

**AGENDA**  
Sapulpa Public Schools  
Regular Virtual and Physical Meeting  
Washington Administration Center Board Room  
511 E Lee  
Sapulpa, OK 74066  
Monday, March 7, 2022 at 6:00 PM

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

- I. Call the meeting to order and Pledge of Allegiance to the American Flag
- II. Formal Adoption of the Agenda.
  - A. Motion, discussion, and vote on Motion to formally adopt Agenda.
- III. Consent Agenda
  - A. Approval of the Meeting Minutes for 2.14.22 Regular Meeting.
  - B. Approval of 2021-22 General Fund Purchase Order Encumbrance numbers 714 through 790.
  - C. Reapproval of 2021-22 General Fund Purchase Order number 27.
  - D. Approval of 2021-22 Building Fund Purchase Order Encumbrance numbers 165 through 178.
  - E. Reapproval of 2021-22 Building Fund Purchase Order number 111.
  - F. Approval of 2021-22 Child Nutrition Fund Purchase Order Encumbrance number 74.
  - G. Approval of 2021-22 Bond Fund 31 Purchase Order encumbrance numbers 15 through 18.
  - H. Approval of 2021-22 Bond Fund 32 Purchase Order Encumbrance numbers 45 through 48.
  - 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 2022-23 Yearbook Contracts for Sapulpa Public Schools:
    - 1. Sapulpa High School--Herff Jones
    - 2. Sapulpa Jr. High--Herff Jones
    - 3. Sapulpa Middle School--Walsworth
    - 4. Freedom Elementary--Herff Jones
    - 5. Holmes Park Elementary--Jostens
    - 6. Jefferson Heights Elementary-Ruth Kelly Studio
    - 7. Liberty Elementary Stem Academy-Jostens
  - L. Approval of Municipal Accounting System (MAS) Software Service Agreement for the 2022-23 school year.

- M. Approval of 2022-23 VYPE Agreement with Sapulpa Athletics Department.
- N. Approval of the 2021-22 Audit Contract and Engagement Letter with Bledsoe, Hewett & Gullekson.
- O. Approval of 2021-22 Powerschool-Nutrakids Quote.
- P. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information and Discussion Items
  - A. Superintendent Comments
- VI. Action Items
  - A. New Business - items not known or foreseen when agenda was posted.
  - B. Discussion, motion, and vote on a motion to approve/disapprove the District (School Year) Calendar 2022-23.
  - C. Proposed Executive Session to discuss Personnel listed and to conduct an ongoing evaluation of the Superintendent as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
    - 1. Vote to convene in Executive Session
    - 2. To acknowledge the Board has returned to Open Session
    - 3. Statement of Executive Session Minutes
  - D. Personnel
    - 1. Vote to approve/disapprove employing Personnel as per attachment.
    - 2. Vote to approve/disapprove FMLA request for Jennifer Gardella effective March 15, 2022, through June 07, 2022.
    - 3. 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, February 14, 2022 6:00 PM

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

I. Call the meeting to order and Pledge of Allegiance to the American Flag

The meeting was called to order at 6 pm by President Steve McCormick. Asst. Superintendent Johnny Bilby led the Pledge of Allegiance. Site Teachers and Support Staff of the Year were introduced by Donia Doudican. District Teacher and Support Staff of the year will be announced in April at a banquet held to celebrate each of them.

Site Teachers of the Year: SHS-Jeremy Lusk, SJH-Debbie Williams, Bartlett-Kyle Bloomer, SMS-Brandy Lusk, Freedom-Amber Moore, Holmes Park-Debra Ashby, Jefferson Heights-Rebecca Clostio, Liberty Stem-Lori Reed.

Support Staff nominees are Shannon Groves-Band Secretary, Chris Pressler-SMS Custodian, and Jeannie Helvey-Paraprofessional at Liberty Stem.

II. Formal Adoption of the Agenda.

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

To formally adopt the Agenda passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

III. Consent Agenda

III.A. Approval of the 1.18.2022 Regular Meeting Minutes.

III.B. Approval of the 2021-22 General Fund Purchase Order Encumbrance numbers 614 through 713.

III.C. Approval of the 2021-22 Building Fund Purchase Order Encumbrance numbers 149 through 164.

III.D. Approval of the 2021-22 Child Nutrition Fund Purchase Order Encumbrance numbers 69 through 73.

III.E. Approval of 2021-22 Bond Fund 31 Purchase Order Encumbrance Numbers 13 and 14.

- III.F. Approval of 2021-22 Bond Fund 32 Purchase Order Encumbrance numbers 43 and 44.
- III.G. Approval of the 2021-22 Bond Fund 33 Purchase Order Encumbrance numbers 32 and 33.
- III.H. Approval of the monthly financial reports of the School Activity Funds account.
- III.I. Approval of the Treasurer's Report on the status of Funds and Investments.
- III.J. Accept and approve the employee assignments for Mr. Johnny Bilby and Mrs. Amy Riff as the Title IX Co-Coordinators for Sapulpa Public Schools.
- III.K. Accept and approve the employee assignment for Mrs. Katherine Stufflebeam as the ADA (Americans with Disabilities Act) and 504 (Rehabilitation Act) Coordinator.
- III.L. Approval of 2022-23 Rank One Online Registration Software Agreement, a payment software for District sports fees.
- III.M. Approval of 2022 Heggerty Contract for Professional Development: Webinar.
- III.N. Approval of the 2022-23 Lincoln Christian Winter Classic Tournament for Boys and Girls Basketball.
- III.O. Approval of the 2022 Bishop Kelley High School Basketball Invitational Tournament contract for Sapulpa Varsity Men's Basketball.
- III.P. Approval of the Out of State Activity Trips as per attachment.
- III.Q. Approval of Fundraisers.
- A. 1.18.2022 Regular Meeting Minutes, B. General Fund Purchase Order Numbers 614-713, C. Building Fund Purchase Order Numbers 149-164, D. Child Nutrition Purchase Order Numbers 69-73, E. Bond Fund 31 Purchase Order Numbers 13 and 14, F. Bond Fund 32 Purchase Order Numbers 43 and 44, G. Bond Fund 33 Purchase Order Numbers 32 and 33, H. School Activity Funds, I. Treasurer's Summary, J. Employee Assignments Title IX, K. Employee Assignments ADA and 504, L. 2022-23 Rank One Agreement, M. 2022 Heggerty Contract for PD Webinar, N. 2022-23 Lincoln Christian Winter Bball Tournament (boys and girls), O. 2022 Bishop Kelley Bball Tournament (Boys), P. Out of State Activity Trips, Q. Fundraisers

To approve Consent Agenda items A-Q passed with a motion by Wayne Richards and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

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

#### IV. Hearing from the Public

None

#### V. Information and Discussion Items

##### V.A. Superintendent Comments

Superintendent Armstrong started his comments by thanking Donia Doudican, Carla Cale, and their teams for the work that goes into preparing for Teacher/Staff of the Year. Great programs for the District. He reminded all in attendance of how quickly winter sports were wrapping up and that spring sports were gearing up to get started. And that Spring Break, Prom, and Graduation are right around the corner. Currently, the District is dealing with a RansomWare attack. Special teams have been brought in to help recover and restore all that can be.

#### VI. Action Items

##### VI.A. Discussion, motion, and vote on a motion to approve/disapprove the Equal Opportunity Education Scholarship Tax Credit, second read.

To approve the Equal Opportunity Education Scholarship Tax Credit, second read passed with a motion by Melinda Ryan and a second by Larry Hoover.

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

##### VI.B. Discussion, motion, vote on a motion to approve/disapprove an update to the 2022 Return to Learn Plan.

To approve an update to the 2022 Return to Learn Plan passed with a motion by Wayne Richards and a second by Larry Hoover.

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

Yea: 5, Nay: 0

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

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

To convene in Executive Session at 6:18 pm passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

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

President McCormick acknowledged the Board's return to Open Session at 6:39 pm.

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

The Board of Education went into Executive Session at 6:18 pm to discuss Personnel as listed and to conduct an ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307 (B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 6:39 pm.

Present in the Executive Session were Sarah Havenstrite, Melinda Ryan, Larry Hoover, Wayne Richards, Steve McCormick, and Rob Armstrong. no action was taken. This constitutes the minutes of the Executive Session.

VI.D. Personnel

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

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

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.D.2. Vote to approve/disapprove authorizing Brandi Benton to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.

To approve authorizing Brandi Benton to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation. passed with a motion by Melinda Ryan and a second by Larry Hoover.

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

VI.D.3. Vote to approve/disapprove authorizing Loretta Thomas to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.

To approve authorizing Loretta Thomas to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Melinda Ryan and a second by Larry Hoover.

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

VI.D.4. Vote to approve/disapprove FMLA request for Sydney Young, effective February 28, 2022, through May 20, 2022.

To approve FMLA request for Sydney Young, effective February 28, 2022, through May 20, 2022 passed with a motion by Melinda Ryan and a second by Larry Hoover.

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

VI.D.5. 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: Yea

Yea: 5, Nay: 0

## VII. Adjournment

To adjourn at 6:42 pm passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 714 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	714	02/10/2022	3826	SECURITY BANK CARD CENTER INC	Amazon JHE Family Engagement	1,017.00
11	715	02/10/2022	263	ERIKA TEJAS CABRERA	596-Chromebook Fee Reimbursement	25.00
11	716	02/10/2022	262	SHELLY BOGLE	596-Chromebook Fee Reimbursement	50.00
11	717	02/10/2022	1269	SOFTWARE HOUSE INTERNATIONAL	100 Adapters VG/HDMI due to cyber attack	1,150.00
11	718	02/11/2022	3826	SECURITY BANK CARD CENTER INC	Amazon Liberty Family Engagement	230.00
11	719	02/11/2022	1269	SOFTWARE HOUSE INTERNATIONAL	50 HDMI/VG adapters	575.00
11	720	02/14/2022	3826	SECURITY BANK CARD CENTER INC	Emergency - Coveware - Ransom negotiations	7,724.30
11	721	02/14/2022	272	A & W TOWING INC	Tow Away Surplus Buses	1,400.00
11	722	02/14/2022	2419	LAKESHORE EQUIPMENT COMPANY	Kindergarten Classroom Enrichment - code 1020	303.89
11	723	02/15/2022	3826	SECURITY BANK CARD CENTER INC	DIESEL-DISTRICT BUSES/VEHICLES	40,000.00
11	724	02/16/2022	39350	TIGER INC	NATURAL GAS TRANSPORT	25,000.00
11	725	02/16/2022	8318	AMAZON	English Dept. Supplies	500.00
11	726	02/16/2022	206	CITY OF SAPULPA	WATER/SEWER SERVICE-DISTRICT	40,000.00
11	727	02/16/2022	3826	SECURITY BANK CARD CENTER INC	SUPERINTENDENT-POSTAGE, MERRIFIELD, ETC	500.00
11	728	02/17/2022	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Differential pressure sensor Bus 28	181.00
11	729	02/17/2022	30637	HOLT TRUCK CENTERS	Coolant Pipe Bus 12	377.00
11	730	02/17/2022	2557	THE UNIVERSITY OF TULSA	628-SPED-TU Speech Evaluation	75.00
11	731	02/17/2022	277	GREATER TULSA DRIVING SCHOOL	596-Permit Materials for Homeless Student	25.00
11	732	02/17/2022	3148	AMPLIFIED IT, LLC	Technical Support Hours for GSuite Integration	2,500.00
11	733	02/17/2022	3826	SECURITY BANK CARD CENTER INC	A.COLLINS/ENG.DEPT/BOOKS AMAZON	565.89
11	734	02/17/2022	177	ROBERT E ANNETT	Projector Screen Setup for HS Commons	430.00
11	735	02/17/2022	3826	SECURITY BANK CARD CENTER INC	615-Sped-OSPA Conf Registration	450.00
11	736	02/17/2022	2524	ROSENSTEIN FIST & RINGOLD	PROFESSIONAL LEGAL SERVICES-DISTRCT	10,000.00
11	737	02/17/2022	797	OKLAHOMA NATURAL GAS CO.	GAS TRANSPORT-6 SITES	10,000.00
11	738	02/18/2022	2959	MARK ALLEN CHEVROLET	HVAC Control Panel for Truck 206	250.00
11	739	02/18/2022	179	DETCO INDUSTRIES, Inc.	Bus Sanitizing Spray	300.00
11	740	02/18/2022	3826	SECURITY BANK CARD CENTER INC	628-PCard-Sped-Testing Materials	947.89
11	741	02/22/2022	3826	SECURITY BANK CARD CENTER INC	IDville - lanyards	950.00
11	742	02/22/2022	3826	SECURITY BANK CARD CENTER INC	Amazon - supplies teachers/office	2,000.00
11	743	02/25/2022	3826	SECURITY BANK CARD CENTER INC	STAMPED NON-WINDOW ENVELOPES	725.00
11	744	02/25/2022	3826	SECURITY BANK CARD CENTER INC	Fitness and Fluency	500.00

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 714 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	745	02/25/2022	3826	SECURITY BANK CARD CENTER INC	11-165 Secret Stories	327.00
11	746	02/25/2022	3826	SECURITY BANK CARD CENTER INC	11-165 Fitness and Fluency - Davis	125.00
11	747	02/25/2022	7104	BJOREM SPEECH PUBLICATIONS, LLC	11-165 - SPED (Speech)	385.00
11	748	02/25/2022	3826	SECURITY BANK CARD CENTER INC	11-165 Postage Stamps	230.00
11	749	02/28/2022	31412	AMAZON CAPITAL SVCS, INC.	11-165 2nd Classroom Materials	953.25
11	750	02/28/2022	31661	PITSCO, INC.	Equipment and supplies	1,595.00
11	751	02/28/2022	3826	SECURITY BANK CARD CENTER INC	Gimkit.com annual fee	59.88
11	752	02/28/2022	3826	SECURITY BANK CARD CENTER INC	Conjuegos.com annual fee	60.00
11	753	02/28/2022	3123	PERFORMANCE STAGE, INC.	GRADUATION STAGE RENTAL	6,814.48
11	754	02/28/2022	3826	SECURITY BANK CARD CENTER INC	Amazon - Spanish supplies	110.00
11	755	02/28/2022	3826	SECURITY BANK CARD CENTER INC	TROPICAL PLANT DESIGN - GRADUATION	460.00
11	756	02/28/2022	31641	MATTHEW AARON RESIDE	SOUND EQUIP/ENGINEER GRADUATION	4,500.00
11	757	02/28/2022	3826	SECURITY BANK CARD CENTER INC	Harnish Classroom Enrichment AMAZON	282.70
11	758	02/28/2022	3826	SECURITY BANK CARD CENTER INC	PreK Student Enrichment LAKESHORE	234.94
11	759	02/28/2022	3826	SECURITY BANK CARD CENTER INC	Fifth Grade Student Enrichment AMAZON	264.07
11	760	02/28/2022	7104	BJOREM SPEECH PUBLICATIONS, LLC	Speech Classroom Enrichment - Code to 239	66.57
11	761	02/28/2022	3826	SECURITY BANK CARD CENTER INC	Speech Classroom Enrichment AMAZON	84.41
11	762	02/28/2022	3826	SECURITY BANK CARD CENTER INC	Speech Classroom Enrichment SUPER DUPER PUB	94.85
11	763	02/28/2022	31412	AMAZON CAPITAL SVCS, INC.	11-165 Bulb for SmartBoard Projector Fancher	87.98
11	764	03/01/2022	3679	MID-WEST PRINTING COMPANY	GRADUATION & ACADEMIC PROGRAMS	750.00
11	765	03/01/2022	31741	YALE CLEANERS, LLC	GRADUATION ROBE CLEANING	250.00
11	766	03/01/2022	30514	RECOGNITION PRODUCTS, LLC	GRADUATION SUPPLIES	3,500.00
11	767	03/01/2022	3826	SECURITY BANK CARD CENTER INC	GRADUATION SUPPLIES	800.00
11	768	03/01/2022	30514	RECOGNITION PRODUCTS, LLC	ADMIN GOWNS-GRADUATION	4,000.00
11	769	03/01/2022	3826	SECURITY BANK CARD CENTER INC	Chromebook Parts	5,000.00
11	770	03/01/2022	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/SPANISH/AMAZON/BULB	65.00
11	771	03/01/2022	3826	SECURITY BANK CARD CENTER INC	S.BACON/WARNER/SCIENCE/CAROLINA BIO	703.66
11	772	03/01/2022	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/SPANISH/TEACHERS DISCOVERY	188.73
11	773	03/01/2022	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/SPANISH/AMAZON/COCURRICULAR	62.94
11	774	03/01/2022	3826	SECURITY BANK CARD CENTER INC	S.SHIBLEY/QUILL/OFFICE SUPPLIES	300.00
11	775	03/01/2022	3826	SECURITY BANK CARD CENTER INC	S.SHIBLEY/MIDWEST PRINTING/LETTERHEAD	200.00

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 714 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	776	03/02/2022	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 28 DPF and Temp Sensors	2,500.00
11	777	03/02/2022	4282	WESLEY MICHAEL PENDERGRASS	Marching Show Design Deposit	1,625.00
11	778	03/02/2022	3339	SOLEEMUSIC, LLC	Marching Band Music Arranging Deposit	1,500.00
11	779	03/02/2022	2008	PALEN MUSIC	Instrument Repair/Supplies	4,500.00
11	780	03/02/2022	60139	OSSBA	ENCUMBRANCE CLERK TRAINING/TULSA	150.00
11	781	03/02/2022	3826	SECURITY BANK CARD CENTER INC	11-165 Eyewords (Diehl)	100.00
11	782	03/02/2022	3826	SECURITY BANK CARD CENTER INC	Lib Family Engage: Scholastic & Orient. Trading	600.00
11	783	03/02/2022	3826	SECURITY BANK CARD CENTER INC	Fre Fam. Engage: Scholastic & Voyager Sopris	1,260.00
11	784	03/02/2022	3826	SECURITY BANK CARD CENTER INC	HPE Title I Family Engagement	2,007.00
11	785	03/02/2022	3826	SECURITY BANK CARD CENTER INC	Library Student Enrichment AMAZON	84.17
11	786	03/02/2022	3826	SECURITY BANK CARD CENTER INC	3rd Grade Student Enrichment LAKESHORE	254.01
11	787	03/02/2022	3826	SECURITY BANK CARD CENTER INC	3rd Grade Student Enrichment AMAZON	202.38
11	788	03/02/2022	3826	SECURITY BANK CARD CENTER INC	11-165 SuperDuper - Speech	309.55
11	789	03/02/2022	39852	ALLIED 100, LLC	11-165 - Battery for AED	118.00
11	790	03/02/2022	31412	AMAZON CAPITAL SVCS, INC.	11-165 - supplies for Nurse's office	312.00

<b>Non-Payroll Total:</b>	<b>\$196,829.54</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$196,829.54</b>

# Sapulpa Public Schools

## Encumbrance Register

**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 27 - 27, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	27	07/01/2021	793	OK EMP SECURITY COMM	BENEFITS PAID	8,068.40
<b>Non-Payroll Total:</b>						<b>\$8,068.40</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$8,068.40</b>

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 165 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	165	02/10/2022	2069	LED USA.COM	Light bulbs for district	1,050.00
21	166	02/14/2022	1250	JACK YOUNG GLASS CO.	District Glass Replacement Services	300.00
21	167	02/14/2022	2420	INTERMOUNTAIN LOCK & SECURITY	Keys, locks, panic bars etc for district	1,000.00
21	168	02/14/2022	8510	THE HOME DEPOT PRO	Custodial Supplies for District	6,000.00
21	169	02/16/2022	2183	RIVERSIDE HEAT & AIR	HVAC Service and Repair	2,000.00
21	170	02/17/2022	424	W.W. GRAINGER,, INC.	Maintenance supplies	200.00
21	171	02/17/2022	31412	AMAZON CAPITAL SVCS, INC.	Maintenance Supplies	1,300.00
21	172	02/17/2022	629	LOCKE SUPPLY	Water Heater/Holmes Park	2,890.00
21	173	02/17/2022	1056	ASSURANCE RESTORATION	Emergency Water damage at JHE	15,842.59
21	174	02/17/2022	878	STEVEN ENTERPRISES, INC.	Plumbing services for the district	1,000.00
21	175	02/22/2022	39745	MICHAEL MORGAN	Painting at Collins Stadium	1,675.00
21	176	02/25/2022	8422	P & K EQUIPMENT, INC.	MOWER REPAIR	950.00
21	177	03/01/2022	8912	TREAT'S SOLUTIONS, INC.	Custodial equipment and supplies	70.00
21	178	03/02/2022	878	STEVEN ENTERPRISES, INC.	District Plumbing	5,000.00
<b>Non-Payroll Total:</b>						<b>\$39,277.59</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$39,277.59</b>

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

**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 111 - 111, Fund Codes: 21

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	111	10/01/2021	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICE	173,164.04
<b>Non-Payroll Total:</b>						<b>\$173,164.04</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$173,164.04</b>

**Sapulpa Public Schools**  
**Encumbrance Register****Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 74 - 74, 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	74	02/16/2022	21	ACTION FIRE PROTECTION LLC	Fix broken Sprinkler Head	1,110.00
<b>Non-Payroll Total:</b>						<b>\$1,110.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,110.00</b>

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 15 - 999, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	15	02/11/2022	629	LOCKE SUPPLY	Control board for football videoboard install	953.49
31	16	02/14/2022	54139	VARSITY BRANDS HOLDING CO INC.	Athletic Equipment Under Contract - Cheer Mats	11,385.00
31	17	02/14/2022	39447	DAKTRONICS, INC	Additional install costs for Collins Videoboard	22,980.00
31	18	02/28/2022	30009	K-LOG, INC.	PLATFORM FOR HS ART/MISC	748.00
<b>Non-Payroll Total:</b>						<b>\$36,066.49</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$36,066.49</b>

## Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 45 - 999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	45	02/16/2022	3158	WILLIAM A. HARRISON, INC.	UPC Board Replacement CC	1,464.03
32	46	02/18/2022	209	TULSA COUNTY ROOFING, LLC	ROOF REPAIR JHE NE CORNER	4,350.00
32	47	03/01/2022	3417	BEAR COMMUNICATIONS	25 WALKIE TALKIES - FREEDOM	6,772.25
32	48	03/01/2022	3158	WILLIAM A. HARRISON, INC.	CHIEFTAIN CTR CONTROL BOARD HVAC	18,788.00
<b>Non-Payroll Total:</b>						<b>\$31,374.28</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$31,374.28</b>

## Sapulpa Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2022 - 2/28/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON CATEGORICAL FUND	\$60.00	\$326.00	\$0.00	\$0.00	\$386.00	\$0.00	\$386.00
801 HS GRANTS	\$3,208.91	\$0.00	\$0.00	\$1,405.37	\$1,803.54	\$306.34	\$1,497.20
802 HS OFFICE	\$2,030.61	\$239.16	\$0.00	\$289.50	\$1,980.27	\$1,281.89	\$698.38
803 CREDIT RECOVERY	\$4,066.87	\$0.00	\$0.00	\$0.00	\$4,066.87	\$0.00	\$4,066.87
804 ID BADGE	\$1,806.68	\$280.00	\$0.00	\$0.00	\$2,086.68	\$0.00	\$2,086.68
805 HS ART	\$12,377.81	\$0.00	\$0.00	\$5,383.35	\$6,994.46	\$5,886.15	\$1,108.31
806 HS BAND	\$13,140.83	\$0.00	\$0.00	\$1,311.62	\$11,829.21	\$2,184.26	\$9,644.95
807 HS BAND BOOSTER CONCESSION	\$49,282.91	\$1,044.00	\$0.00	\$454.01	\$49,872.90	\$8,402.09	\$41,470.81
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$672.77	\$0.00	\$0.00	\$0.00	\$672.77	\$325.00	\$347.77
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	\$5,799.92	\$0.00	\$0.00	\$0.00	\$5,799.92	\$0.00	\$5,799.92
812 HS BUSINESS PROF ASSOC (BPA)	\$336.97	\$0.00	\$0.00	\$0.00	\$336.97	\$105.00	\$231.97
814 HS AP EXAMS	\$4,328.08	\$0.00	\$0.00	\$0.00	\$4,328.08	\$0.00	\$4,328.08
815 HS FCCLA	\$1,948.33	\$2,510.00	\$0.00	\$249.60	\$4,208.73	\$2,226.07	\$1,982.66
816 HS INDIAN ED PANTRY	\$73.42	\$0.00	\$0.00	\$0.00	\$73.42	\$73.42	\$0.00
817 HS LIBRARY	\$1,344.83	\$0.00	\$0.00	\$0.00	\$1,344.83	\$357.45	\$987.38
818 HS NATIONAL HONOR SOCIETY	\$6,009.22	\$0.00	\$0.00	\$0.00	\$6,009.22	\$1,726.63	\$4,282.59
819 GREEN-THUMB CHIEFTAINS	\$5,533.72	\$310.00	\$0.00	\$172.31	\$5,671.41	\$672.79	\$4,998.62
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	\$100.00	\$2,478.26
822 HS SENIORS 2022	\$7,280.01	\$0.00	\$0.00	\$708.87	\$6,571.14	\$40.00	\$6,531.14
823 HS SENIORS 2023	\$2,792.81	\$0.00	\$0.00	\$0.00	\$2,792.81	\$400.00	\$2,392.81
824 HS SCIENCE & ENGINEERING	\$4,689.97	\$0.00	\$0.00	\$0.00	\$4,689.97	\$0.00	\$4,689.97
825 HS SPANISH HONOR SOCIETY	\$716.03	\$110.00	\$0.00	\$0.00	\$826.03	\$140.00	\$686.03
826 HS SPECIAL ED/OLYMPICS	\$23,309.01	\$0.00	\$0.00	\$0.00	\$23,309.01	\$0.00	\$23,309.01
827 HS STUDENT COUNCIL	\$2,513.97	\$2,865.00	\$0.00	\$0.00	\$5,378.97	\$575.00	\$4,803.97
828 HS VOCAL MUSIC	\$61,376.81	\$8,322.00	\$0.00	\$12,328.52	\$57,370.29	\$52,274.15	\$5,096.14
829 HS AG ED & FFA	\$38,441.30	\$28,501.00	\$0.00	\$1,150.30	\$65,792.00	\$21,424.64	\$44,367.36
830 HS LYONS SPED	\$1,532.70	\$0.00	\$0.00	\$0.00	\$1,532.70	\$250.00	\$1,282.70
831 HS YEARBOOK	\$6,875.49	\$250.00	\$0.00	\$0.00	\$7,125.49	\$5,857.60	\$1,267.89
832 HS SIZEMORE SPED	\$488.33	\$0.00	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$1,291.90	\$0.00	\$0.00	\$0.00	\$1,291.90	\$593.13	\$698.77
835 HS BAND AUXILIARIES	\$6,287.80	\$283.10	\$0.00	\$194.56	\$6,376.34	\$6,115.99	\$260.35
836 HS BAND TRIPS	\$21,047.43	\$563.90	\$0.00	\$984.61	\$20,626.72	\$1,624.66	\$19,002.06
837 HS BAND GRANTS	\$72,102.08	\$0.00	\$0.00	\$726.76	\$71,375.32	\$8,582.57	\$62,792.75
838 HS PING PINGS	\$1,737.48	\$0.00	\$0.00	\$0.00	\$1,737.48	\$0.00	\$1,737.48
840 HS INDIAN PARENT COMMITTEE	\$188.93	\$0.00	\$0.00	\$0.00	\$188.93	\$0.00	\$188.93
841 HS SAPULPA INDIAN CLUB	\$2,084.20	\$0.00	\$0.00	\$0.00	\$2,084.20	\$600.00	\$1,484.20
842 HS KEY CLUB	\$329.58	\$0.00	\$0.00	\$0.00	\$329.58	\$0.00	\$329.58
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$17,600.41	\$169.00	\$0.00	\$120.00	\$17,649.41	\$1,420.15	\$16,229.26
845 HS CULINARY ARTS	\$984.11	\$0.00	\$0.00	\$0.00	\$984.11	\$181.33	\$802.78
846 HS JROTC	\$46,886.78	\$1,248.00	\$0.00	\$3,524.38	\$44,610.40	\$12,840.67	\$31,769.73
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	\$6,410.83	\$0.00	\$0.00	\$0.00	\$6,410.83	\$6,311.90	\$98.93
850 LOCAL SCHOLARSHIPS	\$37,206.42	\$0.00	\$0.00	\$0.00	\$37,206.42	\$0.00	\$37,206.42
851 HS SENIOR GIRL EVENTS	\$3,855.65	\$1,300.00	\$0.00	\$0.00	\$5,155.65	\$0.00	\$5,155.65
852 HS FIRST ROBOTICS	\$60,202.01	\$0.00	\$0.00	\$0.00	\$60,202.01	\$0.00	\$60,202.01
854 HS INDIAN ED STAFF DEV	\$2,763.39	\$120.00	\$0.00	\$0.00	\$2,883.39	\$1,000.00	\$1,883.39
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$5,425.82	\$0.00	\$0.00	\$69.80	\$5,356.02	\$378.66	\$4,977.36
857 JH OFFICE	\$1,115.61	\$0.00	\$0.00	\$295.48	\$820.13	\$456.71	\$363.42
860 JH LIBRARY	\$1,115.53	\$0.00	\$0.00	\$0.00	\$1,115.53	\$0.00	\$1,115.53
863 JH STUDENT COUNCIL	\$1,494.68	\$1,478.00	\$0.00	\$392.04	\$2,580.64	\$570.88	\$2,009.76
864 JH VOCAL MUSIC	\$8,066.29	\$2,415.00	\$0.00	\$0.00	\$10,481.29	\$3,609.61	\$6,871.68
866 JH YEARBOOK	\$5,125.10	\$0.00	\$0.00	\$0.00	\$5,125.10	\$0.00	\$5,125.10

## Sapulpa Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2022 - 2/28/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 JH ART	\$4,518.38	\$0.00	\$0.00	\$2,400.28	\$2,118.10	\$1,311.46	\$806.64
871 JH TAPS	\$315.81	\$0.00	\$0.00	\$0.00	\$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	\$4,735.76	\$0.00	\$0.00	\$1,189.22	\$3,546.54	\$0.00	\$3,546.54
877 MS OFFICE	\$5,429.25	\$0.00	\$0.00	\$215.99	\$5,213.26	\$1,518.52	\$3,694.74
878 MS LIBRARY	\$791.69	\$0.00	\$0.00	\$0.00	\$791.69	\$0.00	\$791.69
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	\$1,235.24	\$105.00	\$0.00	\$0.00	\$1,340.24	\$0.00	\$1,340.24
883 MS CHOIR	\$9,794.44	\$0.00	\$0.00	\$110.00	\$9,684.44	\$2,383.14	\$7,301.30
886 MS NJHS	\$1,383.98	\$0.00	\$0.00	\$0.00	\$1,383.98	\$0.00	\$1,383.98
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$186.09	\$0.00	\$0.00	\$0.00	\$186.09	\$0.00	\$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	\$49.90	\$397.44	\$0.00	\$397.44
893 LIBERTY LIBRARY	\$935.73	\$286.49	\$0.00	\$0.00	\$1,222.22	\$10.00	\$1,212.22
894 LIBERTY MISC	\$8,559.32	\$0.00	\$0.00	\$256.85	\$8,302.47	\$490.86	\$7,811.61
895 LIBERTY FUNDRAISING	\$9,054.25	\$0.00	\$0.00	\$1,975.00	\$7,079.25	\$3,568.80	\$3,510.45
896 LIBERTY STEM CLUB	\$33,838.28	\$0.00	\$0.00	\$13,866.30	\$19,971.98	\$8,811.50	\$11,160.48
897 LIBERTY GRANTS	\$3,961.01	\$0.00	\$0.00	\$55.49	\$3,905.52	\$2,464.78	\$1,440.74
900 FREEDOM MISC	\$3,150.32	\$0.00	\$0.00	\$652.98	\$2,497.34	\$509.99	\$1,987.35
901 FREEDOM FUNDRAISING	\$1,016.62	\$670.00	\$0.00	\$0.00	\$1,686.62	\$345.45	\$1,341.17
902 FREEDOM LIBRARY	\$1,781.63	\$0.00	\$0.00	\$22.61	\$1,759.02	\$37.21	\$1,721.81
903 FREEDOM GRANTS	\$474.06	\$0.00	\$0.00	\$0.00	\$474.06	\$0.00	\$474.06
904 FREEDOM TAPS	\$14,686.85	\$279.38	\$0.00	\$3,143.61	\$11,822.62	\$3,576.98	\$8,245.64
907 JEFFERSON HTS MISC	\$2,737.91	\$0.00	\$0.00	\$114.36	\$2,623.55	\$664.63	\$1,958.92
908 JEFFERSON HTS FUNDRAISING	\$12,244.44	\$10,140.00	\$0.00	\$1,398.72	\$20,985.72	\$1,980.54	\$19,005.18
910 JEFFERSON HTS GRANTS	\$12,075.60	\$0.00	\$0.00	\$269.74	\$11,805.86	\$2,916.84	\$8,889.02
911 JEFFERSON HTS LIBRARY	\$1,926.20	\$25.00	\$0.00	\$0.00	\$1,951.20	\$460.00	\$1,491.20
919 HOLMES PARK MISC	\$5,631.46	\$834.40	\$0.00	\$904.09	\$5,561.77	\$2,359.79	\$3,201.98
920 HOLMES PARK FUNDRAISING	\$26,326.52	\$15,576.91	\$0.00	\$108.30	\$41,795.13	\$17,125.69	\$24,669.44
921 HOLMES PARK LIBRARY	\$2,038.81	\$0.00	\$0.00	\$0.00	\$2,038.81	\$0.00	\$2,038.81
922 HOLMES PARK GRANTS	\$3,711.22	\$0.00	\$0.00	\$684.30	\$3,026.92	\$2,957.03	\$69.89
928 REVOLUTIONARY DAYS	\$330.80	\$0.00	\$0.00	\$0.00	\$330.80	\$0.00	\$330.80
929 DISTRICT STEM	\$23,291.13	\$0.00	\$0.00	\$0.00	\$23,291.13	\$1,588.58	\$21,702.55
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$9,922.61	\$0.00	(\$334.25)	\$0.00	\$9,588.36	\$0.00	\$9,588.36
932 GT GRANTS	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$27,035.17	\$2,031.66	\$0.00	\$0.00	\$29,066.83	\$498.76	\$28,568.07
934 DRIVERS EDUCATION	\$1,925.00	\$0.00	\$0.00	\$0.00	\$1,925.00	\$0.00	\$1,925.00
936 STEM-CAMP INVENTION	\$33,887.50	\$0.00	\$0.00	\$0.00	\$33,887.50	\$0.00	\$33,887.50
937 LATCHKEY	\$100,631.26	\$15,805.73	\$0.00	\$0.00	\$116,436.99	\$2,235.68	\$114,201.31
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	\$49,194.98	\$0.00	\$0.00	\$0.00	\$49,194.98	\$1,692.62	\$47,502.36
941 LOCAL SCH CHILD WELFARE	\$67,550.76	\$0.00	\$0.00	\$2,579.38	\$64,971.38	\$9,419.17	\$55,552.21
942 HOT SPOT INSURANCE	\$705.00	\$0.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00
943 ALTERNATIVE SCHOOL GRANTS	\$625.55	\$0.00	\$0.00	\$0.00	\$625.55	\$589.93	\$35.62
944 CHILD NUTRITION BANQUETS	\$124.00	\$0.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00
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	\$18,095.41	\$587.39	\$0.00	\$229.76	\$18,453.04	\$3,311.97	\$15,141.07
947 ALTERNATIVE SCHOOL	\$3,906.67	\$20.00	\$0.00	\$104.81	\$3,821.86	\$243.57	\$3,578.29
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	\$52,483.26	\$655.00	\$0.00	\$0.00	\$53,138.26	\$0.00	\$53,138.26
954 5TH GRADE ELEM BASKETBALL	\$820.25	\$1,136.00	\$0.00	\$560.00	\$1,396.25	\$610.00	\$786.25
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34

## Sapulpa Public Schools

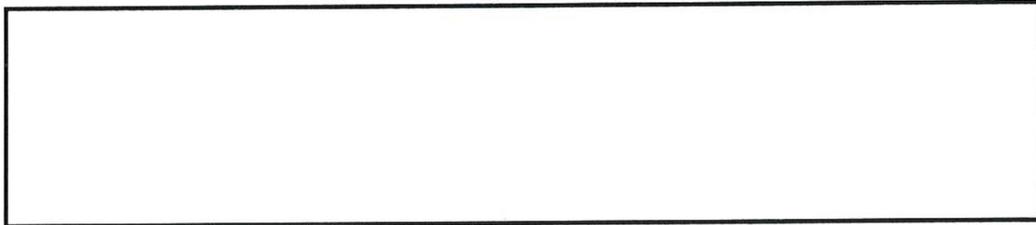
### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2022 - 2/28/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
957 HOMELESS	\$564.99	\$0.00	\$0.00	\$0.00	\$564.99	\$0.00	\$564.99
960 ATHLETIC SPORTS OVERALL	\$7,198.74	\$1,015.93	\$0.00	\$1,308.89	\$6,905.78	\$3,184.12	\$3,721.66
961 FOOTBALL BUDGET	\$9,912.76	\$11,000.00	\$0.00	\$0.00	\$20,912.76	\$1,753.26	\$19,159.50
962 BOYS BASKETBALL BUDGET	\$1,729.25	\$0.00	\$0.00	\$670.50	\$1,058.75	\$843.93	\$214.82
963 GIRLS BASKETBALL BUDGET	\$183.54	\$0.00	\$0.00	\$0.00	\$183.54	\$0.00	\$183.54
964 BASEBALL BUDGET	\$8,222.75	\$0.00	\$1,000.00	\$0.00	\$9,222.75	\$7,999.00	\$1,223.75
965 SOFTBALL BUDGET	\$3,136.51	\$0.00	\$0.00	\$0.00	\$3,136.51	\$0.00	\$3,136.51
966 WRESTLING BUDGET	\$3,651.95	\$0.00	\$0.00	\$336.84	\$3,315.11	\$3,190.96	\$124.15
967 TENNIS BUDGET	\$1,257.29	\$70.00	\$0.00	\$29.68	\$1,297.61	\$722.00	\$575.61
968 TRACK BUDGET	\$3,798.99	\$0.00	\$0.00	\$268.60	\$3,530.39	\$3,477.43	\$52.96
969 GOLF BUDGET	\$3,926.03	\$275.00	\$0.00	\$582.95	\$3,618.08	\$705.10	\$2,912.98
971 ATHLETIC - BOOSTER CLUB	\$107,273.56	\$7,381.25	\$1,831.43	\$18,746.89	\$97,739.35	\$21,870.58	\$75,868.77
972 CROSS COUNTRY BUDGET	\$8,217.01	\$0.00	\$0.00	\$0.00	\$8,217.01	\$101.50	\$8,115.51
973 BOYS SOCCER BUDGET	\$4,086.33	\$0.00	\$0.00	\$378.54	\$3,707.79	\$3,482.90	\$224.89
974 ATHLETICS - TRAINER	\$6.51	\$169.25	\$0.00	\$0.00	\$175.76	\$0.00	\$175.76
975 GIRLS SOCCER BUDGET	\$10,518.04	\$0.00	(\$1,497.18)	\$2,434.82	\$6,586.04	\$4,125.34	\$2,460.70
976 GIRLS VOLLEYBALL BUDGET	\$3,598.16	\$0.00	\$0.00	\$540.00	\$3,058.16	\$0.00	\$3,058.16
977 CHEER BUDGET	\$1,363.75	\$0.00	\$0.00	\$148.94	\$1,214.81	\$676.77	\$538.04
978 ALL EVENTS GATE	\$19,573.83	\$8,610.84	(\$1,000.00)	\$2,989.38	\$24,195.29	\$14,144.52	\$10,050.77
979 JR HIGH CHEER	\$1,664.55	\$0.00	\$0.00	\$1,447.15	\$217.40	\$0.00	\$217.40
983 DRUG TEST-PHYSICALS	\$6,334.92	\$13.99	\$0.00	\$115.99	\$6,232.92	\$3,984.49	\$2,248.43
985 SPONSORS 2022-2023	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
986 CHIEFTAIN CENTER CONCESSION	\$10,249.95	\$8,263.35	\$0.00	\$2,482.38	\$16,030.92	\$7,595.61	\$8,435.31
<b>Total</b>	<b>\$1,407,572.75</b>	<b>\$142,286.73</b>	<b>\$0.00</b>	<b>\$93,134.32</b>	<b>\$1,456,725.16</b>	<b>\$300,435.74</b>	<b>\$1,156,289.42</b>

**SAPULPA PUBLIC SCHOOLS  
TREASURER'S SUMMARY  
FEBRUARY 2022**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	<b>6,098,377.84</b>	<b>618,359.49</b>	<b>465,793.51</b>	<b>2,263,476.01</b>	<b>4,567,229.89</b>	<b>14,013,236.74</b>
DEPOSITS	2,884,606.99	129,288.57	356,631.58	0.00	682,986.21	<b>4,053,513.35</b>
CHECKS ISSUED						
Current Year	2,334,848.49	77,741.58	128,781.60	83,688.43	3,345.77	<b>2,628,405.87</b>
Prior Year	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
END BALANCE	<b>6,648,136.34</b>	<b>669,906.48</b>	<b>689,862.27</b>	<b>2,179,787.58</b>	<b>5,246,870.33</b>	<b>15,434,563.00</b>
Last Yr Same Month	<b>5,389,317.61</b>	<b>581,384.47</b>	<b>114,721.22</b>	<b>2,510,487.32</b>	<b>4,757,845.52</b>	<b>13,353,756.14</b>
Gain or (Loss)	<b>\$ 1,258,818.73</b>	<b>\$ 88,522.01</b>	<b>\$ 575,141.05</b>	<b>\$ (330,699.74)</b>	<b>\$ 489,024.81</b>	<b>2,080,806.86</b>



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

  
Kenda Terrones, Treasurer

**GENERAL FUND**

	PREVIOUS <u>TOTAL</u>	CURRENT <u>MONTH</u>	NEW <u>YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	4,860,001.73	876,704.46	5,736,706.19
Prior Ad Valorem	122,961.08	7,737.82	130,698.90
Homestead & In Lieu Tax	35,679.18	113.27	35,792.45
Interest Earned	5,345.47	1,175.30	6,520.77
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	60,115.73	2,318.35	62,434.08
Donations and Contributions	10,260.22	0.00	10,260.22
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>18,565.44</u>	<u>0.00</u>	<u>18,565.44</u>
Local TOTALS	<b>5,112,928.85</b>	<b>888,049.20</b>	<b>6,000,978.05</b>
<u>County Revenue</u>			
Mill Levy	476,224.23	85,644.42	561,868.65
Mortgage Tax	<u>100,514.10</u>	<u>11,306.43</u>	<u>111,820.53</u>
County TOTALS	<b>576,738.33</b>	<b>96,950.85</b>	<b>673,689.18</b>
<u>State Revenue</u>			
Gross Production	113,065.68	17,417.73	130,483.41
Auto Tags	1,000,404.80	135,135.80	1,135,540.60
School Land	300,587.02	44,871.50	345,458.52
Tax Stamps & Other Misc	3,592.06	98.71	3,690.77
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	6,501,746.64	1,073,859.50	7,575,606.14
Flexible Benefit	1,305,176.96	227,773.14	1,532,950.10
Alternative Ed/High Challenge	0.00	31,176.60	31,176.60
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	39,050.00	0.00	39,050.00
Reading Sufficiency	59,501.84	0.00	59,501.84
State Textbook Allocation	307,001.89	0.00	307,001.89
Redbud	0.00	70,631.16	70,631.16
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	15,420.00	0.00	15,420.00
Voc. Incentive Assistance	36,446.00	0.00	36,446.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	<b>9,683,312.89</b>	<b>1,600,964.14</b>	<b>11,284,277.03</b>
<u>Federal Revenue</u>			
	<u>Y-T-D</u>	<u>CUR</u>	<u>Y-T-D</u>
FEMA	0.00	0.00	0.00

Title VII - Indian Ed (561)	98,650.58	0.00	98,650.58
JROTC	39,315.16	0.00	39,315.16
SIG Grants -Liberty	0.00	0.00	0.00
Title I (511)	385,148.89	0.00	385,148.89
Title II Part A (541)	145,627.61	0.00	145,627.61
IDEA-B Flow Thru (621)	462,861.54	59,040.59	521,902.13
IDEA-B Preschool 3-5 (641)	6,848.76	0.00	6,848.76
Other Federal Programs		2,619.84	
Title 10 (596)	24,743.44	2,412.59	27,156.03
JOM (563)	34,229.96	0.00	34,229.96
CARES/ESSER/ARP	1,860,970.49	217,451.18	2,078,421.67
Carl Perkins (421)	<u>0.00</u>	<u>17,118.60</u>	<u>17,118.60</u>
Federal TOTALS	<b>3,058,396.43</b>	<b>298,642.80</b>	<b>3,354,419.39</b>
<b>TOTAL GEN FUND</b>	<b>18,431,376.50</b>	<b>2,884,606.99</b>	<b>21,313,363.65</b>
<b><u>BUILDING FUND</u></b>			
Current Taxes	690,161.54	125,208.49	815,370.03
Prior Taxes	18,648.91	1,105.08	19,753.99
In Lieu of Taxes	7,360.49	0.00	7,360.49
Facility Rental	7,700.00	2,975.00	10,675.00
Insurance Recovery	14,976.34	0.00	14,976.34
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>738,847.28</b>	<b>129,288.57</b>	<b>868,135.85</b>
<b><u>CHILD NUTR FUND</u></b>			
Local (Meals, Interest, etc)	71,465.38	10,653.05	82,118.43
State Reimbursement	139,641.49	13,029.93	152,671.42
Federal Reimbursement	<u>855,498.54</u>	<u>332,948.60</u>	<u>1,188,447.14</u>
Child Nutrition Fund TOTALS	<b>1,066,605.41</b>	<b>356,631.58</b>	<b>1,423,236.99</b>
<b><u>TOTAL GF/BF/CNF</u></b>	<b>20,236,829.19</b>	<b>3,370,527.14</b>	<b>23,604,736.49</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	3,729,033.24	676,517.89	4,405,551.13
Prior Taxes	107,535.51	6,468.32	114,003.83
In Lieu of Taxes	40,414.77	0.00	40,414.77
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>3,876,983.52</b>	<b>682,986.21</b>	<b>4,559,969.73</b>
<b><u>INSURANCE REIMBURSEMENT FUND</u></b>	<b>542,457.99</b>	<b>0.00</b>	<b>542,457.99</b>
<b>GRAND TOTAL</b>	<b>24,656,270.70</b>	<b>4,053,513.35</b>	<b>28,707,164.21</b>



## UTILITIES COMPARISON 2019-20 TO 2021-22

	<u>410</u>	<u>623</u>	<u>624</u>	<u>625</u>	<u>627</u>	<u>MO</u>	<u>YTD</u>			
	<u>Water</u>	<u>Diesel</u>	<u>Electricity</u>	<u>Gasoline</u>	<u>Nat'l Gas</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>MONTHLY</u>	<u>YEAR</u>	<u>%</u>
								<u>INCR/DECR</u>	<u>INCR/DECR</u>	
Jul 19	13,466		39,988		1,268	54,722	54,722	-12,847	-12,847	-23.48%
Aug 19	13,155	2,489	45,733	3,535	2,309	67,221	121,943	-20,492	-33,339	-27.34%
Sep 19	14,550	7,658	60,281	2,961	2,180	87,630	209,573	3,036	-30,304	-14.46%
Oct 19	16,451	12,725	71,410	3,270	2,326	106,181	315,754	10,870	-19,434	-6.15%
Nov 19	15,551	15,630	63,334	3,025	2,770	100,310	416,064	4,756	-14,677	-3.53%
Dec 19	13,565	11,586	40,967	3,044	6,698	75,861	491,925	6,119	-8,558	-1.74%
Jan 20	11,527	8,678	31,172	2,177	11,529	65,083	557,008	-4,619	-13,176	-2.37%
Feb 20	12,686	12,922	32,651	2,267	11,073	71,599	628,607	-278	-13,454	-2.14%
Mar 20	14,190	11,861	32,612	2,996	9,726	71,385	699,992	-58	-13,512	-1.93%
Apr 20	12,437	7,470	30,640	3,068	6,577	60,192	760,184	-5,809	-19,321	-2.54%
May 20	10,737	761	27,032	1,185	3,845	43,560	803,745	-24,256	-43,577	-5.42%
Jun 20	10,610	1,058	25,283	1,249	2,592	40,791	844,536	-17,163	-60,739	-7.19%
Jul 20	7,504		0		2,429	9,933	9,933	-44,789	-44,789	-450.92%
Aug 20	12,954	1,762	45,182	746	2,225	62,870	72,802	-4,351	-49,141	-67.50%
Sep 20	13,694	3,558	58,396	1,142	2,769	79,559	152,361	-8,071	-57,212	-37.55%
Oct 20	16,814	7,674	57,472	2,760	3,155	87,875	240,236	-18,306	-75,518	-31.43%
Nov 20	18,346	7,728	50,184	1,452	4,687	82,397	322,633	-17,913	-93,431	-28.96%
Dec 20	17,205	5,926	34,191	1,271	7,136	65,729	388,363	-10,131	-103,562	-26.67%
Jan 21	14,490	3,226	29,178	892	12,302	60,088	448,450	-4,996	-108,558	-24.21%
Feb 21	16,374	8,994	29,777	1,937	15,536	72,617	521,068	1,018	-107,539	-20.64%
Mar 21	15,956	6,443	29,168	1,247	33,530	86,345	607,413	14,960	-92,579	-15.24%
Apr 21	13,183	12,146	29,306	2,385	10,674	67,694	675,107	7,502	-85,078	-12.60%
May 21	13,819	15,220	27,752	4,436	8,679	69,906	745,013	26,346	-58,731	-7.88%
Jun 21	19,708	12,494	30,586	2,609	3,519	68,916	813,929	28,125	-30,606	-3.76%
Jul 21	6,122		31,962	0	1,042	39,126	39,126	29,193	29,193	74.61%
Aug 21	13,241	634	52,342	3,172	2,223	71,612	110,738	8,743	37,936	34.26%
Sep 21	17,934	5,877	59,873	2,931	3,471	90,085	200,823	10,526	48,462	24.13%

Oct 21	17,120	14,216	70,644	3,824	3,934	109,738	310,561	21,863	70,325	22.64%
Nov 21	18,411	14,199	66,410	4,413	4,958	108,392	418,953	25,995	96,320	22.99%
Dec 21	7,965	11,911	40,804	3,383	2,056	66,119	485,072	389	96,709	19.94%
Jan 22	25,545	10,401	33,918	2,202	17,473	89,539	574,610	29,451	126,160	21.96%
Feb 22	13,927	11,397	33,576	2,798	27,764	89,463	664,073	16,845	143,006	21.53%

**General Fund**  
**WORKING BUDGET**

	<b>Budgeted 2021-22 5732</b>		<b>Updated 2.28.2022 2021-22 5772</b>
<b>WADM</b>			
State Allocation (projected)	11,367,222.70		11,367,222.70
Other State Revenue	5,241,398.30		5,241,398.30
Local and County Revenue	8,116,380.00		8,116,380.00
Federal Grant Revenue	5,776,895.00		5,776,895.00
Mid-Term State Aid Adjustment (Net of projected Inc)			269,661.89
Redbud Allocation			70,631.16
<b>CURRENT YEAR REVENUE (EON)</b>	30,501,896.00		30,842,189.05
Prior Year Carryover	<u>2,624,298.00</u>		<u>2,624,298.00</u>
<b>Total Revenue per EON</b>	33,126,194.00		33,466,487.05
<b>Projected Expenses</b>			
Salaries	20,650,000.00		20,650,000.00
Benefits	6,200,000.00		6,200,000.00
Purchased Professional & Technical Services	550,000.00		550,000.00
Contracted Property Services	250,000.00		250,000.00
Other Contracted Services	550,000.00		550,000.00
Supplies & Materials	1,700,000.00		1,700,000.00
Property Expenses	150,000.00		150,000.00
Other Objects	450,000.00		450,000.00
	<u>-</u>		<u>-</u>
<b>Total Expenses</b>	<b>30,500,000.00</b>		<b>30,500,000.00</b>
<b>Projected Carryover</b>	2,626,194.00	8.61%	2,966,487.05
Mid-Term State Aid Adjustment			9.62%



HERFF JONES

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

# PRINTING AGREEMENT

Year(s) Covered:  2023  2024  2025  2026  2027  
 New  Renewal

Date: 2/28/2022

Multi-year agreements include 15 free copies per year of the agreement and lock in pricing. To select this opportunity check and initial the additional year boxes above.

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

### School Name: Sapulpa High School

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

### Specifications

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

### Correspond With

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

Binding: Squarebacked  
Endsheet: Vibracolor White  
Paper: 100# Gloss  
Proofs: Self Proof (eDesign)

### Send Invoice To

Name : Ms. Katie Greer  
Title: YBA and Career Tech  
Address: 3 S Mission St  
City/State/Zip: Sapulpa, OK 74066-4633  
Phone Number: 918-224-6560  
Tax Exemption Number: 515355  
Pre-Payment Option Desired:  Yes  No

**Base Price: \$13,184.60**

### Additional Features

Color Plus Image Enhancement (JPGs)	\$0.00
Free Custom Cover Art Session	\$0.00
Regular Service Visits; 1 per month or as needed	\$0.00
Unlimited Technical Support	\$0.00
2022 Summer Workshop Scholarship - Up to \$500	\$0.00
Sales and Marketing Materials	Included
Employee Discount (\$5/copy)	Included

**Estimated Shipping: \$0.00**

**Printing Agreement Total: \$13,184.60**

### Shipping Information

Requested Book Ship Date: April 29, 2023  
Ship Book To : Ms. Katie Greer  
Requested Kit Ship Date: April 30, 2022  
Ship Kit To : Ms. Katie Greer

Ground shipping included. Optional plant pickup and free student and staff tour available upon request and approval.

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

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

YEARBOOK PLANT USE

Customer Number \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_  
Katie Greer YBA and Career Tech

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Kris Hooper Representing Herff Jones

## Terms and Conditions of This Yearbook Printing Agreement

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

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

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

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

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

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

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

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

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

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

Initial below:

\_\_\_\_\_  
Yearbook Representative

\_\_\_\_\_  
YBA and Career Tech



HERFF JONES

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

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Pages: 140  
Copies: 350  
Submission Method: Web (eDesign)  
Cover: Concept Custom Cover - 4/C Litho  
Cover Proof 4-C (100% to size)

### Correspond With

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

Binding: Squarebacked  
Endsheet: Vibracolor White  
Paper: 100# Gloss  
Proofs: Self Proof (eDesign)

### Send Invoice To

Name : Ms. Katie Greer  
Title: YBA and Career Tech  
Address: 3 S Mission St  
City/State/Zip: Sapulpa, OK 74066-4633  
Phone Number: 918-224-6560  
Tax Exemption Number: 515355  
Pre-Payment Option Desired:  Yes  No

**Base Price: \$13,184.60**

### Additional Features

Color Plus Image Enhancement (JPGs)	\$0.00
Free Custom Cover Art Session	\$0.00
Regular Service Visits; 1 per month or as needed	\$0.00
Unlimited Technical Support	\$0.00
2022 Summer Workshop Scholarship - Up to \$500	\$0.00
Sales and Marketing Materials	Included
Employee Discount (\$5/copy)	Included

**Estimated Shipping: \$0.00**

**Printing Agreement Total: \$13,184.60**

### Shipping Information

Requested Book Ship Date: April 29, 2023  
Ship Book To : Ms. Katie Greer  
Requested Kit Ship Date: April 30, 2022  
Ship Kit To : Ms. Katie Greer

Ground shipping included. Optional plant pickup and free student and staff tour available upon request and approval.

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

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

YEARBOOK PLANT USE

Customer Number \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_  
Katie Greer YBA and Career Tech

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Kris Hooper Representing Herff Jones

## Terms and Conditions of This Yearbook Printing Agreement

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

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

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

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

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

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

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

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

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

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

Initial below:

\_\_\_\_\_  
Yearbook Representative

\_\_\_\_\_  
YBA and Career Tech



# Yearbook Order Form

## 2023 -- U.S.

Job #: 12676

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

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

**Organization Name:** Sapulpa Junior High School

**Year(s) Covered:**  2023  2024  2025  2026  2027

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

**Contact Name:** Mr. Roland Goodwin  
**Address:** 7 S Mission St  
**City/State/Zip:** Sapulpa, OK 74066-4633  
**Phone:**  
**E-mail:** rgoodwin@sapulpaps.org

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

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		176	
Approximate Number of Pages		68	\$3,014.88

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

<input type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	_____	_____
<input type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.25 / COPY	_____	_____
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$1.94 / COPY	_____	_____
<input checked="" type="checkbox"/> All Gloss Laminated Hard Covers	\$6.97 / COPY	N/A	\$1,168.64
<input type="checkbox"/> All Matte Laminated Hard Covers	\$7.67 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$106; All Gloss or All Matte)	\$106.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$6.97 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.67 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.25 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$1.94 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

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

<input type="checkbox"/> Add Digital Name Imprints (Minimum 25)	\$2.27 / EACH	_____	_____
<input type="checkbox"/> Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$3.75 / EACH	_____	_____
<input type="checkbox"/> Add Plastic Dust Jackets	\$1.35 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.70 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.85 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.30 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.54 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.54 / EACH	_____	_____

**Total (before tax):** \$4,183.52  
Per Copy Total: \$23.77

### Terms and Conditions

- Our book needs to ship on Saturday April 29, 2023. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday April 3, 2023. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

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

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

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

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

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

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

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

E-Mail Address: \_\_\_\_\_

Dru Dixon  
ddixon@sapulpaps.org

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

Title or position: \_\_\_\_\_

HJ Rep/Signature: \_\_\_\_\_

3/2/22  
Principal

# PRICING - 2023

Released 7-1-21

COPIES	PAGES																											
	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80	84	88	92	96	100	104	108	112	116	120	124
50-74	11.60	12.72	13.76	14.88	15.92	17.04	18.15	19.22	20.32	21.37	22.48	23.54	24.64	25.77	26.74	27.72	28.71	29.67	30.65	31.65	32.61	33.59	34.57	35.55	36.53	37.51	38.48	39.47
75-100	10.07	11.06	11.96	12.94	13.84	14.82	15.79	16.71	17.67	18.59	19.55	20.48	21.43	22.41	23.26	24.11	24.96	25.81	26.66	27.51	28.36	29.21	30.06	30.91	31.76	32.61	33.46	34.31
101-125	8.93	9.72	10.57	11.41	12.27	13.05	13.90	14.75	15.60	16.39	17.25	18.09	18.89	19.61	20.22	20.82	21.43	22.04	22.65	23.26	23.86	24.48	25.08	25.70	26.31	26.93	27.54	28.15
126-150	8.74	9.53	10.33	11.17	12.02	12.75	13.61	14.46	15.30	16.09	16.94	17.85	18.59	19.31	19.92	20.53	21.14	21.75	22.35	22.95	23.56	24.17	24.79	25.40	26.01	26.63	27.24	27.86
151-175	8.02	8.74	9.47	10.21	11.00	11.78	12.51	13.24	14.03	14.75	15.55	16.28	17.06	17.79	18.40	19.01	19.61	20.22	20.82	21.43	22.04	22.65	23.25	23.85	24.45	25.05	25.66	26.26
176-200	7.77	8.51	9.23	9.95	10.69	11.41	12.08	12.75	13.48	14.22	14.94	15.67	16.39	17.13	17.72	18.34	18.94	19.55	20.16	20.76	21.38	21.98	22.58	23.18	23.78	24.39	24.99	25.59
201-225	7.19	7.90	8.57	9.23	9.90	10.57	11.29	11.96	12.62	13.29	13.95	14.63	15.30	16.03	16.64	17.25	17.85	18.47	19.06	19.68	20.28	20.90	21.50	22.11	22.73	23.34	23.94	24.57
226-250	7.04	7.71	8.32	9.04	9.72	10.33	11.00	11.67	12.27	12.94	13.61	14.27	14.94	15.67	16.28	16.88	17.49	18.09	18.70	19.31	19.92	20.53	21.13	21.72	22.33	22.94	23.54	24.17
251-275	6.69	7.35	7.95	8.62	9.23	9.84	10.50	11.15	11.78	12.39	13.00	13.67	14.27	14.89	15.49	16.09	16.71	17.30	17.92	18.52	19.13	19.74	20.34	20.95	21.55	22.14	22.75	23.35
276-300	6.62	7.29	7.90	8.51	9.17	9.79	10.38	11.06	11.67	12.27	12.88	13.55	14.15	14.75	15.37	15.97	16.58	17.18	17.79	18.40	19.01	19.61	20.21	20.81	21.42	22.02	22.63	23.23
301-325	6.37	6.98	7.59	8.20	8.80	9.36	10.02	10.63	11.17	11.78	12.27	13.00	13.61	14.22	14.82	15.42	16.03	16.64	17.25	17.85	18.47	19.06	19.66	20.24	20.83	21.43	22.02	22.62
326-350	6.32	6.92	7.54	8.14	8.74	9.29	9.90	10.50	11.12	11.67	12.14	12.88	13.48	14.09	14.69	15.30	15.91	16.51	17.13	17.72	18.34	18.94	19.54	20.15	20.75	21.36	21.96	22.55
351-375	6.16	6.75	7.29	7.90	8.51	9.04	9.65	10.21	10.80	11.35	11.84	12.55	13.00	13.48	13.95	14.46	14.94	15.42	15.91	16.39	16.88	17.37	17.85	18.34	18.83	19.31	19.79	20.28
376-400	6.13	6.69	7.23	7.83	8.37	8.99	9.53	10.14	10.69	11.24	11.78	12.39	12.88	13.36	13.84	14.33	14.82	15.30	15.79	16.28	16.76	17.25	17.75	18.24	18.74	19.24	19.73	20.22
401-425	6.01	6.55	7.11	7.65	8.25	8.74	9.36	9.94	10.50	11.06	11.60	12.21	12.68	13.18	13.67	14.15	14.63	15.12	15.60	16.09	16.58	17.06	17.55	18.03	18.51	18.99	19.48	19.96
426-450	5.95	6.49	7.04	7.59	8.14	8.68	9.29	9.84	10.38	10.92	11.48	12.08	12.57	13.05	13.55	14.03	14.51	15.00	15.49	15.97	16.45	16.94	17.42	17.91	18.40	18.88	19.36	19.85
451-475	5.86	6.42	6.92	7.41	7.95	8.51	9.04	9.59	10.14	10.69	11.24	11.78	12.34	12.81	13.29	13.72	14.22	14.75	15.24	15.73	16.22	16.71	17.19	17.67	18.15	18.64	19.12	19.61
476-500	5.83	6.32	6.82	7.38	7.92	8.41	8.96	9.49	10.04	10.63	11.17	11.72	12.27	12.75	13.24	13.72	14.22	14.69	15.17	15.67	16.16	16.64	17.13	17.61	18.09	18.57	19.06	19.54
501-525	5.74	6.28	6.77	7.38	7.92	8.41	8.96	9.45	10.00	10.57	11.12	11.67	12.21	12.68	13.18	13.67	14.15	14.63	15.12	15.60	16.09	16.58	17.06	17.55	18.03	18.51	18.99	19.48
526-550	5.72	6.26	6.75	7.35	7.90	8.37	8.93	9.45	10.00	10.57	11.12	11.67	12.21	12.68	13.18	13.67	14.15	14.63	15.12	15.60	16.09	16.58	17.06	17.55	18.03	18.51	18.99	19.48
551-575	5.71	6.22	6.72	7.32	7.86	8.34	8.89	9.40	9.94	10.50	11.06	11.60	12.14	12.62	13.11	13.61	14.09	14.57	15.06	15.55	16.03	16.51	16.98	17.46	17.93	18.41	18.89	19.37
576-600	5.70	6.20	6.69	7.29	7.83	8.32	8.87	9.36	9.90	10.45	11.00	11.54	12.08	12.57	13.05	13.55	14.03	14.51	15.00	15.49	15.97	16.45	16.94	17.42	17.91	18.40	18.88	19.36
601-650	5.59	6.11	6.62	7.16	7.65	8.20	8.74	9.23	9.79	10.33	10.83	11.35	11.84	12.34	12.81	13.29	13.79	14.27	14.75	15.24	15.73	16.22	16.72	17.21	17.70	18.20	18.69	19.19
651-700	5.53	6.08	6.55	7.11	7.59	8.14	8.62	9.17	9.72	10.21	10.69	11.24	11.72	12.21	12.68	13.18	13.67	14.15	14.63	15.12	15.60	16.09	16.58	17.06	17.55	18.03	18.51	18.99
701-750	5.47	5.99	6.49	7.00	7.54	8.05	8.57	9.08	9.59	10.10	10.57	11.12	11.60	12.08	12.57	13.05	13.55	14.03	14.51	15.00	15.49	15.97	16.45	16.94	17.42	17.91	18.40	18.88
751-800	5.42	5.95	6.44	6.92	7.47	7.95	8.51	8.99	9.47	10.02	10.45	11.00	11.54	12.02	12.51	13.00	13.48	13.95	14.46	14.94	15.42	15.91	16.39	16.87	17.36	17.84	18.33	18.82
801-900	5.34	5.83	6.32	6.87	7.35	7.83	8.32	8.87	9.36	9.84	10.33	10.87	11.35	11.84	12.34	12.81	13.29	13.79	14.27	14.75	15.24	15.73	16.21	16.70	17.18	17.66	18.14	18.63
901-1000	5.27	5.76	6.26	6.75	7.23	7.71	8.20	8.74	9.23	9.72	10.21	10.69	11.17	11.67	12.14	12.62	13.11	13.61	14.09	14.57	15.06	15.55	16.04	16.54	17.04	17.54	18.03	18.52
1001 - up	5.22	5.70	6.20	6.69	7.16	7.65	8.14	8.62	9.11	9.59	10.07	10.57	11.12	11.60	12.08	12.57	13.05	13.55	14.03	14.51	15.00	15.49	15.97	16.45	16.94	17.42	17.91	18.40

## OPTION PRICING

Gloss laminated soft cover .....	1.25
Anti-scuff matte laminated soft cover .....	1.94
Gloss laminated hard cover .....	6.97
Anti-scuff matte laminated hard cover .....	7.67
World Yearbook sewn in .....	2.30
100# matte or gloss per page .....	.02
World Yearbook with Kleenstick tape .....	2.45
Autograph supplement - eight pages .....	.54
Our World - four pages sewn in .....	.70
Our World with Kleenstick tape .....	.85
Plastic cover dust jacket .....	1.35
Name plate - one line .....	3.75
Digital name imprint .....	2.27
Split cover charge .....	106.00
Order envelopes .....	.11
Sales Posters (set of 15) .....	4.20



# Yearbook Purchase Agreement

Walsworth yearbooks

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

**Customer#** 315044  
**Sales rep** Jenny Olson  
**Job#** 2033430

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

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

**Delivery** Spring  
**Requested Ship Week** 05/07/22

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

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

## Yearbook Specifications

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

### Autograph Supplement

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

### Current Events Supplement

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

### Unprinted Autograph Supplement

Quantity: Placement:  
Billing Instructions: Page: Size:

### Clear Book Protectors

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

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

*Amy Warner*

*Jenny Olson*

\_\_\_\_\_  
(Authorized Signature)

08/19/20  
Date

\_\_\_\_\_  
(Walsworth Authorized Signature)

08/19/20  
Date

\_\_\_\_\_  
Date

(Second Authorized Signature)

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# Yearbook Order Form

## 2023 -- U.S.

Job #: 20662

HERFF JONES

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

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

**Organization Name:** Freedom Elementary School

**Year(s) Covered:**  2023  2024  2025  2026  2027

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

**Contact Name:** Ms. Megan Hurt  
**Address:** 9171 Freedom Road  
**City/State/Zip:** Sapulpa, OK 74066-2127  
**Phone:** 918-227-7838  
**E-mail:** mhurt@sapulpaps.org

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

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		226	
Approximate Number of Pages		68	\$3,541.42

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

<input checked="" type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	N/A	\$0.00
<input checked="" type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.25 / COPY	N/A	\$282.50
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$1.94 / COPY	_____	_____
<input type="checkbox"/> All Gloss Laminated Hard Covers	\$6.97 / COPY	_____	_____
<input type="checkbox"/> All Matte Laminated Hard Covers	\$7.67 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$106; All Gloss or All Matte)	\$106.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$6.97 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.67 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.25 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$1.94 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

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

<input type="checkbox"/> Add Digital Name Imprints (Minimum 25)	\$2.27 / EACH	_____	_____
<input type="checkbox"/> Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$3.75 / EACH	_____	_____
<input type="checkbox"/> Add Plastic Dust Jackets	\$1.35 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.70 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.85 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.30 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.54 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.54 / EACH	_____	_____

**Total (before tax):** \$3,823.92  
Per Copy Total: \$16.92

### Terms and Conditions

- Our book needs to ship on Saturday April 22, 2023. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday March 27, 2023. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

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

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

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

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

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

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

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

E-Mail Address: \_\_\_\_\_

Alison Owens  
Alison Owens  
awens@sapulpaps.org

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

Title or position: \_\_\_\_\_

HJ Rep/Signature: \_\_\_\_\_

3-4-22  
Principal

# Jostens<sup>®</sup> Yearbook Agreement

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

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

The Term of this Agreement is for the following years:  
(Specifications subject to annual review)  
**2023 through 2023**

**Program:**  
**REFLECTIONS**

**Creation Method:**  
**YTO**

Ship Date: 4/21/2023 Trim Size: 8 1/2 x 11

Copies: 230 Pages: 56

Cover: Paper Custom

Paper Stock: GLOSS 80# 191

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

Proposed Budget: \$ 4597.70  
(Dollars only, not per book amount)

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

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

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

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

X \_\_\_\_\_  
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

X \_\_\_\_\_  
SIGNATURE OF 2<sup>ND</sup> CUSTOMER AUTHORIZED REPRESENTATIVE  
(IF REQUIRED)

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

X Dustin Keirse  
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

Dustin Keirse 3/2/22  
PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

Job Status: R Rep # 3323

\*Rep: If new, previous publisher:

Type Order: ELEMENTARY SCH

School Type: Public

Yearbook included in Tuition:

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

**Final Specs TBD.**



# Yearbook Sales Agreement

2022-23 School Year

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

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
100	48	At School	SB	\$17.00	\$1,700.00
				Subtotal	\$1,700.00
				Sales Tax/Shipping	\$0.00
				Total	\$1,700.00

Quotation prepared by: Holly Jackson

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

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank you for your business!**

# PUBLISHER'S AUTHORIZATION

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

JOB # 34662

SCHOOL Liberty Stem Academy

ADDRESS 631 N Brown ST

CITY, STATE, ZIP Sapulpa OK 74066

TERM AGREEMENT YEARS OF CONTRACT

20 23 20      20      20      20     

JOSTENS agrees as follows:

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

100 copies 36 pages all color \$12.50 a book

Additional Notes

Date March 2nd, 2022

School Administrator or Yearbook Adviser signature



JOSTENS Sales Representative's signature and rep number

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

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



Item #2318

**Customer:** SAPULPA PUBLIC SCHOOLS

**Addr:** 511 EAST LEE  
 SAPULPA OK 74066

**October Membership:** 3512

**MAS:** MUNICIPAL ACCOUNTING SYSTEMS, INC.

**Addr:** 908 EAST 35TH STREET  
 SHAWNEE, OK 74804

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

**Re-Occurring Fiscal Year Charges**

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

Description	Total
Appropriated Funds	\$10,000.00
Payroll - Usage Fee Included In Appropriated Funds	NA
Treasurer	\$1,756.00
Activity Funds	\$878.00
Personnel	\$1,756.00
Purchase Requisition	\$1,756.00
Employee Document Management	NA

**Total 2022-2023 Fiscal Year Charges: \$16,146.00**
**Terms and Conditions**

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

**Software as a Service**

- Definitions.
  - Application means the software and other material used by MAS to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
  - Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
  - Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
  - Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.

- (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
- (f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
- (g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.
- (h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.
- (i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
- (a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; and (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service.
- (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii), to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
- (a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
- (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
- (a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
- (b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. MAS will provide software as part of the Service that will allow the Customer to share data with third-party applications.
- (a) It is understood and agreed that MAS is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
- (b) It is understood and agreed that MAS is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall MAS be deemed to be a direct or indirect transferor of information/data to any third party. MAS is only providing software that will allow the Customer to share data with third-party applications.
- (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
- (f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, MAS for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that MAS could incur.
- (g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other

interested third person) as required by law before any information/data is transferred by it to a third party.

7. Intellectual Property Rights.
  - (a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.
  - (b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.
  - (c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.
  - (d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.
8. Privacy and Personal Information.
  - (a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at [www.wengage.com](http://www.wengage.com).
9. Term; Termination.
  - (a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or MAS.
  - (b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. MAS may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.
  - (c) Breach. MAS may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of MAS's notice to Customer.
10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."
  - (a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to MAS or its third-party licensor (as appropriate), and MAS hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information"). Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.
  - (b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.
  - (c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.
11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from MAS to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.
12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. MAS reserves all rights not specifically granted herein.

Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

**Prepared By:** Amanda Bunkerfield

**Date Prepared:** 2/15/2022

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

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

**Date Accepted:** \_\_\_\_\_



**INTRODUCTION & GENERAL PROVISION**

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

**1. GENERAL PROVISION**

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

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

**2. SCHEDULE PRODUCTS**

**REQUIREMENTS OF VYPE OKLAHOMA**

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

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

**REQUIREMENTS OF CLIENT**

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

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

Agreement for services runs from July 1, 2022 to June 31, 2023 and automatically renews for a full year unless written notice is provided to VYPE 120 days before the end of that year’s agreement.

**3. TERMS**

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

**Tickets – School will receive 20% of ad revenue after cost in April, 2023**

**Posters – School will receive 20% of ad revenue after cost in April, 2023**

**Web page – School will receive 20% of new ad revenue to be paid in April, 2023, less the \$900 programming fee. It is the sole responsibility of VYPE to create enough ad revenue to cover the programming fee.**

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

School : \_\_\_\_\_ Michael Rose \_\_\_\_\_ VYPE Representative: \_\_\_\_\_ Roscoe Migliore \_\_\_\_\_

School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Joy Hofmeister**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**  
**2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599**

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS**  
**2021-2022 SCHOOL YEAR**

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2021-2022 fiscal year beginning July 1, 2021, and ending June 30, 2022.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**ATTEST:**

_____ Clerk		_____ President
_____ District	_____ County	_____ County/District Number
Approved this _____	Day of _____	2022.

**Bledsoe, Hewett & Gullekson, CPAs, PLLLP**

AUDITING FIRM  


\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

**PLEASE EXECUTE THIS FORM IN TRIPLICATE:**

- (1) copy for the school file
- (1) copy for the contracting auditing firm
- (1) copy to be submitted to the State Department of Education

**EMAIL A SIGNED CONTRACT TO KATHERINE.BLACK@SDE.OK.GOV OR MAIL A**

**COPY TO:** Katherine Black, Executive Director, Financial Accounting  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Suite 420  
Oklahoma City, Oklahoma 73105-4599

**MUST BE FILED NO LATER THAN JUNE 30, 2022**

Contracts dated prior to January 21, 2022, will **not** be accepted.  
Contracts which do not contain all of the above provisions **will not** be accepted.



**BLEDSON, HEWETT & GULLEKSON**  
CERTIFIED PUBLIC ACCOUNTANTS, PLLLP

Eric M. Bledsoe, CPA  
Jeffrey D. Hewett, CPA  
Christopher P. Gullekson, CPA

P.O. BOX 1310 • 121 E. COLLEGE ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

February 7, 2022

Mr. Robert Armstrong, Superintendent  
Sapulpa Public Schools  
511 E. Lee  
Sapulpa, OK 74066

We are pleased to offer our bid and to confirm our understanding of the services we are to provide Sapulpa Public Schools (the District) for the year ended June 30, 2022. We will audit the financial statements – regulatory basis of the governmental activities, which collectively comprise the basic financial statements of the District, as of and for the year ended June 30, 2022. We understand the financial statements will be presented in accordance with a financial reporting model, and prepared using a regulatory basis of accounting, as prescribed by the Oklahoma State Department of Education.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

- Preparation of the 2022-23 Temporary Appropriations
- Preparation of the 2022-23 Estimate of Needs
- State Auditor and Inspector's filing fee for your 2021-22 audit report
- Presentation of the 2021-22 audit report to your Board of Education
- Supplemental Appropriations, as needed
- Preparation of 2021-22 Schedule of Expenditures of Federal Awards
- Unlimited toll-free telephone consultation throughout the year with District personnel relating to any matter of concern

Supplementary information, Combining Financial Statements and Schedule of Expenditures of Federal Awards accompanies the District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on –

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal control, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair

presentation in the financial statements of the respective financial position of the government activities, each major fund, and the aggregate remaining fund information of the District in conformity with U.S. Generally Accepted Accounting Principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow-up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. You are responsible for the preparation of the supplementary information in conformity with U.S. Generally Accepted Accounting Principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or government regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, fund sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Controls**

Our audits will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee had complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the Uniform Guidance and related addenda for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is Management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Bledsoe, Hewett & Gullekson, CPAs, PLLP, and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to Oklahoma State Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bledsoe, Hewett & Gullekson, CPAs, PLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Oklahoma State Department of Education, U. S. Department of Education and Office of Management and Budget. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$10,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to

reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2019 peer review report and letter of comment is available on our website, [www.bhgaudit.com](http://www.bhgaudit.com).

We appreciate the opportunity to be of service to Sapulpa Public Schools and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

At this time, we are not able to determine if your District will need a Single Audit performed in accordance with the Uniform Guidance, as described in this letter. When, and if it is determined that the District will not need a Single Audit to be performed, we will issue another engagement letter, if required.

Sincerely,

*Bledsoe, Hewett & Gullekson*

Bledsoe, Hewett & Gullekson  
Certified Public Accountants, PLLP

RESPONSE

This letter correctly sets forth the understanding of Sapulpa Public Schools.

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

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

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

Prepared By: Mithu Singh  
 Customer Name: Sapulpa Indep School District 33

 Customer Contact: Amy Riff  
 Title: Director of Accountability and Accreditation

 Contract Term: 16 Months  
 Start Date: 1-MAR-2022  
 End Date: 30-JUN-2023  
 Billing Frequency: Annually

 Address: 511 E. Lee  
 City: Sapulpa  
 State/Province: Oklahoma  
 Zip Code: 74066  
 Phone #: (918) 224-3400

Product Description	Quantity	Unit	Extended Price	
<b>Initial Term 1-MAR-2022 - 30-JUN-2023</b>				
<b>License and Subscription Fees</b>				
Unified Insights On Prem Software Subscription	NutraKids	3,679.00	Students	USD 4,451.59

 License and Subscription Totals: **USD 4,451.59**
**Quote Total**

<b>Initial Term</b>	<b>1-MAR-2022 - 30-JUN-2023</b>
<b>Payment Total</b>	<b>USD 4,451.59</b>

**PowerSchool hereby agrees to allow the Customer to make the following non-standard payments for the current annual term:**

Due Date	Payment Amount
<b>1-MAR-2022</b>	<b>USD 1,115.18</b>
<b>1-JUL-2022</b>	<b>USD 3,336.41</b>

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at [https://www.powerschool.com/MSA\\_Feb2022/](https://www.powerschool.com/MSA_Feb2022/), as may be amended.

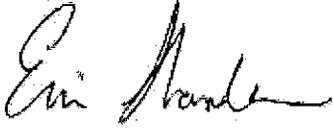
THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Sapulpa Indep School District 33

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 3-FEB-2022

Date:

PO Number: \_\_\_\_\_





# Sapulpa Public Schools

## 2022-2023

**July**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May**

S	M	T	W	T	F	S
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June**

S	M	T	W	T	F	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Begin Semester   
End Semester

Parent Conference Night   
Teacher Workday

No School   
Professional Day

1st Semester		2nd Semester	
<p><b>August 2022</b></p> <ul style="list-style-type: none"> <li>8 New teachers report</li> <li>11 Professional Day</li> <li>12 Professional Day</li> <li>15 Professional Day</li> <li>16 Workday</li> <li>18 First day of School</li> </ul> <p><b>September</b></p> <ul style="list-style-type: none"> <li>2 No School</li> <li>5 Labor Day (No School)</li> <li>16 Professional Day</li> <li>27 Secondary PT Conf.</li> <li>29 Elementary PT Conf.</li> </ul> <p><b>October</b></p> <ul style="list-style-type: none"> <li>3 All District PT Conf.</li> <li>12-14 Fall Break (No School)</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>21-25 Thanksgiving Holiday (No School)</li> </ul> <p><b>December</b></p> <ul style="list-style-type: none"> <li>21-January 3 Winter Holiday (No School)</li> </ul>	<p><b>January 2023</b></p> <ul style="list-style-type: none"> <li>4 Prof Day/Work Day</li> <li>5 Classes Resume</li> <li>16 Martin L. King Jr. Day (No School)</li> </ul> <p><b>February</b></p> <ul style="list-style-type: none"> <li>7 Secondary PT Conf.</li> <li>9 Elementary PT Conf.</li> <li>13 All District PT Conf.</li> <li>20 President's Day (No School)</li> </ul> <p><b>March</b></p> <ul style="list-style-type: none"> <li>10-17 Spring Break</li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>19 Graduation</li> <li>22 Last Day of School</li> <li>23 Prof. Day/ Work Day</li> </ul>
<p><b>1st Semester</b></p> <ul style="list-style-type: none"> <li>Days Taught 78</li> <li>PT Conferences 1</li> <li>Professional Days 4</li> <li>Teacher Workday 1</li> </ul>		<p><b>2nd Semester</b></p> <ul style="list-style-type: none"> <li>Days Taught 85</li> <li>PT Conferences 1</li> <li>Professional Days 1</li> <li>Teacher Workday 1</li> </ul>	
<p><b>Total</b></p> <ul style="list-style-type: none"> <li>Days Taught 163</li> <li>Weather Days 4</li> </ul>			

# PERSONNEL REPORT

March 07, 2022

## SUPPORT PERSONNEL REPORT

### EMPLOYMENT

Name

None

Position

Effective Date

### STIPENDS

Name

None

Extra-Duty/Stipend

### CHANGE OF STATUS

Name

None

From

To

Effective Date

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**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>
Jennifer Gardella	Speech Path Asst	Maternity	March 15, 2022

**RESIGNATIONS/RETIREMENTS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Jessie Swayze	IT Systems Administrator	March 2, 2022
Rick Castaldi	Maintenance	February 28, 2022

**TERMINATIONS**

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



# PERSONNEL REPORT

March 07, 2022

## 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>
None		

### EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Bonesha Bruner	5th Grade Basketball League/\$800
Amy Riff	Interim MS Principal/\$4,000
Rhonda Thompson	Lead Teacher-Bartlett/\$2,000

### 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>
Brent Brownlee	ADC/Middle School	Interim MS Dean	February 10, 2022

**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>
None			

**RESIGNATIONS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Billy Gates	Teacher	June 30, 2022
Nancy Toomey	Teacher	June 30, 2022
Kari Childress	Counselor	June 30, 2022
Dawn Duncan	Principal	March 02, 2022