

Special Meeting of The Board of Education Independent School District Number 33,
Creek County
Friday, February 17, 2023 11:00 AM
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

- I. Call the meeting to order
- II. Formal adoption of the Agenda.
 - II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.
- III. Consent Agenda
 - III.A. Approval of the BOE Meeting Minutes.
 - III.A.1. 1.17.2023 Regular BOE Meeting Minutes
 - III.A.2. 2.03.2023 Special BOE Meeting Minutes-2023 Bond
 - III.B. Approval of the 2022-23 General Fund Purchase Order Encumbrance numbers 703 through 814.
 - III.C. Approval of the 2022-23 Building Fund Purchase Order Encumbrance numbers 181 through 204.
 - III.D. Re-approval of 2022-23 Building Fund PO #163 due to increase in cost.
 - III.E. Approval of the 2022-23 Child Nutrition Fund Purchase Order Encumbrance numbers 55 through 59.
 - III.F. Approval of 2022-23 Bond Fund 32 Purchase Order Encumbrance Numbers 18 and 20.
 - III.G. Approval of the 2022-23 Bond Fund 33 Purchase Order Encumbrance number 4.
 - III.H. Approval of the monthly financial reports of the School Activity Funds account.
 - III.I. Approval of the monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.
 - III.J. Approval of the Treasurer's Report on the status of Funds and Investments.
 - III.K. Accept and approve the employee assignments for Mr. Johnny Bilby and Mrs. Amy Riff as the Title IX Co-Coordinator for Sapulpa Public Schools.
 - III.L. Accept and approve the employee assignment for Mrs. Katherine Stufflebeam as the ADA (Americans with Disabilities Act) and 504 (Rehabilitation Act) Coordinator.
 - III.M. Approval of the 2023-24 Chess Health Agreement with Sapulpa Public Schools, an online referral platform called eintervention.
 - III.N. Approval of the 2023 Extended Service Agreement with Daktronics.
 - III.O. Approval of 2023 Hance Pyrotechnics Agreement with Sapulpa High School, fireworks for Graduation.
 - III.P. Approval of 2023 Party Pro Contract with Sapulpa High School, chairs for Graduation.
 - III.Q. Approval of attached Terms of Service for Cybergrants.com and to approve Kenda Terrones as an authorized user to register Sapulpa Public Schools for purposes of receiving grants from Walmart and Sam's Club for the Sapulpa Band Department.
 - III.R. Approval of an update to the 2023 Return to Learn Plan.
 - III.S. Approval of a generous donation of \$150 made in memory of Liz Delancy to purchase books for the Holmes Park Library.
 - III.T. Declaration of Surplus
 - III.T.1. High School English Books
 - III.T.2. High School Science Books
 - III.U. Approval of the Out of State Activity Trips as per attachment.
 - III.U.1. Band-Flagstaff, AZ
 - III.U.2. Freedom-5th Grade Student Trip- Washington D.C.
 - III.U.3. Drama-Bloomington, IN
 - III.V. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public

- V. Information and Discussion Items
 - V.A. Student Mental Health Protocol, first read
 - V.B. Spring 2023 Bond Projects
- VI. Action Items
 - VI.A. Proposed Executive Session to discuss Personnel listed and conduct ongoing evaluation of the Superintendent as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
 - VI.A.1. Vote to convene in Executive Session.
 - VI.A.2. To acknowledge the Board has returned to Open Session.
 - VI.A.3. Statement of Executive Session Minutes.
 - VI.B. Personnel
 - VI.B.1. Vote to approve/disapprove Employing Personnel as per attachment.
 - VI.B.2. Vote to approve/disapprove FMLA Request for Michelle Benning, effective February 10, 2023, through March 31, 2023.
 - VI.B.3. Vote to accept Resignations received since the last board meeting.
- VII. Adjournment

Regular Meeting of The Board of Education Independent School District Number
33, Creek County
Tuesday, January 17, 2023 6:00 PM
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order and Pledge of Allegiance to the American Flag.
President Wayne Richards 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 Motion to formally adopt Agenda.
To formally adopt the Agenda passed with a motion by Melinda Ryan and a
second by Sarah Havenstrite.

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

Yea: 5, Nay: 0

III. Recognition of Sapulpa School Board Members.

Superintendent Armstrong thanked the Board Members for their dedication to the District. Board Members received an OSSBA certificate and a jacket from the District.

IV. Consent Agenda

IV.A. Approval of the 12.12.2022 Regular Meeting Minutes.

IV.B. Approval of the 2022-23 General Fund Purchase Order encumbrance numbers 639 through 702.

IV.C. Approval of 2022-23 Building Fund Purchase Order encumbrance numbers 167 through 180.

IV.D. Re-Approval of increased 2022-23 Building Fund Purchase Order Number 164.

IV.E. Approval of 2022-23 Child Nutrition Fund Purchase Order encumbrance numbers 43 through 54.

IV.F. Approval of 2022-23 Bond Fund 31 Purchase Order encumbrance number 3.

IV.G. Approval of the 2022-23 Bond Fund 33 Purchase Order encumbrance numbers 2 and 3.

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

IV.I. Approval of the monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.

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

IV.K. Approval of a generous donation in the amount of \$200 from an anonymous donor for Freedom Elementary.

IV.L. Approval of a reimbursement-based award from the "Betty Bradstreet Arts Award" to expand the Stained Glass program in the Sapulpa Arts Department in the combined amount of \$4,486.95

IV.M. Approval of a generous donation in the amount of \$6,000 from TTCU to be placed in the General Fund.

IV.N. Approval of Declaration of Surplus

IV.N.1. Sapulpa High School--Career Tech Curriculum

IV.O. Approval of the Out of State Activity Trips as per attachment.

IV.O.1. Baseball--Gulf Shores, AL

IV.O.2. Track--Joplin, MO

IV.O.3. JROTC--x5--AL, AR, OH, TX(2)

IV.P. Approval of Fundraisers as per attachment.

To approve Consent Agenda items A-P passed with a motion by Sarah Havenstrite 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

V. Hearing from the Public

Yes. Carla Cale requested to speak regarding the Boston Mutual Group Benefits package.

VI. Information & Discussion Items

VI.A. 2023 Bond Issue Update

Program Budget Summary provided by Nabholz. 2023 Statutory Election Dates and Deadlines provided by Superintendent Armstrong. More special meetings to come to discuss needs/wants and moving pieces of rising prices.

VI.B. Superintendent Comments

This time was used to continue the conversation/information on the 2023 Bond Issue Update.

VII. Action Items

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

VII.B. Discussion, motion, and vote on a motion to approve or disapprove the generous grant donations totaling \$259,060.00 from the Edward E. and Helen Turner Bartlett Foundation made to Sapulpa Public Schools to be used in the specified departments as per attachment.

To approve the generous grant donations totaling \$259,060.00 from the Edward E. and Helen Turner Bartlett Foundation made to Sapulpa Public Schools to be used in the specified departments 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

VII.C. Discussion, motion, and vote on a motion to update our Boston Mutual Group Benefits package.

To update the Boston Mutual Group Benefits package passed with a motion by Larry Hoover and a second by Steve McCormick.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

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

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

To convene in Executive Session at 7:16 pm passed with a motion by Melinda Ryan and a second by Larry Hoover.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VII.D.2. To acknowledge the Board has returned to Open Session.

President Wayne Richards acknowledged the Boards return to Open Session at 7:31 pm.

VII.D.3. Statement of Executive Session Minutes.

The Board of Education went into Executive Session at 7:16 pm to discuss Personnel as listed and to conduct an ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 7:31 pm. Present in Executive Session were Steve McCormick, Sarah Havenstrite, Melinda Ryan, Larry Hoover, Wayne Richards, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VIII. Personnel

VIII.A. 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

VIII.B. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting 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

IX. Adjournment

To adjourn at 7:33 pm passed with a motion by Steve McCormick 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

Special Meeting of The Board of Education Independent School District Number
33, Creek County
Friday, February 3, 2023 10:00 AM
Washington Administration Center, Room 312, 511 E Lee, Sapulpa, OK 74066

I. Call the Meeting to Order

President Wayne Richards called the meeting to order at 10 am.

II. Discuss 2023 bond planning, financing, and projects. This will be a working and study session.

Discussions of GO Bond, Lease/Revenue, and a possible timeline for Bond Fund election.

III. Adjourn

To adjourn at 11:21 am passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Absent

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 703 - 814, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	703	01/13/2023	3826	SECURITY BANK CARD CENTER INC	1/2 TRUCKLOAD OF PAPER	15,576.00
11	704	01/13/2023	3826	SECURITY BANK CARD CENTER INC	OMEA Registration/Directors	1,000.00
11	705	01/13/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - spacemaker - library	950.00
11	706	01/13/2023	278	DEMCO, INC	Library supplies	203.03
11	707	01/13/2023	8318	AMAZON	library supplie	501.94
11	708	01/13/2023	3998	UNITED ENGINES	Transmission Repair for Bus 307	1,822.69
11	709	01/13/2023	3826	SECURITY BANK CARD CENTER INC	Demco - book processing supplies	409.87
11	710	01/13/2023	8318	AMAZON	Science Classroom Supplies Lusk, Mr. D	180.00
11	711	01/13/2023	8318	AMAZON	SPED Classroom Supplies/Noble	175.00
11	712	01/13/2023	8318	AMAZON	ELA Classroom Supplies/Hurst	195.00
11	713	01/13/2023	3826	SECURITY BANK CARD CENTER INC	Demco - English supplies	152.57
11	714	01/13/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - library supplies	260.00
11	715	01/13/2023	8318	AMAZON	11-165 - manipulatives for Lowe's class	400.00
11	716	01/17/2023	3826	SECURITY BANK CARD CENTER INC	S.ADAMS/SpEd/WALMART/CLAS SROOM SUPPLIES	60.97
11	717	01/17/2023	3826	SECURITY BANK CARD CENTER INC	S.ADAMS/SpEd/PRO-ED, INC/BOOKS	272.00
11	719	01/17/2023	39350	TIGER INC	NATURAL GAS TRANSPORT 6 SITES	30,000.00
11	720	01/17/2023	1854	NASSP/NJHS	renewal for NJHS 2023-2024	385.00
11	721	01/17/2023	2875	NASCO	L.WARNER/SCI/CLASSROOM SUPPLIES	566.04
11	722	01/18/2023	3826	SECURITY BANK CARD CENTER INC	C.DUGAN/SOC. STUDIES/AMAZON/SCANTRONS	169.50
11	723	01/18/2023	3826	SECURITY BANK CARD CENTER INC	Lodging for Shows, Sales, Contests	600.00
11	724	01/18/2023	54106	BIO CORPORATION	L.WARNER/S.BACON/SCI/BIO CORP	196.83
11	725	01/18/2023	3826	SECURITY BANK CARD CENTER INC	Sped BaughmanMorrowAmazonLakes horereallyGo	800.00
11	726	01/18/2023	3826	SECURITY BANK CARD CENTER INC	Backordered parts from PO 2022 -60-2134	6,400.00
11	727	01/18/2023	30401	FOLLETT SCHOOL SOLUTIONS, LLC	SMS LIBRARY SUPPLIES	1,158.91
11	728	01/18/2023	8318	AMAZON	SCIENCE CLASSROOM SUPPLIES LUSK/WILLIAMS	387.50
11	729	01/18/2023	3826	SECURITY BANK CARD CENTER INC	ESEA Conference Early Literacy Team	4,893.00
11	730	01/18/2023	3826	SECURITY BANK CARD CENTER INC	ESEA Conference Early Literacy Team	699.00
11	731	01/18/2023	2193	HOMEWOOD SUITES	Hotel for ESEA Conf Jan 31 through Feb 4	3,600.00
11	732	01/18/2023	3826	SECURITY BANK CARD CENTER INC	Flights for ESEA Conference Early Literacy Team	3,351.60
11	733	01/18/2023	80587	STEPHANIE A KIESAU	Travel exp./ Per Diem ESEA Conf 01/31-02/04 2023	500.00

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 703 - 814, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	734	01/18/2023	60226	LORI REED	Per Diem for ESEA Conference 01/31-02/04/2023	350.00
11	735	01/18/2023	80327	JANA D BARRETT	Per Diem for ESEA Conference 01/31-02/04/2023	350.00
11	736	01/18/2023	3080	KARI PETERSON	Per Diem for ESEA Conference 01/31-02/04/2023	350.00
11	737	01/18/2023	3368	Emily Webb	Per Diem for ESEA Conference 01/31-02/04/2023	350.00
11	738	01/18/2023	80519	AMY M RIFF	Travel Exp./Per Diem Per Diem for ESEA Conference	500.00
11	739	01/18/2023	80081	JULIE ENLOW	Travel Exp./Per Diem Per Diem for ESEA Conference	500.00
11	740	01/18/2023	80753	LAURA BEVERLEY	Per Diem for ESEA Conference 01/31-02/04/2023	350.00
11	741	01/18/2023	3826	SECURITY BANK CARD CENTER INC	Supplies for professional development	291.52
11	742	01/19/2023	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Brakes Bus 34	732.88
11	743	01/19/2023	3826	SECURITY BANK CARD CENTER INC	OkACTE STEM Mid Winter Conference	50.00
11	744	01/19/2023	2008	PALEN MUSIC	Music/Instruments/Repairs/Sup plies	5,000.00
11	745	01/20/2023	54106	BIO CORPORATION	L.WARNER/SCI/BIO CORP/CLASSROOM SUPPLIES	116.81
11	746	01/20/2023	3826	SECURITY BANK CARD CENTER INC	Microphone and accessories	167.36
11	747	01/20/2023	3186	COUNTRYSIDE DIESEL REPAIR LLC	Towing and Diagnosis of Bus 29	1,200.00
11	748	01/23/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - library books	550.00
11	749	01/23/2023	3826	SECURITY BANK CARD CENTER INC	Wal-Mart - Library supplies	652.28
11	750	01/23/2023	3826	SECURITY BANK CARD CENTER INC	L.GARDEN/NURSE/AMAZON/NU RSE OFFICE SUPPLIES	96.55
11	751	01/23/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 2nd grade Classroom Materials	214.82
11	752	01/23/2023	8318	AMAZON	Art Classroom Supplies	1,451.08
11	753	01/23/2023	2109	CAROLINA BIOLOGICAL	STEM Classroom Supplies	225.00
11	754	01/23/2023	3826	SECURITY BANK CARD CENTER INC	classroom supplies--Walmart, Best Buy, Amazon	1,500.00
11	755	01/23/2023	31833	FOLLETT SCHOOL SOLUTIONS, LLC	books for library	556.21
11	756	01/23/2023	8318	AMAZON	books and supplies for library	375.38
11	757	01/24/2023	2404	SCHOLASTIC INC	11-165 - Books for Ms. Honeycutt	131.60
11	758	01/24/2023	720	KELLOGG & SOVEREIGN	E-Rate Consulting and Filing	12,286.31
11	759	01/24/2023	3826	SECURITY BANK CARD CENTER INC	EMPLOYEE LANYARDS/CUSTOM LANYARD.COM	387.00
11	760	01/24/2023	1115	TULSA CLEANING SYSTEMS	Hose and Wand	277.98
11	761	01/25/2023	3826	SECURITY BANK CARD CENTER INC	Geyer Instructional - graph paper math	125.95
11	762	01/25/2023	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Fuel Primer Bulb Bus 27	150.00
11	763	01/25/2023	3826	SECURITY BANK CARD CENTER INC	Perkins grant equipment	10,000.00

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 703 - 814, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	764	01/25/2023	3826	SECURITY BANK CARD CENTER INC	Fiber Media Converter for FE Sign (CDW-G)	322.75
11	765	01/25/2023	31741	YALE CLEANERS, LLC	GRADUATION ROBE CLEANING	200.00
11	766	01/25/2023	39652	RECOGNITION PRODUCTS, INC.	GRADUATION SUPPLIES	3,825.00
11	767	01/25/2023	3826	SECURITY BANK CARD CENTER INC	GRADUATION SUPPLIES	800.00
11	768	01/25/2023	3679	MID-WEST PRINTING COMPANY	GRADUATION & ACADEMIC PROGRAMS	950.00
11	769	01/25/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 wagon for sped	126.23
11	770	01/25/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Skeleton Model for PE/Health	149.99
11	771	01/26/2023	1818	MERRIFIELD OFFICE SUPPLY	621-Sped-File Cabinet-Gillis	135.00
11	772	01/26/2023	3826	SECURITY BANK CARD CENTER INC	Bands of America Marching Contest Entry Fee	875.00
11	773	01/26/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - Counselor supplies	33.88
11	774	02/01/2023	8318	AMAZON	SPED Classroom Supplies/Noble	20.00
11	775	02/01/2023	8318	AMAZON	Math Classroom Supplies/Parks	144.85
11	776	02/01/2023	1576	YOUTHLIGHT, INC	11-165 - Counseling Materials	489.35
11	777	02/01/2023	3826	SECURITY BANK CARD CENTER INC	Play Therapy - counselors	280.00
11	778	02/01/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Make a Space for Library	124.94
11	779	02/01/2023	30003	LAKESHORE EQUIPMENT COMPANY	11-165 Curriculum for Mrs. White	411.07
11	780	02/01/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 - PE	430.00
11	781	02/02/2023	60139	OSSBA	BOARD MEMBER TRAINING	500.00
11	782	02/02/2023	153	ESS SOUTH CENTRAL, LLC	SUBSTITUTE SERVICES-DISTRICT	40,000.00
11	783	02/03/2023	30001	JOSTENS	Caps and Gowns for MV Seniors	330.00
11	784	02/03/2023	99998	SAPULPA PUBLIC SCHOOLS	CB fees for MCV Students	500.00
11	785	02/03/2023	32397	CHALK'S TRUCK PARTS	Door Cylinder Bus 28	500.00
11	786	02/03/2023	3826	SECURITY BANK CARD CENTER INC	3rd Grade Student Enrichment AMAZON	600.00
11	787	02/03/2023	3826	SECURITY BANK CARD CENTER INC	2nd Grade Student Enrichment AMAZON	148.20
11	788	02/03/2023	3826	SECURITY BANK CARD CENTER INC	2nd Grade Student Enrichment AMAZON	145.75
11	789	02/03/2023	3826	SECURITY BANK CARD CENTER INC	Kindergarten Student Enrichment AMAZON	178.24
11	790	02/03/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Document Camera -Luker	99.00
11	791	02/03/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Materials for Wood's Class	380.00
11	792	02/03/2023	3826	SECURITY BANK CARD CENTER INC	11-165 - WonderGroveLearn KDG	330.00
11	793	02/03/2023	8318	AMAZON	11-165 Hands on materials for Kdg	280.00
11	794	02/03/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Hands on Materials for Diehl	245.00
11	795	02/03/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Hands on materials for Horath	260.00
11	796	02/03/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 - Books and supplies for Nurse	497.79

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 703 - 814, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	797	02/03/2023	8318	AMAZON	Counselor Office Supplies	235.00
11	798	02/03/2023	1170	SYNCHRONY BANK	Counselor Closet Supplies	110.00
11	799	02/03/2023	3826	SECURITY BANK CARD CENTER INC	IDENTOGO-EMPLOYEE BACKGROUND CHECKS	500.00
11	800	02/06/2023	3826	SECURITY BANK CARD CENTER INC	Hotel, parking, transportation: State 4/5-7	300.00
11	801	02/06/2023	3826	SECURITY BANK CARD CENTER INC	Conv registration & activity tickets 4/6	50.00
11	802	02/06/2023	80701	STEPHANIE GREENFEATHER	Per Diem FCCLA Convention 4/5- 7	128.00
11	803	02/06/2023	3826	SECURITY BANK CARD CENTER INC	Class Supplies: Walmart, Best Buy, Target, Amazon	2,000.00
11	804	02/06/2023	3826	SECURITY BANK CARD CENTER INC	11-165 Mindful Classrooms - Kdg	98.97
11	805	02/06/2023	8318	AMAZON	Projector Bulb	70.00
11	806	02/06/2023	31273	JAMES MILLS	Reimbursement for Fuel Purchase	57.83
11	807	02/06/2023	3826	SECURITY BANK CARD CENTER INC	628-Sped-PCard-Conners Protocols	497.25
11	808	02/06/2023	3826	SECURITY BANK CARD CENTER INC	628-Sped-PCard-WPS Testing Materials	1,102.20
11	809	02/07/2023	3826	SECURITY BANK CARD CENTER INC	628-Sped-PCard-Riverside Insights Protocols	2,030.38
11	810	02/07/2023	3826	SECURITY BANK CARD CENTER INC	628-Sped-PCard Pearson Testing Materials	934.92
11	811	02/07/2023	8318	AMAZON	paper for Facts Master	85.00
11	812	02/07/2023	8318	AMAZON	SPED Classroom Supplies/King	160.00
11	813	02/07/2023	8318	AMAZON	SPED CLASSROOM SUPPLIES/VEREL	350.00
11	814	02/08/2023	8318	AMAZON	Math Classroom Supplies/Parks 2	75.00
Non-Payroll Total:						\$178,251.77
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$178,251.77

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 181 - 204, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	181	01/12/2023	878	STEVEN ENTERPRISES, INC.	Plumbing repair Holmes Park/ordered parts	721.07
21	182	01/12/2023	290	BERRY COMPANIES, INC.	Battery for Bobcat skid steer	253.49
21	183	01/17/2023	253	NORTHERN TOOL & EQUIP CATALOG HLDGS	Parts for grounds equipment	200.00
21	184	01/17/2023	8510	THE HOME DEPOT PRO	District custodial supplies	10,000.00
21	185	01/19/2023	32089	DAKTRONICS	4 YR SERVICE AGREEMENT VIDEOBOARDS	4,100.00
21	186	01/24/2023	3158	WILLIAM A. HARRISON, INC.	EMERGENCY REPAIR OF LEAKING HVAC SHS	12,061.14
21	187	01/24/2023	629	LOCKE SUPPLY	Maintenance Supplies	1,000.00
21	188	01/24/2023	1250	JACK YOUNG GLASS CO.	Glass replacement/Liberty	334.10
21	189	01/25/2023	8280	SHERWIN WILLIAMS CO.	District/Paint and Supplies	100.00
21	190	01/25/2023	2420	INTERMOUNTAIN LOCK & SECURITY	District supplies for doors, keys, and closers	3,000.00
21	191	01/25/2023	345	OK FILTER CO.	HVAC Filters for District	140.00
21	192	02/01/2023	3158	WILLIAM A. HARRISON, INC.	Emergency Boiler wrk at SMS	475.00
21	193	02/01/2023	797	OKLAHOMA NATURAL GAS CO.	DISTRICT GAS SERVICE	16,000.00
21	194	02/01/2023	3158	WILLIAM A. HARRISON, INC.	Emergency controls work for Liberty HVAC	1,745.00
21	195	02/01/2023	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC Supplies	300.00
21	196	02/02/2023	9314	LAMPROE CONSTRUCTION, INC	CLEAR PARKING LOTS OF ICE	2,500.00
21	197	02/03/2023	2228	TIER ONE LAWN	ICE REMOVAL JHE - EMERGENCY	500.00
21	198	02/03/2023	3151	AAON, INC.	HVAC supplies for District	120.00
21	199	02/03/2023	345	OK FILTER CO.	HVAC filters for District	57.44
21	200	02/06/2023	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC Parts	150.00
21	201	02/06/2023	878	STEVEN ENTERPRISES, INC.	Plumbing supplies for district	1,000.00
21	202	02/06/2023	1056	ASSURANCE RESTORATION	EMERGENCY REMEDIATION SPRINKLER BUST AS SMS	20,925.65
21	203	02/06/2023	629	LOCKE SUPPLY	Maintenance Supplies	2,000.00
21	204	02/08/2023	290	BERRY COMPANIES, INC.	Supplies for grounds equipment	300.00
Non-Payroll Total:						\$77,982.89
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$77,982.89

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 163 - 163, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	163	11/29/2022	6097	LEDFOORD SPORTSFLOORS, LLC	SCREEN AND RECOAT SHS GYM FLOOR	3,888.00
Non-Payroll Total:						\$3,888.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$3,888.00

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 55 - 59, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	55	01/18/2023	3949	DUTY STATION UNIFORMS & GEAR	Uniforms for new employees	157.92
22	56	01/18/2023	3628	ACCURATE FIRE EQUIPM CO.	Fire Suppression Inspections, all sites	3,500.00
22	57	01/25/2023	39347	TULSA FRUIT DBA GO FRESH	Fresh fruit/produce for all sites, 2nd semester	15,000.00
22	58	01/27/2023	60174	FLOWERS BAKING CO.	Fresh Bread Delivery for all sites, 2nd semester	12,000.00
22	59	02/07/2023	3826	SECURITY BANK CARD CENTER INC	Parts for equipment maintenance for all sites	5,000.00
Non-Payroll Total:						\$35,657.92
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$35,657.92

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 18 - 999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	18	01/18/2023	629	LOCKE SUPPLY	WATER HEATER JEFFERSON HEIGHTS	6,079.33
32	19	01/24/2023	3151	AAON, INC.	Compressor/HVAC Freedom/Prin Office	804.00
32	20	02/01/2023	279	HARNES ROOFING INC	Roof repair at Jefferson Elementary	1,000.00
Non-Payroll Total:						\$7,883.33
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$7,883.33

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 4 - 999, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	4	01/18/2023	2432	ALLIED 100	5 AED'S FOR THE DISTRICT	5,725.61
Non-Payroll Total:						\$5,725.61
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$5,725.61

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 1/1/2023 - 1/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$4,827.79	\$0.00	\$0.00	\$0.00	\$4,827.79	\$3,289.64	\$1,538.15
802 HS OFFICE	\$5,049.32	\$527.54	\$250.00	\$463.00	\$5,363.86	\$896.68	\$4,467.18
803 CREDIT RECOVERY	\$6,411.59	\$0.00	\$0.00	\$0.00	\$6,411.59	\$0.00	\$6,411.59
804 ID BADGE	\$1,254.78	\$319.00	\$0.00	\$0.00	\$1,573.78	\$0.00	\$1,573.78
805 HS ART	\$587.22	\$9,409.00	\$0.00	\$0.00	\$9,996.22	\$9,409.00	\$587.22
806 HS BAND	\$6,388.18	\$317.00	\$0.00	\$0.00	\$6,705.18	\$3,707.00	\$2,998.18
807 HS BAND BOOSTER CONCESSION	\$47,386.92	\$0.00	\$0.00	\$1,323.52	\$46,063.40	\$36,254.52	\$9,808.88
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$957.21	\$0.00	\$0.00	\$0.00	\$957.21	\$216.04	\$741.17
810 HS STAY(STUD TCH AIDS YOUTH)	\$445.06	\$0.00	\$0.00	\$0.00	\$445.06	\$0.00	\$445.06
811 HS COUNSELING OFFICE	\$6,052.92	\$171.44	\$0.00	\$697.00	\$5,527.36	\$0.00	\$5,527.36
812 HS BUSINESS PROF ASSOC (BPA)	\$444.91	\$0.00	\$0.00	\$0.00	\$444.91	\$0.00	\$444.91
814 HS AP EXAMS	\$3,366.28	\$0.00	\$0.00	\$0.00	\$3,366.28	\$0.00	\$3,366.28
815 HS FCCLA	\$1,732.25	\$0.00	\$0.00	\$152.52	\$1,579.73	\$256.11	\$1,323.62
817 HS LIBRARY	\$1,019.14	\$0.00	\$0.00	\$30.75	\$988.39	\$185.25	\$803.14
818 HS NATIONAL HONOR SOCIETY	\$5,011.63	\$0.00	\$0.00	\$0.00	\$5,011.63	\$2,752.08	\$2,259.55
819 GREEN-THUMB CHIEFTAINS	\$5,278.36	\$277.00	\$0.00	\$935.74	\$4,619.62	\$1,000.00	\$3,619.62
820 HS NAACP	\$112.30	\$0.00	\$0.00	\$0.00	\$112.30	\$0.00	\$112.30
821 HS SENIORS 2024	\$2,723.48	\$0.00	\$0.00	\$0.00	\$2,723.48	\$500.00	\$2,223.48
822 HS SENIORS 2025	\$4,969.06	\$0.00	\$0.00	\$0.00	\$4,969.06	\$0.00	\$4,969.06
823 HS SENIORS 2023	\$9,049.27	\$0.00	\$0.00	\$0.00	\$9,049.27	\$0.00	\$9,049.27
824 HS SCIENCE & ENGINEERING	\$4,331.14	\$29,565.00	\$0.00	\$0.00	\$33,896.14	\$250.00	\$33,646.14
825 HS SPANISH HONOR SOCIETY	\$1,256.30	\$145.00	\$0.00	\$555.27	\$846.03	\$170.00	\$676.03
826 HS SPECIAL ED/OLYMPICS	\$15,459.67	\$0.00	\$0.00	\$0.00	\$15,459.67	\$0.00	\$15,459.67
827 HS STUDENT COUNCIL	\$1,891.94	\$0.00	\$0.00	\$791.05	\$1,100.89	\$450.00	\$650.89
828 HS VOCAL MUSIC	\$5,462.70	\$41,810.00	\$0.00	\$7,332.97	\$39,939.73	\$11,238.01	\$28,701.72
829 HS AG ED & FFA	\$34,032.36	\$4,138.40	\$0.00	\$4,426.36	\$33,744.40	\$16,512.15	\$17,232.25
830 HS LYONS SPED	\$1,532.70	\$301.80	\$0.00	\$0.00	\$1,834.50	\$0.00	\$1,834.50
831 HS YEARBOOK	\$4,365.59	\$0.00	\$0.00	\$0.00	\$4,365.59	\$100.00	\$4,265.59
832 HS SIZEMORE SPED	\$488.33	\$301.00	\$0.00	\$0.00	\$789.33	\$0.00	\$789.33
833 HS FISHING TEAM/CLUB	\$584.85	\$0.00	\$0.00	\$0.00	\$584.85	\$0.00	\$584.85
835 HS BAND AUXILIARIES	\$5,831.02	\$1,456.69	\$0.00	\$0.00	\$7,287.71	\$4,129.05	\$3,158.66
836 HS BAND TRIPS	\$39,373.70	\$18,017.64	\$0.00	\$157.03	\$57,234.31	\$30,804.95	\$26,429.36
837 HS BAND GRANTS	\$23,376.87	\$52,000.00	\$0.00	\$4,296.25	\$71,080.62	\$9,306.05	\$61,774.57
838 HS PING PINGS	\$1,737.48	\$0.00	\$0.00	\$0.00	\$1,737.48	\$0.00	\$1,737.48
840 HS INDIAN PARENT COMMITTEE	\$1,426.93	\$0.00	\$0.00	\$0.00	\$1,426.93	\$0.00	\$1,426.93
841 HS SAPULPA INDIAN CLUB	\$4,332.00	\$0.00	\$0.00	\$216.73	\$4,115.27	\$1,800.00	\$2,315.27
842 HS KEY CLUB	\$404.83	\$0.00	\$0.00	\$221.00	\$183.83	\$31.00	\$152.83
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$10,068.60	\$7,575.00	\$0.00	\$270.22	\$17,373.38	\$6,519.59	\$10,853.79
845 HS CULINARY ARTS	\$1,371.56	\$0.00	\$0.00	\$431.02	\$940.54	\$0.00	\$940.54
846 HS JROTC	\$21,302.60	\$50,484.35	\$0.00	\$6,229.96	\$65,556.99	\$10,990.89	\$54,566.10
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$1,000.00	\$813.34
849 BACKPACK FOOD PANTRY	\$2,869.91	\$0.00	\$0.00	\$1,109.06	\$1,760.85	\$816.76	\$944.09
850 LOCAL SCHOLARSHIPS	\$36,206.42	\$0.00	\$0.00	\$0.00	\$36,206.42	\$0.00	\$36,206.42
851 HS SENIOR GIRL EVENTS	\$4,703.16	\$0.00	\$0.00	\$0.00	\$4,703.16	\$0.00	\$4,703.16
852 HS FIRST ROBOTICS	\$50,894.01	\$0.00	\$0.00	\$0.00	\$50,894.01	\$18,000.00	\$32,894.01
854 HS INDIAN ED STAFF DEV	\$2,802.54	\$298.00	\$0.00	\$0.00	\$3,100.54	\$897.63	\$2,202.91
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$4,475.11	\$0.00	\$0.00	\$297.00	\$4,178.11	\$1,628.51	\$2,549.60
857 JH OFFICE	\$1,295.15	\$0.00	\$250.00	\$896.48	\$648.67	\$413.71	\$234.96
860 JH LIBRARY	\$1,132.53	\$0.00	\$0.00	\$0.00	\$1,132.53	\$0.00	\$1,132.53
863 JH STUDENT COUNCIL	\$2,179.55	\$0.00	\$0.00	\$39.82	\$2,139.73	\$1,599.09	\$540.64
864 JH VOCAL MUSIC	\$1,537.71	\$40.00	\$0.00	\$0.00	\$1,577.71	\$990.00	\$587.71
866 JH YEARBOOK	\$5,033.59	\$0.00	\$0.00	\$0.00	\$5,033.59	\$1,190.02	\$3,843.57
870 JH ART	\$594.16	\$0.00	\$4,486.95	\$0.00	\$5,081.11	\$4,996.95	\$84.16
871 JH TAPS	\$315.81	\$0.00	\$0.00	\$0.00	\$315.81	\$0.00	\$315.81

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 1/1/2023 - 1/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
872 STEM JH MATH & SCIENCE	\$4,239.76	\$0.00	\$0.00	\$0.00	\$4,239.76	\$0.00	\$4,239.76
874 JR HIGH GRANTS	\$4,423.04	\$0.00	\$0.00	\$0.00	\$4,423.04	\$775.00	\$3,648.04
877 MS OFFICE	\$6,205.81	\$637.00	\$250.00	\$84.00	\$7,008.81	\$934.05	\$6,074.76
878 MS LIBRARY	\$709.53	\$0.00	\$0.00	\$0.00	\$709.53	\$428.34	\$281.19
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$18.90	\$0.00	\$0.00	\$0.00	\$18.90	\$0.00	\$18.90
881 MS YEARBOOK	\$457.43	\$78.00	\$0.00	\$0.00	\$535.43	\$0.00	\$535.43
883 MS CHOIR	\$9,333.44	\$10.00	\$0.00	\$133.62	\$9,209.82	\$4,310.58	\$4,899.24
886 MS NJHS	\$1,179.82	\$0.00	\$0.00	\$0.00	\$1,179.82	\$0.00	\$1,179.82
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$2,414.95	\$34,640.00	\$0.00	\$405.84	\$36,649.11	\$2,000.00	\$34,649.11
892 SPED DIRECTOR	\$43.27	\$0.00	\$0.00	\$0.00	\$43.27	\$42.59	\$0.68
893 LIBERTY LIBRARY	\$2,958.36	\$0.00	\$0.00	\$1,799.80	\$1,158.56	\$0.00	\$1,158.56
894 LIBERTY MISC	\$6,111.51	\$0.00	\$250.00	\$317.81	\$6,043.70	\$836.52	\$5,207.18
895 LIBERTY FUNDRAISING	\$6,069.41	\$116.00	\$0.00	\$653.86	\$5,531.55	\$3,088.99	\$2,442.56
896 LIBERTY STEM CLUB	\$10,803.09	\$3,205.00	\$0.00	\$1,477.76	\$12,530.33	\$10,178.06	\$2,352.27
897 LIBERTY GRANTS	\$13,593.99	\$0.00	\$0.00	\$0.00	\$13,593.99	\$11,931.56	\$1,662.43
900 FREEDOM MISC	\$1,511.12	\$0.00	\$250.00	\$230.16	\$1,530.96	\$359.76	\$1,171.20
901 FREEDOM FUNDRAISING	\$13,829.92	\$1,400.00	\$0.00	\$2,390.00	\$12,839.92	\$2,424.97	\$10,414.95
902 FREEDOM LIBRARY	\$2,207.04	\$0.00	\$0.00	\$240.85	\$1,966.19	\$1,526.70	\$439.49
903 FREEDOM GRANTS	\$13,574.00	\$0.00	\$0.00	\$0.00	\$13,574.00	\$13,459.54	\$114.46
904 FREEDOM TAPS	\$22,528.24	\$5,597.65	\$0.00	\$2,642.01	\$25,483.88	\$3,630.75	\$21,853.13
907 JEFFERSON HTS MISC	\$5,423.68	\$132.00	\$250.00	\$279.41	\$5,526.27	\$2,599.74	\$2,926.53
908 JEFFERSON HTS FUNDRAISING	\$8,145.29	\$0.00	\$0.00	\$459.30	\$7,685.99	\$6,161.55	\$1,524.44
910 JEFFERSON HTS GRANTS	\$11,273.76	\$0.00	\$0.00	\$0.00	\$11,273.76	\$2,443.07	\$8,830.69
911 JEFFERSON HTS LIBRARY	\$5,399.54	\$0.00	\$0.00	\$2,392.42	\$3,007.12	\$520.00	\$2,487.12
919 HOLMES PARK MISC	\$4,378.39	\$0.00	\$250.00	\$637.13	\$3,991.26	\$1,525.58	\$2,465.68
920 HOLMES PARK FUNDRAISING	\$26,021.29	\$1,411.83	\$0.00	\$2,071.32	\$25,361.80	\$3,661.08	\$21,700.72
921 HOLMES PARK LIBRARY	\$2,931.51	\$150.00	\$0.00	\$0.00	\$3,081.51	\$155.00	\$2,926.51
922 HOLMES PARK GRANTS	\$5,016.08	\$0.00	\$0.00	\$460.74	\$4,555.34	\$1,790.26	\$2,765.08
928 REVOLUTIONARY DAYS	\$780.80	\$0.00	\$0.00	\$200.00	\$580.80	\$580.00	\$0.80
929 DISTRICT STEM	\$17,698.71	\$14,400.00	\$0.00	\$240.18	\$31,858.53	\$608.72	\$31,249.81
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$9,273.63	\$0.00	\$0.00	\$0.00	\$9,273.63	\$5,000.00	\$4,273.63
932 GT GRANTS	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$25,239.09	\$2,659.70	(\$4,486.95)	\$0.00	\$23,411.84	\$2,025.00	\$21,386.84
934 DRIVERS EDUCATION	\$1,640.98	\$0.00	\$0.00	\$0.00	\$1,640.98	\$0.00	\$1,640.98
936 STEM-CAMP INVENTION	\$11,271.22	\$24,000.00	\$0.00	\$0.00	\$35,271.22	\$0.00	\$35,271.22
937 LATCHKEY	\$83,099.06	\$18,102.25	\$0.00	\$90,260.79	\$10,940.52	\$1,573.37	\$9,367.15
938 COLLINS FOUNDATION	\$27,119.25	\$0.00	\$0.00	\$0.00	\$27,119.25	\$0.00	\$27,119.25
939 EDUCATION FOUNDATION	\$79.90	\$0.00	\$0.00	\$0.00	\$79.90	\$0.00	\$79.90
940 SPARK	\$56,692.02	\$0.00	\$0.00	\$50,000.00	\$6,692.02	\$3,440.52	\$3,251.50
941 LOCAL SCH CHILD WELFARE	\$27,248.01	\$500.00	\$0.00	\$2,812.75	\$24,935.26	\$14,129.86	\$10,805.40
942 HOT SPOT INSURANCE	\$705.00	\$0.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00
943 ALTERNATIVE SCHOOL GRANTS	\$1,008.62	\$0.00	\$0.00	\$0.00	\$1,008.62	\$928.07	\$80.55
944 CHILD NUTRITION BANQUETS	\$124.00	\$0.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00
945 SPS FOOD SERV ASSOC	\$3,005.33	\$0.00	\$0.00	\$0.00	\$3,005.33	\$0.00	\$3,005.33
946 SOFT DRINK MONEY	\$14,579.05	\$7,305.24	(\$2,000.00)	\$807.19	\$19,077.10	\$3,370.37	\$15,706.73
947 ALTERNATIVE SCHOOL	\$3,814.64	\$0.00	\$250.00	\$412.67	\$3,651.97	\$409.39	\$3,242.58
949 CLEARING ACCOUNT	\$282.81	\$0.00	\$0.00	\$0.00	\$282.81	\$0.00	\$282.81
950 SERVICE CENTER	\$592.43	\$0.00	\$0.00	\$0.00	\$592.43	\$0.00	\$592.43
952 CHROMEBOOK INS/REPAIR	\$58,416.88	\$248.45	\$0.00	\$0.00	\$58,665.33	\$3,088.21	\$55,577.12
954 5TH GRADE ELEM BASKETBALL	\$1,970.25	\$2,527.00	\$0.00	\$1,000.00	\$3,497.25	\$500.00	\$2,997.25
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34
957 HOMELESS	\$564.99	\$0.00	\$0.00	\$0.00	\$564.99	\$0.00	\$564.99
960 ATHLETIC SPORTS OVERALL	\$4,044.17	\$1,000.00	\$0.00	\$1,229.49	\$3,814.68	\$2,653.85	\$1,160.83
961 FOOTBALL BUDGET	\$19,748.29	\$0.00	\$0.00	\$0.00	\$19,748.29	\$4,439.34	\$15,308.95

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 1/1/2023 - 1/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
962 BOYS BASKETBALL BUDGET	\$4,554.47	\$0.00	\$0.00	\$2,552.52	\$2,001.95	\$924.08	\$1,077.87
963 GIRLS BASKETBALL BUDGET	\$1,886.20	\$0.00	\$0.00	\$0.00	\$1,886.20	\$1,319.71	\$566.49
964 BASEBALL BUDGET	\$7,266.34	\$0.00	\$0.00	\$3,843.36	\$3,422.98	\$2,378.64	\$1,044.34
965 SOFTBALL BUDGET	\$2,067.50	\$0.00	\$0.00	\$0.00	\$2,067.50	\$61.00	\$2,006.50
966 WRESTLING BUDGET	\$4,362.88	\$3,241.10	\$0.00	\$2,099.54	\$5,504.44	\$2,602.09	\$2,902.35
967 TENNIS BUDGET	\$2,121.45	\$0.00	\$0.00	\$0.00	\$2,121.45	\$444.20	\$1,677.25
968 TRACK BUDGET	\$3,584.75	\$80.08	\$0.00	\$0.00	\$3,664.83	\$1,697.68	\$1,967.15
969 GOLF BUDGET	\$5,594.48	\$455.00	\$0.00	\$602.79	\$5,446.69	\$2,000.00	\$3,446.69
971 ATHLETIC - BOOSTER CLUB	\$91,067.64	\$5,466.89	\$0.00	\$18,209.26	\$78,325.27	\$21,860.60	\$56,464.67
972 CROSS COUNTRY BUDGET	\$7,765.38	\$0.00	\$0.00	\$1,595.00	\$6,170.38	\$930.56	\$5,239.82
973 BOYS SOCCER BUDGET	\$4,064.09	\$0.00	\$0.00	\$1,967.36	\$2,096.73	\$244.54	\$1,852.19
974 ATHLETICS - TRAINER	\$256.08	\$0.00	\$0.00	\$0.00	\$256.08	\$0.00	\$256.08
975 GIRLS SOCCER BUDGET	\$8,616.18	\$0.00	\$0.00	\$160.68	\$8,455.50	\$2,124.24	\$6,331.26
976 GIRLS VOLLEYBALL BUDGET	\$4,586.03	\$0.00	\$0.00	\$950.00	\$3,636.03	\$140.00	\$3,496.03
977 CHEER BUDGET	\$1,500.43	\$0.00	\$0.00	\$0.00	\$1,500.43	\$104.20	\$1,396.23
978 ALL EVENTS GATE	\$28,582.82	\$9,583.86	\$0.00	\$16,938.09	\$21,228.59	\$15,440.16	\$5,788.43
979 JR HIGH CHEER	\$2,110.38	\$0.00	\$0.00	\$0.00	\$2,110.38	\$1,993.23	\$117.15
983 DRUG TEST-PHYSICALS	\$8,013.77	\$249.29	\$0.00	\$347.05	\$7,916.01	\$1,999.19	\$5,916.82
985 SPONSORS 2022-2023	\$11,134.00	\$0.00	\$0.00	\$0.00	\$11,134.00	\$312.97	\$10,821.03
986 CHIEFTAIN CENTER CONCESSION	\$9,573.25	\$8,347.85	\$0.00	\$1,876.12	\$16,044.98	\$4,097.20	\$11,947.78
Total	\$1,193,914.71	\$362,698.05	\$0.00	\$245,653.62	\$1,310,959.14	\$360,505.36	\$950,453.78

**SAPULPA PUBLIC SCHOOLS
TREASURER'S SUMMARY
JANUARY 2023**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	TOTALS
BEG BALANCE	1,353,247.02	(81,523.09)	999,570.07	1,313,831.31	1,388,902.32	4,974,027.63
DEPOSITS	7,217,140.17	653,688.74	133,774.57	-	3,243,500.75	11,248,104.23
CHECKS ISSUED						
Current Year	2,522,680.30	41,001.11	207,631.44	26,432.29	-	2,797,745.14
Prior Year	-	-	-	15,288.00	-	15,288.00
END BALANCE	6,047,706.89	531,164.54	925,713.20	1,272,111.02	4,632,403.07	13,409,098.72
Last Yr Same Month	6,098,377.84	618,359.49	462,012.29	2,263,476.01	4,567,229.89	14,009,455.52
Gain or (Loss)	(50,670.95)	(87,194.95)	463,700.91	(991,364.99)	65,173.18	(600,356.80)

Notes:

Ad Valorem came in a bit lower than anticipated. We were told from the Assessor's office that bills went out a late, so hopefully the February check will make up for the shortage.
All Federal claims are up to date.

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


Kenda Terrones, Treasurer

<u>GENERAL FUND</u>	PREVIOUS <u>TOTAL</u>	CURRENT <u>MONTH</u>	NEW <u>YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	52,894.64	4,557,212.70	4,610,107.34
Prior Ad Valorem	167,975.70	12,185.60	180,161.30
Homestead & In Lieu Tax	33,188.20	853.86	34,042.06
Interest Earned	54,789.84	26,996.25	81,786.09
Rental of Facilities	400.00	400.00	800.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	104,095.34	2,153.00	106,248.34
Donations and Contributions	29,399.12	6,000.00	35,399.12
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>41,916.16</u>	<u>145,569.63</u>	<u>187,485.79</u>
Local TOTALS	484,659.00	4,751,371.04	5,236,030.04
<u>County Revenue</u>			
Mill Levy	25,255.62	433,836.52	459,092.14
Mortgage Tax	<u>63,648.51</u>	<u>8,685.57</u>	<u>72,334.08</u>
County TOTALS	88,904.13	442,522.09	531,426.22
<u>State Revenue</u>			
Gross Production	149,185.69	40,404.52	189,590.21
Auto Tags	717,662.83	131,549.04	849,211.87
School Land	236,754.82	69,007.95	305,762.77
Tax Stamps & Other Misc	2,938.86	196.94	3,135.80
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	5,629,684.25	1,091,757.52	6,721,441.77
Flexible Benefit	1,222,491.43	242,056.69	1,464,548.12
Alternative Ed/High Challenge	62,913.51	0.00	62,913.51
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	0.00	39,050.00	39,050.00
Reading Sufficiency	57,568.40	0.00	57,568.40
State Textbook Allocation	105,582.90	21,841.09	127,423.99
Driver's Education	0.00	0.00	0.00
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
State Misc/ACE Technology	0.00	0.00	0.00
State Misc/ACE Remediation	0.00	0.00	0.00
State Misc/Gear Up (022)	0.00	0.00	0.00
Robotics Grant (3690)	0.00	0.00	0.00
Vocational Salaries	15,420.00	0.00	15,420.00
Voc. Incentive Assistance	36,446.00	0.00	36,446.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	8,236,648.69	1,635,863.75	9,872,512.44
<u>Federal Revenue</u>			
FEMA	0.00	0.00	0.00
Title VII - Indian Ed (561)	98,671.72	15,624.62	114,296.34

JROTC	33,680.52	5,174.62	38,855.14
SIG Grants -Liberty	0.00	0.00	0.00
Title I (511)	327,077.29	62,757.09	389,834.38
Title II Part A (541)	55,593.40	8,623.91	64,217.31
IDEA-B Flow Thru (621)	411,705.90	121,896.82	533,602.72
IDEA-B Preschool 3-5 (641)	10,051.07	7,616.53	17,667.60
Title 10 (596)	19,996.43	717.50	20,713.93
JOM (563)	11,069.55	31,681.21	42,750.76
CARES Act	1,183,616.75	133,290.99	1,316,907.74
Carl Perkins (421)	<u>7,554.84</u>	<u>0.00</u>	<u>7,554.84</u>
Federal TOTALS	2,159,017.47	387,383.29	2,546,400.76
TOTAL GEN FUND	10,969,229.29	7,217,140.17	18,186,369.46
<u>BUILDING FUND</u>			
Current Taxes	4,958.43	650,848.43	655,806.86
Prior Taxes	25,139.59	1,740.31	26,879.90
In Lieu of Taxes	5,952.03	0.00	5,952.03
Facility Rental	7,000.00	1,100.00	8,100.00
Insurance Recovery	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
FEMA	0.00	0.00	0.00
Donations and Contributions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Building Fund TOTALS	43,050.05	653,688.74	696,738.79
<u>CHILD NUTR FUND</u>			
Local (Meals, Interest, etc)	207,642.89	78,571.81	286,214.70
State Reimbursement	54,396.00	21,695.72	76,091.72
Federal Reimbursement	<u>632,454.58</u>	<u>33,507.04</u>	<u>665,961.62</u>
Child Nutrition Fund TOTALS	894,493.47	133,774.57	1,028,268.04
<u>TOTAL GF/BF/CNF</u>	11,906,772.81	8,004,603.48	19,911,376.29
<u>BOND FUND</u>			
Interest	0.00	0.00	0.00
Sale of New Bonds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Bond Fund TOTALS	0.00	0.00	0.00
<u>SINKING FUND</u>			
Current Taxes	24,636.87	3,233,863.34	3,258,500.21
Prior Taxes	137,012.15	9,637.41	146,649.56
In Lieu of Taxes	31,268.85	0.00	31,268.85
Interest/In Lieu Reimb	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Sinking Fund TOTALS	192,917.87	3,243,500.75	3,436,418.62
<u>INSURANCE REIMBURSEMENT FUND</u>	0.00	0.00	0.00
GRAND TOTAL	12,099,690.68	11,248,104.23	23,347,794.91

General Fund
WORKING BUDGET

WADM

State Allocation (Initial) 12,510,409.44
 *Original Estimated Mid-Term Adj (558,940.60)
 *12/31/2022 Budget Revision based on Actual Mid-Term Adj 491,812.17
 Other State Revenue 5,310,970.29
 Local and County Revenue 8,093,676.72
 Federal Grant Revenue 4,980,812.12
CURRENT YEAR REVENUE 30,828,740.14

 Prior Year Carryover 3,438,667.40
Total Revenue 34,267,407.54

	Budgeted 2022-23	Encumbered As of 1/31/2023	Variance
	12,510,409.44		
	(558,940.60)		
	491,812.17		
	5,310,970.29		
	8,093,676.72		
	4,980,812.12		
CURRENT YEAR REVENUE	30,828,740.14		
Prior Year Carryover	<u>3,438,667.40</u>		
Total Revenue	34,267,407.54		
Projected Expenses			
Certified Salaries	15,684,733.00	15,669,108.05	15,624.95
Support Salaries	5,389,792.00	5,276,474.22	113,317.78
Certified Benefits	4,626,996.00	4,630,442.60	(3,446.60)
Support Benefits	1,575,183.00	1,558,173.25	17,009.75
Purchased Professional & Technical Services	600,000.00	336,962.51	263,037.49
Contracted Property Services	400,000.00	214,515.69	185,484.31
Other Contracted Services	600,000.00	626,700.14	(26,700.14)
Supplies & Materials	1,700,000.00	1,758,696.90	(58,696.90)
Property Expenses	50,000.00	40,534.35	9,465.65
Other Objects	400,000.00	402,309.55	(2,309.55)
	-	-	-
Total Expenses	31,026,704.00	30,513,917.26	512,786.74
Projected Carryover	3,240,703.54 10.51%		

*The state department added funds to the State Aid Formula. This information was not known while preparing the original budget.

UTILITIES COMPARISON 2020-21 TO 2022-23

	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>INCR/DECR</u>	<u>INCR/DECR</u>	<u>%</u>
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%
Jun 22	22,543	16,329	40,916	5,941	4,027	89,756	1,030,687	20,840	216,758	26.63%
July 22	9,184	5,611	50,686	5,534	95	71,110	71,110	31,984	31,984	81.75%
Aug 22	23,101	0	70,521	0	2,708	96,330	167,440	24,718	56,702	51.20%
Sep 22	16,071	10,170	86,958	5,048	2,891	121,138	288,579	31,053	87,756	43.70%
Oct 22	20,265	23,758	89,601	4,500	3,864	141,988	430,566	32,250	120,005	38.64%
Nov 22	16,960	20,012	83,509	6,191	7,809	134,481	565,047	26,089	146,094	34.87%
Dec 22	9,014	20,570	49,948	3,929	3,585	87,045	652,092	20,926	167,020	34.43%
Jan 23	30,375	13,946	51,219	2,827	42,875	141,242	793,335	51,703	218,724	38.06%

EXTENDED SERVICE AGREEMENT

DAKTRONICS, INC. ('Daktronics')
 201 Daktronics Drive
 Brookings, SD 57006
 Phone: (800) 325-8766
Daktronics Contact: Devan Goembel

Revision I

<i>For Internal Use Only</i>	
Bill to Loc #:	_____
Bill to Contact:	_____
Check #:	_____

Purchaser: Sapulpa High School
Address: 3 S Mission St
City, State, Zip : Sapulpa, OK 74066-4633
Country: United States
Phone: (918) 859-8464
Contact: Mike Rose **Email:** mrose@sapulpaps.org

Customer ID: 113611-001

Sapulpa High School ('Purchaser') hereby agrees to purchase the services, peripherals and additional supplies (collectively, the 'Services') as described on Attachment A, subject to this Extended Service Agreement, the Terms and Conditions of Extended Service, and any and all applicable Attachments (collectively, the 'Agreement'), which documents Purchaser has reviewed and agrees to accept.

Term (Duration) of the Agreement

Commencement Date: 13 February 2023

Expiration Date: 12 February 2027

Order No.: E316442-1	Original Job No.: S316442, S316441
Description of Services Provided	Price & Payment Terms
See Attachment A PLATINUM® Services	Due upon Commencement Date \$4,100

Unless specifically outlined in any Attachments or in the Agreement, this Agreement does *not* include the following:

- Any applicable taxes.
- Third party systems, hoist systems, and any ancillary equipment. Third party systems and ancillary equipment includes, but is not limited to, front end video control systems, audio systems, video processors and players, HVAC equipment, LCD screens, and static advertising panels. Daktronics will pass along any manufacturer's warranty. For a list of products commonly excluded from the Standard Service and Extended Service scope and to view the manufacturer's warranty, go to www.daktronics.com/exclusions.
- Incorporation of accessories, attachments, software or other devices not furnished by Daktronics.

EQUIPMENT LIST

Customer Name	Original Job No.	Description of Equipment covered under this Agreement	Quantity	Customer ID
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Sapulpa High School Baseball Park 1004 W Bryan Ave, Sapulpa, OK 74066-4513

	S316442	BA-2125 Baseball Scoreboard	1	113611-014
	S316442	TNMC-8x32-34 Team Name Message Center	1	113611-014
	S316442	All Sport 5010R6 Control Console w/ Radio	1	113611-014

Sapulpa Softball Field 631 N Brown St, Sapulpa, OK 74066-3229

	S316441	BA-2125 Baseball Scoreboard	1	113611-015
	S316441	TNMC-8x32-34 Team Name Message Center	1	113611-015
	S316441	All Sport 5010R6 Control Console w/ Radio	1	113611-015

ATTACHMENT A

PLATINUM® Services

Scope of Services

Services Included

1. Scheduled on-site labor to diagnose and/or replace failed electronic components.
2. Costs of Standard Access* to the Display/Equipment.
3. Daktronics parts coverage, which includes:
 - 3.1. Daktronics Rapid Parts™ Exchange Program for available parts only.
 - 3.2. Repair or replacement of failed electronic parts or assemblies.
 - 3.3. Shipping of repaired or replaced failed electronic components from Daktronics.
4. Technical support via telephone during business hours as defined below.
5. Access to the Service Coordination Center.

*Standard Access is defined as unrestricted access to the entire display/equipment with up to a 45' aerial lift or bucket truck for an outdoor display or 30' for an indoor display.

Platinum shall not include nor be construed to include any service or support that is not expressly stated above in the definition of the Platinum service. Examples of services that are not within the scope of Platinum service include, but are not limited to, the following:

- Preventative Maintenance, such as annual systems checks, filter changes, etc.
- Network Operations Monitoring services.
- Extended service hours or expedited response times.
- After hours telephone support.
- Costs of access to the display with articulating or specialty lifts or any use of scaffolding or special equipment to protect customer facilities.

Above listed exclusions are available as billable services. Quotes may be provided upon request.

BUSINESS HOURS:

Monday through Friday, 8 am to 5 pm CST (excludes Daktronics observed holidays).

INITIATED RESPONSE TIME:

1. Daktronics shall respond to service requests within sixteen (16) business hours.
2. On-Site Service is to be scheduled during the business hours defined above.

Response is defined as Daktronics must begin to work on a solution to the issue.

Purchaser Responsibilities

The items listed below are the responsibility of the Purchaser.

1. Purchaser is responsible for routine operator functions such as content creation or scheduling.
2. Purchaser is responsible for management of customer-owned spare parts inventory.
3. Purchaser is responsible for the maintenance items listed below; failure to properly maintain equipment may, at Daktronics' sole discretion, relieve Daktronics of its responsibilities under the Terms and Conditions of Extended Service attached hereto.
 - 3.1. Throughout the term of this Agreement, Purchaser shall maintain site conditions within the common environmental range of all system devices as specified by Daktronics.
 - 3.2. Purchaser is responsible for routine maintenance functions.
 - 3.3. Purchaser is responsible for purchasing and maintaining antivirus software on all control devices connected to Daktronics equipment. (See Daktronics Knowledge Base for list of supported software. DD2079868 <http://www.daktronics.com/Support/KB/Pages/Antivirus-software-recommendations.aspx>)

Platinum® is a registered Daktronics trademark.

This Agreement shall be subject to the attached Terms and Conditions of Extended Service.

All invoices will be forwarded to Purchaser at the address indicated on page one (1) of this Agreement unless otherwise specified below:

Purchaser hereby confirms that the Services are to be delivered at the address indicated on page one (1) of this Agreement unless otherwise specified below:

Billing Address:

Site Address:

Company: _____
Address: _____
City, State, Zip: _____
Country: _____
Phone: _____
Contact: _____
Email: _____

Company: _____
Address: _____
City, State, Zip: _____
Country: _____

ACCEPTANCE:

In witness hereof, the parties hereto have executed this Agreement by and through their duly authorized officers.

PURCHASER: Sapulpa High School

By: _____ Name/Title: _____ Date: _____
Signature Print or Type

PURCHASER PO # _____

DAKTRONICS, INC.

By: _____ Name/Title: _____ Date: _____
Signature Print or Type

This form is an important part of your coverage. Please sign and return the entire Agreement to Daktronics, Inc. Once the signed Agreement is entered into our system, you will receive a copy for your records. Offer expires 60 days from Proposal Date.

TERMS AND CONDITIONS OF EXTENDED SERVICE

1. **Scope of Extended Service Agreement.** The scope of the Extended Service Agreement (the "Service Agreement") covers the Equipment and any Software delivered by Daktronics that is delivered under the terms of the applicable software agreement between Purchaser and Daktronics, and shall also include those services defined on Attachment A, SCOPE OF SERVICES (excluding maintenance services which are the responsibility of Purchaser as defined on Attachment A or services which may be purchased for an additional fee) (the "Services"). Response Times are defined on Attachment A.
2. **Contract Documents.** The parties agree that any subsequently-issued Purchaser form, such as a purchase order, shall incorporate the terms and conditions of this Service Agreement. The provisions of this Service Agreement shall control in the event of any conflicting provision in Purchaser's form.
3. **Commencement Date.** The Services shall begin upon the date stated as the 'Commencement Date' as detailed elsewhere in this agreement.
4. **Conditions Precedent.** Daktronics reserves the right to suspend its performance in the event Purchaser fails to: (a) make payment as required, (b) maintain the Equipment within the recommended environmental conditions, including but not limited to appropriate ventilation/air conditioning for its location (Air conditioning systems must be maintained according to manufacturer's specifications), (c) perform preventative maintenance not included within this Service Agreement, or (d) perform any other obligation including, without limitation, complying with the terms of any software agreement between Purchaser and Daktronics.
5. **Payment.** Unless otherwise stated, the price is exclusive of federal, state and local taxes, including without limitation sales, use, excise, privilege, or transactional taxes, but excluding Daktronics' income tax ('Tax'). Purchaser shall promptly pay upon demand such applicable Tax. Purchaser must present a valid exemption certificate if it claims any exemption from Tax. Late payments shall accrue interest at the rate of 1.5% per month or the highest amount permitted by law, whichever is lower.
6. **Spare Parts Package.** In the event the Equipment was purchased with a spare parts package, the parties acknowledge and agree that the spare parts package is designed to exhaust over the life of the Equipment and, as such, the replenishment of the package is not included in the scope of this Service Agreement.
7. **Replacement Parts.** Any replacement parts or Equipment will be new or serviceably used, comparable in function and performance to the original part or Equipment, and warranted for the remainder of the Warranty Period. Purchasing additional parts or Equipment from Daktronics does not extend the Warranty Period.
8. **Limitations of Coverage.** This Service Agreement does not cover: (a) service due to: (i) inadequate or improper power, including without limitation a sudden surge of electrical power; (ii) improper handling, installation, adjustment, service, care, maintenance, storage or use of the Equipment; (iii) a Force Majeure Event; (iv) environmental conditions outside the Equipment's technical specifications (including, without limitation excessive temperatures, corrosives, and metallic pollutants); (v) defects or failures occurring during a lapse in service coverage; (vi) incorporation of accessories, attachments, software or other devices or systems not furnished by Daktronics; or (vii) any other cause other than ordinary use; (b) the provision of replacement communication methods (such as wire, metallic or fiber optic cable, conduit, trenching or other solutions) for the purpose of overcoming local site interference; (c) wireless devices or services used for providing wireless connection to the Equipment (wireless devices and services provided by Daktronics are subject to [Daktronics Terms and Conditions of Wireless Service](https://www.daktronics.com/TermsConditions/DD3956286) available at <https://www.daktronics.com/TermsConditions/DD3956286>); (d) LED degradation or ultraviolet (UV) damage (degradation means the LED continues to emit light, but at some lesser level of brightness); (e) paint or refinishing the Equipment or furnishing material for this purpose; (f) pixel failure less than a total of .5% of the overall display, or in the case of free form elements, one entire element; (g) electrical work external to the Equipment; (h) batteries; (i) third-party systems and other ancillary equipment including without limitation front-end video control systems, audio systems, video processors and players, HVAC equipment, and LCD screens; (j) the security or functionality of End User's network or systems, including anti-virus software updates; or (k) any physical damage which includes, but is not limited to, missing, broken, or cracked components resulting from non-electrical causes; altered, scratched, or fractured electronic traces; missing or gauged solder pads; cuts or clipped wires; crushed, cracked, punctured, or bent circuit boards; or tampering with any electronic connections. Further, in displays manufactured using certain LEDs as indicated by an M or WR (indicating LED type) in the display name, this Agreement does not cover pixel failure after five (5) years.
9. **Actions that Void the Service Agreement.** Daktronics shall be under no obligation to continue service under this Service Agreement if the Equipment or Software is: (a) moved from its location of initial installation or reinstalled without the prior written approval of Daktronics (unless the equipment was designed by Daktronics to be mobile), or (b) improperly repaired or altered in a manner inconsistent with the Equipment manufacturer's standards or recommendations.
10. **Service Providers.** Daktronics may select the parties delivering services under this Service Agreement at its reasonable discretion.
11. **Access to the Equipment.** The Purchaser shall provide unfettered, solid, safe and unrestricted access to the Equipment (including, if requested, any installed Software) taking into account environmental or site conditions. Unless otherwise specified on Attachment A, the Purchaser shall be required to provide any lifts or access equipment. Additional equipment or personnel required for safety, as determined by Daktronics in its reasonable discretion, shall be billed separately on a time and material basis.
12. **Adverse Conditions.** In no event shall Daktronics be obliged to perform Services under this Service Agreement during the existence of Adverse Conditions. 'Adverse Conditions' include without limitation, the following: severe inclement weather, hazardous site conditions including infestations of animals or dangerous insects, saturated ground conditions, or residence or occupation by unauthorized personnel. The determination of a site condition as an Adverse Condition shall be at the reasonable discretion of Daktronics. Inaccessibility due to Adverse Conditions will exempt a location from coverage under this Service Agreement until such time as the Equipment becomes safely accessible once again.
13. **Cooperation.** Purchaser shall fully cooperate with Daktronics in connection with the service of the Equipment and Software. The Purchaser shall promptly notify Daktronics of Equipment and Software failure. Waiver of liability or other restrictions shall not be imposed as a requirement prior to accessing the site.

14. Return Items. All items returned to Daktronics must have a Return Material Authorization (RMA) number. For exchange items, the number is included with the shipment of the exchange unit. For repair items, an RMA number can be obtained by phone (800-325-8766), (International +1-605-697-4000), fax (605-697-4444) unless otherwise directed by Daktronics.

15. Shipping. When returning parts to Daktronics for repair or replacement, Purchaser assumes all risk of loss or damage, agrees to use any shipping containers, which might be provided by Daktronics, and agrees to ship the Equipment in the manner prescribed by Daktronics. If returning equipment within the United States or within Canada, all Equipment must be returned by Purchaser FOB Daktronics' designated facility. If returning equipment across country borders, all Equipment must be returned by Purchaser DDP Daktronics' designated facility per INCOTERMS 2010. Daktronics assumes all risk of loss or damage during return shipment to Purchaser and such Equipment shall be returned by Daktronics FOB or DDP Purchaser's designated facility as appropriate.

16. Confidentiality. To the extent permitted by law, Purchaser shall consider all information furnished by Daktronics, including the terms and conditions of this Service Agreement, to be confidential and shall not disclose any such information to any other person, or use such information itself for any purpose other than fulfillment of this Service Agreement unless Purchaser first obtains written permission from Daktronics to do so. Purchaser shall provide confidential information only to those of its agents, servants, and employees who have been informed of the requirements of this paragraph and have agreed to be bound by them. The provisions of this paragraph shall survive termination of the Service Agreement.

17. Default. Daktronics reserves the right to terminate this Service Agreement and accelerate all amounts due and payable if: (a) Purchaser fails to make payment to Daktronics within ten days of the agreed payment dates, (b) Purchaser otherwise fails to comply with any material provision of this Service Agreement, or (c) any proceeding is filed by or against Purchaser in bankruptcy. Daktronics reserves all its rights (both legal and equitable) under the Agreement, applicable statutes, and the common law. If Purchaser fails to perform any covenant or obligation under this Service Agreement or any other agreement that Purchaser has with Daktronics, including without limitation the failure to pay when due any amounts owed to Daktronics, Daktronics shall be excused from the performance of any of its obligations under this Service Agreement and any other agreement it has with the Purchaser. Purchaser shall be liable for any and all costs and expenses (including reasonable attorney's fees) incurred by Daktronics in enforcing any provision of this Service Agreement.

18. Indemnity. Daktronics shall indemnify, defend and hold harmless the Purchaser and their respective subsidiaries, officers, directors, shareholders, partners, employees, agents, insurers, successors and assigns from any third-party claims for liability, losses, damages, costs or expenses (collectively, 'Losses') to the extent that such Losses arise out of: (i) any negligent act or omission by Daktronics or its personnel, agents, subcontractors, or others engaged by Daktronics or under Daktronics' control related to the execution of this Service Agreement; (ii) any claim against any indemnified party by reason of or alleging any unauthorized or infringing use by an indemnified party of any patent, process, trade secret, copyright, trademark, or other intellectual property right regarding the Equipment or the Software and its components; or, (iii) any fine or assessment with respect to any violation or alleged violation of any applicable laws regarding safety or health.

The Purchaser shall indemnify, defend and hold harmless Daktronics and its subsidiaries, officers, directors, shareholders, partners, representatives, employees, agents, insurers, successors and assigns of each of the foregoing from any and all Losses arising out of or in any way related to: (i) any negligent act or omission by the Purchaser or its personnel, agents, subcontractors, or others engaged by the Purchaser or under their control (other than Daktronics or its personnel, agents, subcontractors, or others engaged by Daktronics or under Daktronics' control), or (ii) any unauthorized or infringing use by an indemnified party of any patent, process, trade secret, copyright, trademark, or other intellectual property right.

19. Disclaimers; Limitation of Liability. Daktronics makes no representations or warranties under this Service Agreement. The damage limitation provided in this Service Agreement and the remedies stated herein shall be exclusive and shall be Purchaser's sole remedies. THE PARTIES AGREE THAT IN NO EVENT WHATSOEVER SHALL THE LIABILITY OF EITHER PARTY EXCEED THE AMOUNT OF THE PURCHASE PRICE. IT IS AGREED THAT IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR INDIRECT DAMAGES, REGARDLESS OF CAUSE, WHETHER SUCH LOSSES ARISE DIRECTLY OR INDIRECTLY FROM THE OTHER PARTY'S ACTS, OMISSIONS, OR BREACH. For the purposes of this Agreement, the Parties agree that "Consequential Damages" include, but are not limited to, loss of use, loss of profit, loss of business opportunity, and loss of advertising revenue. Purchaser explicitly accepts the provisions of this paragraph in return for the prices granted under the Service Agreement. Purchaser understands and agrees that the prices granted herein would be higher in the absence of this limitation of liability. No action against Daktronics shall be commenced more than one year after the accrual of the cause of action. Daktronics shall have no liability with respect to claims relating to or arising from use of third-party products and services.

20. Force Majeure. Both parties shall be excused from any liability under this Service Agreement for any delay in performance or failure to perform which delay or failure to perform is caused by circumstances which are beyond the reasonable control of that party, including without limitation acts of God, natural disaster, fire, flood, labor or material shortages, war, vermin, earthquakes, tsunami, acts of terrorism, etc. (a 'Force Majeure Event').

21. Assignment. Unless otherwise stated, this Service Agreement may not be assigned by either party without the prior written consent of the other party.

22. Miscellaneous. This Service Agreement shall be governed by the laws of state where the Services are provided without regard to its conflict of law principles. This Service Agreement is the product of negotiations between the parties hereto represented by counsel and any rules of construction relating to interpretation against the drafter of an agreement shall not apply to this Service Agreement and are expressly waived. This Service Agreement represents the entire agreement of the parties and supersedes any previous understanding or agreement regarding the Services. This Service Agreement may not be amended or altered in any manner except in a writing signed by both parties. This Service Agreement may be executed in counterparts. The Purchaser and Daktronics are not partners or joint venturers. If any part of this Service Agreement is in any manner held to be invalid, illegal, void, or to be in conflict with any law, then the validity of the remaining portions or provisions of this Service Agreement shall not be affected, and such part, term, paragraph or provision shall be construed and enforced in a manner designed to effectuate the intent expressed in this Service Agreement to the maximum extent permitted by law.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/1/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGowan Allied Specialty 20595 Lorain Rd Fairview Park OH 44126 License#: 973 NEILHAN-01	CONTACT NAME: PHONE (A/C, No, Ext): 800-545-1538 FAX (A/C, No): 440-333-3214 E-MAIL ADDRESS: tstraka@mcgowancompanies.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Hance Pyrotechnics LLC 201 Remington Pl Tahlequah OK 74464	INSURER A: Lloyd's of London	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1502600925 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PY/21-0202	8/20/2022	8/20/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Fire Legal Liability \$ 50,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Hance Fireworks LLC Proof of Insurance

CERTIFICATE HOLDER Hance Fireworks LLC 201 Remington Pl. Tahlequah OK 74464	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Hance Pyrotechnics
201 Remington Place
Tahlequah, Oklahoma 74464
458-1758
www.hancefireworks.com
sales@hancefireworks.com

AGREEMENT FOR FIREWORKS DISPLAY

THIS AGREEMENT made and entered into this **1st day of February 2023**, by and between Hance Pyrotechnics, whose principal place of business is Tahlequah, Oklahoma, sometimes hereinafter referred to as **Seller**, and **Supulpa High School Graduation 3 S. Mission Sapulpa, OK 74066** sometimes hereinafter referred to as **Purchaser**,

WITNESSETH:

WHEREAS, Hance Pyrotechnics, was the successful bidder for a pyrotechnic display (hereafter "fireworks display") to be performed and displayed on **May 19th, 2023**, with rain date of May 22, 2021 for Client, and

WHEREAS, Hance Pyrotechnics is to perform the fireworks display in a manner consistent with the highest degree of care with respect to the safety of viewers and improvements located in the area where the fireworks will be set off, and

WHEREAS, in exchange for signing this contract, Hance Pyrotechnics shall be entitled to a payment of the successfully bid amount of **\$3,000.00**, inclusive of tax, payable as hereafter provided.

NOW THEREFORE, the parties hereto agree as follow:

1. Seller's responsibilities with respect to fireworks display: Seller agrees to provide all necessary fireworks; fireworks display materials, and the personnel necessary to perform the fireworks display. Seller shall take all steps reasonably necessary to safeguard the improvements or other property in the area of the display other than the issues for which Purchaser is responsible. Seller shall provide qualified pyrotechnicians who will deliver, set up, execute and take down the fireworks display. The pyrotechnicians shall conduct a search of the grounds after the display in an effort to locate and dispose of any unexploded fireworks. The scope and extent of such search shall be dependent upon the weather conditions, time and the completion of the display, etc. Seller shall comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks, and obtain all necessary permits and the Purchaser will be responsible for the cost thereof.

2. Purchaser's responsibilities with respect to fireworks display: Purchaser agrees to (a) provide a sufficient area for the display, (b) provide protection of the display area to prevent unrestricted access by unauthorized persons by a means it shall determine is adequately designed for that purpose, (c) arrange adequate police or other protection to prevent spectators from entering the display area, administer proper crowd control, parking supervision, etc., and (d) arrange fire protection and emergency medical care for the health and safety of spectators and the public, and provide cleanup for the display site.

3. Compensation to Seller: Purchaser shall pay to Seller the amount of **\$3,000.00** before the contracted date of the display.

4. Weather, election to postpone: The parties understand that weather may prevent the ability to perform the fireworks display. In the event inclement weather is present on the day the display is scheduled to occur, the event may be postponed by mutual agreement by the parties. The fireworks display shall not be performed in the event any government body or agency with authority in regard to the

Fireworks display shall direct, in writing or otherwise, that the display should not occur. The event will

then be rescheduled by mutual agreement by the parties to the rain date within the calendar year and The Purchaser agrees to pay an additional cost of not more than \$200.00 per day, but is limited to not more than 3 days, for security Seller will arrange for said security.

Should the event be moved to another date or a new location within the calendar year Purchaser agrees to pay Seller an additional fee equal to: 10% for a postponement notice of 6-10 days before contract date, 15% for a postponement notice of 1-5 days before contract date, and 20% of the contracted amount to cover the cost of display equipment, crews, and the dismantling of the fireworks display but only if postponed on the contracted date. Purchaser also agrees to pay all permit and insurance fees that have and will occur with the postponement.

5. Insurance: Seller is required to provide at its expense liability insurance coverage to cover liability in the amount of \$5,000,000.00 associated with the fireworks display. Such coverage shall name Purchaser as an additional insured.

6. Liability:

a. Performance: Seller shall not be liable for any faulty performance of equipment or products that could not reasonably have been discovered prior to the commencement of the fireworks display. Should conditions arise that the fireworks display is recommended by the Seller to be rescheduled due to the above conditions, a reschedule date will be within the calendar year acceptable to both parties for the balance of the fireworks display. Seller shall use its best efforts to ensure that the display will proceed as planned and Seller will secure, prepare and deliver said fireworks and/or will make necessary substitutions of equal or greater value.

b. Harm to third parties or property: Seller shall not be liable for harm to any Spectators, third parties, or improvements to property within the vicinity of the fireworks display area and that Purchaser will do everything possible to keep the fireworks display area clear of all Spectators, third parties, and improvements to property. Seller covenants that it will use its best efforts to avoid any such harm pursuant to the foregoing section.

7. Past due accounts: Purchaser shall be responsible for any balance that is not paid at the time it becomes due and shall bear interest at a rate of 1 3/4% per month compounded daily and for any and all collection cost, court cost, attorneys fees and all cost pertaining to the collection of payments, filings, processing, correspondence and fees for personnel and collection companies in the collection of payment.

8. No partnership or joint venture: The parties agree that Seller is a subcontractor and that there is no partnership or joint venture between the parties. The manner and means of providing the display is left to the sole discretion of Seller.

9. Equipment: Seller shall supply all necessary equipment and mortars for the fireworks display, and are the sole property of Hance Pyrotechnics.

IN WITNESS WHEREOF, this agreement has been executed this 3 day of Feb, 2023.

Hance Pyrotechnics
Neil Hance

By Joi Sleight
Title HS Asst. Principal

Seller

Purchaser
Hance Pyrotechnics

201 Remington Place Tahlequah, OK 74464 (458-1758)

www.hancefireworks.com sales@hancefireworks.com



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

Status: Reservation

Contract #: 85438

Event Beg: Fri 5/19/2023 7:30AM

Event End: Fri 5/19/2023 4:00PM

Operator: Ana R Macedo

Terms: On Account

Customer #: 2696

Sapulpa High School

Phone 918-224-6560

3 South Mission

Job Descr: Graduation 2023

Sapulpa, OK 74066-4698

PO #: 2023-11-687

Thank you for selecting Party Pro Rents!

Ordered By: Toni Slagle 918-224-6560

Salesman: Anna Macedo anna@partyprorents.com

Delivery Thu 5/18/2023 10:00AM - 4:00PM

Pickup Sat 5/20/2023 8:00AM - 12:00PM

3 South Mission
 Sapulpa, OK 74066

3 South Mission
 Sapulpa, OK 74066

Qty	Key	Items	Each	Status	Event End Date	Price
1000	31030Taupe	Chair Grey Plastic Folding	\$1.50	Reserved	Fri 5/19/2023	\$1,500.00
1	74066	Del/Pickup to Sapulpa, OK	\$125.00	Selling	Fri 5/19/2023	\$125.00

Deposit is Non-Refundable.

Client will incur 50% cancellation fee of contract up to 14 days prior to delivery date.

100% of contracted price is due 14 days from delivery date and non-refundable.

Rental Contract

This is a reservation contract and the deposit is non-refundable. A non-refundable deposit is required to hold a reservation. The back of this contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. These terms and conditions are a part of this contract - READ THEM! All orders must have a credit card on file. The supplied credit card number will be placed on file and will be used for any and all invoices with an outstanding balance related to this customer number. These terms will constitute a permanent contractual agreement for this and all future orders supplied by Party Pro Rents. Party Pro Rents may contact client for changes to your reservation due to availability of your selected product(s). Final quantities of reserved items may be required more than 14-days prior to your contract begin date otherwise, your reservation count must be finalized 14-days prior to the contract begin date to avoid restocking and cancellation fees. Reductions more than 10% of a rental line item will be billable in full. All custom items must be finalized 30 days prior to event. After specified time period, additional charges may incur for any changes. Items must be returned or ready for pickup on the scheduled due date, due to the possibility based on your return date, they may be reserved or scheduled to be used for another event. The late return of rentals will result with additional rental charges. Rental is for time out, not time used. If any damage is incurred, you will be charged for replacement cost for each damaged item. Linen replacement cost is three times original rental fee. Damage waiver may be applied, see back of contract.

I certify that I have read and agree to all terms of this contract.

Rental:	\$1,500.00
Damage Waiver:	\$180.00
Delivery Charge:	\$125.00
Subtotal:	\$1,805.00
Total:	\$1,805.00
Paid:	\$0.00
Amount Due:	\$1,805.00

TERMS AND CONDITIONS

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

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

14. **CLEANING.** China, Glassware, and Flatware must be returned rinsed and repacked properly in boxes provided or additional charges will be assessed. Special cleaning deposits will be charged on BBQ Grills and Cooking Equipment.
15. **LINENS.** Table linens are inspected prior to pick up and upon return. **DO NOT ROLL UP OR PLACE WET LINENS IN ANY BAG** - mildew will result. If there is obvious damage such as mildew, excessive stains, burns or tears, you will be charged the cost of the linen and keep same as though it were a sale. Return all linens dry and free of waste.
16. **DIRTY, OR DAMAGED ITEMS.** Customer agrees to pay any damage to rental items regardless of cause, except reasonable wear and tear, while rental items are out of possession of Rental Center. Customer also agrees to pay a reasonable cleaning charge for all rental items returned dirty. Accrued rental charges cannot be applied against the purchase or cost of repair or damaged good. Rental Equipment damaged beyond repair will be paid for by customer at its Replacement Cost when rented. The cost of repairs will be borne by the Customer, whether performed by Rental Center, or at the Rental Center's option by others.
17. **DAMAGE WAIVER.** If accepted by Customer, Rental Center agrees, in consideration of an additional charge of 12% of the gross rental charges, to modify the responsibilities of Customer created in paragraph 16 [Dirty or Damaged Equipment]. For Damage Waiver Charge provided the Customer takes responsible precautions to protect rental items. The Rental Center assumes risk of damage to rental items, except the following risks assumed by the Customer: [a] loss, damage, vandalism, malicious mischief, and theft [b] Loss, damage or theft of accessory items such as extension cords, etc. [c] loss due to mysterious disappearance or wrongful conversion by a person entrusted with rental items. [d] Damage waiver is null and void if damage is caused by a third party not associated or related to Customer. In this instance the Rental Center reserves the right to collect from person or company causing damage. **THE LESSEE UNDERSTANDS THAT THE DAMAGE WAIVER IS NOT INSURANCE. THE LESSEE IS OBLIGATED TO SUBMIT TO THE LESSOR A POLICE REPORT ON ALL LOSSES COVERED UNDER DAMAGE WAIVER PLAN.** The Customer may decline Damage Waiver charge by making a cash deposit equal to full value of rental items.
18. **THEFT OF RENTAL ITEMS.** The Customer agrees to pay for rental items [at its replacement cost when rented] for all types of theft or mysterious disappearances. Damage waiver does not cover theft.
19. **RETAKING OF RENTAL ITEMS.** If for any reason it becomes necessary for Rental Company to retake the rental items, Customer authorizes rental center to retake rental items without further notice or further legal process and agrees that Rental Center shall not be liable for any claims for damage or trespass arising out of the removal of rental items.
20. **LEGAL FEES.** In the event an attorney is retained to enforce any provision of this Rental Agreement, the prevailing party in the dispute shall be entitled to recover reasonable attorney's fees and court costs in such actions, or proceeding, in an amount to be determined by the court.
21. **WEATHER RELATED RISKS.** Customer assumes all weather-related risks involved in holding an outdoor tented event. Rental Center will endeavor to minimize said risk, however, should the tenting become unusable due to high wind, snow, rain, flooding, extreme cold or heat, or any other factor beyond Rental Center's control, Customer shall still be liable for payment in full of all charges.
22. **PREPARATION OF SITE.** Customer agrees to have the site upon which the rental items are to be erected, free and clear of all obstacles, natural and man-made, prior to the arrival of the Rental Center's work crew. Customer further agrees to have all tents cleared for removal prior to our arrival. All non-rented items and decorations shall be cleared and taken from site. If Customer fails to do so, then Customer shall pay all cost involved for any delay, additional rental, and all costs including collection and legal expense.
23. **MATERIAL.** All tents are subject to stretching and retracting of up to 5% of listed sizes and although all tents have been impregnated with waterproofing compound, no tents are guaranteed to be absolutely waterproof, and are to be considered temporary shade structures.
24. **COOKING UNDER TENTS.** Customer agrees not to do any type of cooking under or within a reasonable distance of the tent. Customer assumes full responsibility and costs incurred for damage and or cleaning expense to tent tops due to cooking processes under or near tents.
25. **ELECTRIC POWER AND LIGHTING.** Customer agrees to furnish Rental Center access to, and the right to use Customer's electrical and power lines for installation and operation of the rental items.
26. **UNDERGROUND FACILITIES.** Customer agrees to have all Underground Facilities, in the vicinity of the Equipment installation, clearly marked prior to the arrival of Rental Center's work crew. Customer assumes full responsibility for damage to all Underground Facilities. To identify Underground Facilities. To identify Underground Facilities, Customer must call one week prior to installation.
27. **NOTICE OF NON-WAIVER/SEVERABILITY.** Any failure of Rental Center to insist upon strict performances by Customer as regards any provision of this Rental Agreement shall not be interpreted as a waiver of Rental Center's right to demand strict compliance with all other provisions of this Rental Agreement against Customer or any other person. The provisions of this Rental Agreement shall be severable so that the unenforceability, invalidity or waiver of any provisions shall not affect any other provision.
28. **TIME OF PAYMENT.** Accounts are due and payable at the termination of the rental period. A carrying charge of 1.5% per month (ANNUAL RATE OF 18%) will be charged on all overdue accounts.
29. **COLLECTION COSTS.** Customer agrees to pay all reasonable collection, attorney's and court fees and other expenses involved in the collection of the charges or enforcement of Dealer's rights under this contract.

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

CREDIT CARD AUTHORIZATION

Customer Business Name: _____ Customer#: _____

Billing Address (Where credit card statements are sent)

Daytime Phone#: _____ Cellular Phone#: _____

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

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Cardholder Signature: _____ Date: _____

Print Cardholder Name: _____

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

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

Terms of Service

Last Updated: May 25, 2018

These Terms of Service (“Terms”) govern your access to and use of the websites (“Sites”) and products, software services, and applications (“Software”) (collectively, including all underlying technology, “Services”) made available by CyberGrants, LLC (“CyberGrants,” “we,” “us,” or “our”). Our Services include: Grant Management Software, Employee Engagement Software, Disbursement Solutions, Apply OnLine, EasyMatch, and Consiva.

It is important that you read these Terms carefully and, should you not agree with these Terms or our Privacy Policy, do not access or use the Services. By accessing or using the Services you agree on behalf of yourself and any organization or company that you represent (together, “you”) that you have read, understand, and accept these Terms and our Privacy Policy.

CyberGrants reserves the right to revise these Terms at any time. All changes will be effective immediately upon posting to the Services and, by accessing or using the Services after changes are posted, you agree to those changes. Material changes will be conspicuously posted on the Services. Therefore, please continue to frequent this page as these Terms can change at any time.

Authorized Users

CyberGrants’ clients who have entered into agreements with CyberGrants for our Services (“Clients”) may designate authorized users from among their employees, contractors, and agents (“**Authorized Users**”) with the right to access and use our Services. To access our Services you must be an Authorized User and at least eighteen (18) years old.

Privacy Policy

We may collect certain information from your use of the Services as described in our Privacy Policy, which is incorporated into these Terms by this reference and describes our information collection, use, and sharing practices.

Acceptable Usage of the Services; Compliance with Laws

You may use the Services only for legitimate philanthropic purposes, including charitable donation, volunteer activities, grantseeking and grantmaking, and otherwise for your own internal use. You may download and print one copy of the Services' visible content for your own personal or internal use as long as you do not modify or delete any copyright, trademark, or other proprietary notices. You may not otherwise copy, duplicate, display, sell, publish, post, license, rent, distribute, modify, translate, adapt, reverse-engineer, create derivative works of, destroy, or disparage the Services, including any content of the Services.

You may not use the Services for unlawful purposes. You are responsible for complying with all local, state, and federal laws and regulations that apply to your use of the Services, including all applicable rules regarding online conduct.

Prohibited Usage of the Services

The Services are intended, in part, to be a vehicle by which an entity founded and operated for the benefit of others, typically a not-for-profit, nonprofit, charitable, or tax-exempt organization ("**organization**"), could potentially receive or provide funding and donations. Likewise, CyberGrants provides online services using which foundations, corporate contributions departments, and other legal charitable organizations to track and manage such funding and donations.

CyberGrants strictly prohibits the use of the Services for the following, but not limited to the following, usages:

- Attempts to defraud foundations, corporate contribution departments, and other charitable organizations into funding fictitious, personal, or other illegal grant requests.
- Creating grant proposals while using another not-for-profit's Tax Identification Number.
- Creating false foundation memberships, corporate contribution department memberships, or other charitable organization memberships and attempting to approve or decline grant proposals submitted by not-for-profits.

- Creating news releases and other content through memberships which are inaccurate, harmful, hateful, or disparaging toward any other individual, organization, or the Services.
- Inappropriately categorizing a not-for-profit organization or a grant proposal submitted by a not-for-profit organization.
- Deleting or modifying the information submitted by another member of the Services or not-for-profit organization.
- Submitting inaccurate information via the Services, committing fraud or falsify information in connection with your use of the Service, or acting maliciously against the business interests or reputation of CyberGrants.
- Engaging in data mining or similar data gathering or extraction activities or retrieving data or other content from the Services for purposes of creating or compiling that content for any purpose other than your authorized use of the Services as permitted by these Terms.
- Accessing, using, or copying any portion of the Services, including any of their content, through the use of indexing agents, spiders, scrapers, bots, web crawlers, or other automated devices or mechanisms.
- Using the Services to post or transmit any material that contains any viruses, Trojan horses, worms, time bombs, cancelbots, malware, adware or other computer programming routines that may damage, interfere with, surreptitiously intercept, or expropriate any system, data, or personal information.
- Engaging in activities that aim to render the Services or associated services inoperable or to make their use more difficult are prohibited.
- Selling or otherwise transferring your Services account.
- Impersonating, or attempting to impersonate, another user or person.
- Creating an account for any person other than yourself.

Intellectual Property Rights

The Services, including their text, audio, video, graphics, charts, photographs, interfaces, icons, software, computer code, data, trademarks, logos, slogans, names of products and services, documentation, other components and content, and the design, selection, and arrangement of content is exclusively

the property of CyberGrants or, as applicable, its suppliers and licensors, and is protected by copyright, trademark, and other intellectual property laws. Any unauthorized use of any trademarks, trade dress, copyrighted materials, or any other intellectual property belonging to CyberGrants or any third party is strictly prohibited and may be prosecuted to the fullest extent of the law. The Services may contain references to third-party marks and copies of third-party copyrighted materials, which are the property of their respective owners.

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CyberGrants Accounts

The Services may allow you to sign up for online services provided by CyberGrants and to log into your online CyberGrants account if you have signed up for those services. All access to and use of CyberGrants' online services is governed by both these Terms and any additional terms or separate agreement(s) between you and CyberGrants that apply to those online services ("**Additional Terms**"), for example, with respect to our online disbursement solutions, the CyberGrants Disbursement Solution Additional Terms of Service. All information related to your usage of our online services is solely your responsibility. Under no circumstances should you give your username or password to anyone at any time. It is your responsibility to report any suspected misuses of your username, password, or membership sign-up information to CyberGrants.

Career Opportunities

The Site may post career opportunities and include instructions on how to apply for those positions. You will not provide to us a resume or any job application materials for any person other than yourself. You warrant that all information contained in any resume and other materials you provide is current, accurate, and complete. Your submission of a resume or other job application materials does not in any way require CyberGrants to review those materials or consider you for employment. Career opportunity descriptions on the Site are subject to change at our sole discretion without notice.

Program, Product, and Service Availability

Any programs, products, or services that may be mentioned on or made available through the Services are subject to availability and terms not described in these Terms may apply. CyberGrants may change the programs, products, and services mentioned on the Services at any time without notice.

NO WARRANTY

THE SERVICES ARE PROVIDED "AS IS," "AS AVAILABLE," AND WITHOUT ANY WARRANTY OF ANY KIND. CYBERGRANTS MAKES COMMERCIALY REASONABLE EFFORTS TO ENSURE THAT ALL MATERIAL, DATA, AND OTHER INFORMATION ON THE SERVICES (EXCLUDING ANY USER-GENERATED CONTENT) IS ACCURATE AND RELIABLE, BUT NEITHER ACCURACY NOR RELIABILITY CAN BE GUARANTEED.

CYBERGRANTS MAKES NO WARRANTY THAT THE SERVICES WILL ENSURE YOUR OR ANY OTHER PERSON'S COMPLIANCE WITH REGULATORY PROGRAMS. CYBERGRANTS DOES NOT WARRANT OR GUARANTEE THE QUALITY, COMPLETENESS, TIMELINESS, OR AVAILABILITY OF THE SERVICES. CYBERGRANTS DOES NOT WARRANT OR GUARANTEE THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE, THAT ANY DEFECTS IN THE SERVICES WILL BE CORRECTED, OR THAT THE SERVICES OR THE SERVERS THAT MAKE THE SERVICES AVAILABLE ARE FREE OF VIRUSES OR OTHER HARMFUL CONDITIONS OR COMPONENTS. CYBERGRANTS IS NOT RESPONSIBLE FOR ANY TYPOGRAPHICAL ERRORS ON THE SERVICES.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, CYBERGRANTS EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND WITH RESPECT TO THE SERVICES, INCLUDING WITHOUT LIMITATION THOSE REGARDING AVAILABILITY, QUALITY, ACCURACY, MERCHANTABILITY, FITNESS FOR ANY USE OR PURPOSE, COMPATIBILITY WITH ANY STANDARDS OR USER REQUIREMENTS, TITLE, NONINFRINGEMENT, AND ANY ARISING FROM A COURSE OF DEALING OR USAGE IN TRADE. CYBERGRANTS HAS NO RESPONSIBILITY FOR THE TIMELINESS, DELETION, MISDELIVERY, OR FAILURE TO STORE ANY USER COMMUNICATION.

WE DO NOT WARRANT OR ENDORSE ANY USER-GENERATED CONTENT. ALL USER-GENERATED CONTENT IS SOLELY THE RESPONSIBILITY OF THE PERSON WHO PROVIDED THAT USER-GENERATED CONTENT.

WE MAKE NO REPRESENTATION THAT THE SERVICES ARE APPROPRIATE OR AVAILABLE FOR USE IN LOCATIONS OTHER THAN THE UNITED STATES. IF YOU CHOOSE TO ACCESS OR USE THE SERVICES FROM LOCATIONS OTHER THAN THE UNITED STATES, YOU DO SO AT YOUR OWN RISK AND YOU ARE RESPONSIBLE FOR COMPLYING WITH APPLICABLE LAWS AND REGULATIONS.

YOUR USE OF THE SERVICES IS AT YOUR OWN RISK AND YOU, ALONE, ARE RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER HARDWARE, SOFTWARE, SYSTEMS, AND NETWORKS, ANY LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY INFORMATION FROM THE SERVICES, AND ANY OTHER DAMAGE THAT MAY BE INCURRED.

NO ADVICE OR INFORMATION, ORAL OR WRITTEN, OBTAINED BY YOU FROM CYBERGRANTS OR IN ANY MANNER FROM THE SERVICES CREATES ANY WARRANTY.

NO WARRANTY FOR FUNDS, GRANTS, OR DONATIONS

The Services are a venue which acts as an arena for multiple philanthropic purposes, which includes the function for not-for-profits to submit on-line proposals to foundations, corporate contributions departments, and other legal charitable organizations which they have researched and selected as possible funding sources for legitimate tax exempt purposes. Foundations, corporate contributions departments, and other legal charitable organizations also use the Services as a venue to collect on-line proposals submitted to them by not-for-profits and subsequently make funding decisions. CyberGrants is never involved with the approval or declination process of any grant proposal submitted through the Services nor does CyberGrants monitor or control the legitimacy, accuracy, spelling or purpose of any grant proposal or other information related to, but not limited to, news releases, categorization of grants, grantmaking decisions or any financial tracking items of foundations, corporate contributions departments or charitable organizations.

CyberGrants does not guarantee that users of the Services are who they claim to be. To this extent, all visitors of this Services, including, but not limited to, Clients, Authorized Users, not-for-profit organizations seeking grants, foundations, corporate contributions departments and other legal charitable organizations, release all CyberGrants Parties (as defined below) from any and

all claims, demands and damages which arise from disputes of alleged or known misuses of the Services.

LIMITATION OF LIABILITY

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL CYBERGRANTS, ITS AFFILIATES, OR ITS OR THEIR RESPECTIVE DIRECTORS, OFFICERS, OWNERS, EMPLOYEES, CONTRACTORS, REPRESENTATIVES, CONSULTANTS, AGENTS, SUPPLIERS, OR LICENSORS (TOGETHER, "CYBERGRANTS PARTIES") BE LIABLE FOR ANY LOSSES OR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE SERVICES OR YOUR ACCESS TO OR USE OF, OR INABILITY TO ACCESS OR USE, THE SERVICES (INCLUDING BUT NOT LIMITED TO THE INPUT OF PERSONAL AND OTHER INFORMATION INTO THE SERVICES), INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE, OR CONSEQUENTIAL LOSSES OR DAMAGES, PROFIT LOSSES, FUNDING DECLINATIONS, DAMAGES RESULTING FROM LOST OR INACCURATE DATA, AND ANY OTHER LOSSES OR DAMAGES OF ANY KIND, WHETHER THE CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, WARRANTY, OR OTHERWISE, AND EVEN IF A CYBERGRANTS PARTY HAS EXPRESS KNOWLEDGE OF THE POSSIBILITY OF THE LOSS OR DAMAGE.

YOUR SOLE AND EXCLUSIVE REMEDY IS TO STOP ACCESSING AND USING THE SERVICES. WITHOUT LIMITING THE FOREGOING, IN NO EVENT WILL CYBERGRANTS PARTIES' LIABILITY TO YOU EXCEED \$100, EVEN IF THIS REMEDY FAILS OF ITS ESSENTIAL PURPOSE. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF CERTAIN DAMAGES, SO SOME OF THE ABOVE EXCLUSIONS AND LIMITATIONS MAY NOT APPLY TO YOU.

Termination

You agree that CyberGrants reserves the right to immediately and without warning terminate your access to the Services for any reason, including, but not limited to, non-compliance with these Terms. CyberGrants will not be liable to you for any terminated access to the Services.

Indemnity

You agree to indemnify, defend, and hold harmless CyberGrants Parties from and against any and all claims, actions, suits, demands, complaints, and

proceedings, as well as any and all losses, liabilities, damages, judgments, settlements, fines, penalties, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with: (1) your access to or use of the Services; (2) your provision of User-Generated Content (including claims that such content infringes any copyright, trademark, trade secret, trade dress, patent or other intellectual property right of any person or organization, defames any person or organization, or violates their rights of publicity or privacy); (3) any misrepresentation made by you in connection with your use of the Services; (4) your breach of these Terms; (5) your noncompliance with or violation of applicable laws or regulations; (6) your donations using the Services; or (7) your misuse of the Services or of any material, data, or other information downloaded or otherwise obtained through or from the Services. We reserve, and you grant to us, the exclusive right to assume the defense and control of any matter subject to indemnification by you.

Third-Party Websites and Services

The Services may link to, or be linked to, websites and services not maintained or controlled by CyberGrants. Those links are provided as a convenience and CyberGrants is not responsible for examining or evaluating the content or accuracy of, and does not warrant or endorse, any third-party website or services or any products or services made available through those websites or services. Please take care when leaving the Site to visit third-party websites or services. You should read the terms of use and privacy policy for each website and service that you use.

Linking to the Site

If you operate a website and are interested in linking to the Site: (a) the link must be a text-only link and clearly marked; (b) the link must "point" to the URL "<http://www.cybergrants.com>" and not to any other page; (c) the link and its use must be in connection with a website of appropriate subject matter that furthers the mission of CyberGrants; (d) the link and its use must not, nor have the potential to, damage or dilute the goodwill associated with CyberGrants' names and trademarks; (e) the link and its use must not create the false appearance that any program, person, or entity is associated with or sponsored by CyberGrants; and (f) the link, when activated by a user, must display the Site full-screen and not within a frame. CyberGrants reserves the

right to revoke consent to link to the Site at any time in its sole discretion, either by amending these Terms or through other notice.

User-Generated Content

The Services may allow you to create, post, transmit, upload, publish, distribute, broadcast, submit, or otherwise provide comments, data, text, images, video, audio, and other content and material via the Services and to respond to content provided by others (collectively, “**User-Generated Content**”). User-Generated Content is neither generated nor controlled by CyberGrants. CyberGrants is not responsible for any User-Generated Content.

User-Generated Content is not monitored. CyberGrants reserves the right, but does not have the obligation, to review, prescreen, edit, redact, otherwise modify, reorganize, recategorize, and delete User-Generated Content at any time at its sole discretion. CyberGrants has no obligation to archive or otherwise store any User-Generated Content. CyberGrants reserves the right to impose limits on features of the Services (e.g., the ability to provide User-Generated Content) and to restrict your access to all or parts of the Services at any time for any reason, including breach of these Terms.

Please keep in mind that the User-Generated Content you provide may be available to other users of the Services. You are responsible for all User-Generated Content that you provide and for the legality, originality, and appropriateness thereof. By providing User-Generated Content you warrant that you are the creator or owner of that User-Generated Content or that you otherwise have the rights, permissions, and consents necessary to provide that User-Generated Content to us and to allow us to use that User-Generated Content as permitted by these Terms. You retain any copyright or other intellectual property right you may have in User-Generated Content that you provide, subject to the license granted to CyberGrants below. User-Generated Content must be relevant to the applicable topic. User-Generated Content that is defamatory, indecent, pornographic, obscene, or otherwise objectionable or harmful is prohibited.

You grant CyberGrants a perpetual, irrevocable, transferable, assignable, sublicensable, royalty-free, fully paid-up, worldwide license to copy, modify, adapt, reformat, translate, excerpt, prepare derivative works of, store, publish, perform, display, and otherwise use and distribute any User-Generated Content provided by you in any and all media or distribution methods (now

known or later developed). You understand that this license allows us to make User-Generated Content you provide to other persons and entities, including other users of the Services. You understand that this license allows us to use User-Generated Content to develop and market products and services.

Copyright Policy

We respect the intellectual property rights of others and we ask that our users do the same. In accordance with the Digital Millennium Copyright Act (“**DMCA**”), located at 17 U.S.C. § 512, and other applicable laws, we strive to expeditiously remove any infringing material from the Services if we become aware of the same. It is our policy to terminate repeat infringers’ use of the Services. If you believe that anything on the Services infringes any copyright that you own or control, please provide our designated agent with a notice that contains the following information:

- i. A description of the copyrighted work(s) that you claim have been infringed;
- ii. A description of the allegedly infringing material, including its location on the Service;
- iii. A statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
- iv. Your email address, telephone number, and mailing address;
- v. A statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or are authorized to act on the copyright owner’s behalf; and
- vi. An electronic or physical signature of a person authorized to act on behalf of the copyright owner.

Your notice must meet the then-current requirements implemented by the DMCA. Contact information for our designated agent for notice of claims of copyright infringement is:

Michael Arcati, cgsupport@cybergrants.com; 978-824-0300; 300 Brickstone Square, Andover, MA 01810, Attention: General Counsel

Feedback

CyberGrants welcomes comments regarding the Services. If you submit comments or feedback to us, they will not be considered or treated as confidential. We may use any comments and feedback that you send us in our discretion and without attribution or compensation to you.

Governing Law; Disputes

These Terms are governed by the laws of the state of Massachusetts, without regards for its conflict of law principles. Venue is exclusively in the state or federal courts, as applicable, located in Boston, Massachusetts, with respect to any dispute arising under these Terms unless otherwise determined by CyberGrants in its sole discretion and the parties expressly agree to the exclusive jurisdiction of those courts. The Uniform Computer Information Transactions Act or any version thereof adopted by any state in any form does not apply to these Terms. The United Nations Convention for the International Sale of Goods does not apply. Any cause of action or other claim with respect to the Services must be commenced within one year after the cause of action or claim arises.

Assignment

We may assign our rights and delegate our duties under these Terms at any time to any party without notice to you. You may not assign your rights or delegate your duties under these Terms without our prior written consent.

Third-Party Beneficiaries

These Terms do not confer any rights, remedies, or benefits upon any person other than you and CyberGrants, except that our affiliates are third-party beneficiaries of these Terms.

Force Majeure

Except for your payment obligations, neither party will be liable for failure or delay in performing any obligation under these Terms due to circumstances beyond its reasonable control that prevent it from performing its obligations, including without limitation acts of God or nature, actions of the government, fires, floods, strikes, civil disturbances, terrorism, and power, communications, satellite, or network failures.

Interpretation

These Terms, including our Privacy Policy and any applicable Additional Terms, constitute the entire agreement between you and CyberGrants regarding your access to and use of the Services and supersede and replace any prior agreements between you and CyberGrants regarding the Services. Our failure to enforce any provision of these Terms will not be considered a waiver of that or any other provision. Any waiver of any provision of these Terms will be effective only if in writing and signed by CyberGrants. If any provision of these Terms is held to be invalid or unenforceable, that provision will be severed from the remaining provisions and the remaining provisions of these Terms will remain in effect. The headings in these Terms are for convenience only and do not affect the interpretation of these Terms. These Terms inure to the benefit of CyberGrants' successors and assigns.

Survival

Any provisions of these Terms that are intended to survive termination (including any provisions regarding indemnification, limitation of our liability, and dispute resolution) will continue in effect beyond any termination of these Terms or of your access to or use of the Services.

Notices

All notices, consents, and other communications permitted or required to be given under these Terms must be in writing and addressed to the recipient and will be deemed given: upon delivery if personally delivered with fees prepaid, including by a recognized courier service; upon receipt if delivered by certified or registered United States mail, postage prepaid and return receipt requested, as indicated by the date on the signed receipt; or, where you are the recipient, upon delivery by email. Please print or otherwise save a copy of all documentation, agreements, notices, and other communications for your reference.

Contact Us

Please direct any questions and concerns regarding these Terms or the Services to us by email at cgsupport@cybergrants.com, by telephone at 978-824-0300, or by mail at CyberGrants, LLC, 300 Brickstone Square, Suite 601, Andover, MA 01810.



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 are open for in-person learning unless a public health emergency necessitates temporary distance learning.

DAILY SELF-CHECKLIST

- Parents and guardians should screen each child for symptoms of illness, including COVID-19, before sending their student to school. Symptoms include, but are not limited to, fever of 100 degrees or more, sore throat, cough, respiratory symptoms, vomiting, and new loss of taste or smell. Any student, teacher or staff member experiencing such symptoms should stay home.
- Teachers will work with students during absences to maintain academic progress.

EXPOSURES

- Students or employees who test positive for COVID-19 should stay home according to the CDC recommendation, which is currently five (5) days. If symptoms persist, the person may need to stay home longer.
- SPS remains in contact with the Creek County Health Department and the Oklahoma State Department of Health regarding pandemic protocols.
- No social distancing requirements are in place unless necessitated by a public health emergency.

CLEANING

- The district disinfects spaces as often as possible.
- Communication to students and staff promoting behaviors to reduce the spread of illness, such as frequent handwashing and respiratory etiquette, will continue.

MASKS

- Masks are not required.
- Students, staff, and guests who wish to wear a mask are welcome to and will not be discouraged from doing so.

MEALS

- Student meals are not 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.

MENTAL HEALTH & WELLNESS

- Students have access to counseling from district counselors and licensed counselors provided through partnerships with community agencies.
- Additionally, the district employs behavior specialists and school psychologists.
- Staff members may utilize the district's Employee Assistance Program.

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 February 13, 2023, and is subject to change as conditions warrant. For more information, visit sapulpaps.org.

Book	Title	ISBN	Number of copies
X	Prentice Hall Writing Coach	978-0-13-253144-3	49
X	Prentice Hall Writing Coach-TE	978-0-13-253724-7	2
X	The Language of Composition	978-0-312-45094-6	92
X	Language and Composition	978-0-07-604636-4	31
X	The Language of Composition 3rd	978-1-319-05614-8	15
X	Glencoe Writer's Choice Grammar & Comp.	0-07-865-150-4	25
X	Rhetoric, Logic and Argumentation	978-1-60843-973-7	27
X	Glencoe Literature (Brit)	978-0-07-845482-0	22
X	Glencoe Literature Reader's Choice	978-0-07-845479-0	9
X	Glencoe Microsoft Office 2003	0-07-865949-3	33
X	Java Introduction to Programming	0-538-68565-4	14
X	British Writers		10
X	Merriam-Webster's High School Dictionary	0-03-096484-9	19
X	Merriam-Webster's High School Dictionary	0-87779-709-9	10
X	The American Heritage Dictionary of the English Language		1
X	Scott Foresman Advanced Dictionary		2
X	Roget's International Thesaurus	0-8124-6467-2	3
X	A Midsummer Night's Dream	0-02-817958-7	72
X	Julius Caesar Made Easy	0-8120-3573-9	27
X	Henry IV Part 1	0-671-41521-2	9
X	My Antonia	0-02-817977-3	72
X	My Antonia Glencoe Study Guide	0-02-818038-0	27
X	I Am Mordred	0-07-8282667	58
X	The Scarlett Letter	0-02-817973-0	72
X	Heart of Darkness & Secret Sharer		37
X	Heart of Darkness		23
X	Night	0-02-817966-8	47
X	The Power and the Glory	0-14-243730-1	60
X	Dracula	978-0-451-53066-0	22
X	Rosencrantz and Guildenstern Are Dead	0-8124-7317-5	49
X	Les Miserables	0-8124-1744-5	89
X	The Count of Monte Cristo	0-553-21350-4	28
X	Ethan Frome	9780-451-53131-5	80
X	Pride and Prejudice	978-0-486-28473-6	24
X	A Tale of Two Cities +	0-02-817981-1	111
X	Our Town	0-07-828408-2	150
X	A Separate Peace	0-02-817965-7	121
X	The Importance of Being Ernest	0-07-826094-9	36
X	The Once and Future King		41
X	All Quiet on the Western Front	0-02-817994-3	55
X	Jane Eyre	0-8124-4579-1	71
X	The Adventures of Huckleberry Finn	0-02-817967-6	73
	Glencoe Literature Reading	978-0-07-845480-6	90

High School Science Books for Surplus

ISBN #	Copyright Date	Book Title	Publisher	Quantity
0-03-036777-8	No year listed Study Guide	Modern Chemistry Study Guide	HRW	51
0210-32131-9	2000	Chemistry Lab Manual	Addison, Wesley	36
0-03-036804-9	No year listed Study Guide	Chemfile	HRW	41
0-07-866418-7	2005	Chemistry Matter and Change	Glencoe	43
1-877991-35-X	1995	Lab Experiments For AP Chemistry	Flinn Scientific	14
1-305-07395-9	14th edition 2009	Biology The Unity and Diversity of Life	Starr, Taggert	39
0495801599-7	11th edition 2006	Biology The Unity and Diversity of Life	Starr, Taggert	35
No ISBN #	2019	AP Bilogy Investigative Labs Lab Manual	College Board	59
No ISBN #	2001	AP Bilogy Lab Manual	College Board	31
0-03-056031-4	1981	Modern Biology	Holt	17
0-07-866418-7	2005	Chemistry Matter and Change	McGraw Hill	33

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Band DATE OF REQUEST: 01/27/2023

SPONSOR: Whitney Yokum

DESTINATION: Flagstaff, Arizona

DATE LEAVING (DAY AND DATE) Friday October 6, 2023

DATE RETURNING (DAY AND DATE) Monday October 9, 2023

NUMBER OF SCHOOL DAYS MISSED 2

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

PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Raffle, Cheesecake Sales,
Cookie Dough Sales, Candy Bar Sales

NUMBER OF STUDENTS ATTENDING: 115

NUMBER OF SPONSORS: 5 Staff
8-10 Chaperones

PURPOSE OF TRIP: Bands of America Marching Band Contest

MODE OF TRANSPORTATION: Charter Bus


PRINCIPAL'S APPROVAL

 2/7/23
SUPERINTENDENT'S APPROVAL

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Freedom 5th Grade DATE OF REQUEST: 10/7/22

SPONSOR: Jessica Nicholson

DESTINATION: Washington D.C. & Virginia

DATE LEAVING (DAY AND DATE) June 3, 2024

DATE RETURNING (DAY AND DATE) June 8, 2024

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: Funds will come
from fundraisers and parents will pay remaining

NUMBER OF STUDENTS ATTENDING: 7 NUMBER OF SPONSORS: 6

3 male students - 1 male sponsor 4 female students - 5 female sponsors

PURPOSE OF
TRIP:

Students will be able to visit the places they
learn about in social studies class and see it in person
(Jamestown, Mount Vernon, Colonial Williamsburg, U.S. Capitol, etc).
Bringing history to life.

MODE OF
TRANSPORTATION:

Students will be dropped off at airport (Tulsa)
by parents and travel by plane to Washington
D.C. and will have a charter bus while there. Will fly back
and parents will pick them up from airport (Tulsa).

Alison Owens

PRINCIPAL'S APPROVAL

[Signature] 2/8/23
SUPERINTENDENT'S APPROVAL

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Drama DATE OF REQUEST: 1-20-23

SPONSOR: Becky Braswell

DESTINATION: Indiana University - Bloomington

DATE LEAVING (DAY AND DATE) June 18, '23 (Sunday)

DATE RETURNING (DAY AND DATE) June 24, '23 (Saturday)

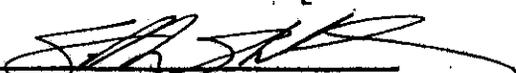
NUMBER OF SCHOOL DAYS MISSED 0

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: Bartlett Grant
(Students pay a portion as well.)

NUMBER OF STUDENTS ATTENDING: 5 NUMBER OF SPONSORS: 1

PURPOSE OF TRIP: International Thespian Festival ~ Students attend theatre workshops with professionals from all fields. Students will see shows from schools across the U.S.

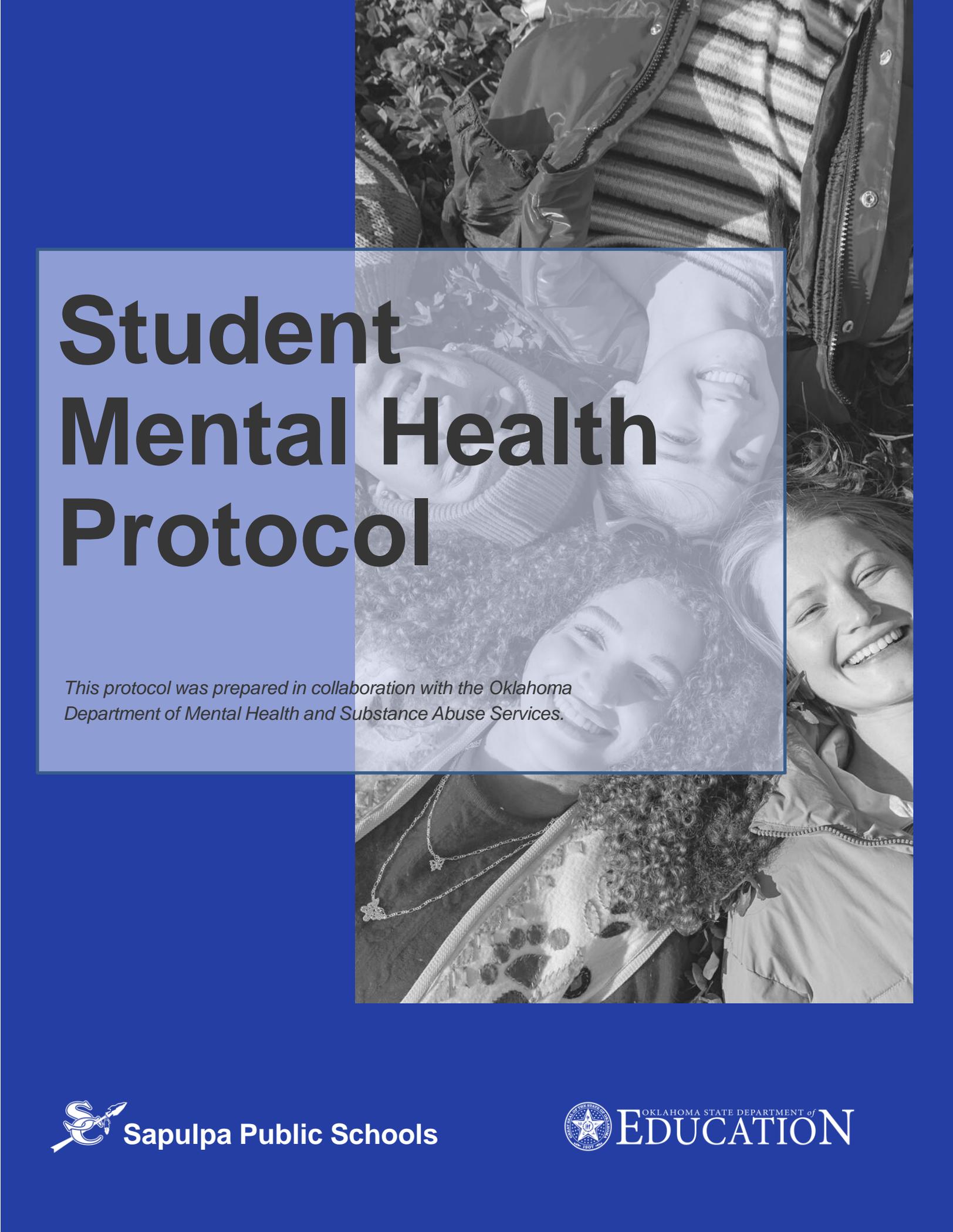
MODE OF TRANSPORTATION: Van or Mini Bus


PRINCIPAL'S APPROVAL

 2/7/23
SUPERINTENDENT'S APPROVAL

FUNDRAISERS 2022-23 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
High School	Band	2/27/2023	Gift Card Raffle	To help offset the cost of band and color guard fees and expenses for students
SMS	NASA	2/14/2023	Selling Dill Pickles	Nasa field trip
SHS	Debate	3/24/2023	Debate Tournament (March 24 & 25)	We will use funds to pay entry fees to our tournaments and for hotel for the State tournament.
Sapulpa Middle School	Native American Student Association	2/14/2023	Dill pickle sales	End of year trip for NASA students.
High School	High School	5/19/2023	Senior Graduation Ads (Videoboard)	The funds will be used for student and teacher activities at the HS throughout the year.
SMS	Tennis	3/6/2023	Country Meats Beef Sticks	Buy snacks for tournaments, new balls, t-shirts, and meals.
High School	Sapulpa Green Thumb Chieftains	2/14/2023	Raffle tickets for gift bags of our products. Also adding organic diy lotion to our skin care products	Supplies for greenhouse & products made by students
Sapulpa Jr./Sr. High School	SJH Art #870	2/14/2023	School Apparel	With the money raised, we will be able to purchase art supplies and classroom resources. Additional student learning expenses, professional development related expenses, field trip expenses, and/or shirt giveaways can be paid for with the money raised.
Sapulpa Jr./Sr. High School	SJH Art #870	2/14/2023	Stained Glass Art Show Purchases	With the money raised, we will be able to purchase art supplies and classroom resources. Additional student learning expenses, professional development related expenses, field trip expenses, and/or shirt giveaways can be paid for with the money raised.
Sapulpa Jr./Sr. High School	SJH Art #870	2/14/2023	Stained Glass Classes	With the money raised, we will be able to pay a class fee to the teacher, purchase art supplies and classroom resources. Additional student learning expenses, professional development related expenses, field trip expenses, and/or shirt giveaways can be paid for with the money raised.
Sapulps Jr./Sr. High School	SJH Art #870	2/14/2023	School Spirit Stickers	With the money raised, we will be able to purchase art supplies and classroom resources. Additional student learning expenses, professional development related expenses, PD expenses, principal budget expenses, field trip expenses, and/or shirt giveaways can be paid for with the money raised.



Student Mental Health Protocol

*This protocol was prepared in collaboration with the Oklahoma
Department of Mental Health and Substance Abuse Services.*



Sapulpa Public Schools



OKLAHOMA STATE DEPARTMENT of
EDUCATION

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Statement of Purpose

Sapulpa Public Schools (SPS) supports student health and wellness protocols to include mental health supports. It is the policy of SPS to align access to mental health support by providing community resources for students and guardians focused on mental health treatment options and crisis response intervention. It is also the policy of the SPS to provide mental health and crisis response training to school personnel. This process will involve consistent collaboration between SPS and community mental health partnerships. This policy shall extend to all schools in Sapulpa Public Schools.



Definitions

Mental Health

Includes emotional, psychological, and social well-being and affects how individuals think, feel, and act. Mental health also determines how individuals handle stress, relate to others, and make healthy choices.

(Information obtained from [CDC, 2021](#).)

Mental Health Crisis

Any situation in which a person's behavior or verbalized distress puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively in the community.

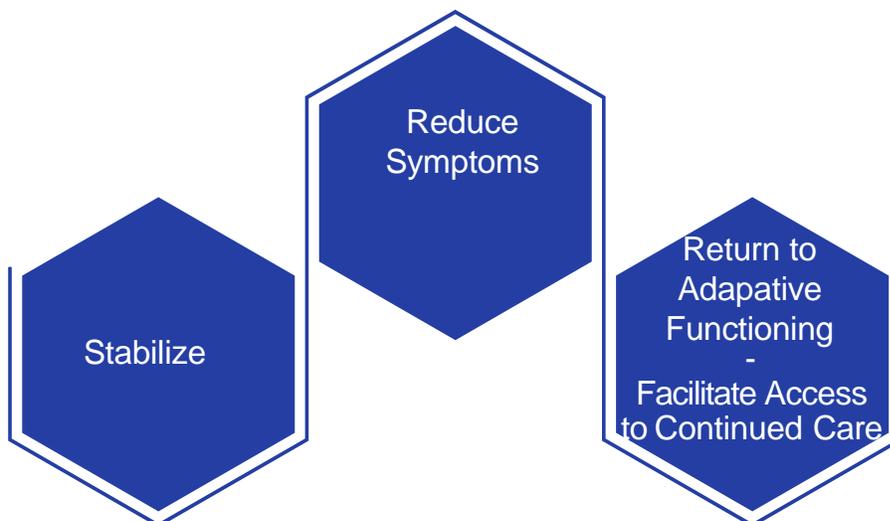
The 988 Mental Health Lifeline operates 24/7, offering anyone who dials 9-8-8 access to mental health crisis services.

Crisis Response

Refers to the advance planning and actions taken to address natural and manmade disasters, crises, critical incidents, and tragic events. Of course, in an emergency, it is always best to call 911.

Crisis Intervention

Can mitigate adverse reactions, facilitate coping and planning, assist in identifying and accessing available support, normalize reactions to a crisis, and assess capacities and need for further support or referral to the next level of care. *The three main goals of crisis intervention are:*



Privacy Requirements

All district/site protocols must comply with the privacy requirements of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

The Family Educational Rights and Privacy Act

(FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the students when they reach the age of 18 or attend a school beyond the high school level.

HIPAA

Also known as Public Law 104-191, HIPAA has two main purposes: to provide continuous health insurance coverage for workers who lose or change their job and to ultimately reduce the cost of health care by standardizing the electronic transmission of administrative and financial transactions. Other goals include combating abuse, fraud, and waste in health insurance and health care delivery, and improving access to long-term care services and health insurance.

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other individually identifiable health information (collectively defined as "protected health information") and applies to health plans,

health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The rule requires appropriate safeguards to protect the privacy of protected health information and sets limits and conditions on the uses and disclosures that may be made of such information without an individual's authorization. The rule also gives individuals rights over their protected health information, including rights to examine and obtain a copy of their health records, to direct a covered entity to transmit an electronic copy of their protected health information in an electronic health record to a third party, and to request corrections. The Privacy Rule is located at 45 CFR [Part 160](#) and Subparts A and E of [Part 164](#).



Recognize Warning Signs

Signs of a mental health crisis episode may not always be apparent in a student/child. Keeping the following warning signs in mind, teachers, principals, and other staff members can begin to identify the need for intervention.

Abusive Behavior

Often a student in mental distress will show abusive behavior to themselves and others. This may include self-harm, substance abuse, physical abuse, etc.

Inability to Perform Daily Tasks This can include even the most simple tasks such as bathing, brushing teeth and/or hair, and putting on clean clothes.

Increased Agitation

Children showing signs of increased agitation may use verbal threats, be violently out of control, destroy property, and more.

Isolation

Children and young adults in mental health crisis tend to isolate themselves from family and friends at school and at work.

Loses Touch with Reality (Psychosis)

Psychosis encompasses the following behaviors: showing signs of confusion, having strange ideas, thinking they're someone they're not, not understanding what people are saying, hearing voices, and seeing things that aren't there.

Paranoia

Paranoia manifests in suspicion and mistrust of people or their actions without evidence or justification.

Rapid Mood Swings

Increased energy levels, the inability to stay still, pacing, sudden depression and withdrawal, and becoming suddenly happy or calm after a period of depression may be indicative of a student in crisis.

Other warning signs may include:

- Changes in school performance
- Pulling away from people and things
- Having low or no energy
- Having unexplained aches and pains, such as constant stomachaches or headaches
- Feeling helpless or hopeless
- Excessive smoking, drinking, or drug including prescription medications
- Eating or sleeping too much or too little
- Worrying a lot of the time - feeling guilty but not sure why
- Having difficulty readjusting to home or work life
- Thinking about suicide
- Inability to perceive changes in their use, own feelings, behavior, or personality (lack of insight or anosognosia)



Safeguard Student Health and Safety

It is important to establish a culture of support and safety to enhance student health and prevent barriers to effective crisis response. Districts can assist with this process by fostering healthy relationships built on a foundation of trust, respect, and care in schools. These safeguards help to positively affect student-teacher relationships, increase engagement for students and families, and improve two-way communication between all parties. A culture of safety and support works to replace fear, uncertainty, and punishment as motivators with belonging, connectedness, and willingness to change.

Every school employee with reason to believe any student under the age of 18 years is a victim of abuse or neglect is required by law to report the matter *immediately* to the Oklahoma Department of Human Services (OKDHS) and local law enforcement. ([70 O.S. § 1210.163](#); [10A O.S. § 1-2-101](#)). The OKDHS Hotline number is [1-800-522-3511](tel:1-800-522-3511), and the online reporting link is www.OKHotline.org. Districts are encouraged to develop a streamlined process for documenting calls placed to OKDHS. The Oklahoma State Department of Education (OSDE) has created a [Child Abuse Reporting Form](#) template for the initial report to OKDHS and an [investigation form](#) schools may use if an investigative entity comes to the school to speak with the identified student

Beginning with the 2022-2023 school year, pursuant to [Maria's Law](#), all schools are required, as part of any health education curriculum, to include instruction in mental health, with an emphasis on the interrelation of physical and mental well-being. School districts may enter into agreements with nonprofit entities and other community partners to assist with or provide mental health education to students if the nonprofits and community partners are approved by the Oklahoma State Department of Education (OSDE) and the Oklahoma Department of Mental Health and Substance Abuse Services.



Response Procedures

What to Do in a Mental Health Crisis

Steps all staff should take when addressing warning signs or managing student disclosures:

- ♦ Assess the situation.
 - Is the person in danger of hurting themselves, others, or property?
 - Do you need emergency assistance?

Call CREOKS Mobile Crisis 1(877)327-3657 to engage with trained crisis counselors for help with suicidal, substance use, and/or a mental health crisis. 988 Mental Health Lifeline may also be utilized.

Immediately call 911 for emergency assistance if the student requires medical attention as well as use the RAVE App

- ♦ Talk to the student in a safe space. All staff members' responses should be calm, supportive, and non-judgmental.
 - Keep voice calm.
 - Listen to the student.
 - Ask questions, but do not push.
 - Express support and concern.
 - Ask how you can help.
 - Gently announce actions before initiating them.
- ♦ Walk with student to the school counselor or site administration *note - student should have adult supervision at all times.
- ♦ School Counselor or site administration will follow safety protocol and refer the student for crisis services at **CREOKS Mobile Crisis 1(877)327-3657. 988 Mental Health Lifeline** may also be utilized.
- ♦ Immediately following the incident, appropriate staff member/s should document steps taken on the mental health referral packet.
 - Referral Form
 - Parent/Guardian Notification Form
 - Student Re-entry Plan
- ♦ If a student is out for an extended time (more than two school days), a caregiver/student/counselor meeting should be held a minimum of 24 hours in advance of the student's return to school.

Remember

A person experiencing a mental health crisis may not always clearly communicate their thoughts, feelings, needs, or emotions. They may also find it difficult to understand what others are saying. It's important to empathize and connect with the person's feelings, stay calm, and try to de-escalate the crisis. Seek outside assistance from your local Certified Community Behavioral Health Clinic for additional support.

Student Re-Entry Plan Guidelines

Whenever possible, the School Counselor and Mental Health Coordinator should meet with the student's parent or guardian and the student to discuss re-entry to the school day after an extended physical health absence, behavioral health assessment, or extended hospitalization.

1. The School Counselor and Mental Health Coordinator should request a meeting with the student and their parent or guardian.
2. This group should discuss and document a re-entry procedure and what would help to ease the transition back into the school environment (e.g., whether or not the student will be required to make up missed work, the nature of check-in/check-out visits, etc.), address any concerns the student or parents/guardians may have.
3. All accommodations should be documented.
4. A designated staff person should periodically check in with the student to help with readjustment to the school community and address any ongoing social or academic concerns.
5. The School Counselor and Mental Health Coordinator should periodically check in with parents/guardians to update progress or concerns.
6. The School Counselor and Mental Health Coordinator should meet with the student's faculty to share information about curriculum and social concerns prior to the student's return.
7. The School Counselor and Mental Health Coordinator should be available to teachers to discuss any concerns they may have regarding the student after re-entry.

* *Parent may opt out of re-entry plan by waiver.*



Community Resources

Certified Community Behavioral Health Clinics (CCBHC)

In accordance with [70 O.S. § 24-159](#), Sapulpa Public Schools will collaborate with CCBHC to provide mental health crisis responses. SPS will communicate with CREOKS in the event that mental health crisis services are needed. The district may also utilize the 988 Mental Health Lifeline.

988 Suicide and Crisis Lifeline

The 988 Mental Health Lifeline is a three-digit number for the national Mental Health Lifeline. The 988 Mental Health Lifeline operates 24/7 and offers services for mental health crisis calls. Operators are licensed and certified health crisis specialists who answer calls, connect to, and dispatch local services and mobile crisis teams.

Mobile Crisis Response

The Youth Mobile Response and Stabilization System is a mobile intervention service for children, youth, and young adults experiencing behavioral health emergencies.



Guardian Notification

Guardians will be notified by school personnel to streamline and assist with mental health crisis response efforts. The following steps may be helpful:

1. The parents/guardians on file should be contacted by a designated school professional (Administrator, School Counselor, School Social Worker, School Resource Officer, or other school personnel).
2. Arrange for parents/guardians to come to the school.
3. Meet with parents/guardians directly and review the [Emergency Student Crisis Notification](#).
4. Provide parents/guardians with a copy of the form and all collateral referrals and/or contact resources.
5. Discuss with parents/guardians the [school re-entry](#) process upon release from a medical professional and the importance of [Consent for Release of Confidential Information](#).

Schools shall notify parents and guardians in accordance with [70 O.S. § 24-100.7](#) and [70 O.S. § 24-15](#).

Resources:

- A. [Emergency Student Crisis Notification](#)
- B. [Provider List](#) (Oklahoma Mental Health and Substance Abuse service search)
- C. [School Re-entry Plan](#)
- D. [Safety Plan](#)
- E. [Consent for Release of Confidential Information](#)
- F. [Creek County Community Partnership Resource Guide](#)



Mental Health Partnerships

Sapulpa Public Schools will request that the local school board obtain a signed working agreement with each indentified mental health provider outlining all obligations under the protocol and a strategy for regularly reveiwing its effectiveness using anonymous non identifiable data.

Sapulpa Public Schools will provide a statement/plan on dissemination of Oklahoma Prevention Needs Assessment (OPNA) survey data and other mental health data.

Sapulpa Public Schools will submit the latest mental health crisis protocol and CCBHC working agreements to the State Department of Education (OSDE); all revisions and updates to the protocol and working agreements will be submitted to the OSDE.

Sapulpa Public Schools and partnering mental health provider/s to conduct a joint review of the protocol and related working agreements every two years and consider any updates to better meet student needs. Requires districts and providers to include information collected from the OPNA survey, or an approved alternative survey, as part of the review process.

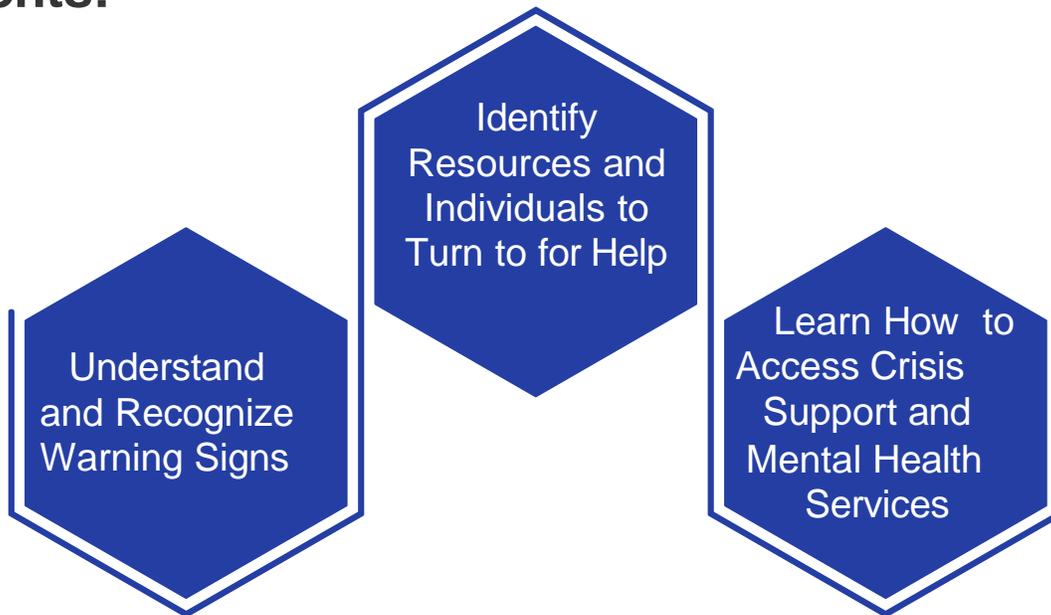
The [Oklahoma Prevention Needs Assessment](#) refers to the biennial mental health prevention survey of public school students in grades six, eight, ten, and twelve managed by the Department of Mental Health and Substance Abuse Services(ODMHSAS). ODMHSAS shall maintain the Oklahoma Prevention Needs Assessment and provide technical assistance for schools in survey administration, reporting, planning, and development of school mental health prevention and intervention strategies informed by the survey results. If a school or school district chooses to administer an alternative survey or assessment tool to fulfill the purpose, it may apply for a waiver through ODMHSAS.

Beginning in the 2022-23 school year, and biennially thereafter, Sapulpa Public Schools will administer, the OPNA, or an alternative survey supported by ODMHSAS, for the purpose of providing direction to schools, school districts, and communities to effectively improve the lives of students regarding a variety of issues with a focus on alcohol, tobacco, other drug use, mental health, academic failure, and violence.



District Training: What Educators Should Know

Effective district training meets the following components:



In accordance with Student Mental Health Protocol [70 O.S. § 24-159](#), Sapulpa Public Schools is committed to providing school administrators, teachers, support employees, and school-based mental health providers ready access to and regular training on the mental health protocol.

In accordance with the Suicide Awareness and Prevention [Act, 70 O.S. § 24-100.7](#), Sapulpa Public Schools board of education shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. As a core element, this training requirement should include evidence-based approaches. The Department of Mental Health and Substance Abuse Services shall make available, at no cost to the districts, curriculum for staff that addresses suicide awareness and prevention. The training program may be combined with any other training addressing bullying prevention provided by the school district.

In accordance with the Oklahoma Teacher Preparation Act, [70 O.S. § 6-194.3](#), Sapulpa Public Schools board of education shall require a training program for teachers which shall emphasize the importance of recognizing and addressing the mental health needs of students. The program shall be completed the first year a certified teacher is employed by a school district, and then once every third academic year.



Other Requirements

Reporting Procedures to the Oklahoma State Department of Education

In order to assist the State Department of Education with compliance efforts pursuant to the [Student Mental Health Protocol](#) at 70 O.S. § 24- 159, each school district shall submit the latest protocol and working agreements to the State Department of Education, which shall share the protocols and agreements with the Department of Mental Health and Substance Abuse Services. These agencies may require revisions to ensure compliance with applicable laws, regulations, and established evidence-based practices.

The mental health protocol will be submitted through Single Sign On.



Oklahoma Student Mental Health Legislation Table

Title	Legislation	Overview
Mental Health Training	70 O.S. § 24-100.7	Directs the development and dissemination of information, training and resources regarding mental health needs of students.
Mental Health Protocol	70 O.S. § 24-159	Requires public school districts to maintain a protocol for responding to students in mental health crises and requires districts to provide written notification to parents regarding their right to opt their student out of the OPNA student survey.
Mental Health Education Standards	70 O.S. § 11-103.9b	Requires that all schools, as part of any health education curriculum, include instruction in mental health, with an emphasis on the interrelation of physical and mental well-being.
Student In-Patient Disclosure	70 O.S. § 3-169	Optional disclosure by parent to school officials prior to or at enrollment regarding previous (in the past 24 months) emergency mental health inpatient (acute, residential, or crisis) support from a mental health/behavioral health facility.
Student ID Cards	70 O.S. § 24-100.10	Requires that school districts and charter schools serving students in grades 7 through 12 that issue student identification cards to print the telephone number of the National Suicide Prevention Lifeline (call or text 988) and the Crisis Text Line (text HOME to 741741) on one side of the cards.
OPNA	70 O.S. § 24-158	Requires schools to administer, in cooperation with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), the Oklahoma Prevention Needs Assessment (OPNA) survey or comparable survey instrument on a biennial basis.
Suicide Prevention	70 O.S. § 24-100.7	Requires school district boards of education to adopt suicide awareness and drug abuse policies, train and provide curriculum to staff, and provide training to students.
Child Abuse Prevention	70 O.S. § 1210.163	Requires every school employee having reason to believe that any student under the age of 18 years is a victim of abuse or neglect shall report the matter immediately to the Department of Human Services and local law enforcement.



Relevant Documents and Resources

Prevention Resources

- [ODMHSAS School-based Prevention](#)
- [Multi-tiered System of Support for Bullying Prevention](#)
- [Oklahoma School Safety and Bullying Prevention Act OSDE](#)
- [Bullying Prevention Training Request Form Sample Bullying](#)
- [Harassment Investigation Form Sample Interview Form](#)
- [Sample Reporting Form](#)

School Climate

- [School Climate Best Practices](#)

Mental Health and Crisis Response

- [ODMHSAS Network of Care](#)
- [Certified Community Behavioral Health Clinics Child Abuse and Neglect Guidance Companion Guide - NAMI](#)
- [Confidentiality Agreement](#)
- [Consent for Release of Confidential Information](#)
- [Counselor Process for Responding to Suicide](#)
- [Emergency Student Crisis Notification Form Mental Health Crisis Signs](#)
- [OKDHS Hotline](#)
- [Oklahoma Comprehensive School Counseling Framework Safety Threat Assessment](#)
- [School Re-Entry Plan Suicide Information Sheet](#)
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- [Warning Signs and Risk Factors for Emotional Distress](#)



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Consent for Release of Confidential Information (ROI) Form - pg 10

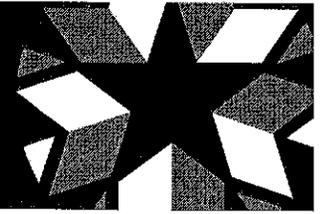
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CHILD ABUSE REPORTING FORM



Hotline number: 800-522-3511
Agency Contacted: DHS Law Enforcement (LE)

Date of Contact with Agency/LE: _____ Time of Contact with DHS: _____

Agency/LE Confirmation Number: _____ Contact Person: _____

Name of Child: _____ Age of Child: _____ ID # _____

School: _____ Grade: _____

Names, Ages, ID #s of Additional Children: _____

Address of Child/ren: _____

Describe the injuries and/or incident as reported: _____

Submit form(s) to the principal and/or other designated administrator within 24 hours of hotline reporting.
Submit one form for each agency contacted.

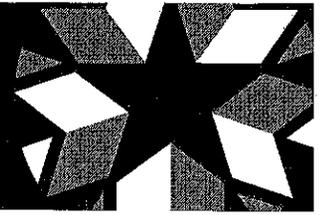
Signature of Principal/Director

Date Received

Principal and/or other Designated Administrator

Date Received

CHILD ABUSE DHS INVESTIGATION FORM



The undersigned person has been identified as an official representative of:

_____ and hereby certifies to having legally constituted authority to conduct investigations concerning suspected child abuse/neglect/exploitation/trafficking.

Student's name: _____ Student ID# _____

Grade Level: _____ Age: _____ School: _____

Signature of Investigator *Date* *Signature of School Administrator*

Printed Name of Investigator *Printed Name of Administrator*

Badge or ID Numbers *E-mail address of Investigator*

Administrator present during questioning of student ____ yes ____ no

Agency Name and Address

Agency Phone #

A copy of this form should be kept in a confidential file separate from the student's permanent folder or any other records and be retained for five years. Confidential information should be transferred with all other student records if requested by another school district. Submit a copy to the principal and/or other designated administrator within 24 hours of the interview.

Consent for Release of Confidential or Protected Information

(Name of consumer)

(Date of birth)

I authorize:

(Name of Person or Agency Releasing Information)

(Address of Person or Agency Releasing Information)

To release to and exchange with:

(Name of Person or Agency Receiving Information)

(Address of Person or Agency Receiving Information)

the following information for the following dates of treatment: _____ (if known).

Method(s) by which information is to be released: Mail Email Fax Verbal Hand delivered

Specific information to be released:	Information pertaining to behavioral/emotional needs that may impact educational performance.
Information is being released for the following purpose:	To provide collaboration and continuity of care

I understand that I may revoke this authorization at any time except to the extent that action has been taken in reliance on it, and that in any event this authorization expires automatically as follows: Upon discharge, or if unspecified, one year after the patient's dated signature (below). Revocations should be submitted to the agencies releasing and receiving information.

I understand that my records are currently protected by Oklahoma State Statutes and federal privacy regulations including the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA). I understand that my health and educational information specified above will be disclosed pursuant to this authorization.

I understand that the covered entity and/or program seeking this authorization will not condition treatment, payment, enrollment, or eligibility for benefits on whether I sign this authorization. I freely and voluntarily give this consent.

I understand that I am entitled to receive a copy of this authorization after it is signed.

A photo/scanned copy of this authorization shall be considered as valid as the original.

(Signature of consumer)

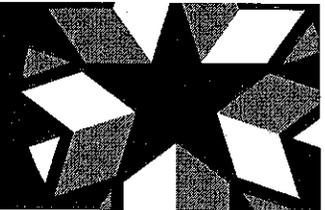
(Date)

(Signature of authorized representative or parent or guardian when required)

(Relationship to consumer)

(Date)

EMERGENCY NOTIFICATION OF STUDENT IN CRISIS



Date: _____ School: _____

School Personnel: _____ Title: _____

_____, the parents of _____

have been advised that our child has expressed thoughts of self-harm, has engaged in self-harming behavior, or made homicidal threats. We have been further advised that we should seek some psychological/psychiatric consultation immediately. We have been further advised that we should seek some psychological/psychiatric consultation immediately. We have been provided with a list of Emergency Resources for Crisis Care. We understand that the school district is not responsible for the provision of these services, but is alerting us to this emergency just as they would inform us of any health problem.

Parent/Guardian Signature

School Personnel Signature

We have received a Safety Threat Assessment to assist in receiving mental health services.

Parent/Guardian Initials

Third Party Statement *(describe activity or incident personally observed)*

Third Party Statement Provider Signature

Printed Name

Title

Student Return to School

We will contact the counselor in advance of our child's return to school to formulate a Student Re-entry Plan and provide a copy of this form with completed provider acknowledgment.

Parent/Guardian Initials

Counselor's Printed Name

Phone Number and/or Email Address

Provider Acknowledgment: I received a copy of the Emergency Notification of Student in Crisis.

Name

Title

Date

Agency Name (if applicable)





CENTER FOR
FAMILY RESILIENCE
College of Education and Human Sciences



OKLAHOMA PREVENTION NEEDS ASSESSMENT

Conducted by: Oklahoma Department of Mental Health and Substance Abuse Services
Frequently Asked Questions (FAQ)

What is the Oklahoma Prevention Needs Assessment survey?

Known as the "OPNA", the Oklahoma Prevention Needs Assessment is a biennial survey of public, private, and charter school students in the 6th, 8th, 10th, and 12th grades. The survey is a project of the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), and has been conducted in Oklahoma since 2004. The OPNA is available in English and Spanish. The OPNA is a robust tool for providing direction to schools, districts, and communities to effectively improve the lives of students across a variety of issues including alcohol, tobacco, other drug use, mental health, academic failure, and violence. The OPNA measures problem behaviors and risk and protective factors, which are attitudes, behaviors, and opinions that research has shown to be highly correlated with these health risk behaviors.

Why should school districts participate?

The OPNA collects data on research-based factors that are shown to contribute to student success on standardized tests and academic performance and also to aid in the prevention of substance use and mental health problems. It is the only survey that provides a risk and protective factor profile across four domains: individual/peer, family, school, and community.

Why should school districts participate?

Survey results can help your district/school be more competitive in applying for grants and can be used to secure funding through other sources by demonstrating need. Data from the OPNA will allow your school district to assess the need for specific types of prevention and intervention services and develop a strategic plan in implementing those services.

Why should school districts participate?

OPNA results can be leveraged to develop culturally appropriate, gender responsive, and trauma informed intervention practices at the school and district level. When school administrators understand their students' challenges and opportunities, they can most effectively plan for their success.

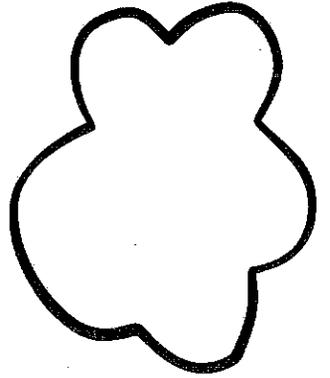
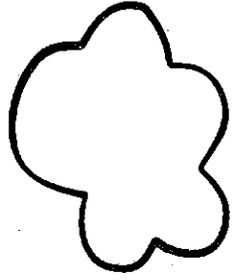
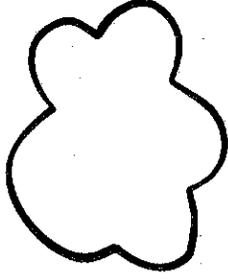
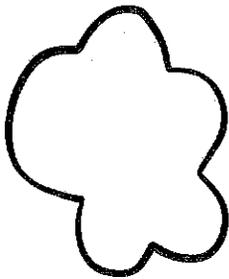
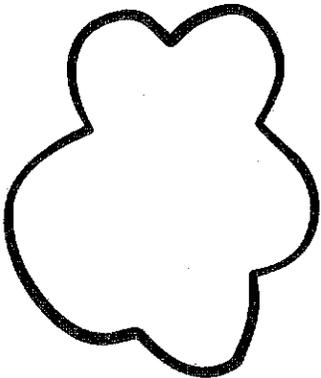
FAQ *

When can districts participate?

Schools can participate in the OPNA at no cost in **October through December 2021 and February 2022.**

Extensions will be granted on a case-by-case basis.

All public, private, and charter schools with enrolled 6th, 8th, 10th, and 12th graders are eligible to participate in the survey.



FAQ

What questions are asked?

The survey includes questions related to mental health; alcohol, tobacco, and other drug use; violent behaviors; other health risk behaviors; and related risk and protective factors. The survey has been designed to measure key behaviors by asking age-appropriate questions. Questions in these topic areas are asked honestly and directly, to help ensure clarity with students and accuracy in reporting. All student answers remain anonymous.

A copy of the survey instrument will be made available for viewing at <https://oklahoma.gov/odmhsas/prevention/schools/gpna>. An electronic copy of the instrument will be provided to District Survey Coordinators after the agreement form is received.

What are the changes to the OPNA instrument?

Starting in school year 2021-2022, participating 6th grade students will be given a modified, shortened version of the OPNA survey and some questions were removed from the 8th, 10th, and 12th grade survey instrument.

What are the changes to the OPNA instrument?

Additional questions related to demographics, family composition, housing, e-cigarette use/vaping, school violence, bullying, likelihood of completing a post high school program, and COVID-19 were added to surveys in all grades. Some questions from the 2019-2020 8th, 10th, and 12th grade survey instrument have been removed to make room for the new questions as part of a regular OPNA review process.

What are the changes to the OPNA instrument?

Districts will be given the opportunity to add one set of supplemental questions at no charge. Topics include: Protective and Compensatory Experiences (PACEs), Food Insecurity, Discrimination, Social Media Use, Marijuana, and Sexual Health Behaviors. The Sexual Health Behaviors supplemental question set is only available for 8th, 10th, and 12th grade students.

FAQ

What if a parent/guardian does not want their child to participate?

District Survey Coordinators will work with schools to distribute passive parental/guardian consent forms (or active consent forms in schools choosing to use them). Passive parental/guardian consent forms will inform parents of the survey and instruct them to contact the principal's office if they do not wish their child to take the survey. A District Survey Coordinator for each district will work with schools to ensure students whose parents decline consent do not take the survey. If a parent declines, their student will be allowed to read or participate in an alternate activity while classmates are taking the survey.

Is student participation anonymous?

Yes, student participation is anonymous. The OPNA survey does not ask for the student's name or any identifying information. When completing the survey, students will be arranged in the classroom so their responses cannot be seen by the staff person administering the survey or by any of the student's peers. Electronic surveys are distributed through an anonymous link on a secure web-based platform and submitted directly back to the survey contractor, Oklahoma State University Center for Family Resilience. Paper/pencil surveys will be gathered and placed in a secured survey box following completion. Contacts at each school will pick up the completed surveys and ship them to the survey contractor, OSU Center for Family Resilience in Tulsa, Oklahoma using a prepaid shipping label.

What if a student does not wish to participate?

The student's participation in this survey is completely voluntary. Before the survey is administered, the teacher/proctor will read a prepared statement that informs the students their participation is voluntary. The students will be given the option to decline to participate, or to skip any question they prefer not to answer. Any students who decline the survey will be provided with an alternative activity while the survey is being administered.

FAQ

How long does it take to complete the survey?

The paper survey takes approximately 45 minutes to complete while the electronic survey generally takes less time to finish. Sixth grade students are given a shortened survey version. The survey is administered during a single class period. Although it is expected that the students will have sufficient time to complete the entire survey, they will be informed they should answer as many questions as possible during the class but not be concerned if they are not able to finish all of them. Students who finish will be asked to work quietly at their desks while their classmate's finish.

What will students be asked to do?

The students will be asked to complete a self-administered survey questionnaire during one class period at school, either electronically or via paper/pencil as chosen by their school. For the online version, students will access the survey online by clicking on a secured link. For the paper/pencil version, the student will be given a survey booklet that contains the survey questions. The student will be asked to read each question and select the answer that most closely matches their response. Students may experience stress from the personal nature of some questions; however, any stress is expected to be minimal given the anonymous, voluntary nature of the survey participation. All questions are self-reported, and no physical tests or exams are involved.

FAQ

How does the District Survey Coordinator help with the survey?

ODMHSAS has partnered with Oklahoma State University Center for Family Resilience (CFR) for the 2021-2022 OPNA administration. The CFR will work directly with District Survey Coordinators to ensure they are trained and adequately prepared to successfully coordinate the OPNA survey for their district. The District Survey Coordinator will work with school principals to set an appropriate and convenient survey date, develop a parental consent process, train teachers/proctors, and distribute and gather survey materials.

What will schools be asked to do?

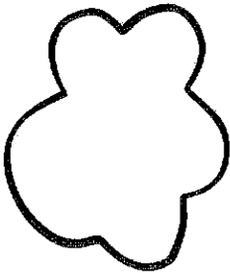
Schools will be asked to distribute the passive or active parental consent forms to parents/guardians at least two weeks before the survey date and track students whose parent/guardian do not want them to take the survey, and administer the survey. The survey should be administered by a teacher or other proctor to all participating classes during the same class period when possible.

What will schools be asked to do?

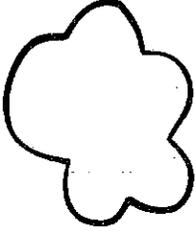
For electronic administration, schools will administer the survey via a secured online survey link using desktop computers or other school-owned devices such as iPads or Chromebooks. Nothing must be downloaded or installed on computers or other devices. Students are not allowed to take the survey on their personal phones or other devices.

What will schools be asked to do?

Survey links for all schools and proctor instructions will be sent to the District Survey Coordinator, who will then distribute the appropriate survey link and instructions to each school, and work with the district and/or school's IT staff to ensure the links are set up properly on the devices. For paper/pencil administration, survey booklets along with proctor instructions and scripts will be sent to the District Survey Coordinator, who will distribute materials to each school site.



FAQ



How will the results be made available?

Results will be generated on several levels, including state, county, school district, and school if minimum thresholds are met to protect student confidentiality. The results will provide levels of health-related behaviors; alcohol, tobacco, and other drug use; antisocial behavior; mental health, and the factors that place students at risk for problem behaviors and protect them from problem behaviors. All results will show aggregated data and not individual student responses.

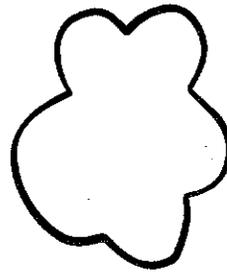
Beginning with the school year 2021-2022 administration, results will be made available via an interactive, electronic dashboard. District and school specific data will be readily available to public school superintendents and private/charter school lead administrators via a secure, private online portal. County and state level data will be housed in an online dashboard available to the public.



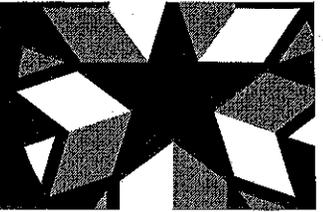
If you have any additional questions about the OPNA, please contact OSU Center for Family Resilience at 918-594-8506

or

opnainfo@okstate.edu



MY SAFETY PLAN



Date:

What are my warning signs that a crisis may be developing?

What are some ways I can help myself at school?

Who are people I can call if I need help?

Name:

Phone #:

Name:

Phone #:

Name:

Phone #:

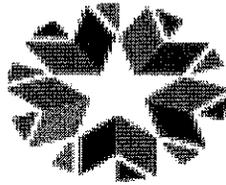
Who will I contact in case of an emergency?

Call 911

National Suicide Prevention Lifelines Hotline 1-800-273-8255 (TALK)

Local Hospital _____





OKLAHOMA Education

Washington Public Schools

School Re-Entry Plan Checklist

Student Name:

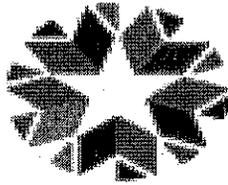
Date:

School Site:

Grade:

Directions: This tool is intended to help guide teams in thinking through a successful school re-entry plan following extended absence from school and/or psychiatric hospitalization. Plans will vary based on each student's needs.

Were all key people involved in developing the plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Indicate people involved in process</i> <input type="checkbox"/> Student <input type="checkbox"/> School Counselor <input type="checkbox"/> Guardian <input type="checkbox"/> Resource Officer <input type="checkbox"/> Classroom Teacher(s) <input type="checkbox"/> Administrator <input type="checkbox"/> Nurse <input type="checkbox"/> Community therapist <input type="checkbox"/> Special Ed Teacher <input type="checkbox"/> Others as appropriate (please specify):	Notes:
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Prior to School Re-Entry

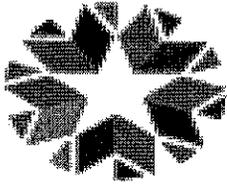
Staff member designated as Case Manager	Date completed:	Name School Staff assigned as Case Manager:	Back up school staff assigned:
---	-----------------	---	--------------------------------

Assess Student Re-Entry Needs

Does student have academic needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Brief Note:	
Does student have social/emotional needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Brief Note:	
Does student have physical needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Brief Note:	

Assess Family Re-Entry Needs

Help link to community therapist <input type="checkbox"/> N/A <input type="checkbox"/> Resources Provided	Date completed:	Person(s) responsible:	Name of Community Therapist and contact info.
Help student develop plan for answering questions/comments by staff and peers about absence	Date completed:	Person(s) responsible:	Plan:
Determine policy for missed work, grading	Date completed:	Person(s) responsible:	Notes:
Inform teacher(s) of any plans rendered and relevant symptomatology	Date completed:	Person(s) responsible:	Summary of Communication



**OKLAHOMA
Education**

Inform teacher(s) of medication side effects if warranted	Date completed:	Person(s) responsible:	Summary of Communication
Inform teacher(s) of behavioral strategies/accommodations to promote student transition	Date completed:	Person(s) responsible:	Summary of Communication
ID supportive adults at school	Date completed:	Person(s) Responsible:	List Staff

PERSONNEL REPORT

February 13, 2023

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Michelle Dixon	Paraprofessional/\$12.01 hr	February 13, 2023
Elizabeth Endicott	Media Assistant/\$12.26 hr	February 16, 2023

STIPENDS

<u>Name</u>	<u>Extra-Duty/Stipend</u>
Larry Heath	Interim Head Boys Basketball Coach/\$2,000
John Morgan	Interim Assistant Basketball Coach/\$600

REMOVAL OF STIPENDS

<u>Name</u>	<u>Stipend</u>
None	

CHANGE OF STATUS

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

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>
Michelle Benning	Indian Ed Asst	Medical	February 10, 2023

LEAVE OF ABSENCE

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

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Wayne Walls	Paraprofessional	January 20, 2023
Kayla Ragland	Custodian	January 19, 2023
Haley DeLoache	Reading Intervention Asst	January 30, 2023
Kathleen Wynn	CN Cook	February 05, 2023
Beverly Woolery	Transportation Director	June 30, 2023
Rubi Herrera	EL Tutor	March 09, 2023

PERSONNEL REPORT

February 13, 2023

CERTIFIED PERSONNEL REPORT

EMPLOYMENT

FIRST-YEAR TEMPORARY CONTRACTS

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

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

(Pending Approval of Emergency Certification)

None

EXTRA DUTY ASSIGNMENTS/STIPENDS

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

REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS

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

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
John Kitchen	\$67,33.92	74,772.36	NBW MIP January 01, 2023

TRANSFER

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

FMLA REQUEST

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

LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Dominga Hernandez	Teacher	Maternity	February 14, 2023
Chelsea Garell	Teacher	Maternity	March 03, 2023
Nicole Agee	Teacher	Maternity	March 31, 2023

RESIGNATIONS

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