

AGENDA
Sapulpa Public Schools
Regular Virtual and Physical Meeting
Washington Administration Center Board Room
511 E Lee
Sapulpa, OK 74066
Monday, June 13, 2022 at 12:00 PM

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

- I. Call the meeting to order and Pledge Allegiance to the Flag.
- II. Formal Adoption of the Agenda.
 - A. Motion, discussion, and vote on Motion to formally adopt Agenda.
- III. Consent Agenda
 - A. Approval of 5.09.2022 Regular Board Meeting Minutes.
 - B. Approval of the 2021-22 General Fund Purchase Order Encumbrance numbers 911 through 968.
 - C. Re-approval of the 2021-22 General Fund Purchase Order Encumbrance number 910.
 - D. Approval of the 2021-22 Building Fund Purchase Order Encumbrance numbers 225 through 243.
 - E. Approval of the 2021-22 Child Nutrition Fund Purchase Order Encumbrance numbers 86 through 93.
 - F. Approval of the 2021-22 Bond Fund 31 Purchase Order Encumbrance number 25.
 - G. Approval of the 2021-22 Bond Fund 32 Purchase Order Encumbrance number 56.
 - H. Approval of the 2021-22 Bond Fund 39 Purchase Order Encumbrance number 1.
 - 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 a School Membership with Oklahoma State School Boards Association (OSSBA) for the 2022-23 school year.
 - L. Approval of Assemble Paperless Meeting Subscription with Oklahoma State School Boards Association (OSSBA) for the 2022-23 school year.
 - M. Approval of the 2022-23 OSSBA Policy Services.
 - N. Approval of the 2022-23 OSSBA Superintendent Evaluation tool.
 - O. Approval of renewing the 2022-23 Workers Compensation Insurance with the Oklahoma School Assurance Group (OSAG).

- P. Approval of renewing the 2022-23 School District Comprehensive Insurance Policy with Oklahoma Schools Insurance Group (OSIG).
- Q. Approval of a 2022-23 Muscogee (Creek) Nation Local Head Start Agreement for special education services.
- R. Approval of a 2022-23 Legal Contract with Christina Evans, Orientation and Mobility Specialist.
- S. Approval of a 2022-23 Legal Contract with Cindy Lumpkin, Consultant, to serve district children with visual disabilities.
- T. Approval of a 2022-23 Legal Contract with Jeanne Pease to provide consultant services for our hearing-impaired students.
- U. Approval of 2022-23 Legal Contract with Casey Newman to provide educational audiology consultant services.
- V. Approval of 2022-23 Legal Contract with Leah Gruns to conduct speech and/or language therapy and related activities for Sapulpa Public Schools.
- W. Approval of the 2022-23 BorderLAN Security Agreement for internet filtering service and classroom management system.
- X. Approval of Microsoft Licensing renewal for the 2022-23 school year.
- Y. Approval of renewal for the E-Rate Letter of Agency, authorizing Kellogg and Sovereign Consulting to act on our behalf for the 2023-24 e-rate cycle.
- Z. Approval of 2022-23 Subscription Renewal with Vernon Florence Consulting Company.
- AA. Approval of the 2022-23 renewal of the Ellevation Subscription Agreement with Sapulpa Public Schools.
- BB. Approval for renewal of the 2022-23 GCN Training Quote.
- CC. Approval for renewal of the 2022-23 PowerSchool Maintenance, Support, and Hosting quote.
- DD. Approval for renewal of the 2022-23 PowerSchool SearchSoft-McRel-Principal quote.
- EE. Approval of the renewal of the 2022-23 Seesaw contract.
- FF. Approval of the renewal of the 2022-23 Istation Quote.
- GG. Approval of renewal for the 2022-23 School Messenger Communicate notification system quote.
- HH. Approval of renewal for 2022-23 School Messenger Presence website content management system quote.
- II. Approval of the 2022-23 Buy Board National Purchasing Cooperative Interlocal Participation Agreement.
- JJ. Approval of the 2022-23 Action Fire Protection proposal for annual inspections and service work.
- KK. Approval of the 2022-23 Athletic Training Services Donation Agreement through Tulsa Bone & Joint.
- LL. Approval of the 2022-23 Lone Star Co-Op Application for Softball, Volleyball, Football, Wrestling, Baseball, Boys and Girls Golf, Soccer, and Tennis.
- MM. Approval of the Camp Loughridge Booking Contract for the 2022 Student Leadership Retreat.
- NN. Approval of 2022 Perry Weather Subscription.

- OO. Approval to accept payment from Sapulpa Baseball Booster for Steve Irvine and Chad Nichols 2022-23 Summer Program payments.
- PP. Approval of 2022-23 Equipment Maintenance Agreement renewal quote between Service Solved and Holmes Park Elementary.
- QQ. Approval of the following as Sanctioned Clubs of Sapulpa Public Schools:
 - 1. Liberty TAPS
 - 2. Jefferson Heights TAPS
 - 3. Sapulpa Ping Pings Booster Club
 - 4. Sapulpa HS Band Booster Club
 - 5. Sapulpa HS Baseball Booster Club
 - 6. Sapulpa HS Softball Booster Club
 - 7. Sapulpa FFA Booster Club
- RR. Out of State Activity Trips
- SS. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information & Discussion Items
 - A. 566 Wellness Policy, first read
 - B. 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 modifications to the District's Student Transfer policy.
 - C. Discussion, motion, and vote on a motion to approve/disapprove of updating the Sapulpa Public Schools Concussion Protocol.
 - D. Discussion, motion, and vote on a motion to approve/disapprove modifications to the District's 2022-23 Return to Learn Plan.
 - E. Proposed executive session to discuss Personnel listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
 - 1. Vote to convene in Executive Session.
 - 2. To acknowledge the Board has returned to Open Session.
 - 3. Statement of Executive Session Minutes.
- VII. Personnel
 - A. Vote to approve/disapprove employing Personnel as per attachment.
 - B. Vote to approve/disapprove FMLA request for Stephanie Kiesau, effective April 22, 2022, through June 05, 2022.
 - C. Vote to approve/disapprove the 2022 Summer Program employees as per attachment.
 - D. Vote to approve/disapprove authorizing Amanda Castleberry to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.
 - E. Vote to accept Resignations received since the last board meeting.
- VIII. Adjournment.

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

Monday, May 9, 2022 6:00 PM

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

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

President Steve McCormick called the meeting to order at 6 pm. Asst.

Superintendent Johnny Bilby led the Pledge of Allegiance.

II. Formal Adoption of the Agenda.

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

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

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of the 4.11.2022 Regular Board Meeting Minutes.

III.B. Approval of the 2021-22 General Fund Purchase Order Encumbrance numbers 875 through 910.

III.C. Re-approval of 2021-22 General Fund Purchase Order number 850.

III.D. Approval of the 2021-22 Building Fund Purchase Order Encumbrance number 202 through 224.

III.E. Approval of the 2021-22 Child Nutrition Fund Purchase Order Encumbrance number 80 through 85.

III.F. Re-approval of Child Nutrition Purchase Order number 49.

III.G. Approval of the 2021-22 Bond Fund 31 Purchase Order Encumbrance numbers 22 through 24.

III.H. Approval of the 2021-22 Bond Fund 32 Purchase Order Encumbrance number 55.

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

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

III.K. Approval of the following 2022 Summer Programs

III.K.1. Summer Athletic Camps

III.K.2. Indian Education Summer Camps

III.L. Approval of 2022-23 Picture Agreements.

III.L.1. Sapulpa HS and Jr.High Agreement with Focused

III.L.2. Sapulpa Middle School Agreement with Ruth Kelly Studio

III.L.3. Freedom Elementary Agreement with Focused

III.L.4. Holmes Park Elementary Agreement with Jostens PIX

III.L.5. Liberty Stem Academy Agreement with Legacy Studios

III.L.6. Jefferson Heights Elementary Agreement with Ruth Kelly Studio

III.M. Approval of 2022-23 renewal of Service Warranty with EMCO Termite & Pest Control Company of Tulsa, INC for Jr. High and High School.

III.N. Approval of the 2022-23 renewal of Service Warranty with EMCO Termite & Pest Control Company of Tulsa, INC for Sapulpa Middle School.

III.O. Approval of 2022-23 renewal of Preferred Business Systems as the service contract provider for all District copiers.

III.P. Approval to 2022-23 renewal of Powerschool Mizuni Integration Suite.

III.Q. Approval of 2022-23 renewal of PowerSchool Enrollment Registration.

III.R. Approval of 2022-23 renewal of PowerSchool Talent Ed subscription.

III.S. Approval of the renewal of the Coke Contract for FY23.

III.T. Approval of 2022-23 Weaver Drug Testing Lab Service Agreement with Sapulpa Public Schools for Transportation Dept.

III.U. Approval of 2022-23 renewal of Jostens Total Service Agreement with Sapulpa High School.

III.V. Approval of the 2022-23 Cummins Sales and Service Planned Maintenance Proposal.

III.W. Approval of the 2022-23 Rosenstein, Fist & Ringold fee increase for services provided, effective July 1, 2022.

III.X. Approval of the 2022-23 Work@Health Letter of Commitment.

III.Y. Approval to open contract negotiations with United Sapulpa Educators and United Sapulpa Educators Support Personnel for the 2022-23 school year.

III.Z. Approval of the 2022 Tournament of Champions (Arkansas) Contract for the Varsity Girls Basketball team.

III.AA. Declaration of Surplus

III.AA.1. Band--Old Instruments

III.AB. Out of State Activity Trips

III.AB.1. JROTC--Corpus Christi, TX

III.AB.2. Drama--Indiana

III.AB.3. Liberty Stem--New Orleans

III.AC. Approval of Fundraisers

A. 4.11.2022, B. 2021-22 General Fund PO Numbers, C. Re-approval PO 850, D. 2021-22 Building Fund PO Numbers, E. 2021-22 Child Nutrition PO Numbers, F. Re-approval of PO 49, G. 2021-22 Bond Fund 31 PO Numbers, H. 2021-22 Bond Fund 32 PO Numbers, I. School Activity Funds Account, J. Treasurer's Report, K. 2022 Summer Programs, L. 2022-23 Picture Agreements, M. EMCO Termite Service Warranty SHS/JH, N. EMCO Termite Service Warranty SMS, O. Preferred Business Systems, District copiers, P. PowerSchool-Mizuni Integration Suite, Q. PowerSchool Enrollment Registration, R. PowerSchool Talent Ed, S. Coke Contract, T. Weaver Drug Testing-Transportation, U. Jostens Total Service Agreement, V. Cummins Sales and Service Proposal, W. Rosenstein, Fist & Ringold, X. Work@Health Letter, Y. USE/USESP Negotiations, Z. TOC (Arkansas) Girls Bball, AA. Declaration of Surplus, AB. Out of State Activity, AC. Approval of Fundraisers

To approve Consent Agenda Items A-AC passed with a motion by Wayne Richards and a second by Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

IV. Hearing from the public

None

V. Information and Discussion

V.A. Superintendent Comments

Superintendent Mr. Armstrong started his comments with a financial update which looks good and is projecting a 10% carryover for the next school year. This consent agenda opened negotiations with USE. As the year winds down, Baseball, Track, and Golf are off to State. Senior end-of-year activities have kicked off with a successful Prom and Graduation is right around the corner. The last day of school is set for May 18.

VI. Action Items

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

VI.B. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated May 1, 2015, between the District and Creek County Educational Facilities Authority for the fiscal year ending June 30, 2023, as required under the provisions of the agreement. (Lease Revenue Bond continuance)

To approve the renewal of the Sublease Agreement dated May 1, 2015, between the District and Creek County Educational Facilities Authority for the fiscal year ending June 30, 2023, as required under the provisions of the agreement. (Lease Revenue Bond continuance) 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

VI.C. Discussion, motion, and vote on a motion to approve naming the new Marine JROTC building at Sapulpa High School, Major Jerry Swepston Marine Corps JROTC Training Facility, in recognition of the exceptional contributions of Major Swepston to Sapulpa Public Schools and the Marine JROTC students and program.

To approve naming the new Marine JROTC building at Sapulpa High School, Major Jerry Swepston Marine Corps JROTC Training Facility, in recognition of the exceptional contributions of Major Swepston to Sapulpa Public Schools and the Marine JROTC students and program 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. Proposed Executive Session to discuss the Personnel List as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.

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

To convene in Executive Session at 6:09 pm passed with a motion by Steve McCormick and a second by Wayne Richards.

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

VI.D.2. To acknowledge the Board has returned to Open Session
President Steve McCormick acknowledged the Board's return to Open Session at 6:33 pm.

VI.D.3. Statement of Executive Session Minutes

The Board of Education went into Executive Session at 6:09 pm to discuss Personnel as listed, 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 6:33 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.E. Personnel

VI.E.1. Vote to approve/disapprove employing Personnel as per attachment.

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

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

VI.E.2. Vote to approve/disapprove FMLA request for Jessica Koch, effective March 24, 2022, through May 16, 2022.

To approve FMLA request for Jessica Koch, effective March 24, 2022, through May 16, 2022 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

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

To approve authorizing Jessica Koch to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation 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

VI.E.4. Vote to approve/disapprove of the rehire of District Certified Staff on a regular continuing contract for 2022-23, provided state and federal funds become available in sufficient amounts to pay their salaries.

To approve of the rehire of District Certified Staff on a regular continuing contract for 2022-23, provided state and federal funds become available in sufficient amounts to pay their salaries passed with a motion by Larry Hoover and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.E.5. Vote to approve/disapprove the rehire of District Certified Staff moving from a first-year temporary contract to a second-year temporary

contract for 2022-23, provided state and federal funds become available in sufficient amounts to pay their salaries.

To approve the rehire of District Certified Staff moving from a first-year temporary contract to a second-year temporary contract for 2022-23, provided state and federal funds become available in sufficient amounts to pay their salaries passed with a motion by Larry Hoover and a second by Sarah Havenstrite.

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

VI.E.6. Vote to approve/disapprove the rehire of District Certified Staff from a second-year temporary contract to a regular continuing contract for 2022-23, provided state and federal funds become available in sufficient amounts to pay their salaries.

To approve the rehire of District Certified Staff from a second-year temporary contract to a regular continuing contract for 2022-23, provided state and federal funds become available in sufficient amounts to pay their salaries 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

VI.E.7. Vote to approve/disapprove the rehire of District Support Staff on contract for 2022-23 provided state and federal funds become available in sufficient amounts to pay their salaries.

To approve the rehire of District Support Staff on contract for 2022-23 provided state and federal funds become available in sufficient amounts to pay their salaries 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

VI.E.8. Vote to approve/disapprove the 2022-23 employment and contract renewal for District Administrators, Directors, and Coordinators.

To approve the 2022-23 employment and contract renewal for District Administrators, Directors, and Coordinators 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

VI.E.9. Vote to approve/disapprove the 2022-23 employment and contract renewal for site Principals, Assistant Principals, and Dean of Students.

To approve the 2022-23 employment and contract renewal for site Principals, Assistant Principals, and Dean of Students 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.E.10. Vote to approve/disapprove the 2022 Summer Program Employees as per attachment.

To approve the 2022 Summer Program Employees as per attachment 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

VI.E.11. Discussion, motion, and vote on a motion to approve/disapprove the offer of employment to an individual to serve as Principal at Sapulpa Middle School, with such employment subject to a mutually acceptable and fully executed written contract of employment.

To approve the offer of employment to an individual to serve as Principal at Sapulpa Middle School, with such employment subject to a mutually acceptable and fully executed written contract of employment failed with a motion by Wayne Richards and a second by Steve McCormick.

Sarah Havenstrite: Nay

Larry Hoover: Nay

Steve McCormick: Nay

Wayne Richards: Nay

Melinda Ryan: Nay

Yea: 0, Nay: 5

to approve the offer of employment to Peter Carter to serve as Principal at Sapulpa Middle School, with such employment subject to a mutually acceptable and fully executed written contract of employment passed with a motion by Sarah Havenstrite and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.E.12. 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 6:38 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: 910 - 967, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	910	05/03/2022	3826	SECURITY BANK CARD CENTER INC	ADMIN SUPPLIES/ADMAZON, ID WHOLESALE	1,565.74
11	911	05/05/2022	3826	SECURITY BANK CARD CENTER INC	MATCHING SHARE OF BOX TRUCK FOR BAND	5,320.50
11	912	05/05/2022	3826	SECURITY BANK CARD CENTER INC	628-Sped-PCard-CPI Materials	2,229.20
11	913	05/05/2022	3826	SECURITY BANK CARD CENTER INC	R. MARKLEY/CHIEFTAIN TV/AMAZON	192.00
11	914	05/10/2022	3826	SECURITY BANK CARD CENTER INC	DIESEL-DISTRICT VEHICLES MAY-JUNE	25,000.00
11	915	05/12/2022	228	TRANS AIR	Evaporator Fan Motor for Book Bus	162.35
11	916	05/12/2022	3826	SECURITY BANK CARD CENTER INC	Motor Mounts for Truck MARK ALLEN	240.00
11	917	05/12/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	bus seat cover	120.00
11	918	05/12/2022	3826	SECURITY BANK CARD CENTER INC	JOM Student End of Year Trip	1,200.00
11	919	05/13/2022	153	ESS SOUTH CENTRAL, LLC	CONTRACTED SUBSTITUTE SVCS-MAY	16,741.89
11	920	05/16/2022	30840	OSIG	EMERGENCY-ACCIDENT DEDUCTIBLES	2,000.00
11	921	05/16/2022	81940	JAMES BURKHALTER	Reimbursement for fuel	112.68
11	922	05/16/2022	3826	SECURITY BANK CARD CENTER INC	supplies/equipment STEM lab TSA,HOME DEPOT,LOWE'S	1,799.48
11	923	05/17/2022	3826	SECURITY BANK CARD CENTER INC	Speedy Spots - Announcer for graduation	30.00
11	924	05/18/2022	30627	VARSITY BRANDS HOLDING CO., INC	Ping Uniforms and Gear	2,097.00
11	925	05/18/2022	3826	SECURITY BANK CARD CENTER INC	National JOM Conference	1,400.00
11	926	05/18/2022	81137	DEBORAH ANN KROLL	Reimbursement for fuel purchase	11.74
11	928	05/18/2022	3826	SECURITY BANK CARD CENTER INC	Flight, National Johnson O' Malley Conference	1,200.00
11	929	05/18/2022	3826	SECURITY BANK CARD CENTER INC	011-Sped-PCard-ESY Supplies & Materials	500.00
11	930	05/18/2022	80267	KATHERINE A STUFFLEBEAM	615-CCOSA Summer Conf. Per Diem Stufflebeam	138.00
11	931	05/18/2022	3826	SECURITY BANK CARD CENTER INC	367-PCard-Summer Reading Supplies and Materials	1,400.00
11	932	05/18/2022	3826	SECURITY BANK CARD CENTER INC	Classroom supplies	3,000.00
11	933	05/20/2022	3826	SECURITY BANK CARD CENTER INC	Computer Monitor BEST BUY	400.00
11	934	05/20/2022	307	LCJ MARKETING SOURCE INC	628-Sped-Materials and Supplies -OT	174.00
11	935	05/20/2022	308	TWO SPARROWS LEARNING SYSTEMS, INC.	628-Sped-Supplies & Materials-OT	440.00
11	936	05/20/2022	30926	THERAPRO	628-Sped-Supplies & Materials (OT)	375.54
11	937	05/23/2022	3826	SECURITY BANK CARD CENTER INC	National Johnson O' Malley Hotel Registration	200.00
11	938	05/23/2022	3826	SECURITY BANK CARD CENTER INC	Lodging - Stillwater PD	220.00
11	939	05/25/2022	3046	J.A.M. DISTRIBUTING COMPANY	Antifreeze and Windshield fluid	675.40

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 910 - 967, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	940	05/25/2022	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Seat backs and cushions	1,562.16
11	941	05/25/2022	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Air Spring for Bus 25	212.00
11	942	05/25/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Shock Absorbers for Bus	316.00
11	943	05/25/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Brakes and Drums for Bus 37	772.00
11	944	05/25/2022	3826	SECURITY BANK CARD CENTER INC	Oil, Air and Fuel Filters for Fleet	6,104.20
11	945	05/25/2022	30670	WELDON TRUCK PARTS	Heavy Duty Commercial Battery Charger	1,100.00
11	946	05/25/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Rear Brakes for Bus 12	730.00
11	947	05/27/2022	3328	WASTE MANAGEMENT OF OKLAHOMA, INC.	TRASH DUMPSTERS-MAY THRU JUNE	12,203.50
11	948	05/31/2022	30003	LAKESHORE EQUIPMENT COMPANY	628-Sped-Classroom Materials	2,455.21
11	949	05/31/2022	311	OSU ANIMAL & FOOD SCIENCE	Judging Manuals (Livestock)	40.00
11	950	05/31/2022	3826	SECURITY BANK CARD CENTER INC	Lodging for PD (Dylan Johnston)	200.00
11	951	05/31/2022	3826	SECURITY BANK CARD CENTER INC	Title VI classroom/office supplies	3,200.00
11	952	06/01/2022	31555	OFFICE DEPOT	Office Supplies	300.00
11	953	06/01/2022	3886	PDQ.COM CORPORATION	Annual Renewal-PDQ Bulk Deployment Software	1,050.00
11	954	06/01/2022	8944	BIG WEB APPS	Annual Renewal- SherpaDesk Ticketing System	3,458.00
11	955	06/01/2022	1269	SOFTWARE HOUSE INTERNATIONAL	Annual Renewal- Microsoft License	21,957.66
11	956	06/06/2022	107	TELECOMP HOLDINGS INC.	Annual Renewal- VMware with Telecomp	1,179.00
11	957	06/06/2022	103	BorderLAN, Inc.	Annual Renewal- LineWize Internet Filter	17,203.50
11	958	06/06/2022	107	TELECOMP HOLDINGS INC.	Annual Renewal- Mitel Phone Support with Telecomp	10,933.00
11	959	06/06/2022	3826	SECURITY BANK CARD CENTER INC	Cables for Video Production- Amazon	382.99
11	960	06/06/2022	309	SYMBIOTIC, LLC	Aquaponic System - Carl Perkins	7,554.84
11	961	06/06/2022	235	CCOSA-COOP COUNCIL OK SCH	COSA SUMMER CONF 6/7/22 RA JB	1,000.00
11	962	06/06/2022	1818	MERRIFIELD OFFICE SUPPLY	628-Sped-Material & Supplies	339.96
11	963	06/07/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Fuel filters and Oil Filters	750.00
11	964	06/07/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Brake Parts for Bus 4	1,907.41
11	965	06/07/2022	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Gasket Assembly Valve and Adjuster Brake Bus 29	590.00
11	966	06/07/2022	7156	PROJECT LEAD THE WAY, INC	PLTW Registration Fee for 22-23	950.00
11	967	06/08/2022	3826	SECURITY BANK CARD CENTER INC	CN FLIGHTS TO SNA EVENT-ACTIVITY FND TO REIMBURSE	2,743.80

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 910 - 967, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					Non-Payroll Total:	\$170,140.75
					Payroll Total:	\$0.00
					Balance Forward:	\$0.00
					Report Total:	\$170,140.75

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 225 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	225	05/09/2022	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC parts and supplies	1,000.00
21	226	05/09/2022	47	JC MECHANICAL	HVAC Repair Service	5,161.30
21	227	05/10/2022	3826	SECURITY BANK CARD CENTER INC	Emergency Auditorium HVAC	10,000.00
21	228	05/11/2022	629	LOCKE SUPPLY	Maintenance Supplies	1,065.34
21	229	05/11/2022	296	413 SIGNS & GRAPHICS	Repair LED SC sign at Plaza	550.00
21	230	05/12/2022	305	S & S TRUCKING SERVICES OKC, INC.	POWER WASH FOOTBALL STADIUM	3,075.00
21	231	05/12/2022	629	LOCKE SUPPLY	Maintenance Supplies	2,000.00
21	232	05/12/2022	8280	SHERWIN WILLIAMS CO.	Painting supplies for the district	680.00
21	233	05/16/2022	391	BENNETT STEEL, INC.	Crane rental flagpole at Collins	626.00
21	234	05/17/2022	31747	MARTIN SALES & RENTAL, LLC	Grounds Equipment	517.50
21	235	05/17/2022	3826	SECURITY BANK CARD CENTER INC	Service Ctr Projects AMAZON WESTLAKE WALMART	600.00
21	236	05/20/2022	9622	WESTLAKE HARDWARE INC	Maintenance Supplies	1,000.00
21	237	05/20/2022	6097	LEDFORD SPORTSFLOORS, LLC	GYM FLOOR REFINISHING HS AND JH GYMS	7,445.00
21	239	05/25/2022	2069	LED USA.COM	Lights for district	200.00
21	240	05/31/2022	8510	THE HOME DEPOT PRO	Custodial Supplies	2,700.00
21	241	06/02/2022	2069	LED USA.COM	Light bulbs for district	100.00
21	242	06/02/2022	2420	INTERMOUNTAIN LOCK & SECURITY	Supplies for doors, locks, closers	600.00
21	243	06/08/2022	3826	SECURITY BANK CARD CENTER INC	Steve Wilkins/SC Projects: parts, supplies	1,000.00

Non-Payroll Total:	\$38,320.14
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$38,320.14

Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 86 - 999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	86	05/11/2022	39347	TULSA FRUIT DBA GO FRESH	Fresh produce deliveries, all sites	5,000.00
22	87	05/16/2022	3826	SECURITY BANK CARD CENTER INC	For A&W Towing - Tow dept van from HS to SC	80.00
22	88	05/18/2022	3826	SECURITY BANK CARD CENTER INC	SNA conference registration/meals/gas	1,290.00
22	89	05/24/2022	1818	MERRIFIELD OFFICE SUPPLY	Chairs for CN offices	640.00
22	90	05/26/2022	7163	US FOODS, INC	Emergency food and paper items	10,000.00
22	91	06/01/2022	3956	JS & T INC.	Year end hood vent cleaning, all schools	3,955.00
22	92	06/01/2022	21	ACTION FIRE PROTECTION LLC	Replace corroded sprinkler head in JHE freezer	1,150.00
22	93	06/07/2022	30760	SNA	SNA membership for new manager, Ashli Garland	52.50
Non-Payroll Total:						\$22,167.50
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$22,167.50

Sapulpa Public Schools
Encumbrance Register**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 25 - 999, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	25	05/09/2022	304	LIGHTNING LOCKERS LLC	FOOTBALL LOCKERS	13,501.60
Non-Payroll Total:						\$13,501.60
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$13,501.60

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 56 - 999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	56	05/12/2022	3158	WILLIAM A. HARRISON, INC.	CONTROL INTERFACE FOR SMS HVAC	4,882.00
Non-Payroll Total:						\$4,882.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$4,882.00

Sapulpa Public Schools
Encumbrance Register**Options:** Year: 2021-2022, Date Range: 7/1/2021 - 6/30/2022, PO Range: 1 - 1, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	06/09/2022	30637	HOLT TRUCK CENTERS	ADD'L GRAPHICS/NEW BUSES- KRYPTONITE	9,000.00
Non-Payroll Total:						\$9,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$9,000.00

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2021 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON CATEGORICAL FUND	\$0.00	\$526.75	\$0.00	\$0.00	\$526.75	\$0.00	\$526.75
125 LIBERTY	\$0.00	\$95.00	\$0.00	\$0.00	\$95.00	\$0.00	\$95.00
801 HS GRANTS	\$0.00	\$3,095.78	\$1,435.22	\$2,992.85	\$1,538.15	\$40.95	\$1,497.20
802 HS OFFICE	\$0.00	\$7,167.16	\$2,669.33	\$2,660.23	\$7,176.26	\$4,729.29	\$2,446.97
803 CREDIT RECOVERY	\$0.00	\$2,639.47	\$3,872.12	\$250.00	\$6,261.59	\$0.00	\$6,261.59
804 ID BADGE	\$0.00	\$1,875.00	\$3,629.53	\$2,712.85	\$2,791.68	\$0.00	\$2,791.68
805 HS ART	\$0.00	\$6,028.75	\$9,805.76	\$14,215.28	\$1,619.23	\$0.00	\$1,619.23
806 HS BAND	\$0.00	\$16,316.81	\$14,304.40	\$21,024.41	\$9,596.80	\$2,335.26	\$7,261.54
807 HS BAND BOOSTER CONCESSION	\$0.00	\$49,631.62	\$49,291.54	\$49,417.86	\$49,505.30	\$39,958.74	\$9,546.56
808 HS OKLAHOMA CLOSE UP	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$0.00	\$456.00	\$357.77	\$127.95	\$685.82	\$80.00	\$605.82
810 HS STAY(STUD TCH AIDS YOUTH)	\$0.00	\$0.00	\$445.06	\$0.00	\$445.06	\$0.00	\$445.06
811 HS COUNSELING OFFICE	\$0.00	\$1,021.00	\$5,089.92	\$0.00	\$6,110.92	\$0.00	\$6,110.92
812 HS BUSINESS PROF ASSOC (BPA)	\$0.00	\$0.00	\$336.97	\$0.00	\$336.97	\$105.00	\$231.97
814 HS AP EXAMS	\$0.00	\$3,389.00	\$2,425.08	\$4,417.80	\$1,396.28	\$0.00	\$1,396.28
815 HS FCCLA	\$0.00	\$4,864.00	\$1,910.26	\$5,424.69	\$1,349.57	\$0.00	\$1,349.57
816 HS INDIAN ED PANTRY	\$0.00	\$0.00	\$177.45	\$104.03	\$73.42	\$73.42	\$0.00
817 HS LIBRARY	\$0.00	\$60.95	\$1,344.83	\$176.70	\$1,229.08	\$180.75	\$1,048.33
818 HS NATIONAL HONOR SOCIETY	\$0.00	\$2,675.00	\$5,652.67	\$3,359.15	\$4,968.52	\$419.41	\$4,549.11
819 GREEN-THUMB CHIEFTAINS	\$0.00	\$2,044.75	\$5,558.62	\$1,315.57	\$6,287.80	\$200.00	\$6,087.80
820 HS NAACP	\$0.00	\$0.00	\$112.30	\$0.00	\$112.30	\$0.00	\$112.30
821 HS SENIORS 2024	\$0.00	\$253.00	\$4,687.26	\$2,216.78	\$2,723.48	\$0.00	\$2,723.48
822 HS SENIORS 2022	\$0.00	\$0.00	\$7,774.95	\$2,778.03	\$4,996.92	\$0.00	\$4,996.92
823 HS SENIORS 2023	\$0.00	\$11,550.00	\$3,042.81	\$4,993.54	\$9,599.27	\$232.58	\$9,366.69
824 HS SCIENCE & ENGINEERING	\$0.00	\$0.00	\$5,966.22	\$1,387.53	\$4,578.69	\$0.00	\$4,578.69
825 HS SPANISH HONOR SOCIETY	\$0.00	\$1,109.99	\$666.04	\$1,085.00	\$691.03	\$33.15	\$657.88
826 HS SPECIAL ED/OLYMPICS	\$0.00	\$11,148.00	\$12,809.01	\$6,505.98	\$17,451.03	\$6,067.00	\$11,384.03
827 HS STUDENT COUNCIL	\$0.00	\$8,053.70	\$3,148.46	\$8,185.90	\$3,016.26	\$219.54	\$2,796.72
828 HS VOCAL MUSIC	\$0.00	\$88,847.83	\$7,600.75	\$93,265.55	\$3,183.03	\$1,073.26	\$2,109.77
829 HS AG ED & FFA	\$0.00	\$255,404.40	\$27,223.10	\$222,532.58	\$60,094.92	\$28,638.39	\$31,456.53
830 HS LYONS SPED	\$0.00	\$0.00	\$1,704.98	\$172.28	\$1,532.70	\$250.00	\$1,282.70
831 HS YEARBOOK	\$0.00	\$2,585.00	\$9,070.79	\$2,710.30	\$8,945.49	\$5,857.60	\$3,087.89
832 HS SIZEMORE SPED	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$0.00	\$2,900.00	\$723.00	\$2,573.01	\$1,049.99	\$500.00	\$549.99
835 HS BAND AUXILIARIES	\$0.00	\$9,422.54	\$7,753.10	\$12,543.84	\$4,631.80	\$286.85	\$4,344.95
836 HS BAND TRIPS	\$0.00	\$163,064.65	\$31,331.13	\$132,131.50	\$62,264.28	\$5,283.12	\$56,981.16
837 HS BAND GRANTS	\$0.00	\$44,260.00	\$49,560.45	\$35,453.55	\$58,366.90	\$7,414.47	\$50,952.43
838 HS PING PINGS	\$0.00	\$8,529.27	\$2,727.16	\$9,518.95	\$1,737.48	\$0.00	\$1,737.48
839 HS FCA	\$0.00	\$8,810.30	\$0.00	\$0.00	\$8,810.30	\$0.00	\$8,810.30
840 HS INDIAN PARENT COMMITTEE	\$0.00	\$308.00	\$242.89	\$303.96	\$246.93	\$0.00	\$246.93
841 HS SAPULPA INDIAN CLUB	\$0.00	\$1,746.50	\$2,467.65	\$795.75	\$3,418.40	\$0.00	\$3,418.40
842 HS KEY CLUB	\$0.00	\$375.00	\$344.58	\$565.10	\$154.48	\$0.00	\$154.48
843 HS GSA, GAY STRAIGHT ALLIANCE	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$0.00	\$12,484.80	\$16,417.17	\$10,049.57	\$18,852.40	\$5,386.75	\$13,465.65
845 HS CULINARY ARTS	\$0.00	\$765.00	\$1,942.78	\$1,055.66	\$1,652.12	\$491.86	\$1,160.26
846 HS JROTC	\$0.00	\$42,745.81	\$33,710.05	\$50,406.01	\$26,049.85	\$8,881.58	\$17,168.27
848 HS SCHOOL NURSE	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACKPACK FOOD PANTRY	\$0.00	\$0.00	\$8,198.93	\$2,758.80	\$5,440.13	\$5,341.20	\$98.93
850 LOCAL SCHOLARSHIPS	\$0.00	\$6,100.00	\$40,106.42	\$8,000.00	\$38,206.42	\$0.00	\$38,206.42
851 HS SENIOR GIRL EVENTS	\$0.00	\$4,200.00	\$2,705.65	\$2,202.49	\$4,703.16	\$0.00	\$4,703.16
852 HS FIRST ROBOTICS	\$0.00	\$39,500.00	\$20,702.01	\$308.00	\$59,894.01	\$0.00	\$59,894.01
854 HS INDIAN ED STAFF DEV	\$0.00	\$1,289.00	\$2,210.29	\$565.48	\$2,933.81	\$480.31	\$2,453.50
855 HS PHYSICS	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$0.00	\$0.00	\$7,777.36	\$2,421.34	\$5,356.02	\$0.00	\$5,356.02
857 JH OFFICE	\$0.00	\$860.30	\$3,146.21	\$2,129.08	\$1,877.43	\$1,532.72	\$344.71
860 JH LIBRARY	\$0.00	\$17.00	\$1,115.53	\$0.00	\$1,132.53	\$0.00	\$1,132.53
863 JH STUDENT COUNCIL	\$0.00	\$1,828.50	\$1,681.76	\$1,048.08	\$2,462.18	\$360.20	\$2,101.98

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2021 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
864 JH VOCAL MUSIC	\$0.00	\$6,245.00	\$8,475.68	\$12,179.44	\$2,541.24	\$0.00	\$2,541.24
866 JH YEARBOOK	\$0.00	\$1,555.00	\$5,125.10	\$0.00	\$6,680.10	\$1,000.00	\$5,680.10
870 JH ART	\$0.00	\$380.00	\$4,728.32	\$4,514.16	\$594.16	\$64.32	\$529.84
871 JH TAPS	\$0.00	\$0.00	\$845.04	\$529.23	\$315.81	\$0.00	\$315.81
872 STEM JH MATH & SCIENCE	\$0.00	\$0.00	\$4,239.76	\$0.00	\$4,239.76	\$0.00	\$4,239.76
874 JR HIGH GRANTS	\$0.00	\$1,756.74	\$3,545.58	\$1,755.78	\$3,546.54	\$0.00	\$3,546.54
877 MS OFFICE	\$0.00	\$3,245.80	\$7,991.72	\$5,458.49	\$5,779.03	\$3,366.23	\$2,412.80
878 MS LIBRARY	\$0.00	\$3,303.57	\$250.97	\$2,622.85	\$931.69	\$0.00	\$931.69
879 MS STUDENT OF THE MONTH	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$0.00	\$0.00	\$18.90	\$0.00	\$18.90	\$0.00	\$18.90
881 MS YEARBOOK	\$0.00	\$2,716.45	\$18.24	\$2,621.26	\$113.43	\$0.00	\$113.43
883 MS CHOIR	\$0.00	\$5,014.15	\$9,040.60	\$4,700.00	\$9,354.75	\$0.00	\$9,354.75
886 MS NJHS	\$0.00	\$1,221.00	\$372.98	\$29.16	\$1,564.82	\$0.00	\$1,564.82
887 7TH/8TH GR VOLLEYBALL	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$0.00	\$1,069.00	\$173.09	\$1,056.00	\$186.09	\$0.00	\$186.09
891 GT REDDING	\$0.00	\$0.00	\$7.03	\$0.00	\$7.03	\$0.00	\$7.03
892 SPED DIRECTOR	\$0.00	\$0.00	\$512.74	\$234.29	\$278.45	\$250.00	\$28.45
893 LIBERTY LIBRARY	\$0.00	\$3,095.20	\$916.20	\$3,013.67	\$997.73	\$0.00	\$997.73
894 LIBERTY MISC	\$0.00	\$8,057.10	\$2,871.91	\$2,409.27	\$8,519.74	\$622.88	\$7,896.86
895 LIBERTY FUNDRAISING	\$0.00	\$11,534.00	\$1,477.13	\$9,194.75	\$3,816.38	\$145.33	\$3,671.05
896 LIBERTY STEM CLUB	\$0.00	\$40,339.73	\$19,827.84	\$55,113.44	\$5,054.13	\$274.34	\$4,779.79
897 LIBERTY GRANTS	\$0.00	\$12,363.84	\$1,486.14	\$11,787.55	\$2,062.43	\$332.55	\$1,729.88
900 FREEDOM MISC	\$0.00	\$7,536.75	\$4,925.52	\$3,706.98	\$8,755.29	\$5,851.79	\$2,903.50
901 FREEDOM FUNDRAISING	\$0.00	\$13,070.56	\$25,505.63	\$35,391.07	\$3,185.12	\$2,400.85	\$784.27
902 FREEDOM LIBRARY	\$0.00	\$11,322.83	\$414.05	\$9,426.44	\$2,310.44	\$24.63	\$2,285.81
903 FREEDOM GRANTS	\$0.00	\$4,355.95	\$0.00	\$4,242.28	\$113.67	\$0.00	\$113.67
904 FREEDOM TAPS	\$0.00	\$8,613.14	\$10,943.46	\$8,517.27	\$11,039.33	\$3,714.86	\$7,324.47
907 JEFFERSON HTS MISC	\$0.00	\$1,665.19	\$4,836.29	\$2,139.20	\$4,362.28	\$2,101.20	\$2,261.08
908 JEFFERSON HTS FUNDRAISING	\$0.00	\$20,648.28	\$15,407.57	\$18,429.12	\$17,626.73	\$2,050.63	\$15,576.10
910 JEFFERSON HTS GRANTS	\$0.00	\$1,289.64	\$11,715.60	\$3,459.58	\$9,545.66	\$500.00	\$9,045.66
911 JEFFERSON HTS LIBRARY	\$0.00	\$6,990.64	\$1,926.20	\$3,808.56	\$5,108.28	\$10.00	\$5,098.28
919 HOLMES PARK MISC	\$0.00	\$1,322.33	\$8,903.96	\$3,827.62	\$6,398.67	\$3,247.94	\$3,150.73
920 HOLMES PARK FUNDRAISING	\$0.00	\$47,259.01	\$27,797.04	\$47,586.10	\$27,469.95	\$6,837.24	\$20,632.71
921 HOLMES PARK LIBRARY	\$0.00	\$14,676.94	\$866.69	\$13,440.01	\$2,103.62	\$0.00	\$2,103.62
922 HOLMES PARK GRANTS	\$0.00	\$4,456.87	\$969.64	\$4,400.86	\$1,025.65	\$926.19	\$99.46
928 REVOLUTIONARY DAYS	\$0.00	\$450.00	\$0.00	\$119.20	\$330.80	\$0.00	\$330.80
929 DISTRICT STEM	\$0.00	\$300.00	\$32,772.72	\$10,452.18	\$22,620.54	\$1,338.58	\$21,281.96
930 SAPULPA ACADEMIC CONF	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$0.00	\$100.00	\$9,685.75	\$277.39	\$9,508.36	\$0.00	\$9,508.36
932 GT GRANTS	\$0.00	\$13,550.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$0.00	\$23,099.72	\$14,094.63	\$10,807.28	\$26,387.07	\$147.63	\$26,239.44
934 DRIVERS EDUCATION	\$0.00	\$0.00	\$4,200.00	\$2,450.00	\$1,750.00	\$0.00	\$1,750.00
936 STEM-CAMP INVENTION	\$0.00	\$29,170.00	\$33,803.90	\$23,916.40	\$39,057.50	\$1,000.00	\$38,057.50
937 LATCHKEY	\$0.00	\$180,472.39	\$1,112.19	\$3,912.51	\$177,672.07	\$979.16	\$176,692.91
938 COLLINS FOUNDATION	\$0.00	\$0.00	\$31,300.00	\$4,180.75	\$27,119.25	\$0.00	\$27,119.25
939 EDUCATION FOUNDATION	\$0.00	\$0.00	\$79.90	\$0.00	\$79.90	\$0.00	\$79.90
940 SPARK	\$0.00	\$70,650.01	\$19,597.47	\$2,985.88	\$87,261.60	\$2,692.62	\$84,568.98
941 LOCAL SCH CHILD WELFARE	\$0.00	\$35,370.11	\$55,175.26	\$36,853.45	\$53,691.92	\$11,139.71	\$42,552.21
942 HOT SPOT INSURANCE	\$0.00	\$180.00	\$525.00	\$0.00	\$705.00	\$0.00	\$705.00
943 ALTERNATIVE SCHOOL GRANTS	\$0.00	\$589.93	\$35.62	\$545.00	\$80.55	\$44.93	\$35.62
944 CHILD NUTRITION BANQUETS	\$0.00	\$124.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00
945 SPS FOOD SERV ASSOC	\$0.00	\$987.00	\$7,428.14	\$74.70	\$8,340.44	\$5,400.00	\$2,940.44
946 SOFT DRINK MONEY	\$0.00	\$33,021.74	\$7,625.55	\$26,535.52	\$14,111.77	\$4,964.24	\$9,147.53
947 ALTERNATIVE SCHOOL	\$0.00	\$600.00	\$4,327.14	\$922.29	\$4,004.85	\$772.89	\$3,231.96
949 CLEARING ACCOUNT	\$0.00	\$0.17	\$75.61	\$0.00	\$75.78	\$0.00	\$75.78
950 SERVICE CENTER	\$0.00	\$87.00	\$280.43	\$0.00	\$367.43	\$0.00	\$367.43
952 CHROMEBOOK INS/REPAIR	\$0.00	\$38,142.31	\$17,103.40	\$5,906.40	\$49,339.31	\$1,893.60	\$47,445.71

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2021 - 6/30/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
954 5TH GRADE ELEM BASKETBALL	\$0.00	\$2,428.00	\$970.25	\$2,160.00	\$1,238.25	\$0.00	\$1,238.25
956 CENTENNIAL PLAZA PROJECT	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34	\$0.00	\$1,973.34
957 HOMELESS	\$0.00	\$0.00	\$564.99	\$0.00	\$564.99	\$0.00	\$564.99
960 ATHLETIC SPORTS OVERALL	\$0.00	\$36,610.17	(\$40.66)	\$29,250.39	\$7,319.12	\$4,181.64	\$3,137.48
961 FOOTBALL BUDGET	\$0.00	\$17,415.57	\$18,903.47	\$19,077.41	\$17,241.63	\$1,155.00	\$16,086.63
962 BOYS BASKETBALL BUDGET	\$0.00	\$1,610.00	\$5,846.74	\$5,986.73	\$1,470.01	\$0.00	\$1,470.01
963 GIRLS BASKETBALL BUDGET	\$0.00	\$833.94	\$4,336.85	\$4,703.31	\$467.48	\$0.00	\$467.48
964 BASEBALL BUDGET	\$0.00	\$6,290.00	\$17,262.98	\$12,032.01	\$11,520.97	\$7,566.50	\$3,954.47
965 SOFTBALL BUDGET	\$0.00	\$0.00	\$4,357.33	\$1,843.80	\$2,513.53	\$0.00	\$2,513.53
966 WRESTLING BUDGET	\$0.00	\$0.00	\$6,384.65	\$5,081.00	\$1,303.65	\$0.00	\$1,303.65
967 TENNIS BUDGET	\$0.00	\$755.00	\$1,257.29	\$990.83	\$1,021.46	\$946.35	\$75.11
968 TRACK BUDGET	\$0.00	\$300.00	\$3,598.99	\$3,350.03	\$548.96	\$499.60	\$49.36
969 GOLF BUDGET	\$0.00	\$5,989.00	\$6,696.57	\$5,498.21	\$7,187.36	\$1,692.66	\$5,494.70
971 ATHLETIC - BOOSTER CLUB	\$0.00	\$125,599.58	\$87,725.75	\$121,354.31	\$91,971.02	\$31,737.64	\$60,233.38
972 CROSS COUNTRY BUDGET	\$0.00	\$5,495.00	\$12,122.13	\$9,447.12	\$8,170.01	\$14.50	\$8,155.51
973 BOYS SOCCER BUDGET	\$0.00	\$0.00	\$5,553.05	\$4,139.11	\$1,413.94	\$1,321.00	\$92.94
974 ATHLETICS - TRAINER	\$0.00	\$274.41	\$6.51	\$0.00	\$280.92	\$261.60	\$19.32
975 GIRLS SOCCER BUDGET	\$0.00	\$14,485.00	\$6,016.87	\$13,253.02	\$7,248.85	\$4,620.78	\$2,628.07
976 GIRLS VOLLEYBALL BUDGET	\$0.00	\$3,024.00	\$5,111.91	\$3,015.95	\$5,119.96	\$1,051.00	\$4,068.96
977 CHEER BUDGET	\$0.00	\$14,671.59	\$2,436.29	\$13,367.27	\$3,740.61	\$1,249.84	\$2,490.77
978 ALL EVENTS GATE	\$0.00	\$130,419.98	(\$22,311.89)	\$82,978.64	\$25,129.45	\$25,044.19	\$85.26
979 JR HIGH CHEER	\$0.00	\$9,970.70	\$7,302.34	\$15,233.58	\$2,039.46	\$250.00	\$1,789.46
983 DRUG TEST-PHYSICALS	\$0.00	\$15,988.27	\$9,332.00	\$15,623.79	\$9,696.48	\$3,194.47	\$6,502.01
985 SPONSORS 2022-2023	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00
986 CHIEFTAIN CENTER CONCESSION	\$0.00	\$35,977.11	\$9,530.71	\$22,144.46	\$23,363.36	\$7,711.78	\$15,651.58
Total	\$0.00	\$1,951,182.04	\$1,051,906.90	\$1,524,927.36	\$1,478,161.58	\$283,046.29	\$1,195,115.29

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

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	TOTAL
BEG BALANCE	6,980,933.90	674,647.42	678,866.52	1,879,683.72	6,008,478.00	16,222,609.56
DEPOSITS	2,134,145.64	39,653.17	140,026.67	0.00	211,202.99	2,525,028.47
CHECKS ISSUED						
Current Year	2,322,305.01	73,125.91	128,759.56	183,840.90	5,023,131.25	7,731,162.63
Prior Year	0.00	0.00	0.00	0.00	0.00	
END BALANCE	6,792,774.53	641,174.68	690,133.63	1,695,842.82	1,196,549.74	11,016,475.40
Last Yr Same Month	5,455,929.48	678,006.29	306,450.54	3,990,743.39	5,745,960.24	0.00
Gain or (Loss)	1,336,845.05	(36,831.61)	383,683.09	(2,294,900.57)	(4,549,410.50)	11,016,475.40



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

	<u>PREVIOUS TOTAL</u>	<u>CURRENT MONTH</u>	<u>NEW YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	6,670,042.84	234,211.52	6,904,254.36
Prior Ad Valorem	150,040.50	35,735.21	185,775.71
Homestead & In Lieu Tax	84,831.39	32.33	84,863.72
Interest Earned	9,158.21	1,808.97	10,967.18
Rental of Facilities	0.00	200.00	200.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	67,621.86	0.00	67,621.86
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	79,117.49	11,013.95	90,131.44
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>20,534.47</u>	<u>18,473.45</u>	<u>39,007.92</u>
Local TOTALS	7,091,606.98	301,475.43	7,393,082.41
<u>County Revenue</u>			
Mill Levy	660,132.62	28,969.81	689,102.43
Mortgage Tax	<u>135,052.67</u>	<u>14,719.54</u>	<u>149,772.21</u>
County TOTALS	795,185.29	43,689.35	838,874.64
<u>State Revenue</u>			
Gross Production	168,062.30	20,524.04	188,586.34
Auto Tags	1,403,776.82	134,272.48	1,538,049.30
School Land	427,180.84	30,643.25	457,824.09
Tax Stamps & Other Misc	4,081.43	1,057.68	5,139.11
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	9,707,049.96	1,065,407.92	10,772,457.88
Flexible Benefit	2,066,777.28	253,913.15	2,320,690.43
Alternative Ed/High Challenge	46,764.90	15,588.30	62,353.20
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	70,631.16	0.00	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	0.88	0.88
State Misc/ACE Technology	21,124.93	0.00	21,124.93
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	19,080.00	11,760.00	30,840.00
Voc. Incentive Assistance	54,669.00	18,236.00	72,905.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	14,396,072.35	1,551,403.70	15,947,476.05
<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)	143,135.01	0.00	143,135.01

JROTC	56,150.65	5,623.82	61,774.47
SIG Grants -Liberty	520.93	0.00	520.93
Title I (511)	545,129.17	54,000.04	599,129.21
Title II Part A (541)	145,289.06	21,557.26	166,846.32
IDEA-B Flow Thru (621)	666,098.64	69,155.89	735,254.53
IDEA-B Preschool 3-5 (641)	6,848.76	1,650.00	8,498.76
Other Federal Programs		2,620.04	
Title 10 (596)	33,592.84	1,908.50	35,501.34
JOM (563)	46,649.51	1,603.34	48,252.85
CARES/ESSER/ARP	2,405,660.38	79,458.27	2,485,118.65
Carl Perkins (421)	<u>22,636.60</u>	<u>0.00</u>	<u>22,636.60</u>
Federal TOTALS	4,071,711.55	237,577.16	4,306,668.67
TOTAL GEN FUND	26,354,576.17	2,134,145.64	28,486,101.77

BUILDING FUND

Current Taxes	952,596.96	33,449.44	986,046.40
Prior Taxes	21,427.96	5,103.60	26,531.56
In Lieu of Taxes	11,515.55	0.00	11,515.55
Facility Rental	12,975.00	1,100.00	14,075.00
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	0.13	0.13
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	1,013,491.81	39,653.17	1,053,144.98

CHILD NUTR FUND

Local (Meals, Interest, etc)	92,437.27	5,265.82	97,703.09
State Reimbursement	187,740.28	13,645.83	201,386.11
Federal Reimbursement	<u>1,503,735.27</u>	<u>121,115.02</u>	<u>1,624,850.29</u>
Child Nutrition Fund TOTALS	1,783,912.82	140,026.67	1,923,939.49

TOTAL GF/BF/CNF

29,151,980.80 2,313,825.48 31,463,186.24

BOND FUND

Interest	0.00	0.00	0.00
Sale of New Bonds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Bond Fund TOTALS	0.00	0.00	0.00

SINKING FUND

Current Taxes	5,147,006.21	180,731.69	5,327,737.90
Prior Taxes	124,043.57	30,470.62	154,514.19
In Lieu of Taxes	62,865.12	0.00	62,865.12
Interest/In Lieu Reimb	0.00	0.00	0.00
State Land Reimbursement	0.00	0.68	0.68
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	5,333,914.90	211,202.99	5,545,117.89

INSURANCE REIMBURSEMENT FUND

	542,457.99	0.00	542,457.99
GRAND TOTAL	35,028,353.69	2,525,028.47	37,550,762.12

GENERAL FUND EXPENDITURE COMPARISON

<u>ACCOUNTS PAYABLE</u>						<u>CERTIFIED PAYROLL</u>						<u>SUPPORT PAYROLL</u>					
		Monthly		YTD				Monthly		YTD				Monthly		YTD	
AP 2020-21	AP 2021-22	Diff	Sub Total	% Change		Cert 20-21	Cert 21-22	Diff	Sub Total	% Change		Supp 20-21	Supp 21-22	Diff	Sub Total	% Change	
Jul	460,202	694,151	233,949	233,949	50.84%	Jul	239,144	214,566	-24,578	-24,578	-10.28%	Jul	129,025	132,644	3,619		
Aug	155,127	79,167	-75,960	157,989	-48.97%	Aug	964,852	1,452,958	488,105	463,528	48.04%	Aug	379,901	733,069	353,168	356,787	93.92%
Sep	222,371	272,256	49,884	207,873	22.43%	Sep	1,584,834	1,567,036	-17,797	445,730	-1.12%	Sep	503,764	646,172	142,408	499,194	28.27%
Oct	248,396	208,046	-40,350	167,524	-16.24%	Oct	1,581,963	1,567,024	-14,939	430,791	-0.94%	Oct	506,419	540,292	33,873	533,067	6.69%
Nov	183,427	426,686	243,260	410,783	132.62%	Nov	1,574,157	1,576,235	2,078	432,869	0.13%	Nov	507,806	554,705	46,899	579,966	9.24%
Dec	184,321	93,945	-90,376	320,407	-49.03%	Dec	1,556,857	1,573,107	16,250	449,120	1.04%	Dec	496,943	546,790	49,847	629,813	10.03%
Jan	87,768	189,602	101,834	422,241	116.03%	Jan	1,542,376	1,568,774	26,398	475,518	1.71%	Jan	497,792	537,560	39,768	669,581	7.99%
Feb	142,143	191,467	49,324	471,565	34.70%	Feb	1,611,674	1,604,942	-6,732	468,785	-0.42%	Feb	499,848	538,439	38,591	708,172	7.72%
Mar	157,122	155,805	-1,317	470,247	-0.84%	Mar	1,555,055	1,569,130	14,075	482,860	0.91%	Mar	495,079	553,336	58,257	766,429	11.77%
Apr	133,901	280,959	147,058	617,305	109.83%	Apr	1,565,920	1,577,023	11,102	493,963	0.71%	Apr	496,138	531,031	34,893	801,322	7.03%
May	150,189	201,944	51,755	669,061	34.46%	May	1,606,172	1,592,501	-13,671	480,292	-0.85%	May	511,355	527,860	16,505	817,827	3.23%
Jun	186,107		-186,107	482,954	-100.00%	Jun5-Aug5	3,648,685		-3,648,685	-3,168,393	-100.00%	Jun5-Aug5	1,008,168		-1,008,168	-190,341	-100.00%
TOTAL	2,311,075	2,794,028	482,954			19,031,690	15,863,297					6,032,239	5,841,897				31,808,209
		350,000					5,371,318						1,587,669				

<u>ACCOUNTS PAYABLE AND PAYROLL SUMMARY</u>							<u>YTD TOTALS</u>					
AP&PR 21-22	YTD TOTAL	AP&PR 20-21	YTD TOTAL	Mo Diff	Mo % Change	Total % Change	AP YTD%	CP YTD%	SP YTD%			
Jul	1,041,361	1,041,361	699,346	699,346	342,015	48.90%	50.84%	-10.28%	0.00%	Jul		
Aug	2,266,455	3,307,816	1,499,880	2,199,227	766,574	51.11%	25.68%	38.50%	70.11%	Aug		
Sep	2,485,464	5,793,280	2,310,969	4,510,196	174,495	7.55%	24.81%	15.98%	49.29%	Sep		
Oct	2,315,362	8,108,641	2,336,778	6,846,974	-21,416	-0.92%	15.42%	9.86%	35.09%	Oct		
Nov	2,557,627	10,666,268	2,265,390	9,112,364	292,236	12.90%	32.36%	7.28%	28.61%	Nov		
Dec	2,213,842	12,880,110	2,238,121	11,350,485	-24,279	-1.08%	22.04%	5.99%	24.95%	Dec		
Jan	2,295,936	15,176,046	2,127,936	13,478,421	168,000	7.89%	27.39%	5.26%	22.16%	Jan		
Feb	2,334,848	17,510,894	2,253,665	15,732,087	81,183	3.60%	28.01%	4.40%	20.11%	Feb		
Mar	2,278,271	19,789,166	2,207,257	17,939,343	71,015	3.22%	25.54%	3.95%	19.08%	Mar		
Apr	2,389,012	22,178,178	2,195,959	20,135,303	193,053	8.79%	31.26%	3.59%	17.76%	Apr		
May	2,322,305	24,500,483	2,267,716	22,403,018	54,589	2.41%	31.49%	3.12%	16.28%	May		
Jun	0	24,500,483	4,842,960	27,245,979	-4,842,960	-100.00%	20.90%	-16.65%	-3.16%	(Jun)		
TOTAL	24,500,482.97		TOTAL	27,245,978.51	-2,745,496							

<u>EXPENDITURE PERCENTAGES</u>															
	21-22	20-21	19-20	18-19	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08
AP	11.40%	8.78%	9.81%	9.13%	9.18%	12.85%	13.66%	12.31%	11.42%	12.13%	13.59%	14.13%	13.89%	16.06%	16.74%
CERT	64.75%	67.79%	67.46%	68.01%	69.37%	66.32%	65.73%	69.14%	68.24%	68.44%	68.45%	67.09%	67.34%	64.94%	64.13%
SUPP	23.84%	23.45%	22.73%	22.86%	21.45%	20.82%	20.60%	18.55%	20.34%	19.42%	17.97%	18.78%	18.77%	19.00%	19.13%
ALL PR	88.59%	91.24%	90.19%	90.87%	90.82%	87.15%	86.34%	87.69%	88.58%	87.87%	86.41%	85.87%	86.11%	83.94%	83.26%
TOTAL	99.99%	100.01%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

UTILITIES COMPARISON 2019-20 TO 2021-22

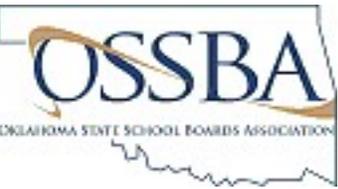
	410	623	624	625	627	MO	YTD			
	<u>Water</u>	<u>Diesel</u>	<u>Electricity</u>	<u>Gasoline</u>	<u>Nat'l Gas</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>MONTHLY</u>	<u>YEAR</u>	<u>%</u>
								<u>INCR/DECR</u>	<u>INCR/DECR</u>	
Jul 19	13,466		39,988		1,268	54,722	54,722	-12,847	-12,847	-23.48%
Aug 19	13,155	2,489	45,733	3,535	2,309	67,221	121,943	-20,492	-33,339	-27.34%
Sep 19	14,550	7,658	60,281	2,961	2,180	87,630	209,573	3,036	-30,304	-14.46%
Oct 19	16,451	12,725	71,410	3,270	2,326	106,181	315,754	10,870	-19,434	-6.15%
Nov 19	15,551	15,630	63,334	3,025	2,770	100,310	416,064	4,756	-14,677	-3.53%
Dec 19	13,565	11,586	40,967	3,044	6,698	75,861	491,925	6,119	-8,558	-1.74%
Jan 20	11,527	8,678	31,172	2,177	11,529	65,083	557,008	-4,619	-13,176	-2.37%
Feb 20	12,686	12,922	32,651	2,267	11,073	71,599	628,607	-278	-13,454	-2.14%
Mar 20	14,190	11,861	32,612	2,996	9,726	71,385	699,992	-58	-13,512	-1.93%
Apr 20	12,437	7,470	30,640	3,068	6,577	60,192	760,184	-5,809	-19,321	-2.54%
May 20	10,737	761	27,032	1,185	3,845	43,560	803,745	-24,256	-43,577	-5.42%
Jun 20	10,610	1,058	25,283	1,249	2,592	40,791	844,536	-17,163	-60,739	-7.19%
Jul 20	7,504		0		2,429	9,933	9,933	-44,789	-44,789	-450.92%
Aug 20	12,954	1,762	45,182	746	2,225	62,870	72,802	-4,351	-49,141	-67.50%
Sep 20	13,694	3,558	58,396	1,142	2,769	79,559	152,361	-8,071	-57,212	-37.55%
Oct 20	16,814	7,674	57,472	2,760	3,155	87,875	240,236	-18,306	-75,518	-31.43%
Nov 20	18,346	7,728	50,184	1,452	4,687	82,397	322,633	-17,913	-93,431	-28.96%
Dec 20	17,205	5,926	34,191	1,271	7,136	65,729	388,363	-10,131	-103,562	-26.67%
Jan 21	14,490	3,226	29,178	892	12,302	60,088	448,450	-4,996	-108,558	-24.21%
Feb 21	16,374	8,994	29,777	1,937	15,536	72,617	521,068	1,018	-107,539	-20.64%
Mar 21	15,956	6,443	29,168	1,247	33,530	86,345	607,413	14,960	-92,579	-15.24%
Apr 21	13,183	12,146	29,306	2,385	10,674	67,694	675,107	7,502	-85,078	-12.60%
May 21	13,819	15,220	27,752	4,436	8,679	69,906	745,013	26,346	-58,731	-7.88%
Jun 21	19,708	12,494	30,586	2,609	3,519	68,916	813,929	28,125	-30,606	-3.76%
Jul 21	6,122		31,962	0	1,042	39,126	39,126	29,193	29,193	74.61%
Aug 21	13,241	634	52,342	3,172	2,223	71,612	110,738	8,743	37,936	34.26%
Sep 21	17,934	5,877	59,873	2,931	3,471	90,085	200,823	10,526	48,462	24.13%
Oct 21	17,120	14,216	70,644	3,824	3,934	109,738	310,561	21,863	70,325	22.64%
Nov 21	18,411	14,199	66,410	4,413	4,958	108,392	418,953	25,995	96,320	22.99%
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	574,611	29,451	126,161	21.96%
Feb 22	13,927	11,397	33,576	2,798	27,764	89,462	664,073	16,845	143,005	21.53%
Mar 22	16,023	9,123	35,250	3,656	14,870	78,922	742,994	-7,424	135,581	18.25%
Apr 22	16,418	14,597	33,771	9,593	27,204	101,582	844,577	33,888	169,470	20.07%
May 22	17,513	21,702	37,776	8,541	10,822	96,355	940,931	26,448	195,918	20.82%

General Fund
WORKING BUDGET

	Budgeted 2021-22 5732	Actual	Variance
WADM			
State Allocation (projected)	11,367,222.70	10,772,457.88	(594,764.82)
Other State Revenue	5,241,398.30	5,175,018.17	(66,380.13)
Local and County Revenue	8,116,380.00	8,231,957.05	115,577.05
Federal Grant Revenue	5,776,895.00	4,306,668.67	(1,470,226.33)
CURRENT YEAR REVENUE (EON)	30,501,896.00	28,486,101.77	(2,015,794.23)
Prior Year Carryover	<u>2,624,298.00</u>	<u>2,624,298.00</u>	<u>-</u>
Total Revenue per EON	33,126,194.00	31,110,399.77	(2,015,794.23)
Projected Expenses			
Salaries	20,650,000.00	20,347,944.75	302,055.25
Benefits	6,200,000.00	5,822,259.34	377,740.66
Purchased Professional & Technical Services	550,000.00	489,955.07	60,044.93
Contracted Property Services	250,000.00	325,576.87	(75,576.87)
Other Contracted Services	550,000.00	576,191.66	(26,191.66)
Supplies & Materials	1,700,000.00	1,587,701.14	112,298.86
Property Expenses	150,000.00	31,754.09	118,245.91
Other Objects	450,000.00	364,902.92	85,097.08
	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	30,500,000.00	29,546,285.84	953,714.16
Projected Carryover	2,626,194.00 8.61%	1,564,113.93	

June Projections:

Additional Federal Claims	263,023.50
June State Aid	1,065,638.81
June FBA	253,913.15
OTC	150,000.00
School Land	35,000.00
JROTC	5,623.00
Transfer from AA	250,000.00
Additional estimated Expenses	
Open Purchase Orders	
	3,587,312.39
	11.8%



Oklahoma State School Boards Assn.
 2801 N. Lincoln Blvd. Suite 125
 Oklahoma City, OK 73105
 405.528.3571 or 888.528.3571
 Fax: 405.609.3091
 EIN: 73-6636480

Invoice	16846
Date	7/15/2022
Page	1
Amount Due	\$3,780.00
Customer #	7081

To pay online via credit card please visit: www.ossba.org/payonline

Customer:

Sapulpa Public Schools
 511 E. Lee
 Sapulpa OK 74066

For proper credit please return top portion

Customer ID	Customer Name	Purchase Order No.		Due Date	
7081	Sapulpa Public Schools			7/15/2022	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
1000	School Membership Dues 2022-2023	1	\$0.00	\$3,780.00	\$3,780.00

The membership fee covers the provision of various services by the Oklahoma State School Boards Association to boards of education. Such services include legal information, publications, in-office consultations, answers to telephone and letter inquiries from school officials and school patrons, monitoring of state and federal education legislation, and other services designed to improve the quality of management of public education in Oklahoma. Member boards of education also receive reduced rates for workshop registrations, subscriptions and fee service programs

Subtotal	\$3,780.00
Tax	\$0.00
Total	\$3,780.00

Questions? Contact accounting@ossba.org



Oklahoma State School Boards Assn.
 2801 N. Lincoln Blvd. Suite 125
 Oklahoma City, OK 73105
 405.528.3571 or 888.528.3571
 Fax: 405.609.3091
 EIN: 73-6636480

Invoice	17162
Date	7/15/2022
Page	1
Amount Due	\$1,500.00
Customer #	7081

To pay online via credit card please visit: www.ossba.org/payonline

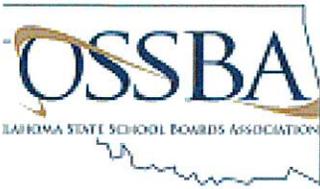
Customer:

Sapulpa Public Schools 511 E. Lee Sapulpa OK 74066
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For proper credit please return top portion

Customer ID	Customer Name	Purchase Order No.		Due Date	
7081	Sapulpa Public Schools			7/15/2022	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
3502	Assemble Annual Subscription through June 30, 2023	1	\$0.00	\$1,500.00	\$1,500.00

Subtotal	\$1,500.00
Tax	\$0.00
Total	\$1,500.00



Oklahoma State School Boards Assn.
 2801 N. Lincoln Blvd. Suite 125
 Oklahoma City, OK 73105
 405.528.3571 or 888.528.3571
 Fax: 405.609.3091
 EIN: 73-6636480

Invoice	18088
Date	7/15/2022
Page	1
Amount Due	\$1,000.00
Customer #	7081

To pay online via credit card please visit: www.ossba.org/payonline

Customer:

Sapulpa Public Schools
 511 E. Lee
 Sapulpa OK 74066

For proper credit please return top portion

Customer ID	Customer Name	Purchase Order No.		Due Date	
7081	Sapulpa Public Schools			7/15/2022	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
3105	Policy Services Subscription through June 30, 2023	1	\$0.00	\$1,000.00	\$1,000.00

Subtotal	\$1,000.00
Tax	\$0.00
Total	\$1,000.00

Questions? Contact accounting@ossba.org



April 23, 2022

Dear Superintendent:

Thank you for subscribing to OSSBA's policy services. We are hopeful that the services provided are meeting the policy needs of your school district. The policy subscription service rate for the 2022-2023 school year is \$1,000. Your district's invoice is enclosed.

Your subscription will include the following benefits:

- Revise or develop new, customized policies based on information from board minutes (within the subscription period).
 - 12 new/revised district policies per year are included with the subscription.
 - Additional policies requested are available in paper and/or digital format for \$75 per policy.
- New or newly updated SDE required policies – customized.
- Monthly policy newsletter which features at least three sample policies.
- Annual policy revisions based on legislative action during subscription year.

Please use the enclosed invoice to ensure uninterrupted access to OSSBA's policy service. If you have questions, are interested in a complete policy book review or online policy services, please contact me at 888.528.3571 or juliem@ossba.org. The OSSBA looks forward to working with your school district in the future.

Sincerely,

Julie L. Miller
Deputy Executive Director and General Counsel

Oklahoma State School Boards Association
2801 N. Lincoln Blvd., Suite 125
Oklahoma City, OK 73105
405.528.3571 • 888.528.3571
405.528.5695 • www.ossba.org



Policy Subscription Renewal

To renew your membership online, please visit:

<https://www.ossba.org/services/policy-services/policy-subscription-form/>

To renew your membership via email or fax, please complete the information below and email this form to: **jenniferp@ossba.org** or fax to: **(405) 609-3091**.

Please continue _____ Public School's
(School Name)

policy subscription for 2022-2023.

The school board voted to subscribe to policy services on _____, 2022.

PO Number: _____

Is the Superintendent new this year?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
First Year Superintendent?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Superintendent Name: _____

Superintendent Email: _____

Superintendent Start Date: _____

Minutes Clerk Name: _____

Minutes Clerk Email: _____

Board Clerk Signature (board clerk's signature is also a grant of permission to receive faxes from OSSBA)

Date: _____ Pages (with cover): _____

If your board membership has changed since the election, please provide an updated list with this form.



Oklahoma State School Boards Assn.
 2801 N. Lincoln Blvd. Suite 125
 Oklahoma City, OK 73105
 405.528.3571 or 888.528.3571
 Fax: 405.609.3091
 EIN: 73-6636480

Invoice	17265
Date	7/15/2022
Page	1
Amount Due	\$200.00
Customer #	7081

To pay online via credit card please visit: www.ossba.org/payonline

Customer:

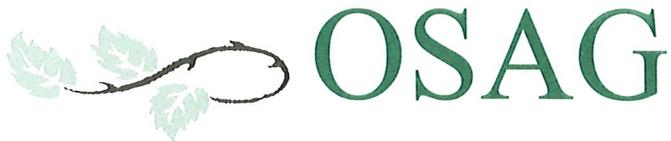
Sapulpa Public Schools
 511 E. Lee
 Sapulpa OK 74066

For proper credit please return top portion

Customer ID	Customer Name	Purchase Order No.		Due Date	
7081	Sapulpa Public Schools			7/15/2022	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
3205	Superintendent Evaluation Tool through June 30, 2023	1	\$0.00	\$200.00	\$200.00

Subtotal	\$200.00
Tax	\$0.00
Total	\$200.00

Questions? Contact accounting@ossba.org



Oklahoma School Assurance Group

May 25, 2022

Sapulpa School District
Mr. Robert Armstrong
511 East Lee
Sapulpa, OK 74066

Dear Mr. Armstrong and Sapulpa School District Board of Education:

Your 2022-2023 workers' compensation premium quote from the Oklahoma School Assurance Group (OSAG) is enclosed.

It is important to review the proposal completely, to familiarize with potential **FUTURE MONETARY BENEFITS for your district!** Several important documents are enclosed for your benefit. Don't hesitate to call our office for assistance with questions about your OSAG quote.

OSAG is the largest provider of workers' compensation services to Oklahoma public schools, proudly saving our members over \$106,855,968 since we began in 1994. Our motto is to provide *"the most efficient and economical workers' compensation services to Oklahoma public school districts"*. We strive to uphold this motto, and look forward to welcoming Sapulpa School District as a member of the OSAG program.

We look forward to your OSAG membership in 2022-2023. Please call us at 800-699-5905 to discuss your quote material.

Sincerely,

Tina J. Wamsley, Secretary
Oklahoma School Assurance Group

TJW/vml
enclosure

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Telephone 405-879-0213 / 800-699-5905 Facsimile 405-842-0051
www.okschoolassurancegroup.org



Oklahoma School Assurance Group

Sapulpa School District
Attn: Mr. Robert Armstrong
511 East Lee
Sapulpa, OK 74066

May 25, 2022

Re: 2022-2023 OSAG Workers' Compensation Insurance Quote

Dear Mr. Armstrong,

Thank you for helping to make OSAG the largest provider of workers' compensation to public schools in Oklahoma. Your 2022-2023 OSAG renewal quote is as follows:

2022-2023 OSAG Premium <i>BEFORE</i> Discounts:	\$181,341.00
Membership Dividend/Scheduled Credits for 2022-2023:	\$17,300.00
Total 2022-2023 OSAG Workers' Compensation Renewal Premium Minus Dividend/Credits:	<u>\$164,041.00</u>

**Your OSAG policy also contains Employers' Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000*

Active membership in the Oklahoma School Assurance Group provides an array of benefits for your district, including continued membership *performance dividend awards*. The following example reflects the current and potential dividend awards for Sapulpa School District if membership remains active, and district loss records qualify:

2023-2024 Possible Membership Dividend	\$63,664
2024-2025 Possible Membership Dividend	\$56,000
2025-2026 Possible Membership Dividend	\$60,480
Total Possible Future Membership Dividend:	<u>\$180,144</u>

About the OSAG Proposal:

*The Membership Dividend is the maximum amount that may be awarded to an active member as a performance dividend. This figure is based on individual district loss performance.

*All members that renew with OSAG have a *Membership Dividend* associated with active membership. *In order to receive the Membership Dividend, a member must be active with paid premium for the 2022-2023 policy year.*

**A second shared \$250,000 Safety Equipment Grant was awarded to all members in 2021-2022. This grant is expected to continue as an OSAG membership benefit in the future.*

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Ph: 800-699-5905 Fx: 405-842-0051 www.okschoolassurancegroup.org



OSAG

Member Benefits of the Oklahoma School Assurance Group

The Oklahoma School Assurance Group (O.S.A.G.) is the largest provider of workers' compensation services to Oklahoma public schools, with **four hundred ninety-five members** in our 2021-2022 policy year. OSAG operates under the motto

"to provide the most efficient and economical workers' compensation services to Oklahoma public schools."

Since OSAG inception in 1994, OSAG member school districts have accumulated a total savings of \$106,855,968!

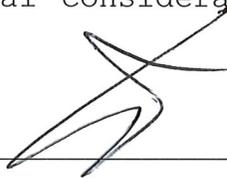
OSAG member benefits include the following:

- *Four Safety Training Seminars held annually at **NO COST** to membership. Various speakers include the Oklahoma Department of Labor, Oklahoma Safety Council, The Center for Education Law, as well as the OSAG third party administrator, marketing firm, private investigating firms, and so on.*
- *Online safety training video program with 1,000+ videos provided at **NO COST** to membership. Accessible with assigned school-specific username and password. All videos are accessible through the OSAG webpage at www.okschoolassurancegroup.org, 24 hrs/day, 7 days/week.*
- *Monthly newsletter providing current safety training tips, OSAG board correspondence, & notifications of upcoming OSAG events.*
- *Discounted membership with the Oklahoma Safety Council of only \$99....just for being a member of OSAG!*
- **One premium quote for one year of coverage with absolutely no additional premium owed due to payroll auditing.**
- *Premiums based on **individual** school district's workers' compensation claim performance, and not based on group as a whole, with all loss control and claims managed by Consolidated Benefits Resources, known as one of the best TPAs in Oklahoma.*
- **THREE potential dividend earnings!**
 1. *Individual district performance dividend used to reduce future premium costs! Since inception, approximately \$24,242,033 has been awarded to qualifying members as premium refunds, performance dividends, \$500,000 in Safety Equipment Grants, and premium savings.*
 2. *OSAG is partnered with CompSource Mutual Insurance Company. Any dividend awarded to OSAG from CompSource Mutual is an **ADDITIONAL DIVIDEND** for OSAG members.*
 3. *OSAG's shared equity ownership of CompSource Mutual can result in a performance dividend based on the overall favorable loss ratio for the entire program.*
- **No risk policy!** *OSAG, as well as its members, assume **ZERO** risk or liability for claims made. OSAG is a fully insured program. All OSAG funds belong to OSAG membership.*

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

Tom Beckman, of lawful age, being first duly sworn, an oath says, that he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

_____ 
Tom Beckman

Subscribed and sworn to before me this 21st day of May, 2022.



_____ 
Notary Public

My commission expires: 02/07/24
My commission number: 12001300

NOTE:
Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.25. Any bids received without an attached affidavit cannot be received as a valid bid per O.S.



Sapulpa ISD
511 E. Lee
Sapulpa, OK 74066

Breakdown of Insurance Cost

Annual Premium Breakdown	
Property:	\$414,362
Boiler & Machinery:	\$2,523
Auto Physical Dmg:	\$4,334
General Liability:	\$28,559
Auto Liability:	\$38,076
Educators Legal:	\$28,558
Excess Liability:	\$0
Total Annual:	\$516,412

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Total Values	\$171,256,133	\$170,049,922	\$174,005,869	\$180,350,670	\$180,710,278	\$185,102,418
Premium	\$267,254	\$296,141	\$312,098	\$328,447	\$400,403	\$459,056
Distribution	\$11,385	\$0	\$0	\$14,112	\$0	\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
56	\$2,061,726	\$1,669,002	80.95%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

- Installment #1 1/3 of total due 7/1/22
- Installment #2 1/3 of total due 8/1/22
- Installment #3 1/3 of total due 9/1/22

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$700,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values
including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
 - *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
- Newly Acquired Property Coverage - 120 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
*Note Flood Zones A and V are excluded
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles Optional increased deductible quotations are available upon request.

- \$25,000 Property Deductible Per Occurrence
- \$50,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$10,000 Terrorism Deductible Per Occurrence
- \$50,000 Flood, Earthquake and Pollution

General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
- No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
 - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
 - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
 - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
 - \$2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
 - \$500,000 Annual Aggregate for Breach Response Cost
- First Party
 - \$750,000 Annual Aggregate for Cyber Extortion Loss
 - \$750,000 Annual Aggregate for Data Recovery Costs
 - \$750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
 - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
 - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
 - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
 - \$75,000 Annual Aggregate for Fraudulent Instruction
 - \$75,000 Annual Aggregate for Transfer Fraud
 - \$75,000 Annual Aggregate for Fraud
- Coverage Endorsements
 - \$100,000 Annual Aggregate for Reputation Loss
 - \$50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
 - \$100,000 Annual Aggregate for Computer Hardware Replacement Costs
 - \$100,000 Annual Aggregate for Invoice Manipulation
 - \$25,000 Annual Aggregate for Cryptojacking
- \$10,000 Deductible

School Violent Acts Protection

- \$25,000 Each Occurrence Limit
- \$250,000 Aggregate Limit (all members, all claims)
- No Deductible
- \$25,000 Property/Safety Improvements following School Violent Act
- Must notify OSIG within 10 days of receiving notice of a School Violent Act

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

Property Schedule

Report Printed: 05/23/2022 06:10 pm

Sapulpa ISD

Location	Occupied As	Bldg Value	Contents Val
1004 W. Bryan	Baseball Building	\$376,551	\$75,465
1004 W. Bryan	Baseball Scoreboard	\$36,750	\$0
1004 W. Bryan	BB Canopy	\$11,621	\$0
1004 W. Bryan	BB Canopy	\$11,621	\$0
1004 W. Bryan	BB Press Box Canopy	\$6,973	\$0
1004 W. Bryan	BB RR/Concession/Pressbox	\$141,207	\$28,298
1004 W. Bryan	Fencing	\$17,650	\$0
1004 W. Bryan	Indoor Baseball Practice Facility	\$505,988	\$101,404
1004 W. Bryan	Lighting (6)	\$105,905	\$0
1004 W. Bryan	Stadium Stands & Dugouts (2)	\$23,534	\$0
110 S. Burnett St.	Fencing	\$29,418	\$0
110 S. Burnett St.	Flagpole	\$5,811	\$0
110 S. Burnett St.	Serv Ctr Administration Building	\$470,687	\$94,329
110 S. Burnett St.	Serv Ctr Transportation/Maintenance Building	\$1,164,951	\$233,465
110 S. Burnett St.	Serv Ctr Warehouse Building	\$882,539	\$176,867
1116 E. Hobson	Sprague Rental House (No Contents)	\$128,663	\$0
1125 East Lincoln	Woodlawn School Complex	\$5,762,626	\$1,154,870
11840 S 33rd West	Cattle Barn (Pole Barn)	\$258,879	\$25,939
11840 S 33rd West	Cow Barn	\$211,808	\$42,447
11840 S 33rd West	Farrow Pig Barn	\$105,905	\$21,224
11840 S 33rd West	Pig Pole Barn (Pole Barn)	\$276,764	\$55,465
11840 S 33rd West	Sheep Pole Barn (Pole Barn)	\$242,876	\$48,673
11840 S 33rd West	Vo-Ag Center	\$376,551	\$75,465
1231 E. Dewey Ave.	Holmes Park Elementary	\$18,564,205	\$3,720,395
1304 E Cleveland	Middle School	\$16,432,833	\$3,330,822
1521 S Wickham R	Bleachers	\$118,498	\$0
1521 S Wickham R	Canopies w/Fabric Shades (2)	\$15,574	\$0
1521 S Wickham R	Canopy w/Fabric Shade	\$21,733	\$0
1521 S Wickham R	Canopy w/Fabric Shade	\$11,273	\$0
1521 S Wickham R	Fencing	\$39,879	\$0
1521 S Wickham R	Flagpole	\$1,756	\$0
1521 S Wickham R	Jefferson Heights	\$13,868,069	\$2,779,256
1521 S Wickham R	Lights/Poles (4) w/12 lights each	\$85,456	\$0
1521 S Wickham R	Scoreboard	\$31,333	\$0
1521 S Wickham R	Soccer Building	\$1,116,615	\$113,165
1521 S Wickham R	Soccer/Turf/Track	\$1,388,361	\$0
17 N. Main	Golf Team Building (Liability Only)	\$0	\$0
3 S. Mission	(3) Band Entrance Umbrella/Fabric Canopies	\$80,291	\$0
3 S. Mission	Band Building	\$3,706,663	\$742,841
3 S. Mission	Chieftain Center	\$5,662,957	\$1,134,896
3 S. Mission	Flag Pole	\$5,884	\$0
3 S. Mission	Football Electronic Scoreboard	\$441,000	\$0
3 S. Mission	Football Field Surface	\$522,986	\$0
3 S. Mission	Goal Post	\$9,414	\$0
3 S. Mission	High School Bailey Building	\$6,116,818	\$1,239,837
3 S. Mission	High School Electronic Marquee	\$37,655	\$0
3 S. Mission	Home Bleachers 195' x 20 rows metal/approx 1950 seating cap	\$300,803	\$0
3 S. Mission	Lighting-Home 2 Poles w/15 Lights & Visitor 2 Poles w/14 Lights	\$198,142	\$0
3 S. Mission	North Band Bleachers/Storage 60 x 14 rows metal/approx. 420	\$118,498	\$0
3 S. Mission	Playground Equipment (Elementaries)	\$284,851	\$0
3 S. Mission	South & North RR & Aux Areas/Ticket Booth/Concession & Pressboxes/Crows Nest	\$2,061,751	\$312,937
3 S. Mission	Stadium Fencing	\$100,022	\$0
3 S. Mission	Stadium Lighting- Poles (4)	\$290,550	\$0
3 S. Mission	Tennis Courts	\$136,728	\$0
3 S. Mission	Tennis Courts - Fencing	\$51,273	\$0
3 S. Mission	Tennis Courts - Lighting	\$39,879	\$0
3 S. Mission	Track @ Football Field	\$145,274	\$0

Sapulpa ISD

Location	Occupied As	Bldg Value	Contents Val
3 S. Mission	Visitors Bleachers 135 x 20 rows metal/approx 1350 seating	\$207,370	\$0
3 S. Mission	Visitors Concession/Restroom/Ticket Booth	\$334,549	\$68,227
3 S. Mission	Visitors Locker Rooms	\$643,365	\$131,206
513 E Lee	Washington Administration Building	\$5,186,034	\$1,039,316
603 South Park	Bartlett School	\$2,727,898	\$546,689
631 North Brown	Backstop @ Liberty SB Field	\$9,414	\$0
631 North Brown	Bleachers @ SB Field	\$11,768	\$0
631 North Brown	Dugouts (2) @ Liberty SB Field	\$14,709	\$0
631 North Brown	Fencing @ Liberty SB Field	\$15,885	\$0
631 North Brown	Indoor Softball Practice Facility/Locker Rooms	\$467,746	\$93,739
631 North Brown	Liberty Kindergarten	\$325,737	\$65,280
631 North Brown	Liberty Portable Building	\$60,966	\$12,219
631 North Brown	Liberty SB RR/Concession	\$62,132	\$12,451
631 North Brown	Liberty School Complex (2 1/2 Story) w/New Addn/Safe Room	\$8,336,523	\$1,689,758
631 North Brown	SB Canopies (2)	\$11,621	\$0
631 North Brown	SB Lighting	\$151,663	\$0
631 North Brown	SB Press Box	\$23,245	\$2,309
631 North Brown	SB Press Box Canopies	\$30,217	\$0
631 North Brown	Scoreboard @ SB Field	\$36,750	\$0
7 South Mission	Canopies/Covered Walkway @ HS/JH Complex	\$305,946	\$0
7 South Mission	HS/JH Complex	\$42,232,898	\$8,463,762
7 South Mission	JROTC Building - Storage	\$257,040	\$25,704
7 South Mission	Signs/Marquees (MS)	\$2,143	\$0
9170 S 73 W Ave	Canopy @ Freedom Elementary	\$7,670	\$0
9170 S 73 W Ave	Canopy @ Freedom Elementary	\$9,646	\$0
9170 S 73 W Ave	Canopy @ Freedom Elementary School	\$10,112	\$0
9170 S 73 W Ave	Electronic Marquis Sign	\$18,826	\$0
9170 S 73 W Ave	Freedom Elementary School	\$13,868,069	\$2,779,256
		<u>\$158,532,244</u>	<u>\$30,437,976</u>

Floater Limit	<u>\$745,500</u>	Auto Values:	<u>\$2,009,978</u>
EDP Limit	<u>\$2,000,000</u>	Total Values:	<u>\$194,225,698</u>
Extra Expense Limit	<u>\$500,000</u>		

Auto Schedule

Report Printed: 05/23/2022 06:10 pm

Sapulpa ISD

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2003	Chevy	Astro Van	8	1GNDM19X73B133267	\$0
2	1979	Utility	Trailer		7290	\$0
3	1984	Flatbed	Trailer		7089R	\$0
4	1987	Flatbed	Trailer		7089	\$0
5	1993	Custom made	Trailer		3985	\$0
6	1986	Hillsboro	Trailer		3985	\$0
7	1988	Chevy	Pickup		1GCFK24K4JZ219133	\$0
8	1994	Ford	Box Truck		1FDKE30HXRHB88280	\$0
9	1997	Ford	Pickup		2FTEX27L9UCA10751	\$0
10	1999	Ford	Vo-Ag Pickup		1FTWW32F6XEB78665	\$0
11	1999	International	Truck		1HTSCAAM4XH205262	\$7,533
12	2000	Freightliner	Bus	72	4UZ6CJAA9YCG10423	\$7,533
13	2000	Freightliner	Bus	72	4UZ6CJAA5YCG10421	\$7,533
14	2000	Freightliner	Bus	72	4UZ6CJAA3YCG10420	\$7,533
15	2000	Ford	Truck		3FTNW20F4YMA78214	\$0
16	2001	Chevy	Pickup		2GCEC19V311226623	\$3,645
17	2002	Chevy	Astro Van	8	1GNDM19X42B109278	\$0
18	2001	Ford	Pickup		1FTZF17221NB25279	\$0
19	2002	Ford	Pickup		1FTRF17272KA80908	\$0
20	2005	Chevy	Van	8	1GNFG15X451105649	\$0
21	2005	IHC #28	Bus	72	4DRBUAAN35B981347	\$20,412
22	2005	IHC #29	Bus	72	4DRBUAAN15B981346	\$20,412
23	2005	Chevy	Van	8	1GNFG15X951105307	\$0
24	2006	Chevy	Silverado		1HCJK33D06F178270	\$9,113
25	2008	International	Bus w/lift	77	4DRAPSKK48A659789	\$40,095
26	2008	International	Bus w/lift	76	4DRBUAAN18B656426	\$44,388
27	2008	International	Activity bus	48	4DRBUAAN19B659795	\$44,388
28	2008	Lo Pro Goosene	Trailer		129SG242980169369	\$8,100
29	2008	Chevy	Express Van	8	1GNFG154681183716	\$6,480
30	2008	Chevy	Van w/lift	6	1GAHG39K481117647	\$7,290
31	2008	Chevy	Van	8	1GNFG154381134005	\$6,885
32	2000	Ford	F150 Pickup		2FTRF17W64CA42841	\$0
33	2009	International	Bus	71	4DRBUAAN49B121849	\$38,637
34	2009	International	Bus w/lift	57	4DRBUANN19B121873	\$41,553
35	2008	Chevy	Delivery Van	2	1GBJG31KX81229538	\$7,614
36	2007	Chevy	Pickup		1GCEC19X78Z202442	\$8,100
37	2005	Wells Fargo	Trailer		1W4200F1X62055750	\$0
38	2009	Chevy	Impala		2G1WB57K491221555	\$4,860
39	2010	Ford	Pickup		1FTWW3DR3AEA18337	\$15,390
40	2010	Ford	Pickup		1FTWW3DR5AEA18338	\$15,390
41	2010	Ford	Pickup		1FTEW1E84AKA13672	\$11,826
42	2010	International	Bus	77	4DRBUAAN6AB247702	\$42,120
43	2010	International	Bus	77	4DRBUAAN8BB247704	\$42,120
44	2010	International	Bus	77	4DRBUAAN4AB247701	\$42,120
45	2010	International	Bus	77	4DRBUAAN8AB247703	\$42,120
46	2010	Chevy	Van	8	1GNUGBD46A1111158	\$10,206
47	2010	Chevy	Van	8	1GNUGBD42A1109875	\$10,206
48	2011	Thomas	Bus	77	4UZABRDT1BCAR8057	\$45,198
49	2009	Chevy	Impala		2G1WB57K191249815	\$5,670
50	2009	Car Hauler	Maxi Trailer		5GXCH1822AM013206	\$0
51	2009	Car Hauler	Maxi Trailer		5GXCH1827AM013444	\$0
52	2011	Chevy	Utility Truck		1GB0VCVG9BF139500	\$11,664
53	2012	International	Bus w/lift	54	4DRBUAAN9CB565848	\$46,656
54	2011	Chevy	Van	8	1GN5GBF46B1178672	\$10,206
55	2009	Chevy	Suburban		1GNFC26089R262305	\$13,122
56	2006	Chevy	Silverado		3GCEC14X26G257286	\$4,860
57	1988	Nabors	Semi Trailer		INT142483J10X0148/BAND	\$4,860

Sapulpa ISD

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
58	2010	Maxey Carhauler	Trailer		5GXCH2027AM014157	\$0
59	2015	International	Bus	77	4DRBUSKP8FB027863	\$58,983
60	2015	International	Bus	77	4DRBUSKPXFB027864	\$58,983
61	2013	Thomas	Bus		4UZABRDT7DCBT1954	\$51,759
62	2013	Thomas	Bus	77	4UZABRDT9DCBT1955	\$51,759
63	2013	Thomas	Bus	77	4UZABRDT0DCBT1956	\$51,759
64	2016	Chevy	Activity Bus	15	1GB3GSBGZG1297621	\$45,360
65	2016	Chevy	Activity Bus	15	1GB3GSBG1G1298145	\$45,360
66	2019	International	Bus	71	4DRBUC8N3KB231265	\$64,274
67	2019	International	Bus	71	4DRBUC8N5KB231266	\$64,274
68	2019	International	Bus	71	4DRBUC8NXKB231263	\$64,274
69	2019	International	Bus	71	4DRBUC8N1KB231264	\$64,274
70	2019	International	Handicap Bus	39	4DRBUC8N8KB660854	\$75,678
71	2017	Ford	Pickup		1FT8W3DT0HEE99050	\$31,833
72	2018	Ford	Taurus		1FAHP2D80JG102469	\$16,038
73	2018	Ford	Taurus		1FAHP2D87JG102470	\$16,038
74	2018	Ford	Explorer		1FM5K7B85JGA71548	\$18,371
75	2016	Chevy	Activity Bus	15	1GB3GSBG5G1292140	\$45,360
76	2016	Chevy	Activity Bus	15	1GB3GSBG5G1300995	\$45,360
77	2018	Lark	Trailer		571BE1622JM027575	\$3,645
78	2018	Texas Bragg	Trailer		17XFY1821J1083866	\$2,750
79	2019	Tiger	Trailer		5UTBU162XKM015709	\$2,673
80	2021	Collins	Mini Bus	15	1GB3GRB77M1263694	\$71,707
81	2023	International	Bus	71	4DRBUPWN6PB611444	\$91,882
82	2021	International	Activity Bus	71	4DRBUC8N2NB435849	\$121,000
83	2021	International	Activity Bus	71	4DRBUC8N9NB435850	\$124,823
84	2022	Interstate	LoadRunner 6x12 Trailer		4RAL51216NC058247	\$5,923

Total Value of All Autos for Sapulpa ISD: **\$2,009,978**



Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 535 and the program insures more than \$20 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers.

"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/21 was more than \$13.9 million and our assets were more than \$34 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

<i>Statement of Net Assets</i>	
<i>As of 6/30/21</i>	
Cash	\$ 15,215,888
Other Assets	\$ 18,794,907
Total Assets	\$ 34,010,795
Total Liabilities	\$ 20,101,976
Total Net Assets/Surplus	\$ 13,908,819

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Click on Interlocals under the Quick Links section of the home page. Your school's auditor can help in analyzing the statements.



Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$700,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence subject to a \$10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2022.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/22
Installment #2	1/3 of total	due 8/1/22
Installment #3	1/3 of total	due 9/1/22

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

Loss Control Site Consultation

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website www.osig.org

Examples of Online training:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

Resolution of Sapulpa ISD to Join Oklahoma Schools Insurance Group

Whereas, Oklahoma Schools Insurance Group (“OSIG”) is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Sapulpa ISD is an Oklahoma public school district (“the District”); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2022/2023 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District hereby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG’s bylaws, the Plan Document, and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Sapulpa ISD understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members’ losses.

Date: _____

Sapulpa ISD

By: President, Board of Education

ATTEST:

Clerk, Board of Education

June 6, 2022

Rob Armstrong
Sapulpa Public School
511 E Lee
Sapulpa, OK 74066

RE: 7-1-22/23 OSIG & OSAG Renewal Proposals

Dear Rob:

Sapulpa Schools 7-1-22/23 OSIG renewal quote is \$516,412, per the attached property and auto schedules. The renewal deductibles are the same as last year, \$50,000 Wind/Hail and \$25,000 "AOP" all other perils (fire, theft, vandalism, etc.). Your current loss ratio is 80.95%. The 21/22 premium for comparison was \$457,362; however, below are additional factors affecting the renewal increase:

- 1) 7/1/22 Added Jumbotron \$ 420,000
- 2) 7/1/22 Overall 5% OSIG Property Value Inc. \$ 9,453,394
- 3) Added during year '22 Trailer, (4) Buses including Activity Bus w/ Graphics and a Mini-Bus

I've attached an updated spreadsheet showing Sapulpa's renewal values and the application of the maximum 125% margin clause. Even with the 5% automatic increase this year, I still want to show you the insured range. If you see anything that needs adjusted, please let me know. As a reminder, the margin clause in the policy reads as follows:

- Replacement Cost (RC) Coverage** – Replacement cost as of the time of loss or damage with 125% Margin Clause.
 - Example – If a building insured for \$1,000,000 experienced a total loss the maximum amount paid would be 125% of the insured value. For a total replacement cost of \$1,250,000*

Please print the attached OSIG Resolution form included with this quote information and have at your board meeting for the President and Clerk to sign. Scan and email it back to my attention once signed, as OSIG requires receipt of this signed form, prior to binding your renewal coverage.

The OSAG renewal is \$164,041 down \$5,783 from last year. As requested, I did check the WC market and additional quotes are included on the WC excel spreadsheet. I truly appreciate all the help from your staff in gathering the information needed for renewal and most importantly our continued business relationship. Enjoy your summer!

Sincerely,

Cindy Griggs, Account Executive
Enclosures

A Memorandum of Agreement Between
Sapulpa Public Schools and
Native American Coalition of Tulsa Head Start

I. Parties to the Agreement

- A. *Sapulpa Public Schools* and
- B. *NACT Head Start*

II. Purpose of Agreement

- A. To improve availability and the quality of services for *the geographic service area of the Head Start agency's* children, age three through age five, and their families
- B. To support children's optimal development and readiness for school entry and success
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- E. To promote further collaboration to reduce duplication and enhance efficiency of services
- F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and noneducational services
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families

III. Program Descriptions

- A. **NACT Head Start** provides services to children and families who reside in or near to that portion of Tulsa County that is bounded on the North by Osage

County, on the west by Creek County, and on the south by Creek County and Okmulgee County and on the east by a line extending south from the southeast corner of Osage County to the Arkansas River, and by the river thereafter.

- B. Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from 3 to 5 years of age and their families.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start, Migrant and Seasonal, and American Indian/Alaska Native Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

C. Sapulpa Public School District is located in Creek County.

IV. Authority

- A. Head Start's responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start agency is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

V. Guiding Principles

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"
- Develop successful linkages within the context of No Child Left Behind Act of 2001, the Head Start Act (2007), and Oklahoma legislation, policies, and procedures
- Plan and implement strategies based on practice and research that have proven to support children's school success

- Respect the uniqueness of each locality's needs and resources
- Promote the involvement of members of the early care and education communities
- Share commitment, cooperation, and collaboration for a coordinated service delivery system

VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

The *Sapulpa Public School District* and the *NACT* Head Start Agency will work together for the review, coordination, collaboration, alignment, and implementation of each of the following 10 activities, as mandated by the Act.

- A. Educational activities, curricular objectives, and instruction
1. 642(f) Implement a research-based early childhood curriculum that – (E) is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, State early learning standards
 2. 642A(3) Establish ongoing communications between the Head Start agency and local educational agency for developing continuity of developmentally appropriate curricular objectives (which for the purpose of the Head Start program shall be aligned with the Head Start Child Outcomes Framework and, as appropriate, State early learning standards) and for shared expectations for children's learning and development as the children transition to school
- B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs
1. 642(e)(1) Generate support and leverage the resources of the entire local community in order to improve school readiness
 2. 642A(2) Establish ongoing channels of communication between Head Start staff and their counterparts in the schools (including teachers, social workers, local educational agency liaisons designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), and health staff) to facilitate coordination of programs
- C. Selection priorities for eligible children to be served by programs
1. 642A (13) Develop and implement a system to increase program participation of underserved populations of eligible children

2. 642(f)(10) Develop procedures for identifying children who are limited English proficient, and informing the parents of such children about the instructional services used to help children make progress towards acquiring the knowledge and skills described in section 641A(a)(1)(B) and acquisition of the English language

3. 641A(E) Include information on the innovative and effective efforts of the Head Start agencies to collaborate with the entities providing early childhood and development services or programs in the community and any barriers to such collaboration that the agencies encounter

4. 641(H) the plan of such applicant to coordinate and collaborate with other public or private entities providing early childhood education and development programs and services for young children in the community involved, including—

(i) Programs implementing grant agreements under the Early Reading First and Even Start programs under subparts 2 and 3 of part B of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6371 et seq., 6381 et seq.)

(ii) Other preschool programs under title I of that Act (20 U.S.C. 6301 et seq.)

(iii) Programs under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.)

(iv) State pre-kindergarten programs

(v) Child care programs

(vi) The educational programs that the children in the Head Start program involved will enter at the age of compulsory school attendance

(vii) Local entities, such as a public or school library for—

(I) Conducting reading readiness programs

(II) Developing innovative programs to excite children about the world of books, including providing fresh books in the Head Start classroom

(III) Assisting in literacy training for Head Start teachers

(IV) Supporting parents and other caregivers in literacy efforts

D. Definition of service areas

1. The services will be provided for children in Tulsa County at 4935 South Union Tulsa, Oklahoma.

E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development

1. 642A (4) Organize and participate in joint training, including transition-related training for school staff and Head Start staff

F. Program technical assistance

1. 642 (10) Link the services provided in such Head Start program with educational services, including services relating to language, literacy, and numeracy, provided by such local educational agency
2. 648(i) (e)(3) Encourage States to supplement the T/TA funds with Federal, State, or local funds other than funds made available, to expand training and technical assistance activities beyond Head Start agencies to include other providers of other early childhood education and development programs within a State

G. Provision of services to meet the needs of working parents, as applicable

1. 642(e) Coordinate activities to make resources available for full working-day and full calendar year available to children
2. 642(e)(3) Coordinate activities and collaborate with programs under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858 et seq.)

H. Communication and parent outreach for smooth transitions to kindergarten

1. 642A (1) Develop and implement a systematic procedure for transferring, with parental consent, Head Start program records for each participating child to the school in which such child will enroll
2. 642 (5) Establish comprehensive transition policies and procedures that support children transitioning to school, including by engaging the local educational agency in the establishment of such policies
3. 642 (6) Conduct outreach to parents and elementary school (such as kindergarten) teachers to discuss the educational, developmental, and other needs of individual children

4. 642 (7) Help parents of limited English proficient children understand—

(A) The instructional and other services provided by the school in which such child will enroll after participation in Head Start; and

(B) As appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7012)

5. 642 (8) Develop and implement a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.), and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), taking into consideration the language needs of parents of limited English proficient children

6. 642 (9) Assist families, administrators, and teachers in enhancing educational and developmental continuity and continuity of parental involvement in activities between Head Start services and elementary school classes

7. 642 (11) Help parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success while teaching them strategies for maintaining parental involvement as their child moves from Head Start to elementary school

8. 642 (12) Help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the Head Start program

I. Provision and use of facilities, transportation, and other program elements

1. 642(e)(4) (A) Collaborate on the shared use of transportation and facilities, in appropriate cases

(B) Collaborate to reduce the duplication and enhance the efficiency of services while increasing the program participation of underserved populations of eligible children

(C) Exchange information on the provision of non-educational services to such children

J. Other elements mutually agreed to by the parties

VII. Confidentiality

All acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460.)

VIII. Dispute Resolution

Parties will first attempt to resolve the dispute between or among themselves. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each agency.

IX. Review of Agreement

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

X. Term of Agreement

The agreement will become effective immediately after being signed and dated by all parties.

By signing the agreement each agency agrees to the terms.

The signed agreement will be binding on all successors of parties to the agreement.

XII. SIGNATURES

For the Sapulpa Public School District

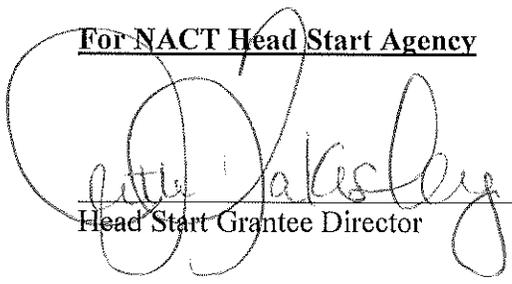
Local Entity Representative

Date

Superintendent of Schools (if applicable)

Date

For NACT Head Start Agency



Head Start Grantee Director

5-16-22

Date

Grantee Authorized Representative

Date

**SPECIAL SERVICES COOPERATIVE AGREEMENT BETWEEN
HEAD START AND THE LOCAL EDUCATION AGENCY
2022-2023**

This is a local agreement covering the period August 1, 2022, to May 31, 2023, between, Sapulpa Public Schools 511 East Lee Avenue Sapulpa, Oklahoma 74066, here in after referred to as the local education agency (LEA), and Native American Coalition of Tulsa Head Start Program, 4935 S Union Avenue, Tulsa, Oklahoma, 74017, hereinafter referred to as NACT. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children residing in the Sapulpa Public School District ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

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

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program and reside in the Sapulpa Public School District are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, cost of evaluation; materials, supplies, and/or contractual arrangements for services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide an evaluation, followed by a MEEGS and multidisciplinary group meeting to establish whether or not a child is eligible for special education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program who resides in the Sapulpa Public School District.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program who resides in the Sapulpa Public School District.

- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program in the Sapulpa Public School District. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program who resides in the Sapulpa Public School District.

II. **NACT HEAD START RESPONSIBILITIES:**

- A. NACT Head Start shall arrange for screening and assessment for all children enrolled in Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall assure parents are provided in writing their rights under these programs.
- B. NACT Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards, unless his or her IEP specifies otherwise.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary team, IEP development, and implementation of the portions of the IEP's identified for support by the Head Start Program, and the IEP review as appropriate.
- D. If a child does not meet the eligibility criteria established by OSDE/SES under the IDEA, but meets one or more of the eligibility criteria in the Head Start Performance Standards 45 CFR 1308, then a Head Start managed IEP shall be developed for the child, with guidance and assistance from LEA Special Education personnel.
- E. When Head Start initiates and develops a Head Start managed IEP, Head Start must invite in writing the participation of a representative of the LEA. Head Start Program Performance Standards (45 CFR 1308) requirements for parent involvement and notification must also be followed for IEP meetings initiated by the Head Start Program. When the Head Start develops Head Start managed IEP's, family goals and objectives for the child must be addressed.
- F. NACT Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services/ resources.
- G. The NACT Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.

- H. NACT Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1 and November 15, annually.
- I. NACT Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate concerning services for children with disabilities.

III. COORDINATION OF COST SHARING:

The NACT Head Start, and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. NACT Head Start and the LEA agree to the following cost-sharing services (see Attachment A for examples), (list only if applicable and agreed upon by both parties):

IV. COORDINATION OF REQUIRED PAPERWORK:

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

- A. Parental consent must be obtained in writing by NACT Head Start and/or the LEA prior to referral for applicable or appropriate services.
- B. NACT Head Start or the LEA will obtain written parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: "Consent for Release of Confidential Information", and / or the applicable NACT Head Start Release of Information form.
- C. NACT Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with and to the LEA.
- D. When a disability is suspected and Head Start refers a child who resides in the Sapulpa Public School District for further evaluation by the LEA, the LEA will evaluate the child, after obtaining written parental consent, and include the NACT Head Start Disabilities Manager or designee in the child's MEEGS Meeting, and multidisciplinary meeting to determine if the child qualifies for LEA services and Individual Education Program (IEP) is to be written.

- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, evaluations, the multidisciplinary evaluation and eligibility group summary, and necessary special education records and documentation of services to the NACT Head Start Disabilities Manager or designee, in accordance with Head Start Performance Standards.
- F. All personally identifiable information collected, used, or maintained by NACT Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between NACT Head Start and the LEA Special Education Program, the following process is agreed upon:

- A. The LEA special education program and NACT Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar-day timeline for screening of all children enrolled in Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

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

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

VI. COORDINATION OF IEP REVIEW:

NACT Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start

staff or the LEA special education program staff may request a review meeting at any time. Procedural safeguards for notification will be followed.

Each party will be invited to participate in all Transition Meetings and help develop a plan for the upcoming school year.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and NACT Head Start program agree to coordinate in-service training when feasible. Considerations for top priority training include:

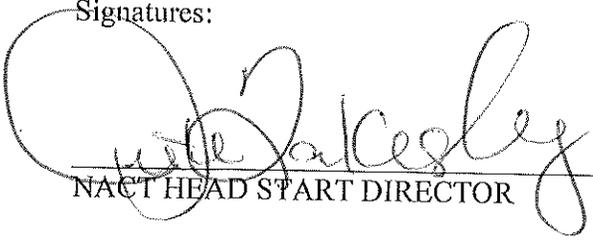
1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs for Parents, Head Start and/or LEA Staff.
5. Individual child needs and related parent or staff training.

VIII. RESOLUTION OF DISPUTE

In the event of disputes between NACT Head Start and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA Special Education Director and the NACT Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the NACT Head Start Director and the LEA Special Education Director or the LEA Superintendent of Schools to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between NACT Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI Office, Dallas, Texas, or the American Indian/Alaska Native Programs Branch, Washington D.C. (if applicable).

Signatures:



NACT HEAD START DIRECTOR

5-11-22

Date

LEA AUTHORIZED REPRESENTATIVE

Date

ATTACHMENT A:
EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

LEGAL CONTRACT

**BETWEEN SAPULPA PUBLIC SCHOOLS AND
MOBILIZED VISION, LLC (CHRISTINA EVANS)**

This agreement is entered into between Sapulpa Public Schools and Mobilized Vision, LLC-Christina Evans, CTVI/COMS (sole member and owner), as a Certified Orientation and Mobility Specialist to work with students who are blind or have visual impairments. She will provide consultation and teach individuals with visual impairments to travel safely, confidently and independently in their environment.

I. Terms

- A. Christina Evans shall maintain ACVREP certification.
- B. Christina Evans shall provide consultation along with orientation and mobility services for children with visual impairments as requested by the director of special services. Services may include meeting with teachers and parents, reviewing student files, observing students in class, and serving as the related service provider in IEP meetings. Services will be scheduled as feasible for the COMS (Certified Orientation and Mobility Specialist) and school.

II. Consideration and Cost of Services

- A. Sapulpa Public Schools shall pay Christina Evans \$80.00 an hour port to port for the hours served for the length of this agreement. Christina will provide services up to 10 hours per week unless additional services are approved by the Director of Special Services.
- B. Christina Evans will submit a bill/invoice by the 5th of each month to Sapulpa Public Schools for services provided.

III. Duration of the Contract

The duration of this contract is to become effective August 1, 2022 and terminate June 30, 2023 with the Board of Education approval.

IV. This contract is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

V. Amendment

This contract is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Sapulpa Public Schools _____ Date _____
Board President

Christina Evans _____ Date _____
Certified Orientation and Mobility Specialist

LEGAL CONTRACT

BETWEEN SAPULPA PUBLIC SCHOOLS AND CINDY LUMPKIN

This agreement is entered into between Sapulpa Public Schools and Superior Vision Consulting, LLC/Cindy Lumpkin, a teacher certified to teach students with visual impairments, for providing consultant services to the Sapulpa Public Schools.

I. Terms

- A. Cindy Lumpkin shall maintain Oklahoma State Department of Education certification as a teacher of children with visual impairments.
- B. Superior Vision Consulting/Cindy Lumpkin shall provide direct or consultant services for children with visual disabilities as requested by the director of special services. Services may include meeting with teachers and parents, reviewing student files, observing students in class, attending IEP meetings, writing portions of the IEP, and conducting functional vision assessments. Services will be scheduled as feasible for the consultant and school.

II. Consideration and Cost of Services

- A. Sapulpa Public Schools shall pay Superior Vision Consulting \$75.00 per hour, port to port, for the hours served for the length of this agreement. Superior Vision Consulting/Cindy Lumpkin will provide services up to 12 hours per week unless additional services are approved by the Director of Special Services.
- B. Superior Vision Consulting will submit a bill/invoice by the 5th of each month to Sapulpa Public Schools for services provided.

III. Duration of the Contract

The duration of this contract is to become effective August 1, 2022 and terminate June 30, 2023 with the Board of Education approval.

IV. This contract is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

V. Amendment

This contract is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Sapulpa Public Schools _____ Date _____
Board President

Cindy Lumpkin _____ Date _____
Superior Vision Consulting, LLC

LEGAL CONTRACT

BETWEEN SAPULPA PUBLIC SCHOOLS AND JEANNE PEASE

This agreement is entered into between Sapulpa Public Schools and Jeanne Pease, a teacher certified to teach students with hearing impairments, for providing consultant services to Sapulpa Public Schools.

I. Terms

- A. Jeanne Pease shall maintain Oklahoma State Department of Education certification as a teacher of children with hearing impairments.
- B. Jeanne Pease shall provide consultant services for children with hearing disabilities as requested by the director of special services. Services may include meeting with teachers, students and parents, reviewing student files, observing students in class, writing portions of the IEP, and serving as the special teacher in IEP meetings. Services will be scheduled as feasible for the consultant and school.

II. Consideration and Cost of Services

- A. Sapulpa Public Schools shall pay Jeanne Pease \$60.00 per hour for the hours served for the length of this agreement. Jeanne will provide services up to 5 hours per week unless additional services are approved by the Director of Special Services.
- B. Sapulpa Public Schools will pay the federal mileage rate for travel from her homebase to school sites.
- C. Jeanne Pease will submit a bill/invoice by the 5th of each month to Sapulpa Public Schools for services provided.

III. Duration of the Contract

The duration of this contract is to become effective August 1, 2022 and terminate June 30, 2023 with the Board of Education approval.

IV. This contract is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

V. Amendment

This contract is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Sapulpa Public Schools _____ Date _____
Board President

Jeanne Pease _____ Date _____
Hearing Impaired Consultant

CONSULTATION AGREEMENT

BETWEEN SAPULPA PUBLIC SCHOOLS AND CASEY NEWMAN

This agreement is entered into between Sapulpa Public Schools and Casey Newman, AuD., CCC-A, to provide educational audiology consultant services to Sapulpa Public Schools.

I. Terms

A. Casey Newman shall provide consultant services for children with hearing impairments as requested by the Director of Special Services. Services may include consultation in regard to the selection, purchase, installation, maintenance, calibration checking and utilization of audiologic equipment, meeting with teachers and parents, and serving as the educational audiologist at meetings. Services will be scheduled as feasible for the consultant and school.

II. Consideration and Cost of Services

A. Sapulpa Public Schools shall pay Casey Newman \$65.00 per hour for the length of this agreement. Casey will provide services up to 5 hours per week unless additional services are approved by the Director of Special Services.

B. Casey Newman will submit a bill/invoice by the 5th of each month to Sapulpa Public Schools for consultation services provided.

III. Duration of the Agreement

The duration of this agreement is to become effective August 1, 2022 and terminate June 30, 2023.

IV. This agreement is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

V. Amendment

This agreement is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Sapulpa Public Schools _____ Date _____
Board President

Casey Newman _____ Date _____
Educational Audiology Consultant

LEGAL CONTRACT**BETWEEN SAPULPA PUBLIC SCHOOLS AND LEAH K. GRUNS**

This agreement is entered into between Sapulpa Public Schools and Leah K. Gruns, a Speech-Language Pathologist, certified to conduct speech and/or language therapy and related activities for Sapulpa Public Schools.

I. Terms

- A. Leah K. Gruns shall maintain current Oklahoma State Department of Education certification and ASHA licensure as a Speech-Language Pathologist and carry personal liability insurance for the duration of the contract.
- B. Leah K. Gruns shall conduct speech and/or language evaluations, therapy (in-person or teletherapy), IEP meetings, and related activities as directed by the Director of Special Services. Services may include meeting with teachers, parents or other SLP's, reviewing student files, observing students in class, and serving as a Speech-Language Pathologist in child study meetings. Services will be scheduled as feasible for both parties.

II. Consideration and Cost of Services

- A. Sapulpa Public Schools shall pay Leah K. Gruns \$45.00 per hour for duties related to the position of Speech-Language Pathologist and related activities as directed by the Director of Special Services. A \$2,000 stipend will be given for SLPA supervision.
- B. Leah K. Gruns will provide services up to 24 hours per week unless additional services are approved by the Director of Special Services.
- C. Sapulpa Public Schools will pay \$45.00 per hour for port to port travel.
- D. Leah K. Gruns will submit an invoice by the 5th of each month to Sapulpa Public Schools for services provided.

III. Duration of the Contract

The duration of this contract is to become effective August 1, 2022 and terminate June 30, 2023 with the Board of Education approval.

- IV. This contract is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

V. Amendment

This contract is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Sapulpa Public Schools _____ Date _____
Board President

Leah K. Gruns _____ Date _____
Speech Language Pathologist



Price Quotation # : 2022-1YRDS

THIS QUOTE IS VALID until June 30, 2022

Contact Name :	Date: April 7, 2022
Company: Sapulpa School District	Terms: Total Contract payable: Net 30
Address: 511 East Lee	Order Payment: Purchase Order / Money Order
City, State Zip:	Installation and Support: Family Zone
Phone:	Tax & Shipping: Added to Invoice
E-Mail:	BorderLAN Contact: Deena Swidler 858.752.2339 deena@borderlan.com
Notes:	Remit To: BorderLAN Security Receivables 950 Boardwalk #300 San Marcos, CA 92078 FAX: (860) 736-8100

Item	Description	Units	Your COST
1	FZ-T3-LGW-1Y FamilyZone Local Gateway 1 Yr Subscription. 2,501-10,000 FTE	1	\$3,307.50
2	FZ-T3-SMGR-1Y FamilyZone School Manager 1 Year Subscription 2,501-10,000 FTE. PRICED PER FTE. Cloud-Managed Content Filter and reporter w/ built in Cyber-Safety controls.	3600	\$8,928.00
3	FZ-T3-CLASS-1Y FamilyZone Classroom 1 Year Subscription 2,501-10,000 FTE. PRICED PER FTE. Classroom management suite with Google Classroom and SIS integration. Provides option for teachers to set class policies, focus class, and view student screens.	3600	\$4,968.00
4	FZ-Community-1Y FamilyZone Community Package 1 Year Subscription. Includes community engagement content, virtual classes, digital parenting course, staff awareness training, a unique FamilyZone.com URL with school logo and school safety reporting information		\$0.00
5	Technical Support via FamilyZone for entire term of contract	1	Included
6	Miscellaneous: Shipping	1	TBD
7	Taxes, If applicable or need tax exempt certificate	1	TBD



Price Quotation # : 2022-1YRDS

THIS QUOTE IS VALID until June 30, 2022

<i>This quotation contains proprietary information and is confidential, intended for use by your company only, and only for the User identified above.</i>	Contract Total <u>\$17,203.50</u>
--	---

PAYMENT TERMS: 100% of the total payment is due in Net 30 from the date of the Purchase Order. Real costs of shipping and handling will be added to the prices shown above and will be reflected on the invoice if applicable, and paid by Customer as part of the total invoice amount. If applicable, state sales tax will be added to the price of all products unless Customer provides written evidence of exemption prior to shipment.

ENTIRE AGREEMENT: The terms and conditions of this Agreement are intended by the parties as the final expression of their agreement with respect to the subject matter of this Agreement, and supersede all prior discussions, representations and agreements, both oral and written. This Agreement may only be modified by means of a document, signed by both parties.

Upon signing, you agree to have BorderLAN Security invoice you for the amount listed. This is a binding order effective once signed and faxed to BorderLAN Security.

To order, fax signed copy of this agreement AND a PO to:
Sales Department: Fax # (860)736-8100

Agreed and accepted:

Customer

BorderLAN Security

By: _____
SIGNATURE

By: _____
SIGNATURE

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Pricing Proposal
Quotation #: 21890525
Created On: Apr-15-2022
Valid Until: Jun-30-2022

Sapulpa Public Schools

James Lawrence

OK
Phone: (918) 224-3400
Fax:
Email: jlawrence2@sapulpaps.org

Inside Account Executive

Sean Stewart

SHI International Corp P.O. Box 952121
Dallas, TX 75395-2121
Phone: 732-652-7666
Fax: 732-507-1555
Email: Sean_Stewart@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft 365 A3 - Subscription license - 1 user - hosted - academic, Faculty - EES - For Core CAL - All Languages Microsoft - Part#: AAD-38392 Coverage Term: Jul-01-2022 – Jun-30-2023	408	\$51.17	\$20,877.36
2 Microsoft 365 A3 - Subscription license - 1 user - hosted - academic, student - EES - All Languages Microsoft - Part#: AAD-38397 Contract Name: Open Market Contract #: Open Market Coverage Term: Jul-01-2022 – Jun-30-2023	6000	\$0.00	\$0.00
3 Microsoft Office 365 (Plan A1) - Subscription license - 1 user - hosted - academic - Campus, School, EES - All Languages Microsoft - Part#: M6K-00001 Coverage Term: Jul-01-2022 – Jun-30-2023 Note: For "Light Users"	500	\$0.00	\$0.00
4 Microsoft Windows Server Datacenter Edition - License & software assurance - 16 cores - volume, Faculty - All Languages Microsoft - Part#: 9EA-00271 Coverage Term: Jul-01-2022 – Jun-30-2023	3	\$360.10	\$1,080.30
Total			\$21,957.66

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.



Professional E-Rate Management Services – Fee Schedule Sapulpa Public Schools, Oklahoma

Professional Fees for E-Rate management services described in the Kellogg & Sovereign® Consulting (“K&S”) *Master Services Agreement for Professional E-Rate & OUSF Management Services* (“MSA”) and the *Scope of Professional E-Rate & OUSF Management Services* (“Scope of Services”) are listed below.

Fees for E-Rate FY2023 are separated between Data Transmission and/or Internet Access services ("C1" or "Category One") and Internal Broadband Connections, Managed Internal Broadband Services (MIBS) and Basic Maintenance of Internal Broadband Connections (BMIC) categories of service ("C2" or "Category Two").

Fees for requests for funding in the Category Two categories of service shall be based on a percent of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2023 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2023 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2023 {7/1/2023-6/30/2024}

Category of Service	Description	Amount	Billing Date
Category 1 (C1) Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	\$3,850.00	January 2023
Category 2 (C2) Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	\$850	March 2023
	Pre and Post Funding for C2 Services	3% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2022 – JUNE 30, 2023

OUSF Document and Compliance Services. Includes preparation and submission of applicant affidavit(s) and assistance with document requests.	Check YES to request _____ YES _____ NO
Annual cost \$825– billed January 2023 OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at \$175/hour	

Payment terms are net 45 days, unless otherwise noted.

Fees for additional Form 470 filings. After K&S has filed the Form 470 and RFP for the Applicant for FY2023, the applicant may choose to request additional services or make cardinal changes to the services requested. K&S fees are as follows:

- (a) Additional Form 470 requested more than 45 days prior to close of the filing window: \$750
- (b) Additional Form 470 requested less than 45 days prior to close of the filing window: \$1,500

Documentation. K&S will provide E-Rate Documentation on the applicant's Kellogg & Sovereign E-Rate Sharepoint folder for online access. E-rate applicants also have access to their E-rate documentation on the USAC E-Rate Productivity Center (EPC).

Remittances. Payments should be remitted to Sigma Technology Fund, LLC dba Kellogg & Sovereign Consulting P.O. Box 222113 Dallas, Texas 75222-2113

If fees or expenses are not paid within 90 days, K&S may elect to terminate the contractual agreement in whole or in part as detailed in the MSA.

Should K&S encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation including any added cost. You will have the opportunity to agree to any additional expenses prior to additional expenses being incurred. Any and all additional charges other than the standard fees outlined above, detailed in the MSA, or listed in the Scope of Services shall be agreed to in writing by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR:
Sapulpa Public Schools

FOR:
Kellogg & Sovereign Consulting

Signature



Signature

Printed Name

Jason D. Ramey

Printed Name

Title

CEO

Title

Date

May 25, 2022

Date

E-RATE LETTER OF AGENCY

APPLICANT: Sapulpa Public Schools (140102)

Funding Years Authorized: 2023-24, 2024-25, 2025-26

("Applicant") hereby authorizes Kellogg & Sovereign® Consulting, Consultant Registration Number 16024809, or its designated agents or employees ("K&S") to act on our behalf during the term of this authorization.

Although not exclusive, K&S is specifically authorized to conduct the following actions on behalf of the Applicant:

- ♦ Prepare and submit Federal Communications Commission ("FCC") Forms 470, 471, 486, 500, 472 and other forms requested by the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC")
- ♦ Prepare and submit documentation to USAC or the FCC in compliance with E-Rate program rules and regulations.
- ♦ Act as our agent in working with representatives of the FCC or USAC to provide information as requested during application review, selective reviews, site visits, audits and any other activity associated with review of our applications.
- ♦ Prepare Requests for Proposal ("RFPs") to be posted online.
- ♦ Provide information to service providers as needed to clarify information in RFPs and Forms 470.
- ♦ Solicit and receive proposals from service providers for requested services.
- ♦ Prepare comparisons of proposals from service providers.
- ♦ Complete contracts for eligible E-Rate services as specifically directed by the Applicant's authorized representative.

I also understand that in submitting these forms on our behalf, K&S will be making certifications for our school district. By signing this Letter of Agency, I make the following certifications as required by the E-Rate Program

150.

- a) I certify that the schools I represent are all schools under the statutory definitions of elementary and secondary schools as defined under 47 C.F.R. § 54.500, that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- b) I certify that the schools I represent has/have secured access, separately or through this program, to all the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.
- c) I certify that the services the school, library, or district purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.513.
- d) I certify that the schools I represent has/have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

- f) I certify that I will retain required documents for a period of at least ten (10) years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statutory or regulatory requirements regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the E-Rate Program.
- g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information and belief, all information provided to K&S for E-Rate submission is true. If any of the statements made above are incorrect, fraudulent or misleading, the undersigned and their institution agrees to indemnify, as allowed by state law, K&S, its members, employees and agents of any and all liability, legal fees or actions that may arise from the incorrect, fraudulent or misleading statement(s).

Applicant Name: Sapulpa Public Schools

Mailing Address, City, ST, Zip: _____

Signature of Authorized Person: _____ Date: _____

Printed Name of Authorized Person: _____ Title: _____

This authorization shall remain in effect until K&S is notified of its cancellation in writing via certified mail.



Master Services Agreement Professional E-Rate & OUSF Management Services

Kellogg & Sovereign® Consulting (“K&S”) agrees to provide E-Rate & OUSF Management services to assist **Sapulpa Public Schools** (“Applicant”) with the Universal Service Discount Mechanism for Schools & Libraries (“E-Rate Program”) filing and compliance and the Oklahoma Universal Services Fund (“OUSF”) program compliance and documentation.

The following services are included in the standard fee and are detailed in the attached and incorporated *Scope of Professional E-Rate & OUSF Management Services*:

OUSF:

Compliance & Documentation*

Pre-Funding Services:

CIPA Compliance Review

Entity Verification & Changes

Discount Calculation

Form 470 Preparation, Review
and Submission

Competitive Bidding – RFP
Management, Secure e-
bidding, vendor mgt, online
bids and evaluation

Form 471 Preparation, Review
and Submission

Post Funding Services:

Form 486 Preparation, Review
and Submission

Form 472 Preparation, Review
and Submission

SPIN Changes and Service
Substitutions

Invoice Extensions

Form 500 Preparation, Review
and Submission

Program Compliance

Document Retention

USAC & FCC Appeals

Support Services & Tools

On-Line Chat

Phone Support

Monthly Conference Calls

USAC E-Rate portal

K&S Client portal

Document portal

Workshops and Webinars

Online RFP Questionnaire

Secure e-Bidding Site

www.erate470.com

www.kelloggllc.com

Social media notices

**OUSF compliance and documentation included only if selected on fee schedule*

Services offered outside of the standard fee and priced separately include reconciliation of service provider discounts (SPI-Form 474), assistance with on-site audits, special compliance reviews, Payment Quality Assessment (PQA) reviews, selective review information requests (SRIR), competitive bidding reviews, cost effectiveness reviews and other reviews as requested by the Universal Service Administrative Company (USAC).

K&S is not a law firm and is not licensed to practice law. Any and all matters which require a legal opinion or review by a legal professional must be contracted out to the appropriate outside legal counsel.

Term

Term of this agreement shall be effective from date of execution of this agreement through **June 30, 2024** with up to four (2) subsequent twelve-month renewals subject to annual mutual ratification in writing by both parties. Execution of the annual fee schedule shall be considered mutual ratification.

Fees

Fees shall be mutually agreed upon annually. K&S shall provide Applicant with a *Professional E-Rate & OUSF Management Services Fee Schedule* that shall be incorporated into this Master Services Agreement upon execution of both parties.

Applicant (School or Library) Responsibilities

USAC E-RATE PRODUCTIVITY CENTER “EPC”

Applicant responsibilities regarding the online E-Rate Productivity Center (“EPC”) are as follows:

Applicants must provide Kellogg & Sovereign Consulting (CRN 16024809) and their designated K&S consultant users with full rights access for all forms except FCC Form 498 on their online E-Rate Productivity Center (“EPC”) located on the USAC web site. *K&S cannot provide any E-Rate filing services on behalf of the Applicant until access is granted.*

The applicant must designate an authorized school or library business official as the general contact and account administrator and maintain their online access including passwords to ensure there is always an authorized school or library business official with full rights able to access the Applicant’s EPC. If the account administrator for the applicant changes, it is the Applicant’s responsibility to notify USAC and assign a new account administrator.

For Applicants who will be utilizing the reimbursement (BEAR - FCC Form 472) method to receive E-Rate discounts, the Applicant must complete an FCC Form 498 online and must notify USAC of any changes in order to keep the Form 498 information current.

The Applicant is fully responsible for timely certifying FCC forms submitted by K&S on behalf of the Applicant on the Applicant’s E-Rate Productivity Center.

OUSF AFFIDAVITS OR DOCUMENT REQUESTS

The applicant’s responsibilities for OUSF affidavits and document requests are as follows:

- Carefully review Affidavit and return the signature page(s) within 5 business days (unless another deadline is specified)
- Provide a current network diagram including circuit information
- Respond to all data requests except for data requests that need clarification from the service provider or federal documentation. The Beneficiary is responsible for any additional data requested by the Public Utility Division (PUD)
- Forward all PUD Determinations and correspondence to ks-ousf@kelloggllc.com.
- Participate in conference calls with PUD staff in order to resolve questions regarding OUSF applications and funding

TIMELY RESPONSE TO DOCUMENT REQUESTS:

It will be K&S’s responsibility to list a due date on each request for documentation. Moreover, K&S will send all documentation requests to the applicant’s designated contact person via e-mail or text message. The applicant must provide a valid email address and cell phone number for K&S notifications. It will be the applicant’s responsibility to return the requested documentation by the due date shown. To cover the extra costs of staff overtime, multiple sending of requests, and undue hardship, K&S reserves the right to provide advance notification, and if necessary, charge a late response fee for any request that is received after the deadline stated on the request. At the discretion of K&S, the late response fee may be waived if the applicant requests an extension prior to the due date. Once a late response fee is incurred, K&S will send applicant an invoice immediately which will be due and payable upon receipt. If the late response fee invoice is not paid within 45 days, the contract may be terminated by K&S.

Example 1: K&S sends a request for copies of bills to applicant in September. The due date listed on the request is October 15 along with notification that a late response will result in late fees of \$100 per day. Your documentation is not received by K&S until October 21. K&S would charge a late response fee of \$500.00 (5 days late x \$100/day).

Example 2: Same facts as above, but applicant sends an email notice to K&S on October 14 explaining that their accounts payable clerk is out on maternity leave, but documents can be provided to K&S by October 31. Applicant's documentation arrives in K&S's office on October 30. No late response fee would be charged.

SERVICE PROVIDER DISBURSEMENTS – DISCOUNT (SPI FORM 474) METHOD ONLY

If an applicant chooses to receive E-Rate discounts by the discount method (Service Provider Invoice – SPI Form 474) instead of the reimbursement method (Billed Entity Applicant Reimbursement Form 472), the applicant must reconcile service provider discounts. According to USAC, it is the beneficiary school or library's responsibility to review all service provider bills and E-Rate discounts provided to the beneficiary through the service provider discount method (Form 474 – Service Provider Invoice). Therefore, it is the responsibility of the school or library to review service provider bills and credits received to ensure the following: (1) the services were used solely for educational purposes; (2) the service provider only requested discounts for eligible goods and services; (3) the service provider allocated the costs of any contract that included both eligible and ineligible components in the related request for discount; (4) the service provider deducted from the pre-discount cost of services the value of all price reductions, promotional offers, and "free" products or services; and (5) the applicant retained all documents related to the service provider's request for discounts on behalf of the beneficiary.

Neither K&S nor its employees or agents are responsible for the actions of service providers related to the applicant's E-Rate funding. This includes all documentation provided by service providers including bids submitted, vendor supporting documentation, proposals, and contracts. Additionally, if the applicant selects the discount method for receiving E-Rate funding, the service provider is solely responsible for proper calculation, review, and application of E-Rate credits to the applicant's bills. *Reconciliation of service provider discounts related to the discount (SPI-Form 474) method is NOT included with K&S's standard fee and may be contracted separately.*

PROGRAM COMPLIANCE

Children's Internet Protection Act (CIPA)

Applicants must comply with all E-Rate program rules including state and local procurement requirements. Additionally, the applicant must be in compliance with the Children's Internet Protection Act⁵⁹⁷ and provide K&S with an annual certificate of compliance along with documentation that the filter was installed and working during the funding year. Applicants are responsible for retaining documentation to support their compliance with CIPA including board agenda and minutes when CIPA is discussed.

Procurement Procedures

K&S will provide guidance regarding compliance with competitive bidding E-Rate rules, procedures and guidelines. Applicants are responsible for complying with their own state, local, and federal procurement guidelines. This includes, but is not limited to, proper format of Requests for Proposal if different than K&S's standard format, required vendor forms, publishing of RFPs, bid evaluation process, board approval, contract negotiation, and legal review and approval of contracts.

⁵⁹⁷ <https://www.usac.org/sl/applicants/step05/cipa.aspx>

DOCUMENT RETENTION (TEN YEARS)

All documents prepared or handled by K&S will be copied, scanned and archived. However, K&S cannot be responsible for retention of documents not in K&S's possession.

As stated in the *E-Rate Modernization Order*⁵⁹⁸, the Applicant will be responsible for retaining documentation for a period of **TEN YEARS** after the latter of the last day of the applicable funding year, or the last day of delivery of services for that funding year.

The *Schools and Libraries Fifth Report and Order*⁵⁹⁹ requires retention of the following documentation:

Pre-bidding Process. The school/library will retain signed copies of all written agreements with E-Rate consultants. Documentation in this area is also retained by K&S.

Bidding Process. All documents used during the competitive bidding process will be retained. Documents such as: Request(s) for Proposal (RFP(s)) including evidence of the publication date; documents describing the bid evaluation criteria and weighting, as well as the bid evaluation worksheets; all written correspondence between the school/library and prospective bidders regarding the products and service sought; all bids submitted, winning and losing; and documents related to the selection of service provider(s). Documentation in this area is also retained by K&S.

Contracts. The school/library will retain executed contracts, signed and dated by both parties. This includes all amendments and addendums to the contracts, as well as other agreements relating to E-Rate between the school/library and the service provider(s), such as up-front payment arrangements. Documentation in this area is also retained by K&S.

Application Process. The school/library will retain all documents relied upon to submit the Form 471, including National School Lunch Program eligibility documentation supporting the discount percentage sought; documents to support the necessary resources certification pursuant to section 54.505 of the Commission's rules, including budgets; and documents used to prepare the Item 21 description of services attachment. Documentation in this area is also retained by K&S.

Purchase and Delivery of Services. The school/library will retain all documents related to the purchase and delivery of E-Rate eligible services and equipment. This includes purchase requisitions, purchase orders, packing slips, delivery and installation records showing where equipment was delivered and installed or where services were provided.

Invoicing. The school/library will retain all invoices. Related documents include records proving payment of the invoice, such as accounts payable records, service provider statement, beneficiary check, bank statement or ACH transaction record. The school/library will also retain copies of service provider checks payable to the school/library related to Form 472 (BEAR) filings, if applicable.

Assets and Inventory. The school/library will retain asset and inventory records of equipment purchased and components of supported internal connections services sufficient to verify the location of such equipment. The school/library will also retain detailed records documenting any transfer of equipment within three years after purchase and the reasons for such a transfer.

Forms and Rule Compliance. All program forms, attachments and documents submitted to USAC will be retained. The school/library will have procedures to require retention of all official notification letters from USAC, as applicable: FCC Form 470 certification pages (if not certified electronically), FCC Form 471 and certification pages (if not certified electronically), FCC Form 471 Item 21 attachments, FCC Form 479, FCC Form 486, FCC Form 500, FCC Form 472. The school/library will also retain any documents submitted to USAC during program integrity assurance (PIA) review, Selective Review and Invoicing Review, or for SPIN change or other requests. In addition, the school/library will retain documentation to provide compliance with other program rules, such as records relevant to show compliance with the Children's Internet Protection Act (CIPA). Documentation in this area is also retained by K&S.

Termination

Either party may, upon written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. Contingency fees for E-Rate Category 2 services will be due and payable to K&S according to the terms of the original agreement. K&S will be released from responsibility for the filing of E-Rate applications and any related follow up work or USAC reviews immediately

²*Modernizing the E-Rate Program for Schools and Libraries*, WC Docket No. 13-184, E-Rate Modernization Order, FCC 14-99A1 Released on 7/23/2014. http://transition.fcc.gov/Daily_Releases/Daily_Business/2014/db0723/FCC-14-99A1.pdf [last accessed July 31, 2014]

³*Schools and Libraries Universal Service Support Mechanism*, CC Docket No. 02-6, Fifth Report and Order and Order, FCC 04-190 Released on 8/13/04. http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-04-190A1.pdf

upon receipt of the termination notice. All terminations must be delivered in writing via certified mail to the addresses and parties listed herein.

Liability

K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that K&S provides to K&S's clients. However, the rules, regulations, and guidelines for both the Oklahoma Universal Services Program (OUSF) and the universal service discount mechanism for schools and libraries (E-Rate) are voluminous, ambiguous, and constantly changing. K&S's liability for any errors or omissions will be limited to a full refund of the fees paid to K&S and will not include liability for any consequential or related damages. Any claim for damages will expire within two years of when the final billing is mailed to the Applicant. K&S's liability is strictly limited to the Applicant and the Applicant's specific organization. Any recommendations or actions provided to the Applicant may not be used or relied upon by any other parties or related entities. Disputes with the Universal Service Administrative Company ("USAC") or the Oklahoma Corporation Commission ("OCC") regarding the interpretation of the rules will not constitute an error or omission if the Applicant has been advised of the difference in opinion.

Disclaimer

Due to uncertainties inherent in the funding processes for both E-Rate and OUSF, Kellogg & Sovereign® Consulting does not warrant or guarantee any E-Rate funding or OUSF support payments will be received as a result of this contractual agreement.

Miscellaneous

Independent Contractor.

The Applicant and K&S agree that K&S is an independent contractor. Nothing in this Agreement shall be construed to create any employment relationship between the Applicant and K&S. K&S shall be solely responsible for reporting and payment of any income, self-employment, social security, occupational, or any other state, federal, or local taxes owed as a result of any money received under this Agreement. K&S understands and agrees that it has no authority to and may not represent or otherwise hold itself out as an employee or agent of the Applicant and shall not enter into any agreement, contract, or obligation of any kind on behalf of the Applicant. The parties agree that the *Letter of Agency* is hereby incorporated into this agreement. Finally, K&S will not have or exercise the authority to supervise or direct the activities of any employee/agent of Applicant.

Standard of Work.

K&S represents and warrants that it will perform the services under this agreement in a good workmanlike and professional manner and with a level of care, skill, knowledge, and judgment required or reasonably expected of entities performing similar services. Applicant will not exercise any control or direction over the methods by which K&S performs such services.

Entire Agreement.

This Agreement constitutes the complete and entire understanding between the parties as to its subject matter, and this Agreement may not be amended except in writing executed by both parties.

Dispute Resolution.

Any disputes arising out of this Agreement shall be resolved informally, where possible, through conference with the Applicant's designee. With respect to any dispute that cannot be promptly resolved through informal conference, K&S shall present such dispute to the Applicant in writing pursuant to the Applicant's Board Policy prior to seeking appropriate legal action.

Confidential Information.

Applicant acknowledges that pursuant to this Agreement, its agents or employees will obtain and gain knowledge of certain information and trade secrets which are confidential and proprietary to K&S, including without limitation, information, trade secrets, ideas, concepts, inventions, designs, developments, procedures, data, know-how, etc. All such information shall remain the exclusive property of K&S and may be disclosed to the extent required by the laws of Oklahoma.

Assignment and Successors.

The covenants, agreements, terms and conditions contained in this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties to this Agreement, provided that Applicant may not assign any of its rights, privileges, or duties hereunder without the prior written consent of K&S.

Partial Invalidity.

The provisions of this Agreement are severable, and if any part of it is found to be invalid, void or unenforceable, the remaining paragraphs shall remain fully valid and enforceable.

We believe this *Agreement to Provide Professional E-Rate & OUSF Management Services*, as well as the incorporated *Scope of Professional E-Rate & OUSF Management Services, Letter of Agency, and Fee Schedule* accurately set forth the mutual understanding of the parties. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning us the executed copy.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR: Sapulpa Public Schools

FOR:
Kellogg & Sovereign Consulting

Signature

Signature



Printed Name

Jason D. Ramey

Printed Name

Title

CEO

Title

Date

May 26, 2022

Date



SCOPE OF PROFESSIONAL E-RATE & OUSF MANAGEMENT SERVICES

The following services will be provided by Kellogg & Sovereign® Consulting (“K&S”) in conjunction with the Master Services Agreement for Professional E-Rate & OUSF Management Services (“MSA”), its related Letter of Agency, and Fee Schedule. Unless specifically set forth herein or amended in writing, this Scope of Professional E-Rate & OUSF Management Services shall be a comprehensive list of available services provided under this agreement.

OUSF COMPLIANCE SERVICES

Oklahoma Corporation Commission - Oklahoma Universal Service Fund Beneficiary Affidavit. Preparation and submission of Affidavit requests for funding support from the Oklahoma Corporation Commission. Gather and assimilate supporting documentation from applicant, service provider and other sources as necessary to timely submit OUSF Beneficiary (Oklahoma school or library) affidavit requests in compliance with State of Oklahoma statutes and Oklahoma Corporation program rules and requirements. Provide guidance to Applicant with regard to OCC program rules related to determination of OUSF funding support, funding compliance, and application requirements.

Program Compliance and Documentation. Compile information requested by the Oklahoma Corporation Commission (“OCC”) for support payments provided by the OUSF Beneficiary’s participation in Special Universal Services support from the Oklahoma Universal Services Fund. Track and respond to data request(s) that relates directly to the Affidavit or federal documents. Notify school or library of rule changes and compliance issues that may affect OUSF payments.

PRE-FUNDING SERVICES

Entity Verification and Changes. Verify that applicant’s entities are properly registered with the Universal Service Administrative Company Schools and Libraries Division (“SLD”) and the Federal Communications Commission (“FCC”). Submit to USAC and verify changes in entity names, addresses, and other entity changes as necessary.

Competitive Bidding, Forms 470 Preparation and Submission. Provide questionnaire to applicant for use in preparing applicant-driven Requests for Proposals (“RFPs”) in compliance with E-Rate program requirements. Provide secure e-bidding web site for posting of RFP, management of service provider inquiries and applicant responses, receipt of service provider proposals, and online bid evaluation. Review applicant-prepared RFPs for compliance. Review bids, collect and review supporting documentation. Assist service providers with inquiries. Advise applicant with regards to compliance with E-Rate program rules and regulations for proper conduct of a fair and open competitive bidding process.

The applicant is responsible for compliance with their own federal, state, and local procurement rules and procedures.

Discount Calculation. Gather and assimilate documentation from applicant and consortium members, if applicable, to determine discount per E-Rate program rules. Advise applicant with regards to E-Rate program rules for the proper calculation of discounts.

Funding Tracking and Analysis. Assist applicant with maximizing discounts received for E-Rate eligible products and services under the program rules. Track Category 2 budgets and funding for each year of the rolling five-year funding cycle. Provide applicant with guidance regarding budget allotment and project planning.

Forms 479 and Letters of Agency for Consortium Filings. Manage the distribution and receipt of both letters of agency (“LOA”) and properly completed Forms 479 from participating consortium members in compliance with E-Rate program requirements.

Forms 471 Preparation and Submission. Provide applicant with online access to bids received, online bid evaluation, and other forms as needed to ensure compliance with E-Rate program rules and requirements. Track applicant responses, gather and assimilate supporting documentation from applicant, service provider and other sources as necessary to timely submit applications in compliance with E-Rate program rules and requirements. K&S will file separate applications for category one services (broadband services to schools and libraries) and category two services (Internal Broadband Connections, Managed Internal Broadband Services and Basic Maintenance).

Program Integrity Assurance (PIA). Represent applicant throughout the application review process. Work directly with PIA to process requests for additional information and clarification during application review. Minimize the risk of denied or reduced funding requests and significantly reduce the disruption of applicant staff and internal processes by providing professional assistance during the review process.

CIPA Compliance Review. Review applicant provided documentation to verify compliance with the *Children’s Internet Protection Act* (CIPA).

POST-FUNDING SERVICES

Follow Up Services. Prepare, submit and track FCC Forms 486, 500, and 472 (BEARs) as required. Work directly with program administrator, USAC⁶⁰⁰, on E-Rate related issues and coordinate with service providers and applicant to ensure payment of services. Assist applicant with preparation and submission of service certifications during invoice review.

Reconciliation of service provider discounts (Form 474) is offered outside of K&S’s standard fee and may be contracted separately. Applicant is responsible for their own accounts payable functions including but not limited to payment of their bills, submission of disconnect notices, dispute of past due fees, and other actions as necessary for proper handling of accounts payable activities. K&S is not responsible for payment of applicant’s bills, Service Provider discounts, or other billing disputes.

Selective Reviews and Appeals. In the event of funding denials, reductions, or other disputes related to E-Rate funding, K&S will represent the applicant in filing appeals with USAC and, if necessary, with the FCC.

Services offered outside of K&S’s standard fee and may be contracted separately include C1 self-provisioned projects, Emergency Connectivity Fund (ECF), assistance with on-site audits, special compliance reviews, Selective Review Information Requests (SRIR), Competitive Bidding Reviews, Cost Effectiveness Reviews, Payment Quality Assessment (PQA) Reviews, and other reviews as requested by USAC.

SPIN Changes and Service Substitutions. K&S will process up to one SPIN (Service Provider Identification Number) change or service substitution request for each funding request as needed after funding. Additional SPIN changes and service substitution requests will be billed at a rate of **\$225.00/hour**.

Service Delivery Deadline Extensions. K&S will process service delivery deadline extensions as requested by applicant prior to the deadline for installation of non-recurring services. Applicant must provide K&S with a reasonable explanation for the extension and **must** provide the request to K&S a **minimum of FOUR (4) weeks prior to the invoicing due date**.

⁶⁰⁰ Universal Services Administrative Company, Schools and Libraries Division.

Invoice Deadline Extensions. Effective with the E-Rate Modernization Order, invoicing deadlines must be met unless a written request for a one-time extension is submitted prior to the invoicing deadline. In response to a timely filed invoice extension request, USAC will provide only one invoice extension for an additional 120 days.

K&S will process invoice deadline extension requests on behalf of the applicant upon receipt of request for an invoice extension by either the applicant or the service provider. **Extension requests must be submitted to K&S a minimum of FOUR (4) weeks prior to the invoice due date.**

Applicants must cooperate with K&S in a timely manner providing necessary documentation to submit reimbursement requests to USAC or to request service provider discounts.

K&S is not responsible for invoices submitted after the invoice deadline by service providers or for reimbursement requests not submitted due to lack of response by the applicant.

K&S will contact the service provider and request discounts on behalf of the applicant as long as the applicant provides the documentation requested by the service provider to K&S within eight (8) weeks of receipt of the funding commitment decision letter. Applicants who choose the reimbursement method must provide copies of all documentation necessary to process the reimbursement request to K&S no later than eight (8) weeks prior to the invoicing deadline. "Lack of response by the applicant" means that the applicant submitted the requested documentation outside of the time frames listed above.

Program Compliance and Documentation. K&S will provide the following:

- Professional expertise on development of strategies to maximize E-Rate discounts to meet educational or library goals.
- Advisement of known E-Rate program rules, procedures, and filing requirements that may impact the successful filing and review of E-Rate applications.
- Timeline for processing applications within deadlines for both USAC and applicant's board approval.
- Assistance with the review and identification of eligible products and services based on the most recent eligible services list and guidance available from USAC.
- Assistance with cost allocation of products and services according to USAC guidelines.
- Assistance (non-attorney) with contract documentation for compliance with USAC rules and regulations.
- Verbal and written notification of changes in E-Rate program rules, regulations and procedures.
- Copies of forms processed and supporting documentation retained in electronic format.
- Access to online tools for funding data and analysis for all years of the E-Rate program.

USAC E-Rate Productivity Center (EPC). USAC utilizes an online E-Rate productivity center for E-Rate form submission and document retention. K&S assists our clients with gaining access to EPC, setting up K&S as a related organization and providing training on how to use and access the USAC online productivity center.

Comprehensive Bidding Site.

K&S offers exclusive use of their secure online bidding site for competitive bidding, request for proposals, evaluation, online Q&A, email notifications, bid evaluation and bid award. Online documentation allows clients to review all bid documentation in one single location.

Document Retention and E-Rate Sharepoint Site.

E-Rate program documentation is retained online in Microsoft Sharepoint with easy access by clients. Online site features documentation section for retention in compliance with FCC rules as well as a client share section for clients to upload, download or edit documentation throughout the year.

Summer Workshops, Monthly Conference Calls, K&S Client Portal, Webinars, Live Chat, and other Support. K&S offers monthly conference calls to update our clients on current E-Rate information. E-Rate workshops and webinars are provided at no cost. Clients may attend in person, online or view archived sessions. Clients have access to their customized Sharepoint E-Rate folders with documentation, calendars, reference materials and to-do items. Step by Step webinars on K&S's website, www.kelloggllc.com, provide access to training including RFP questionnaire and bid evaluations. K&S offers instant response using online live chat. Unlimited phone and email support are provided throughout the year

Curriculum Associates, LLC Order Form - Q-27940

This Order Form is being entered into between Curriculum Associates, LLC having an address at 153 Rangeway Road, North Billerica, MA 01862 ("Company") and the Customer Name identified as "Customer" below, pursuant to the parties' Master Services Agreement dated 7/1/2021 ("MSA"). In the event of any conflict between this Order Form and the MSA, the terms of this Order Form shall control. This Order Form is effective as of the Subscription Start Date set forth below.

Company: Curriculum Associates, LLC	Customer: Sapulpa Public Schools, OK
Representative: Lisa Giammanco	Contact Name: Stephanie Kiesau
Email: lisa.giammanco@ellevationeducation.com	Email: skiesau@sapulpaps.org
Phone: 617-307-5755	Phone:
Address: 153 Rangeway Road, North Billerica, MA 01862	Address: 511 East Lee, Sapulpa, OK 74066
Start Date: 7/1/2022	End Date: 6/30/2023

Subscription Fees

Product	Quantity	Unit Price	Total Fees
Ellevation Platform	159	Minimum	\$6,250.00
Subscription Total:			\$6,250.00

Services Fees

Services Total:	\$0.00
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Total Investment - Q-27940

Grand Total:	\$6,250.00
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Invoicing Schedule: Up Front, In Full

Payment Term: Net 30

Contract Term: 12

Curriculum Associates, LLC

By (Signature): _____
Name (Print): _____
Title: _____
Date: _____

Sapulpa Public Schools, OK

By (Signature): _____
Name (Print): _____
Title: _____
Date: _____



Global Compliance Network, Inc.

Quote for: Sapulpa Public School

Unlimited Tutorials

**With this package you receive access to as many of the tutorials as desired
including any new tutorials released in the future.**

\$1000/year

for Unlimited employees

For School Year: 08/1/22 through 07/31/23

Lisa Tyler Kiebler, M.Ed., President

Global Compliance Network

5859 W Saginaw HWY #384

Lansing, MI 48917

E: lisa@gcntraining.com

P: 855-888-4426 ext. 3

www.gcntraining.com

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

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

 Contract Term: 8 Months
 Start Date: 21-OCT-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
Initial Term 21-OCT-2022 - 30-JUN-2023			
License and Subscription Fees			
PowerSchool SIS Maintenance and Support	3,679.00	Students	USD 15,488.59
PowerSchool SIS Hosting	3,679.00	Students	USD 7,505.16
PowerSchool SIS Hosting Test Bed Annual	3,679.00	Students	USD 1,214.07
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 302.77
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 302.77

 License and Subscription Totals: **USD 24,813.36**
Quote Total

Initial Term	21-OCT-2022 - 30-JUN-2023
Payment Total	USD 24,813.36

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/, 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:

A handwritten signature in black ink that reads "Eric Shander". The signature is written in a cursive style with a large initial "E".

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 12-MAY-2022

Date:

PO Number: _____

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

 Customer Contact: Amy Riff
 Title: Director of Accountability and Accreditation
 Address: 511 E. Lee
 City: Sapulpa
 State/Province: Oklahoma
 Zip Code: 74066
 Phone #: (918) 224-3400

 Contract Term: 10 Months
 Start Date: 8-AUG-2022
 End Date: 30-JUN-2023
 Billing Frequency: Annually

Product Description	Quantity	Unit	Extended Price
Initial Term 8-AUG-2022 - 30-JUN-2023			
License and Subscription Fees			
SearchSoft - McRel - Principal	1.00	Each	USD 4,212.35

 License and Subscription Totals: **USD 4,212.35**
Quote Total

Initial Term	8-AUG-2022 - 30-JUN-2023
Payment Total	USD 4,212.35

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/, 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:

A handwritten signature in black ink, appearing to read "Eric Shander", written over a faint horizontal line.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 12-MAY-2022

Date:

PO Number: _____

Seesaw

Company Address 180 Montgomery St.
Suite 750
San Francisco, CA 94104
United States

Bill To Name Sapulpa School District I 33
Created Date 5/17/2022
Expiration Date 6/30/2022
Quote Number 00046013

Please send any billing questions to ar@seesaw.me

Contract Summary

Contract Start Date 7/1/2022

Contract End Date 6/30/2023

of Students 1,000.00

Total Price USD 5,700.00

Tax USD 0.00

Grand Total USD 5,700.00

Contract Details

Product	Quantity	Sales Price	Total Price	Invoice Date
Seesaw for Schools	1,000.00	USD 6.00	USD 6,000.00	7/1/2022
Volume Discount (1,000 - 2,499)	1,000.00	USD -0.30	USD -300.00	7/1/2022

Admin Sponsor (e.g. Principal, Director of Instructional Tech, etc.)

Decided to purchase (or renew) Seesaw. Will be included in conversations about our partnership progress.

Name: Amy Riff Email: ariff@sapulpaps.org
Title: Director of Accountability & Accreditation Phone: (918) 224-3400

Seesaw Lead

Responsible for Seesaw training and adoption. Main Seesaw point of contact throughout the contract.

Name: Amy Riff Email: ariff@sapulpaps.org
Title: Director of Accountability & Accreditation Phone: (918) 224-3400

Tech Lead (Who can help set up your school?)

Lead for Seesaw's technical implementation. Point of contact for technical issues or updates.

Name: Amy Riff Email: ariff@sapulpaps.org
Title: Director of Accountability & Accreditation Phone: (918) 224-3400

Billing Contact - Accounts Payable (Who will pay the invoice?)

Receives invoices. Point of contact on payment-related matters.

Name: Deana Ellis Email: dellis@sapulpaps.org
Title: Accounts Payable Specialist Phone: (918) 224-3400

School Address

Seesaw

Address: 511 E. Lee
State: Oklahoma

City: Sapulpa
Zip / Post Code: 74066

Upon signing by Customer and submission to web.seesaw.me or your sales representative, this Order Form shall become legally binding unless this Order Form is rejected by Seesaw Learning, Inc. for any of the following reasons: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and the signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form.

Name: _____

Date: _____

Company: _____

Title: _____

Email: _____

PO Number (if required): _____

Accepted By: _____



Every Student Deserves to Feel Powerful!

Discover hidden strengths with dynamic intervention and instruction.

Quote Q-38452-2

Prepared For:

Sapulpa Public Schools
511 E Lee Ave
Sapulpa, OK
74066-4308

Your Istation Partner:

Heather Tennyson
Account Executive
htennyson@istation.com
+1 4054092932



BBB Rating: A+



8150 North Central Expressway, Suite 2000
 Dallas, TX 75206
 Phone: 1-866-883-READ (7323)
 Email: orders@istation.com

Quote: Q-38452-2
Prepared For: Sapulpa Public Schools
Expires On: 9/30/2022

DISCLAIMER: Pricing is as quoted and subject to change with any edits to bundle configurations, enrollment updates, or other revisions. Taxes in particular, if applicable, should be verified before issuing any PO.

Istation Reading and Math Bundle

QTY	PRODUCT	Start Date	Months	End Date	CAMPUS	PRICE
1	Istation Reading and Math Bundle	7/1/2022	12	6/30/2023	Freedom Elementary	\$16,102.87
1	Istation Reading and Math Bundle	7/1/2022	12	6/30/2023	Holmes Park Elementary	\$16,102.87
1	Istation Reading and Math Bundle	7/1/2022	12	6/30/2023	Jefferson Heights Elementary	\$9,425.39
1	Istation Reading and Math Bundle	7/1/2022	12	6/30/2023	Liberty Elementary School	\$16,102.87
Istation Reading and Math Bundle TOTAL:						\$57,734.00

SUBTOTAL: \$57,734.00
TAX (if applicable):
CUSTOMER TOTAL: \$57,734.00



8150 North Central Expressway, Suite 2000
 Dallas, TX 75206
 Phone: 1-866-883-READ (7323)
 Email: orders@istation.com

Quote: Q-38452-2
Prepared For: Sapulpa Public Schools
Expires On: 9/30/2022

DISCLAIMER: Pricing is as quoted and subject to change with any edits to bundle configurations, enrollment updates, or other revisions. Taxes in particular, if applicable, should be verified before issuing any PO.

Additional Options (to be paid in full). Totals do not include tax (if applicable):

Choose 1, 2, or 3 year Subscription						
		<u>1 YEAR SUBSCRIPTION</u>		<u>2 YEAR SUBSCRIPTION</u>		<u>3 YEAR SUBSCRIPTION</u>
Additional Discount Amount:		<i>Quoted Price</i>		(\$3,464.04)		(\$10,392.12)
% Discount:		<i>Quoted Price</i>		3.00%		6.00%
Your Total Cost:		\$57,734.00		\$112,003.96		\$162,809.88

Subscription Start Date: 7/1/2022 Subscription Term: 12 Subscription End Date: 6/30/2023

Please email or fax the following items to 214-291-5534 or orders@istation.com. Failure to provide the below will cause a delay in processing your order.

- Signed Purchase Order that includes the quote number
- Signature page of this Quote (choose subscription length)

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and delivered by their respective authorized representatives whose signatures appear below.

Istation

Sapulpa Public Schools

Signature: _____
 Printed Name: _____
 Title: _____
 Dated: _____

Signature: _____
 Printed Name: _____
 Title: _____
 Dated: _____
 PO # (if available): _____

To ensure timely fulfillment, please provide the requested contact information below:

Primary Implementation Contact

Accounts Payable / Billing Contact

Name: _____
 Email: _____
 Phone: _____

Name: _____
 Email: _____
 Phone: _____

District Technology Contact

District Data Contact

Name: _____
 Email: _____

Name: _____
 Email: _____

Phone:

Phone:



8150 North Central Expressway, Suite 2000
Dallas, TX 75206
Phone: 1-866-883-READ (7323)
Email: orders@istation.com

Quote: Q-38452-2
Prepared For: Sapulpa Public Schools
Expires On: 9/30/2022

TERMS OF USE:

The following Terms of Use and Service (these "Terms") are important. Please read carefully.

Istation provides customers with a variety of resources, including, but not limited to, (i) one or more of Istation's interactive educational-based applications (collectively the "**Licensed Applications**"), (ii) Istation's Internet Web site (the "**Web Site**"), currently located at www.istation.com, (iii) account information regarding the Licensed Applications and the Web Site, (iv) materials and documentation (including, but not limited to, preprinted forms, form letters, resource materials, lesson plans, books, images of Istation characters, and so-called "Black Line Masters" coloring-book style pictures) available from the Web Site (collectively the "**Downloadable Materials**"), (v) reports, calculated results, scoring, graphs and any other materials derived from Istation's algorithmic software features (collectively the "Scoring and Reporting Resources"), (vi) Processed Data, as defined hereinafter, and (vii) news and information about Istation, the Licensed Applications, and the Web Site. Any and all of the foregoing resources (including, but not limited to, the Licensed Applications, the Web Site, and the Downloadable Materials), together with any other resources made available by Istation, are collectively the "**Resources**".

For purposes of these Terms, references to "**You**" or "**Your**" mean (i) you in your individual capacity, (ii) your company ("**Your Company**"), which may be a school or school district, and (iii) authorized users of Your Company, who are students, employees, representatives, and agents of Your Company that are registered with Istation and that have a valid security identification and password to access and use the Resources (collectively the "**Authorized Users**").

Each of the Resources is provided to You conditioned on Your acceptance, without modification, of these Terms, which constitute a legally binding agreement between Istation and You. YOUR ACCESS OR USE OF ANY RESOURCE CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THESE TERMS FOR ALL RESOURCES. IF YOU DO NOT AGREE TO THESE TERMS, YOU MAY NOT ACCESS OR USE ANY RESOURCE. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THESE TERMS SHALL BE BINDING ON YOU UPON THE EARLIER TO OCCUR OF (i) YOUR EXECUTION OF THESE TERMS, (ii) THE DATE THAT YOU DOWNLOAD ANY LICENSED APPLICATION OR DOWNLOADABLE MATERIAL FROM Istation, (iii) THE DATE OF DELIVERY OF ANY LICENSED APPLICATION OR DOWNLOADABLE MATERIAL BY Istation TO YOU, AND (iv) THE DATE ON WHICH YOU ACCESS OR USE ANY OF THE RESOURCES THROUGH THE WEB SITE.

1. **Changes to Terms.** Istation may, from time to time and at Istation's sole discretion, modify these Terms without individual notice to You. So long as the Web Site remains operational, the current version of these Terms will be posted on the Web Site, which You can review by clicking on the "Terms of Use" link located on the Web Site. The modified Terms will be effective immediately upon posting on the Web Site. You agree to the new posted Terms by continuing Your use of the Resources. You agree to review the Terms periodically on the Web Site. If You do not agree with the modified Terms posted on the Web Site, Your only remedy is to discontinue using the Resources.
2. **Privacy Statement.** Istation's Privacy Statement (the "**Privacy Statement**") is incorporated into, and made a part of, these Terms. The Privacy Statement relates to Istation's collection and use of Your personal information. You consent to the terms and conditions of the Privacy Statement.
3. **Subscription.**
 1. Most (if not all) of the Resources require You to purchase a subscription from Istation before You may use or access them (a "**Subscription**"). You may purchase a Subscription to one or more Resources (the "**Purchased Resources**") by paying the then-current subscription fee to Istation (the "**Subscription Fee**") for such Purchased Resources, as such Subscription Fee is determined by Istation. Each Subscription Fee shall cover a specified period of time for the Purchased Resources (the "**Subscription Period**"). Upon expiration of the Subscription Period for a Purchased Resource, Your access and use of the Purchased Resources shall expire, and You shall no longer be entitled to access or use such Purchased Resources, unless You renew Your Subscription to such Purchased Resources by paying the then-current Subscription Fee for such Purchased Resources. Any Professional Development purchases including Onsite Training, Webinars, and Implementation services must also be used within the current Subscription Period and may not be rolled over into later Subscription Periods. Istation may, from time to time and at Istation's sole discretion, modify the Subscription Fees for any and all Resources without individual notice to You.
 2. In the event You purchase a Subscription to a Purchased Resource, You will be required to register (the "**Registration**") and obtain a user account (a "**User Account**") for each Authorized User's access to, and use of, such Purchased Resource provided, however, that each Purchased Resource may, as determined by Istation, (i) be limited to a maximum number of Authorized Users (such as students) and (ii) have other restrictions applicable to such Purchased Resource. During Registration for each and every Purchased Resource, You agree to submit accurate, current, and complete information about You (including, but not limited to, Your Company and the Authorized Users) and promptly update such information. Should Istation suspect that any such Registration information is untrue, inaccurate, not current, or incomplete, Istation has the right to suspend or terminate use of any and all Resources and User Accounts. Upon Registration, each Authorized User will be assigned a personal, nontransferable password tied to a specific User Account. You are solely responsible for (i) any and all activities that occur under the User Accounts and (ii) ensuring that Authorized Users exit or log off from User Accounts at the end of each session of use. Users Accounts cannot be shared and may be used only by the Authorized User to whom the User Account is registered. User Accounts cannot be assigned to any third party vendors or other entities seeking to use the Purchased Resources for use in their products and/or for commercial use or monetary gain. You shall notify Istation immediately of any unauthorized use of the Authorized Users' passwords or the User Accounts or any other breach of security that is known or suspected by You. Where the number of Authorized Users for a Purchased Resource falls below the maximum number permitted under Your Subscription for such Purchased Resource, You may designate other students as replacement Authorized Users with respect to such Purchased Resource. You are responsible for Registration of all Authorized Users and all acts and omissions (whether authorized or unauthorized) of the Authorized Users.
4. **Intellectual Property.**
 1. Istation Intellectual Property. All Resources (including, but not limited to, the Licensed Applications, the Web Site, the Downloadable Materials, and the Scoring and Reporting Resources), and all materials displayed on, or contained within, the Resources (including, but not limited to, the Licensed Applications, the Web Site, and the Downloadable Materials, Scoring and Reporting Resources), such as the

design, “look and feel”, text, editorial materials, informational text, photographs, illustrations, artwork and other graphic materials, audio, video, names, logos, trademarks, and service marks of or on the Resources (collectively the “**Resource Materials**”), whether publicly posted or privately transmitted, as well as all derivative works of the Resources and the Resource Materials, are the exclusive property of, and exclusively owned by, Istation and Istation’s licensors and are protected by copyright, trademark, trade secret, and other intellectual property laws. The Istation name, designs, and related marks contained within the Resources and the Resource Materials are trademarks of Istation and Istation’s licensors. You do not acquire any ownership rights in or to the Resources or any Resource Materials through Your access to, or use of, the Resources, and You possess only those limited rights expressly granted to You in these Terms. Istation reserves all right, title, and interest in and to the Resources and the Resource Materials.

2. Your Data. As between You and Istation, You are and will remain the owner of all right, title, and interest in and to all of Your Data. For purposes of these Terms, “**Your Data**” means information, data, and other content that is collected, downloaded, or otherwise received, directly or indirectly from You or an Authorized User by or through the Purchased Resources. Notwithstanding the foregoing, Your Data shall not include any information, data and other content that incorporates or is otherwise derived from the processing of such information, data, and content by or through the Purchased Resources (the “**Processed Data**”).
5. **License.** Subject to compliance with the Subscription and Registration terms and conditions contained in Section 3 (Subscription), including, but not limited to, possessing a valid User Account and related password and restricting access and use to Authorized Users, Istation grants to You a personal, limited, nonexclusive, nontransferable, and revocable license to access and use the Purchased Resources and related Resource Materials, but only during the Subscription Period applicable to each such Purchased Resource, solely for Your educational purposes and subject to these Terms.

6. **Restrictions.**

1. Any copies that You make of the Resources or the Resource Materials must retain all proprietary, copyright, trademark, or service mark legends and other notices.
2. Access and use of the Resources and the Resource Materials is permitted only as expressly provided in these Terms.
3. You may not (i) upload, post, publish, transmit, distribute, disseminate, display, perform, disclose, rent, lease, modify, loan, broadcast, or circulate any Resource or any Resource Material, (ii) operate or make available any Resources or any Resource Material in a service bureau, time-sharing, or other managed services environment, (iii) participate in the transfer, sublicense, assignment, or sale of any Resource or any Resource Material, (iv) access or use any Resource or Resource Material for purposes of competitive analysis of the Resource, Resource Materials, or Purchased Resources, or use or provide third-party access to Your Data or Processed Data, either directly or indirectly, for the development, provision, advertising, marketing, or use of a competing software service or product or any other purpose that is to the Istation’s detriment or commercial disadvantage, or (v) modify or create any derivative work of any Resource or any Resource Material or in any way exploit any Resource or any Resource Material provided, however, that You may download and use the Downloadable Materials in furtherance of Your education of the Authorized Users who are students, subject to any instructions or limitations provided with, or as part of, such Downloadable Materials.
4. You may not use any of the trademarks of Istation, or Istation’s licensors, suppliers, or service providers, contained in any Resource or any Resource Material. No portion of the Resources or the Resource Materials may be stored in a computer except for educational and noncommercial use.
5. You may not copy the Resource or the Resource Materials provided, however, that You may copy the Downloadable Materials in furtherance of Your education of the Authorized Users who are students, subject to any instructions or limitations provided with, or as part of, such Downloadable Materials.
6. You may not disassemble, decompile, or reverse engineer any Resource or any Resource Material or otherwise attempt to determine the makeup or source code of any Resource.
7. You may not upload any data, including any and all of Your Data, to, or otherwise access or use, any Resource or Resource Material in any manner that would materially impact the operation of such Resource or Resource Material.
8. You may not allow access to, disclose or otherwise provide Processed Data to any third-party except for use in connection with and for the benefit of Your internal business purposes i.e. research. In no manner shall you allow or assign access to any of the Purchased Resources or Resource Materials, including but not limited to, the Reporting and Scoring Resources or Processed Data, for any third party vendors entities or other persons seeking to use for their own products or services, for commercial use or monetary gain, or otherwise.
9. Any deviations from any of these Terms require prior written consent from Istation.

7. **Conduct.**

1. You agree not to (or permit anyone else to) (i) upload, transmit, post, e-mail, or otherwise make available through the Resources any content or other material in any format that (a) is illegal, false, inaccurate, unlawful, harmful, hateful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, profane, offensive, pornographic, invasive of another's privacy, libelous, or otherwise objectionable or inappropriate or (b) contains any viruses, worms, Trojan horses, corrupted files, or any other similar software or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; (ii) alter, remove, or falsify any attributions or other proprietary designations of origin or source of any other content appearing in or on the Resources or the Resource Materials; (iii) take any action that imposes an unreasonable or disproportionately large load on Istation’s infrastructure; (iv) use any automated means to download data from any of the Resources’ databases or engage in any data gathering, mining, harvesting, or extraction methods from any Resource for any purpose; (v) impersonate another person or entity or use any fake name or identity; (vi) allow any other person or entity to use Your identification or User Account for any purpose; or (vii) violate any applicable law, rule, regulation, or right, including, but not limited to, intellectual property and privacy rights. The use of any device, software, or routine that interferes or attempts to interfere with the proper working of any Resource is expressly prohibited.
2. By posting, uploading, inputting, providing, or submitting information, data (including, but not limited to, Your Data, student data or student information, such as personally identifiable information about students and writings prepared by students), or materials to or through any Resource (including, but not limited to, through the Web Site) (collectively the “**Submissions**”), You are granting Istation, Istation’s affiliated companies, and necessary sublicensees, subject to the Privacy Statement, irrevocable permission to use in perpetuity, without compensation and without restriction (including, but not limited to, a worldwide, transferable, perpetual, royalty-free, fully paid-up license), Your Submissions, including, but not limited to, the rights to copy, distribute, transmit, publish, publicly display, use, publicly perform, reproduce, edit, translate, reformat, modify, and prepare derivative works of Your Submissions. No compensation will be paid with respect to the use of Your Submissions. Istation is under no obligation to post or use any Submission You may provide. By posting, uploading, inputting, providing, or submitting Your Submissions, You represent and warrant that (i) You own or otherwise control all of the rights to Your Submissions as described in these Terms, (ii) such Submissions comply with these Terms, including Section 7(a) of these Terms, (iii) You have all necessary right and authority (including, but not limited to, all third-party consents) to post, upload, input, provide, and submit the Submissions, and (iv) with respect to Submissions of personal information of a child under 13 years of age, You have requested and received parental consent of such Submissions in compliance with, and such Submissions otherwise in compliance with, the Children’s Online Privacy Protection Act of 1998 (“**COPPA**”) and COPPA’s rules and regulations.

8. **Security.**

1. Istation will take commercially reasonable precautions to secure the Web Site against (i) unauthorized access by third parties and by unauthorized Istation employees, (ii) damage, disruption, and other activity aimed at Resource availability, and (iii) trespass or illegal actions. Istation reserves the right to temporarily deny and cancel access privileges for anyone suspected of attempting to work outside parameters that threaten the security of the Resource, the Resource Materials, Your Submissions (including, but not limited to, data submitted by You), or Istation's providing the Resources.
2. NOTWITHSTANDING SECTION 8a, YOU ACCEPT SOLE RESPONSIBILITY FOR THE ACCURACY, ADEQUACY, AND LEGALITY OF, AND LIABILITIES ASSOCIATED WITH, YOUR SUBMISSIONS (INCLUDING, BUT NOT LIMITED TO, DATA SUBMITTED BY YOU AND WRITINGS PREPARED BY STUDENTS) AND FOR ALL RESULTS OBTAINED THEREFROM. You are liable for any and all expenses, losses, damage to the reputation of Istation, and damages to the Resources, the Resource Materials, or components thereof arising out of, or caused by, the negligent or willful misconduct of You or Your agents. Istation assumes no liability for any damages You may suffer as a result of interception, alteration, or misuse of any information transmitted over the Internet.

1. **No Control over Submissions.**

1. Istation HAS NO CONTROL OVER YOUR SUBMISSIONS AND IS NOT RESPONSIBLE FOR ANY SUBMISSIONS (SUCH AS STUDENT DATA OR WRITINGS PREPARED BY STUDENTS), INCLUDING, BUT NOT LIMITED TO, SUBMISSIONS THAT (i) ARE DISCOVERED TO BE INACCURATE OR MISSING, (ii) ARE CORRUPTED DUE TO TECHNOLOGICAL OR OTHER CAUSES BEYOND THE REASONABLE CONTROL OF Istation, AND (iii) CONTAIN OFFENSIVE OR INAPPROPRIATE LANGUAGE OR THREATS OR ACTS OF VIOLENCE.
2. Istation reserves the right to take archiving and other measures that Istation deems necessary in order to ensure high-quality server performance and maintenance of Istation's servers.

2. **No Endorsement of Third-Party Sites.**

1. The Web Site may reference or contain links to third-party Web sites, resources, and advertisers (collectively "Third-Party Sites"). Your linking to such Third-Party Sites is at Your own risk. Istation is not responsible for the accuracy or reliability of any content, data, opinions, advice, statements, or other information on the Third-Party Sites. Istation also is not responsible for the availability of these Third-Party Sites, nor is Istation responsible for the aesthetics, appeal, suitability to taste, or subjective quality of informational content, advertising, products, or other materials made available on or through such Third-Party Sites. No endorsement of any third-party content, information, data, opinions, advice, statements, goods, services, or products is expressed or implied by any information, material, or content of any third party contained in, referred to on, included on, or linked from or to the Web Site. Under no circumstances shall Istation or any affiliated providers be held responsible or liable, directly or indirectly, for any loss, injury, or damage caused or alleged to have been caused to You in connection with the use of, or reliance on, any content, information, data, opinions, advice, statements, goods, services, or products available on such Third-Party Sites. You should direct any concerns to the respective Third-Party Site's administrator or Webmaster. Any links to Third-Party Sites do not imply that Istation is legally authorized to use any trademark, trade name, logo, or copyright symbol displayed in, or accessible through, such links or that any linked Third-Party Site is authorized to use any trademark, trade name, logo, or copyright symbol of Istation.
2. You may not create an Internet "link" to the Web Site or "frame" or "mirror" any Resource Materials without Istation's prior written permission for each such instance. Additionally, the Web Site may contain links to other pages within the Web Site that are "dead" or that no longer work. Please report any such dead links that You encounter.

3. **Disclaimer.**

1. In purchasing a Subscription to a Purchased Resource, You are being granted access to an interactive Resource for individualized instruction. Given the nature of the Resources, there are many factors outside the reasonable control of Istation that may affect the access to, and use of, the Resources and the Resource Materials, including, but not limited to, failures or difficulties with the Internet or data provided by You. You remain solely responsible for acting or deciding not to act on the results of data input into the Resources and the handling of such results. In providing the Resources, Istation shall not be responsible for loss of data associated with the failure of Your equipment, software, or any information service provider.
2. YOU EXPRESSLY AGREE THAT USE OF THE RESOURCES AND THE RESOURCE MATERIALS (INCLUDING, BUT NOT LIMITED TO, ANY AND ALL FORMS AND FORM LETTERS MADE AVAILABLE BY Istation) IS AT YOUR SOLE RISK. THE RESOURCES AND THE RESOURCE MATERIALS MAY INCLUDE TECHNICAL OR OTHER INACCURACIES OR TYPOGRAPHICAL ERRORS, AND THE RESOURCES AND THE RESOURCE MATERIALS ARE PROVIDED TO YOU ON AN "AS IS," "WHERE IS," AND "WITH ALL FAULTS" BASIS, WITHOUT WARRANTIES OR REPRESENTATIONS OF ANY KIND. THE AFFILIATED GROUP MAKES NO REPRESENTATIONS AND DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES AND CONDITIONS OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, REPRESENTATIONS, WARRANTIES, OR CONDITIONS REGARDING ACCURACY, USEFULNESS, TIMELINESS, COMPLETENESS, NONINFRINGEMENT, SATISFACTORY QUALITY, MERCHANTABILITY, QUIET ENJOYMENT, OR THOSE ARISING BY LAW, STATUTE, USAGE OF TRADE, OR COURSE OF DEALING. THE AFFILIATED GROUP AND THE AFFILIATED GROUP'S LICENSORS, SERVICE PROVIDERS, AND SUPPLIERS ASSUME NO RESPONSIBILITY TO YOU OR TO ANY THIRD PARTY FOR THE CONSEQUENCES OF ANY ERRORS OR OMISSIONS OR LACK OF ACCURACY, COMPLETENESS, OR USEFULNESS OF ANY RESOURCES OR RESOURCE MATERIALS. ISTATION RESERVES THE RIGHT, IN ISTATION'S SOLE DISCRETION, TO CORRECT ANY ERRORS OR OMISSIONS IN ANY PORTION OF THE RESOURCE OR THE RESOURCE MATERIALS. Istation MAY MAKE ANY OTHER CHANGES TO THE RESOURCES OR THE RESOURCE MATERIALS AT ANY TIME WITHOUT NOTICE.
3. ISTATION STRIVES TO KEEP THE RESOURCES AND RESOURCE MATERIALS ACCURATE, CURRENT, AND UP TO DATE. HOWEVER, Istation CANNOT GUARANTEE THAT ALL MATERIALS AND ALL RESOURCE MATERIALS (INCLUDING, BUT NOT LIMITED TO, FORMS AND FORM LETTERS) ARE COMPLETELY CURRENT OR STRICTLY COMPLY WITH ALL APPLICABLE LAW, INCLUDING, BUT NOT LIMITED TO, EDUCATIONAL INITIATIVES OR EDUCATIONAL TESTING REQUIREMENTS. THE LAW IS DIFFERENT FROM JURISDICTION TO JURISDICTION AND IS ALSO SUBJECT TO INTERPRETATION BY DIFFERENT COURTS AND OTHER GOVERNING BODIES. THE LAW IS A PERSONAL MATTER, AND NO GENERAL INFORMATION OR TOOLS LIKE THE RESOURCES OR THE RESOURCE MATERIALS CAN FIT EVERY CIRCUMSTANCE. FURTHERMORE, THE INFORMATION CONTAINED ON THE WEB SITE AND IN THE RESOURCES AND RESOURCE MATERIALS IS NOT LEGAL ADVICE AND IS NOT GUARANTEED TO

BE CORRECT, COMPLETE, OR UP TO DATE. THEREFORE, IT IS RECOMMENDED THAT YOU SEEK INDEPENDENT LEGAL ADVICE REGARDING THE SUITABILITY OF THE RESOURCES AND THE RESOURCE MATERIALS.

4. Istation MAKES NO WARRANTY THAT (i) THE RESOURCES OR THE RESOURCE MATERIALS WILL MEET YOUR REQUIREMENTS, (ii) THE RESOURCES OR THE RESOURCE MATERIALS WILL BE AVAILABLE ON AN UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE BASIS, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF RESOURCES OR RESOURCE MATERIALS WILL BE ACCURATE OR RELIABLE, OR (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIALS PURCHASED OR OBTAINED BY YOU AS PART OF THE RESOURCES OR RESOURCE MATERIALS WILL MEET YOUR EXPECTATIONS.
4. **Violations of Terms.** Istation reserves the right to seek all remedies available at law and in equity for violations of these Terms, including, but not limited to, the right to block or restrict access from a particular Internet address to the Web Site.
5. **Miscellaneous.**
 1. You agree to comply with all applicable laws, rules, regulations, orders, and ordinances of the United States of America and in any other state, county, or city with jurisdiction over You or Your activities under these Terms. If any provision of these Terms is held to be illegal, invalid, or unenforceable, then that provision shall be fully severable from these Terms and shall not affect the legality, validity, or enforceability of the remaining provisions of these Terms. Failure of Istation to enforce any of the terms or conditions of these Terms, unless waived in writing, shall not constitute a waiver of Istation's right to enforce each and every term and condition of these Terms. To the extent You have entered into any separate license agreement with Istation for access to, or use of, a Resource (the "**Additional Terms**"), such Additional Terms are incorporated into these Terms by reference. To the extent there is any conflict between these Terms and any Additional Terms, the Additional Terms shall control.
 2. A printed version of these Terms and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon, or relating to, these Terms to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish of Istation and You that these Terms of Use and all related documents be drawn up in English as spoken in the United States.
 3. You may not assign these Terms (or delegate Your rights, duties, or obligations under these Terms) without Istation's prior, express, and written consent.

PRIVACY STATEMENT:

This Privacy Statement is incorporated in, and subject to, the Terms of Use and Service for Imagination Station, Inc. ("**Istation**"). Please refer to those terms for definitions of words with initial capitals letters that are not otherwise defined in this Privacy Statement. Istation encourages you to read this Privacy Statement carefully. For purposes of this Privacy Statement, references to "**You**" or "**Your**" mean (i) you in your individual capacity, (ii) your company, which may be a school or school district, and (iii) students, employees, representatives and agents of Your school or school district that are registered with Istation and that have a valid security identification and password to access and use the Resources (collectively the "**Authorized Users**").

As noted in the Terms of Use, Istation provides its customers with a range of educational resources, including, but not limited to, (i) Istation's interactive educational-based applications (collectively the "**Licensed Applications**"), (ii) Istation's Internet Web site (the "**Web Site**"), currently located at www.istation.com, (iii) account information regarding the Licensed Applications and the Web Site, (iv) materials and documentation (including, but not limited to, preprinted forms, form letters, resource materials, lesson plans, books, images of Istation characters, and so-called "Black Line Masters" coloring-book style pictures) available from the Web Site (collectively the "**Downloadable Materials**"), and (v) news and information about Istation, the Licensed Applications, and the Web Site. Any and all of the foregoing resources (including, but not limited to, the Licensed Applications, the Web Site, and the Downloadable Materials), together with any other resources made available by Istation, are collectively referred to as the "**Resources**".

What Personally Identifiable Information Is Collected by Istation?

"**Personally Identifiable Information**" generally refers to any data that could potentially identify a specific individual. While You have access to the Resources, Istation may collect the following Personally Identifiable Information about You:

- Your first and last name
- **Teachers and administrators only** – Your contact information, such as email addresses, mailing addresses, and phone numbers
- Your school and school district
- Any identification numbers issued by Your school and/or Your school district to You, including teacher numbers, administrator numbers, and student numbers;
- Security information, such as usernames, passwords, and password hints;
- Browser information, such as browser version, IP address, and the presence of various plug-ins and tools;
- **Students only** – "Demographic Data," such as gender, race, special-education status, socio-economic status, and English language learner status, but only to the extent provided by Your school or Your school district;
- Resource-related responses submitted by You, including, but not limited to responses to interactive activities and assessments;
- Resource use behavior, such as pages visited, downloads, or searches requested; and
- Resource use results, but only to the extent that such results identify one or more (i) students, (ii) teachers, (iii) classrooms within an identified school, (iii) grades within an identified school or school district or (iv) schools (collectively "**Identifiable Use Results**"). Identifiable Use Results do not include Resource use results for school districts or for geographic regions that do not identify a specific school (such as Resource use results reported (i) on a county-wide basis, (ii) within a defined territory [whether officially or unofficially defined], such as North Texas, or (iii) within a metropolitan area, such as Dallas-Fort Worth).

Personally Identifiable Information does not include "De-identified Information," which is any data or information that cannot be traced back to an individual (except for Identifiable Use Results, as defined above). For example, a table listing the number of students in each grade at a specific school using a particular Resource would not be Personally Identifiable Information.

How Is Personally Identifiable Information Used and/or Disclosed?

Istation does not sell Personally Identifiable Information to any affiliated entity of Istation or any third-party, nor does it use such information for any sort of behavioral advertising. However, Istation may use and disclose Personally Identifiable Information for a range of educational, compliance and quality assurance purposes.

Istation may use Personally Identifiable Information for the following purposes:

- To provide status reporting notices to teachers and administrators about the Resources (e.g. – an email prompting a teacher to log in to see his or her students' latest assessment results);
- To internally analyze data regarding the use of the Resources;

- To track students' usage of the Resources over time, including performance metrics collected over multiple school years;
- To send You (**teachers and administrators only**) updates, promotional/advertising materials, and newsletters related to the Resources and Istation's products and services or to otherwise market specific Istation services or offers to You. If You want to stop receiving promotional/advertising/marketing materials from Istation, You will have the option to unsubscribe;
- To respond to Your questions or comments; and
- To customize content within the Resources, to improve the Resources' content and functionality and to develop new products and updates.

Istation may disclose Personally Identifiable Information to the following individuals or entities under the following circumstances:

- To Istation's employees who need to access the Personally Identifiable Information to perform their jobs;
- To third parties, including contractors, vendors, and service providers, that assist with the production, implementation or servicing of the Resources, but only after receiving satisfactory assurances from each third-party that its data privacy and security protections are at least as stringent as those of Istation;
- To Authorized Users as determined by each school or school district at issue. Generally, but subject to determination by the school at issue or the school district at issue,
 1. a teacher may only see the Personally Identifiable Information of the students in the teacher's classroom,
 2. a principal may only see the Personally Identifiable Information of those students and teachers in the principal's school, and
 3. a school district-level administrator may only see the Personally Identifiable Information of those students and teachers in the administrator's school district;
- To third parties, and solely for educational purposes, when Istation has the consent of the school or school district at issue, including Identifiable Use Results that identify specific individual students if Istation has received a written acknowledgement from the school or school district that it has obtained the student's consent to such disclosure;
- When Istation believes that sharing Personally Identifiable Information is reasonably necessary in order to (i) protect or defend the legal rights, interests, property, safety, or security of Istation, its employees or contractors, or the public, (ii) protect or defend against, or otherwise address, fraud, security, or technical issues, (iii) comply with, or respond to a law, regulation, legal request, legal process, legal requirement, judicial proceeding, or court order, or (iv) investigate a possible crime, such as fraud or identity theft;
- In connection with an actual or potential sale, purchase, acquisition, merger, reorganization, bankruptcy, liquidation, dissolution, or similar transaction or proceeding of or involving Istation, but only to the extent that the purchasing, acquiring or successor entity agrees to implement data privacy and security protections with respect to Personally Identifiable Information that are at least as stringent as those of Istation.

Istation is permitted to use and/or disclose Personally Identifiable Information about You when Istation has Your consent. Istation does not need Your consent to use De-identified Information.

Can I Access or Change My Personally Identifiable Information?

Each school and/or school district is permitted via functionality made available by the Resources to determine what Personally Identifiable Information (if any) is accessible by Authorized Users and to which Authorized Users in particular. In certain circumstances, a school and/or school district may be entitled to permit one or more Authorized Users to change Personally Identifiable Information. Any requests by Students or parents to access and/or change Personally Identifiable Information must be made to the school and/or school district in the first instance, and these entities will maintain a record of all such access and amendment requests and of any actual changes made. To the extent that a student and/or parent makes a direct request to Istation to access and/or amend Personally Identifiable Information, Istation will forward that request to the school and/or school district for response.

Data Retention

Unless required by law to maintain certain information for a longer period of time, Istation retains Personally Identifiable Information only for as long as a student's school and/or school district maintains a subscription with Istation to one or more of the Resources. Once a subscription to a particular Resource is cancelled or otherwise terminated, Istation will typically retain any Personally Identifiable Information related to that Resource for sixty days after cancellation/termination to allow for temporary lapses in subscription services, at which point that information is destroyed. Personally Identifiable Information may also be destroyed at any time at the request of the school and/or school district.

Website and Resource Security

Istation recognizes its responsibility to protect the Personally Identifiable Information that You entrust to it. Istation uses a variety of secure techniques to protect Your information, including secure servers, firewalls, access limitations on Istation's servers and password protections that guard against unauthorized access. Additionally, the information that You send Istation via the Website, including student usage information and passwords, may be encrypted, a process used to scramble information and make it extremely difficult to read if wrongly intercepted. Istation utilizes industry standard Secure Sockets Layer (SSL) technology to allow for the encryption of Personally Identifiable Information. All Personally Identifiable Information sent to Istation is encrypted during transmission, such as during login. Once the data reaches Istation's server, Personally Identifiable Information is stored on a secure database, and access to this information is password protected.

Use of "Cookies"

"Cookies" are small pieces of information that some websites store on Your computer's hard drive when You visit them. This element of data is a piece of text, not a program, that contains information identifying a user. When a user revisits a Website, his or her computer automatically "serves up" the cookie, eliminating the need for the customer to reenter the information. Like many other websites, Istation uses cookies for this purpose. Your user "domain" (that is, Your school name) is the only data stored on Your hard drive by Istation.

Most web browsers automatically accept cookies but allow You to modify security settings so You can approve or reject cookies on a case-by-case basis. At a minimum, Your web browser must allow temporary cookies that are not stored on Your hard disk to log into the Website. Please refer to the "Help" file of Your Internet Browser either to learn how to receive a warning before a cookie is stored.

Third Party Sites

The Website may contain links to or reference third party websites and resources (collectively "**Third Party Sites**"). These Third Party Sites are not controlled by Istation and, therefore, are not subject to this Privacy Statement. You should check the privacy policies of these individual Third Party Sites to see how Your personally identifiable information will be utilized by them before providing any personally identifiable information. Please be aware that these Third Party Sites may collect personally identifiable information about You and may also send you "cookies." Istation is not responsible for the content or practices of any linked Third Party Sites, and Istation provides these links solely for the convenience and information of Istation's visitors.

Can Istation change this Privacy Statement?

Istation may change this Privacy Statement at any time without advance notice. However, if the Privacy Statement changes, Istation will post an updated version on the Website, and the revision date will be posted at the bottom of the page. If this occurs, You will be required to re-acknowledge review of the revised Privacy Statement before you can continue using the Resources.

Who can I contact if I have questions about this Privacy Statement?

If You have any questions about this Privacy Statement or any privacy questions or concerns, You may contact Istation using the information below:

Email address: info@Istation.com

Street/Postal address:

8150 North Central Expressway, Suite 2000
Dallas, Texas 75026

Phone: (214) 237-9300

Fax: (972) 643-3441

Effective Date: February 23, 2018

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Dallas, TX 75206
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Trademarks

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Any rights not expressly granted herein are reserved.



Intrado Interactive Services Corporation

Quote

Date 3/30/2022
Quote # 150167
Expires 7/7/2022
Quote Type
Representative AM Nicole Seabaugh
Agent

THIS IS NOT A BILL.

Prepared for:

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

Item	Quantity	Description	Rate	Amount
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service 2022-2023		6,128.35
			Total	\$6,128.35

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



150167



Intrado Interactive Services Corporation

Quote

Date 3/30/2022
Quote # 150168
Expires 7/7/2022
Quote Type
Representative AM Nicole Seabaugh
Agent

THIS IS NOT A BILL.

Prepared for:

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

Item	Quantity	Description	Rate	Amount
R-SM-CMS	1	SchoolMessenger Presence Renewal -- Content Management System (CMS) and Website hosting, 12-month package 2022-2023		7,655.76
			Total	\$7,655.76

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



150168



NATIONAL PURCHASING COOPERATIVE INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement ("Agreement") is made and entered into on the date indicated below by and between The National Purchasing Cooperative ("Cooperative"), an administrative agency of cooperating local governments, acting on its own behalf and the behalf of all participating local governments, and the undersigned local government ("Cooperative Member").

I. RECITALS

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, pursuant to MD. CODE ANN., STATE FIN. & PROC. § 13-110 (West 2009), and R.I.GEN.LAWS § 16-2-9.2 (2009); and

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows.

II. TERMS AND CONDITIONS

1. **Adopt Organizational Interlocal Cooperation Agreement.** The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement dated May 26, 2010, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement established the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to that Organizational Interlocal Agreement.
2. **Term.** The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement.
3. **Termination.**
 - (a) **By the Cooperative Member.** This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative, provided any amounts owed to any vendor have been fully paid.

- (b) **By the Cooperative.** The Cooperative may terminate this Agreement by:
- (1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member breaches this Agreement; or
 - (2) Giving thirty (30) days notice by certified mail to the Cooperative Member with or without cause.
- (c) **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to a distribution which may occur after the Cooperative Member terminates from the Cooperative.
4. **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.
5. **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, endorsement, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.
6. **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.
7. **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided by this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by

mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.

8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application (BuyBoard) during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and trade name are owned by the Texas Association of School Boards, Inc., and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.
2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.
3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative. Notwithstanding the foregoing, the Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on the Cooperative Member. The Cooperative shall promptly notify all Cooperative Members in writing of any Bylaw amendment, policy or procedure change.
4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the relevant records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Cooperative Member.
5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.
7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.
8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.
9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:
 - a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
 - b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
 - c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.
 - d) All requirements—local or state—for a third party to approve, record or authorize the Agreement have been met.
10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, INCLUDING THE NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) AND THE TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. (TASB), DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.

THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
 - (a) Neither party waives any immunity from liability afforded under law;

- (b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
- (c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member's purchase activity, within 12 months of when the lawsuit or action was filed; and
- (d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's Endorsers, Sponsors and Servicing Contractors (defined in Paragraph 11, above) up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 12 months of the filing of any lawsuit or action.

- 12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.
- 13. **Merger/Entirety.** This Agreement, together with the Cooperative's Bylaws and Organizational Interlocal Agreement, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.
- 14. **Notice.** Any written notice to the Cooperative may be given by e-mail to NSBA at BuyBoard@nsba.org; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA, 22314; or other mode of delivery typically used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by e-mail to the Cooperative Member's Coordinator or other e-mail address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or other mode of delivery typically used in commerce and accessible to the intended recipient.
- 15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.
- 16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.
- 17. **Authority.** By the execution and delivery of this Agreement, each undersigned individual represents that he or she is authorized to bind the entity that is a party to this Agreement.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement.

TO BE COMPLETED BY THE NATIONAL PURCHASING COOPERATIVE:

By: _____ Date: _____
Signature of authorized representative

Printed name of person signing
Administrator's Representative for the National Purchasing Cooperative

TO BE COMPLETED BY COOPERATIVE MEMBER:

[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]

(Name of Local Government)

By: _____ Date: _____
Signature of authorized representative of Cooperative Member

Printed name and title of authorized representative

Coordinator for the
Cooperative Member is:

Name

Title

Mailing Address

City

State

Zip Code

Telephone

Fax

Email



34501 W. Highway 66 • Bristow, OK 74010
www.actionfireteam.com

Phone (405) 227-7946 • (918) 807-7445

May 4, 2022

Cheryl Moore
Sapulpa Public Schools
110 S. Burnett St.
Sapulpa, OK 74066

Re: Sapulpa Public Schools fire protection needs

Thank you for again considering Action Fire Protection for your fire protection needs. Below, please find the proposal for your annual inspections and service work.

- Annual and six-year fire extinguisher inspections and annual fire sprinkler inspections: \$4,800.00
- Annual fire alarm system inspections: \$1,600.00

Total for 2022 annual fire protection inspections: \$6,400.00

Fire alarm and fire sprinkler service work is provided at \$100.00/hour plus materials for one service tech or \$150.00/hour plus materials for one crew.

Below is a quote for your consideration to allow Action Fire Protection to provide your fire and burglar alarm monitoring:

- Monitoring for 22 burglar alarm systems: \$24.50/system per month or \$294.00/system annually
- Monitoring for 12 fire alarm systems: \$24.50/system per month or \$294.00/system annually
- Total annual cost for monitoring 34 systems: \$9,996.00

Action Fire Protection will cover all upfront costs to switch over all monitored systems, including labor and providing radios for all panels. These radios will eliminate the need for phone lines dedicated to monitor the panels.

Please let me know if you would like to move forward with this proposal, and we will work with you to get it scheduled.

Thank you for the opportunity to serve Sapulpa Public Schools,

Chris Claggett
Action Fire Protection
OK State License No. AC440587

ATHLETIC TRAINING SERVICES DONATION AGREEMENT

This ATHLETIC TRAINING SERVICES DONATION AGREEMENT (“**Agreement**”) is entered into effective June 30, 2022 (“**Effective Date**”), by and among **INDEPENDENT SCHOOL DISTRICT NO. 19-1033, Creek County, Oklahoma** (“**School District**”), and **TULSA BONE & JOINT ASSOCIATES, P.C.**, an Oklahoma for profit professional corporation (“**TBJ**”). TBJ is referred to herein as the “**Donor**.” TBJ, and School District are each a “**Party**” and collectively the “**Parties**” to this Agreement.

A. TBJ provides professional healthcare services to its patients through its employed and contracted healthcare providers (“**TBJ Providers**”) **TBJ Providers** who are licensed and qualified to practice medicine in the State of Oklahoma and have requisite training to provide comprehensive musculoskeletal services, including sports medicine and diagnostic services.

B. Donor desires to donate to School District, and School District desires to accept Donor’s donation of, the time and resources necessary to establish a sports medicine program for the benefit of the School District, according to the terms and conditions of this Agreement.

The Parties AGREE as follows:

1. **Services; Exclusivity.** School District engages Donor to provide the services described in **Exhibit A (“Athletic Training Services”)** at the facilities of the School District (or other locations, as requested by the School District), on an as needed basis during the Term (as defined in Section 3). Donor shall cause the TBJ Providers, where applicable, to use all appropriate and customary methods, techniques, skills, and efforts as are necessary to provide the Athletic Training Services. The advertising sponsorship described on **Exhibit A**, shall entitle TBJ to be the exclusive advertising sponsors for School District’s athletic events and activities. School District must obtain Donor’s prior written approval prior to its acceptance of advertising sponsorship at School District’s athletic events and activities from any other medical providers.

2. **Scheduling and Availability.** Donor shall determine, upon consultation with School District, the times, days, and manner on which Athletic Training Services shall be provided; provided, however the Parties agree that the Athletic Training Services shall be provided at all pre-season varsity football scrimmages and practices, and home and away varsity football games (“**Required Coverage Events**”). The scheduling of the Athletic Training Service by Donor for events other than the Required Coverage Events shall be subject to the reasonable approval of the School District and shall be coordinated with the scheduling of other School District activities and requirement of the School District. The providing of the Athletic Training Services shall not require Donor or its agents to be present for any specific number of hours or times at the School District.

3. **Term.** The term of this Agreement shall commence on July 1, 2023 (“**Commencement Date**”), and shall continue thereafter for a one (1) year (“**Initial Term**”). This Agreement shall be renewed annually to the Initial Term for an additional period of 1 year (“**Renewal Term**”), unless: (i) a party delivers written notice to the other party of its intention not to renew this Agreement at least 90 days prior to the applicable anniversary date; or (ii) this Agreement is earlier terminated in accordance with the termination provisions in Section 4. The Initial Term and Renewal Term, if any, shall together constitute the “**Term**.”

4. **Termination.**

a. **Without Cause.** Any Party may terminate this Agreement without cause by delivery of 90 days prior written notice to the other Parties.

b. **Mutual Agreement.** The Parties may terminate this Agreement at any time by mutual written agreement signed by all Parties.

c. **Immediate Termination by Any Party.** Any Party may immediately terminate this Agreement, by delivering written notice of termination to the other Parties upon default by another Party that is not cured to the non-defaulting Party(ies)' reasonable satisfaction within 30 days after the defaulting Party receives written notice of the default from a non-defaulting Party.

5. **Compensation.** No compensation shall be paid by School District or requested by Donor for its provision of Athletic Training Services.

6. **Relationship of the Parties.** The relationship of Donor and the TBJ Providers to School District shall be solely that of an independent contractor. The Parties acknowledge and agree that no Party has the authority to make any representation, warranty or binding commitment on behalf of any other Party. Nothing in this Agreement shall be construed to create a partnership, joint venture or employment relationship between the Parties.

7. **Insurance.** TBJ shall independently maintain professional liability insurance covering TBJ, and their Services Providers as to liability for claims arising from performance of the Athletic Training Services. The professional liability policy(ies) for each Party shall provide coverage with minimum limits meeting or exceeding \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. TBJ will, at the School District's request, provide School District with certificates confirming that the required insurance is secured for each Party prior to performance of Athletic Training Services. School District shall maintain comprehensive general liability insurance covering the School District and all officers, directors, members, agents and employees, with minimum limits meeting or \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate. At the request of TBJ, School District shall provide TBJ with certificates confirming that the required insurance coverage is in place.

8. **Mutual Indemnification.** Donor shall indemnify, hold harmless and defend School District, and its officers, directors, members and employees from and against any and all liability, losses, damages, claims, causes of action and expenses (including reasonable attorneys' fees), whether or not covered by insurance, caused or asserted to have been caused, directly or indirectly, by or as a result of the performance of the Athletic Training Services. School District shall indemnify, hold harmless and defend TBJ, and each of their respective officers, directors, shareholders and employees from and against any and all liability, losses, damages, claims, causes of action and expenses (including reasonable attorneys' fees), whether or not covered by insurance, caused or asserted to have been caused, directly or indirectly, by or as a result of acts or omissions by School District and its employees or independent contractors.

9. **Notices.** All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if delivered personally, transmitted by facsimile, mailed by registered or certified mail (return receipt requested), or sent by FedEx or other recognized overnight courier, to the parties at the following addresses (or at such other address for a party as shall be specified by like notice):

If to School District: Sapulpa Public Schools
Independent School District NO. 19-1033
511 East Lee
Sapulpa, OK 74066

If to TBJ: Tulsa Bone & Joint Associates, P.C.
Attn: Linda Gunter, CEO
4802 S. 109th E. Ave
Tulsa, OK 74146

10. **Miscellaneous**

a. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma. Venue for any action to enforce this Agreement shall reside exclusively in the state and federal courts having jurisdiction in Tulsa County, Oklahoma.

b. The prevailing party in any action or proceeding to enforce this Agreement shall be entitled to recover from the non-prevailing party all costs and reasonable attorney fees incurred by the prevailing party in the enforcement action or proceeding.

c. No amendment or modification to this Agreement shall be effective unless in writing and signed by all parties.

d. Parties shall not be permitted to assign this Agreement to anyone, and any attempted assignment by the Parties shall be null and void unless written consent to the assignment has been provided by the other Parties. This Agreement shall be binding upon the Parties, and their respective successors and permitted assigns.

e. This Agreement constitutes the final and complete expression of the Parties' entire agreement and understanding as to the subject matter hereof, and supersedes any prior agreements or understandings, written or oral, between the parties relating to the subject matter hereof.

f. This Agreement may be executed in multiple counterparts, each of which shall constitute an original and all of which together shall constitute one agreement binding on the parties. Facsimile and email signatures will be treated by the parties as original signatures.

[Signature Page Follows]

AGREED TO as of the Effective Date.

TULSA BONE & JOINT ASSOCIATES, P.C.

By: _____
Linda Gunter, CEO

**INDEPENDENT SCHOOL DISTRICT NO. 19-1033, CREEK
COUNTY, OKLAHOMA**

By: _____

Printed Name: _____

Title: School Board President

Exhibit A
to
Athletic Training Services Donation Agreement

ATHLETIC TRAINING SERVICES

The Athletic Training Services will include the following:

- i. The services of one (1) certified athletic trainer to provide training services at the sporting events mutually agreed by the Parties;
- ii. The services of a board-certified or board eligible physician with experience and training in sports medicine at the sporting events mutually agreed by the Parties (specifically including the Required Coverage Events, defined in Section 2);
- iii. Provision of support (as needed) for the School District's student-trainer program;
- iv. Provision of the routine (as determined by Donor) supplies and equipment needed by the athletic trainers (up to a total value of \$3,000 per year), but specifically excluding orthopedic braces and other non-routine (as determined by Donor) equipment or supplies. Supplies and equipment needed by the athletic trainers exceeding the \$ 3,000.00 annual limit, as well as non-routine supplies and equipment, will be the responsibility of School District;
- v. Provision of student-athlete pre-participation physicals;
- vi. TBJ's participation as an advertising sponsor (in exchange for a cash donation up to \$550 per year) for all School District's athletic events and activities (and other venues as agreed by the Parties);

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION
PO Box 14590, Oklahoma City, Oklahoma 73113-0590

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To be jointly signed by both participating schools)

1. ACTIVITY: Softball, Volleyball, Football, Wrestling, Baseball, Boys and Girls Soccer and Tennis (See Back)

For school Year (s) 2022-23

Check one: High School Junior High

2. SCHOOLS MAKING APPLICATION (List Host School under A)

A. <u>SAPULPA PUBLIC SCHOOL</u>	B. <u>LONE STAR SCHOOLS</u>
Address <u>300 S Mission St</u>	Address <u>2945 S. Hickory</u>
City <u>SAPULPA</u> ZIP <u>74066</u>	City <u>SAPULPA</u> ZIP <u>74066</u>
SUPT <u>ROB ARMSTRONG</u>	SUPT <u>TRACIE HALL</u>
PRIN <u>SETH SHIBLEY</u>	PRIN <u>DUSTY KRAGEL</u>
A D <u>MICHAEL ROSE</u>	A D <u>JUSTIN WHITEHOUSE</u>

3. ADMINISTRATOR OF RECORD (OSSAA will contact one person, listed above, when checking information about the program)

NAME MICHAEL ROSE Contact Phone 918-224-6826

4. Do the boundaries of the school district join? Yes No

5. NAME OF COOPERATIVE SCHOOL OR GROUP SAPULPA HIGH SCHOOL CHIEFTAINS
School (s) Mascot if Applicable

6. DISTANCE BETWEEN SCHOOLS 3.8 miles.

7. COACHING STAFF OR SPONSOR

Head Coach Sponsor (See back page) School Sapulpa High School

8. SITE ON CONTEST SAPULPA PUBLIC SCHOOL

9. SCHOOL ENROLLMENT (if co-op application is for JH, no ADM numbers are necessary)

SCHOOL A ADM (9-12) _____

SCHOOL B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

Written agreement between the two participating schools shall include the following (does not need to be submitted to OSSAA)

- A. Conditioning Prompting Application for Cooperative Application and Goal of Co-op
- B. Administrative Responsibility
- C. Liability and Insurance
- D. Uniforms (colors, costs, identifying names, etc)
- E. Financials Arrangements
- F. Operating Procedures
- G. Facilities
- H. Practice Sites and Schedules
- I. Staffin
- J. Evaluation of Staff
- K. Supervision at Contests, home and away
- L. Transportation
- M. Contracting Game Officials
- N. Cheerleaders/Pep Squads
- O. OSSAA Eligibility Reports
- P. Periodic In-school Eligibility Checks
- Q. Procedures for Awarding Athletic Letters

11. Indicate the date and location of the school board Meeting at which the filing of this application was approved

School A SAPULPA HIGH SCHOOL
Date June 13, 2022 Location 511 E. Lee Ave Sapulpa, Ok 74066

As a part of this application, please include, on school letterhead, the school board resolution approving participation in this cooperative program.

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

The undersigned have jointly filed this application and verify the information contained herein.

Date of Application _____



SCHOOL A Sapulpa Public School
(Host)

SCHOOL B _____

Bd Pres. _____

Bd Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. _____

COACHING STAFF OR SPONSOR (Question #7)

Softball	Sarah Carrigar
Volleyball	Corey Harp
Football	Tim Holt
Wrestling	Kyle Blevins
Girls Soccer	Lori Arundell
Boys Soccer	Kenny Kinzor
Tennis	Karma Lundlow

May 10, 2022

Booking Contract: Sapulpa HS Ropes

Organization: Sapulpa High School**Address:** 3 South Mission**Booking Type****Challenge Course****City/State/Zip:** Sapulpa, OK 74066**Contact Phone:****(918) 859-8464 (Cell)****Country:****Primary Contact:** Michael Rose**Contact Email:** mrose@sapulpaps.org**Dates****Arrival Date:** Aug 3, 2022**Arrival Time:** 2:00 PM**Departure Date:** Aug 3, 2022**Departure Time:** 6:00 PM**Guests****Expected number:** 75**Actual Number:****Reservations****Resources****Challenge Course**

Name	From	To	Notes
4 Hour Program	Aug 3 2:00 PM	Aug 3 6:00 PM	

Meals and Requests**Financial Information****Charges**

Date	Description	Quantity	Rate	Units	Total
May 10, 2022	Team Building, 8 hours (61+ ppl)	1	\$47.00	75	\$3,525.00

Total Fees: \$ 3,525.00**Total Payments:** \$ 0.00**Postdated Payments:** \$ 0.00**Amount Due:** \$ 3,525.00

Please remit the non-refundable deposit of \$1,000.00, sign and return this form by the due date to confirm your reservation.

I/We have read the terms and conditions above and wish to confirm the booking details above.

Signed: _____ Date: _____

Facilities and services will be confirmed only if the signed group contract and deposit are received by the due date.



ORDER FORM

CUSTOMER	
Customer Name	Sapulpa Public Schools
Customer Address	511 E Lee Ave, Sapulpa, OK 74066
Exempt from Sales Tax?	<i>If your entity is exempt from sales tax, please email an exemption certificate to billing@perryweather.com to remove sales tax from your invoices.</i>
Perry Weather Rep	Oliver Minton

PRIMARY CONTACT	
Full Name	
Title	
Email	
Phone	

EMAIL INVOICES TO	
Accounts Payable Email	
Other Email(s)	

ORDER INFORMATION	
Quote #	20220519-145504361
Itemized Pricing	See attached quote
Initial Term: Start Date	06/15/2022
Initial Term: End Date	06/14/2029
Billing Frequency	Annual
Billing Method	Email
Additional Notes	

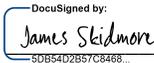
This Order Form is governed by the terms of Perry Weather Terms & Conditions ("PW Terms") available at <https://perryweather.com/legal-terms>. The PW Terms are hereby incorporated into this document by reference. Prices listed for products and services on the Quote and/or ordered hereunder may not include any applicable taxes. Subscriptions purchased under this Order Form may be billed in advance according to the Billing Frequency listed above and will renew according to the PW Terms. **By signing below, you represent and warrant that you have the full authority to enter into this Order and the PW Terms on behalf of Customer.**

Customer:

By: _____

Name: Michael Rose _____

Title: _____

Perry Weather:By:  _____

Name: James Skidmore _____

Title: Chief Operating Officer _____



Sapulpa Public Schools - Software + WXS Subscription Bundle

Sapulpa Public Schools

511 East Lee Avenue
Sapulpa, OK 74066
United States

Reference: 20220519-145504361

Quote created: May 19, 2022

Quote expires: August 17, 2022

Quote created by: Oliver Minton

Account Executive

oliver@perryweather.com

+1 (251) 424-5661

Products & Services

Item & Description	Quantity	Unit Price	Total
Software + Weather Station (WxS) Subscription Bundle Subscription to Perry Weather software (web + mobile) and Weather Station hardware - 1 WXS (Outdoor Weather Station) - Web and mobile access for up to 10 users - Text alerts for lightning, heat, severe watches & warnings - 24/7 Meteorologist Support Line - Dedicated Account manager - Wet Bulb Globe Temp Monitoring - Heat Index Monitoring - Wind Speed & Direction - HD Sky Camera - Precipitation - Wind Chill - Daily forecast email - GPS Tracking - Web Widget	1	\$2,500.00 / year	\$2,500.00 / year for 7 years
Assisted Installation - Standalone Weather Station (WxS) Requires on-site assistance from customer	1	\$900.00	\$900.00

Subtotals

Annual subtotal	\$2,500.00
One-time subtotal	\$900.00
Total	\$3,400.00

Questions? Contact me



Oliver Minton
Account Executive
oliver@perryweather.com
+1 (251) 424-5661

Perry Weather
1355 Motor Circle
Dallas, Texas 75207
United States



EQUIPMENT MAINTENANCE AGREEMENT (EMA) RENEWAL QUOTE

Attention:	Renee Martino	Date:	5/31/22
Email	rmartino@sapulpaps.org	Previous Contract:	

This letter is to offer you a GBC Equipment Maintenance Agreement (EMA).
Coverage details and pricing are outlined below.

	Model And Description	Serial#	Start Date	End Date	(1) Year Renewal Price	(3) Year Renewal Price	(5)Year Renewal Price
1	Ultima 65	TH173420010 1	6/2/22	6/1/23	515.00	1421.40	2240.25

****This quote is valid for 90 days from the date issued****

Note that without coverage, you will be responsible for labor, travel, and parts for each service call placed on your equipment.

GBC offers the same reliable service on many other products such as Collators, Paper Cutters, Folding machines and lots more! Discounts are also offered for multi-machine and multi-year contracts.

Contact me for additional information and/or to process your agreement. For your convenience, I have also included your service technician's contact information for you below.

Thank you - GBC appreciates your business!

Customer Acct Name	HOLMES PARK ELEM		
Address	1231 E DEWEY ST		
City, State Zip	SAPULPA, OK 74066		
Authorized Signature		Phone	
Date		P.O. Number	

****All contracts with a value of \$650 or higher require a signature****

Shonna Floyd
Equipment Maintenance Agreement Specialist
Email: shonna.floyd@acco.com
Phone: 888-449-5927

Richard Harvey
Field Tech Specialist
Email: Richard.harvey@acco.com





EQUIPMENT MAINTENANCE AGREEMENT (EMA) TERMS AND CONDITIONS

1. Upon payment of the Total Invoice and subject to the terms and conditions contained herein, GBC will use commercially reasonable efforts to maintain in good working order the electrical and mechanical parts and components of the Equipment.
2. Whenever service is required, GBC will use commercially reasonable efforts to repair the Equipment without charge for labor or parts. GBC may use new, used, refurbished, remanufactured, or reconditioned parts when providing such service. Not covered are consumable supply items, including but not limited to modular punching dies, wide format laminator rollers, cut sticks, cutter knives, trimmer blades or optional accessories purchased for the Equipment. Also not covered are parts damaged by the customer through abuse or misuse. All replaced parts will become the property of GBC.
3. All service will be provided during GBC's normal business hours, 8:30 A.M. to 5:00 P.M., Monday through Friday. For service outside of normal working hours additional charges shall be paid by Customer in accordance with then prevailing GBC rates.
4. For all new Equipment, Customer will have the Equipment set up in the location it is to be used. GBC does not allow its Technicians to lift equipment greater than 60 lbs. and GBC's Technicians must seek additional assistance if equipment weighing greater than 60 lbs. needs to be lifted for any reason.
5. Customer agrees to give GBC at least thirty (30) days prior written notice of any change in location of the Equipment.
6. Maintenance hereunder does not include repair of damage resulting from abuse, accident, failure or reduction of electric power, improper installation or storage, improper Equipment operating environment, misuse, neglect, transportation, failure to operate within performance specifications, or failure to operate according to instructions and documentation. If persons or entities other than GBC service personnel shall perform maintenance on or repair the Equipment, and as a result further repair or maintenance by GBC is required to restore the Equipment to good operating condition, any such further repair or maintenance shall be subject to additional charge by GBC in accordance with the prevailing GBC rates.
7. **Renewals shall be governed by then prevailing GBC rates unless terminated by either party upon thirty (30) days written notice.**
8. If any Equipment is regularly used by more than one shift of personnel, the maintenance total charge for that Equipment will be increased 100 percent for each additional shift regularly using the Equipment.
9. If the Equipment becomes obsolete because components to complete the repair are no longer available, GBC will refund the remaining prorated portion of the Agreement to the Customer.
10. All applicable federal, state and local taxes (except taxes based on income) shall be borne by the Customer when and if levied on the services performed hereunder.
11. This Agreement shall constitute the entire agreement between the Customer and GBC irrespective of inconsistent or additional terms and conditions in the Customer's purchase order or other documentation. Any alteration or additions to the terms and conditions of this Agreement as enumerated and printed herein, shall not be binding on GBC unless the Agreement as altered shall have been approved in writing by an officer of GBC.



12. CUSTOMER AGREES

FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OR ANY LOSS OF BUSINESS HOWEVER CAUSED NOTWITHSTANDING ADVICE TO GBC OF THE POSSIBILITY OF SUCH DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES RESULTING FROM THE IMPROPER FUNCTIONING OF THE COVERED EQUIPMENT. No action arising out of this Agreement or services performed hereunder may be brought by either party more than one (1) year after the cause of action has accrued.

THAT GBC SHALL NOT BE LIABLE

13. In cases when GBC's standard insurance certificate does not meet Customer's insurance requirements, all insurance (including any landlord's insurance requirements) required from GBC, must be specified at the signing of this Agreement, agreed to in writing by GBC, and attached to this Agreement. The attachment must be affirmatively indicated on the front side of this Agreement.

AGREEMENT COVERAGE

Three - Point

- Toll-Free number to call in for service.
- Four (4) business hour phone response from Technician.
- Two business day on-site service.
- Unlimited parts, labor, and Travel.

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: SHS Football DATE OF REQUEST: 5-5-22

SPONSOR: Tim Holt

DESTINATION: Siloam Springs, AR

DATE LEAVING (DAY AND DATE) 6-18-22

DATE RETURNING (DAY AND DATE) 6-18-22

NUMBER OF SCHOOL DAYS MISSED 0

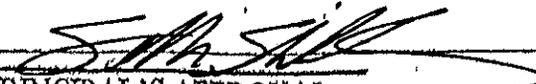
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT
AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS.

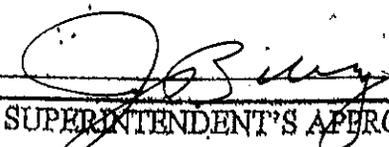
PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Through booster
club fundraisers throughout the year.

NUMBER OF STUDENTS ATTENDING: 25 NUMBER OF SPONSORS: 6

PURPOSE OF TRIP: 7 on 7 tournament

MODE OF TRANSPORTATION: School Bus


PRINCIPAL'S APPROVAL


SUPERINTENDENT'S APPROVAL

Sapulpa Public School District Wellness Policy (566)

Purpose

The Sapulpa Public School District (the District) recognizes the important role that schools play in the development of children's lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the District establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, school counselors, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote students as well as staff health.
- Provide students, their families and staff with current information on and resources for mental health, nutrition, communicable diseases, general health and wellness and chronic illness.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

Definitions

- **School campus**

All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

- **School day**

The period of time from the midnight before to 30 minutes after the end of the instructional day.

- **Competitive foods and beverages**

Foods and beverages that are sold on campus outside of the federal reimbursable school

meals program during the school day (e.g., in vending machines or school stores).

- **Smart Snacks standards**

Nutrition standards, issued by the USDA, that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages.

NUTRITION

School Meal Requirements

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the [United States Department of Agriculture's \(USDA\) requirements](#) and follow the Dietary Guidelines for Americans (DGA).

Specifically, the District will ensure that all meals are the following:

- Accessible, appealing, and attractive to all children
- Served in a clean, pleasant, and supervised setting
- High in fiber, free of added trans fats, and low in added fats, sugar, and sodium
- Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences
- Reviewed by a registered dietician or other certified nutrition professional

The District will also ensure that schools do the following:

- Encourage students to start the day with a healthy breakfast.
- Provide breakfast through the USDA School Breakfast Program.

Water: Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges) before, during, and after school. Schools will also ensure the following:

- Students will be provided drinking cups, glasses, or reusable water bottles in places where meals and snacks are served.
- Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.

- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

Information and Promotion: As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will do the following:

- Inform families about the availability of breakfast for students.
- Distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.
- Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.
- Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.

Adequate Time to Eat: The District will provide sufficient lunch and breakfast periods that are long enough to give all students (K-12) adequate time to be served and eat their meals, up to 10 minutes for breakfast and 20 minutes for lunch after students are seated.

Competitive Foods and Beverages

All competitive foods and beverages sold to students during the school day must meet or exceed the [USDA's Smart Snacks standards](#)

Other Foods Provided at School

Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, and afterschool-programming) must meet the USDA's Smart Snacks standards. The District, however, may allow up to 10 exemptions per site during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards

The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties (e.g., the USDA's resources on "[Healthy Celebrations](#)") and after-school programming (including celebrations).

Fundraising

Fundraising on Campus During the School Day: Only fundraisers that feature non-food items

or foods and beverages that meet the Smart Snacks standards will be permitted. The District, however, may allow exemptions for up to 10 ready to eat fundraisers per PreK-7th grade school site and 30 at the Jr. High/ High School sites during each semester of the school year, during which the foods and beverages sold are not required to meet the Smart Snack standards. Importantly, these exempted fundraisers cannot be held during normal meal service times. Fundraisers will not last longer than 14 days.

The following will also occur:

- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains).
- The District will encourage fundraisers that do not sell food and/or that promote physical activity.

After-School Concessions and Fundraisers: The district will encourage all foods and beverages offered at after-school concessions or as part of fundraisers held outside of school hours to comply with the USDA's Smart Snack standards.

Nutrition Education

Schools will offer nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.
- How to read labels and understand the problems associated with unhealthy food marketing to children.

In addition, schools will ensure that nutrition education:

- Complies with state learning objectives and standards.
- Is made available for staff.
- Is promoted in extracurricular activities
- Is promoted to families and the community.

Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy

nutrition choices.

- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits.
- Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by eating with students during meal times, consuming only healthy snacks, meals, and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

Food and Beverage Marketing

Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed to students in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.

Marketing includes the following:

- Advertising on any property or facility owned or leased by the school district or school and used at any time for school-related activities (including school buildings, athletic fields, parking lots, school buses, vending machines, scoreboards, uniforms, educational materials, and supplies).
- Coupons, discounts, and corporate incentive programs that reward students (e.g., when they reach certain academic goals) with free or discounted items. Such rewards may not include foods or beverages that fail to satisfy the USDA's Smart Snacks standards.
- Corporate-sponsored programs that provide funds to schools in exchange for consumer purchases of certain items. Programs involving purchase of foods and beverages that do not meet the USDA's Smart Snacks standards are not permitted.

Staff Qualifications and Training

The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and

training.

In addition, Child Nutrition Staff will do the following:

- Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals and snacks.
- Organize and participate in educational activities that support healthy eating behaviors and food safety.

Farm-to-School Programs and School Gardens

The District will allow school gardens on District property.

- As part of their education, students will learn about agriculture and nutrition.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

General Requirements

The District will ensure that all elementary school students (K-5) participate in a minimum of 150 minutes of physical *activity each week*, whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

Recess and Physical Activity Breaks

Recess: The District will require schools to provide elementary school students (K-5) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.
- Encourage schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch

Physical Activity Breaks: The District will require schools to provide all students (K-12) short breaks (three to five minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

Physical Education (PE)

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.

Elementary school students (K-5) will participate in at least 150 minutes of PE per week throughout the entire school year.

Middle and high school students (6-12) will have the opportunity to enroll and participate in PE.

In addition, the following requirements apply to all students (K-12):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
- Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.
- PE classes will have a teacher/student ratio comparable to core subject classroom size.

Teacher Qualifications, Training, and Involvement

- Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.
- Schools will allow teachers the opportunity to participate in or lead physical activities before, during, and after school.
- PE classes will be taught by licensed teachers who are certified or endorsed to teach PE.

Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)
- The District will provide a list of alternative ways for teachers and staff to discipline students.
- The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

Grounds, Facilities, and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

Active Transportation

The District will encourage the following:

- Encourage children and their families to walk and bike to and from school.
- Work with local officials to designate safe or preferred routes to school.
- Promote National and International Walk and Bike to School Week/Day.
- Provide bike racks for students, faculty, and staff.
- Encourage parents to supervise groups of children who walk or bike together to and from school.

After-School Physical Activity and Screen Time

After-school programming will be encouraged to do the following:

- Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Encourage staff to join children and youth in physical activity whenever possible.
- Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes.

Mental Health & Wellness

The purpose is to provide resources and education for staff, students and parents to promote good mental health and wellness in the district.

The District shall hire or contract with a person or entity whom shall be responsible for:

- Posting at each site and sending information to all staff, students and parents on how to identify possible mental health concerns, where to find help for mental health concerns, mental health programs and contact phone numbers to staff students and

families.

- Coordinating with school counselors, administrators and community providers to implement best practices in the area of mental health within the district
- Creating opportunities for staff, students and families to learn about a variety of mental health concerns
- Obtaining open and honest feedback pertaining to the districts' mental wellness and areas of accomplishment and needs for improvement including but not limited to anonymous surveying of staff, students and families.
- Reporting monthly compliance with this policy and supplying information to the superintendent on accomplishments and needs of the district specific to each site.
- Scheduling opportunities for staff to meet regarding mental health wellness.
- Collaborating quarterly with community leadership to discuss areas we can collaborate for mental wellness

OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. Accordingly, the District will implement an employee wellness program that promotes overall health including healthy eating, physical activity, and good mental health.

The District may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff.

The District will do the following to support staff wellness:

Nutrition

- Encourage serving only those foods and beverages that meet Smart Snacks standards at all staff meetings, training, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- Provide or partner with community organizations or agencies to offer nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.

Physical Activity

- Promote standing & walking meetings.
- Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
- Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.

General Wellness

- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- Partner with community organizations or agencies to provide stress management programs annually to staff.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline.
- Ensure access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed.
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training.
- The District will provide staff with educational resources and annual training in health and health-related topics.

Health Education

Where applicable, schools' health education curriculums will follow the [*Oklahoma Academic Standards*](#).

IMPLEMENTATION, MONITORING, AND EVALUATION

Leadership

The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.

Include the name(s), position(s), and contact information of the designated official(s) here:

Name	Position	Contact Information (Email address is sufficient)

Community Involvement

The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to serve on the local school wellness policy committee and participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.
- Ensure that all outreach and communication is culturally appropriate and translated as needed.
- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.

Assessments, Revisions, and Policy Updates

At least once every three years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.
- The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families' homes, etc.).

**Sapulpa Public Schools
Capacity Levels & Availability**

School Site	Grade Level	Capacity	Enrollment	Slots Available
Freedom Elementary	PreK	60	35	25
Freedom Elementary	Kindergarten	60	65	0
Freedom Elementary	1st	60	67	0
Freedom Elementary	2nd	60	62	0
Freedom Elementary	3rd	72	60	12
Freedom Elementary	4th	72	61	11
Freedom Elementary	5th	72	69	3
Holmes Park Elementary	PreK	60	41	19
Holmes Park Elementary	Kindergarten	80	77	3
Holmes Park Elementary	1st	100	100	0
Holmes Park Elementary	2nd	100	110	0
Holmes Park Elementary	3rd	120	109	11
Holmes Park Elementary	4th	96	99	0
Holmes Park Elementary	5th	96	83	13
Liberty Elementary STEM Academy	PreK	20	10	10
Liberty Elementary STEM Academy	Kindergarten	20	23	0
Liberty Elementary STEM Academy	1st	40	25	15
Liberty Elementary STEM Academy	2nd	40	31	9
Liberty Elementary STEM Academy	3rd	48	37	11
Liberty Elementary STEM Academy	4th	48	40	8
Liberty Elementary STEM Academy	5th	48	36	12
Jefferson Heights Elementary	PreK	40	14	26
Jefferson Heights Elementary	Kindergarten	40	41	0
Jefferson Heights Elementary	1st	40	44	0
Jefferson Heights Elementary	2nd	40	52	0
Jefferson Heights Elementary	3rd	48	57	0
Jefferson Heights Elementary	4th	48	56	0
Jefferson Heights Elementary	5th	48	53	0
Sapulpa Middle School	6th	280	235	45
Sapulpa Middle School	7th	280	263	17
Sapulpa Junior High	8th	245	261	0
Sapulpa Junior High	9th	315	326	0
Sapulpa High School	10th	370	356	14
Sapulpa High School	11th	350	332	18
Sapulpa High School	12th	275	266	9
<i>*Updated 6/9/2022</i>				

530.-539. TRANSFER STUDENTS

530. **OPEN TRANSFERS** (Approved 12-6-99)(Revised 11-6-06)(Replaced12-13-21) (see procedure pages)

The school district will not accept or deny a transfer based upon the student's race, color, sex, ethnicity, national origin, gender, gender identity, religion, disability, veteran status, sexual orientation, income level, proficiency in the English language, measure of achievement, aptitude or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason. The school district will begin accepting applications for the next school year starting **January 1st June 15th**. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfer Application

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

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

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents

resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

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

Approval of Transfers

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

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The student:
 1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:
 - A. Has violated school regulations;
 - B. Has committed an act commonly regarded as being immoral;

- C. Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;
- D. Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;
- E. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
- F. Has possessed on school property, in school transportation, or at a school event any alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
- G. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance.

The applicant:

1. Fails to complete and submit the Application Form (**ATTACHMENT A**), provide the district with sufficient educational records, or inform the district in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district

whatever confidential records this district deems necessary to review in applying the approval/denial criteria of this policy. The superintendent or superintendent's designee has authority to amend **(Attachment A)** by regulation to include additional information needed to review an application request.

2. Fails to complete the Transfer Student Consent to Cancellation of Transfer **(Attachment B)**
 3. Fails to timely submit a completed application; or,
 4. Provides incorrect information on the application request.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

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

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

Capacity Determination

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

In making the decision to determine Program Capacity, the board of education shall review class size limits specified in 70 O.S. § 18-113.1 and multiply those limits times the number of classroom teachers employed by the school district at each grade level. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size. Sapulpa Public Schools recognizes the need to provide additional support in schools designated as School wide Title I sites and as a result, implements a 10% variance in all capacity calculations as it relates to Oklahoma Senate Bill 783 (2021).

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

- PK- K:
By site, the number of teachers per grade level x 20 students = PK-K Program Capacity by site and by grade level
- 3rd-5th Grades:
By site, the number of teachers per grade level x 24 students = 3rd -5th Program Capacity by site and by grade level.
- 6th-7th Grades:
By site, the number of English Language Arts Teachers per grade level x 140 students
6th-7th Grade Program Capacity, by site and by grade level
- 8th-12th Grades:
By site, the number of English Language Arts Teachers per grade level x 140 students
8th-12th Grade Program Capacity, by site and by grade level

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

As it relates to Program Capacity, "English Language Arts" includes all levels of English Instruction for each specific grade level (e.g. English 3 and AP English Language). Self-

contained special education courses and special education related teacher maximums are defined elsewhere.

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

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

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

Criteria for Approval or Denial of Transfers

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

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

- A. This district does not:
 1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.
 2. Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:
 - A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or
 - B. Exceeding class size limitations set by state law or district policy in such courses; or,
 - C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

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

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

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

the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

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

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

Students with Disabilities

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

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

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

Approval of a Transfer Requires Agreement for Cancellation of Transfer

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

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

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy are then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

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

Relocation of Family During Term of Transfer

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

Children of District Teachers ~~Employees~~

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

Transportation

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

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

REFERENCE: 70 O.S. §1-114

70 O.S. §1-113

70 O.S. §5-117.1

70 O.S. §8-101, et seq.

70 O.S. §24-101, et seq.; §24-102

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

Family Education Rights and Privacy Act

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

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



Sapulpa Athletic Training

Protocol and Procedures for Management of Concussion

Purpose

The Sapulpa Athletic Training staff recognizes that concussions pose significant health risks to student-athletes. In order to uphold our mission of providing quality healthcare services and assure the wellbeing of each student athlete (SA) a policy and management plan has been created to assist in the assessment and management of those student-athletes who present with concussion. The following recommendations in this concussion policy and management plan are based on a review of current medical literature.

Education is an important aspect of the program as studies have shown that both coaches and athletes are not always aware of the symptoms as well as the seriousness of concussions. The first step in treating concussions is being able to identify one; thus, education ensures the best chance for early concussion identification and activation of the concussion management plan.

The purpose of the protocol and procedures are to ensure the safety and well-being of student-athletes who sustain a mild traumatic brain injury (MTBI), concussion. These protocols and procedures are in place to ensure proper diagnosis, referral when necessary, given time to heal (physically, cognitively, emotionally) and supported comprehensively until the student-athlete is symptom free and able to return to normal daily function and / or full activity.

The Sapulpa Athletic Training Department has established this protocol to provide education about recognition, management and return to learn and play for student-athletes, families, coaches, administrators and other vital school personnel.

The Sapulpa Athletic Training Department seeks to provide a safe return to learn and activity protocol for all student-athletes after injury, particularly after concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed student-athletes are identified, treated and referred appropriately, given follow-up care and academic assistance, and are fully recovered prior to returning to activity.

Introduction

A concussion is an injury to the brain, which can cause immediate and prolonged deficits, and, in extreme cases, death. Though there are over 42 working definitions of concussion, the 4th International Conference on Concussion in Sport defined concussion as follows:

1. Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an “impulsive” force transmitted to the head.

2. Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.
3. Concussion may result in neuropathological changes, but the acute clinical symptoms reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
 4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course.

Concussions are cumulative injuries. This means that once an athlete sustains a concussion they are more likely to sustain another one. Often, it takes less force to cause successive concussions.

There are many different symptoms associated with concussion. The chart below is the most commonly reported and acknowledged.

SIGNS AND SYMPTOMS OF A CONCUSSION					
SIGNS OBSERVED BY PARENTS OR GUARDIANS	SYMPTOMS REPORTED BY YOUR CHILD OR TEEN				
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about events • Answers questions slowly • Repeats questions • Can't recall events prior to the hit, bump, or fall • Can't recall events after the hit, bump, or fall • Loses consciousness (even briefly) • Shows behavior or personality changes • Forgets class schedule or assignments 	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Thinking/Remembering: <ul style="list-style-type: none"> • Difficulty thinking clearly • Difficulty concentrating or remembering • Feeling more slowed down • Feeling sluggish, hazy, foggy, or groggy </td> <td style="vertical-align: top;"> Emotional: <ul style="list-style-type: none"> • Irritable • Sad • More emotional than usual • Nervous </td> </tr> <tr> <td style="vertical-align: top;"> Physical: <ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Fatigue or feeling tired • Blurry or double vision • Sensitivity to light or noise • Numbness or tingling • Does not "feel right" </td> <td style="vertical-align: top;"> Sleep*: <ul style="list-style-type: none"> • Drowsy • Sleeps less than usual • Sleeps more than usual • Has trouble falling asleep </td> </tr> </table> <p style="font-size: small; text-align: right;"><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>	Thinking/Remembering: <ul style="list-style-type: none"> • Difficulty thinking clearly • Difficulty concentrating or remembering • Feeling more slowed down • Feeling sluggish, hazy, foggy, or groggy 	Emotional: <ul style="list-style-type: none"> • Irritable • Sad • More emotional than usual • Nervous 	Physical: <ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Fatigue or feeling tired • Blurry or double vision • Sensitivity to light or noise • Numbness or tingling • Does not "feel right" 	Sleep*: <ul style="list-style-type: none"> • Drowsy • Sleeps less than usual • Sleeps more than usual • Has trouble falling asleep
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Physical: <ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Fatigue or feeling tired • Blurry or double vision • Sensitivity to light or noise • Numbness or tingling • Does not "feel right" 	Sleep*: <ul style="list-style-type: none"> • Drowsy • Sleeps less than usual • Sleeps more than usual • Has trouble falling asleep 				

Concussions are challenging injuries for student-athletes and healthcare professionals to manage; unlike other injuries, the timeline for full recovery is usually difficult to predict. The majority of concussions will resolve in a relatively short time (7-10 days), though the recovery period may last longer with persistent symptoms in 10-15% of concussions. There are potential health risks associated with returning to sport before symptoms have subsided and brain healing has occurred. Proper management of concussions is vital to ensuring full and timely recovery and avoidance of prolonged issues. Current literature suggests that initiating low-level physical activity at a subthreshold of symptom onset may be beneficial in helping to progress recovery and resolution of symptoms.

Concussions may affect a student-athlete's ability to learn. Since every brain and every student-athlete is different, every concussion is different. Recovery time will be unique to each student-athlete, requiring an individualized approach to determine when it is appropriate to begin to return to academic and athletic activity. Some student-athletes may not miss any school and some may need accommodations no greater than someone who has suffered an illness. Still others may have months of enduring symptoms that can significantly

affect academic performance and overall ability to function. Mental, physical and emotional rest are essential to concussion recovery. If not properly managed from the time of initial injury, recovery time can be extended and the student-athlete can be exposed to increased risk of further injury. This may also adversely affect the student's academic progress; consequently, it is essential to have a concussion education plan in place to help concussed student-athletes heal while continuing their education.

Concussions are both a medical and educational issue. Any accommodations created by schools are based on an educational need that happens to be caused by a medical concern. Assessing challenges with learning and school performance and creating or making changes to a student's learning plan, while driven by medical diagnoses, are based on the injury's impact on the student-athlete's educational performance and his/her ability to access and participate in general education. Therefore, it is appropriate for schools to address learning difficulties caused by concussion.

The Sapulpa Athletic Training Department will also follow these policies:

1. All concussions that involve loss of consciousness, no matter how brief that loss of consciousness may have been, will be referred to the emergency department.
2. Along with loss of consciousness the following will also require immediate transportation for emergency treatment:
 - a. Deterioration of neurological function
 - b. Decreasing level of consciousness
 - c. Decreasing or irregularity in respirations
 - d. Decrease or irregularity in pulse
 - e. Unequal, dilated or unreactive pupils
 - f. Any signs or symptoms of associated, spine or skull fracture or bleeding
 - g. Mental status changes: lethargy, confusion or agitation or difficulty maintaining arousal
 - h. Seizure activity
 - i. Cranial nerve deficits
3. In an acute concussion scenario, no notes from emergency rooms or urgent care facilities that clear an athlete to return to activity will be accepted.

Education

Education is a key component to concussion management. Studies have shown both coaches and student athletes are not always aware of signs / symptoms as well as the seriousness of concussion. The first and the most important step in the management of concussion is being able to identify one; thus education ensures the best chance for early identification and activation of the concussion protocol.

At the beginning of each sport season, coaches should review concussion policies and protocols. It is also required each coach go through the National High School Federation's Concussion in Sports – ***What You Need to Know*** online course (www.nfhslearn.com).

Along with coaches, at the start of each academic school year each student-athlete along with their parent / guardian will be required to fill out and return a concussion awareness form, which will be kept on file in the athletic training facility.

Recognition and Diagnosis

Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice and shall not return to activity until cleared by an appropriate health care professional (as defined by OK law - [70 O.S. § 24-155](#)).

No student-athlete should return to play or practice on the same day as a concussion or having concussion like symptoms.

An appropriate healthcare professional should evaluate any athlete suspected of having a concussion that day.

ALL student-athletes that are held out of a practice or competition because they are suspected to have sustained a concussion should be referred to a physician or to the staff athletic trainer.

After sustaining a head injury, the student-athlete may exhibit some or all of the following signs and symptoms. Student-athletes, parents / guardians, and coaches should be familiar with these:

Signs (observed by others) Symptoms (reported by athlete)

Athlete appears dazed or stunned Headache
Confusion (about assignment, plays, etc.) Fatigue
Forgets plays Nausea or vomiting Unsure about game, score, opponent Double vision or blurry vision Moves clumsily (altered coordination) Sensitive to light or noise Balance problems Feels sluggish
Personality change Feels “foggy”
Responds slowly to questions Problems concentrating Forgets events prior to hit Problems remembering Forgets events after the hit
Loss of consciousness (any duration)

All student-athletes sustaining a head injury or concussion will be evaluated by a staff athletic trainer and/or licensed health care provider trained in head injury management. The student-athlete should never be denied access to a physician.

In any circumstance where a concussion or head injury is suspected the student-athlete will be immediately removed from participation; the onsite staff athletic trainer will evaluate him or her. At no time will the coach or parent determine the playing status of a student-athlete with a suspected concussion and or head injury.

A physical exam for more serious injuries such as cervical spine trauma, skull fracture, or intracranial bleed will occur concurrently. Upon removal from participation, the initial evaluation should include but not limited to: 1. Inquiry about symptoms and on the field mental status evaluation in addition to a neurological exam. a. SAC Testing

- b. SCAT 3 Testing
- c. SWAY balance testing
- d. ImPACT testing

If concussive symptoms are present or the student-athlete fails any part of the above testing, the concussion protocol is activated.

Post-Concussion Management

- No student-athlete suspected of having a concussion is permitted to return to play on the same day, and no SA is permitted to return to play while symptomatic following a concussion.
- SA should be observed for warning signs of deteriorating condition including, but not limited to: persistent nausea/vomiting, focal neurologic changes, declining level of consciousness, seizure, witnessed prolonged loss of consciousness, Glasgow Coma Scale <13, or signs of spine injury. If this occurs, the medical professional should activate the EAP and EMS response to arrange for immediate further medical care.
- Following initial on field assessment the team athletic trainer will perform further in-office evaluation if deemed necessary which may include:
 - Symptom Assessment
 - Mental Status Assessment
- Upon diagnosis of concussion, every attempt should be made to contact the student-athletes parent / guardian, and communicate with them about the concussion and at home instructions. ○ Each student-athlete that has been diagnosed with concussion will be sent home with a document that outlines home management of his or her concussion.
- During the initial recovery period, the student-athlete should adhere to relative cognitive and physical rest. Rest is essential to help the brain heal. Student-athletes with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery.
 - Student-athletes should not participate in any in-classroom work on the day of injury. ○ Student-athletes should remain at home if he or she cannot tolerate light cognitive activity or complaining of any severe symptoms.
 - Student-athletes should avoid and / or limit activities that require concentration or mental stimulation including, but not limited to:
 - Computers and video games
 - Television viewing
 - Texting
 - Reading or writing
 - Studying or homework
 - Taking a test or completing significant projects
 - Loud music
 - Bright lights
- Physical rest includes getting adequate sleep, taking frequent rest periods or naps, and avoiding physical activity that requires exertion.
- Recent studies have shown benefit to early return to low-level physical activity, should physical activity not aggravate symptoms it is permitted for light cardio activity to be initiated on a limited basis. This activity should be monitored closely. This plan of action will be assessed on a case-by-case basis.
- Follow-up evaluations occur daily with a staff athletic trainer to track symptom recovery. May use follow up Symptoms Score form to track daily symptoms.
- Student-athletes may feel sad or angry about having to limit activities, or having difficulties keeping up in

school. Student-athletes should be reassured that the situation is temporary, the goal is to return to full activity as soon as it is safe, and that avoidance of activities which delay their recovery is essential.

Student-athletes should be informed that the concussion would resolve more quickly when they follow their health care provider's orders. Student-athletes will need encouragement, support at home, and school until symptoms fully resolve.

Return to Learn

- It is important that the SA is not completely isolated during recovery; he or she may do mental activity as tolerated such as watching TV, texting, or talking on the phone, etc. This should be encouraged to be kept to a minimum.
- Once the student-athlete begins to improve and does not have return of symptoms with mental activity, he or she may begin the step-wise progress for Return-to-Learn Protocol. Each program will fit the individual needs of the student-athlete.
- The return-to-learn progression will be monitored and guided by the athletic trainer and academic counselor, and principal.

Progression is individual. All concussions are different. Student-athletes may start at any step (also modify steps as necessary) depending on symptoms and remain at the step as long as needed. Return to previous step or modify step if symptoms worsen.

Steps	Progression	Description
1	HOME – Total Rest	<ul style="list-style-type: none"> ● Stay at home ● No driving ● No mental exertion – computer, texting, video games.
2	HOME – Light Mental Activity	<ul style="list-style-type: none"> ● Stay at home ● No driving ● Up to 30 minutes mental exertion ● No prolonged concentration

Progress to step 3 when student-athlete handles up to 30 minutes of sustained mental exertion without worsening of symptoms.

3	SCHOOL – Part Time	<ul style="list-style-type: none"> ● Provide quiet place for schedule rest ● Lunch in quiet environment ● No significant classroom or standardized testing ● Modify rather than postpone academics ● Provide extra time, help and modified assignments.
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Progress to step 4 when the student-athlete handles 30-40 minutes of sustained mental exertion without worsening the symptoms.

4	SCHOOL – Part Time	<ul style="list-style-type: none"> ● No standardized testing ● Modified classroom testing ● Moderate decrease of extra time, help and modification of assignments
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Progress to step 5 when the student-athlete handles 60 minutes of mental exertion without worsening of symptoms.

5	SCHOOL – Full Time	<ul style="list-style-type: none"> ● No standardized testing; routine tests are OK <ul style="list-style-type: none"> ● Continued decrease of extra time, help and modifications of assignments ● May require more support in academically challenging subjects
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Progress to Step 6 when the student-athlete handles all class periods in succession with worsening of symptoms.

6	SCHOOL – Full Time	<ul style="list-style-type: none"> ● Attends all classes ● Full homework and testing
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When symptoms continue beyond 3-4 weeks without any or minimal progress, a formal or more structured educational plan may be necessary. Working with counselor, principals and school psychologist should be a priority when this occurs.

Formal Education Plans

For student-athletes with prolonged symptoms who will require accommodations for several months, a formalized program may be implemented to ensure that the student's specific educational needs are being met by the school. Parents can work with school leaders to develop a 504 plan or individualized education program (IEP). The process is time intensive and requires extensive documentation, but does provide a legal document that describes the specific educational goals for the student and the accommodations necessary to achieve them. Private schools that do not receive state funding are not legally obligated to abide by these plans.

- **504 Plan:** Students with persistent symptoms and who require assistance to participate fully in school may be candidates for a 504 plan. A 504 plan will describe modifications and/or accommodations necessary to assist a student return to pre-concussion performance levels. For example, it may specify that the student receive environmental adaptations, temporary curriculum modifications, and/or behavioral strategies.
- **Individualized Education Plan (IEP):** Students with certain classifications of disability that adversely affect educational performance may be eligible for an IEP. These students generally require significant help to access the curriculum. This help may include reducing the student's workload, changing the learning method (e.g. working with a tutor), slowing the pace of instruction, or allowing the student to work in an environment other than the inclusive classroom.

The majority of students with a concussion will not require a 504 or IEP; however, a small percentage of students with chronic cognitive or emotional deficits may require this level of support.

Return to Play

Student-Athletes will be required to complete a step-wise return to play progression before being allowed to return to full practice and competition status. Although return to play follows return to learn, some light activity might be recommended during return to learn protocol and before return to play is started.

There should be at least 24 hours or longer between each stage and if symptoms occur during or after the stage the student-athlete should rest until they resolve then resume the program at the previous asymptomatic stage. Resistance training should only be added in the later stages.

REHABILITATION STATE FUNCTIONAL EXERCISE OBJECTIVE AT EACH STAGE

1. No activity	Complete physical rest and following return to learn progress	Recovery
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	as necessary	
2. Light aerobic exercise	Walking, swimming, stationary bike with HR < 70% of max hear rate	Increased HR
3. Sport Specific Exercise	Running drills or specific exercised without any contact.	Add movement
4. Practice & full contact	Normal practice drills, may want to limit contact in the beginning of this stage	Reintegrate into normal practice activity
5. Competition	Full competition in scrimmages and games	

Guidelines and procedures for coaches:

RECOGNIZE, REMOVE, REFER

Recognize concussion

- All coaches should become familiar with the signs and symptoms of concussion

Remove from activity

● If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically. **All athletes who exhibit signs or symptoms of a concussion will be removed, immediately assessed, and should not be allowed to return to activity that day.** Refer the athlete for medical evaluation

- Coaches should report all head injuries to the certified athletic trainer as soon as possible for assessment, management, and coordination of home and follow-up care. Coaches should seek assistance from the host site certified athletic trainer if at an away contest. If there is no certified athletic trainer available, the coach is responsible for notifying the athlete's parents of the injury.
 - Contact the parents to inform them of the injury and arrange for them to pick the athlete up at school.
 - Contact the athletic trainer with the athlete's name and home phone number, so that follow up can be initiated.
 - Remind the athlete to report directly to the athletic training room on the day they return to school.
 - The Coach or AT should ensure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home. The Coach or AT should continue efforts to reach the parent.

Complete Return to competition

The Athletic Training Staff will have final say in clearance when returning the student-athlete back to full

competition. They must complete all phases of the concussion protocol to ensure a safe return to sport or activity.



OKLAHOMA
State Department
of Health

Dear Partner:

Thank you for being a valued collaborator in efforts to keep Oklahoma's children safe during sports and recreation activities. The Injury Prevention Service of the Oklahoma State Department of Health is pleased to announce a new resource and the availability of technical assistance to help your school district meet the requirements of Oklahoma's concussion law (70 O.S. § 24-155). Concussions are serious brain injuries that can impact children physically, cognitively, emotionally, and behaviorally.

In 2019, the Injury Prevention Service conducted an evaluation of concussion policies from school districts across the state. The purpose of this study was to identify gaps between the law and its application across school districts, barriers to policy implementation, and opportunities to improve available resources. Out of the 293 policies submitted, only one district's concussion policy met all requirements of the law.

As a result, in partnership with the Oklahoma Childhood Concussion Coalition, we created *Developing Concussion Policies: A Guide for School Districts* to assist in writing and implementing policies for the prevention and management of sports- and recreation-related concussions. Additionally, Return to Learn and Return to Play Protocols and educational fact sheets for parents/caregivers, athletes, and coaches were developed. Enclosed is a printed copy of these materials for your use; they are also available at <https://concussion.health.ok.gov>.

All school staff play a vital role in creating a culture that values safety and open communication, encourages students to report concussion symptoms, and supports students throughout the process of recovery. If your school would like assistance with concussion policy development and implementation or prevention education, the Injury Prevention Service has staff available for consultation and technical assistance.

We appreciate your partnership in making Oklahoma schools safe places to learn and grow, and we hope you find this guide helpful. For more information, please contact us at 405-426-8440 or concussion@health.ok.gov.

Sincerely,

Tracy Wendling, DrPH | Director
Injury Prevention Service
Oklahoma State Department of Health

School District Concussion Policy Evaluation

Summary Of Findings

Oklahoma's Concussion Law

Passed in 2010 and updated in 2016, Oklahoma's concussion law (70 O.S. § 24-155) requires governing boards of public school districts and youth sports organizations to develop policies on concussion education, prevention, and management.

Required policy tenets include:

- Annual dissemination of concussion fact sheets to youth athletes and parents/guardians
- Annual completion of fact sheet acknowledgment forms by athletes and guardians
- Annual concussion training by game and team officials
- Removal of an athlete from play upon a suspected concussion
- No same day return to play after a suspected concussion
- Written clearance to return to play after evaluation from a licensed health care provider
- Setting penalties for game and team officials for failure to remove an athlete from play as directed

Purpose

In 2019, the Injury Prevention Service (IPS) conducted an evaluation of concussion policies from school districts in Oklahoma. The purpose of this study was to identify:

- Gaps between Oklahoma's concussion law (70 O.S. § 24-155) and its application across school districts;
- Barriers to policy implementation; and
- Opportunities to improve available resources for concussion policy development, prevention, and education.

Results

Contacted: 543 districts

Responded: 319 districts

Response rate: 59%

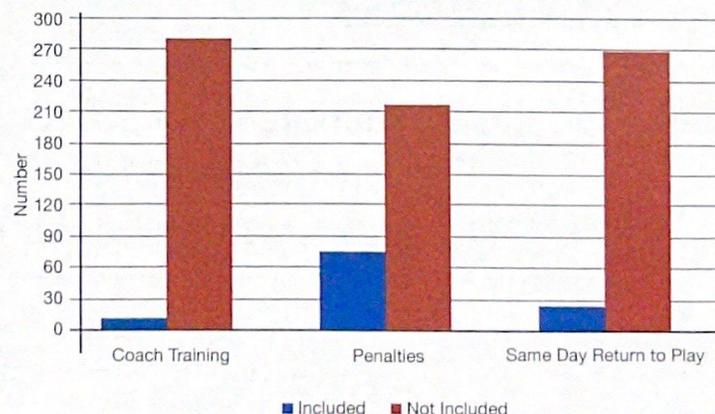
Policies received: 293

Districts with no policy: 26

Policies meeting all requirements of state law: 1

The most commonly missing policy components required by Oklahoma law were: annual coach training, penalties for not removing a youth athlete from play upon a suspected concussion, and specifically prohibiting same day return to play without written clearance as detailed in the 2016 law.

Figure 1. Missing Policy Components



Concussion Facts

A concussion is a type of **traumatic brain injury (TBI)** caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth.

Every year, **283,000** children in the US are treated in an emergency department for a sports- or recreation-related concussion. Among these injuries, **45%** are sustained in contact sports.¹

The brain continues to develop until the mid-twenties. Injuries to the brain while it is still forming can impair physical, cognitive, and psychological functioning into adulthood.

¹Emergency Department Visits for Sports- and Recreation-related Traumatic Brain Injuries Among Children — United States, 2010–2016

Table 1. Submissions Categorized by Type

Type	Number	Percent
District policy approved by board of education	191	65%
Concussion fact sheet and/or acknowledgment form	68	23%
Concussion management plan	22	8%
List of requirements for a concussion policy	12	4%

N = 293 documents

Materials developed from this project

As a result of this policy evaluation, the IPS developed:

- A concussion policy guide for school districts and youth sports organizations;
- Updated guidance for return to play and return to learn protocols after concussion;
- New concussion fact sheets and acknowledgment forms for schools and youth sports organizations to provide to parents and youth, as required by state statute; and
- Updated IPS concussion website content to provide easy access to new materials.

For questions, technical assistance, or printed materials, contact the IPS.

405.426.8440 | concussion@health.ok.gov | concussion.health.ok.gov

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OKLAHOMA
State Department
of Health



Sapulpa Public Schools

RETURN TO LEARN 2022-23

LEARNING OPTIONS

- SPS offers traditional, in-person learning for PreK through 12th grades.
- Sapulpa Virtual Academy is available for Kindergarten through 12th grades.
- Hybrid instruction is available for 9th through 12th grades.
- All learning options are at minimum a one-semester commitment.
- School sites will be open for in-person learning unless a public health emergency necessitates temporary distance learning.

ARRIVAL & DISMISSAL

- Parents are asked to remain in their cars when dropping off or picking up children from school.
- Arrival and dismissal procedures may be modified to accommodate changing pandemic conditions.

DAILY SELF-CHECKLIST

- Parents and guardians should screen each child for COVID-19 symptoms before sending their student to school. Symptoms include, but are not limited to, fever of 100 degrees or more, sore throat, cough, respiratory symptoms, and new loss of taste or smell.
- Students, teachers, and staff are expected to stay home if they do not feel well.
- Teachers will work with students during absences to maintain academic progress.

EXPOSURES

- Students who come into close contact with a COVID-19 positive individual should self-monitor for symptoms and may return to school or self-quarantine with no penalty.
- Students or employees who test positive for COVID-19 must stay home for five (5) days, per CDC guidelines. If symptoms persist, the person may need to stay home longer.
- The district may quarantine a school, grade, or class if conditions warrant.
- No social distancing requirements will be in place unless necessitated by a public health emergency.

CLEANING

- The district will continue to disinfect all spaces as often as possible, at minimum once a day.
- Classrooms will be equipped with cleaning supplies.
- Handwashing stations, hand sanitizers, and disinfectant wipes will be in common areas.
- Ongoing communication to students and staff promoting behaviors to reduce the spread of illness, such as physical distancing, frequent handwashing, and respiratory etiquette will continue.

MASKS

- Masks will not be required.
- Students, staff, and guests who wish to wear a mask are welcome to do so and will not be discouraged from doing so.

TRANSPORTATION

- Parents should not send their child to a bus if their child is ill.
- Cleaning supplies will be available on each vehicle.

MEALS

- Student meals will not be free for the 2022-23 school year per USDA guidelines.
- All parents or guardians are encouraged to fill out and return the Free and Reduced Meal Application provided to all students at the start of the school year.

SCHOOL VISITS

- Visitors must check in at main offices.
- Guests may visit buildings for programs and special events per building guidelines.

ATHLETICS & ACTIVITIES

- All athletic teams and school-sponsored activities will adhere to district guidelines.

This plan was modified on June 13, 2022, and is subject to change as conditions warrant. For more information, visit sapulpaps.org.

PERSONNEL REPORT

June 13, 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>
Laura Beverley	Interventionist Specialist/\$45,775	August 01, 2022
Christopher Slaton	Teacher/\$47,683	August 08, 2022
Michale Stanley	District Mental/Health Coord./\$68,000	July 01, 2022
*Toni Slagle	Assistant Principal/TBD	July 20, 2022
*Amy Sanders	Assistant Principal/TBD	July 20, 2022
*Ray Pinney	Assistant Principal/TBD	July 20, 2022
*Caroline Kelley	Assistant Principal/TBD	July 20, 2022
*David Alexander	Teacher/TBD	August 8, 2022
*Anne Ball	Teacher/TBD	August 8, 2022
*Jordan Benver	Teacher/TBD	August 8, 2022
*Jason Burscough	Teacher/TBD	August 8, 2022
*Athena DeSpain	SPED Teacher	August 8, 2022
*Marcus Flores	Teacher/TBD	August 8, 2022
*Chelsea Garell	Teacher/TBD	August 8, 2022
*Teresa Harless	Teacher/TBD	August 8, 2022
*Victoria Irwin	Teacher/TBD	August 8, 2022
*LeAnn Johnson	Counselor/TBD	August 8, 2022
*Megan Patterson	Teacher/TBD	August 8, 2022
*Mary Lollis	Teacher/TBD	August 8, 2022
*Shannon Lloyd	Teacher/TBD	August 8, 2022
*Dani McElyea	Teacher/TBD	August 8, 2022
*Pat McGrew	Teacher/TBD	August 8, 2022
*Sarah Moore	Teacher/TBD	August 8, 2022
*Allie Turner	Teacher/TBD	August 8, 2022
*Cynthia Regier	Teacher/\$46, 980	August 8, 2022
*Lisa Wood	Teacher/TBD	August 8, 2022
*Kaitlin Youngblood	Teacher/TBD	August 8, 2022
*Jessica Nicholson	Teacher/TBD	August 8 2022
*Jessica Hamilton	Teacher/TBD	August 8, 2022
*Elena Gonzalez	Teacher/TBD	August 8, 2022
*Lucas Gates	Teacher/TBD (Emergency Cert)	August 8, 2022

EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Darlean Calip	Varsity Asst. Track Coach/\$3,200
Jeremy Lusk	HS Student Council/\$1,000
Jennifer Hudgins	HS Key Club Sponsor/\$400
Margaret Surber	2022-23 JH Yearbook Advisor/\$1,600
Lee Wilson	9th Grade FB Head Coach/\$3,200
Scott Rossman	9th Grade Asst. FB Coach/\$2,400
*David Alexander	Varsity Football Assistant Coach/\$3,600
*Jeremy Lusk	Head Track and Field Coach/\$5,000
Debbie Williams	Summer Stipend Head Coach/\$1,000
Steve Irvine	Summer Stipend Head Coach/\$1,000
Lori Arundell	Summer Stipend Head Coach/\$1,000
Sarah Carriger	Summer Stipend Head Coach/\$1,000
Corey Harp	Summer Stipend Head Coach/\$1,000
Ricky Bruner	Summer Stipend Head Coach/\$1,000
Darlean Calip	Summer Stipend Head Coach/\$1,000
Kyle Blevins	Summer Stipend Head Coach/\$1,000

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Jeremy Lusk	HS Key Club Sponsor/\$400
Tim Abel	9th Grade FB Assistant Coach/\$2,400
	JH Head Baseball Coach/\$3,200
Lee Wilson	8th Grade FB Head Coach/\$3,200
Scott Rossman	8th Grade Asst. FB Coach/\$2,400

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Megan Hurt	Title I Teacher	Literacy Interventionist	July 01, 2022
Emily Webb	Teacher	Literacy Interventionist	July 01, 2022
Lori Reed	Teacher	Literacy Interventionist	July 01, 2022
*Amber Moore	Teacher	Title I Reading Teacher	August 18, 2022

TRANSFER

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Erin Niccum	Title I Math/JH	HS Sped Math Teacher	August 11, 2022
Ryan Wright	Librarian/JHE and LIB	Bartlett English Teacher	August 11, 2022
*Jennifer Garner	Holmes Park	Freedom	August 11, 2022

FMLA REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Stephanie Kiesau	District Program Coord	Medical	April 22, 2022

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jessica Hollander	Speech Path	June 30, 2022
Jamie Winters	Teacher	June 30, 2022
Jana White	Teacher	June 30, 2022
Brandi Bryan	Teacher	June 30, 2022
Tim Abel	Teacher	June 30, 2022
Heather Farris	Media Specialist	June 30, 2022
Samantha Arndt	Dean of Students	June 30, 2022
*Bryan Warren	Assistant Principal	June 30, 2022

PERSONNEL REPORT

June 13, 2022

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Alyssa Glowacki	Custodian	May 09, 2022
Gionni Harris	7th Grade FB Head Coach/\$3,200	July 01, 2022
Sam Johnson	Varsity Football Assistant Coach/\$3,600	July 1, 2022

STIPENDS

<u>Name</u>	<u>Extra-Duty/Stipend</u>
Andrew Thomas	9th Grade Asst. FB Coach/\$2,400

REMOVAL OF STIPENDS

<u>Name</u>	<u>Stipend</u>
Andrew Thomas	8th Grade Asst. FB Coach/\$2,400

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Josh Littlebear	Jr.High Asst. Softball Coach \$2,200 stipend	Jr. High Head Coach \$3,200 stipend	July 01, 2022

TRANSFERS

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

FMLA LEAVE REQUEST

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

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Phyllis Gray	Paraprofessional	June 30, 2021
Lesley Minney	CN Cook II	June 30, 2022
James Burkhalter	Paraprofessional	June 30, 2022
*Ken Zachary	Adjunct Teacher/ Coach	June 06, 2022`
Carrie Crocker	Cook I	May 17, 2022

TERMINATIONS

Name

None

Position

Effective Date

SPARK Directors

Misty Jones

Megan Patterson

Stacie Vernier

Kimberly McCallum (Activities)

SPARK Teachers

Zach Little

Nick Williams

Marsha Walblay

SPARK Assistants

Sara Arundell

Dayton Doudican

Kyle Barrett

Myleigh Slitzker

Emma Williams

Mason Quinton

David Fancher

Evan Quinton

Alex Terrones

Abby McGuire

Summer Reading Program

Suzanne Moss

Summer Grounds

Kaiden Ashton

James Gillis

Nicholas Jones

Summer Chromebook Repair

Blake Downs