. Approval of the monthly financial reports of the School Activity Funds account.
  - J. Approval of the Treasurer's Report on the status of Funds and Investments.
  - K. Approval of the continuation of Section 125 Plan through American Fidelity and approve electronic signature by Kenda Terrones as the contact.
  - L. Approval of the amended Investment Provider Agreement to add Brighthouse Life Insurance Company ("Brighthouse Financial") as a Provider in our 403B Retirement Plan as per attachment.
  - M. Approval of Amendment to Sapulpa Public Schools 403B Plan as per attachment.

- N. Approval of a second signed Amendment to add Bartlett Academy as a Licensed School Site, Follett was purchased by another company, which prompted them to change from an INC to an LLC.
  - O. Approval of 2021-22 renewal of School Messenger, a 6-month contract.
  - P. Approval of a generous donation in the amount of \$935 to Holmes Park Library from Cox Charities Innovation in Education Grant Program.
  - Q. Approval of the generous donation from the Assistance League Awards and Betty Bradstreet Arts Education Award in the amount of \$6,508.03, to be given to Freedom Elementary, Holmes Park Elementary, Jefferson Heights Elementary, and Sapulpa Jr. High as per attachment to promote arts, music, and drama for their schools.
  - R. Approval of two generous donations in the amount of \$1,000, \$500 to the Jr. High and \$500 to the High School, a Classroom Supply Grant for visual and Performing Arts from the Oklahoma Arts Council.
  - S. Approval of a generous donation in the amount of \$200 from Tammie Gerhard to be used for the Sapulpa Middle School Lego League.
  - T. Approval to accept \$1,500 OSAG 2021 Safety Equipment Grant for deposit in the Building Fund.
  - U. Approval of Declaration of Surplus
    - 1. Athletics
      - a. Baseball and Softball Scoreboards
      - b. Old Covered Soccer Benches
    - 2. Transportation-Buses
  - V. Approval of the Out-of-State Activity Trips as per attachment.
  - W. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information and Discussion Items
- A. Superintendent Comments
  - B. Discussion on a new policy for Naming of Facilities, 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 of updating Purchasing Policy 311, second read.
  - C. Discussion, motion, and vote on a motion to approve/disapprove the revising of Policy 530 Transfer Students, second read.
  - D. Proposed Executive Session to discuss Personnel listed as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
    - 1. Vote to convene in Executive Session.
    - 2. To acknowledge the Board has returned to Open Session.
    - 3. Statement of Executive Session Minutes.
  - E. Personnel
    - 1. Vote to approve/disapprove employing Personnel as per attachment.
    - 2. Vote to approve/disapprove of the FMLA request for Makayla Brown, effective January 19, 2022, through March 21, 2022.
    - 3. Vote to approve/disapprove of the FMLA request for Kendall Aylward, effective February 07, 2022, through May 10, 2022.

4. Vote to approve/disapprove of the FMLA request for Amy Housel, effective March 24, 2022, through May 23, 2022.
5. Vote to approve/disapprove of the FMLA request for Loretta Thomas, effective November 05, 2021, through January 28, 2022.
6. Vote to approve/disapprove of the FMLA request for Jackie Johnson, effective September 28, 2021, through December 21, 2022.
7. Vote to accept Resignations received since the last board meeting.

VII. Adjournment

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

Monday, November 8, 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  
President Steve McCormick called the meeting to order at 6:00 pm. Asst.  
Superintendent Johnny Bilby led the Pledge of Allegiance.

II. Formal Adoption of the Agenda

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 Larry Hoover.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Absent

Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of the BOE Meeting Minutes.

III.A.1. 10.11.2021 Regular BOE Meeting Minutes.

III.B. Approval of the 2021-22 General Fund Purchase Order encumbrance  
numbers 392 through 463.

III.C. Approval of 2021-22 Building Fund Purchase Order encumbrance  
numbers 112 through 125.

III.D. Approval of 2021-22 Child Nutrition Fund Purchase Order encumbrance  
number 49 through 52.

III.E. Approval of the 2021-22 Bond Fund 31 Purchase Order encumbrance  
number 9.

III.F. Approval of the 2021-22 Bond Fund 32 Purchase Order encumbrance  
numbers 29 through 33.

III.G. Approval of the 2021-22 Bond Fund 33 Purchase Order encumbrance  
numbers 27 through 29.

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

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

III.J. Approval of a Resolution to the County Election Board calling for the Annual School Election.

III.K. Approval of MTI License Agreement for all-school musical.

III.L. Approval of 2022 BOE Calendar Schedule.

III.M. Approval of the 2021-22 Residency Committee.

III.N. Approval of the 2021-22 MOU between United Community Action Program Head Start and Sapulpa Public Schools.

III.O. Approval of the 2021-22 Operating Budget.

III.P. Approval to increase the Commercial Credit Card (P-Card) limit through Arvest Bank for both General and Activity Funds.

III.Q. Approval of 2021-22 Services Agreement Proposal between Terracon and Sapulpa Public Schools for geotechnical engineering services for the new video board.

III.R. Approval of 2021-22 Cushing High School Fall Classic Fastpitch Tournament Contract.

III.S. Approval of a generous donation from St. John Ascension in the amount of \$3,500 for Liberty Stem Academy.

III.T. Approval of Out-of-State Activity Trips as per attachment.

III.U. Approval of Fundraisers as per attachment.

Consent Agenda Items: A. 10.11.2021 BOE Meeting Minutes. B. 2021-22 General Fund Purchase Orders. C. 2021-22 Building Fund Purchase Orders. D. 2021-22 Child Nutrition Purchase Orders. E. 2021-22 Bond Fund 31 Purchase Order. F. 2021-22 Bond Fund 32 Purchase Orders. G. 2021 Bond Fund 33 Purchase Orders. H. Financial Reports for the School Activity Funds. I. Treasurer's Report. J. Resolution to the County Election Board for Annual Election. K. MTI License Agreement. L. 2022 BOE Calendar. M. 2021-22 Residency Committee. N. United Community Action Program Head Start MOU. O. 2021-22 Operating Budget. P. Commercial Credit Card (PCard) Increase through Arvest Bank. Q. Terracon Services Agreement. R. 2021-22 Cushing HS Fall Classic Fastpitch Tournament Contract. S. Generous Donation from St. John Ascension to Liberty STEM. T. Out of State Activity Trips. U. Fundraisers.

To approve Consent Agenda Items A-U 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: Absent

Yea: 4, Nay: 0, Absent: 1

#### IV. Hearing from the Public

None.

#### V. Information and Discussion Items

##### V.A. Superintendent Comments

Superintendent Rob Armstrong opened his comments by giving praise to the SPS employees and students for raising \$30,000 for the Tulsa Area United Way campaign. Local agencies that benefit from this generosity are Show, Inc., Caring Community Friends, Youth Services of Creek County, and the Creek County Literacy Program. Fall sports are winding down. Chieftain Football will head to McAlester this Friday for the first round of the playoffs. Winter sports are practicing and preparing for December.

##### V.B. ESSR III LEA Draft Plan/Reading Improvement Draft Plan

Director of Curriculum Donia Doudican and Director of Accountability Amy Riff tag-teamed on a presentation in regards to a preliminary plan to respond to the learning loss of students over the past two years. There are ARP/ESSR III funds available to help get students back at target levels.

##### V.C. Discussion on updating Purchasing Policy 311, as a first read.

CFO Kenda Terrones explained that the updating of Purchasing Policy 311 would change the legal limit for sealed bids to be increased.

##### V.D. Discussion on revising Policy 530 Transfer Students, as a first read.

Assistant Superintendent Johnny Bilby reported that as of January 2022, Emergency Transfers will no longer be available, only Open Transfers. A student can have 2 in a school year. Still waiting for more information to come from the State.

#### VI. Action Items

VI.A. New Business - items not known or foreseen when agenda was posted.

None.

VI.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.

To approve a generous donation from the Sapulpa Education Foundation for teacher grants in the amount of \$27, 642 passed with a motion by Larry Hoover and a second by Sarah Havenstrite.

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

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 6:58 pm passed with a motion by Larry Hoover and a second by Sarah Havenstrite.

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

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

President Steve McCormick acknowledged the Board's return to Open Session at 7:16 pm.

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

The Board of Education went into Executive Session at 6:58 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 7:16 pm. Present in Executive Session were Sarah Havenstrite, Larry Hoover, Wayne Richards, Steve McCormick, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VII. Personnel

VII.A. Vote to approve/disapprove employing Personnel as per attachment.

To approve employing Personnel as per attachment 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: Absent

Yea: 4, Nay: 0, Absent: 1

VII.B. Vote to approve/disapprove FMLA Request for Karen Parks, effective November 01, 2021, through November 12, 2021.

To approve FMLA Request for Karen Parks, effective November 01, 2021, through November 12, 2021 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: Absent

Yea: 4, Nay: 0, Absent: 1

VII.C. Vote to approve/disapprove FMLA Request for Sydni Buck, effective November 18, 2021, through January 30, 2022.

To approve FMLA Request for Sydni Buck, effective November 18, 2021, through January 30, 2022 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: Absent

Yea: 4, Nay: 0, Absent: 1

VII.D. Vote to approve/disapprove FMLA Request for Megan Cannon, effective November 29, 2021, through March 10, 2022.

To approve FMLA Request for Megan Cannon, effective November 29, 2021, through March 10, 2022 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: Absent  
Yea: 4, Nay: 0, Absent: 1

VII.E. 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 Sarah Havenstrite.

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

VIII. Adjournment

To adjourn 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: Absent  
Yea: 4, Nay: 0, Absent: 1

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 464 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	464	11/04/2021	1818	MERRIFIELD OFFICE SUPPLY	Desktop document holder	53.99
11	465	11/04/2021	1818	MERRIFIELD OFFICE SUPPLY	1/2 TRUCKLOAD OF COPY PAPER	13,895.80
11	466	11/05/2021	2819	PLANK ROAD PUBLISHING	LibGenfundmusic booksandsoftwarebundles	149.85
11	467	11/08/2021	3826	SECURITY BANK CARD CENTER INC	Carl perkins purchase from be sew inn	5,518.00
11	468	11/08/2021	3505	SOUTHERN TIRE MART, LLC	FRONT END ALIGNMENT/TIRES, BUS 39	1,240.24
11	469	11/08/2021	60139	OSSBA	BOARD MEMBER TRAINING	500.00
11	470	11/08/2021	3826	SECURITY BANK CARD CENTER INC	Kdg Student Enrichment - Code to Kdg 1020	307.36
11	471	11/08/2021	39249	MUSCOGEE (CREEK) NATION JOM	JOM Challenge Bowl Team Registration	90.00
11	472	11/09/2021	3826	SECURITY BANK CARD CENTER INC	Science Supplies for class	375.00
11	473	11/09/2021	32397	CHALK'S TRUCK PARTS	CROSSOVER MIRRORS FOR BUS 28	123.47
11	474	11/09/2021	1343	J.W. PEPPER & SON, INC.	G.MYERS/CHOIR SHEET MUSIC	800.00
11	475	11/09/2021	3826	SECURITY BANK CARD CENTER INC	R.BRASWELL/AMAZON/CLASSRO OM SUPPLIES	110.00
11	476	11/09/2021	3826	SECURITY BANK CARD CENTER INC	R.BRASWELL/POST OFFICE/POSTAGE STAMPS	58.00
11	477	11/10/2021	3826	SECURITY BANK CARD CENTER INC	supplies and curriculum for History classes	86.65
11	478	11/10/2021	3826	SECURITY BANK CARD CENTER INC	Supplies and curriculum for Math	241.10
11	479	11/10/2021	3826	SECURITY BANK CARD CENTER INC	nurse supplies for students	50.00
11	480	11/10/2021	3826	SECURITY BANK CARD CENTER INC	SCHOOL NURSE/WALMART/SUPPLIES	45.00
11	481	11/10/2021	3826	SECURITY BANK CARD CENTER INC	K.ZACHARY/AMAZON/P.E. EQUIPMENT	256.37
11	482	11/10/2021	3826	SECURITY BANK CARD CENTER INC	S.ADAMS/SpEd DEPT/AMAZON/CLASSROOM SUPPLIES	95.00
11	483	11/10/2021	3826	SECURITY BANK CARD CENTER INC	L.WARNER/SCIENCE DEPT/PROJECTOR LAMP	90.00
11	484	11/10/2021	84	STATE OF OKLAHOMA	JOM- Indian Nations Trunk	76.00
11	485	11/10/2021	3826	SECURITY BANK CARD CENTER INC	DIESEL-DISTRICT BUSES/VEHICLES	30,000.00
11	486	11/10/2021	3826	SECURITY BANK CARD CENTER INC	GASOLINE-DISTRICT VEHICLES	15,000.00
11	487	11/11/2021	4339	HOWARD INDUSTRIES INC	Interactive display	2,159.00
11	488	11/11/2021	3826	SECURITY BANK CARD CENTER INC	IDWholesaler - ribbon for badges	521.47
11	489	11/11/2021	3826	SECURITY BANK CARD CENTER INC	628-Sped-Pcard-Classroom Materials (Liberty)	3,000.00
11	490	11/11/2021	3826	SECURITY BANK CARD CENTER INC	628-Sped-Riverside-Bilingual Verbal Ability Test	462.86
11	491	11/11/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - Jr. High Library	97.10
11	492	11/11/2021	3826	SECURITY BANK CARD CENTER INC	628-SPED-Testing Materials	662.18
11	493	11/11/2021	2959	MARK ALLEN CHEVROLET	Summit for Mark Allen Van 26 Fan Clutch	400.00
11	494	11/12/2021	80902	JOSHUA CALVERT	CDL Renewal	56.50

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 464 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	495	11/12/2021	82239	LARRY CROCKER	CDL Renewal	56.50
11	496	11/12/2021	81644	GRANT W HORN	CDL Renewal	56.50
11	497	11/12/2021	3826	SECURITY BANK CARD CENTER INC	Summit for Bus L05 and Bus 2	245.00
11	498	11/12/2021	3826	SECURITY BANK CARD CENTER INC	596-Pcard-Supplies/Materials-Homeless Coordinator	1,000.00
11	499	11/12/2021	134	ROCKETLIT, INC.	552-InnerOrbit School Licenses-Doudican	440.00
11	500	11/15/2021	3826	SECURITY BANK CARD CENTER INC	628-Sped-Supplies and Materials	1,000.00
11	501	11/15/2021	51	PRO-VISION, INC.	Labor for replacing camera antenna	2,180.00
11	502	11/16/2021	2008	PALEN MUSIC	Instrument Purchase, Repair, Music	2,000.00
11	503	11/16/2021	3826	SECURITY BANK CARD CENTER INC	Prof Dev Midwest Conf Chicago Travel, Meals	500.00
11	504	11/16/2021	244	MAC'S HYDRAULIC JACK SERVICE INC.	Rebuild Bus Hydraulic Floor Jack	615.00
11	505	11/16/2021	3505	SOUTHERN TIRE MART, LLC	Steer Tires for Yellow Fleet	785.00
11	506	11/16/2021	3826	SECURITY BANK CARD CENTER INC	4th Grade Student Enrichment - Code to 1054	50.27
11	507	11/16/2021	3826	SECURITY BANK CARD CENTER INC	Student Nursing Supplies - Code to 2574	61.26
11	508	11/17/2021	8468	DELL MARKETING L.P.	Laptop for Video Editing	2,676.61
11	509	11/17/2021	60155	THOMPSON BOOK DEPOSITORY	Elem. Science license & journals (6 yrs.) TCI	25,779.75
11	510	11/17/2021	3826	SECURITY BANK CARD CENTER INC	643-Sped-PCard Hotel-AOTA Conf. (Gold/Richardson)	2,521.92
11	511	11/17/2021	3826	SECURITY BANK CARD CENTER INC	643 Sped-PCard-AOTA Conf.-Reg. (Gold/Richardson)	1,650.00
11	512	11/18/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Parts for Bus 27	510.00
11	513	11/18/2021	1113	TULSA AUTO SPRING CO.	Coil Springs and Installation Bus L06	931.90
11	514	11/18/2021	218	RYAN TRUJILLO	Remove and Reseal EGR Cooler	1,376.43
11	515	11/18/2021	81379	STACEY BERRY	596-Reimbursement for Stacey Berry	55.00
11	516	11/18/2021	1535	FOLLETT SCHOOL SOLUTIONS, INC	Library Student Enrichment - Code to 2220	2,496.98
11	517	11/18/2021	31412	AMAZON CAPITAL SVCS, INC.	11-165 -Nurse's supplies	250.00
11	518	11/19/2021	3826	SECURITY BANK CARD CENTER INC	11 - Echeverria TPT Curriculum	150.59
11	520	11/19/2021	3826	SECURITY BANK CARD CENTER INC	Oklahoma Council for Indian Ed. Conference	699.00
11	521	11/29/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Radiator for Bus 27	1,190.40
11	522	11/29/2021	3186	COUNTRYSIDE DIESEL REPAIR LLC	Transmission for Bus 33	5,800.00
11	523	11/29/2021	3826	SECURITY BANK CARD CENTER INC	2nd Grade Student Enrichment - Code to 1052	298.11
11	524	11/29/2021	3826	SECURITY BANK CARD CENTER INC	11 - Bacher - Co curricular material for her room	250.00

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 464 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	525	11/29/2021	3826	SECURITY BANK CARD CENTER INC	11- Hess - Classroom Co Curriculum	350.00
11	526	11/29/2021	3826	SECURITY BANK CARD CENTER INC	4th Grade Student Enrichment - Code to 1054	9.80
11	527	11/30/2021	3826	SECURITY BANK CARD CENTER INC	11 - Tipton - Classroom Co Curricular	156.06
11	528	11/30/2021	3826	SECURITY BANK CARD CENTER INC	11 - Tipton - Curriculum for Classroom	90.00
11	529	11/30/2021	3826	SECURITY BANK CARD CENTER INC	11 - Marler - Books and Center Curriculum	231.41
11	530	11/30/2021	3826	SECURITY BANK CARD CENTER INC	11 - Marler - Book Sets / Reading Centers	90.00
11	531	11/30/2021	3826	SECURITY BANK CARD CENTER INC	11 - Clostio - Doc. Camera, Pocket Writers, etc.	240.54
11	532	11/30/2021	3826	SECURITY BANK CARD CENTER INC	11 - Bruner - Co Curricular Items for Classroom	350.00
11	533	11/30/2021	81698	MICHELLE R BENNING	Conference per diem	120.00
11	534	11/30/2021	3826	SECURITY BANK CARD CENTER INC	11 - Zirkle - Classroom Curriculum	350.00
11	535	11/30/2021	3826	SECURITY BANK CARD CENTER INC	UPS - return of classroom merchandise	50.00
11	536	11/30/2021	3328	WASTE MANAGEMENT OF OKLAHOMA, INC.	DISTRICT TRASH DUMPSTERS	30,000.00
11	537	12/01/2021	2878	RIVERSIDE ASSESSMENTS, LLC	4th Grade Cogat Scoring	4,000.00
11	538	12/01/2021	927	TULSA TECHNOLOGY CENTER	011-Sped-Tulsa Tech Paraprofessional Training	725.00
11	539	12/02/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Turn Signal Switch Bus 28	155.00
11	540	12/02/2021	3826	SECURITY BANK CARD CENTER INC	11 - Loghry - Center items & stem games	300.00
11	541	12/02/2021	3826	SECURITY BANK CARD CENTER INC	Shipping Charges for GT Scoring	30.00
11	542	12/02/2021	3826	SECURITY BANK CARD CENTER INC	11 - Parsons - Gym equipment	300.00
11	543	12/02/2021	3826	SECURITY BANK CARD CENTER INC	Special Ed Student Supplies	144.00
11	544	12/02/2021	1404	SHI	printer ink for CareerTech printers	2,841.00
11	545	12/02/2021	3826	SECURITY BANK CARD CENTER INC	supplies for Counseling	281.00
11	546	12/02/2021	3826	SECURITY BANK CARD CENTER INC	Teaching Materials	175.00
11	547	12/02/2021	3826	SECURITY BANK CARD CENTER INC	11 - Hurst Sped - Co Curricular material	210.00
11	548	12/06/2021	3826	SECURITY BANK CARD CENTER INC	Monitors for Video Production Room	950.00
11	549	12/06/2021	3826	SECURITY BANK CARD CENTER INC	11 - Atherton - Classroom curriculum	285.89
11	550	12/06/2021	1818	MERRIFIELD OFFICE SUPPLY	Principal Budget - Office Supplies	350.67
11	551	12/06/2021	3826	SECURITY BANK CARD CENTER INC	11 - Beverley - Classroom Co Curricular Materials	309.80
11	552	12/06/2021	3826	SECURITY BANK CARD CENTER INC	Bus Seats	196.80
11	553	12/06/2021	3826	SECURITY BANK CARD CENTER INC	Summit Coolant Temperature Sensor Band Truck	91.00

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 464 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	554	12/06/2021	3826	SECURITY BANK CARD CENTER INC	Tag for Bus L06	50.00
11	555	12/06/2021	3826	SECURITY BANK CARD CENTER INC	Kdg. Student Enrichment - Code to 1020	281.49
11	556	12/07/2021	3826	SECURITY BANK CARD CENTER INC	3 GroPro	1,799.37
11	557	12/07/2021	3826	SECURITY BANK CARD CENTER INC	Amazon - P.E. & Health - Cooper	450.00
<b>Non-Payroll Total:</b>						<b>\$178,110.99</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$178,110.99</b>

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 126 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	126	11/04/2021	629	LOCKE SUPPLY	Supplies for new scoreboard at CC	10,000.00
21	127	11/04/2021	2183	RIVERSIDE HEAT & AIR	HVAC service for district	3,000.00
21	128	11/04/2021	878	STEVEN ENTERPRISES, INC.	Plumbing services for district	4,000.00
21	129	11/11/2021	4390	AAA TOOLS SALES & RENT	Equipment Rental/Chieftain Center	2,000.00
21	130	11/12/2021	3826	SECURITY BANK CARD CENTER INC	PARTS FOR DELIVERY TRUCK REPAIR	150.00
21	131	11/18/2021	629	LOCKE SUPPLY	Supplies for scoreboard Chieftain Center	5,000.00
21	132	11/29/2021	209	TULSA COUNTY ROOFING, LLC	Roof Repair HS Gym	1,150.00
21	133	12/02/2021	1365	AQUARIUS	SB field sprinkler repair	280.00
21	134	12/06/2021	8318	AMAZON	Stage lights and springs for trailer	80.00
21	135	12/07/2021	39745	MICHAEL MORGAN	Painting the Video Production Office/ CC	600.00
<b>Non-Payroll Total:</b>						<b>\$26,260.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$26,260.00</b>

**Sapulpa Public Schools**  
**Encumbrance Register**

**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 53 - 999, Fund Codes: 22

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	53	11/10/2021	7039	WES HEFLEY	Repair high school 3 door Traulson cooler	500.00
22	54	11/10/2021	3826	SECURITY BANK CARD CENTER INC	Emergency purchases for Randy's food, BEK, etc	6,500.00
22	55	11/12/2021	3826	SECURITY BANK CARD CENTER INC	1/2 maintenance repair for box truck	133.00
22	56	11/12/2021	3778	HILAND DAIRY FOODS COMPANY, LLC	Ice Cream for HS	2,000.00
22	57	11/17/2021	7024	BIMBO BAKERIES USA, INC	Bread delivery for all sites, 2nd semester	8,500.00
22	58	11/17/2021	7039	WES HEFLEY	New compressor for HS Traulson 3 Door Fridge	2,125.50
22	59	12/02/2021	3656	S A PIAZZA & ASSOC. LLC	Pizza Delivery 3	4,300.00
<b>Non-Payroll Total:</b>						<b>\$24,058.50</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$24,058.50</b>

**Sapulpa Public Schools**  
**Encumbrance Register**

**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 10 - 999, Fund Codes: 31

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
31	10	12/02/2021	3826	SECURITY BANK CARD CENTER INC	HEADSETS FOR VIDEOBOARD PRODUCTIONS	1,940.00
31	11	12/06/2021	1818	MERRIFIELD OFFICE SUPPLY	FURNITURE FOR VIDEO PRODUCTION OFFICE	1,507.49
<b>Non-Payroll Total:</b>						<b>\$3,447.49</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$3,447.49</b>

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 34 - 999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	34	11/08/2021	3826	SECURITY BANK CARD CENTER INC	CALCULATORS/POWER STRIPS/MAPS/SPEAKERS	3,500.00
32	35	11/09/2021	8626	TECHMART COMPUTER PRODUCTS, INC.	CALCULATOR CADDIES - JUNIOR HIGH	300.15
32	36	11/10/2021	123	USA ROOF COATINGS LLC	SHS 500 HALL ROOF REPAIR	5,652.34
32	37	11/18/2021	3826	SECURITY BANK CARD CENTER INC	DOCUMENT CAMERA FOR SJH	108.00
32	38	11/30/2021	54139	VARSITY BRANDS HOLDING CO INC.	VARSITY FOOTBALL UNIFORMS	36,405.00
<b>Non-Payroll Total:</b>						<b>\$45,965.49</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$45,965.49</b>

**Sapulpa Public Schools**  
**Encumbrance Register****Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 30 - 999, Fund Codes: 33

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
33	30	11/10/2021	123	USA ROOF COATINGS LLC	SHS 500 HALL ROOF REPAIR	825.66
<b>Non-Payroll Total:</b>						<b>\$825.66</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$825.66</b>

## Encumbrance Register

**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 2 - 999, Fund Codes: 86

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
86	2	11/30/2021	1056	ASSURANCE RESTORATION	FINAL PAYMENT TO ASSURANCE FOR GYM FLOOR	391,222.05
<b>Non-Payroll Total:</b>						<b>\$391,222.05</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$391,222.05</b>

## Sapulpa Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2021 - 11/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$1,435.22	\$3,095.78	\$0.00	\$0.00	\$4,531.00	\$3,057.78	\$1,473.22
802 HS OFFICE	\$2,851.55	\$18.32	\$0.00	\$584.10	\$2,285.77	\$401.03	\$1,884.74
803 CREDIT RECOVERY	\$4,066.87	\$0.00	\$0.00	\$0.00	\$4,066.87	\$0.00	\$4,066.87
804 ID BADGE	\$3,385.64	\$0.00	\$0.00	\$399.00	\$2,986.64	\$1,219.96	\$1,766.68
805 HS ART	\$7,085.71	\$0.00	\$0.00	\$0.00	\$7,085.71	\$5,799.97	\$1,285.74
806 HS BAND	\$13,556.98	\$415.00	\$0.00	\$1,092.18	\$12,879.80	\$673.85	\$12,205.95
807 HS BAND BOOSTER CONCESSION	\$54,075.14	\$5,202.00	\$0.00	\$5,911.59	\$53,365.55	\$10,021.69	\$43,343.86
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$565.77	\$0.00	\$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	\$5,269.92	\$0.00	\$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	\$3,560.08	\$768.00	\$0.00	\$0.00	\$4,328.08	\$0.00	\$4,328.08
815 HS FCCLA	\$2,704.28	\$0.00	\$0.00	\$508.00	\$2,196.28	\$750.02	\$1,446.26
816 HS INDIAN ED PANTRY	\$177.45	\$0.00	\$0.00	\$94.18	\$83.27	\$83.27	\$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	\$6,487.87	\$0.00	\$0.00	\$296.80	\$6,191.07	\$1,768.40	\$4,422.67
819 GREEN-THUMB CHIEFTAINS	\$5,456.49	\$117.00	\$0.00	\$33.54	\$5,539.95	\$1,164.33	\$4,375.62
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	\$7,453.95	\$0.00	\$0.00	\$150.00	\$7,303.95	\$463.94	\$6,840.01
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	\$5,601.98	\$0.00	\$0.00	\$84.39	\$5,517.59	\$827.62	\$4,689.97
825 HS SPANISH HONOR SOCIETY	\$666.04	\$40.00	\$0.00	\$0.00	\$706.04	\$30.00	\$676.04
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	\$1,761.71	\$710.00	\$0.00	\$500.00	\$1,971.71	\$775.00	\$1,196.71
828 HS VOCAL MUSIC	\$14,419.01	\$5,979.00	\$0.00	\$2,450.00	\$17,948.01	\$6,911.33	\$11,036.68
829 HS AG ED & FFA	\$59,852.50	\$3,183.00	\$0.00	\$26,620.39	\$36,415.11	\$13,902.59	\$22,512.52
830 HS LYONS SPED	\$1,704.98	\$0.00	\$0.00	\$0.00	\$1,704.98	\$450.00	\$1,254.98
831 HS YEARBOOK	\$7,624.33	\$0.00	\$0.00	\$898.84	\$6,725.49	\$5,857.60	\$867.89
832 HS SIZEMORE SPED	\$488.33	\$0.00	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$2,345.00	\$0.00	\$0.00	\$396.80	\$1,948.20	\$1,229.93	\$718.27
835 HS BAND AUXILIARIES	\$4,978.51	\$620.00	\$0.00	\$129.50	\$5,469.01	\$1,850.00	\$3,619.01
836 HS BAND TRIPS	\$52,494.48	\$19,689.09	\$0.00	\$6,474.29	\$65,709.28	\$40,080.91	\$25,628.37
837 HS BAND GRANTS	\$47,406.96	\$0.00	\$0.00	\$1,222.50	\$46,184.46	\$6,848.51	\$39,335.95
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	\$65.00	\$177.89
841 HS SAPULPA INDIAN CLUB	\$2,167.88	\$0.00	\$0.00	\$0.00	\$2,167.88	\$97.91	\$2,069.97
842 HS KEY CLUB	\$344.58	\$375.00	\$0.00	\$0.00	\$719.58	\$0.00	\$719.58
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$13,285.96	\$0.00	\$0.00	\$1,414.55	\$11,871.41	\$2,945.00	\$8,926.41
845 HS CULINARY ARTS	\$657.78	\$0.00	\$0.00	\$0.00	\$657.78	\$620.00	\$37.78
846 HS JROTC	\$26,172.86	\$6,224.00	\$0.00	\$6,428.18	\$25,968.68	\$12,229.60	\$13,739.08
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	\$7,073.49	\$0.00	\$0.00	\$0.00	\$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	\$2,405.97	\$0.00	\$0.00	\$0.00	\$2,405.97	\$700.00	\$1,705.97
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	\$1,261.65	\$125.00	\$0.00	\$49.08	\$1,337.57	\$553.19	\$784.38
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	\$158.40	\$1,523.36	\$441.60	\$1,081.76
864 JH VOCAL MUSIC	\$8,050.29	\$0.00	\$0.00	\$0.00	\$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	\$3,341.70	\$0.00	\$4,648.34	\$0.00	\$4,648.34

## Sapulpa Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2021 - 11/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
871 JH TAPS	\$740.04	\$0.00	\$0.00	\$424.23	\$315.81	\$0.00	\$315.81
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	\$1,756.74	\$0.00	\$0.00	\$5,302.32	\$600.00	\$4,702.32
877 MS OFFICE	\$7,693.96	\$621.00	\$0.00	\$2,872.87	\$5,442.09	\$1,512.65	\$3,929.44
878 MS LIBRARY	\$250.97	\$3,163.57	\$0.00	\$0.00	\$3,414.54	\$10.00	\$3,404.54
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	\$201.24	\$131.00	\$0.00	\$0.00	\$332.24	\$0.00	\$332.24
883 MS CHOIR	\$10,512.48	\$200.00	\$0.00	\$511.73	\$10,200.75	\$2,797.15	\$7,403.60
886 MS NJHS	\$757.98	\$150.00	\$0.00	\$0.00	\$907.98	\$0.00	\$907.98
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$173.09	\$1,069.00	\$0.00	\$0.00	\$1,242.09	\$1,056.00	\$186.09
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	\$935.73	\$0.00	\$0.00	\$0.00	\$935.73	\$0.00	\$935.73
894 LIBERTY MISC	\$1,698.14	\$0.00	\$0.00	\$96.48	\$1,601.66	\$654.02	\$947.64
895 LIBERTY FUNDRAISING	\$2,614.47	\$516.00	\$0.00	\$233.10	\$2,897.37	\$519.00	\$2,378.37
896 LIBERTY STEM CLUB	\$22,568.03	\$8,457.32	\$0.00	\$7,036.27	\$23,989.08	\$6,295.62	\$17,693.46
897 LIBERTY GRANTS	\$1,486.14	\$11,963.84	\$0.00	\$0.00	\$13,449.98	\$8,301.97	\$5,148.01
900 FREEDOM MISC	\$2,614.49	\$20.00	\$0.00	\$367.89	\$2,266.60	\$247.53	\$2,019.07
901 FREEDOM FUNDRAISING	\$18,944.27	\$562.00	\$0.00	\$19,056.50	\$449.77	\$5.00	\$444.77
902 FREEDOM LIBRARY	\$192.47	\$5,242.77	\$0.00	\$3,665.61	\$1,769.63	\$59.82	\$1,709.81
903 FREEDOM GRANTS	\$0.00	\$4,355.95	\$0.00	\$0.00	\$4,355.95	\$0.00	\$4,355.95
904 FREEDOM TAPS	\$10,785.27	\$780.43	\$0.00	\$329.60	\$11,236.10	\$3,220.80	\$8,015.30
907 JEFFERSON HTS MISC	\$3,132.56	\$0.00	\$0.00	\$343.84	\$2,788.72	\$965.44	\$1,823.28
908 JEFFERSON HTS FUNDRAISING	\$13,461.51	\$330.00	\$0.00	\$0.00	\$13,791.51	\$3,861.55	\$9,929.96
910 JEFFERSON HTS GRANTS	\$11,715.60	\$1,289.64	\$0.00	\$0.00	\$13,005.24	\$2,046.48	\$10,958.76
911 JEFFERSON HTS LIBRARY	\$5,555.61	\$11.00	\$0.00	\$3,640.41	\$1,926.20	\$460.00	\$1,466.20
919 HOLMES PARK MISC	\$6,162.58	\$0.00	\$0.00	\$45.00	\$6,117.58	\$3,500.00	\$2,617.58
920 HOLMES PARK FUNDRAISING	\$25,433.43	\$969.00	\$0.00	\$2,197.26	\$24,205.17	\$9,235.27	\$14,969.90
921 HOLMES PARK LIBRARY	\$1,440.33	\$7,059.08	\$0.00	\$6,460.60	\$2,038.81	\$0.00	\$2,038.81
922 HOLMES PARK GRANTS	\$569.84	\$4,456.87	\$0.00	\$0.00	\$5,026.71	\$1,044.70	\$3,982.01
928 REVOLUTIONARY DAYS	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	\$120.00	\$330.00
929 DISTRICT STEM	\$30,300.02	\$200.00	\$0.00	\$1,105.96	\$29,394.06	\$6,870.31	\$22,523.75
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)	\$23,930.49	\$2,043.65	(\$3,341.70)	\$0.00	\$22,632.44	\$100.00	\$22,532.44
934 DRIVERS EDUCATION	\$2,450.00	\$0.00	\$0.00	\$350.00	\$2,100.00	\$0.00	\$2,100.00
936 STEM-CAMP INVENTION	\$9,887.50	\$0.00	\$0.00	\$0.00	\$9,887.50	\$0.00	\$9,887.50
937 LATCHKEY	\$51,459.49	\$22,224.26	\$20.00	\$418.67	\$73,285.08	\$2,993.64	\$70,291.44
938 COLLINS FOUNDATION	\$27,119.25	\$0.00	\$0.00	\$0.00	\$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	\$49,214.98	\$0.00	(\$20.00)	\$0.00	\$49,194.98	\$1,692.62	\$47,502.36
941 LOCAL SCH CHILD WELFARE	\$36,515.13	\$1,120.11	\$0.00	\$1,927.30	\$35,707.94	\$14,155.73	\$21,552.21
942 HOT SPOT INSURANCE	\$685.00	\$0.00	\$0.00	\$0.00	\$685.00	\$0.00	\$685.00
943 ALTERNATIVE SCHOOL GRANTS	\$35.62	\$589.93	\$0.00	\$0.00	\$625.55	\$589.93	\$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	\$13,509.54	\$15.60	\$0.00	\$210.86	\$13,314.28	\$945.62	\$12,368.66
947 ALTERNATIVE SCHOOL	\$3,765.35	\$20.00	\$0.00	\$6.29	\$3,779.06	\$186.92	\$3,592.14
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	\$51,123.21	\$415.00	\$0.00	\$0.00	\$51,538.21	\$0.00	\$51,538.21
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	\$8,758.88	\$931.67	\$0.00	\$1,009.82	\$8,680.73	\$6,868.86	\$1,811.87
961 FOOTBALL BUDGET	\$14,571.51	\$0.00	\$0.00	\$3,528.79	\$11,042.72	\$1,531.98	\$9,510.74

## Sapulpa Public Schools

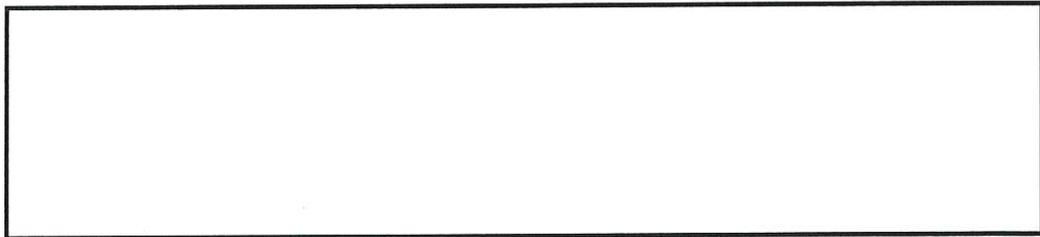
### Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 11/1/2021 - 11/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
962 BOYS BASKETBALL BUDGET	\$5,164.18	\$0.00	\$0.00	\$325.86	\$4,838.32	\$2,688.50	\$2,149.82
963 GIRLS BASKETBALL BUDGET	\$4,082.00	\$0.00	\$0.00	\$827.63	\$3,254.37	\$2,566.40	\$687.97
964 BASEBALL BUDGET	\$5,208.75	\$0.00	\$3,500.00	\$230.00	\$8,478.75	\$4,256.00	\$4,222.75
965 SOFTBALL BUDGET	\$3,136.51	\$0.00	\$0.00	\$0.00	\$3,136.51	\$0.00	\$3,136.51
966 WRESTLING BUDGET	\$6,384.65	\$0.00	\$0.00	\$0.00	\$6,384.65	\$4,460.50	\$1,924.15
967 TENNIS BUDGET	\$757.29	\$0.00	\$500.00	\$0.00	\$1,257.29	\$0.00	\$1,257.29
968 TRACK BUDGET	\$1,798.99	\$0.00	\$2,000.00	\$0.00	\$3,798.99	\$0.00	\$3,798.99
969 GOLF BUDGET	\$4,291.03	\$0.00	\$2,000.00	\$0.00	\$6,291.03	\$2,365.00	\$3,926.03
971 ATHLETIC - BOOSTER CLUB	\$126,352.64	\$2,014.87	\$0.00	\$7,494.30	\$120,873.21	\$25,946.68	\$94,926.53
972 CROSS COUNTRY BUDGET	\$11,341.71	\$169.00	\$0.00	\$552.88	\$10,957.83	\$2,796.25	\$8,161.58
973 BOYS SOCCER BUDGET	\$2,286.06	\$0.00	\$2,500.00	\$17.00	\$4,769.06	\$500.00	\$4,269.06
974 ATHLETICS - TRAINER	\$6.51	\$0.00	\$0.00	\$0.00	\$6.51	\$0.00	\$6.51
975 GIRLS SOCCER BUDGET	\$10,338.04	\$780.00	\$2,500.00	\$3,100.00	\$10,518.04	\$6,182.00	\$4,336.04
976 GIRLS VOLLEYBALL BUDGET	\$4,061.91	\$0.00	\$0.00	\$438.75	\$3,623.16	\$0.00	\$3,623.16
977 CHEER BUDGET	\$4,187.04	\$770.00	\$0.00	\$3,503.41	\$1,453.63	\$536.65	\$916.98
978 ALL EVENTS GATE	\$31,466.42	\$14,316.39	(\$13,000.00)	\$14,445.65	\$18,337.16	\$7,426.83	\$10,910.33
979 JR HIGH CHEER	\$6,111.65	\$1,280.00	\$0.00	\$3,497.90	\$3,893.75	\$3,603.95	\$289.80
983 DRUG TEST-PHYSICALS	\$7,782.94	\$299.85	\$0.00	\$604.00	\$7,478.79	\$4,632.78	\$2,846.01
986 CHIEFTAIN CENTER CONCESSION	\$5,214.74	\$5,599.50	\$0.00	\$228.57	\$10,585.67	\$4,563.94	\$6,021.73
<b>Total</b>	<b>\$1,232,889.42</b>	<b>\$152,456.23</b>	<b>\$0.00</b>	<b>\$147,001.34</b>	<b>\$1,238,344.31</b>	<b>\$294,409.38</b>	<b>\$943,934.93</b>

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

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	INSURANCE FUND
BEG BALANCE	<b>1,012,057.90</b>	<b>145,022.47</b>	<b>421,544.40</b>	<b>2,755,299.95</b>	<b>870,700.74</b>	<b>0.00</b>
DEPOSITS	2,561,612.40	1,981.71	223,372.47	-	5,301.12	
Year end Adj from EON						
CHECKS ISSUED						
Current Year	2,557,526.53	114,833.18	150,344.71	208,928.48	68,131.25	-
Prior Year	1,118.89	-	-	71,707.00	-	
END BALANCE	<b>1,015,024.88</b>	<b>32,171.00</b>	<b>494,572.16</b>	<b>2,474,664.47</b>	<b>807,870.61</b>	-
Last Yr Same Month	1,274,423.93	(54,849.63)	39,939.80	2,636,072.26	431,652.53	4,316.85
Gain or (Loss)	<b>(259,399.05)</b>	<b>87,020.63</b>	<b>454,632.36</b>	<b>(161,407.79)</b>	<b>376,218.08</b>	



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

Kenda Terrones, Treasurer

<b><u>GENERAL FUND</u></b>	<b>PREVIOUS TOTAL</b>	<b>CURRENT MONTH</b>	<b>NEW YR-TO-DATE</b>
<b><u>Local Revenue</u></b>			
Current Ad Valorem	27,520.39	0.00	27,520.39
Prior Ad Valorem	100,173.07	6,173.74	106,346.81
Homestead & In Lieu Tax	3,861.10	0.00	3,861.10
Interest Earned	3,364.64	465.90	3,830.54
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	49,109.90	3,084.37	52,194.27
Donations and Contributions	5,600.00	160.22	5,760.22
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>10,702.13</u>	<u>1,909.03</u>	<u>12,611.16</u>
Local TOTALS	<b>200,331.23</b>	<b>11,793.26</b>	<b>212,124.49</b>
<b><u>County Revenue</u></b>			
Mill Levy	19,522.48	975.29	20,497.77
Mortgage Tax	<u>57,101.83</u>	<u>19,172.92</u>	<u>76,274.75</u>
County TOTALS	<b>76,624.31</b>	<b>20,148.21</b>	<b>96,772.52</b>
<b><u>State Revenue</u></b>			
Gross Production	60,186.96	14,390.58	74,577.54
Auto Tags	595,699.22	135,504.69	731,203.91
School Land	150,098.96	34,362.56	184,461.52
Tax Stamps & Other Misc	1,854.36	423.39	2,277.75
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	3,183,046.94	1,023,122.22	4,206,169.16
Flexible Benefit	634,051.47	233,724.51	867,775.98
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	1,320.00	0.00	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	<b>4,953,160.53</b>	<b>1,441,527.95</b>	<b>6,394,688.48</b>
<b><u>Federal Revenue</u></b>			
	<b><u>Y-T-D</u></b>	<b><u>CUR</u></b>	<b><u>Y-T-D</u></b>
FEMA	0.00	0.00	0.00
Title VII - Indian Ed (561)	36,081.11	33,319.48	69,400.59

JROTC	22,626.12	5,656.68	28,282.80
SIG Grants -Liberty	0.00	0.00	0.00
Title I (511)	134,625.22	138,162.31	272,787.53
Title II Part A (541)	83,468.40	35,776.27	119,244.67
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		22,794.69	
Title 10 (596)	16,550.65	0.00	16,550.65
JOM (563)	0.00	0.00	0.00
CARES/ESSER/ARP	619,374.94	852,433.55	1,471,808.49
Carl Perkins (421)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Federal TOTALS	<b>1,074,270.11</b>	<b>1,088,142.98</b>	<b>2,139,618.40</b>
<b>TOTAL GEN FUND</b>	<b>6,304,386.18</b>	<b>2,561,612.40</b>	<b>8,843,203.89</b>
<b><u>BUILDING FUND</u></b>			
Current Taxes	0.00	0.00	0.00
Prior Taxes	15,394.40	881.71	16,276.11
In Lieu of Taxes	2,841.49	0.00	2,841.49
Facility Rental	4,400.00	1,100.00	5,500.00
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	<b>22,635.89</b>	<b>1,981.71</b>	<b>24,617.60</b>
<b><u>CHILD NUTR FUND</u></b>			
Local (Meals, Interest, etc)	34,186.85	13,312.74	47,499.59
State Reimbursement	103,370.07	12,082.67	115,452.74
Federal Reimbursement	<u>458,485.66</u>	<u>197,977.06</u>	<u>656,462.72</u>
Child Nutrition Fund TOTALS	<b>596,042.58</b>	<b>223,372.47</b>	<b>819,415.05</b>
<b><u>TOTAL GF/BF/CNF</u></b>	<b>6,923,064.65</b>	<b>2,786,966.58</b>	<b>9,687,236.54</b>
<b><u>BOND FUND</u></b>			
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	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b><u>SINKING FUND</u></b>			
Current Taxes	0.00	0.00	0.00
Prior Taxes	88,263.19	5,301.12	93,564.31
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	<b>104,261.18</b>	<b>5,301.12</b>	<b>109,562.30</b>
<b><u>INSURANCE REIMBURSEMENT FUND</u></b>	<b>75,848.59</b>	<b>75,848.59</b>	<b>151,697.18</b>
<b>GRAND TOTAL</b>	<b>7,103,174.42</b>	<b>2,868,116.29</b>	<b>9,948,496.02</b>

**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	426,686	243,260	410,783	132.62%	Nov	1,574,157	1,576,235	2,078	432,869	0.13%	Nov	507,806	554,705	46,899	579,966	9.24%
Dec	184,321	-184,321	226,462	226,462	-100.00%	Dec	1,556,857	-1,556,857	-1,556,857	-1,123,988	-100.00%	Dec	496,943	-496,943	83,023	-100.00%	-100.00%
Jan	87,768	-87,768	138,694	138,694	-100.00%	Jan	1,542,376	-1,542,376	-1,542,376	-2,666,364	-100.00%	Jan	497,792	-497,792	-414,769	-100.00%	-100.00%
Feb	142,143	-142,143	-3,449	-3,449	-100.00%	Feb	1,611,674	-1,611,674	-1,611,674	-4,278,038	-100.00%	Feb	499,848	-499,848	-914,617	-100.00%	-100.00%
Mar	157,122	-157,122	-160,571	-160,571	-100.00%	Mar	1,555,055	-1,555,055	-1,555,055	-5,833,093	-100.00%	Mar	495,079	-495,079	-1,409,696	-100.00%	-100.00%
Apr	133,901	-133,901	-294,473	-294,473	-100.00%	Apr	1,565,920	-1,565,920	-1,565,920	-7,399,013	-100.00%	Apr	496,138	-496,138	-1,905,834	-100.00%	-100.00%
May	150,189	-150,189	-444,661	-444,661	-100.00%	May	1,606,172	-1,606,172	-1,606,172	-9,005,185	-100.00%	May	511,355	-511,355	-2,417,190	-100.00%	-100.00%
Jun	186,107	-186,107	-630,768	-630,768	-100.00%	Jun5-Aug5	3,648,685	-3,648,685	-3,648,685	-12,653,871	-100.00%	Jun5-Aug5	1,008,168	-1,008,168	-3,425,357	-100.00%	-100.00%
TOTAL	2,311,075	1,680,306	-630,768				19,031,690	6,377,819				6,032,239	2,606,881				
		350,000						640,250					-5,423	11,649,834			

**ACCOUNTS PAYABLE AND PAYROLL SUMMARY**

<u>ACCOUNTS PAYABLE AND PAYROLL SUMMARY</u>							<u>YTD TOTALS</u>					
<u>AP&amp;PR 20-21</u>	<u>YTD TOTAL</u>	<u>AP&amp;PR 19-20</u>	<u>YTD TOTAL</u>	<u>Mo Diff</u>	<u>Mo % Change</u>	<u>Total % Change</u>	<u>AP YTD%</u>	<u>CP YTD%</u>	<u>SP YTD%</u>			
Jul	1,041,361	1,041,361	699,346	699,346	342,015	48.90%	50.84%	-10.28%	0.00%	Jul		
Aug	2,266,455	3,307,816	1,499,880	2,199,227	766,574	51.11%	25.68%	38.50%	70.11%	Aug		
Sep	2,485,464	5,793,280	2,310,969	4,510,196	174,495	7.55%	24.81%	15.98%	49.29%	Sep		
Oct	2,315,362	8,108,641	2,336,778	6,846,974	-21,416	-0.92%	15.42%	9.86%	35.09%	Oct		
Nov	2,557,627	10,666,268	2,265,390	9,112,364	292,236	12.90%	32.36%	7.28%	28.61%	Nov		
Dec	0	10,666,268	2,238,121	11,350,485	-2,238,121	-100.00%	15.58%	-14.98%	3.29%	Dec		
Jan	0	10,666,268	2,127,936	13,478,421	-2,127,936	-2,812,153	9.00%	-29.48%	-13.73%	Jan		
Feb	0	10,666,268	2,253,665	15,732,087	-2,253,665	-5,065,819	-0.20%	-40.15%	-25.97%	Feb		
Mar	0	10,666,268	2,207,257	17,939,343	-2,207,257	-7,273,075	-8.72%	-47.77%	-35.10%	Mar		
Apr	0	10,666,268	2,195,959	20,135,303	-2,195,959	-9,469,035	-14.91%	-53.71%	-42.23%	Apr		
May	0	10,666,268	2,267,716	22,403,018	-2,267,716	-11,736,750	-20.93%	-58.54%	-48.11%	May		
Jun	0	10,666,268	4,842,960	27,245,979	-4,842,960	-16,579,711	-27.29%	-66.49%	-56.78%	(Jun)		
TOTAL	10,666,267.86		TOTAL	27,245,978.51	-16,579,711							

**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	15.75%	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	59.79%	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	24.44%	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	84.23%	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	99.99%	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

	410	623	624	625	627	MO	YTD			
	<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%
Nov 21	18,411	14,199	66,410	4,413	4,958	108,392	418,953	25,995	96,320	22.99%

**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**

<b>Budgeted 2021-22 5732</b>	
11,367,222.70	
5,241,398.30	
8,116,380.00	
<u>5,776,895.00</u>	
30,501,896.00	
<u>2,624,298.00</u>	
33,126,194.00	
20,650,000.00	
6,200,000.00	
550,000.00	
250,000.00	
550,000.00	
1,700,000.00	
150,000.00	
450,000.00	
<u>-</u>	
<b>30,500,000.00</b>	
2,626,194.00	8.61%

## **Investment Provider Agreement For Section 403(b) Retirement Plans**

Name of Employer: **SAPULPA PUBLIC SCHOOLS** (“Plan Sponsor”)

Name of Investment Provider: **BRIGHTHOUSE LIFE INSURANCE COMPANY** (“Provider”)

This 403(b) Investment Provider Agreement (the “Agreement”) is between the Plan Sponsor of a Section 403(b) Tax-Deferred Account Plan (the “Plan”) and the Provider indicated above. This Agreement becomes effective upon execution by the Plan Sponsor and Provider and delivery of the last to execute to the other Party. Plan Sponsor will not execute salary reduction for any Plan Participant to Provider until the Agreement is effective and a copy has been delivered to AFPlanServ® (“AFPS”).

The Plan Sponsor has established the Plan in accordance with the requirements set forth in Section 403(b) of the Internal Revenue Code (the “Code”) and wishes to include annuity contracts qualified under Section 403(b)(1); mutual fund custodial accounts qualified under Section 403(b)(7); and/or retirement income accounts qualified under Section 403(b)(9), in its Plan (the “Investment Arrangements”).

The Provider acknowledges that the execution of this Agreement by the Plan Sponsor is solely for the convenience of the Plan Sponsor and its employees and does not constitute an endorsement or recommendation of the Provider or its Investment Arrangements. The Provider acknowledges that any such representation by its appointed agents and representatives constitutes a breach of this Agreement and may result in removal from the Plan.

The Provider and the Plan Sponsor agree that Investment Arrangements of the Provider will be made available for the investment of Plan assets under the following terms and conditions:

### **Plan Administration**

The Plan Sponsor has retained the services of AFPS to provide particular administrative services for the Plan. These may include common remitting services for Plan contributions. In addition to providing information to the Plan Sponsor and abiding by its rules for administering the Plan, the Provider will work and cooperate with AFPS, as provided in this Agreement and as requested by AFPS for Plan compliance with the Code and other applicable law and administration of the Plan.

### **Qualified Investment Arrangements**

The Provider will only provide Investment Arrangements for the investment of Plan assets that qualify under Section 403(b) of the Code and agrees to the following:

- Investment Arrangements provided comply in form and operation with the requirements of Section 403(b) of the Code and the regulations thereunder. The Provider will amend its contracts as needed to continue the compliance with the requirements of Section 403(b) and its regulations;

- Investment Arrangements will not include life insurance;
- The Provider will limit the Investment Arrangements offered to eligible employees of the Plan Sponsor (the “Participants”) to 403(b) compliant qualified Investment Arrangements that are approved by the Plan Sponsor. The Provider agrees to provide a current listing of its included Investment Arrangements to Plan Sponsor upon request no less than annually. The Provider will notify the Plan Sponsor if an included Investment Arrangement subsequently becomes unavailable and is no longer offered for sale to new Participants or additional contributions; and
- If a provision of an Investment Arrangement’s document conflicts with a provision in the Plan, the provision in the Plan shall apply.

**Contributions:**

The Provider agrees to comply with the contribution limitations described below:

- Provider will process contributions remitted by Plan Sponsor or its designated service provider, including AFPS;
- Provider must be approved under the Plan to accept contributions from the Plan Sponsor;
- Contributions for Plan Participants are limited to amounts permitted under Sections 402(g)(1) and 415 of the Code, as adjusted;
- Catch-up contributions are permitted pursuant to Section 414(v) of the Code if the Participant will be age 50 or older during the plan year;
- If catch-up contributions are remitted to Provider, Provider will process them.
- Provider will permit and process corrective distributions of excess deferrals or contributions in accordance with applicable U.S. Treasury regulations when excess amounts have been identified by the Provider, Plan Sponsor or AFPS;
- To the extent that the Plan allows and the Provider accepts Roth 403(b) contributions, Provider will handle Roth accounts and contributions and distributions in a manner that complies with the Code. This includes segregating and tracking Roth 403(b) contributions and tracking the five year holding period; and
- If Plan Sponsor elects to use AFPS’ common remitter service, the Provider agrees to accept contributions via wire transfer/ACH from AFPS. The parties agree that required information for contribution remittances shall be provided by Provider via its completion of Exhibit B attached hereto.

**Participant Loans:**

The Provider may or may not offer to make Participant loans to Plan Participants under the terms of its Investment Arrangements. If loans are allowed by the Plan and offered by the Provider, the Provider agrees to follow the guidelines listed below:

- The Provider agrees to forward all requests for loans from the Plan to AFPS for approval in order to assure compliance with the loan limits of Section 72(p) of the Code; and
- Once AFPS has provided approval of a loan, Provider will process a loan, not to exceed the amount approved; and
- The Provider is responsible for loan recordkeeping, including collecting and processing loan payments, and calculating loan principal and interest; and

- No loans with a re-payment period in excess of five (5) years will be permitted; or fifteen (15) years if the loan will be used towards the purchase of a primary residence; and
- Provider is responsible for disclosure, tax reporting, and tracking of defaulted loans. Tracking includes the sharing information with the Plan Sponsor or AFPS of defaulted loans, via electronic data sharing.
- No loans will be granted if a Participant has a current defaulted loan.
- If Provider ceases to be an approved Provider due to de-selection from the Plan, loans from Participant accounts will no longer be permitted.

### **Hardship Distributions:**

Provider agrees to the following with respect to hardship distribution requests it receives:

- All requests for hardship distributions will be forwarded to AFPS for approval;
- AFPS will determine eligibility of a hardship distribution based on whether all Plan options, including, but not limited to, exhausting a Plan loan, have been satisfied;
- AFPS will determine the maximum amount the Participant is eligible for under the hardship provision in accordance with Code Section 403(b) and regulations thereunder;
- Provider is responsible for calculating amounts available for hardship in its Investment Arrangements;
- Provider will limit the distribution to the lesser of the amount approved by AFPS or the hardship amount available in the Participant's Investment Arrangement;
- The Provider will be responsible for all tax notices, withholding, and income tax reporting as required by the Code and regulations thereunder;
- All employees taking a hardship distribution will be required to cease salary reduction contributions to the Plan for six (6) months following the date of distribution. At the time of the distribution, the Provider shall notify the Plan Sponsor or AFPS that a hardship distribution has taken place; and
- If Provider ceases to be an approved Provider due to de-selection from the Plan, hardship distributions from Participant accounts will no longer be permitted.

### **Required Minimum Distributions:**

The Provider agrees to comply with the Required Minimum Distribution ("RMD") requirements described below:

- The Provider will notify Plan Participants when they are required to take an RMD and will calculate and process the amount each Participant is required to withdraw upon the request of the Participant, based on the requirements of the Code and regulations thereunder; and
- The Provider will include the RMD amount distributed for each Plan Participant when it shares information with the Plan; and
- The Provider will be responsible for all tax notices, withholding, and income tax reporting as required by the Code and regulations thereunder.

## **Other Distributions:**

All other requests for Plan distributions must be referred to AFPS for approval. For purposes of this Agreement, the term “*distribution*” includes but is not limited to exchanges from one approved investment provider to another, plan to plan transfers/rollovers, distributions at termination, Qualified Domestic Relations Orders, installment distributions and annuitizations.

## **Information Sharing:**

The Provider agrees to share information electronically and upon written/verbal request with the Plan Sponsor and AFPS that is needed to ensure the Plan retains its qualified status under Code Section 403(b) and regulations thereunder and for proper administration of the Plan. The Provider agrees that it maintains and will continue to maintain systems and procedures necessary to share data as required by the Plan. The Provider will provide to AFPS an electronic file by the 10th day of each month with information as of the end of the previous month. The information will be provided in the electronic file format referenced in Exhibit C or in a similar mutually agreeable electronic format. The file will include information for both active and inactive Participants. The Provider will be given instructions for delivering the file to a designated secure website each month. The Provider agrees to provide AFPS with a test file no less than one (1) month prior to the effective date of the Plan, or within such other timeframe as reasonably requested by AFPS on behalf of Plan Sponsor.

At any time Provider fails to abide by the rules and information sharing requirements set forth in this Agreement, and the failure continues for more than 30 days after the date of written notice by AFPS of such failure, such Provider will no longer be treated as an approved Provider by the Plan Sponsor under the terms of this Agreement and will be immediately terminated.

The Provider agrees to provide other information or assistance to the Plan Sponsor or AFPS as required for proper administration of the Plan. Such information will include, but not be limited to:

- Employee/Participant data; and
- Data to facilitate transfers, exchanges, loans, or distributions as set forth herein; and
- Contact information for sales agents and representatives; and
- Transaction requests completed without proper authorization; and

## **Provider Responsibility**

The Provider agrees to the following:

- Provider will send periodic account statements to Plan Participants who have selected the Provider’s Investment Arrangements; and
- To maintain in its records, the beneficiary designation for the Participants’ accounts with the Provider.

The Provider acknowledges that in the course of carrying out its duties under this Agreement, it will receive confidential information related to the employees of the Plan Sponsor. Such confidential information may include personal information pertaining to the employees of the Plan Sponsor as defined by applicable privacy laws or regulations. The Provider agrees to use the confidential information only

for the purposes for which it was disclosed and not to further disseminate or disclose the confidential information without prior written approval from Plan Sponsor or its employees as otherwise required, or permitted, by law, unless such disclosure is necessary for Provider to meet its contractual obligations as stated in this Agreement. Further, Provider agrees, where legally required, to comply with all other applicable federal and state privacy laws, including, but not limited to, 1) the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), 2) the Gramm-Leach-Bliley Act (“GLB”), 3) any and all applicable state privacy laws, and 4) any relevant regulations promulgated in conjunction with applicable privacy laws. Provider agrees to cooperate with Plan Sponsor to ensure privacy compliance and to establish and maintain policies reasonably designed to assure the security of all confidential information.

Provider warrants that it has implemented a comprehensive system of security to protect the privacy and integrity of all confidential information to be obtained under this Agreement and regularly audits and reviews such systems and procedures to assure compliance. Provider warrants that it will protect the confidential information during the term of this Agreement and so long as it possesses or maintains any such confidential information even after termination of this Agreement regardless of the cause of such termination. Any confidential information maintained in an electronic database format shall be protected by electronic security measures to prevent unauthorized access, and such electronic security procedures shall be regularly updated to adjust to new relevant technology and threats of compromise of the security of such confidential information which develop from any source whether internal or external.

### **Plan Sponsor Responsibility:**

The Plan Sponsor agrees to the following:

- The Plan Sponsor certifies that it qualifies under Section 403(b) of the Code as an organization eligible to offer this 403(b) plan to its employees and accepts all liability for this determination. The Plan Sponsor agrees to notify the Provider if it becomes an ineligible organization; and
- The Plan Sponsor certifies that it now maintains or will maintain a written plan in accordance with applicable U.S. Treasury regulations;
- The Plan Sponsor agrees that it is responsible for the timely transmission to Provider of all contributions in accordance with any applicable legal requirements;
- The Plan Sponsor will share data or information requested by the Provider as necessary to facilitate transactions allowed by the Plan. The Plan Sponsor will provide the data in a mutually agreeable format;
- The Plan Sponsor will maintain a list of authorized investment providers to be made available to eligible employees and to other approved Providers upon request;
- The Plan Sponsor will obtain and maintain, at least annually, a listing of available and approved Investment Arrangements for each Provider;
- The Plan Sponsor agrees to furnish the Provider with any and all information which the Provider may require in order to fulfill its duties under this Agreement; and
- The Plan Sponsor agrees that it is responsible for maintaining the confidentiality of Plan and Plan participant information and certifies that in its separate contract with AFPS, AFPS has agreed that all information regarding Plan Participants will be kept confidential and will only be used for the purpose of providing administrative services for the Plan; provided, however, that Plan Sponsor will continue to be responsible for AFPS maintaining the confidentiality of Plan and Participant information.

## **General Provisions:**

The parties agree that the following terms and conditions are included as part of this Agreement:

- **Indemnification.** Each party agrees, to the extent permitted by applicable law, to indemnify and hold harmless the other party, including any individual member of the governing boards (each acting in his or her official capacity), and their employees from every claim, demand, or suit which may arise out of, or be made by reason of the indemnifying party's failure to meet the requirements of this Agreement. Notwithstanding the preceding sentence, this indemnification shall not cover any claim, demand, or suit based on the willful misconduct or fraud of the non-indemnifying party, its employees, or any individual member of its governing board (each acting in his or her official capacity). Either party may, at its option, and at its own expense and risk, assume the defense of and/or settle, any court proceeding that may be brought against it, members of the governing board, and employees on any claim, demand, or suits covered by this indemnification, and shall satisfy any judgment that may be rendered against any of them with respect to any such claim or demand, provided that such party notifies the other party, in writing, within thirty (30) business days of receipt of such claim or demand. Each party's liability hereunder shall be limited to actual damages, including, where applicable, income tax penalties (but not the taxes themselves) and reasonable out-of-pocket legal fees and expenses only.
- **Exclusive Services.** Except as otherwise provided in this paragraph, this Agreement, and any 403(b) contracts available under the Plan, including annuity contracts and custodial accounts, are the exclusive arrangement between the parties for services under the Plan and the terms of this Agreement and do not extend beyond such program. Neither party shall have any other obligations or liabilities not specified herein unless both parties agree to such additional obligations or liabilities in writing.
- **Not Legal Advice.** The parties agree that no service provided by the terms of this Agreement or under the Plan is to be construed as individual legal or tax advice to Participants, nor to either party.
- **Term of the Agreement.** This Agreement shall be effective on the latter date on which each party executes this Agreement below and continue from year to year unless terminated by either party, in writing, by no less than sixty (60) days written notice.
- **Applicable Law.** This Agreement shall be construed under the laws of the state where Plan Sponsor's principal office resides, unless pre-empted by federal law. Any litigation with respect to the terms or conditions of the Agreement will be conducted under such state's jurisdiction and the parties agree that venue lies therein.
- **Severability.** Each party agrees that it will perform its obligations hereunder in accordance with all applicable laws, rules, and regulations now or hereafter in effect. If any term or provision of this Agreement shall be found to be illegal or unenforceable then, notwithstanding, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
- **Assignment.** This Agreement shall not be assigned by either party without the prior written approval of both parties. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of each of the parties.

- Amendment and Waiver. This Agreement may be amended and the observance of any term may be waived only with the written consent of the Plan Sponsor and the Provider.
- Audit. Subject to all applicable federal and state privacy laws and regulations as set forth below, Provider will agree to make its records available to the Plan Sponsor or AFPS as reasonably requested to verify transactions and will assist Plan Sponsor in responding to audits.
- Confidentiality. The Plan Sponsor agrees that all knowledge and information that Plan Sponsor may receive from the Provider under and pursuant to this Agreement, relating to the Provider's Investment Arrangements, processes, rates, costs, business affairs or other data that belong to the Provider shall be regarded by Plan Sponsor as confidential and held by Plan Sponsor in confidence for Plan Sponsor's benefit and use, and shall not be used by Plan Sponsor or directly or indirectly disclosed by Plan Sponsor to any person whatsoever except to AFPS without the Provider's prior written permission. Plan Sponsor agrees to restrict disclosure of confidential information to such of its employees or regulatory authorities as may have a need to know such information in order to perform its responsibilities and obligations under this Agreement.
- Notice. Notice required under this Agreement shall be deemed provided upon delivery to the Contact Person at the address identified in Exhibit D by certified mail return receipt requested or by overnight courier service.

### **Payment of Service Fees/Plan Sponsor Election**

AFPS provides services to the Plan Sponsor for a fee in connection with Participants who maintain 403(b) Investment Arrangements under the Plan. The Plan Sponsor may elect to have AFPS bill the service fee to its approved Providers. If such an election is made by the Plan Sponsor, as set forth in Exhibit A attached hereto, the Provider agrees to pay the fee as a condition of becoming or remaining an approved Provider of the Plan. Fees will be applicable to Participants that currently contribute to the Plan and for those that do not currently contribute, but maintain a balance in the Plan invested in the Provider's Investment Arrangement(s). Prior to the end of each Plan Year, the service fee will be reviewed and may change. AFPS will provide the Plan Sponsor or Provider a ninety (90) days' advance written notice of any increase of the service fee.

If at any time Provider fails to pay the fee and has not provided notice to Plan Sponsor or AFPS that it is disputing the fee, the Plan Sponsor shall have the discretion to terminate this Agreement if it provides notice to Provider that fees are delinquent and the fees remain unpaid and Provider has not disputed the fees within 30 days after receipt of such notice.

## EXHIBIT A

### SERVICES FEE PAYMENT ELECTION

The Plan Sponsor shall check the applicable box:

- AFPlanServ®, on behalf of the Plan Sponsor, SHALL BILL the Provider the applicable administrative services fee<sup>1</sup>. If a Participant maintains a balance with one or more Providers, the fee will be divided pro-rata among the providers.
- AFPlanServ®, on behalf of the Plan Sponsor, SHALL NOT BILL the Provider the applicable administrative services fee<sup>1</sup>.

<sup>1</sup>There will be a monthly administrative services fee assessed by AFPS to the Plan Sponsor for each Participant in a qualified retirement plan that is maintained by the Plan Sponsor for which AFPlanServ® provides recordkeeping services and for which Provider is a provider. This fee is payable for Participants that currently contribute to the Plan and for those that do not currently contribute, but maintain a balance in the Plan. The current monthly fee amount of \$1.00 per Participant will be in effect until completion of the first Plan Year. Prior to the end of each Plan Year, the fee will be reviewed and may change. AFPS will provide the Plan Sponsor and Provider a ninety (90) days' advanced written notice of any increase of the service fee, but the change will not require an amendment to this Agreement.

EXHIBIT B

INFORMATION FOR REMITTANCE OF CONTRIBUTIONS

Investment Provider: BRIGHTHOUSE LIFE INSURANCE COMPANY

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name (please print) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**ACH Information**

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Bank City, State, Zip \_\_\_\_\_

Bank Account No. \_\_\_\_\_

ABA Routing No. (9 Digits) \_\_\_\_\_

Bank Telephone No. \_\_\_\_\_

Bank Fax No. \_\_\_\_\_

**Investment Provider Contact** regarding operational questions relating to Plan administration, including inquiries related to Participant account balance, loans, and other transactions:

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## EXHIBIT C

### ELECTRONIC FILE LAYOUT ACCESS INSTRUCTIONS

It is preferred that Provider provide the electronic information sharing file to AFPS required in this Agreement per the universal format developed by the The Spark Institute. Inc. This industry accepted electronic file format can be accessed by Provider and downloaded free of charge via the internet as follows:

1. Go to <http://www.sparkinstitute.org>
2. Click on “**Comments and Materials**” link on left-hand margin of page;
3. On Comments and Materials page, scroll down to heading labeled “**New Materials**”;
4. Find/click on the link to “**Best Practices for 403(b) and Related Retirement Plans Information Sharing - Minimum and Comprehensive Data Elements, Version 1.04, Updated July 31, 2015, Effective as of August 7, 2015.**”
5. Review the SPARK document for information on the proper file formats and required fields.

EXHIBIT D

CONTACT PERSONS FOR PURPOSE OF THIS AGREEMENT

**Plan Sponsor:** SAPULPA PUBLIC SCHOOLS

Address: 511 E LEE.

City, State, Zip: SAPULPA, OK 74066

Contact Name: KENDA TERRONES

Phone: 918-224-3400 Fax: 918-227-8353

Email: KTERRONES@SAPULPAPS.ORG

**Investment Provider:** BRIGHTHOUSE LIFE INSURANCE COMPANY

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

EIN \_\_\_\_\_

**Administrative Services Provider:** AFPlanServ \_\_\_\_\_

Address: P.O Box 269008 \_\_\_\_\_

City, State, Zip: Oklahoma City, OK 73126-9008 \_\_\_\_\_

Phone: (866) 560-6415 \_\_\_\_\_ Fax: (866) 578-0962 \_\_\_\_\_

Email: [WG-Annuity-AF-PlanServ@americanfidelity.com](mailto:WG-Annuity-AF-PlanServ@americanfidelity.com) \_\_\_\_\_

**Acknowledgement:**

In witness whereof, the parties have executed this Agreement by signature of authorized officers on the dates specified below.

**Plan Sponsor** \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Investment Provider** BrightHouse Life Insurance Company

Signature  \_\_\_\_\_

Printed Name Jason Frain

Title Vice President

Date February 14, 2021





Dear Plan Sponsor:

Due to several federal laws enacted over the past few years, updates are required for your 403(b) Plan Document.

Attached is an Amendment to your American Fidelity (d.b.a AFPlanServ®) 403(b) Plan Document ("Plan") from Adobe Sign. This Amendment incorporates required and optional changes for the hardship distribution requirements of the Bipartisan Budget Act of 2018 and the waiver of minimum required distributions in The Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 (the "Amendment").

**This Amendment requires review and signature by the appropriate personnel to update your 403(b) Plan.** To ensure you do not have a Plan document failure that could jeopardize the tax-qualified status of your Plan, this Amendment must be reviewed, signed, and sent back by December 31, 2021.

Adobe Sign will allow you to securely sign the Amendment through a web browser. If you would prefer to receive a printed version of the amendment, you may contact our office at WG-Annuity-AF-PlanServ@americanfidelity.com or call us at 866-560-6415.

AFPlanServ® has already begun administering your Plan per these Amendments based on each provision's applicable effective date. In the event signed documents are not returned, we will continue to administer the Plan in accordance with the Amendment, and your Plan will be deemed amended as of December 31, 2021.

We appreciate your cooperation and assistance with completing this Amendment. If you have any questions, please email us at WG-Annuity-AF-PlanServ@americanfidelity.com or call us at 866-560-6415 for assistance.

Cordially,

AFPlanServ®

American Fidelity Assurance Company

Administered and marketed by American Fidelity Assurance Company dba AFPlanServ.

Please be sure to consult with your legal or tax advisor before participating in the 403(b) Plan. AFPlanServ® does not provide tax or legal advice.

ESB-9042-1121

**Amendment To The AFPlanServ 403(b) Volume Submitter Plan Document  
For the Hardship Distribution Requirements of the  
Bipartisan Budget Act Of 2018 and the  
Waiver Of 2020 Minimum Required Distributions  
In The Coronavirus Aid, Relief, And Economic Security Act of 2020**

*The Employer named in the Adoption Agreement hereby amends the Plan to reflect certain provisions of the Bipartisan Budget Act (BBA) of 2018 and the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 with respect to hardship distributions and waivers of 2020 minimum required distributions. This amendment is intended as good faith compliance with the requirements of the BBA and the CARES Acts and the guidance issued thereunder, and is to be construed in accordance with such laws and guidance. Except as otherwise provided, this amendment shall be effective as of the date this Amendment is executed. This amendment shall supersede the provisions of the AFPlanServ 403(b) Volume Submitter Plan Document to the extent those provisions are inconsistent with the provisions of this amendment.*

I.

Effective on and after January 1, 2020, Section 7, Hardship Distributions, is amended to reflect the provisions of the Bipartisan Budget Act of 2018 (the "Budget Act") by deleting the existing language in its entirety and in its place inserting the following:

**7.1 Hardship Distributions**

- A. If elected in the Adoption Agreement, and to the extent permitted by the terms governing the applicable Investment Arrangement, distributions may be made to a Participant on account of hardship as described in section 401(k)(10) of the Internal Revenue Code and Treasury Reg. §1.401(k)-1(d)(3)(i). A distribution is made on account of hardship only if the distribution both is made on account of an immediate and heavy financial need of the Participant and is necessary to satisfy the financial need. Notwithstanding any other provisions of this Section 7, hardship distributions may not exceed the aggregate dollar amount of the Participant's Elective Deferrals and Roth Elective Deferrals, excluding earnings thereon, reduced by the amount of distributions previously made to the Participant under the Plan.
- B. The following are the only financial needs considered immediate and heavy: expenses incurred or necessary for medical care that would be deductible under section 213(d) of the Internal Revenue Code, determined without regard to the limitations in section 213(a) (relating to the applicable percentage of adjusted gross income and the recipients of the medical care) of the Participant, the Participant's spouse or dependents, or the Participant's primary beneficiary (as defined in Q&A-5 of IRS Notice 2007-7); the purchase (excluding mortgage payments) of a principal residence for the Participant; payment of tuition, related educational fees, and room and board expenses, for up to the next 12 months of post-secondary education for the Participant, the Participant's spouse, children or dependents, or the Participant's primary beneficiary; payments necessary to prevent the eviction of the Participant from, or a foreclosure on the mortgage of, the Employee's principal residence; payments for funeral or burial expenses for the Participant's deceased parent, spouse, child or dependent (as defined in section 152 of the Internal Revenue Code without regard to section 152(d)(1)(B)),

or the Participant's primary beneficiary; expenses to repair damage to the Participant's principal residence that would qualify for a casualty loss deduction under Code section 165 (determined without regard to section 165(h)(5)) and whether the loss exceeds 10 percent of adjusted gross income); expenses and losses (including loss of income) incurred by the Participant on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707, provided that the Participant's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster; or other reasons prescribed by the Commissioner in additional guidance of general applicability, published in the Internal Revenue Bulletin, expanding the list of distributions deemed to be made on account of immediate and heavy financial need.

- C. A distribution will be considered as necessary to satisfy an immediate and heavy financial need of the Participant only if:
- 1) The distribution is not in excess of the amount of the immediate and heavy financial need (including amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);
  - 2) The Participant has obtained all currently available distributions other than hardship distributions under the Plan and all other plans of deferred compensation, whether qualified or nonqualified, maintained by the Employer;
  - 3) The Participant has provided to the Plan Administrator a representation in writing (including by using an electronic medium as defined in §1.401(a)-21(e)(3)), or in such other form as may be prescribed by the Commissioner, that he or she has insufficient cash or other liquid assets reasonably available to satisfy the need; and
  - 4) The Plan Administrator does not have actual knowledge that is contrary to the Participant's representation.

## II.

Effective solely for required minimum distributions which would be paid during calendar year 2020, including distributions for calendar year 2019 which were not paid in 2019 and would therefore have been due to be paid between January 1, 2020 and April 30, 2020, Section 6.2, Minimum Distribution Requirement, is amended to reflect the provisions of the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 by designating the existing paragraph as "A." and inserting the following paragraph B:

- B. Notwithstanding anything in section 6.2 A. and the terms governing each Investment Arrangement, the Plan shall comply with the minimum distribution requirements as amended by the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and Code Section 401(a)(9)(I). Thus, for example, whether a Participant or Beneficiary who would have been required to receive required minimum distributions in 2020 (or paid in 2021 for the 2020 calendar year for a

Participant with a required beginning date of April 1, 2021) but for the enactment of section 401(a)(9)(I) of the Code (2020 RMDs), and who would have satisfied that requirement by receiving distributions that are either (1) equal to the 2020 RMDs, or (2) one or more payments (that include the 2020 RMDs) in a series of substantially equal periodic payments made at least annually and expected to last for the life (or life expectancy) of the participant, the joint lives (or joint life expectancies) of the participant and the participant's designated beneficiary, or for a period of at least 10 years (Extended 2020 RMDs), will receive those distributions in accordance with the terms governing the applicable Investment Arrangement, but if the applicable Investment Arrangement does not indicate how 2020 RMDs will be treated, then a Participant or Beneficiary who would have been required to receive a 2020 RMD will receive this distribution unless the Participant or Beneficiary affirmatively chooses not to receive the distribution.

In addition, notwithstanding section 6.4 of the Plan, and solely for purposes of applying the direct rollover provisions of the Plan, certain additional distributions in 2020 will be treated as eligible rollover distributions. A direct rollover will be offered for distributions that would be eligible rollover distributions in the absence of section 401(a)(9)(I), 2020 RMDs (as defined in the Plan), and Extended 2020 RMDs (as defined in the Plan).

IN WITNESS WHEREOF, the Employer has caused this Amendment to the Plan to be executed by its duly authorized representative this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Employer Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

October 13, 2021

James Lawrence  
Director of IT  
Sapulpa School District 133  
511 E Lee  
Sapulpa, OK 74066

Dear Mr. Lawrence:

Follett School Solutions, LLC (Follett) is pleased to present the enclosed Amendment to your Follett Destiny® Solution agreement.

In order for us to ensure your project completes smoothly, please provide us with the information listed below:

- Please have an authorized representative of your District Sign and complete the fields as prompted and upload your PO if available. Additionally, make sure you return **ALL PAGES** of the signed document to your sales consultant.
- Ensure that the data on Schedule A is accurate (if attached).
- After the licenses have been activated:
  - Sign, date, and return the Acknowledgement of Delivery form as instructed above. Please include your printed name, title, and district address.

We look forward to a successful Follett Destiny Solution implementation and we appreciate your decision to partner with Follett.

Sincerely,

Tracy L. McElman  
Inside Sales Consultant - Technology  
Phone: 877-899-8550 Ext. 46275  
Fax: 815-578-5484  
[tmcelman@Follett.com](mailto:tmcelman@Follett.com)

Amendment E  
**Destiny® Resource Management Agreement**  
Sapulpa School District 133  
Quote # 1115510-1  
Customer # 3560400  
October 13, 2021

This Amendment is made part of the Follett Destiny Solution Agreement between Follett School Solutions, LLC ("Follett") and Sapulpa School District 133 ("you") in Sapulpa, OK dated May 22, 2015 (the "Agreement") is effective October 13, 2021. Any capitalized terms not defined in this Amendment have the meanings given them in the Agreement.

The prices and terms in this Amendment will be held open and valid until October 31, 2021. Modifications to the Agreement

You and Follett (the "parties") agree to amend the Agreement, notwithstanding anything to the contrary in the Agreement, as follows:

Summary of Software and Services: Year 1 Costs	Pricing
--	---------

<b>The total dollar amount included in this Amendment is</b>	<b>\$3,273.61</b>
--	-------------------

#### Destiny Cloud

- Destiny® Library Manager for one (1) location(s)
  - Alliance Plus
  - Destiny Discover
  - Collections
  - One Search
  - TitlePeek
  - Online documentation and Help
  - Note: Library Manager is designed specifically as a Library management tool

#### PN293 – Add on Resource Manager Promotion

- Destiny Resource Manager – Complete Edition for one (1) location(s)
  - Online documentation and Help
  - Note: Resource Manager is designed specifically as a tool for District/School resource (non-library) management.
- Server maintenance and support

## Please Note:

- Implementation services costs are not included.
- Data conversion and data enhancement services costs are not included.
- All other terms of the Agreement (and, if applicable, as amended) remain in full force and effect.
- All pricing is listed in United States dollars.
- Payment terms are Net 30 days from Invoice.
- To the extent allowable by law, this Amendment is strictly confidential.

## Annual Licensing and Maintenance Costs Starting Year 2\*

### Destiny Cloud

- Destiny® Library Manager for one (1) location(s)
  - Alliance Plus
  - Destiny Discover
  - Collections
  - One Search
  - TitlePeek
  - Online documentation and Help
  - Note: Library Manager is designed specifically as a Library management tool
- Destiny Resource Manager – Complete Edition for one (1) location(s)
  - Online documentation and Help
  - Note: Resource Manager is designed specifically as a tool for District/School resource (non-library) management.
- District Technical Support includes:
  - Toll-free telephone technical support for designated Customer contacts
  - 24/7 customer Web Portal, with searchable online knowledge base
  - Unlimited email support
  - Follett Community (how-to's, training tools, and videos)
  - Product updates

**Total Annual Licensing and Maintenance Costs\*\*:** **\$1,886.12**

\*You must have paid or pay for all prior years' Annual Licensing and Maintenance Costs and renew maintenance for all sites and Management Systems at the same time in order to continue to receive access to Destiny Cloud. Otherwise Follett reserves the right to turn off the Services.

\*\* Note: This new pricing will be reflected in your next annual renewal fee.

The Destiny Cloud solution effectively includes server/storage equipment operations via the Microsoft Azure cloud.

### **Digital Resource Limit**

Digital content that is uploaded and cataloged is limited to 1 GB per Destiny database (for district if the Destiny database serves a multi-school district; or individual school, if the database is limited to a specific school). If at any time you exceed this limit and wish to purchase additional space, you may do so at an additional cost of \$5.00 per GB annually.

### **Structure**

Files are stored on the server and uses SQL to manage the file location.

Note: The Follett Destiny Solution is a Schools Interoperability Framework (SIF) certified product based on the US SIF Specification. The Destiny SIF agent and SIF implementation services are sold by Kimono ([web.kimonocloud.com](http://web.kimonocloud.com)).

By signing below, you represent that you have read the terms of this Amendment, including those on the following pages, understand and agree to such terms, and are duly authorized to sign on behalf of the School District.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives as set forth below.

Follett School Solutions, LLC

Sapulpa School District 133

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

1340 Ridgeview Drive

E-mail \_\_\_\_\_

McHenry, IL 60050

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Do you have a PO to attach for this purchase?

Yes

No, I will provide at a later date

No, I will not be using a PO

Please provide a reference for Billing Purposes  
(such as the Billing Contact's Name):

\_\_\_\_\_

To ensure your project starts when planned and goes smoothly, please provide us with the information listed below:

- Ensure that the data on Schedule A is accurate (if attached).
- An authorized representative of your District needs to **sign above**. Additionally, make sure you return **ALL PAGES** of the signed document to your sales consultant.

# Licensed School Sites

## Schedule A

\*Note: Licenses are transferable.

**District Name:** SAPULPA SCH DIST I-33

Site Name	Acct #-Oracle	Destiny Products	Data Service	Digital Content Subscriptions
BARTLETT ACAD	EBS 3501951	<input checked="" type="checkbox"/> Library Manager <input type="checkbox"/> Textbook Manager <input type="checkbox"/> Media Manager <input checked="" type="checkbox"/> Resource Manager	<input type="checkbox"/> LM <input type="checkbox"/> TM <input type="checkbox"/> MM <input type="checkbox"/> RM	<input type="checkbox"/> Alliance A/V <input type="checkbox"/> Fountas & Pinnell <input type="checkbox"/> Lexile <input type="checkbox"/> Reading Program-AR/RC <input type="checkbox"/> Standards <input checked="" type="checkbox"/> TitlePeek <input type="checkbox"/> WebPath Express <input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO <input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration

# SchoolMessenger Order Authorization

## ACCOUNT INFORMATION

District Name: Sapulpa ISD 33

Solutions Included: Presence

Pro-Rated Rate: \$3645.60

January 3, 2022 – July 2, 2022

Total Due: \$3645.60

Service Start Date: January 3, 2022

Reference Quote # 147365

## ACKNOWLEDGEMENTS

Intrado Interactive Services Corporation d/b/a SchoolMessenger ("Provider") will provide the district named above ("Client") with the online communications applications further described in the Reference Quote subject to the following terms and conditions:

### Order Authorization Terms.

The terms and conditions available at [www.schoolmessenger.com/webterms](http://www.schoolmessenger.com/webterms) will apply to this order authorization, unless the parties have entered into a separate mutually executed agreement. The terms of this order will govern any conflict with the above-mentioned terms. No additional terms in Customer's purchase order will apply.

### Term and Termination.

This Agreement will commence on the Service Start Date and continue for 6 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term.

### Agreed and Acknowledged by the following who is authorized to sign on behalf of the Client:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(or initials if signing electronically)  
Name: \_\_\_\_\_ Title: \_\_\_\_\_



Intrado Interactive Services Corporation

## Quote

**Date** 11/18/2021  
**Quote #** 147365  
**Expires** 1/4/2022  
**Quote Type**  
**Representative** AM Nicole Seabaugh  
**Agent**

**THIS IS NOT A BILL.**

**Prepared for:**

Accounts Payable  
Sapulpa Public Schools  
511 E Lee Ave  
Sapulpa OK 74066-4308  
United States

Item	Quantity	Description	Rate	Amount
R-SM-CMS	1	SchoolMessenger Presence Renewal -- Content Management System (CMS) and Website hosting, 12-month package January 3, 2022 - January 2, 2023		7,291.20
Discount-Prorate CMS	1	SM Presence Manager approved discount  Pro-Rated Presence service for six months 1/3/22 thru 7/2/22 Contract end date July 2, 2022		-3,645.60
			<b>Total</b>	<b>\$3,645.60</b>

The terms and conditions available at <https://www.west.com/legal-privacy/webterms/> apply to this quote, unless the parties have entered into a separate mutually executed agreement.  
Sales tax may be applied on invoice. Tax exemption certificates can be sent to [SchoolMessengerBilling@west.com](mailto:SchoolMessengerBilling@west.com).



147365



### Grant Award

Tulsa Community Foundation ("TCF") is pleased to make this charitable Grant to the Grantee, named on, in the amount of, and on the date shown on the enclosed Grant check instrument.

This Grant is restricted for the following purpose(s) and may only be used to specifically benefit the Grantee according to the terms and conditions outlined in this Grant Agreement:

#### Cox Charities Innovation in Education Grant Program

This Grant is made upon the advice of the following Advisor(s), whom Grantee may wish to acknowledge or thank, from the following component fund of TCF ("Fund"):

Ms. Tiffani J. Bruton  
Cox Charities Fund  
11811 E. 51st St.  
Tulsa, OK 74146

Recognition shall be provided as described in Article 8. Per Article 2, this Grant is for charitable purposes, not goods and services.

Sincerely,

Phil Lakin, Jr., Chief Executive Officer

### Grant Agreement

This Grant Agreement ("Agreement") between TCF and Grantee is made as of the date on the Grant check instrument and incorporates this communication in its entirety, including the following:

1. The Grant will be used exclusively for the charitable purpose(s) listed above. Any part of the Grant not so used must be promptly returned to TCF.
2. TCF, the Donor(s), Advisor(s) and related parties decline all goods and services related to this Grant. Grantee will make no grants, loans, compensation and similar payments to the Donor(s), Advisor(s), or related parties with this Grant.
3. Grantee is not an individual; Grantee is an entity that will use this Grant for a charitable purpose or purposes.
4. Grantee is an organization that is described in Section 170(b)(1)(A) of the Internal Revenue Code, and if not, agrees to inform TCF immediately and abide by provisions that TCF has in place when exercising expenditure responsibility. Grantee is required to immediately provide TCF with written notice of any changes in Grantee's tax-exempt status.
5. No part of the Grant may be used or expended for any political activity or purpose.
6. Grantee is responsible for the prudent and lawful expenditure of this Grant and for maintaining adequate supporting records (GAAP).
7. Grantee is hereby notified of TCF's intent to monitor and evaluate the activities funded by this Grant. This may include a visit by a TCF representative to review and discuss the program with Grantee.
8. Usual and customary recognition shall be given to the Fund and TCF.

Grantee's deposit, negotiation, and/or endorsement of the enclosed Grant check instrument 1) constitutes its agreement to the terms and conditions as set forth in this Agreement, and 2) signifies that no more than an incidental benefit has been or will be provided to (a) the Donor(s), Advisor(s) or any party that is related to the Donor or Advisor(s), and (b) any individual other than those in the charitable class of persons served by the Grantee.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of this Agreement, and hereby certify my authority to execute this Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Sapulpa Public Schools (Check #142293, 10/29/2021, \$935.00.)

Please return this agreement within 10 business days by SCAN to grants@tulsacf.org or FAX to 918-494-9826



SAPULPA PUBLIC SCHOOLS

Marsha Walblay &lt;mwalblay@sapulpaps.org&gt;

## Inno App Completed

1 message

**Cox Charities - Education Grant** <coxcentralregion@cox.com>  
 Reply-To: Cox Charities - Education Grant <coxcentralregion@cox.com>  
 To: "mwalblay@sapulpaps.org" <mwalblay@sapulpaps.org>

Fri, May 14, 2021 at 6:37 AM

This is a copy of the message you have sent via the form.

<b>Contact Name</b>	Marsha Walblay
<b>Contact Email Address</b>	mwalblay@sapulpaps.org
<b>Contact Phone Number</b>	918-639-7947
<b>School Name</b>	Holmes Park Elementary
<b>School District</b>	Sapulpa Public Schools
<b>Address</b>	1231 E. Dewey Sapulpa Oklahoma 74066 United States
<b>Principal Name</b>	Roger Johnson Johnson
<b>Principal Email Address</b>	rdjohnson@sapulpaps.org
<b>How did you learn about the Cox Charities Education grant program?</b>	Past Applicant
<b>If you selected "Cox employee" above, please provide the employee's name.</b>	
<b>Name of Project</b>	Innovation Station
<b>Funds will not be distributed until late Fall 2021. What is your projected start date for the program?</b>	Fall 2021
<b>Number of Students Served by Program</b>	650
<b>Ethnicity of Students Served- African American / Black</b>	yes
<b>Ethnicity of Students Served- American Indian / Alaskan Native</b>	yes
<b>Ethnicity of Students Served- Asian</b>	no
<b>Ethnicity of Students Served- Hispanic / Latino</b>	yes
<b>Ethnicity of Students Served- Native Hawaiian / Pacific Islander</b>	no
<b>Ethnicity of Students Served- White / Non-Hispanic</b>	yes
<b>Have you received a Cox Charities education grant</b>	Yes

before?

**Please tell us about the project you would like to implement in your classroom / school.**

Holmes Park Elementary is a culturally diverse population. The library media center is wanting to continue offering limitless opportunities to allow our students to explore, create, and to take responsibility for self-directed learning. This project would allow the library media center to purchase Maker Space items and books which will impact student learning and development. These maker Space items and books will allow young learners to practice engineering and tinkering skills, and bolster the development of a growth mindset. Maker Spaces allow for all students to have access and promote differentiated learning.

**How will this project address the educational needs of your students?**

Maker Spaces encourage collaboration and student exploration through technology, art, and culture. Students who are allowed ownership of their learning become more inquisitive, imaginative, and motivated. Hands-on activities promote real-world problem-solving skills, equity, and inclusion.

**Please describe the students who will participate in this project.**

Approximately 650 students from Pre-Kindergarten through Fifth grade will participate in this project. Students range in age from four to eleven. All will benefit from having access to Maker Space materials and books.

**What outcomes do you hope for your students to achieve through participation in this? How will you measure your project's success?**

One outcome this project hopes to achieve is for students to have freedom to explore their own interests and encourage. One project planned is for fifth-grade students to build forts using Maker Space items and card board. Students will read books on building and engineering then design and build forts. These forts will be used in the library as reading places for our younger students. Another project is for fourth-grade students to read about bridge construction. They will then design and create bridges for a toy car or train to pass over. Many projects can be created from these materials. Students will be able to utilize their problem-solving skills as they create projects to answer real-world problems. Students will only be limited by their imaginations. Maker Spaces allow students to fail, reevaluate, and find solutions.

**If you are requesting technology, do you have approval from your school principal or IT department to submit this grant application?**

Yes

**Amount Requested from Cox (\$)** 935.00

**If awarded, how will the Cox Charities funds be used to purchase supplies for the project. (I.e. iPads, STEM kits, flex seating, etc)**

STEM or Maker Space items will be purchased from DEMCO. Library books will be purchased from Perma-Bound and Capstone Publishing.

**Is this project a one time use or can it be used again?**

Multi-use

**If multi-use, how will you work to keep supplies and materials protected against daily wear and tear?**

Materials will be kept in heavy-duty storage cases.

**Are you pursuing supplemental funding for this program, if so, please list the source(s) and amount(s) requested.**

No

**If awarded funding, Cox Communications can use our school name/logo/likeness in print, television, radio and other internal or external communications.**

Yes

**If awarded funding, we acknowledge that our school may be featured in a Cox**

Yes

**Communications publication or television spot.**

**If awarded funding, I am willing to share project successes, activities, and photos of the materials in use. documenting program activities.**      **Yes**

 **2021 Education grant app.pdf**  
27K



November 1, 2021

Mr. Robert Armstrong  
Sapulpa Public Schools  
511 East Lee  
Sapulpa, Oklahoma 74066

Dear Mr. Armstrong,

On behalf of Assistance League® Tulsa and the Betty Bradstreet Arts Education Award committee, I am pleased to inform you that four of your teachers received awards for this year. Teachers' awards are: Shay Miller, Freedom Elementary received \$788.45 for music supplies; Mike Schmidt/E. Engdahl-Taylor, Holmes Park Elementary received \$2,211.54 for musical instruments; Erin Muniz, Jefferson Heights, received \$1,166.34 for musical instruments; and Carmen Taylor, Jr. High, received \$2,341.70 for art supplies/equipment. This award is given to teachers to provide funds to promote arts, music and drama in their schools.

They have been provided with instructions to complete the appropriate paperwork to receive this award.

Please feel free to contact me at [bettybradstreet@altulsa.org](mailto:bettybradstreet@altulsa.org) if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Kathy Stephen'.

Kathy Stephen, Chair  
Betty Bradstreet Arts Education Award committee

## LIST OF BUSES TO SURPLUS

942 (OLD 27)	2000 FREIGHTLINER	4uz6cjaa9ycg10423	old
L20	2008 International	4DRAPSKK48A659789	needs engine
Old 21	1994 International	1HVBBAAP5SH651935	old
Bus 30	2005 IHC	4DRBUAAN75B981349	wrecked
Bus 31	2005 IHC	4DRBUAAN55B981348	
Bus 31	2008 International	4DRBUAAN68B655871	needs engine
A1	2005 International	4DRBWAARX5A981350	activity bus -needs engine

New engines cost \$20,000 - \$25,000 each Most of these buses have been stripped of any parts that we can use on our route buses. Chad has saved us money, taking all he could off these.

We need to make room for the new buses. None of these buses can be used for routes or activities.

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR  
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Baseball DATE OF REQUEST: 11/2/21

SPONSOR: Steven Irvine

DESTINATION: Durant, OK & Baytown, TX

DATE LEAVING (DAY AND DATE) 3/8 (Durant) Tuesday 9th-12th @ Baytown

DATE RETURNING (DAY AND DATE) 3/12

NUMBER OF SCHOOL DAYS MISSED 2

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 WERE RAISED: Golf Tournament

NUMBER OF STUDENTS ATTENDING: 22 NUMBER OF SPONSORS: 3

PURPOSE OF TRIP: Expose our student-athletes to great  
experience similar to college athletics and reward our  
players for fundraising efforts.

MODE OF TRANSPORTATION: Mini-Buses

  
PRINCIPAL'S APPROVAL

  
SUPERINTENDENT'S APPROVAL

SAPULPA HIGH SCHOOL

SUPER INTENDENT'S REQUEST FOR  
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP MCJROTC

DATE OF REQUEST: 29 Nov 2021

SPONSOR: LtCol Shannon

DESTINATION: Washington, Missouri

DATE LEAVING (DAY AND DATE) Friday 28 January 2022 at 0800

DATE RETURNING (DAY AND DATE) Saturday 29 January 2022 at 1200

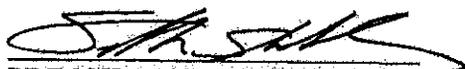
NUMBER OF SCHOOL DAYS MISSED 1

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 5 NUMBER OF SPONSORS 1 and 1 female chaperone.

PURPOSE OF TRIP: Compete in the 2021-2022 Missouri State 3 Position Air Rifle Championship.

MODE OF TRANSPORTATION: Sapulpa School Van

  
PRINCIPAL'S APPROVAL

  
SUPERINTENDENT'S APPROVAL



## DRAFT PROPOSAL SAPULPA

**Purpose:** It is the responsibility of the Board of Education to adopt official names for public school facilities. In fulfilling this responsibility, the Board will establish an equitable process for naming school facilities, and will make every effort to respect community preferences. Although the Board will consider recommendations for school facility names, the final responsibility for naming a school building or facility rests with the Board of Education.

**Naming Process** When a school site is purchased, or a planning project for a new school facility is initiated, the Superintendent will establish a temporary, generic name to designate the site or building for planning purposes. Prior to the opening of a new site or facility, the Superintendent shall establish a naming committee comprised of affected community members, administrators, staff, and students to develop a list of names for recommendation to the Board of Education. The naming committee shall follow the guidelines established by this policy in developing the list of recommended names. The naming committee may designate its top preference(s) on the list. The Board may select from among the recommended names or ask the naming committee to submit additional recommendations.

If an existing school site, facility, specified areas within or around school sites, or other District facilities, including athletic facilities, are being named or renamed according to location and/or function (e.g. Middle School, Junior High, High School, etc.), the Superintendent may forego the naming committee process, and recommend a name to the Board. At the discretion of the Superintendent, other methods may be used to get input or generate potential names for consideration (i.e. survey, poll, naming contest, etc.).

**Naming Guidelines** Geographic, historic, functional or neutral names are preferred for schools and facilities (e.g. Freedom, Jefferson Heights, Liberty, etc). Names with potentially negative connotations should be avoided.

An individual's name may be considered for a school or facility, with preference given to deceased (for at least three years) historical figures or distinguished persons who have been previously recognized for their sacrifice or outstanding contributions made to education, the state or the nation.

**Renaming a School or Facility** If there is strong interest within the community, the Board of Education will consider requests to rename existing school facilities. If the Board decides to proceed with a renaming, the procedures outlined in the Naming Process above will be followed.

**Special Requests** Requests to name a school, facility or portion of a school facility based on a financial contribution to the District must be expressly approved by the Board of Education.

Honors or memorials to students, faculty/staff, administrators, Board members, or others associated with the District may be done through the purchase of items such as plaques, benches, tables, etc. The purchase and location of all such items must be approved in advance by the Board based on a recommendation by the Superintendent.

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:

<b>Category</b>	<b>Dollar limits</b>	<b>Bidding Requirements</b>
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 <del>\$50,000</del> <b>\$100,000</b>	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 1st.. 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.

#### Capacity Determination

Capacity, hereafter deemed Program Capacity, determinations are specifically for the purpose of complying with Oklahoma Senate Bill 783 (2021) guidelines to determine the capacity for Sapulpa Public Schools to accept transfer students as defined by this legislation. Program Capacity is not intended to define district decisions related to staffing allocations or class size determinations for non-transfer students.

In making the decision to determine Program 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. Sapulpa Public Schools recognizes the need to provide additional support in schools designated as Schoolwide Title I sites and as a result, implements a 10% variance in all capacity calculations as it relates to Oklahoma Senate Bill 783 (2021).

The following calculations will be used to determine Program Capacity for Sapulpa Public Schools

- PK- 5th Grades:  
By site, the number of teachers per grade level x 20 students = PK-5th Grade Program Capacity by site and by grade level
- 6th-7th Grades:  
By site, the number of English Language Arts Teachers per grade level x 140 students = 6th-7th Grade Program Capacity, by site and by grade level
- 8th-12th Grades:  
By site, the number of English Language Arts Teachers per grade level x 140 students = 8th-12th Grade Program Capacity, by site and by grade level

As it relates to Program Capacity, "Student" is defined as any student currently enrolled in Sapulpa Public Schools (SPS). This includes SPS students participating in any of the following learning formats: traditional in person; headstart; homebound; alternative program (s); blended instruction; virtual; concurrent enrollment; career and technology programs, and dual credit.

As it relates to Program Capacity, "English Language Arts" includes all levels of English Instruction for each specific grade level (e.g. English 3 and AP English Language). Self-contained special education courses and special education related teacher maximums are defined elsewhere.

As it relates to Program Capacity, the "number" of English Language Arts Teachers will be based on the Full-Time Equivalent (FTE).

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.**

**ATTACHMENT A**  
**Application Form**

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the district will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Full name of student as it appears on the student's birth certificate:  
\_\_\_\_\_

2. Date of student's birth: \_\_\_\_\_

3. Current address of student: \_\_\_\_\_  
\_\_\_\_\_

4. Full names of parent(s), guardian(s), or custodian(s) of the student:  
\_\_\_\_\_

5. Educational history of the student:  
A. School district in which student currently resides: \_\_\_\_\_

B. School in which the student is currently enrolled, if different from above.  
\_\_\_\_\_

C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:

School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_

School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_

School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_

6. Current or last completed grade of student: \_\_\_\_\_

7. Grade in which the student desires to enroll: \_\_\_\_\_

8. Courses in which the student desires to enroll in each semester in the coming school year:  
\_\_\_\_\_  
\_\_\_\_\_

9. Has the student a disciplinary record for violating school regulations?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, state school(s) in which each violation occurred and approximate date(s) of violation(s):

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10. Has the student ever been suspended from school or placed in an alternative education program or setting for disciplinary reasons?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: For each suspension and alternative program or setting, state the school which suspended or placed the student; the nature of the offense; and approximate date of the suspension or placement, if different from the above:

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11. Has the student been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:

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12. Has the student been convicted as an adult for either a violent or nonviolent offense as defined in relevant Oklahoma law?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State the name of the court in which the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:

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13. Has the student 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

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14. Has the student possessed on school property, in school transportation, or at a school event, an alcoholic beverage; low-point beer, as defined by relevant Oklahoma law; or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

- 
- 
15. Has the student 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

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16. Has the student ever been removed from any school for making an electronic communication with the intent to terrify, intimidate, harass, or threaten injury or harm to faculty or other students?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

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17. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student's current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student's plan:

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18. Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

Yes \_\_\_\_\_ No \_\_\_\_\_

**ATTACHMENT B**  
**Transfer Student Consent to Cancellation of Transfer**

The undersigned, who is not a resident of this district, recognizes:

1. That the undersigned non-resident student has a right by law to attend the school district of residence;
2. That the non-resident student desiring to enroll in this district has no statutory right to attend this district;
3. That the district is not required to accept this transfer application; and,
4. That the district does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the district approves a transfer allowing the undersigned student to enroll in this district, the administration of the district has the irrevocable consent of the undersigned to cancel the student's transfer at any time. Reasons for cancellation include, but are not limited to, the following:

1. The student fails to comply with student behavior rules set by the district, school, or teacher;
2. The parent(s), or student 18 years of age or older, fails to promptly pay financial obligations owed to the district, including payments owed, but not limited to, school lunches and for lost or destroyed district property;
3. The student does not have a valid excuse for failure to attend school;
4. The superintendent or board determine that due to a financial shortfall occurring at any time or over-enrollment causing crowded classrooms or programs that it is necessary to cancel any transfer for the best interests of the students who reside in the district; or
5. The best interest of the district.

The undersigned also is informed that this consent to cancellation and waiver of rights to contest cancellation of the transfer is a condition to the granting of the transfer and for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent(s), or student 18 years of age or older, of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have no right to appeal that determination to the board of education, and that after cancellation, the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to district authority to cancel the transfer, if granted, for the reasons stated above.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent or Adult Student

\_\_\_\_\_  
Printed Name

# PERSONNEL REPORT

December 13, 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>
Ty Barrett	Teacher/\$40,022	November 29, 2021
Stephen Franco	Teacher/\$40,022 (Pending Emergency Certification)	November 29, 2021
Nichell Searcy	Teacher/\$40,022 (Pending Emergency Certification)	November 29, 2021

#### EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Julie Enlow	Site CT Team Member SMS/\$800
Jessica White	Jr. Botball Coach/\$1,200
Robert Demers	Jr. Botball Coach/\$1,200
Elisabeth Harper	Jr. Botball Coach/\$1,200
Dustin Nail	Jr. Botball Coach/\$1,200

#### REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
None	

**CHANGE OF STATUS**

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

**TRANSFER**

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

**FMLA REQUEST**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Effective Date</u></b>
Makayla Brown	Teacher	Maternity	January 19, 2022
Kendall Aylward	Teacher	Maternity	February 07, 2022
Amy Housel	Teacher	Maternity	March 24, 2022

**RESIGNATIONS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Kayela Fish	Teacher	November 19, 2021
David Sizemore	Teacher	December 17, 2021

# PERSONNEL REPORT

December 13, 2021

## SUPPORT PERSONNEL REPORT

### EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Julie Kitchens	Paraprofessional/\$11.46 hr	November 11, 2021
Amber Jenkins	Crossing Guard/\$14.14 hr	November 14, 2021
Nick Bosworth	Crossing Guard/\$14.14 hr	November 18, 2021
Kyle Sivadon	Custodian/\$13.27 hr	December 06, 2021
Aaron Taylor	Custodian/\$11.68 hr	November 08, 2021
Melissa Frank	Bus Assistant/\$11.60 hr	December 06, 2021
Bryce Hailey	Computer Tech A/\$19.08 hr	November 29, 2021

### STIPENDS

<u>Name</u>	<u>Extra-Duty/Stipend</u>
None	

### CHANGE OF STATUS

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

**TRANSFERS**

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

**FMLA LEAVE REQUEST**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Effective Date</u></b>
Loretta Thomas	Bus Assistant	Medical	November 05, 2021
Jackie Johnson	Paraprofessional	Medical	September 28, 2021

**RESIGNATIONS/RETIREMENTS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Robin Mallard	CN Cook I	October 29, 2021
Stephanie Mullenix	CN Cook I	November 19, 2021
Ashley Hayes	Secretary	November 29, 2021
Annamarie Faraone	Paraprofessional	November 19, 2021
Angela Maier	Paraprofessional	November 29, 2021
Cindy Regier	Title I Assistant	November 29, 2021

**TERMINATIONS**

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

