

Regular Meeting of The Board of Education Independent School District Number 33,
Creek County
Monday, March 6, 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
- 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. 2.17.2023-BOE Meeting Minutes-Special
 - III.A.2. 2.28.2023-BOE Meeting Minutes-Special-Bond 2023
 - III.B. Approval of the 2022-23 General Fund Purchase Order Encumbrance numbers 815 through 909.
 - III.C. Approval of the 2022-23 Building Fund Purchase Order Encumbrance numbers 205 through 215.
 - III.D. Approval of 2022-23 Child Nutrition Fund Purchase Order Encumbrance numbers 60 through 64.
 - III.E. Approval of 2022-23 Bond Fund 31 Purchase Order encumbrance numbers 4 and 5.
 - III.F. Approval of 2022-23 Bond Fund 32 Purchase Order Encumbrance numbers 21 and 22.
 - III.G. Approval of the monthly financial reports of the School Activity Funds account.
 - III.H. Approval of the monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.
 - III.I. Approval of the Treasurer's Report on the status of Funds and Investments.
 - III.J. Approval of the 2023-24 Yearbook Contracts for Sapulpa Public Schools:
 - III.J.1. Sapulpa High School--Herff Jones
 - III.J.2. Sapulpa Jr. High--Herff Jones
 - III.J.3. Sapulpa Middle School--Walsworth
 - III.J.4. Freedom Elementary--Herff Jones
 - III.J.5. Holmes Park Elementary--Jostens
 - III.J.6. Jefferson Heights Elementary-Ruth Kelly Studio
 - III.J.7. Liberty Elementary Stem Academy-Jostens
 - III.K. Approval of the 2022-23 Audit Contract and Engagement Letter with Bledsoe, Hewett & Gullekson.
 - III.L. Approval of Municipal Accounting System (MAS) Software Service Agreement for the 2023-24 school year.
 - III.M. Approval of the 2023-24 Lincoln Christian Winter Classic Contract for Girls Varsity Basketball.
 - III.N. Approval of the 2023 Bishop Kelley Invitational Contract for Boys Varsity Basketball.
 - III.O. Declaration of Surplus
 - III.O.1. Freedom Elementary--Library Books
 - III.P. Approval of Out-of-State Activity Request as per attachment.
 - III.P.1. Track and CC--Chanute, KS
 - III.Q. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information and Discussion Items
 - V.A. New Electronic Records, Contracting and Signatures Policy 131, first read
 - V.B. 2023 Bond Update
- VI. Action Items

- VI.A. New Business - items not known or foreseen when agenda was posted.
- VI.B. Discussion, motion, and vote on a motion to approve/disapprove the Student Mental Health Protocol, second read.
- VI.C. Discussion, motion, and vote on a motion to approve/disapprove the District (School Year) Calendar 2023-24.
- VI.D. Discussion, motion, and vote on a motion to approve/disapprove a Financial Advisory Services Agreement with BOK Financial Securities, Inc.
- VI.E. Discussion, motion, and vote on a motion to approve/disapprove an Architectural Services Agreement and Addendum with Reed Architecture & Interiors.
- VI.F. Proposed Executive Session to discuss Personnel as listed, to conduct the ongoing evaluation of the Superintendent, and to discuss whether or not to accept the resignation of Scott Maxville as authorized by 25 O.S. Section 307(B)(1)&(7) of the Oklahoma Open Meeting Act.
 - VI.F.1. Vote to convene in Executive Session
 - VI.F.2. To acknowledge the Board has returned to Open Session
 - VI.F.3. Statement of Executive Session Minutes
- VI.G. Personnel
 - VI.G.1. Vote to approve/disapprove employing Personnel as per attachment.
 - VI.G.2. Vote to approve/disapprove FMLA request for Larry Crocker, effective November 07, 2022, through February 17, 2023.
 - VI.G.3. Vote to approve/disapprove authorizing Larry Crocker to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.
 - VI.G.4. Vote to approve/disapprove FMLA request for Christina Clanton, effective February 21, 2023, through May 16, 2023.
 - VI.G.5. Vote to approve/disapprove authorizing Christina Clanton to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.
 - VI.G.6. Vote to approve/disapprove FMLA request for Denise Hewitt, effective March 20, 2023, through June 5, 2023.
 - VI.G.7. Vote to accept/reject the resignation agreement with Scott Maxville and authorize the Board President and Board Clerk to execute the resignation agreement.
 - VI.G.8. Vote to accept Resignations received since the last board meeting.
- VII. Adjournment

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

President Wayne Richards called the meeting to order at 11 am. 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 Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of the 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.

To approve Consent Agenda items A-V passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

IV. Hearing from the Public

None

V. Information and Discussion Items

V.A. Student Mental Health Protocol, first read

Donia Doudican and Michale Stanley shared information about the SPS Mental Health Protocol. See attachments for more information.

V.B. Spring 2023 Bond Projects

Superintendent Armstrong plans for the Long Range Plan Committee to meet next week and also discuss a May or August Bond Election date.

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.

To convene in Executive Session passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

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

President Wayne Richards acknowledged the Board's return to Open Session at 11:53 am.

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

The Board of Education went into Executive Session at 11:31 am to discuss Personnel as listed and to conduct an ongoing evaluation of the Superintendent, as authorized by 25 Section 307 (B)(1) of the Oklahoma Meeting Act. During the Executive session, the Board discussed these items and no other items. The Board returned to Open Session at 11:53 am. Present in the Executive Session were Steve McCormick, Melinda Ryan, Larry Hoover, Wayne Richards, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VI.B. Personnel

VI.B.1. Vote to approve/disapprove Employing Personnel as per attachment. To approve Employing Personnel as per the attachment passed with a motion by Larry Hoover and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.B.2. Vote to approve/disapprove FMLA Request for Michelle Benning, effective February 10, 2023, through March 31, 2023.

To approve FMLA Request for Michelle Benning, effective February 10, 2023, through March 31, 2023 passed with a motion by Larry Hoover and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.B.3. 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 Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VII. Adjournment

To adjourn at 11:56 am passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

Special Meeting of The Board of Education Independent School District Number
33, Creek County
Tuesday, February 28, 2023 6:00 PM
Sapulpa High School, 3 S Mission, Sapulpa, OK 74066

I. Call the Meeting to Order

President Wayne Richards called the meeting to order at 6 pm and turned the floor over to Superintendent Rob Armstrong to discuss 2023 BOND planning, finance, and future projects. A slide presentation was presented.

II. Discuss with Long Range Committee 2023 Bond planning, financing, and projects. This will be a working and study session.

III. Adjourn

To adjourn at 6:56 pm passed with a motion by Wayne Richards and a second by Larry Hoover.

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

Yea: 3, Nay: 0, Absent: 2

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 815 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	815	02/09/2023	3826	SECURITY BANK CARD CENTER INC	5th Grade Student Enrichment - Roley - Code 1055	200.00
11	816	02/09/2023	3826	SECURITY BANK CARD CENTER INC	S. ADAMS/SpEd/CLASSROOM BOOKS	37.52
11	817	02/09/2023	3186	COUNTRYSIDE DIESEL REPAIR LLC	High Pressure Fuel Pump for Bus 36	6,730.26
11	818	02/09/2023	3186	COUNTRYSIDE DIESEL REPAIR LLC	Throttle Value Bus 36	3,100.00
11	819	02/09/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 - earphones for Library	240.00
11	820	02/09/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 - Classroom materials for Mrs. Blodgett	230.00
11	821	02/09/2023	177	ROBERT E ANNETT	HS Auditorium Stage Light Replacement	2,639.38
11	822	02/09/2023	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Electric Motor for Loading Doors Bus 14	286.54
11	823	02/09/2023	3826	SECURITY BANK CARD CENTER INC	11 - Principal - Classroom/Office Supplies	300.00
11	824	02/10/2023	3826	SECURITY BANK CARD CENTER INC	Principal Budget - Gen. Classroom Supplies AMAZON	850.00
11	825	02/10/2023	3826	SECURITY BANK CARD CENTER INC	S.ADAMS/SpEd/AMAZON/CLASS ROOM SUPPLIES	285.51
11	826	02/13/2023	3826	SECURITY BANK CARD CENTER INC	Radiator for Bus 301 at Mark Allen	358.00
11	827	02/13/2023	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Defrost Fans Bus 38	177.30
11	828	02/13/2023	2129	CECIL COX ENTERPRISES	Front Tires for 303	400.00
11	829	02/13/2023	3826	SECURITY BANK CARD CENTER INC	Stomp Dance Supplies	1,000.00
11	830	02/15/2023	3826	SECURITY BANK CARD CENTER INC	TIMECLOCK LICENSING	500.00
11	831	02/15/2023	30003	LAKESHORE EQUIPMENT COMPANY	11-165 Lakeshore - Wood	200.00
11	832	02/15/2023	327	TIMECLOCK PLUS, LLC	ANNUAL LICENSES	13,610.00
11	833	02/15/2023	3826	SECURITY BANK CARD CENTER INC	Music Classroom Enrichment AMAZON	300.00
11	834	02/15/2023	31412	AMAZON CAPITAL SVCS, INC.	11-195 PreK hands on Materials	500.00
11	835	02/15/2023	927	TULSA TECHNOLOGY CENTER	011-Sped-OSDE Required Paraprofessional Training	1,134.00
11	836	02/15/2023	80967	TRACI LYN BAUER	TRAVEL REIMB-KS CITY FEB 22-25	590.60
11	837	02/15/2023	80137	KAY LYNN HONEYWELL	travel reimbursement KS CITY, FEB 22-25	224.00
11	838	02/15/2023	3826	SECURITY BANK CARD CENTER INC	HOTEL-KS CITY FEB 23-25	750.00
11	839	02/15/2023	3826	SECURITY BANK CARD CENTER INC	Pitsco Supplies for STEM	3,500.00
11	840	02/16/2023	206	CITY OF SAPULPA	WATER/SEWER SERVICE-DISTRICT	25,000.00
11	841	02/17/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Speech manipulatives	57.37
11	842	02/17/2023	8318	AMAZON	Speech therapy supplies/SPED dept.	100.00
11	843	02/17/2023	8318	AMAZON	Choir/Fine arts Class supplies	270.00
11	844	02/17/2023	3826	SECURITY BANK CARD CENTER INC	NOTARY RENEWAL - M JONES	85.00
11	845	02/17/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - PE equipment	217.00
11	846	02/21/2023	31412	AMAZON CAPITAL SVCS, INC.	11-165 Riker	169.99

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 815 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	847	02/21/2023	2878	RIVERSIDE ASSESSMENTS, LLC	628-PCard-Riverside Insights-Materials-Psys	1,406.00
11	848	02/21/2023	31412	AMAZON CAPITAL SVCS, INC.	Curriculum and hands on for Pre-K / 5th	5,000.00
11	849	02/21/2023	32089	DAKTRONICS	EXTENDED SERVICE AGREEMENT VIDEOBOARDS	4,100.00
11	850	02/21/2023	3826	SECURITY BANK CARD CENTER INC	Kdg. Student Enrichment - AMAZON	198.97
11	851	02/21/2023	3826	SECURITY BANK CARD CENTER INC	GT Student Enrichment AMAZON	134.37
11	852	02/22/2023	31838	PIONEER DRAMA SERVICE	Fine Arts Classroom Supplies	29.95
11	853	02/22/2023	874	QUILL CORPORATION	ADMIN OFFICE SUPPLIES	1,000.00
11	854	02/22/2023	3826	SECURITY BANK CARD CENTER INC	Fuel Additive	300.00
11	855	02/22/2023	30001	JOSTENS	JOM Cap and gown	2,800.00
11	856	02/23/2023	3826	SECURITY BANK CARD CENTER INC	2nd Grade Student Enrichment AMAZON	149.04
11	857	02/23/2023	3826	SECURITY BANK CARD CENTER INC	4th Grade Student Enrichment - AMAZON	177.01
11	858	02/23/2023	3826	SECURITY BANK CARD CENTER INC	4th Grade Student Enrichment AMAZON	195.90
11	859	02/23/2023	3826	SECURITY BANK CARD CENTER INC	5th Grade Student Enrichment - AMAZON	154.14
11	860	02/23/2023	3826	SECURITY BANK CARD CENTER INC	5th Grade Student Enrichment TEACHERSPAYTEACHERS	32.19
11	861	02/23/2023	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Fuel Filters for Bus 308/309	180.00
11	862	02/23/2023	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/SPANISH/CLASSROOM SUPPLIES	343.79
11	863	02/23/2023	3826	SECURITY BANK CARD CENTER INC	Regier Classroom Enrichment LAKESHORE	137.97
11	864	02/23/2023	3826	SECURITY BANK CARD CENTER INC	Regier Student Enrichment AMAZON	135.00
11	865	02/23/2023	3826	SECURITY BANK CARD CENTER INC	Regier Student Enrichment AMAZON	60.46
11	866	02/24/2023	857	POSTMASTER, SAPULPA, OKLA	11-165 Postage	230.00
11	867	02/24/2023	3826	SECURITY BANK CARD CENTER INC	11-165 Letterland	600.00
11	868	02/24/2023	3826	SECURITY BANK CARD CENTER INC	11-165 Timberdoodle	450.00
11	869	02/24/2023	8318	AMAZON	SMS Family Engagement Supplies	504.33
11	870	02/24/2023	3826	SECURITY BANK CARD CENTER INC	11-165 - Secret Storie - Title 1	1,800.00
11	871	02/24/2023	3826	SECURITY BANK CARD CENTER INC	SMS Family Engagement SCHOLASTIC	603.00
11	872	02/27/2023	1404	SHI	HP Workstation Z2 G9 - Wolf Pro Security - tower	7,138.80
11	873	02/27/2023	4261	COLE WILLIAMS	Marching Show 2023 Percussion Arrangement Deposit	1,500.00
11	874	02/27/2023	3339	BENJAMIN LEE	Marching Show 2023 Music Arrangement Deposit	2,000.00
11	875	02/27/2023	4282	WESLEY MICHAEL PENDERGRASS	Marching Show 2023 Drill Writer Deposit	2,000.00

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 815 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	876	02/27/2023	3826	SECURITY BANK CARD CENTER INC	Supplies/materials for cultural day	750.00
11	877	02/27/2023	3826	SECURITY BANK CARD CENTER INC	4th Grade Student Enrichment TPTEACHERS	24.80
11	878	02/27/2023	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 26 Oil Pressure Sensor	165.00
11	879	02/27/2023	3826	SECURITY BANK CARD CENTER INC	11-165 Walmart	162.00
11	880	02/27/2023	1818	MERRIFIELD OFFICE SUPPLY	Business Cards Printing - Code 2340	75.00
11	881	02/27/2023	431	FELIX BROWN JR.	JOM Stomp Dance Presenter	300.00
11	882	02/27/2023	3826	SECURITY BANK CARD CENTER INC	PreK Student Enrichment AMAZON	200.00
11	883	02/27/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - teacher supplies	600.00
11	884	02/27/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - PE equipment/supplies	850.00
11	885	02/27/2023	3826	SECURITY BANK CARD CENTER INC	Quill - office supplies	300.00
11	886	02/27/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - history classroom supplies	500.00
11	887	02/27/2023	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Rear Brakes Bus 1	736.00
11	888	02/27/2023	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Rear Brakes Bus 25	563.00
11	889	02/27/2023	3826	SECURITY BANK CARD CENTER INC	PreK Student Enrichment AMAZON	208.32
11	890	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Music Copyrights Marching Show 2023	2,000.00
11	891	02/28/2023	30476	THERAPY WORKS	011-Sped-PT/SLP Contract Services	24,000.00
11	892	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Classroom Supplies - Instructional QUILL	425.74
11	893	02/28/2023	3826	SECURITY BANK CARD CENTER INC	1-5th Grade Reading Incentives AMAZON	650.00
11	894	02/28/2023	3826	SECURITY BANK CARD CENTER INC	PreK-5th Grade Phonemic Awareness HEGGERTY	400.00
11	895	02/28/2023	3826	SECURITY BANK CARD CENTER INC	R.MARKLEY/CHIEFTAIN TV/SUPPLIES FOR CLASS	103.31
11	896	02/28/2023	3826	SECURITY BANK CARD CENTER INC	628-PCard-Sped-See It Right-AT	39.00
11	897	02/28/2023	3826	SECURITY BANK CARD CENTER INC	1st Grade Student Enrichment AMAZON	172.44
11	898	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - Spanish classroom supplies	319.69
11	899	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Conjuguemos - 1 yr subscription - Spanish	60.00
11	900	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Gimkit - 1 yr subsription - Spanish	59.88
11	901	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - classroom supplies - Science	700.00
11	902	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Amazon - student supplies for counselors	500.00
11	903	02/28/2023	3826	SECURITY BANK CARD CENTER INC	Amazon/Quill - English supplies	560.00
11	904	02/28/2023	3826	SECURITY BANK CARD CENTER INC	IdWholesaler - badge supplies	500.00

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 815 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	905	03/01/2023	3826	SECURITY BANK CARD CENTER INC	Supplies and equipment	1,450.00
11	906	03/01/2023	427	VIEWTECH GROUP, LLC	interactive Display board	4,574.55
11	907	03/01/2023	3826	SECURITY BANK CARD CENTER INC	Class Supplies: Walmart, Best Buy, Target, Amazon	358.67
11	908	03/01/2023	3826	SECURITY BANK CARD CENTER INC	Equipment	18,200.00
11	909	03/01/2023	32128	COLLEGE BOARD	AP Exams for SHS	8,000.00
Non-Payroll Total:						\$165,910.79
Payroll Total:						\$27,232,644.53
Balance Forward:						\$0.00
Report Total:						\$27,398,555.32

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 205 - 9999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	205	02/10/2023	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC parts for District	700.00
21	206	02/13/2023	4390	AAA TOOLS SALES & RENT	Equipment rental for maintenance	240.00
21	207	02/15/2023	8510	THE HOME DEPOT PRO	District custodial supplies	12,000.00
21	208	02/17/2023	2420	INTERMOUNTAIN LOCK & SECURITY	District supplies doors, keys and closers	1,500.00
21	209	02/17/2023	3158	WILLIAM A. HARRISON, INC.	HVAC Service/District	1,600.00
21	210	02/17/2023	9314	LAMPROE CONSTRUCTION, INC	Emergency clearing ice from parking lot	1,125.00
21	211	02/17/2023	428	FENCE CONNECTIONS AND CONTRACTING	New fencing East of the Middle School	3,000.00
21	212	02/21/2023	8510	THE HOME DEPOT PRO	Grounds/weedeater and edger equipment	1,500.00
21	213	02/22/2023	9622	WESTLAKE HARDWARE INC	Supplies for Grounds	500.00
21	214	02/23/2023	430	BREWER RUSSELL INC.	Exterminating Services for District	500.00
21	215	02/28/2023	4390	AAA TOOLS SALES & RENT	Maintenance equipment rental	130.00
Non-Payroll Total:						\$22,795.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$22,795.00

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 60 - 9999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	60	02/13/2023	3826	SECURITY BANK CARD CENTER INC	SNA Leadership Conference Fee	105.00
22	61	02/13/2023	3826	SECURITY BANK CARD CENTER INC	Accommodations for SNA Leadership Conference	150.00
22	62	02/13/2023	4923	HOBART SALES & SERVICE	Service for dish machines, all sites	3,000.00
22	63	02/23/2023	30991	PLATINUM VENTURES, INC	Milk crate transport carts for 4 kitchens	4,218.00
22	64	02/24/2023	31545	CUMMINS-SOUTHERN PLAINS, LLC	Generator for CN warehouse cooler/freezer	25,900.00
Non-Payroll Total:						\$33,373.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$33,373.00

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 4 - 9999, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	4	02/13/2023	3088	AMTRYKE, LLC	3 TRICYCLES FOR SPED	3,097.40
31	5	02/28/2023	8348	AMERICAN HERITAGE BANK	LEASE PURCHASE PMTS TURF	83,219.30
Non-Payroll Total:						\$86,316.70
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$86,316.70

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 21 - 22, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	21	02/10/2023	546	TEMPLE ENTERPRISES OF TULSA, INC.	HVAC BOARD INGITION CONTROL SHS COMMONS	832.36
32	22	02/28/2023	786	O'CONNOR COMPANY, INC.	GEO CONTROLS HPE RM 301	3,909.00
Non-Payroll Total:						\$4,741.36
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$4,741.36

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2023 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON CATEGORICAL FUND	\$0.00	\$105.00	\$0.00	\$0.00	\$105.00	\$0.00	\$105.00
801 HS GRANTS	\$4,827.79	\$0.00	\$0.00	\$0.00	\$4,827.79	\$3,289.64	\$1,538.15
802 HS OFFICE	\$5,363.86	\$264.97	\$0.00	\$54.63	\$5,574.20	\$1,878.03	\$3,696.17
803 CREDIT RECOVERY	\$6,411.59	\$0.00	\$0.00	\$0.00	\$6,411.59	\$0.00	\$6,411.59
804 ID BADGE	\$1,573.78	\$307.00	\$0.00	\$0.00	\$1,880.78	\$0.00	\$1,880.78
805 HS ART	\$9,996.22	\$0.00	\$0.00	\$0.00	\$9,996.22	\$9,409.00	\$587.22
806 HS BAND	\$6,705.18	\$570.00	\$0.00	\$1,624.84	\$5,650.34	\$2,657.00	\$2,993.34
807 HS BAND BOOSTER CONCESSION	\$46,063.40	\$0.00	\$0.00	\$1,053.02	\$45,010.38	\$41,560.50	\$3,449.88
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	\$5,527.36	\$0.00	\$0.00	\$0.00	\$5,527.36	\$269.46	\$5,257.90
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	\$1,579.73	\$65.00	\$0.00	\$0.00	\$1,644.73	\$1,041.31	\$603.42
817 HS LIBRARY	\$988.39	\$16.03	\$0.00	\$0.00	\$1,004.42	\$185.25	\$819.17
818 HS NATIONAL HONOR SOCIETY	\$5,011.63	\$0.00	\$0.00	\$63.00	\$4,948.63	\$2,839.08	\$2,109.55
819 GREEN-THUMB CHIEFTAINS	\$4,619.62	\$102.00	\$0.00	\$902.11	\$3,819.51	\$2,097.89	\$1,721.62
820 HS NAACP	\$112.30	\$0.00	\$0.00	\$0.00	\$112.30	\$0.00	\$112.30
821 HS SENIORS 2024	\$2,723.48	\$246.65	\$0.00	\$500.00	\$2,470.13	\$0.00	\$2,470.13
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	\$350.00	\$8,699.27
824 HS SCIENCE & ENGINEERING	\$33,896.14	\$0.00	\$0.00	\$67.76	\$33,828.38	\$182.24	\$33,646.14
825 HS SPANISH HONOR SOCIETY	\$846.03	\$25.00	\$0.00	\$0.00	\$871.03	\$170.00	\$701.03
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	\$1,100.89	\$1,805.00	\$0.00	\$825.00	\$2,080.89	\$0.00	\$2,080.89
828 HS VOCAL MUSIC	\$39,939.73	\$2,770.00	\$0.00	\$5,809.02	\$36,900.71	\$14,613.01	\$22,287.70
829 HS AG ED & FFA	\$34,836.88	\$25,421.81	\$0.00	\$3,087.69	\$57,171.00	\$24,301.83	\$32,869.17
830 HS LYONS SPED	\$1,834.50	\$0.00	\$0.00	\$0.00	\$1,834.50	\$0.00	\$1,834.50
831 HS YEARBOOK	\$4,365.59	\$575.00	\$0.00	\$0.00	\$4,940.59	\$100.00	\$4,840.59
832 HS SIZEMORE SPED	\$789.33	\$0.00	\$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	\$7,287.71	\$3,796.95	\$0.00	\$0.00	\$11,084.66	\$7,348.18	\$3,736.48
836 HS BAND TRIPS	\$62,143.68	\$18,244.37	\$0.00	\$34,384.13	\$46,003.92	\$37,684.04	\$8,319.88
837 HS BAND GRANTS	\$71,080.62	\$0.00	\$0.00	\$2,493.51	\$68,587.11	\$29,642.54	\$38,944.57
838 HS PING PINGS	\$1,737.48	\$0.00	\$0.00	\$0.00	\$1,737.48	\$300.00	\$1,437.48
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	\$4,165.27	\$0.00	\$0.00	\$645.39	\$3,519.88	\$1,204.61	\$2,315.27
842 HS KEY CLUB	\$183.83	\$0.00	\$0.00	\$0.00	\$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	\$17,373.38	\$0.00	\$0.00	\$1,913.00	\$15,460.38	\$5,114.59	\$10,345.79
845 HS CULINARY ARTS	\$940.54	\$0.00	\$0.00	\$0.00	\$940.54	\$192.00	\$748.54
846 HS JROTC	\$65,616.99	\$1,305.00	\$0.00	\$5,796.04	\$61,125.95	\$17,136.85	\$43,989.10
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	\$1,760.85	\$0.00	\$564.99	\$0.00	\$2,325.84	\$1,381.75	\$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	\$350.00	\$0.00	\$0.00	\$5,053.16	\$0.00	\$5,053.16
852 HS FIRST ROBOTICS	\$50,894.01	\$0.00	\$0.00	\$3,514.66	\$47,379.35	\$19,485.34	\$27,894.01
854 HS INDIAN ED STAFF DEV	\$3,100.54	\$866.00	\$0.00	\$300.68	\$3,665.86	\$596.95	\$3,068.91
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$4,178.11	\$0.00	\$0.00	\$0.00	\$4,178.11	\$1,628.51	\$2,549.60
857 JH OFFICE	\$648.67	\$324.87	\$0.00	\$352.95	\$620.59	\$329.86	\$290.73
860 JH LIBRARY	\$1,132.53	\$0.00	\$0.00	\$0.00	\$1,132.53	\$0.00	\$1,132.53
863 JH STUDENT COUNCIL	\$2,139.73	\$777.00	\$0.00	\$698.30	\$2,218.43	\$900.79	\$1,317.64
864 JH VOCAL MUSIC	\$1,577.71	\$0.00	\$0.00	\$388.00	\$1,189.71	\$540.00	\$649.71
866 JH YEARBOOK	\$5,033.59	\$223.00	\$0.00	\$0.00	\$5,256.59	\$1,190.02	\$4,066.57
870 JH ART	\$5,081.11	\$0.00	\$0.00	\$3,994.00	\$1,087.11	\$895.33	\$191.78

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2023 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
871 JH TAPS	\$315.81	\$0.00	\$0.00	\$0.00	\$315.81	\$0.00	\$315.81
872 STEM JH MATH & SCIENCE	\$4,239.76	\$0.00	\$0.00	\$0.00	\$4,239.76	\$0.00	\$4,239.76
874 JR HIGH GRANTS	\$4,423.04	\$0.00	\$0.00	\$737.72	\$3,685.32	\$0.00	\$3,685.32
877 MS OFFICE	\$7,008.81	\$271.00	\$0.00	\$0.00	\$7,279.81	\$1,809.05	\$5,470.76
878 MS LIBRARY	\$709.53	\$0.00	\$0.00	\$357.98	\$351.55	\$278.34	\$73.21
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	\$535.43	\$560.00	\$0.00	\$0.00	\$1,095.43	\$0.00	\$1,095.43
883 MS CHOIR	\$9,209.82	\$10.00	\$0.00	\$80.00	\$9,139.82	\$4,230.58	\$4,909.24
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	\$36,649.11	\$0.00	\$0.00	\$1,803.65	\$34,845.46	\$16,190.00	\$18,655.46
892 SPED DIRECTOR	\$43.27	\$0.00	\$0.00	\$0.00	\$43.27	\$42.59	\$0.68
893 LIBERTY LIBRARY	\$1,158.56	\$659.44	\$0.00	\$0.00	\$1,818.00	\$0.00	\$1,818.00
894 LIBERTY MISC	\$6,043.70	\$0.00	\$0.00	\$186.72	\$5,856.98	\$2,057.31	\$3,799.67
895 LIBERTY FUNDRAISING	\$5,531.55	\$169.50	\$0.00	\$1,460.01	\$4,241.04	\$3,718.58	\$522.46
896 LIBERTY STEM CLUB	\$12,530.33	\$24,347.25	\$0.00	\$9,368.01	\$27,509.57	\$4,635.58	\$22,873.99
897 LIBERTY GRANTS	\$13,593.99	\$0.00	\$0.00	\$11,289.58	\$2,304.41	\$439.44	\$1,864.97
900 FREEDOM MISC	\$1,530.96	\$0.00	\$0.00	\$189.33	\$1,341.63	\$241.37	\$1,100.26
901 FREEDOM FUNDRAISING	\$12,839.92	\$438.00	\$0.00	\$144.33	\$13,133.59	\$2,642.64	\$10,490.95
902 FREEDOM LIBRARY	\$1,966.19	\$0.00	\$0.00	\$88.78	\$1,877.41	\$1,437.92	\$439.49
903 FREEDOM GRANTS	\$13,574.00	\$0.00	\$0.00	\$4,329.68	\$9,244.32	\$9,123.40	\$120.92
904 FREEDOM TAPS	\$25,483.88	\$2,473.20	\$0.00	\$401.60	\$27,555.48	\$4,070.06	\$23,485.42
907 JEFFERSON HTS MISC	\$5,526.27	\$1,301.06	\$0.00	\$227.85	\$6,599.48	\$3,091.89	\$3,507.59
908 JEFFERSON HTS FUNDRAISING	\$9,738.57	\$16,440.00	\$0.00	\$2,153.58	\$24,024.99	\$6,227.00	\$17,797.99
910 JEFFERSON HTS GRANTS	\$11,273.76	\$0.00	\$0.00	\$1,837.23	\$9,436.53	\$605.84	\$8,830.69
911 JEFFERSON HTS LIBRARY	\$3,007.12	\$0.00	\$0.00	\$0.00	\$3,007.12	\$520.00	\$2,487.12
919 HOLMES PARK MISC	\$3,991.26	\$1,038.00	\$0.00	\$140.09	\$4,889.17	\$1,874.78	\$3,014.39
920 HOLMES PARK FUNDRAISING	\$25,361.80	\$1,618.35	\$0.00	\$1,443.64	\$25,536.51	\$8,840.23	\$16,696.28
921 HOLMES PARK LIBRARY	\$3,081.51	\$0.00	\$0.00	\$0.00	\$3,081.51	\$255.00	\$2,826.51
922 HOLMES PARK GRANTS	\$4,555.34	\$0.00	\$0.00	\$1,431.81	\$3,123.53	\$2,362.28	\$761.25
928 REVOLUTIONARY DAYS	\$580.80	\$0.00	\$177.73	\$615.70	\$142.83	\$0.00	\$142.83
929 DISTRICT STEM	\$31,858.53	\$0.00	(\$177.73)	\$0.00	\$31,680.80	\$638.72	\$31,042.08
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)	\$25,872.16	\$2,555.19	\$0.00	\$4,485.32	\$23,942.03	\$4,000.00	\$19,942.03
934 DRIVERS EDUCATION	\$1,640.98	\$0.00	\$0.00	\$0.00	\$1,640.98	\$0.00	\$1,640.98
936 STEM-CAMP INVENTION	\$35,271.22	\$0.00	\$0.00	\$0.00	\$35,271.22	\$0.00	\$35,271.22
937 LATCHKEY	\$10,940.52	\$17,022.71	\$80.00	\$268.35	\$27,774.88	\$1,805.02	\$25,969.86
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	\$6,692.02	\$0.00	(\$80.00)	\$0.00	\$6,612.02	\$3,440.52	\$3,171.50
941 LOCAL SCH CHILD WELFARE	\$24,935.26	\$33,000.00	\$0.00	\$8,885.84	\$49,049.42	\$15,244.02	\$33,805.40
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	\$112.50	\$0.00	\$0.00	\$236.50	\$0.00	\$236.50
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	\$19,127.10	\$921.54	\$0.00	\$174.51	\$19,874.13	\$3,445.86	\$16,428.27
947 ALTERNATIVE SCHOOL	\$3,651.97	\$0.00	\$0.00	\$0.00	\$3,651.97	\$484.39	\$3,167.58
949 CLEARING ACCOUNT	\$282.81	\$0.00	\$0.00	\$0.00	\$282.81	\$0.00	\$282.81
950 SERVICE CENTER	\$592.43	\$112.50	\$0.00	\$0.00	\$704.93	\$0.00	\$704.93
952 CHROMEBOOK INS/REPAIR	\$59,445.33	\$547.28	\$0.00	\$780.00	\$59,212.61	\$3,088.21	\$56,124.40
954 5TH GRADE ELEM BASKETBALL	\$3,497.25	\$2,378.00	\$0.00	\$1,000.00	\$4,875.25	\$545.00	\$4,330.25
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	(\$564.99)	\$0.00	\$0.00	\$0.00	\$0.00
960 ATHLETIC SPORTS OVERALL	\$3,814.68	\$46.49	\$0.00	\$378.06	\$3,483.11	\$2,275.79	\$1,207.32

Sapulpa Public Schools

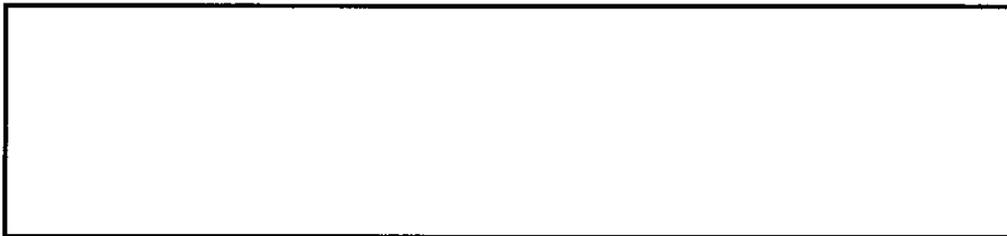
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2023 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
961 FOOTBALL BUDGET	\$19,748.29	\$0.00	\$0.00	\$0.00	\$19,748.29	\$4,439.34	\$15,308.95
962 BOYS BASKETBALL BUDGET	\$2,001.95	\$0.00	\$0.00	\$924.08	\$1,077.87	\$0.00	\$1,077.87
963 GIRLS BASKETBALL BUDGET	\$1,886.20	\$0.00	\$0.00	\$330.00	\$1,556.20	\$989.71	\$566.49
964 BASEBALL BUDGET	\$3,422.98	\$0.00	\$0.00	\$0.00	\$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	\$5,805.57	\$870.00	\$0.00	\$1,778.26	\$4,897.31	\$2,985.41	\$1,911.90
967 TENNIS BUDGET	\$2,121.45	\$0.00	\$0.00	\$77.00	\$2,044.45	\$1,816.20	\$228.25
968 TRACK BUDGET	\$3,664.83	\$509.17	\$0.00	\$321.50	\$3,852.50	\$1,376.18	\$2,476.32
969 GOLF BUDGET	\$5,446.69	\$1,135.00	\$0.00	\$146.88	\$6,434.81	\$2,836.67	\$3,598.14
971 ATHLETIC - BOOSTER CLUB	\$78,325.27	\$2,700.00	\$0.00	\$4,481.03	\$76,544.24	\$33,808.07	\$42,736.17
972 CROSS COUNTRY BUDGET	\$6,170.38	\$200.00	\$0.00	\$9.67	\$6,360.71	\$920.89	\$5,439.82
973 BOYS SOCCER BUDGET	\$2,096.73	\$225.00	\$0.00	\$468.22	\$1,853.51	\$1,009.74	\$843.77
974 ATHLETICS - TRAINER	\$256.08	\$0.00	\$0.00	\$0.00	\$256.08	\$0.00	\$256.08
975 GIRLS SOCCER BUDGET	\$8,455.50	\$500.00	\$0.00	\$1,920.15	\$7,035.35	\$4,994.02	\$2,041.33
976 GIRLS VOLLEYBALL BUDGET	\$3,636.03	\$0.00	\$0.00	\$0.00	\$3,636.03	\$140.00	\$3,496.03
977 CHEER BUDGET	\$1,500.43	\$0.00	\$0.00	\$104.20	\$1,396.23	\$33.66	\$1,362.57
978 ALL EVENTS GATE	\$22,550.51	\$19,936.17	\$0.00	\$14,607.28	\$27,879.40	\$17,377.42	\$10,501.98
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	\$7,916.01	\$75.24	\$0.00	\$1,416.19	\$6,575.06	\$583.00	\$5,992.06
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	\$16,044.98	\$15,242.85	\$0.00	\$1,579.24	\$29,708.59	\$4,999.66	\$24,708.93
Total	\$1,324,036.94	\$205,576.09	\$0.00	\$150,890.80	\$1,378,722.23	\$430,407.93	\$948,314.30

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

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	6,047,706.89	531,164.54	925,713.20	1,272,111.02	4,632,403.07	13,409,098.72
DEPOSITS	3,358,407.03	208,009.13	299,687.70	0.00	1,028,815.65	4,894,919.51
CHECKS ISSUED						
Current Year	2,603,245.66	154,812.18	164,978.97	8,693.61		2,931,730.42
Prior Year/Period	143,901.24		0.00	70,916.00	0.00	214,817.24
END BALANCE	6,658,967.02	584,361.49	1,060,421.93	1,192,501.41	5,661,218.72	15,157,470.57
Last Yr Same Month	6,648,136.34	669,906.48	686,081.05	2,179,787.58	5,246,870.33	15,434,563.00
Gain or (Loss)	\$ 10,830.68	\$ (85,544.99)	\$ 374,340.88	\$ (987,286.17)	\$ 414,348.39	\$ (277,092.43)



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


Kenda Terrones, Treasurer

GENERAL FUNDPREVIOUS
TOTALCURRENT
MONTHNEW
YR-TO-DATELocal Revenue

Current Ad Valorem	4,610,107.34	1,441,262.81	6,051,370.15
Prior Ad Valorem	180,161.30	8,583.06	188,744.36
Homestead & In Lieu Tax	34,042.06	0.00	34,042.06
Interest Earned	81,786.09	35,785.45	117,571.54
Rental of Facilities	800.00	200.00	1,000.00
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	106,248.34	8,089.30	114,337.64
Donations and Contributions	35,399.12	0.00	35,399.12
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>187,485.79</u>	<u>1,244.46</u>	<u>188,730.25</u>
Local TOTALS	5,236,030.04	1,495,165.08	6,731,195.12

County Revenue

Mill Levy	459,092.14	145,700.68	604,792.82
Mortgage Tax	<u>72,334.08</u>	<u>9,627.29</u>	<u>81,961.37</u>
County TOTALS	531,426.22	155,327.97	686,754.19

State Revenue

Gross Production	189,590.21	24,850.50	214,440.71
Auto Tags	849,211.87	139,423.40	988,635.27
School Land	305,762.77	63,863.51	369,626.28
Tax Stamps & Other Misc	3,135.80	194.31	3,330.11
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	6,721,441.77	1,120,240.30	7,841,682.07
Flexible Benefit	1,464,548.12	244,818.96	1,709,367.08
Alternative Ed/High Challenge	62,913.51	31,456.76	94,370.27
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	39,050.00	0.00	39,050.00
Reading Sufficiency	57,568.40	0.00	57,568.40
State Textbook Allocation	127,423.99	21,237.33	148,661.32
Redbud	0.00	11,153.21	11,153.21
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	1,500.00	1,500.00
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>15,000.00</u>	<u>15,000.00</u>
State TOTALS	9,872,512.44	1,673,738.28	11,546,250.72

Federal RevenueY-T-DCURY-T-D

FEMA	0.00	0.00	0.00
Title VII - Indian Ed (561)	114,296.34	0.00	114,296.34
JROTC	38,855.14	5,967.76	44,822.90
SIG Grants -Liberty	0.00	0.00	0.00
Title I (511)	389,834.38	0.00	389,834.38
Title II Part A (541)	64,217.31	0.00	64,217.31
IDEA-B Flow Thru (621)	533,602.72	503.85	534,106.57
IDEA-B Preschool 3-5 (641)	17,667.60	0.00	17,667.60
Title 10 (596)	20,713.93	0.00	20,713.93
JOM (563)	42,750.76	0.00	42,750.76
CARES Act	1,316,907.74	1,749.00	1,318,656.74
Carl Perkins (421)	<u>7,554.84</u>	<u>25,955.09</u>	<u>33,509.93</u>
Federal TOTALS	2,546,400.76	34,175.70	2,580,576.46
TOTAL GEN FUND	18,186,369.46	3,358,407.03	21,544,776.49
<u>BUILDING FUND</u>			
Current Taxes	655,806.86	205,837.14	861,644.00
Prior Taxes	26,879.90	1,071.99	27,951.89
In Lieu of Taxes	5,952.03	0.00	5,952.03
Facility Rental	8,100.00	1,100.00	9,200.00
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	696,738.79	208,009.13	904,747.92
<u>CHILD NUTR FUND</u>			
Local (Meals, Interest, etc)	286,214.70	42,117.31	328,332.01
State Reimbursement	76,091.72	15,283.54	91,375.26
Federal Reimbursement	<u>665,961.62</u>	<u>242,286.85</u>	<u>908,248.47</u>
Child Nutrition Fund TOTALS	1,028,268.04	299,687.70	1,327,955.74
<u>TOTAL GF/BF/CNF</u>	19,911,376.29	3,866,103.86	23,777,480.15
<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	3,258,500.21	1,022,740.72	4,281,240.93
Prior Taxes	146,649.56	6,074.93	152,724.49
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	3,436,418.62	1,028,815.65	4,465,234.27
<u>INSURANCE REIMBURSEMENT FUND</u>	0.00	0.00	0.00
GRAND TOTAL	23,347,794.91	4,894,919.51	28,242,714.42

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 2/28/2023	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		
	<u>3,438,667.40</u>		
Total Revenue	34,267,407.54		
Projected Expenses			
Certified Salaries	15,684,733.00	15,684,750.29	(17.29)
Support Salaries	5,389,792.00	5,345,832.96	43,959.04
Certified Benefits	4,626,996.00	4,625,243.14	1,752.86
Support Benefits	1,575,183.00	1,575,871.25	(688.25)
Purchased Professional & Technical Services	600,000.00	362,699.29	237,300.71
Contracted Property Services	400,000.00	258,388.98	141,611.02
Other Contracted Services	600,000.00	629,188.46	(29,188.46)
Supplies & Materials	1,700,000.00	1,671,340.25	28,659.75
Property Expenses	50,000.00	52,728.35	(2,728.35)
Other Objects	400,000.00	544,309.87	(144,309.87)
	-	-	-
Total Expenses	31,026,704.00	30,750,352.84	276,351.16
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%
Feb 23	7,489	13,862	47,435	2,872	35,553	107,211	900,546	17,749	236,473	35.61%



HERFF JONES

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

PRINTING AGREEMENT

Year(s) Covered: 2024 2025 2026 2027 2028
 New Renewal

Date: 2/27/2023

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

School Name: Sapulpa High School

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

Specifications

Program: 800 All Color
Trim Size: 8 1/2 X 11
Pages: 140
Copies: 300
Submission Method: Web (eDesign)
Cover: Litho
Cover Proof 4-C Match Profiled (100% to Size, Mounted)

Correspond With

Name: Mrs. Kim Leonard
Title: Assist Principal and YBA
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560
Fax Number:
Email: kleonard@sapulpaps.org

Binding: Squarebacked

Endsheet: Vibracolor

Paper: 100# Gloss

Proofs: Self Proof (eDesign)

Send Invoice To

Name: Mrs. Kim Leonard
Title: Assist Principal and YBA
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560
Tax Exemption Number: 515355
Pre-Payment Option Desired: Yes No

Base Price: \$14,155.88

Additional Features

Color Plus Image Enhancement	Included
2023 Summer Workshop Scholarship (\$500 Credit)	Included
Regular Service Visits (1/mo or as needed)	Included
Sales and Marketing Materials	Included
Employee Discount Credit (\$5/copy)	Included
Yearbook Curriculum Materials	Included

Printing Agreement Total: \$14,155.88

Shipping Information

Requested Book Ship Date: May 04, 2024
Ship Book To: Mrs. Kim Leonard
Requested Kit Ship Date: April 29, 2023
Ship Kit To: Mrs. Kim Leonard

Shipping not included. Optional free plant pickup and tour available upon request and approval.

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

Kim Leonard

Assist Principal and YBA

YEARBOOK PLANT USE

Customer Number _____ Date Received _____

Board President

Kris Hooper

Representing Herff Jones

Terms and Conditions of This Yearbook Printing Agreement

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

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

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

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

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

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

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

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

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

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

Initial below:

Yearbook Representative

Assist Principal and YBA



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

PRINTING AGREEMENT

Year(s) Covered: 2024 2025 2026 2027 2028

Date: 2/27/2023

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

School Name: Sapulpa High School

Address: 3 South Mission Street
City/State/Zip: Sapulpa, OK 74066
Job Number:

Specifications

Program: 800 Quick Turn Supplement
Trim Size: 8 1/2 X 11
Pages: 16
Copies: 300
Submission Method: Web (eDesign)
Cover: Self Cover With Kleenstick

Correspond With

Name: Mrs. Kim Leonard
Title: Assist Principal and YBA
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560
Fax Number:
Email: kleonard@sapulpaps.org

Binding: Saddle Stitched

Endsheet: No Endsheet Applied

Paper: 100# Gloss

Proofs: Self Proof (eDesign)

Send Invoice To

Name: Mrs. Kim Leonard
Title: Assist Principal and YBA
Address: 3 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone Number: (918) 224-6560
Tax Exemption Number: 515355

Base Price: \$2,045.00

Estimated Shipping:

Printing Agreement Total: \$2,045.00

Shipping Information

Requested Supplement Ship Date: May 11, 2024
Ship Book To: Mrs. Kim Leonard

Ground shipping included.

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

Kim Leonard

Assist Principal and YBA

YEARBOOK PLANT USE

Customer Number

Date Received

Board President

Kris Hooper

Representing Herff Jones

Terms and Conditions of This Yearbook Printing Agreement

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

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

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

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

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

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

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

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

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

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

Initial below:

Yearbook Representative

Assist Principal and YBA



Yearbook Order Form

2024 -- U.S.

Job #: 12676

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

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

Organization Name: Sapulpa Junior High School

Year(s) Covered: 2024 2025 2026 2027 2028

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

Contact Name: Ms. Margaret "Maggie" Surber
Address: 7 S Mission St
City/State/Zip: Sapulpa, OK 74066-4633
Phone:
E-mail: msurber2@sapulpaps.org

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

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		176	
Approximate Number of Pages		68	\$3,256.00

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

<input type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	_____	_____
<input type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.41 / COPY	_____	_____
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$2.18 / COPY	_____	_____
<input checked="" type="checkbox"/> All Gloss Laminated Hard Covers	\$7.84 / COPY	N/A	\$1,379.84
<input type="checkbox"/> All Matte Laminated Hard Covers	\$8.63 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$119; All Gloss or All Matte)	\$119.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.84 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$8.63 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> --- Add Gloss Lamination to Soft Covers	\$1.41 / EACH	_____	_____
<input type="checkbox"/> --- Add Matte Lamination to Soft Covers	\$2.18 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

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

<input type="checkbox"/> Add Digital Name Imprints (Minimum 25)	\$2.55 / EACH	_____	_____
<input type="checkbox"/> Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$4.20 / EACH	_____	_____
<input type="checkbox"/> Add Plastic Dust Jackets	\$4.20 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.80 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.97 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.60 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.61 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.61 / EACH	_____	_____

Total (before tax): \$4,635.84
Per Copy Total: \$26.34

Terms and Conditions

- Our book needs to ship on Saturday April 27, 2024. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday April 1, 2024. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

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

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

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

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

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

Authorized Signature: _____

Print Name: _____

E-Mail Address: _____

Dru Dixon
 ddixon@sapulpaps.org

Date: _____

Title or position: _____

HJ Rep/Signature: _____

2/28/23
 rkhooper

Yearbook Purchase Agreement

Walsworth yearbooks

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

Customer# 315044
Sales rep Jenny Whightsil
Job#

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

Admin Contact Peter Carter
Title Principal
Phone 9182248441
Email pcarter@sapulpaps.org

Delivery Spring
Requested Ship Week 05/04/24

Account Status Customer
Delivery Year 2024
Beginning year of term 2024
Total years of term 3
Current year of term 1

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

Yearbook Specifications

Program Size All American 8 Paper 80# Legend Gloss UV Coating
of Pages 60 Other Paper UV Coating # of Pages
of Copies 150 Paper Choice by Sig Page Aspect Normal
Binding Smyth-Sewn Paper Choice Width
Board Weight 98 Pt. Other Paper Choice Height
Submission Online Design Apply to Sig From Scented Varnish
Proof Proofs on Demand Apply to Sig To
Cover Custom school design 4-color litho submitted by 10/26
Endsheet Unprinted
Additional Three year term agreement

Autograph Supplement

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

Current Events Supplement

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

Unprinted Autograph Supplement

Quantity: Placement:
Billing Instructions: Page: Size:

Clear Book Protectors

Quantity: Size:
Billing Instructions: **Price: \$4,825.00**

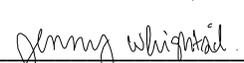
This Purchase Agreement includes and is subject to the school yearbook plan selected by the Customer as well as the terms and conditions on this and the following page(s).



(Authorized Signature)

08/16/22

Date



(Walsworth Authorized Signature)

08/16/22

Date

Date

(Second Authorized Signature)

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

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

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

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

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

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

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

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

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

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

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

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

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

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



HERFF JONES

Yearbook Order Form

2024 -- U.S.

Job #: 20662

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

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

Organization Name: Freedom Elementary School

Year(s) Covered: 2024 2025 2026 2027 2028

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

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

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

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		226	
Approximate Number of Pages		68	\$3,823.92

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

<input checked="" type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	N/A	\$0.00
<input checked="" type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.41 / COPY	N/A	\$318.66
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$2.18 / COPY	_____	_____
<input type="checkbox"/> All Gloss Laminated Hard Covers	\$7.84 / COPY	_____	_____
<input type="checkbox"/> All Matte Laminated Hard Covers	\$8.63 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$119; All Gloss or All Matte)	\$119.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.84 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$8.63 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.41 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$2.18 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

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

<input type="checkbox"/> Add Digital Name Imprints (Minimum 25)	\$2.55 / EACH	_____	_____
<input type="checkbox"/> Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$4.20 / EACH	_____	_____
<input type="checkbox"/> Add Plastic Dust Jackets	\$4.20 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.80 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.97 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.60 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.61 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.61 / EACH	_____	_____

Total (before tax): \$4,142.58
Per Copy Total: \$18.33

Terms and Conditions

- Our book needs to ship on Saturday April 20, 2024. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday March 25, 2024. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

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

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

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

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

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

Authorized Signature:

Allison Owens

Date:

2-28-23

Print Name:

Alison Owens

Title or position:

Principal

E-Mail Address:

aowens@sapulpaps.org

HJ Rep/Signature:



Memory Book Company Publication Agreement

Memory Book Company | 304 Curry Drive, Sedalia, MO 65301 | Phone: (800) 247-1526

Please complete & sign this form and either: Fax it to (800) 550-7129 | Email it to yearbook@memorybook.com | Mail it to the address above

Adviser Name: Renee Martino

School Name: Holmes Park Elem
 Public Private Other

Street Address: 1231 E. Dewey

City: Sapulpa

State: OK ZIP Code: 74066

Adviser Phone: 918-227-6800

Adviser Email: rmartino@sapulpaok.com

Term: (Check one)

- One year agreement
- Two year agreement*
- Three year agreement*

* For two- and three-year agreements, basic pricing will remain the same for all years covered under this Agreement. School may change programs, options, number of copies, and pages. Pricing will be adjusted to accommodate the changes.

Number of Copies: 230 (minimum 25)

Number of Pages: 48 (must be divisible by 4)

Printing Type: (Check one)

- All color
- Black & White
- B&W with some color pages

Program Type: (Check one)

- Memory Book Online™**
You produce your book using our online design software.
- Digital Expert**
You prepare your pages/files digitally using this graphics design software:
 Adobe® InDesign™ Photoshop™ Microsoft® Publisher™
- Cut and Paste**
You paste photos and type on layout sheets provided by us.
- Professional**
You paste your photos; we professionally typeset your words and copy.
- Convenient**
You number your photos and corresponding typed class lists and we layout your book for you.

Options: (Check all that apply)

- Free standard cover Special Cover
- Personalization (Foil, Ink or Photo)
- Custom Foil – School Name and Year
- Flashbox – Current Events Insert
- Lamination (Matte or Gloss)
- EASY WORK

Binding: (Check one)

- Saddle Stitch Binding (Softback Stapled)
- Perfect Binding (Softback Glued)
- Coil Binding (Softback Spiral)
- Casebound Binding (Hardback Glued)
- Smythe-sewn Binding (Hardback Sewn)

Photos: (How will you receive student/staff photos) (Check one)

- Class Photos on CD
- Printed Hardcopy Photos
- Upload My Own Class Photos (must be using Memory Book Online™)

First day of school: 8-18-23 Last day of school: 5-22-24
(mm/dd/yyyy) (mm/dd/yyyy)

Spring break dates: 3-15-24 to 3-22-24
(mm/dd/yyyy) (mm/dd/yyyy)

Current Enrollment: 659

By signing below, I, an authorized representative of the school named on this form, authorize Memory Book Company to produce our school memory book for the term specified in this Agreement. Please see Page 2 for additional terms which form part of this Agreement.

Memory Book Company commits to produce your yearbook with the same care you use to create it. We look forward to working with you!

X _____
SIGNATURE OF CUSTOMER'S AUTHORIZED REPRESENTATIVE

PRINTED NAME OF SIGNER _____ DATE _____

Accepted by Memory Book Company:

X _____
SIGNATURE OF MEMORY BOOK COMPANY REPRESENTATIVE

PRINTED NAME OF SIGNER _____ DATE _____

- New
- Renew

If new, previous publisher: _____

Additional Specifications / Shipping Address if different than above address (attach additional sheet if necessary):

Memory Book Company Publication Agreement Terms

This agreement represents a commitment to produce your yearbook with Memory Book Company ("MBC") for the term specified on this Agreement. Once this Agreement has been signed by MBC, it becomes a binding contract between MBC and Customer named on this Agreement ("Customer"). Any changes to this Agreement must be approved in writing by both parties; provided, that Customer may change the specifications, which may result in changes to the price and/or delivery. If MBC terminates this agreement due to Customer's failure to proceed with production of its yearbook through MBC, as liquidated damages (and not a penalty) Customer shall pay MBC, upon receipt of invoice, a \$150 cancellation fee as well as any fees or costs incurred by MBC for work performed, costs incurred, and product manufactured by MBC on or prior to the date of cancellation.

SUBMISSION OF AND RESPONSIBILITY FOR MATERIALS: MBC will provide Customer with instructions and specifications for submitting information and materials (collectively, "Materials") to MBC. Materials include, without limitation, content, titles, photographs, videos, designs, drawings, images, artwork, songs, lyrics, recordings, page layouts and other such materials. Customer agrees to submit all Materials in a timely manner and in accordance with MBC's instructions and specifications. Late or non-conforming submissions may result in additional charges, missed or delayed deadlines, delayed shipments, and/or rejection of submitted Materials. Customer is responsible for all Materials furnished to MBC for incorporation in the publication or other product provided by MBC under this Agreement, regardless of form or medium (the "Publication"). MBC reserves the right in its discretion to refuse to process, print, reproduce or duplicate Material submitted for incorporation in the Publication, including Material which may reasonably be believed to violate patent, trademark, copyright, license or other proprietary rights or be pornographic or offensive, provided MBC assumes no duty to make such determination. The parties agree that MBC will exercise no control over the editorial content of the yearbook published. Except to the extent expressly prohibited by applicable law, Customer agrees to indemnify and hold MBC, its licensors, and its affiliates harmless to the fullest extent permitted by law from any and all damages of every kind and character (including reasonable attorneys' fees) arising out of claims, defenses, demands, actions or proceedings that may be asserted or brought against MBC by parents, students or any third party (a) on the grounds that the Material, Publication, or the marketing of a Publication causes injury to persons or property, violates a trademark, copyright, license or other proprietary right or interest or that it contains material giving rise to an action for defamation, negligence, intentional infliction of emotional distress, or invades a person's right to privacy; or (b) related to or arising from any breach of Customer's obligations relating to MBC Digital Tools below. Customer represents and warrants to MBC that Customer has the unconditional and unfettered right to allow MBC to print, reproduce and/or duplicate all of the Materials and to receive back any returned Materials, and MBC is hereby authorized to reproduce for and on behalf of Customer and other third parties all of the Materials provided by Customer, in order to produce and/or market the Publication, and that all appropriate licenses or consents have been obtained where applicable. Customer further warrants that the Materials comply with all applicable state, local and federal laws, do not infringe on any trademark, service mark, copyright or any other proprietary right, or any license relating thereto, do not contain any libelous or otherwise actionable statement, and do not otherwise violate the rights of or

cause damage or injury to any person. With respect to any artwork created in whole or in part by MBC, MBC retains its rights to such artwork, which may only be reproduced with the written consent of MBC. Customer understands and agrees that all dies, including those for which a charge has been made, remain the sole property of MBC. This provision shall survive the termination or expiration of this Agreement.

ADDITIONAL SERVICES CHARGES: MBC will charge for MBC artwork, corrective work or customer copy, customer alterations and non-standard composition, which may result in changes to the purchase price.

MBC DIGITAL TOOLS: In consideration of payment of any required license fee, for the term of this Agreement MBC grants Customer a limited, non-assignable license to use certain of its proprietary local and Internet-based yearbook development software tools, fonts and clip art, apps, websites and environments such as Memory Book Online (MBO), and related materials and updates (all such tools, apps, websites and environments made available to Customer, the "MBC Digital Tools"), solely for the limited purpose of producing its Publication with MBC and for no other purpose. Customer expressly consents to the installation of installable MBC Digital Tools. Customer and its representatives will comply with any terms of use, license agreements, and other terms or policies applicable to MBC Digital Tools. Customer acknowledges and agrees that the MBC Digital Tools and all other materials supplied by MBC are proprietary in nature and are owned or licensed by MBC, and Customer agrees not to copy, duplicate, reverse engineer, or attempt to learn the source code of MBC Digital Tools, or to rent, share, distribute or provide the MBC Digital Tools to any third party. Customer is strictly prohibited from providing production materials in whole or in part, including but not limited to the Publication created under this Agreement, created with the MBC Digital Tools to a third party for printing, digitizing, reproduction or any other purpose. Upon termination or expiration of the relationship between Customer and MBC, Customer will promptly return any MBC Digital Tools to MBC, and destroy and delete any copies of MBC Digital Tools and any login credentials provided. Certain third-party products may be required for use of the MBC Digital Tools, and Customer acknowledges that MBC is not obligated to provide training or other support for third-party products.

DELIVERY: Shipment will be made pursuant to the shipment method and vendor chosen by Company according to terms of the Deadline Schedule established between the parties, provided that Customer sends all materials conforming to specifications and on time according to the Schedule. Title to and risk of loss for all shipments is F.O.B. Customer dock. Due to the printing process, there may be a limited number of copies of the yearbook produced in excess of Customer's order. The yearbook will be replaced if defective in publication or production.

FORCE MAJEURE; WARRANTY; LIMITATIONS: MBC shall not be liable for delays or losses caused by strikes, accidents, government restrictions, acts of God or other causes beyond its reasonable control, and such delays shall not constitute a breach of contract. MBC will perform the work in a good and workmanlike manner. EXCEPT AS EXPRESSLY PROVIDED HEREIN, MBC MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES AND DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BECAUSE SOFTWARE, APPS AND SYSTEMS ARE INHERENTLY COMPLEX AND MAY NOT BE COMPLETELY FREE OF ERRORS, YOU ARE ADVISED TO VERIFY YOUR WORK. IN NO EVENT WILL MBC BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, HOWEVER FORESEEABLE, ARISING OUT OF THIS AGREEMENT, THE WORK PERFORMED HEREUNDER, THE SERVICES PROVIDED OR THE PRODUCTS PRODUCED HEREUNDER. THE LIABILITY OF MBC, IF ANY, FOR CLAIMS

RELATING TO ANY DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT PRODUCED HEREUNDER SHALL BE LIMITED TO THE ACTUAL FEE PAYABLE TO MBC FOR THE DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT HEREUNDER. MBC SHALL NOT BE LIABLE FOR TYPOGRAPHICAL ERRORS, MISSPELLINGS OR OTHER DEVIATIONS OR ERRORS.

PAYMENT TERMS: Full payment is due upon submission of the yearbook for production (10 day grace period after submission allowed (Not applicable for Simplify/Classic/Save Promotion customers). Otherwise, if Customer is paying by purchase order, full payment is due thirty (30) calendar days from date of invoice. (Customer is invoiced when the job order is submitted). Otherwise, order payment is due as follows: ½ of the total order cost is due at the same time Customer submits its yearbook pages, and the remaining balance is due thirty (30) calendar days from date of invoice. A service charge of 1.5% a month on any unpaid balance (18% annual percentage rate) or the maximum allowed by local law will be assessed for late payment. Should it be necessary for MBC to institute collection procedures against Customer, MBC shall be entitled to recover its reasonable attorneys' fees and costs from Customer. Applicable sales taxes will be charged unless evidence of tax exemption is furnished prior to invoicing. It is Customer's responsibility to collect and remit sales tax on its distribution or resale of yearbooks based on applicable sales tax regulations, including the tax on any yearbook sales Customer directs MBC to collect on-line. All payments are to be made payable to and sent directly to Memory Book Company, 304 Curry Dr, Sedalia, MO 65301.

MISCELLANEOUS: The person signing this Agreement represents that he/she is fully authorized to execute this Agreement on behalf of Customer. MBC may use its corporate affiliates as subcontractors to perform obligations under this Agreement. Customer understands that this is a binding Agreement between the parties hereto for the term specified in the Agreement, and represents that it has all necessary power and authority to execute this Agreement. This Agreement, including the pricing and schedule set forth herein and any additional or changed specifications agreed upon by the parties related to the products manufactured by MBC under this Agreement which shall automatically be incorporated by reference into this Agreement, represents the entire agreement between the parties. In the event that after the date hereof Customer submits purchase orders or other written instructions that contain any terms or conditions, those terms and conditions shall be of no force and effect. The parties are independent contractors; nothing herein contained shall in any way constitute a partnership between, or joint venture by, any of the parties hereto.



Yearbook Sales Agreement

2023-24 School Year

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

Qty	Page #	In-House or At School	HB/SB (SB max 80 pgs)	Book Price	Line Total
100	48	At School	SB	\$18.00	\$1800.00
				Subtotal	\$1800.00
				Sales Tax/Shipping	TBD
				Total	\$1800.00

Quotation prepared by: Holly Jackson _____

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

To accept this quotation, sign here and return: _____

Thank you for your business!

PUBLISHER'S AUTHORIZATION

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

JOB # 34662

SCHOOL Liberty Stem Academy

ADDRESS 631 N Brown ST

CITY, STATE, ZIP Sapulpa OK 74066

TERM AGREEMENT YEARS OF CONTRACT

20 24 20 20 20 20

JOSTENS agrees as follows:

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

100 copies 36 pages all color \$13.50 a book

Additional Notes

Date February 23, 2023

School Administrator or Yearbook Adviser signature



JOSTENS Sales Representative's signature and rep number

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

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



Item #2318

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

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS
2022-2023 SCHOOL YEAR**

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

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2022-2023 fiscal year beginning July 1, 2022 and ending June 30, 2023.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2023.

ATTEST:

_____	_____	
Clerk	President	
_____	_____	
District	County	County/District Number
Approved this _____	Day of _____	2023.

Bledsoe, Hewett & Gullekson, CPAs, PLLLP

AUDITING FIRM
Jeffrey D. Hurd

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

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

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

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

MUST BE FILED NO LATER THAN JUNE 30, 2023

Contracts dated prior to January 20, 2023, will **not** be accepted.
Contracts which do not contain **all** of the above provisions **will not** be accepted.



BLED SOE, HEWETT & GULLEKSON
CERTIFIED PUBLIC ACCOUNTANTS, PLLLP

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

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

February 14, 2023

Mr. Robert Armstrong, Superintendent
Sapulpa Independent School District
511 E. Lee
Sapulpa, OK 74066

We are pleased to offer our bid and to confirm our understanding of the services we are to provide for Sapulpa Independent School District (the District) for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements – regulatory basis of the governmental activities and disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2023. We understand the financial statements will be presented in accordance with a financial reporting model, and prepared using a regulatory basis of accounting, as prescribed by the Oklahoma State Department of Education.

We have also been engaged to report on supplementary information, to include, but not limited to the combining financial statements and the schedule of expenditures of federal awards, which accompany the financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the prescribed regulatory basis and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise

from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

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

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single

Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (when applicable) and direct confirmation of receivables (when applicable) and certain assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from your attorneys, when applicable, as part of the engagement.

Audit Procedures—Internal Control

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

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

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the estimate of needs, financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with the regulatory basis of accounting and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the estimate of needs, financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the estimate of needs, financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the estimate of needs, financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the estimate of needs, financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

We will also perform the following services which will not be subjected to any auditing procedures applied in our audit, and for which our auditor's report will not provide an opinion or any assurance.

- Preparation of the 23-24 Temporary Appropriations
- Preparation of the 23-24 Estimate of Needs
- State Auditor and Inspector's filing fee for the 22-23 audit
- Presentation of the 22-23 audit report to your Board of Education
- Assist in preparation of supplemental appropriations, if necessary
- Assist in preparation of 22-23 Schedule of Expenditures of Federal Awards
- Unlimited toll-free telephone consultation with District personnel

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the

preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the regulatory basis of accounting, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the estimate of needs; financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported

audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

Engagement Administration, Fees, and Other

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

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bledsoe, Hewett & Gullekson CPAs PLLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oklahoma State Department of Education or its designee, a federal agency providing direct or

indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bledsoe, Hewett & Gullekson CPAs PLLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$11,200**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Governing Board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

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

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

Sincerely,

Bledsoe, Hewett & Gullekson CPAs PLLLP

RESPONSE:

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

By: _____

Title: _____

Date: _____

Customer: SAPULPA PUBLIC SCHOOLS

Addr: 511 EAST LEE
 SAPULPA OK 74066

October Membership: 3705

MAS: MUNICIPAL ACCOUNTING SYSTEMS, INC.

Addr: 908 EAST 35TH STREET
 SHAWNEE, OK 74804

Phone: (800)749-5691 **Email:** accounts@wengage.com

Re-Occurring Fiscal Year Charges

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

Description	Total
Appropriated Funds	\$10,500.00
Payroll	NA
- Usage Fee Included In Appropriated Funds	
Treasurer	\$1,963.65
Activity Funds	\$963.30
Personnel	\$1,963.65
Purchase Requisition	\$1,963.65
Fixed Assets	NA
Employee Document Management	\$5,557.50
Total 2023-2024 Fiscal Year Charges:	\$22,911.75

Terms and Conditions

- The software charge includes phone support for one (1) designated contact per application. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.
- On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS mileage rate. Additional time is \$100.00 per hour.
- For each renewal, the fees may, at MAS's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
- Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement shall be governed by the Laws of the State of Oklahoma.

Software as a Service

- Definitions.
 - Application means the software and other material used by MAS to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
 - Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.

(c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.

(d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.

(e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).

(f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.

(g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.

(h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.

(i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.

2. Service.

(a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that MAS becomes aware of (provided MAS is not required to actively monitor the Customer's account access).

(b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.

3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.

4. Access to the Service, Attribution, and Charges.

(a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.

(b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.

5. Availability, Maintenance, and Technical Support.

(a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.

(b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.

6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. MAS will provide software as part of the Service that will allow the Customer to share data with third-party applications.

(a) It is understood and agreed that MAS is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.

(b) It is understood and agreed that MAS is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall MAS be deemed to be a direct or indirect transferor of information/data to any third party. MAS is only providing software that will allow the Customer to share data with third-party applications.

(c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

(f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, MAS for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that

is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that MAS could incur.

(g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

7. Intellectual Property Rights.

(a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.

(d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

8. Privacy and Personal Information. (a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at <https://www.sylogist.com/privacy-policy>.

9. Term; Termination.

(a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or MAS.

(b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. MAS may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.

(c) Breach. MAS may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of MAS's notice to Customer.

10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."

(a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to MAS or its third-party licensor (as appropriate), and MAS hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information"). Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.

(b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from MAS to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.

12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.

13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold

harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.

14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. MAS reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By: *Amanda Bunkerfield*

Date Prepared: 2/6/2023

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

Signature: _____

Date Accepted: _____



Lincoln Christian Winter Classic



This is the official invitation for the 2023-2024 Lincoln Christian Winter Classic. You are one of eight teams being invited. We are requesting that you fill out the contract portion below to accept the invitation and reserve your place in our tournament. Thank you for your time and we look forward to seeing you in January 2024!

Contract

Tournament Details:

- Tournament Dates: January 4th, 5th, and 6th, 2024
- 3 game guarantee
- Game times will start at 10:00 am on Thursday, Friday, and Saturday
- 3 man officiating crew will be utilized on all games
- All teams must have a light uniform and a colored uniform to comply with OSSAA
- All teams need to report to game site 30 minutes prior to game time to keep the tournament on schedule
- If contract is not upheld there is a \$300 fee unless due to inclement weather or other unforeseeable circumstance
- Contract is due by February 28th, 2023

School Name: _____ **Mascot:** _____

Classification: _____ **Boys/Girls/Both:** _____

Administrator authorizing participation: _____
Please Print Name of Administrator

Contact number for administrator: _____

Boys Head Coach: _____ **Contact number:** _____
Please Print Name Preferably Cell Phone

Boys Head Coach Email: _____

Girls Head Coach: _____ **Contact number:** _____
Please Print Name Preferably Cell Phone

Girls Head Coach Email: _____

The aforementioned school/institution agrees to the terms of the tournament contract listed above.

Administrator Signature

Date

**Bishop Kelley High School
Athletic Department
3905 S. Hudson
Tulsa, OK 74135**

**Oklahoma Secondary Schools Activities Association
Contract for Athletic Contests**

We Bishop Kelley High School, party of the first part, do this 3rd day of February 2023 contract for three games to be held during the specified tournament week of December 7, 8, and 9, 2023:

Sapulpa High School (Men's Basketball)

To be played in a tournament format, three games at the Bishop Kelley High School Basketball Invitational Tournament on the specified dates.

The school canceling this contract without the consent of the other shall forfeit the sum of **\$1000.00** to the offended school.

Both parties agree that the rules of the OSSAA are part of this contract and that the suspension or termination of membership in this association of either party shall render this contract null and void. Provided that this contract shall not be binding on either party unless a copy, properly signed, is returned to the party of the first part by
February 17, 2023

Bishop Kelley High School

Party of the first part



Lance Parks, Athletic Director

Visiting Team

Party of the second party

Principal or Athletic Director

Bishop Kelley High School
3905 S. Hudson
Tulsa, OK 74135
Phone #: 918-627-3390
Fax #: 918-664-2134
lparks@bishopkelley.org

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

2/9/2023 - Copies Removed: 1

Junie B. Jones Smells Something Fishy. (Removed: 1)

Author: Park, Barbara

Published: 1998

Call Number	Barcode	Price	Acquired	Removed By
FIC PAR	04000050	\$12.00	1/14/2008	jgarner

Was Available -- Weeded

2/6/2023 - Copies Removed: 2

Encyclopedia of Animals and Nature. (Removed: 1)

Published: 2000

Call Number	Barcode	Price	Acquired	Removed By
590 FAS	T 400180	\$15.00	1/14/2008	jgarner

Was Available -- Deleted

Rifles for Watie. (Removed: 1)

Author: Keith, Harold, 1903-

LCCN: 57-10280 /L/r58

Published: 1957

Call Number	Barcode	Price	Acquired	Removed By
FIC Kei	T 450116	\$10.95	1/14/2008	drobbins

Was Available -- Weeded

2/3/2023 - Copies Removed: 5

Basketball (Removed: 1)

Author: Rosenthal, Bert.

ISBN: 0-516-01674-1 (lib. bdg.)

Published: 1983

Call Number	Barcode	Price	Acquired	Removed By
796.32 ROS	T 401324	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Elephants (Removed: 1)

Author: Martin, Louise, 1955-

ISBN: 0-86592-998-X

Published: 1988

Call Number	Barcode	Price	Acquired	Removed By
639.9 Mar	T 410033	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Lily's Crossing. (Removed: 1)

Author: Giff, Patricia

Published: 1997

Call Number	Barcode	Price	Acquired	Removed By
FIC GIF	T 400367	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Narwhals (Removed: 1)

Author: Palmer, Sarah, 1955-

ISBN: 0-86592-476-7

Published: 1988

Call Number	Barcode	Price	Acquired	Removed By
599.5 PAL	T 417669	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Seven kisses in a row (Removed: 1)

Author: MacLachlan, Patricia.

ISBN: 0-06-440231-2 (pbk.)

Published: 1988

Call Number	Barcode	Price	Acquired	Removed By
FIC MAC	T 418101	\$9.61	1/14/2008	jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/26/2023 - Copies Removed: 2

Big Snowman, Little Snowman (Removed: 1)

Author: Rabe, Tish.

ISBN: 978-0-7364-3119-4

Published: 2013

Call Number	Barcode	Price	Acquired	Removed By
E DIS	T 400937	\$15.00	11/30/2020	jgarner

Was Available -- Weeded

Independent and Unofficial Guide : Minecraft Builds. (Removed: 1)

Call Number	Barcode	Price	Acquired	Removed By
794.8 MIN	T 401114	\$10.00	11/17/2022	jgarner

Was Available -- Weeded

1/25/2023 - Copies Removed: 7

Cinderella, or, The little glass slipper (Removed: 1)

Author: Perrault, Charles, 1628-1703.

ISBN: 0-684-12676-1

Published: 1954

Call Number	Barcode	Price	Acquired	Removed By
398.2 PER	T 400861	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Dragsters. (Removed: 1)

Author: Connolly, Maureen

Published: 1992

Call Number	Barcode	Price	Acquired	Removed By
796.7 CON	T 418144	\$12.95	1/14/2008	drobbins

Was Available -- Weeded

Dragsters (Removed: 1)

Author: Connolly, Maureen A.

ISBN: 1-56065-074-5

Published: 1990

Call Number	Barcode	Price	Acquired	Removed By
796.7 CON	T 414014	\$12.95	1/14/2008	drobbins

Was Available -- Weeded

Karts. (Removed: 1)

Author: Cazin, Lorraine

Published: 1992

Call Number	Barcode	Price	Acquired	Removed By
796.7 Caz	T 418159	\$15.95	1/14/2008	drobbins

Was Available -- Weeded

The legend of Old Befana : an Italian Christmas story (Removed: 1)

Author: De Paola, Tomie.

ISBN: 0-15-243816-5 (lib. bdg.)

Published: 1980

Call Number	Barcode	Price	Acquired	Removed By
398.2 DEP	T 400825	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Once a mouse-- : a fable cut in wood (Removed: 1)

Author: Brown, Marcia.

ISBN: 0-684-12662-1

Published: 1961

Call Number	Barcode	Price	Acquired	Removed By
398.2 BRO	T 400819	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/25/2023 - Copies Removed: 7

Pioneer cat (Removed: 1)

Author: Hooks, William H.

ISBN: 978-0-394-82038-5 (pbk.)

Published: 1988

Call Number

Barcode

Price

Acquired

Removed By

Fic Hoo

T 401945

\$18.00

1/14/2008

jgarner

Was Available -- Weeded

1/24/2023 - Copies Removed: 23

18-wheelers (Removed: 1)

Author: Maifair, Linda Lee.

ISBN: 1-56065-073-7

Published: 1991

Call Number

Barcode

Price

Acquired

Removed By

629.224 MAI

T 418201

\$15.95

1/14/2008

drobbins

Was Available -- Weeded

African buffalo (Removed: 1)

Author: Stone, Lynn M.

ISBN: 0-86593-052-X

Published: 1990

Call Number

Barcode

Price

Acquired

Removed By

599.73 STO

T 417330

\$15.00

1/14/2008

drobbins

Was Available -- Weeded

Antelopes (Removed: 1)

Author: Stone, Lynn M.

ISBN: 0-86593-053-8

Published: 1990

Call Number

Barcode

Price

Acquired

Removed By

599.73 STO

T 417331

\$15.00

1/14/2008

drobbins

Was Available -- Weeded

Bears (Removed: 1)

Author: Rosenthal, Mark, 1946-

ISBN: 0-516-01675-X

Published: 1983

Call Number

Barcode

Price

Acquired

Removed By

599.74 ROS

T 401143

\$9.95

1/14/2008

drobbins

Was Available -- Weeded

Cars (Removed: 1)

Author: Saunders-Smith, Gail.

ISBN: 978-1-56065-495-7

Published: 1998

Call Number

Barcode

Price

Acquired

Removed By

629.22 SAU

T 440027

\$12.00

1/14/2008

jgarner

Was Available -- Weeded

The funny little woman. (Removed: 1)

Author: Mosel, Arlene.

ISBN: 0-14-054753-3

Published: 1972

Call Number

Barcode

Price

Acquired

Removed By

398.2 MOS

T 400856

\$15.00

1/14/2008

drobbins

Was Available -- Weeded

Giraffes (Removed: 1)

Author: Stone, Lynn M.

ISBN: 0-86593-050-3

Published: 1990

Call Number

Barcode

Price

Acquired

Removed By

599.73 STO

T 417346

\$15.00

1/14/2008

drobbins

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/24/2023 - Copies Removed: 23

Hippopotamus (Removed: 1)

Author: Stone, Lynn M.

ISBN: 0-86593-051-1

Published: 1990

Call Number	Barcode	Price	Acquired	Removed By
599.73 STO	T 417348	\$10.26	1/14/2008	drobbins

Was Available -- Weeded

Hyenas (Removed: 1)

Author: Stone, Lynn M.

ISBN: 0-86593-049-X

Published: 1990

Call Number	Barcode	Price	Acquired	Removed By
599.74 STO	T 417350	\$10.26	1/14/2008	drobbins

Was Available -- Weeded

Motorcycles (Removed: 1)

Author: Cooper, Jason, 1942-

ISBN: 0-86592-494-5

Published: 1991

Call Number	Barcode	Price	Acquired	Removed By
629.227 COO	T 410273	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Motorcycles (Removed: 1)

Author: Kahaner, Ellen.

ISBN: 1-56065-070-2 (pub.)

Published: 1991

Call Number	Barcode	Price	Acquired	Removed By
629.227 Kah	T 410159	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Panda (Removed: 1)

Author: Martin, Louise.

ISBN: 0-86592-996-3

Published: 1988

Call Number	Barcode	Price	Acquired	Removed By
599.789 MAR	T 410032	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Polar bears (Removed: 1)

Author: Palmer, Sarah, 1955-

ISBN: 0-86592-360-4

Published: 1989

Call Number	Barcode	Price	Acquired	Removed By
599.74 PAL	T 417715	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Prince Fly Guy (Removed: 1)

Author: Arnold, Tedd.

ISBN: 978-0-545-66275-8

Published: 2015

Call Number	Barcode	Price	Acquired	Removed By
E ARN	T 462047	\$15.00	10/20/2015	jgarner

Was Available -- Weeded

Race cars (Removed: 1)

Author: Stephenson, Sallie.

ISBN: 1-56065-068-0

Published: 1991

Call Number	Barcode	Price	Acquired	Removed By
629.222 CAR	T 418181	\$15.00	1/14/2008	drobbins

Was Available -- Weeded

Sea lions (Removed: 1)

Author: Palmer, Sarah, 1955-

ISBN: 0-86592-362-0

Published: 1989

Call Number	Barcode	Price	Acquired	Removed By
-------------	---------	-------	----------	------------

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/24/2023 - Copies Removed: 23

599.74 PAL T 417742 \$15.00 1/14/2008 drobbins
Was Available -- Weeded

Sea otters (Removed: 1)

Author: Palmer, Sarah, 1955- ISBN: 0-86592-361-2 Published: 1989
Call Number **Barcode** **Price** **Acquired** **Removed By**
599.74 PAL T 417743 \$10.26 1/14/2008 drobbins
Was Available -- Weeded

Seals (Removed: 1)

Author: Martin, Louise, 1955- ISBN: 0-86592-999-8 Published: 1988
Call Number **Barcode** **Price** **Acquired** **Removed By**
599.74 MAR T 410034 \$15.00 1/14/2008 drobbins
Was Available -- Weeded

Sports cars (Removed: 1)

Author: Stephenson, Sallie. ISBN: 1-56065-078-8 Published: 1991
Call Number **Barcode** **Price** **Acquired** **Removed By**
629.222 Ste T 401923 \$18.00 1/14/2008 drobbins
Was Available -- Weeded

The tailypo : a ghost story (Removed: 1)

Author: Galdone, Joanna. ISBN: 0-395-30084-3 Published: 1977
Call Number **Barcode** **Price** **Acquired** **Removed By**
398.2 GAL T 400828 \$15.00 1/14/2008 drobbins
Was Available -- Weeded

The teeny-tiny woman : a ghost story (Removed: 1)

Author: Galdone, Paul. ISBN: 0-89919-270-X Published: 1984
Call Number **Barcode** **Price** **Acquired** **Removed By**
398.2 GAL T 400832 \$15.00 1/14/2008 drobbins
Was Available -- Weeded

Tigers (Removed: 1)

Author: Martin, Louise, 1955- ISBN: 0-86592-995-5 Published: 1988
Call Number **Barcode** **Price** **Acquired** **Removed By**
599.756 MAR T 410031 \$15.00 1/14/2008 drobbins
Was Available -- Weeded

Walruses (Removed: 1)

Author: Palmer, Sarah, 1955- ISBN: 0-86592-358-2 Published: 1989
Call Number **Barcode** **Price** **Acquired** **Removed By**
599.74 PAL T 417825 \$15.00 1/14/2008 drobbins
Was Available -- Weeded

1/23/2023 - Copies Removed: 6

Baby animals (Removed: 1)

Author: Podendorf, Illa. ISBN: 0-516-01605-9 (lib. bdg.) Published: 1981
Call Number **Barcode** **Price** **Acquired** **Removed By**
591.39 POD T 401027 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/23/2023 - Copies Removed: 6

Katie did it (Removed: 1)

Author: McDaniel, Becky Bring.	ISBN: 0-516-02043-9	Published: 1983		
Call Number E MCD	Barcode T 402252	Price \$15.00	Acquired 1/14/2008	Removed By jgarner
Was Available -- Weeded				

Night of the Ninjas. (Removed: 1)

Author: Osborne, Mary	ISBN: 0-516-02043-9	Published: 1995		
Call Number Fic Osb	Barcode T 401791	Price \$15.00	Acquired 1/14/2008	Removed By jgarner
Was Available -- Deleted				

Pirates past noon (Removed: 1)

Author: Osborne, Mary Pope.	ISBN: 978-0-679-82425-1	Published: 1994		
Call Number Fic Osb	Barcode T 410305	Price \$12.00	Acquired 1/14/2008	Removed By jgarner
Was Available -- Weeded				

Smile (Removed: 1)

Author: Telgemeier, Raina.	ISBN: 978-0-545-13206-0	Published: 2010		
Call Number p.b. FIC TEL	Barcode T 400465	Price \$12.00	Acquired 2/28/2022	Removed By jgarner
Was Available -- Deleted				

Stop-go, fast-slow (Removed: 1)

Author: McLenighan, Valjean.	ISBN: 0-516-03617-3	Published: 1982		
Call Number E MCL	Barcode T 410226	Price \$15.00	Acquired 1/14/2008	Removed By jgarner
Was Available -- Weeded				

1/20/2023 - Copies Removed: 31

After the storm (Removed: 1)

Author: Brooke, Lauren.	ISBN: 0-439-13022-0 (pbk.)	Published: 2000		
Call Number FIC BRO	Barcode T 418482	Price \$9.36	Acquired 1/14/2008	Removed By drobbins
Was Available -- Weeded				

Always there (Removed: 1)

Author: Brooke, Lauren.	ISBN: 0-439-65368-1 (pbk.)	Published: 2005		
Call Number FIC BRO	Barcode T 418483	Price \$9.36	Acquired 1/14/2008	Removed By drobbins
Was Available -- Weeded				

Bandit's moon (Removed: 1)

Author: Fleischman, Sid, 1920-	ISBN: 0-440-41586-1 (pbk.)	Published: 2000		
Call Number FIC Fle	Barcode T 461673	Price \$10.95	Acquired 1/14/2008	Removed By drobbins
Was Available -- Weeded				

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/20/2023 - Copies Removed: 31

Battle of the Bands (Removed: 1)

Author: Grace, N. B.

ISBN: 978-1-42310611-1 (pbk.)

Published: 2007

Call Number

Barcode

Price

Acquired

Removed By

FIC HIG

T 499062

\$12.00

12/11/2008

jgarner

Was Available -- Weeded

Breaking free (Removed: 1)

Author: Brooke, Lauren.

ISBN: 978-0-439-13024-0

Published: 2000

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418508

\$9.36

1/14/2008

drobbins

Was Available -- Weeded

Broadway Dreams (Removed: 1)

Author: Grace, N. B.

ISBN: 978-1-42310623-4 (pbk.)

Published: 2007

Call Number

Barcode

Price

Acquired

Removed By

FIC HIG

T 499063

\$12.00

12/11/2008

jgarner

Was Available -- Weeded

Come what may (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-13026-3 (pbk.)

Published: 2001

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418513

\$9.36

1/14/2008

drobbins

Was Available -- Weeded

Coming home (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-13020-4 (pbk.)

Published: 2000

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418514

\$12.00

1/14/2008

jgarner

Was Available -- Weeded

Crunch Time (Removed: 1)

Author: Grace, N. B.

ISBN: 978-1-42310614-2 (pbk.)

Published: 2007

Call Number

Barcode

Price

Acquired

Removed By

FIC HIG

T 499064

\$12.00

12/11/2008

jgarner

Was Available -- Weeded

Darkest hour (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-42508-5 (pbk.)

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418520

\$9.36

1/14/2008

drobbins

Was Available -- Weeded

Every new day (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-31716-9 (pbk.)

Published: 2002

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418526

\$9.36

1/14/2008

drobbins

Was Available -- Weeded

Everything changes (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-42509-3 (pbk.)

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/20/2023 - Copies Removed: 31

FIC BRO	T 418527	\$12.00	1/14/2008	drobbins
---------	----------	---------	-----------	----------

Was Available -- Weeded

From this day on (Removed: 1)

Author: Brooke, Lauren.		ISBN: 978-0-439-65367-1 (pbk.)	Published: 2005	
Call Number	Barcode	Price	Acquired	Removed By
FIC BRO	T 418545	\$12.00	1/14/2008	drobbins

Was Available -- Weeded

Get Your Vote On! High School Musical (Removed: 1)

Author: Beechwood, Beth				
Call Number	Barcode	Price	Acquired	Removed By
FIC HIG	T 460653	\$12.00	12/18/2008	jgarner

Was Available -- Weeded

Heart to Heart (Removed: 1)

Author: Perelman, Helen.		ISBN: 978-1-42310624-1 (pbk.)	Published: 2007	
Call Number	Barcode	Price	Acquired	Removed By
FIC HIG	T 499065	\$12.00	12/11/2008	jgarner

Was Available -- Weeded

Holding fast (Removed: 1)

Author: Brooke, Lauren.		ISBN: 978-0-439-42511-7 (pbk.)	Published: 2004	
Call Number	Barcode	Price	Acquired	Removed By
FIC BRO	T 418552	\$9.36	1/14/2008	drobbins

Was Available -- Weeded

A holiday memory (Removed: 1)

Author: Brooke, Lauren.		ISBN: 0-439-67501-4 (pbk.)	Published: 2004	
Call Number	Barcode	Price	Acquired	Removed By
FIC BRO	T 418553	\$10.26	1/14/2008	drobbins

Was Available -- Weeded

Love is a gift (Removed: 1)

Author: Brooke, Lauren.		ISBN: 978-0-439-42510-0	Published: 2004	
Call Number	Barcode	Price	Acquired	Removed By
FIC BRO	T 418565	\$9.36	1/14/2008	drobbins

Was Available -- Weeded

New beginnings (Removed: 1)

Author: Brooke, Lauren.		ISBN: 978-0-439-65366-4 (pbk.)	Published: 2004	
Call Number	Barcode	Price	Acquired	Removed By
FIC BRO	T 418573	\$12.00	1/14/2008	drobbins

Was Available -- Weeded

One day you'll know (Removed: 1)

Author: Brooke, Lauren.		ISBN: 0-439-13035-2 (pbk.)	Published: 2001	
Call Number	Barcode	Price	Acquired	Removed By
FIC BRO	T 418576	\$9.36	1/14/2008	drobbins

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/20/2023 - Copies Removed: 31

Out of the darkness (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-31714-2 (pbk.)

Published: 2002

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418577

\$12.00

1/14/2008

drobbins

Was Available -- Weeded

Poetry in motion (Removed: 1)

Author: Alfonsi, Alice.

ISBN: 978-1-42310613-5 (pbk.)

Published: 2007

Call Number

Barcode

Price

Acquired

Removed By

FIC HIG

T 499066

\$12.00

12/11/2008

jgarner

Was Available -- Weeded

A season of hope (Removed: 1)

Author: Brooke, Lauren.

ISBN: 978-0-439-65365-7

Published: 2004

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418594

\$12.00

1/14/2008

drobbins

Was Available -- Weeded

The secret garden (Removed: 1)

Author: Burnett, Frances Hodgson, 1849-1924.

ISBN: 0-440-40055-4

Published: 1987

Call Number

Barcode

Price

Acquired

Removed By

FIC BUR

T 450120

\$12.00

1/14/2008

drobbins

Was Available -- Weeded

Sooner or later (Removed: 1)

Author: Brooke, Lauren.

ISBN: 978-0-439-33968-1 (pbk.)

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418596

\$12.00

1/14/2008

drobbins

Was Available -- Weeded

Stories from East High #7: Friends 4Ever #7, Friends 4 ever? (Removed: 1)

Author: Hapka, Cathy.

ISBN: 978-1-42310625-8 (pbk.)

Published: 2008

Call Number

Barcode

Price

Acquired

Removed By

FIC HIG

T 460652

\$12.00

12/18/2008

jgarner

Was Available -- Weeded

Taking chances (Removed: 1)

Author: Brooke, Lauren.

ISBN: 978-0-439-13025-7

Published: 2001

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418600

\$9.36

1/14/2008

drobbins

Was Available -- Weeded

Thicker than water (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-31715-0 (pbk.)

Published: 2002

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418603

\$12.00

1/14/2008

drobbins

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/20/2023 - Copies Removed: 31

Tomorrow's promise (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-31717-7 (pbk.)

Published: 2002

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418608

\$12.00

1/14/2008

drobbins

Was Available -- Weeded

True enough (Removed: 1)

Author: Brooke, Lauren.

ISBN: 0-439-33967-7 (pbk.)

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

FIC BRO

T 418609

\$9.36

1/14/2008

drobbins

Was Available -- Weeded

Wildcat Spirit (Removed: 1)

Author: Hapka, Catherine.

ISBN: 978-1-42310612-8 (pbk.)

Published: 2007

Call Number

Barcode

Price

Acquired

Removed By

FIC HIG

T 499067

\$12.00

12/11/2008

jgarner

Was Available -- Weeded

1/18/2023 - Copies Removed: 4

Allosaurus (Removed: 1)

Author: Frost, Helen, 1949-

ISBN: 978-0-7368-3646-3 (hc.)

Published: 2005

Call Number

Barcode

Price

Acquired

Removed By

E Fro

T 440251

\$20.00

1/14/2008

jgarner

Was Available -- Weeded

Dork in Disguise (Removed: 1)

Author: Gorman, Carol.

ISBN: 0-06-024866-1 (trade)

Published: 1999

Call Number

Barcode

Price

Acquired

Removed By

FIC GOR

T 462673

\$15.00

3/6/2017

jgarner

Was Available -- Weeded

Fly Guy's Big Family (Removed: 1)

Author: Arnold, Tedd.

ISBN: 978-0-545-66316-8

Published: 2017

Call Number

Barcode

Price

Acquired

Removed By

E ARN

T 462729

\$15.00

10/12/2017

jgarner

Was Available -- Weeded

Projekt 1065 (Removed: 1)

Author: Gratz, Alan, 1972-

ISBN: 978-0-545-88016-9

Published: 2016

Call Number

Barcode

Price

Acquired

Removed By

FIC GRA

T 470108

\$21.42

1/16/2023

jgarner

Was Available -- Deleted

1/11/2023 - Copies Removed: 3

The Best Ball (Removed: 1)

Author: Homberg, Ruth.

ISBN: 978-0-7364-8185-4

Published: 2017

Call Number

Barcode

Price

Acquired

Removed By

E DIS

T 400729

\$15.00

12/15/2020

jgarner

Was Checked Out to Sutton, Sonia Louise (Student: 10007551) Due 12/8/2022 -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

1/11/2023 - Copies Removed: 3

House of Robots (Removed: 1)

Author: Patterson, James, 1947-

ISBN: 978-0-316-40591-1

Published: 2014

Call Number

Barcode

Price

Acquired

Removed By

FIC PAT

T 462261

\$15.00

1/22/2016

jgarner

Was Available -- Weeded

Sadako and the thousand paper cranes (Removed: 1)

Author: Coerr, Eleanor.

ISBN: 0-399-61010-3 (lib. bdg.)

Published: 1977

Call Number

Barcode

Price

Acquired

Removed By

FIC COE

T 416015

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

12/20/2022 - Copies Removed: 8

The big snow (Removed: 1)

Author: Hader, Berta.

ISBN: 0-689-71757-1 (pbk.)

Published: 1993

Call Number

Barcode

Price

Acquired

Removed By

E HAD

T 402973

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Lily's crossing (Removed: 1)

Author: Giff, Patricia Reilly.

ISBN: 0-385-32142-2

Published: 1997

Call Number

Barcode

Price

Acquired

Removed By

FIC GIF

T 499986

\$10.09

1/14/2008

jgarner

Was Available -- Weeded

Science in the kitchen (Removed: 1)

Author: Heddle, Rebecca.

ISBN: 0-88110-284-9

Published: 1992

Call Number

Barcode

Price

Acquired

Removed By

507 SCI

T 419663

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Science with batteries (Removed: 1)

Author: Shipton, Paul.

ISBN: 0-7460-1423-6

Published: 1993

Call Number

Barcode

Price

Acquired

Removed By

507 SCI

T 419667

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Science with magnets (Removed: 1)

Author: Edom, Helen.

ISBN: 0-88110-629-1

Published: 1992

Call Number

Barcode

Price

Acquired

Removed By

507 SCI

T 419665

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Science with plants (Removed: 1)

Author: Unwin, Mike.

ISBN: 0-88110-620-8

Published: 1992

Call Number

Barcode

Price

Acquired

Removed By

507 SCI

T 419668

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

12/20/2022 - Copies Removed: 8

Science with water (Removed: 1)

Author: Edom, Helen.

ISBN: 0-88110-485-X

Published: 1990

Call Number	Barcode	Price	Acquired	Removed By
507 SCI	T 419669	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Science with weather (Removed: 1)

Author: Heddle, Rebecca.

ISBN: 0-88110-654-2

Published: 1993

Call Number	Barcode	Price	Acquired	Removed By
507 SCI	T 419670	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

12/19/2022 - Copies Removed: 3

Experiments with Electricity. (Removed: 1)

Author: Challand, Helen J.

Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
537 CHA	T 418145	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Experiments with heat (Removed: 1)

Author: Oleksy, Walter G., 1930-

ISBN: 0-516-01277-0

Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
537 Ole	T 418146	\$16.00	1/14/2008	jgarner

Was Available -- Weeded

Science with light & mirrors (Removed: 1)

Author: Woodward, Kate.

ISBN: 0-88110-545-7

Published: 1991

Call Number	Barcode	Price	Acquired	Removed By
507 SCI	T 419664	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

12/16/2022 - Copies Removed: 9

The Bike Race (Removed: 1)

Author: Bach, Rachel.

ISBN: 978-1-68152-129-9

Published: 2017

Call Number	Barcode	Price	Acquired	Removed By
p.b. E BAC	T 463540	\$8.00	12/5/2018	jgarner

Was Available -- Deleted

Bo and the Dragon-Pup (Removed: 1)

Author: Elliott, Rebecca.

ISBN: 978-1-33832340-5

Published: 2020

Call Number	Barcode	Price	Acquired	Removed By
p.b. FIC ELL	T 400479	\$5.00	1/28/2022	jgarner

Was Available -- Deleted

The five Chinese brothers (Removed: 1)

Author: Bishop, Claire Huchet.

ISBN: 0-698-11357-8

Published: 1996

Call Number	Barcode	Price	Acquired	Removed By
E Bis	T 402413	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

12/16/2022 - Copies Removed: 9

Hungry, hungry sharks (Removed: 1)

Author: Cole, Joanna.

ISBN: 0-394-97471-9 (lib. bdg.)

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

597.3 COL

T 430041

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Johnny Tremain (Removed: 1)

Author: Forbes, Esther.

ISBN: 978-0-440-94250-4

Published: 1971

Call Number

Barcode

Price

Acquired

Removed By

FIC FOR

T 450072

\$12.00

1/14/2008

jgarner

Was Available -- Weeded

Julie of the wolves (Removed: 1)

Author: George, Jean Craighead.

ISBN: 0-06-440058-1

Published: 1974

Call Number

Barcode

Price

Acquired

Removed By

FIC GEO

T 450073

\$10.75

1/14/2008

jgarner

Was Available -- Weeded

The phantom tollbooth (Removed: 1)

Author: Juster, Norton, 1929-

ISBN: 0-394-81500-9

Published: 1961

Call Number

Barcode

Price

Acquired

Removed By

FIC JUS

T 400394

\$6.15

1/14/2008

jgarner

Was Available -- Weeded

The summer of the swans (Removed: 1)

Author: Byars, Betsy Cromer.

ISBN: 0-14-031420-2 (pbk.)

Published: 1981

Call Number

Barcode

Price

Acquired

Removed By

FIC Bya

T 450137

\$10.20

1/14/2008

jgarner

Was Available -- Weeded

Zoos (Removed: 1)

Author: Cooper, Jason, 1942-

ISBN: 0-86593-212-3

Published: 1992

Call Number

Barcode

Price

Acquired

Removed By

590 COO

T 417858

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

12/15/2022 - Copies Removed: 5

Best friends for Frances. (Removed: 1)

Author: Hoban, Russell.

ISBN: 0-06-022328-6

Published: 1969

Call Number

Barcode

Price

Acquired

Removed By

E HOB

T 402087

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Gone fishing (Removed: 1)

Author: Long, Earlene, 1938-

ISBN: 0-395-44236-2 (pbk.)

Published: 1984

Call Number

Barcode

Price

Acquired

Removed By

E Lon

T 450051

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

12/15/2022 - Copies Removed: 5

Grandmother and I. (Removed: 1)

Author: Buckley, Helen Elizabeth.	LCCN: 60-12031 /L	Published: 1961		
Call Number	Barcode	Price	Acquired	Removed By
E BUC	T 401795	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Pets (Removed: 1)

Author: Podendorf, Illa.	ISBN: 0-516-01641-5 (lib. bdg.)	Published: 1981		
Call Number	Barcode	Price	Acquired	Removed By
636.08 POD	T 401222	\$12.00	1/14/2008	jgarner
Was Available -- Weeded				

Robinson Crusoe (Removed: 1)

Author: Defoe, Daniel, 1661?-1731.	ISBN: 0-14-043761-4	Published: 2001		
Call Number	Barcode	Price	Acquired	Removed By
FIC DeF	T 460270	\$10.00	1/14/2008	jgarner
Was Available -- Weeded				

12/12/2022 - Copies Removed: 3

Big book of who. All-stars : the 101 athletes every fan needs to know. (Removed: 1)

	ISBN: 978-1-61893-107-8 (trade)	Published: 2014		
Call Number	Barcode	Price	Acquired	Removed By
796.04 DER	T 401118	\$10.00	12/12/2022	jgarner
Was Available -- Deleted				

Orphan journey home (Removed: 1)

Author: Ketchum, Liza, 1946-	ISBN: 0-380-80988-5 (pbk.)	Published: 2002		
Call Number	Barcode	Price	Acquired	Removed By
Fic Ket	T 460110	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

The truck book (Removed: 1)

Author: McNaught, Harry.	ISBN: 0-394-83621-9	Published: 1978		
Call Number	Barcode	Price	Acquired	Removed By
629.22 McN	T 450178	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

12/9/2022 - Copies Removed: 1

Gerbil pets and other small rodents (Removed: 1)

Author: Broekel, Ray.	ISBN: 0-516-01679-2 (lib. bdg.)	Published: 1983		
Call Number	Barcode	Price	Acquired	Removed By
636.93 BRO	T 401238	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

12/2/2022 - Copies Removed: 5

500 Hats. (Removed: 1)

Author: Dr. Seuss		Published: 1938		
Call Number	Barcode	Price	Acquired	Removed By

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

12/2/2022 - Copies Removed: 5

E SEU	T 402997	\$20.00	1/14/2008	jgarner
-------	----------	---------	-----------	---------

Was Available -- Weeded

And to think that I saw it on Mulberry street, (Removed: 1)

Author: Seuss, Dr.	LCCN: 37-38873 /AC/r892	Published: 1937		
Call Number	Barcode	Price	Acquired	Removed By
E SEU	T 402465	\$20.00	1/14/2008	jgarner

Was Available -- Weeded

The story about Ping (Removed: 1)

Author: Flack, Marjorie, 1897-1958.	ISBN: 0-670-67223-8	Published: 1933		
Call Number	Barcode	Price	Acquired	Removed By
E FLA	T 461102	\$15.00	3/13/2012	jgarner

Was Available -- Weeded

There's a wocket in my pocket! (Removed: 2)

Author: Seuss, Dr.	ISBN: 0-394-82920-4	Published: 1974		
Call Number	Barcode	Price	Acquired	Removed By
E SEU	T 402501	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

E SEU	T 463037	\$15.00	3/2/2018	jgarner
-------	----------	---------	----------	---------

Was Lost on 9/1/2020 by Vogt, Hunter James (Student: 10006098) - fine was satisfied -- Weeded

11/29/2022 - Copies Removed: 16

The adventures of Pinocchio (Removed: 1)

Author: Collodi, Carlo, 1826-1890.	ISBN: 0-8050-0027-5	Published: 1986		
Call Number	Barcode	Price	Acquired	Removed By
FIC COL	00400169	\$16.95	1/14/2008	jgarner

Was Lost on 5/18/2020 -- Weeded

Alligators and crocodiles (Removed: 1)

Author: Stone, Lynn M.	ISBN: 0-516-01170-7 (lib. bdg.)	Published: 1989		
Call Number	Barcode	Price	Acquired	Removed By
597.98 STO	T 401092	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Amigo, (Removed: 1)

Author: Baylor, Byrd.	LCCN: 63-18124 /AC/r862	Published: 1963		
Call Number	Barcode	Price	Acquired	Removed By
E Bay	T 416023	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Best-loved folktales of the world (Removed: 1)

Author: selected and with an introduction by Joanna Cole ; illustrated by Jill Karla Schwarz.	LCCN: 81-43288	Published: 1982		
Call Number	Barcode	Price	Acquired	Removed By
398.2 BES	00400817	\$12.05	1/14/2008	jgarner

Was Lost on 5/18/2020 -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

11/29/2022 - Copies Removed: 16

Bugs (Removed: 1)

Author: Parker, Nancy Winslow. ISBN: 0-688-06623-2 Published: 1987

Call Number	Barcode	Price	Acquired	Removed By
595.7 PAR	T 412052	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Celebrating Hanukkah (Removed: 1)

Author: Nielsen, Shelly, 1958- ISBN: 1-56239-072-4 Published: 1992

Call Number	Barcode	Price	Acquired	Removed By
296.4 NIE	00410722	\$16.00	1/14/2008	jgarner

Was Lost on 5/18/2020 -- Deleted

Children of Christmas : stories for the season (Removed: 1)

Author: Rylant, Cynthia. ISBN: 0-531-05706-2 Published: 1987

Call Number	Barcode	Price	Acquired	Removed By
FIC RYL	00401657	\$11.99	1/14/2008	jgarner

Was Lost on 5/18/2020 -- Weeded

A child's garden of verses. (Removed: 1)

Author: Stevenson, Robert Louis, 1850-1894. LCCN: 65-7407 /AC/r85 Published: 1964

Call Number	Barcode	Price	Acquired	Removed By
E STE	00402538	\$15.00	1/14/2008	jgarner

Was Lost on 5/18/2020 -- Weeded

The circus (Removed: 1)

Author: Harmer, Mabel, 1894- ISBN: 0-516-01610-5 Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
791.3 HAR	T 401309	\$9.95	1/14/2008	jgarner

Was Available -- Weeded

I'm in charge of celebrations (Removed: 1)

Author: Baylor, Byrd. ISBN: 0-684-18579-2 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
E BAY	T 461446	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Insects (Removed: 1)

Author: Podendorf, Illa. ISBN: 0-516-01627-X (lib. bdg.) Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
595.7 POD	T 401067	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The magic school bus at the waterworks (Removed: 1)

Author: Cole, Joanna. ISBN: 0-590-40361-3 Published: 1986

Call Number	Barcode	Price	Acquired	Removed By
628.1 COL	T 401859	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

11/29/2022 - Copies Removed: 16

The relatives came (Removed: 1)

Author: Rylant, Cynthia. ISBN: 0-02-777220-9 (lib. bdg.) Published: 1985

Call Number	Barcode	Price	Acquired	Removed By
E RYL	T 402453	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Rodeos (Removed: 2)

Author: Fain, James W. ISBN: 0-516-01685-7 (lib. bdg.) Published: 1983

Call Number	Barcode	Price	Acquired	Removed By
791 FAI	T 412149	\$15.27	1/14/2008	jgarner
Was Available -- Weeded				
791 FAI	T 414043	\$15.27	1/14/2008	jgarner
Was Available -- Weeded				

Why mosquitoes buzz in people's ears : a West African tale (Removed: 1)

Author: Aardema, Verna. ISBN: 0-590-10294-X Published: 1975

Call Number	Barcode	Price	Acquired	Removed By
E AAR	T 401687	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

11/28/2022 - Copies Removed: 2

Fox on Wheels (Removed: 1)

Author: Marshall, Edward. ISBN: 0-8037-0002-4 (lib. bdg.) Published: 1983

Call Number	Barcode	Price	Acquired	Removed By
E MAR	T 402290	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The incredible journey (Removed: 1)

Author: Burnford, Sheila Every. ISBN: 0-440-22670-8 (pbk.) Published: 1996

Call Number	Barcode	Price	Acquired	Removed By
Fic Bur	T 400670	\$16.00	1/14/2008	jgarner

Was Available -- Weeded

11/18/2022 - Copies Removed: 3

The Ancient One (Removed: 1)

Author: Barron, T. A. ISBN: 978-0-441-01032-5 Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
FIC BAR	T 460014	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Frightful's mountain (Removed: 1)

Author: George, Jean Craighead, 1919- ISBN: 0-525-46166-3 Published: 1999

Call Number	Barcode	Price	Acquired	Removed By
Fic Geo	T 402680	\$18.95	1/14/2008	jgarner

Was Available -- Weeded

Souder (Removed: 1)

Author: Armstrong, William Howard, 1914- ISBN: 0-06-440020-4 Published: 1972

Call Number	Barcode	Price	Acquired	Removed By
-------------	---------	-------	----------	------------

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

11/18/2022 - Copies Removed: 3

FIC ARM	T 450131	\$15.00	1/14/2008	jgarner
---------	----------	---------	-----------	---------

Was Available -- Weeded

11/17/2022 - Copies Removed: 1

Daniel's Mystery Egg. (Removed: 1)

Author: Ada, Alma		Published: 2000		
Call Number	Barcode	Price	Acquired	Removed By
E Ada	T 425510	\$15.00	1/14/2008	jgarner

Was Checked Out to Gonzalez, Hazel Jayde (Student: 10007367) Due 11/28/2022 -- Weeded

11/16/2022 - Copies Removed: 4

Earthquakes (Removed: 1)

Author: Challand, Helen J.		ISBN: 0-516-01636-9 (lib. bdg.)	Published: 1982	
Call Number	Barcode	Price	Acquired	Removed By
551.22 CHA	T 400954	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

I Spy Year-Round Challenger! (Removed: 1)

Author: Marzollo, Jean		Published: 2001		
Call Number	Barcode	Price	Acquired	Removed By
793.73 Mar	T 462472	\$20.00	1/14/2008	jgarner

Was Available -- Weeded

Jet planes (Removed: 1)

Author: Broekel, Ray.		ISBN: 0-516-01235-5 (lib. bdg.)	Published: 1987	
Call Number	Barcode	Price	Acquired	Removed By
629.133 BRO	T 401186	\$9.95	1/14/2008	jgarner

Was Available -- Weeded

Miss Daisy is Crazy! (Removed: 1)

Author: Gutman, Dan.		ISBN: 0-06-050701-2	Published: 2004	
Call Number	Barcode	Price	Acquired	Removed By
FIC GUT	T 418664	\$15.00	1/23/2008	jgarner

Was Checked Out to Roley, Janice (Faculty: P 80976) Due 11/16/2022 -- Weeded

11/15/2022 - Copies Removed: 2

George Washington's mother (Removed: 1)

Author: Fritz, Jean.		ISBN: 0-448-40385-4 (GB)	Published: 1992	
Call Number	Barcode	Price	Acquired	Removed By
92 WAS	T 417983	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

I wonder (Removed: 1)

Author: Hoban, Tana.		ISBN: 0-15-202355-0 (hc.)	Published: 1999	
Call Number	Barcode	Price	Acquired	Removed By
E Hob	T 425513	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

11/14/2022 - Copies Removed: 1

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

11/14/2022 - Copies Removed: 1

Ugly (Removed: 1)

Author: Napoli, Donna Jo, 1948-	ISBN: 0-7868-3754-3	Published: 2008		
Call Number	Barcode	Price	Acquired	Removed By
FIC NAP	T 418873	\$12.00	9/25/2008	jgarner
Was Available -- Weeded				

11/11/2022 - Copies Removed: 9

Blue whales (Removed: 1)

Author: Palmer, Sarah, 1955-	ISBN: 0-86592-480-5	Published: 1989		
Call Number	Barcode	Price	Acquired	Removed By
599.5 PAL	T 417422	\$10.26	1/14/2008	jgarner
Was Available -- Weeded				

Gray whales (Removed: 1)

Author: Palmer, Sarah, 1955-	ISBN: 0-86592-477-5	Published: 1989		
Call Number	Barcode	Price	Acquired	Removed By
599.5 PAL	T 417542	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Happy birthday, Thomas! (Removed: 1)

Author: illustrated by Owain Bell.	ISBN: 0-679-80809-4 (pbk)	Published: 1990		
Call Number	Barcode	Price	Acquired	Removed By
E Awd	T 418153	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Humpback whales (Removed: 1)

Author: Palmer, Sarah, 1955-	ISBN: 0-86592-478-3	Published: 1988		
Call Number	Barcode	Price	Acquired	Removed By
599.5 PAL	T 417570	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

I Was a Third Grade Science Project. (Removed: 1)

Author: Auch, Mary Jane		Published: 1998		
Call Number	Barcode	Price	Acquired	Removed By
Fic Auc	T 461459	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Just Clowning Around. (Removed: 1)

Author: MacKonald, Steven		Published: 2000		
Call Number	Barcode	Price	Acquired	Removed By
E Mac	T 425530	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Manatees (Removed: 1)

Author: Palmer, Sarah, 1955-	ISBN: 0-86592-359-0	Published: 1989		
Call Number	Barcode	Price	Acquired	Removed By
599.5 PAL	T 417633	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

11/11/2022 - Copies Removed: 9

Rabbit and Turtle Go to School. (Removed: 1)

Author: Floyd, Lucy

Published: 2000

Call Number	Barcode	Price	Acquired	Removed By
E Flo	T 415987	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Whales. (Removed: 1)

Author: Martin, Louise 1955-

Call Number	Barcode	Price	Acquired	Removed By
333.95 MAR	T 410029	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

11/10/2022 - Copies Removed: 1

Birds (Removed: 1)

Author: Frost, Helen, 1949-

ISBN: 0-7368-0654-7

Published: 2000

Call Number	Barcode	Price	Acquired	Removed By
E BIR	T 440019	\$20.00	1/14/2008	jgarner

Was Available -- Weeded

10/17/2022 - Copies Removed: 1

There was an old lady who swallowed a birthday cake! (Removed: 1)

Author: Colandro, Lucille.

ISBN: 978-1-33825374-0

Published: 2019

Call Number	Barcode	Price	Acquired	Removed By
E COL	T 400623	\$23.00	10/17/2022	jgarner

Was Available -- Deleted

10/11/2022 - Copies Removed: 2

Harry Potter & The Deathly Hallows (Removed: 2)

Author: Rowling, J.K.

Call Number	Barcode	Price	Acquired	Removed By
FIC ROW	T 460559	\$25.00	1/28/2022	jgarner

Was Available -- Deleted

FIC ROW	T 463669	\$25.00	1/28/2022	jgarner
---------	----------	---------	-----------	---------

Was Available -- Deleted

10/6/2022 - Copies Removed: 4

Caddie Woodlawn (Removed: 1)

Author: Brink, Carol Ryrie, 1895-

ISBN: 0-02-041880-9

Published: 1970

Call Number	Barcode	Price	Acquired	Removed By
FIC BRI	T 450020	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Prince Caspian, the return to Narnia. (Removed: 1)

Author: Lewis, C.S.

Published: 1970

Call Number	Barcode	Price	Acquired	Removed By
FIC LEW	T 400441	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

10/6/2022 - Copies Removed: 4

Sideways stories from Wayside School (Removed: 1)

Author: Sachar, Louis. 1954-	ISBN: 0-695-80964-4	Published: 1978		
Call Number	Barcode	Price	Acquired	Removed By
FIC SAC	T 417755	\$9.20	1/14/2008	jgarner
Was Available -- Weeded				

With Every Drop of Blood (Removed: 1)

Author: Collier, James Lincoln, 1928-	ISBN: 0-440-21983-3 (pbk.)	Published: 1997		
Call Number	Barcode	Price	Acquired	Removed By
FIC COL	T 462267	\$12.00	1/21/2016	jgarner
Was Available -- Weeded				

10/5/2022 - Copies Removed: 35

Badger in the basement (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-590-18754-6 (pbk.)	Published: 1998		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401483	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Bears in the barn (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-439-23022-5 (pbk.)	Published: 2001		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401475	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

The black stallion; (Removed: 1)

Author: Farley, Walter, 1915-	LCCN: 41-21882 /AC/r85	Published: 1941		
Call Number	Barcode	Price	Acquired	Removed By
FIC FAR	T 461445	\$6.99	1/14/2008	jgarner
Was Available -- Weeded				

Bunnies in the bathroom (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-439-09700-2	Published: 2000		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401496	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

The call of the wild (Removed: 1)

Author: London, Jack, 1876-1916.	ISBN: 0-8049-0030-2	Published: 1964		
Call Number	Barcode	Price	Acquired	Removed By
FIC LON	T 417435	\$12.00	1/14/2008	jgarner
Was Available -- Weeded				

Cub in the cupboard (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-590-18755-4 (pbk.)	Published: 1998		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401314	\$16.95	1/14/2008	jgarner
Was Available -- Weeded				

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

10/5/2022 - Copies Removed: 35

Dog at the door (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-439-34386-0 (pbk.)

Published: 2002

Call Number

Barcode

Price

Acquired

Removed By

FIC BAG

T 401504

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Dolphins in the Deep (Removed: 1)

Author: Baglio, Ben

ISBN: 0-439-23021-7

Published: 1998

Call Number

Barcode

Price

Acquired

Removed By

Fic Bag

T 401362

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Foals in the field (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-439-34385-2 (pbk.)

Published: 2001

Call Number

Barcode

Price

Acquired

Removed By

Fic Bag

T 401505

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Fox in the frost (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-439-23017-9 (pbk.)

Published: 2000

Call Number

Barcode

Price

Acquired

Removed By

Fic Bag

T 401609

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Goat in the garden (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-590-18752-X

Published: 1994

Call Number

Barcode

Price

Acquired

Removed By

Fic Bag

T 401363

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Goose on the loose (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-439-09699-5 (pbk.)

Published: 2000

Call Number

Barcode

Price

Acquired

Removed By

Fic Bag

T 401600

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Guinea Pig in the Garage (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-439-23018-7 (pbk.)

Published: 2001

Call Number

Barcode

Price

Acquired

Removed By

FIC BAG

T 401649

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Hamster in a handbasket (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-439-09701-0 (pbk.)

Published: 2000

Call Number

Barcode

Price

Acquired

Removed By

Fic Bag

T 401590

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Hedgehogs in the hall (Removed: 1)

Author: Baglio, Ben M.

ISBN: 0-590-37684-5 (pbk.)

Published: 1998

Call Number

Barcode

Price

Acquired

Removed By

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

10/5/2022 - Copies Removed: 35

Fic Bag T 401366 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Horse in the house (Removed: 1)

Author: Baglio, Ben M. ISBN: 0-439-34387-9 (pbk.) Published: 2001
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC BAG T 401491 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Kitten in the Cold (Removed: 1)

Author: Baglio, Ben M. ISBN: 0-439-09698-7 (pbk.) Published: 1999
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC BAG T 401315 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Kittens in the kitchen (Removed: 1)

Author: Baglio, Ben M. ISBN: 0-590-18749-X Published: 1994
Call Number **Barcode** **Price** **Acquired** **Removed By**
Fic Bag T 401591 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Lamb in the laundry (Removed: 1)

Author: Baglio, Ben M. ISBN: 0-439-08642-6 (pbk.) Published: 1999
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC BAG T 401481 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

My side of the mountain (Removed: 1)

Author: George, Jean Craighead, 1919- ISBN: 0-14-034810-7 (pbk.) Published: 1991
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC Geo T 450092 \$11.35 1/14/2008 jgarner
Was Available -- Weeded

Old Yeller (Removed: 1)

Author: Gipson, Fred, 1908- ISBN: 0-06-080002-X Published: 1964
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC GIP T 417683 \$10.55 1/14/2008 jgarner
Was Available -- Weeded

Old Yeller (Removed: 1)

Author: Gipson, Fred, 1908- ISBN: 978-0-06-440382-5 (pbk.) Published: 2004
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC Gip T 450100 \$11.90 1/14/2008 jgarner
Was Available -- Weeded

On my honor (Removed: 1)

Author: Bauer, Marion Dane. ISBN: 0-440-46633-4 Published: 1986
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC BAU T 417684 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

10/5/2022 - Copies Removed: 35

Owl in the office (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-439-08416-4 (pbk.)	Published: 1999		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401497	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Perloo the bold (Removed: 1)

Author: Avi, 1937-	ISBN: 0-590-11003-9 (pbk.)	Published: 1999		
Call Number	Barcode	Price	Acquired	Removed By
FIC AVI	T 463115	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Piglet in a Playpen (Removed: 1)

Author: Baglio, Ben		Published: 1994		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 410429	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Ponies at the point (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-590-66231-7 (pbk.)	Published: 1999		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401492	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Pony in a package (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-439-34388-7 (pbk.)	Published: 2001		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401498	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Pony on the porch (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-590-18750-3	Published: 1998		
Call Number	Barcode	Price	Acquired	Removed By
FIC BAG	T 401599	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Puppies in the pantry (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-590-18751-1	Published: 1998		
Call Number	Barcode	Price	Acquired	Removed By
FIC BAG	T 401572	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

Raccoons on the roof (Removed: 1)

Author: Baglio, Ben M.	ISBN: 0-439-23020-9 (pbk.)	Published: 2001		
Call Number	Barcode	Price	Acquired	Removed By
Fic Bag	T 401382	\$15.00	1/14/2008	jgarner
Was Available -- Weeded				

The River Between Us (Removed: 1)

Author: Peck, Richard, 1934-	ISBN: 0-8037-2735-6 (alk. paper)	Published: 2003		
Call Number	Barcode	Price	Acquired	Removed By

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

10/5/2022 - Copies Removed: 35

FIC PEC T 462157 \$15.00 9/29/2015 jgarner
Was Available -- Weeded

Sheepdog in the Snow (Removed: 1)

Author: Baglio, Ben Published: 1995
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC BAG T 401493 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Shetland in the shed (Removed: 1)

Author: Baglio, Ben M. ISBN: 0-439-23019-5 (pbk.) Published: 2001
Call Number **Barcode** **Price** **Acquired** **Removed By**
Fic Bag T 401602 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Squirrels in the school (Removed: 1)

Author: Baglio, Ben M. ISBN: 0-439-09702-9 Published: 2000
Call Number **Barcode** **Price** **Acquired** **Removed By**
Fic Bag 401577. \$15.00 1/14/2008 jgarner
Was Available -- Weeded

10/3/2022 - Copies Removed: 3

I survived the Nazi Invasion, 1944 (Removed: 1)

Author: 2014. ISBN: 978-0-545-45938-9 Published: 2014
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC TAR T 462594 \$12.00 11/10/2016 jgarner
Was Checked Out to Sorrels Campbell, Asher (Student: 20000286) Due 7/29/2022 -- Deleted

Peak (Removed: 1)

Author: Smith, Roland, 1951- ISBN: 0-15-202417-4 Published: 2007
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC SMI T 460519 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

A taste of blackberries (Removed: 1)

Author: Smith, Doris Buchanan. ISBN: 0-590-32437-3 Published: 1973
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC SMI T 400622 \$12.00 1/14/2008 jgarner
Was Available -- Weeded

9/29/2022 - Copies Removed: 1

Junie B. Jones has a monster under her bed. (Removed: 1)

Author: Parks, Barbara Published: 1997
Call Number **Barcode** **Price** **Acquired** **Removed By**
FIC PAR T 462190 \$12.00 1/14/2008 jgarner
Was Checked Out to Brooks, Ysabella Michelle (Student: 20001705) Due 10/6/2022 -- Weeded

9/26/2022 - Copies Removed: 2

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

9/26/2022 - Copies Removed: 2

The Doghouse (Removed: 1)

Author: Thomas, Jan, 1958-

ISBN: 978-0-544-85003-3

Published: 2018

Call Number	Barcode	Price	Acquired	Removed By
E THO	T 400860	\$15.00	4/18/2022	jgarner

Was Lost on 9/26/2022 by Powell, Remington Jack (Primary Kg. & Pre-K: 10006697) - fine was satisfied -- Weeded

Junie B., first grader : Boss of Lunch (Removed: 1)

Author: Park, Barbara.

ISBN: 0-375-82804-4 (trade)

Published: 2004

Call Number	Barcode	Price	Acquired	Removed By
FIC PAR	T 460463	\$12.00	1/14/2008	jgarner

Was Checked Out to Hicks, Victoria Ann-Marie (Primary Kg. & Pre-K: 10006175) Due 10/3/2022 -- Deleted

9/23/2022 - Copies Removed: 3

Go, Stitch, go! (Removed: 1)

Author: Kulling, Monica.

ISBN: 0-7364-1350-2 (pbk.)

Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
E DIS	T 418547	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Knights & Castles : a LEGO adventure in the real world (Removed: 1)

Author: Arlon, Penelope.

ISBN: 978-0-545-94767-1

Published: 2016

Call Number	Barcode	Price	Acquired	Removed By
940.1 LEG	T 462808	\$15.00	10/27/2017	jgarner

Was Checked Out to Durbin, Jackson Leroy (Primary Kg. & Pre-K: 10006721) Due 9/29/2022 -- Weeded

Mako Shark (Removed: 1)

Author: Nuzzolo, Deborah.

ISBN: 978-1-42961729-1

Published: 2009

Call Number	Barcode	Price	Acquired	Removed By
E SHA	T 440750	\$20.00	11/30/2012	jgarner

Was Available -- Weeded

9/22/2022 - Copies Removed: 1

Drama (Removed: 1)

Author: Telgemeier, Raina.

ISBN: 978-0-545-32698-8 (trade)

Published: 2012

Call Number	Barcode	Price	Acquired	Removed By
FIC TEL	T 462397	\$12.00	9/6/2016	jgarner

Was Checked Out to Wiles, Carolina Mae (Student: 10005228) Due 9/19/2022 -- Weeded

9/19/2022 - Copies Removed: 38

Away go the boats (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5573-0 (pbk.)

Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 417008	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The baby bunny (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5564-1

Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
-------------	---------	-------	----------	------------

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

9/19/2022 - Copies Removed: 38

E Hil T 410042 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

The ball book (Removed: 1)

Author: Hillert, Margaret. ISBN: 0-695-41553-0 (lib. bdg.) Published: 1982
Call Number **Barcode** **Price** **Acquired** **Removed By**
E HIL T 402059 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

The Birthday Car. (Removed: 1)

Author: Hillert, Margaret. LCCN: 67-1286 Published: 1966
Call Number **Barcode** **Price** **Acquired** **Removed By**
E HIL T 402060 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

The boy and the goats (Removed: 1)

Author: Hillert, Margaret. ISBN: 0-8136-5592-7 Published: 1982
Call Number **Barcode** **Price** **Acquired** **Removed By**
E HIL T 402061 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Cinderella at the ball (Removed: 1)

Author: Hillert, Margaret. ISBN: 978-1-59953-046-8 (library binding : alk. paper) Published: 2007
Call Number **Barcode** **Price** **Acquired** **Removed By**
E HIL T 417010 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Circus Fun (Removed: 1)

Author: Hillert, Margaret. ISBN: 0-695-41457-7 (lib. bdg.) Published: 1981
Call Number **Barcode** **Price** **Acquired** **Removed By**
E HIL T 402064 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Circus fun (Removed: 1)

Author: Hillert, Margaret. ISBN: 0-8136-5511-0 Published: 1969
Call Number **Barcode** **Price** **Acquired** **Removed By**
E HIL T 402063 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

Come play with me (Removed: 1)

Author: Hillert, Margaret. ISBN: 0-695-40587-X (.) Published: 1975
Call Number **Barcode** **Price** **Acquired** **Removed By**
E HIL T 402065 \$15.00 1/14/2008 jgarner
Was Available -- Weeded

The cow that got her wish (Removed: 1)

Author: Hillert, Margaret. ISBN: 0-8136-5121-2 Published: 1981
Call Number **Barcode** **Price** **Acquired** **Removed By**
E Hil T 417003 \$16.00 1/14/2008 jgarner
Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

9/19/2022 - Copies Removed: 38

Four good friends (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5061-5

Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402066	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Fun days (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5593-5 (pbk.)

Published: 1982

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 410473	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The funny baby (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5516-1 (pbk.)

Published: 1963

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402067	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The golden goose (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5551-X (pbk.)

Published: 1978

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402069	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Happy birthday, dear dragon (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-037-6 (library binding : alk. paper)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402070	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

I like things (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-695-41554-9 (lib. bdg.)

Published: 1982

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402072	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

I love you, dear dragon (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-020-8 (library edition : alk. paper)

Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 410403	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

I need you, dear dragon (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5134-4

Published: 1985

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 418067	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

9/19/2022 - Copies Removed: 38

It's Halloween, dear dragon (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-041-3 (library binding : alk. paper)

Published: 2007

Call Number

Barcode

Price

Acquired

Removed By

E Hil

T 410181

\$18.00

1/14/2008

jgarner

Was Available -- Weeded

Let's go, dear dragon (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-695-41360-0 (lib. bdg.)

Published: 1981

Call Number

Barcode

Price

Acquired

Removed By

E HILL

T 402073

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Let's have a play (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5594-3

Published: 1981

Call Number

Barcode

Price

Acquired

Removed By

E HIL

T 402074

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Little cowboy and the big cowboy (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-695-41453-4 (lib. bdg.)

Published: 1981

Call Number

Barcode

Price

Acquired

Removed By

E HIL

T 402076

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

Little puff (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5014-3

Published: 1973

Call Number

Barcode

Price

Acquired

Removed By

E Hil

T 401551

\$16.00

1/14/2008

jgarner

Was Available -- Weeded

Little Red Riding Hood (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5595-1 (pbk.)

Published: 1982

Call Number

Barcode

Price

Acquired

Removed By

E HIL

T 401562

\$16.00

1/14/2008

jgarner

Was Available -- Weeded

The little runaway (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5552-8

Published: 1966

Call Number

Barcode

Price

Acquired

Removed By

E Hil

T 499818

\$15.00

1/14/2008

jgarner

Was Available -- Weeded

The magic beans (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5553-6 (pbk.)

Published: 1966

Call Number

Barcode

Price

Acquired

Removed By

E HIL

T 499803

\$16.00

1/14/2008

jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

9/19/2022 - Copies Removed: 38

Merry Christmas, Dear Dragon. (Removed: 1)

Author: Hillert, Margaret

Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 410211	\$16.00	1/14/2008	jgarner

Was Available -- Weeded

Not I, not I (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-052-9 (library binding : alk. paper) Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 400695	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Pinocchio (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-023-9 (library edition : alk. paper) Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 402121	\$16.00	1/14/2008	jgarner

Was Available -- Weeded

The purple pussycat (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5572-2 Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402271	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Snow Baby. (Removed: 1)

Author: Hillert, Margaret

Published: 1969

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 402122	\$16.00	1/14/2008	jgarner

Was Available -- Weeded

The three bears (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-026-0 (library edition : alk. paper) Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 402267	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The three goats (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-027-7 (library edition : alk. paper) Published: 2006

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402133	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Tom Thumb (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5591-9 (pbk.) Published: 1982

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402266	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

9/19/2022 - Copies Removed: 38

What is it? (Removed: 1)

Author: Hillert, Margaret.

ISBN: 0-8136-5556-0 (pbk.)

Published: 1978

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 402265	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Why we have Thanksgiving (Removed: 1)

Author: Hillert, Margaret.

ISBN: 978-1-59953-049-9 (library binding : alk. paper)

Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 402131	\$16.00	1/14/2008	jgarner

Was Available -- Weeded

Witch Who Went for a Walk. (Removed: 1)

Author: Hillert, Margaret

Published: 1981

Call Number	Barcode	Price	Acquired	Removed By
E HIL	T 402132	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

Yellow Boat. (Removed: 1)

Author: Hillert, Margaret

Published: 1966

Call Number	Barcode	Price	Acquired	Removed By
E Hil	T 402125	\$16.00	1/14/2008	jgarner

Was Available -- Weeded

9/1/2022 - Copies Removed: 5

A Big Guy Took My Ball! (Removed: 1)

Author: Willems, Mo.

ISBN: 978-1-42317491-2

Published: 2013

Call Number	Barcode	Price	Acquired	Removed By
E WIL	T 419790	\$15.00	2/27/2017	jgarner

Was Available -- Weeded

Dog Man Fetch-22 (Removed: 1)

Author: Pilkey, Dav, 1966-

ISBN: 978-1-33832321-4

Published: 2019

Call Number	Barcode	Price	Acquired	Removed By
FIC PIL	T 400623	\$12.00	12/15/2020	jgarner

Was Available -- Weeded

Freddy to the rescue : book three in the golden hamster saga (Removed: 1)

Author: Reiche, Dietlof.

ISBN: 0-439-53157-8 (hardcover)

Published: 2005

Call Number	Barcode	Price	Acquired	Removed By
FIC REI	T 418543	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The Last Kids on Earth and the Cosmic Beyond (Removed: 1)

Author: Brallier, Max.

ISBN: 978-1-33853094-0

Published: 2018

Call Number	Barcode	Price	Acquired	Removed By
FIC BRA	T 463566	\$15.00	1/24/2019	jgarner

Was Lost on 5/16/2022 -- Weeded

Library Weeding Log

Freedom

From: 8/15/2022 To: 2/9/2023

9/1/2022 - Copies Removed: 5

Wreck-It Ralph : fast kart, slow kart (Removed: 1)

Author: Jordan, Apple. ISBN: 0-7364-2978-6 Published: 2013

Call Number	Barcode	Price	Acquired	Removed By
E JOR	T 419311	\$15.00	1/28/2014	jgarner

Was Available -- Weeded

8/23/2022 - Copies Removed: 7

Bad Kitty School Daze (Removed: 1)

Author: Bruel, Nick. ISBN: 978-1-59643-670-1 (trade) Published: 2013

Call Number	Barcode	Price	Acquired	Removed By
FIC BRU	T 461458	\$12.00	4/10/2013	jgarner

Was Lost on 5/21/2021 -- Weeded

Camp Daze (Removed: 1)

Author: Bruel, Nick. ISBN: 978-1-62672-885-1 Published: 2018

Call Number	Barcode	Price	Acquired	Removed By
FIC BRU	T 463070	\$15.00	4/13/2018	jgarner

Was Available -- Weeded

Judy Moody & Stink : the Holly Joliday (Removed: 1)

Author: McDonald, Megan. ISBN: 978-0-7636-3237-3 Published: 2007

Call Number	Barcode	Price	Acquired	Removed By
FIC McD	T 460594	\$15.00	1/14/2008	jgarner

Was Available -- Weeded

The Moon Scroll (Removed: 1)

Author: Abbott, Tony. ISBN: 0-439-30608-6 (pbk.) Published: 2002

Call Number	Barcode	Price	Acquired	Removed By
FIC ABB	T 418670	\$15.00	1/25/2008	jgarner

Was Checked Out to Boccacci, Rafael Joaquin (Student: 20000431) Due 8/26/2022 -- Weeded

Paw Patrol: Chase's Space Case (Removed: 1)

Author: Depken, Kristen L. ISBN: 978-0-553-53886-1 Published: 2016

Call Number	Barcode	Price	Acquired	Removed By
E PAW	T 400941	\$15.00	11/30/2020	jgarner

Was Checked Out to Albright, Ava Sue (Primary Kg. & Pre-K: 10006428) Due 7/29/2022 -- Weeded

Ride, Fly Guy, Ride! (Removed: 1)

Author: Arnold, Tedd. ISBN: 978-0-545-22276-1 (trade) Published: 2012

Call Number	Barcode	Price	Acquired	Removed By
E ARN	T 461211	\$12.00	5/2/2012	jgarner

Was Available -- Weeded

Tales from a not-so-fabulous life (Removed: 1)

Author: Russell, Rachel Renee. ISBN: 978-1-41698006-3 (hardcover) Published: 2009

Call Number	Barcode	Price	Acquired	Removed By
FIC RUS	T 460864	\$12.00	11/17/2010	jgarner

Was Available -- Weeded

From: 8/15/2022 To: 2/9/2023 Total Copies Removed: 259

Deleted: 13, Transferred: 0, Weeded: 246

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: track/cc DATE OF REQUEST: 3.1.23

SPONSOR: Debbie Williams + Lusk or N. Williams

DESTINATION: Neosho CC, Chanute Kansas

DATE LEAVING (DAY AND DATE): 3.23.23

DATE RETURNING (DAY AND DATE): 3.23.23

NUMBER OF SCHOOLS DAYS MISSED: 1

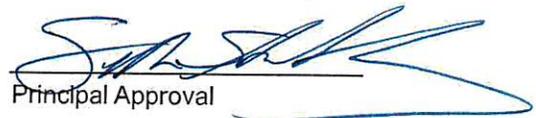
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: No funding

NUMBER OF STUDENTS ATTENDING: approx 12 NUMBER OF SPONSORS: 2

PURPOSE OF TRIP: College trip for the juniors +
College recruitment for the 3 seniors

MODE OF TRANSPORTATION: bus (mini)


Athletic Director Approval


Principal Approval

 3/1/23
Superintendent Approval

Board President Approval

131. ELECTRONIC RECORDS, CONTRACTING AND SIGNATURES

Under certain conditions, electronic records and signatures satisfy the requirements of a written signature when transacting business. The District desires to promote effective and efficient use of electronic records to conduct business. The authenticity and reliability of electronic records and signatures relating to governmental transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed and stored. The purpose of this policy is to provide guidelines for the use of electronic records and signatures in connection with the transaction of District business.

This policy does not mandate the use of an electronic signature or otherwise limit the right of a party to conduct a transaction on paper, nor does it apply to any situation where a written signature is required by law.

Definitions

1. Attribution - An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to whom the electronic record or electronic signature was attributable.
2. Electronic Signature - An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
3. Electronic Record - Any information created, generated, sent, communicated, received or stored by electronic means.

Guidelines

Electronic Records

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District shall be given the full force and effect of a paper record if the following conditions are satisfied:

1. The record is an electronic filing or recording and the District agrees to accept or send such record electronically; and

2. If a signature is required on the record by any statute, rule or other applicable law or District policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures. Signatures cannot be altered by ordinary means.

Electronic Signature

An electronic signature may be used unless there is a specific statute, regulation, rule of law or District policy that requires records to be signed in manual (i.e., non-electronic) form. The issuance and/or acceptance of an electronic signature by the District shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of a manual signature only if the signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed
4. The electronic signature must be electronically encrypted or transmitted by technological means designed to protect and prevent access, alteration, manipulation or use by any unauthorized person; and
5. The electronic signature conforms to all other provisions of this policy.

Authorized District Officers

The following positions are considered Authorized Officers/Employees:

Board of Education President
Board of Education Vice President
Board of Education Clerk
Board of Education Treasurer
Superintendent of Schools
Superintendent's Designee
Chief Financial Officer

Authorized Officers/Employees are the individuals delegated the authority to electronically sign documents on behalf of the District, where signatory authority has been granted for a specific transaction or purpose. **This policy is not intended to grant signatory authority to any person who does not have such authority by virtue of their position.**

Unless prohibited by law, Authorized Officers/Employees may, but are not required, to sign documents through an electronic signature on any record, including without limitation contracts, agreements, correspondence, certificates, reports, minutes or similar documents in those instances in which the Authorized Officer's/Employee's signature is required or permitted. Use of an electronic signature requires the approval of the Authorized Officer/Employee.

All electronic signatures are subject to the District's authentication procedures and Authorized Officers/Employees are required to comply with all security procedures established by the District and its software vendors.

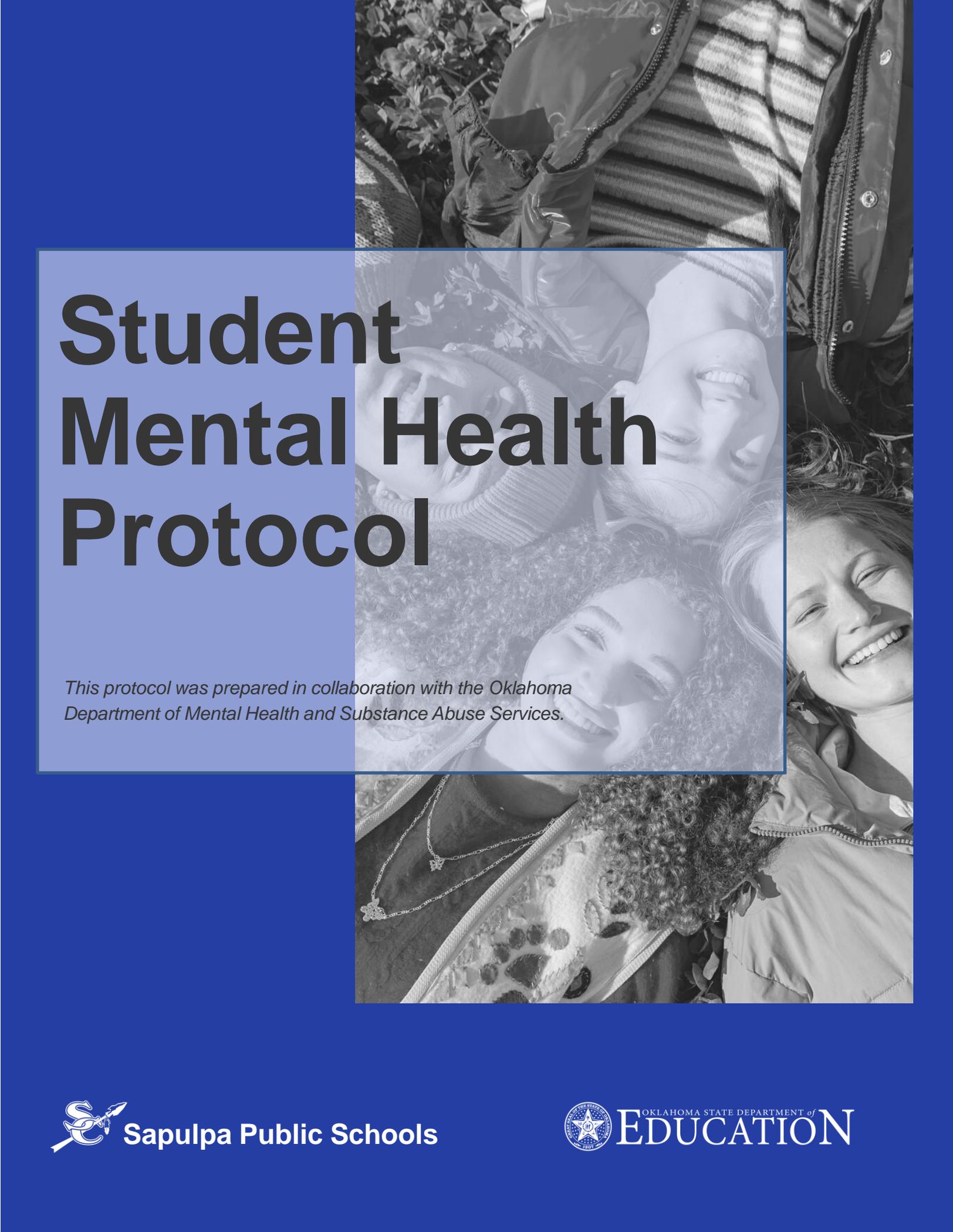
Prohibited Use – All Employees and Officers

No employee or officer may use an electronic signature on any district document on behalf of any other employee or officer unless that person has been granted specific, written authorization to do so. Any unauthorized employee who uses electronic methods to sign documents, or falsifies electronic records or electronic signatures will be subject to disciplinary action up to and including dismissal. The District may also refer violations of this policy for possible criminal prosecution. All employees are required to immediately report any violations of this policy, suspected fraud, or other security concerns to the Superintendent or their designee.

Employment Applications, Contracts and related Paperwork

Any person applying for employment with the District or signing an employment contract with the District may be required by the District to electronically sign an employment application, contract of employment, or any other employment related paperwork. All electronic signatures are subject to the District's authentication procedures and applicants and employees are required to comply with all security procedures established by the District and its software vendors.

Reference: OKLA. STAT. tit. 12A, §§ 15-101 to 15-121.



Student Mental Health Protocol

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

Table of Contents

Statement of Purpose	2
Definitions	3
Privacy Requirements	4
Recognize Warning Signs	5
Safeguard Student Health and Safety	6
Response Procedures	7
Student Return to Learn Guidelines	8
Mental Health Crisis Phone Lines and Mobile Response	9
Guardian Notification	10
Mental Health Partnerships	11
District Training: What Educators Should Know	12
Other Requirements	13
Mental Health Legislation Table	14
Relevant Documents and Resources	15

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.

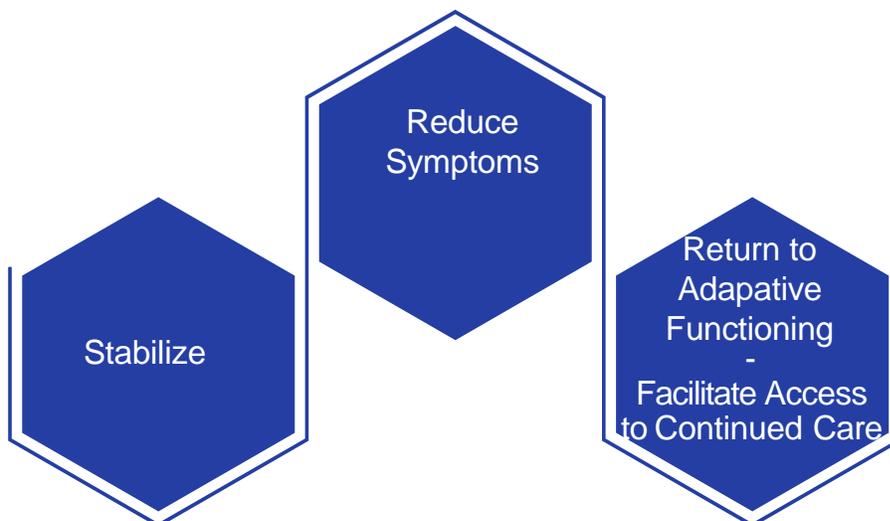
The 988 Mental Health Lifeline operates 24/7, offering anyone who dials 9-8-8 access to mental health crisis services.

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

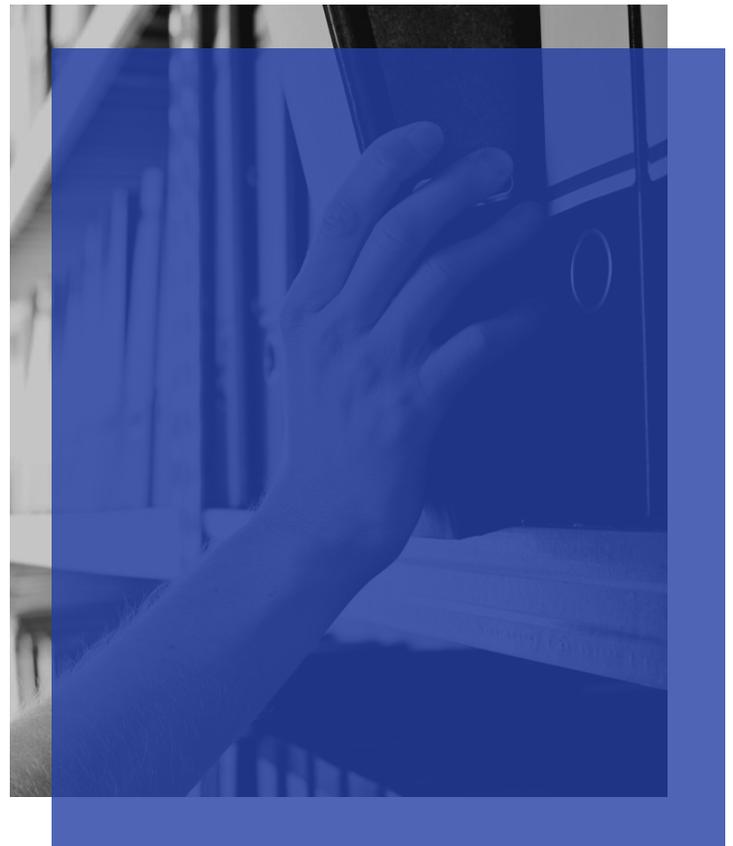
(FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education 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.

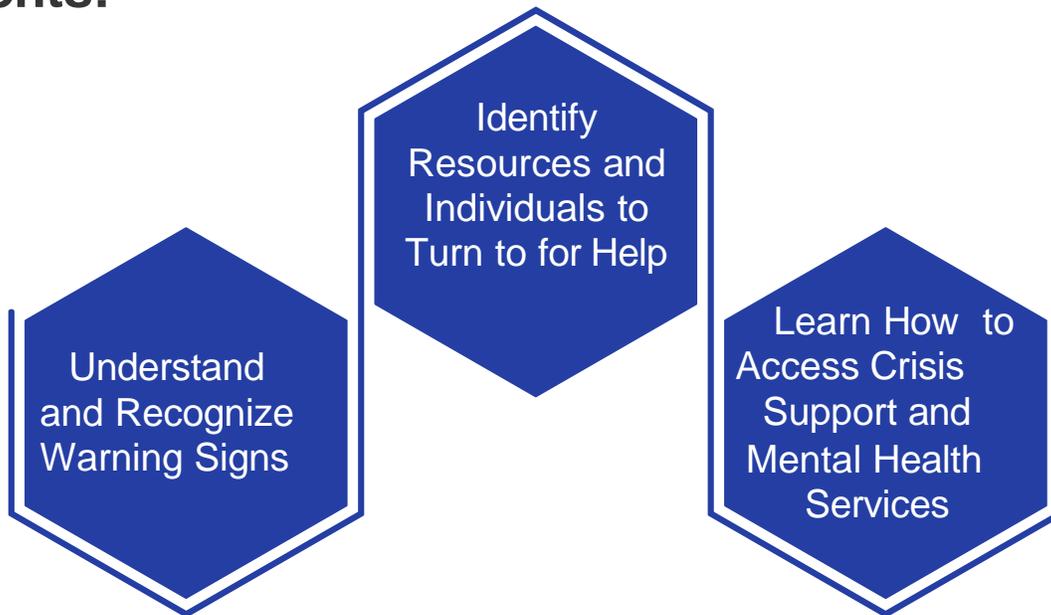
The [Oklahoma Prevention Needs Assessment](#) refers to the biennial mental health prevention survey of public school students in grades six, eight, ten, and twelve managed by the Department of Mental Health and Substance Abuse Services(ODMHSAS). ODMHSAS shall maintain the Oklahoma Prevention Needs Assessment 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](#)
- [Suicide Prevention Resources](#)
- [Warning Signs and Risk Factors for Emotional Distress](#)





Sapulpa Public Schools 2023-2024

July

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

August

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

September

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

October

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

November

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

December

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

January

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

February

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

March

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

April

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

May

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

June

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

Begin Semester
End Semester

Parent Conference Night
Teacher Workday

No School
Professional Day

1st Semester

2nd Semester

August 2023
7 New teachers report
10 Professional Day
11 Professional Day
14 Professional Day
15 Workday
17 First day of School

November
20-24 Thanksgiving Holiday (No School)
December
18-January 2 Winter Holiday (No School)

January 2024
3 Prof Day/Work Day
4 Classes Resume
15 Martin L. King Jr. Day (No School)

May
17 Graduation
22 Last Day of School
23 Prof. Day/ Work Day

September
1 No School
4 Labor Day (No School)
15 Professional Day

February
6 Secondary PT Conf.
8 Elementary PT Conf.
12 All District PT Conf.
19 President's Day (No School)

March
15-22 Spring Break

October
3 Secondary PT Conf.
5 Elementary PT Conf.
9 All District PT Conf.
18-20 Fall Break (No School)

1st Semester	
Days Taught	76
PT Conferences	1
Professional Days	4
Teacher Workday	1

April
12 No School

2nd Semester	
Days Taught	91
PT Conferences	1
Professional Days	1
Teacher Workday	1

Total	
Days Taught	163
Weather Days	4



Public Finance Division
499 W. Sheridan Avenue, Suite 2500
Oklahoma City, Oklahoma 73102

ENGAGEMENT LETTER

March 6, 2023

Sapulpa Public Schools
511 East Lee
Sapulpa, OK 74066

RE: Financial Advisory Services Provided to the Sapulpa School District

The purpose of this Engagement Letter (the “Letter”) is to set forth the role BOK Financial Securities, Inc. (“BOKFS”) proposes to serve and the responsibilities BOKFS proposes to assume as financial advisor to the Sapulpa School District (the “Issuer”). Upon Issuer’s acceptance, this Letter will serve as our mutual agreement with respect to the terms and conditions of our engagement as Issuer’s financial advisor, effective on the date this Letter is executed by Issuer (the “Effective Date”).

1. Scope of Services. BOKFS will provide, on an on-going basis, professional financial advisory services to the Issuer on any financial matters, including but not limited to the issuance and term of new debt (“Issue” or “Issues”), primarily general obligation bonds. BOKFS will assist the Issuer with each of the following tasks associated with the planning, structuring, marketing, pricing, and closing of the proposed financing(s).

- (a) The Services shall be limited to the services described in **Appendix A** (the “Scope of Services”).
- (b) Except as otherwise provided in the Scope of Services, BOKFS shall not be responsible for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about BOKFS provided by BOKFS for inclusion in such documents.
- (c) The Scope of Services does not (i) include tax, legal, accounting or engineering advice with respect to any Issue, Product or opinion or certificate rendered by counsel or other person at closing, or (ii) include review or advice with respect to any feasibility study, except, in either case, as may be prepared by BOKFS as provided for in the Scope of Services.
- (d) Issuer agrees not to represent, publicly or to any specific person, that BOKFS is Issuer’s independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption”) without BOKFS’s prior written consent.
- (e) When BOKFS is designated by Issuer as its IRMA, BOKFS shall be Issuer’s IRMA solely with respect to the Scope of Services. BOKFS shall not be



responsible for verifying that it is independent (within the meaning of the IRMA exemption as interpreted by the SEC) from another party wishing to rely on the exemption from the definition of municipal advisor afforded under the IRMA exemption. Any reference to BOKFS, its personnel and its role as IRMA in Issuer's written representation contemplated under SEC Rule 15Ba1-1(d)(3)(vi)(B), shall be subject to prior approval by BOKFS.

2. BOKFS's Regulatory Obligations When Providing Services to Issuer.

- (a) MSRB Rule G-42 requires that BOKFS (i) make a reasonable inquiry as to the facts that are relevant to Issuer's determination whether to proceed with a course of action or that form the basis for any advice provided by BOKFS to Issuer, (ii) undertake a reasonable investigation to determine that BOKFS is not basing any recommendation on materially inaccurate or incomplete information, and (iii) use reasonable diligence to know the essential facts about Issuer and the authority of each person acting on Issuer's behalf.
- (b) Issuer agrees to cooperate, and to cause Issuer's agents to cooperate, with BOKFS in carrying out the foregoing requirements, including providing to BOKFS accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such requirements. In addition, Issuer agrees that, to the extent Issuer requests BOKFS provide advice with regard to any recommendation made by a third party, Issuer will provide to BOKFS written direction to do so and all information Issuer has received from such third party relating to its recommendation.

3. Compensation. For the above services, the Issuer agrees to pay BOKFS the following:

For General Obligation bond issues:

- \$30,000 per General Obligation bond issue completed

Note: If the District completes a smaller General Obligation bond issue in 2023 related to a new bond authorization/election and separate from its currently planned 2023 General Obligation bond issue, a discounted fee of \$20,000 (plus expenses) will apply to the smaller General Obligation bond issue in 2023.

The above fees are payable only upon a successful election, if applicable, and subsequent receipt of proceeds from the bonds. However, if your election is held and fails, and another election is called for the issuance of bonds within one year from this date, you hereby agree to employ us under the terms of this contract.

In addition to the above fees, you agree to pay or reimburse us for our payment of the following customary issuance expenses:

1. All Election Board Expenses, if applicable
2. Legal Publication Fees
3. Secretary of State Filing Fees
4. Official Statement Printing & Distribution
5. Credit Rating Agency Fees, if applicable
6. Overnight courier service charges associated with distribution of bond material



4. **Term of this Engagement.** This Agreement may be terminated with or without cause by either party upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. If Issuer exercises its option to terminate this Agreement, Issuer agrees to reimburse BOKFS for any of the expenses described in paragraph 3 advanced by BOKFS pursuant to paragraph 3 above and to pay BOKFS for its services rendered prior to such termination in a mutually acceptable amount which shall be negotiated in good faith between the parties.

5. **Limitation on Liability.** In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of the obligations of BOKFS arising under this Letter:

- (a) The liability of BOKFS and its associated persons to Issuer for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, shall be limited to the fees paid or otherwise due and payable under this Agreement; and,
- (b) BOKFS and its associated persons shall have no liability to Issuer for any other loss arising out of any issuance of municipal securities, any municipal financial product or any other investment, or for any financial or other damages resulting from Issuer's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by BOKFS to Issuer; and,
- (c) No recourse shall be had against BOKFS for loss, damage, liability, cost or expense (whether direct, indirect or consequential) arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any Issue or Product or otherwise relating to the tax treatment of any Issue or Product, or in connection with any opinion or certificate rendered by counsel or any other party.

6. **Required Disclosures.** MSRB Rule G-42 requires that BOKFS provide Issuer with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided in BOKFS's Disclosure Statement attached hereto as **Appendix B.**

7. **Waiver of Jury Trial.** EACH PARTY AGREES TO WAIVE ANY RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY CLAIM, COUNTERCLAIM OR ACTION ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY OR THE RELATIONSHIP BETWEEN THE PARTIES. PARTIES AGREE TO WAIVE CONSEQUENTIAL AND PUNITIVE DAMAGES.

8. **Choice of Law.** This Agreement shall be construed and given effect in accordance with the laws (excluding conflict of law provisions) of Oklahoma.

9. **Litigation Expenses.** In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the opposing party to such action such party's reasonable litigation costs and attorney's fees and expenses (including court costs, reasonable fees of accountants and experts, and other expenses incidental to the litigation).



10. **Binding Effect; Assignment.** This Agreement shall be binding upon and inure to the benefit of Issuer and BOKFS, their respective successors and permitted assigns; provided however, neither party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

11. **Entire Agreement.** This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. This Agreement may not be amended, supplemented or modified except by means of a written instrument executed by both parties. This Agreement and all of the provisions of this Agreement shall be deemed drafted by all of the parties hereto.

12. **Course of Dealing.** No course of prior dealing involving any of the parties hereto and no usage of trade shall be relevant or advisable to interpret, supplement, explain or vary any of the terms of this Agreement, except as expressly provided herein.

13. **Interpretation.** This Agreement shall not be interpreted strictly for or against any party, but solely in accordance with the fair meaning of the provisions hereof to effectuate the purposes and intent of this Agreement.

14. **No Reliance.** Each party hereto has entered into this Agreement based solely upon the agreements, representations and warranties expressly set forth herein and upon its own knowledge and investigation. No party has relied on any representation or warranty of any other party hereto except any such representations and warranties as are expressly set forth herein.

15. **Authority.** Each of the persons signing below on behalf of a party hereto represents and warrants that he or she has full requisite power and authority to execute and deliver this Agreement on behalf of the party for whom he or she is signing and to bind such party to the terms and conditions of this Agreement.

16. **Severability.** If any provision of this Agreement is, or is held or deemed to be, invalid, inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions because it conflicts with any provisions of any constitution, statute, rule or public policy, or for any other reason, such circumstances shall not make the provision in question invalid, inoperative or unenforceable in any other case or circumstance, or make any other provision or provisions of this Agreement invalid, inoperative or unenforceable to any extent whatever.

17. **No Third Party Beneficiary.** This Agreement is made solely for the benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

18. **Amendment.** This Agreement may be amended or modified only in a writing that has been signed by the parties hereto and which specifically references this Agreement.

19. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but which taken together, shall constitute one and the same instrument. This Agreement shall become effective only when all of the parties hereto shall have executed the original or counterpart hereof. This Agreement may be executed and delivered by digitized transmission of a counterpart signature page hereof.



IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of the Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

Dated this 6th day of March, 2023.

BOK FINANCIAL SECURITIES, INC.

ZACK ROBINSON
VICE PRESIDENT

In a session legally assembled on the 6th day of March, 2023, the above offer was duly considered and approved and accepted. Witness our official hands this 6th day of March, 2023.

(SEAL)

President

ATTEST: _____
Clerk



APPENDIX A SCOPE OF SERVICES

1. We shall prepare a written Financial Analysis based upon the capital improvement and other needs of the School District which shall include a survey of the financial resources of the School District. This document shall also contain an analysis of the existing debt and tax structure of all levels of government involved and compare this analysis to the projected debt. On the basis of information thus developed, we shall devise a financing program to fund the proposed maturities, the estimated interest rate and cost on the proposed bonds, the resulting overall amount of projected annual debt service and tax requirements, and the relationship of these items to existing corresponding projected items of the School District and other related levels of government.
2. We shall provide the following services relating to a bond election:
 - A. Provide the School District with information concerning the most advisable dates for holding an election to approve such issuance;
 - B. Provide the necessary Resolution to call for the election;
 - C. Provide for filing the necessary documentation with the County Election Board;
 - D. Assist in providing printed ballots for such election;
 - E. Arrange for proper legal notices to be published at the appropriate times regarding the notice of such election;
 - F. Appear at public meetings informing the public as to the use of bond proceeds and the effect on ad valorem taxes (if desired);
 - G. Assist in the formation of informational brochures discussing the items concerning the election such as taxes and use of proceeds (if desired);
 - H. Provide the County Election Board with the appropriate material to canvass the election returns; and
 - I. Assist in the analysis of and provide the School District with election results.
3. Upon approval by the voters of the School District, we shall undertake the following tasks:
 - A. We shall advise the Board of Education of current bond market conditions, forthcoming bond issues, and other general information and economic data that might normally be expected to influence interest rates or bidding conditions so that the date for the sale of the bonds may be set at a time which, in our opinion, would be favorable to the School District.
 - B. We shall assist the School District, if necessary, in the identification, evaluation, and negotiations with prospective paying agents, registrars and transfer agents.
 - C. We shall prepare an Official Notice of Sale that establishes the specifications for bidding; i.e. bond maturity and interest coupon arrangements, interest rate limitations, and other pertinent details.



- D. We shall also prepare a Preliminary Official Statement that describes the Bonds offered, including complete information as to the security for the Bonds, the School District and other pertinent details.
- E. We shall prepare a uniform Bid Form which would prevent deviation by any bidders when any such deviation would be costly to the issuing body.
- F. We shall submit to the national rating services or credit enhancement providers, an application necessary to obtain a rating or enhancement on the Bonds. If such service(s) are determined to be necessary for the most effective marketing of the bonds, we shall assist the School District with the following:
 - 1. Provide financial, economic and demographic information to such organizations for their review;
 - 2. Coordinate and negotiate with the rating agencies to obtain the highest possible rating for the Bonds.
- G. We shall prepare the necessary Resolution to set the date, time and place for the sale of the Bonds.
- H. We shall be present at the sale of bonds to aid the Board of Education in the tabulation and comparison of bids. We shall also advise the members of the Board of Education as to the bond market conditions at the time of the sale and the advisability of accepting or rejecting the bids submitted.
- I. We shall prepare the necessary Resolution to authorize the issuance of the Bonds.
- J. We shall prepare a final Official Statement that describes the Bonds offered, including complete information as to the security for the Bonds, the School District and other pertinent details for use by the successful bidder of the Bonds.
- K. We shall complete the necessary applications so that the bond issue can be bid electronically (via PARITY's Internet bond bidding system).
- L. Assuming a favorable interest rate is received and accepted by the School District, BOK Financial Securities, Inc., shall then proceed to take all steps necessary to expedite the preparation of all other documentation necessary to achieve delivery of the Bonds, including delivery of the Transcript of Proceedings to the Attorney General's Office.
- M. We shall work with the purchaser and the school district to effectuate the closing of the bond issue and the delivery of bond proceeds to the School District.
- 4. We shall advise the Board of Education and Administration on the investment of bond proceeds that would, in our opinion, allow the School District to benefit the most from the investment of said proceeds (if desired).
- 5. We shall advise the School District officials as to any pending legislation in the Oklahoma Legislature and the United States Congress which may have an effect upon the School District's proposed and existing indebtedness.
- 6. Any other bond-related financial advisory service(s) not contained herein, as requested.



APPENDIX B DISCLOSURE STATEMENT

This Disclosure Statement is provided by BOK Financial Securities, Inc. (“BOKFS”) to the Sapulpa School District (the “Issuer”) in connection with the Engagement Letter (the “Letter”) and is dated as of the same date as the Letter.

Part A - Disclosures of Conflicts of Interest

MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interests, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable.

Accordingly, BOKFS makes the following disclosures with respect to material conflicts of interest in connection with the Scope of Services, together with explanations of how BOKFS addresses or intends to manage or mitigate each conflict. To that end, with respect to all of the conflicts disclosed below, BOKFS mitigates such conflicts through its adherence to its fiduciary duty to Issuer, which includes a duty of loyalty. This duty of loyalty obligates BOKFS to deal honestly and with the utmost good faith with Issuer and to act in Issuer’s best interests without regard to BOKFS’s financial or other interests. Furthermore, because BOKFS is a broker-dealer, its financial advisory supervisory structure provides strong safeguards against individuals at BOKFS potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

Affiliate Conflict. Any affiliate of BOKFS (the “Affiliate”) may provide certain advice, services and/or products to Issuer that may be directly related to BOKFS’s activities. The Affiliate’s business with Issuer could create an incentive for BOKFS to recommend to Issuer a course of action designed to increase the level of Issuer’s business activities with the Affiliate or to recommend against a course of action that would reduce or eliminate Issuer’s business activities with the Affiliate. This potential conflict is mitigated by the fact that Affiliate is subject to comprehensive regulatory review.

Compensation-Based Conflicts. If the fees due under the Engagement Letter are in a fixed amount established at the outset of the Engagement Letter. The amount is usually based upon an analysis by Issuer and BOKFS of, among other things, the expected duration and complexity of the transaction and the Scope of Services. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, BOKFS may suffer a loss. Thus, BOKFS may recommend less time-consuming alternatives. This conflict of interest is mitigated by the general mitigations described above.

Other Financial Advisor or Underwriting Relationships. BOKFS serves a wide variety of other clients that may have interests that could have an impact on Issuer’s interests. For example, BOKFS serves as financial advisor to other financial advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Issuer under this Engagement Letter. These other clients may have competing interests. BOKFS could face a conflict of interest arising from these competing client interests. None of these other engagements or relationships would impair BOKFS’s ability to fulfill its regulatory duties to Issuer.

Municipal Activities with Other Issuer Financing Team Members. In the normal course of business, BOKFS may engage in municipal trading and underwriting activities with other members of the Issuer’s financing team, including but not limited to, bond counsel, underwriter’s counsel and bond underwriters. This may include BOKFS serving as a bond underwriter for a municipal issuer in which the Issuer’s bond counsel is serving as BOKFS’s counsel, an Issuer’s underwriter is serving as a municipal advisor and/or Issuer’s underwriter is serving as an underwriting syndicate member with BOKFS. Such a



situation could present a conflict as BOKFS and members of its financing team jointly participate, from time to time, in other municipal security transactions for compensation. None of these other engagements or relationships would impair BOKFS's ability to fulfill its regulatory duties to the Issuer and the potential conflicts of interest are mitigated as BOKFS relies upon the issuer to select its other financing team members, including bond counsel and bond underwriters.

Broker-Dealer and Investment Advisory Business. BOKFS is a broker-dealer and investment advisory firm that engages in a broad range of securities-related activities, in addition to serving as a financial advisor or underwriter. Such securities-related activities may be undertaken on behalf of, or as counterparty to, Issuer, Issuer's personnel, and current or potential investors in Issuer's securities. These other clients may have interests in conflict with Issuer's interests and the interests of such other clients could create the incentive for BOKFS to make recommendations to Issuer that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from BOKFS effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of BOKFS that operate independently from BOKFS's financial advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by BOKFS to Issuer.

Secondary Market Transactions in Issuer's Securities. BOKFS may take a principal position in securities, including Issuer's securities, and therefore BOKFS could have interests in conflict with Issuer with respect to the value of Issuer's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, BOKFS or its affiliates may submit orders for and acquire Issuer's securities issued in an Issue under the Engagement Letter from members of the underwriting syndicate, either for its own account or for the accounts of its customers. This activity may result in a conflict of interest with Issuer in that it could create the incentive for BOKFS to make recommendations to Issuer that could result in more advantageous pricing of Issuer's securities in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through units of BOKFS that operate independently from BOKFS's financial advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by BOKFS to Issuer.

Related Disclosure Relevant to Client. While we do not believe that the following creates a conflict of interest on the part of BOKFS, we note that BOKFS has made charitable contributions to support community events. Client may wish to consider any impact such contribution may have on how it conducts its activities with BOKFS.

Payment to or from Third Parties. While we do not believe the following creates a conflict of interest on the part of BOKFS, we note that BOKF NA, an affiliate of BOKFS, has entered into an Independent Contract Agreement ("Agreement") with Dr. Joe Siano to provide consulting services related to bond election planning and community relations for Oklahoma school districts. Dr. Siano is also employed by the Oklahoma State School Boards Association with a focus on state education policy development. The District may wish to consider any impact the Agreement or Dr. Siano's employment may or may not have on the way BOKFS conducts its activities with the District.

Part B - Disclosures of Information Regarding Legal Events and Disciplinary History

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to the client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, BOKFS sets out below required disclosures and related information in connection with such disclosures.



Material Legal or Disciplinary Event. Other than the disclosures summarized below, which may be material to the Issuer’s evaluation of BOKFS or the integrity of BOKFS’s management or advisory personnel there are no legal or disciplinary events that should be disclosed, on any Form MA or Form MA-I filed with the SEC.

October 21, 2015 – A regulatory action against BOKFS by FINRA was resolved via an Acceptance, Waiver & Consent. The allegations were related to “fair and reasonable” pricing of corporate bond transactions.

June 18, 2015 – An order was issued against BOKFS by the U.S. Securities and Exchange Commission. The allegation was related to the due diligence conducted by the firm to establish a reasonable basis that certain material representations made by issuers in official statements connected with the offerings were accurate. The violations were self-reported by BOKFS pursuant to the SEC’s Municipalities Continuing Disclosure Cooperation (“MCDC”) Initiative.

March 11, 2019 – An order was issued against BOKFS by the U.S. Securities and Exchange Commission. The allegations were related to inadequate disclosure language in the firm’s ADV brochures regarding the selection of mutual fund share classes that contain 12b-1 fees when share classes that did not contain 12b-1 fees were potentially available. The violations were self-reported by BOKFS pursuant to the SEC’s Share Class Selection Disclosure (“SCSD”) Initiative.

Details of the events disclosed above can be found in the firm’s Form MA available through the SEC’s EDGAR Filing System

(<https://www.sec.gov/edgar/searchedgar/companysearch.html>). Search for “BOK Financial Securities, Inc.” to view the firm’s most recent Form MA filing.

Future Supplemental Disclosures. As required by MSRB Rule G-42, this Section may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest, or to provide updated information with regard to any legal or disciplinary events of BOKFS. BOKFS will provide Issuer with any such supplement or amendment as it becomes available throughout the term of the Engagement Letter.

Part C - Disclosures of Information Related to MSRB Rule G-10

MSRB Rule G-10 requires disclosure of the following:

1. BOK Financial Securities, Inc. (“BOKFS”) is registered with the Securities Exchange Commission (“SEC”) and the MSRB.
2. The MSRB’s website address is www.msrb.org.
3. The MSRB’s “Information for Municipal Advisory Clients” brochure describes the protections that may be provided by the MSRB and how to file a complaint with the appropriate regulatory authority. That brochure can be found at the following web address:

<http://www.msrb.org/~media/files/resources/msrb-ma-clients-brochure.ashx?>

AIA[®] Document B101[®] – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Sixth day of March in the year Two Thousand Twenty-three
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Sapulpa Public Schools
511 East Lee Ave
Sapulpa, OK 74066

and the Architect:
(Name, legal status, address and other information)

Reed Architecture & Interiors
18 E. Hobson Ave.
Sapulpa, OK 74066

for the following Project:
(Name, location and detailed description)

Sapulpa High School & Jr High School
Sapulpa, OK
New High School and Jr. High School

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Owner and Architect will work together to develop the project program.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

The project is to be a new High School for grades 9-12 and a new or renovated space for Jr. High School for 8th and possible 7th grade, to be located on the existing high school site. The existing school must remain functional during the construction of the new school. Geotechnical reports, site boundaries, topographic surveys, traffic and utility studies, availability of the public and private utilities and services; legal description of the site will be provided by the owner through direct contracts with those providers.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

TBD

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

AIA Document B101 – 2017. Copyright © 1974, 1978, 1987, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks of The American Institute of Architects. This document was produced at 17:40:57 ET on 03/01/2023 under Order No.2114411699 which expires on 02/26/2024, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@alacontracts.com.

User Notes:

(829517154)

.1 Design phase milestone dates, if any:

See attached Schedule

.2 Construction commencement date:

TBD

.3 Substantial Completion date or dates:

TBD

.4 Other milestone dates:

TBD

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

See attached addendum

Construction Manager – Nabholz 10319 E. 54th Street Tulsa, OK 74146

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

N/A

(Paragraph deleted)

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:

(List name, address, and other contact information.)

Rob Armstrong, Superintendent of Schools, 511 East Lee Ave, Sapulpa, OK 74066

Johnny Bilby, Assistant Superintendent of Schools, 511 East Lee Ave., Sapulpa, OK 74066

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address, and other contact information.)

Owner's Representative – Will Berry, 205 East Hobson Ave, Sapulpa, OK 74066

§ 1.1.9 The Owner shall retain the following consultants and contractors:

(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

TBD

.2 Civil Engineer:

Route 66 Engineering
28 North Water Street
Sapulpa, OK 74066

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

David Reed, AIA, NCARB, ALEP, 18 E. Hobson Ave., Sapulpa, OK 74066, david@reed-architects.com
Bryan Broadrick, AIA, 18 E. Hobson Ave., Sapulpa, OK 74066, bryan@reed-architects.com

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

DLR Group Engineering
7290 West 133rd Street
Overland Park, KS 66213

.2 Mechanical Engineer:

DLR Group Engineering
7290 West 133rd Street
Overland Park, KS 66213

.3 Electrical Engineer:

DLR Group Engineering
7290 West 133rd Street
Overland Park, KS 66213

§ 1.1.11.2 Consultants retained under Supplemental Services:

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

(Paragraph deleted)

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. See attached addendum

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than (\$ 1,000,000) for each occurrence and (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

Init.

§ 2.5.5 Employers' Liability with policy limits not less than (\$ 1,000,000) each accident, (\$ 1,000,000) each employee, and (\$ 1,000,000) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than (\$ 1,000,000) per claim and (\$ 1,000,000) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information. See attached addendum § 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction. See attached addendum

(Paragraph deleted)

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3. See attached addendum.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General See attached addendum

Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner and Construction Manager in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

See attached addendum

§ 3.5.2.2 The Architect shall assist the Owner and Construction Manager in bidding the Project by:

See attached addendum

- 3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,

(Paragraphs deleted)

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement. See attached addendum.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment. See attached addendum.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work

Init.

completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work. See attached addendum.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and

installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Architect/Owner (In Basic Services)
§ 4.1.1.2 Multiple preliminary designs	Architect (In Basic Services)
§ 4.1.1.3 Measured drawings	Architect (In Basic Services)
§ 4.1.1.4 Existing facilities surveys	Owner
§ 4.1.1.5 Site evaluation and planning	Architect (In Basic Services)
§ 4.1.1.6 Building Information Model management responsibilities	Not provided
§ 4.1.1.7 Development of Building Information Models for post construction use	Not provided
§ 4.1.1.8 Civil engineering	Architect (In Basic Services)
§ 4.1.1.9 Landscape design	Architect (In Basic Services)
§ 4.1.1.10 Architectural interior design	Architect (In Basic Services)
§ 4.1.1.11 Value analysis	Architect/Owner/CM
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	CM
§ 4.1.1.13 On-site project representation	Architect (In Basic Services)
§ 4.1.1.14 Conformed documents for construction	Architect (In Basic Services)
§ 4.1.1.15 As-designed record drawings	Architect (In Basic Services)
§ 4.1.1.16 As-constructed record drawings	CM
§ 4.1.1.17 Post-occupancy evaluation	Architect (In Basic Services)
§ 4.1.1.18 Facility support services	Not Provided
§ 4.1.1.19 Tenant-related services	Not Provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Architect (In Basic Services)
§ 4.1.1.21 Telecommunications/data design	Owner
§ 4.1.1.22 Security evaluation and planning	Owner
§ 4.1.1.23 Commissioning	Not Provided
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not Provided
§ 4.1.1.25 Fast-track design services	Not Provided
§ 4.1.1.26 Multiple bid packages	Not Provided

Init.

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.27 Historic preservation	Not Provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Architect (If requested by Owner)
§ 4.1.1.29 Other services provided by specialty Consultants	TBD
§ 4.1.1.30 Other Supplemental Services	Not Provided

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

Furniture, furnishings, and equipment design services can be provided. Scope to include putting together a furniture, furnishings and equipment bid package with specifications and design layouts with quantities.

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

Owner to provide telecommunications/data design needs and requirements. Security evaluation and planning by Owner's resource officers.

(Paragraph deleted)

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule. See attached addendum.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing; See attached addendum.
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;

Init.

- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction;
or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Three (3) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 One Hundred Seventy (170) visits to the site by the Architect during construction
- .3 Four (4) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Three (3) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services. See attached addendum.

§ 4.2.5 If the services covered by this Agreement have not been completed within twenty four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality. See attached addendum.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services. See attached addendum.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

(Paragraph deleted)

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights. See attached addendum.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the

Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner. See attached addendum.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect. See attached addendum.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments. See attached addendum.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
 - .2 authorize rebidding or renegotiating of the Project within a reasonable time;
 - .3 terminate in accordance with Section 9.5;
 - .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
 - .5 implement any other mutually acceptable alternative.
- See attached addendum.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6. See attached addendum.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and

other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General See attached addendum.

(Paragraphs deleted)

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution.. See attached addendum.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4

(Paragraphs deleted)

See attached addendum.

§ 8.3 Arbitration See attached addendum.

§ 8.3.1

(Paragraphs deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. See attached addendum.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements. See attached addendum.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees: See attached addendum.

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

Five thousand (\$5,000.00) dollars

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

Twenty five thousand (\$25,000.00) dollars

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3. See attached addendum.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 See attached addendum.

§ 10.8.1 See attached addendum.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 **New.** In any action or arbitration proceeding, including appeals thereof, brought for breach or to otherwise enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover a reasonable attorney's fee in addition to such other relief as may be awarded. See attached addendum.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

.2 Percentage Basis
(Insert percentage value)

Five and three quarters (5.75 %) of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other
(Describe the method of compensation)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Furniture, furnishings and equipment services if requested will be a determined at the time of request as a fixed fee not to exceed twenty thousand dollars (\$20,000.00)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows: See attached addendum.
(Insert amount of, or basis for, compensation.)

Rate Schedule – Exhibit 2 to Agreement subject to adjustment as provided in Section 11.7

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus zero percent (0 %), or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen	percent (15	%)
Design Development Phase	Twenty Five	percent (25	%)
Construction Documents Phase	Thirty	percent (30	%)
Procurement Phase	Three	percent (3	%)
Construction Phase	Twenty Seven	percent (27	%)
Total Basic Compensation	one hundred	percent (100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. (If applicable, attach an exhibit of hourly billing rates or insert them below.)

See Attached Rate schedule

Employee or Category

Rate (\$0.00)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows: See attached addendum.

- .1 Transportation and authorized out-of-town travel and subsistence;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;

(Paragraphs deleted)

- .10 Site office expenses, when approved in writing by Owner.
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent (0 %) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

(Paragraph deleted)

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty (40) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

three % 3

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows: See attached addendum.
(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2

- .3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

- Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit 1: Schedule
Exhibit 2: Hourly Rate Schedule

- .4 Other documents:
(List other documents, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

ARCHITECT (Signature)

DAVID REED, Principal 4182
(Printed name, title, and license number, if required)

**ADDENDUM TO AIA DOCUMENT B101-2017
STANDARD FORM OF AGREEMENT BETWEEN
OWNER AND ARCHITECT**

This Addendum, entered into this 6th day of March, 2023, by and between **THE INDEPENDENT SCHOOL DISTRICT NO. 33 OF CREEK COUNTY, OKLAHOMA**, hereinafter referred to as “Owner” and **REED ARCHITECTURE AND INTERIORS, LLC**, hereinafter referred to as “Architect”, is executed simultaneously with and constitutes a part of the Standard Form of Agreement between Owner and Architect, AIA Document B101-2017 covering professional architectural services (the "Agreement") for the design and construction of a new High School and a new Junior High School on the Owner's existing High School campus (the “Project”). The provisions of this Addendum supercede and void all inconsistent provisions in the Agreement and in any prior agreement between the parties for services to be performed hereunder.

The following section numbers correspond to the numbered sections in the Agreement. If new material is added, the paragraph numbers for those provisions are numbered to be consistent with the format of the Agreement. If a paragraph number appearing in the Agreement does not appear in the Addendum, then no change to that paragraph has been made and the standard provision applies.

1.1.5 Modified. Add the following: *“Procurement shall be by competitive bid pursuant to the Oklahoma Public Competitive Bidding Act of 1974. The project delivery method is construction manager - at risk.”*

2.2 Modified. Add the following: *“The Architect represents that the Architect is professionally qualified and experienced in the design and provision of architectural services for the construction and renovation of public school buildings and facilities in the State of Oklahoma. The Architect is familiar with the Project site and with the laws, codes and regulations applicable to the provision of Architect’s services and to the completion and occupancy of the buildings and facilities comprising the Project. The Architect shall respond, in the design of the Project and in the provision of other services called for in this Agreement, to applicable building codes and other requirements imposed by governmental authorities having jurisdiction over the Project.”*

3.1.2 Substituted. *The Architect shall coordinate its services with those services provided by the Owner, the Owner’s consultants and the Construction Manager. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner, the Owner’s consultants and the Construction Manager. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.*

3.1.3 Substituted. *As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner’s approval a schedule for the performance of the Architect’s services. The schedule initially shall include dates for delivery of documents during the schematic, design development and construction documents phases and the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The*

schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Construction Manager and the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

3.2.6 Substituted. *The Architect shall review the estimate of the Cost of the Work prepared by the Construction Manager, consult with the Owner and Construction Manager regarding the estimate and inform the Owner of any perceived errors or omissions in the estimate. Providing the Owner such information shall not relieve the Construction Manager of his obligations for cost estimating.*

3.3.2 Substituted. *The Architect shall review the updated estimate of the Cost of the Work prepared by the Construction Manager, consult with the Owner and Construction Manager regarding the estimate and inform the Owner of any perceived errors or omissions in the estimate.*

3.4.4 Substituted. *The Architect shall review the updated estimate of the Cost of the Work prepared by the Construction Manager, consult with the Owner and Construction Manager regarding the estimate and inform the Owner of any perceived errors or omissions in the estimate.*

3.5.1 Substituted. *The Architect shall, in accordance with the requirements of the Oklahoma Public Competitive Bidding Act, and with the assistance of the Construction Manager, prepare necessary bidding information including bid notices, bid forms, the conditions of the Contract and the form of Agreement between Owner and Contractor, all subject to the review and approval of Owner and Owner's counsel. The Architect shall assist the Owner in obtaining competitive bids and in awarding and preparing contracts for construction.*

3.5.2.1 Substituted. *Bidding Documents shall consist of the Bid Notice, Instructions to Bidders, Bid Form, Bidding Requirements, proposed contract forms including general and supplemental conditions, Specifications and Drawings.*

3.5.2.2 Substituted. *The Architect shall assist the Owner and Construction Manager in bidding the Project by:*

- 1. Assisting the Construction Manager in preparing bid packages including bidding requirements;*
- 2. Participating in a pre-bid conference for prospective bidders organized and conducted by the Construction Manager;*
- 3. Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents in the form of addenda for the Construction Manager to distribute to all prospective bidders; and*

4. *Assisting the Construction Manager in organizing and conducting the opening of the bids and subsequently documenting and distributing the bidding results, as directed by the Owner.*

3.5.3 Deleted.

3.6.1.1 Modified. Add the following: *“If the modification of this Agreement creates a conflict between the provisions of this Agreement and the A201, the provisions of this Agreement shall control as it relates to the Architect’s services.”*

3.6.1.3 Modified. Insert the following provision: *“... and terminates at the later of the issuance of a Certificate of Occupancy, if required, or the date the Architect issues the final Certificate for Payment. As a part of Architect’s Basic Services, the Architect shall assist the Owner in the preparation of the final punch list.”*

3.6.2.2 Modified. Delete the first sentence and replace as follows: *“The Architect shall reject Work which does not conform to the Contract Documents unless the Owner agrees to accept such non-conforming Work and executes an appropriate Change Order evidencing such consent. The Change Order shall provide that the cost of any additional testing and inspection made necessary by non-conforming work shall be charged to the Contractor and deducted from the Contract Price.”*

4.2 Modified. Add the following: *“The Architect shall notify the Owner in writing of any proposed Additional Services. Such notification will describe the need for such services, the nature of the services and their estimated cost. Additional Services for which additional compensation is sought shall only be performed upon the prior written approval of the Owner.”*

Insert the following phrase as indicated: *“. . . Except for services required due to the fault of the Architect or when the Owner has not approved or rejects proposed Additional Services, any Additional Services provided in accordance with this Section 4.2 . . .”.*

4.2.1.7 Modified. Insert the following phrase as indicated: *“... meeting or hearing *except when required in the performance of the Architect’s Construction Phase Services or Bidding Phase Services.*”*

4.2.4 Modified. Delete reference to the anticipated date of Substantial Completion as follows: *“... 60 days after the date of Substantial Completion of the Work or issuance of a Certificate of Occupancy, if required”.*

5.2 Modified. Delete the second sentence.

5.3 Modified. Delete the first sentence and insert the following: *“The Owner’s Designated Representative identified in Subparagraph 1.1.7 shall be authorized to act on the Owner’s behalf with respect to the Project consistent with the terms and conditions set forth in this Agreement. The Owner’s Designated Representative is not authorized to amend this Agreement nor may the Owner’s*

Designated Representative consent to material changes in the Project or bind the Owner to the resolution of claims, disputes or other matters affecting the Owner's rights and obligations under this Agreement."

5.15 Deleted.

6.1 Modified. Add the following: *"The Cost of the Work does not include the cost to correct non-conforming Work nor shall it include costs resulting from the errors or omissions of the Architect."*

6.2 Modified. Delete the phrase "prepared by the Architect" from the second sentence.

6.5 Substituted. *If at any time the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner and Construction Manager to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.*

6.6 Modified. Revise the first sentence as follows: *"If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the total of the trade contractor's bids, Construction Manager's fee and General Conditions (the "Guaranteed Maximum Price"), the Owner shall, in the Owner's sole discretion . . ."*

6.7 Substituted. Delete and substitute as follows: *"If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents, as necessary, to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget, as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6."*

8.1 Deleted.

8.2.1 Modified. Delete the second sentence.

8.2.4 Deleted.

8.3 Deleted.

9.4 Modified. Add the following: *"Upon termination by the Owner for cause, the Owner's non-exclusive license to use the Instruments of Services becomes permanent and irrevocable."*

9.6 Substituted. Delete and substitute the following: *"In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due."*

9.7 Substituted. Add the following: *“The Architect shall cooperate fully with any successor architect employed by the Owner and shall furnish originals or copies of the Instruments of Service and all other drawings, specifications, and documents relative to the Project, including data in electronic format as may be reasonably requested. Reasonable compensation and reimbursement for expenses incurred for the assembly and delivery of such information shall be paid as Additional Services.”*

10.1 Substituted. This Agreement shall be governed by the laws of the State of Oklahoma.

10.8 Deleted.

10.8.1 Deleted.

10.10 New. *In any action or arbitration proceeding, including appeals thereof, brought for breach or to otherwise enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover a reasonable attorney’s fee in addition to such other relief as may be awarded.*

11.3 Modified. Insert the following after the text on the pre-printed form: *“Rate Schedule - Exhibit ____ to Agreement subject to adjustment as provided in Section 11.7.”*

11.8.1.2 Deleted.

11.8.1.5 Deleted.

11.8.1.8 Deleted.

11.8.1.9 Deleted.

11.8.1.10 Modified. Add the following: *“Site office expenses when approved in writing by the Owner.”*

ARTICLE 12 EMPLOYEE CRIMINAL CONVICTIONS

12.1 The Architect will not knowingly allow any employee of the Architect or of any subcontractor to work on school premises during normal school hours if the employee is convicted in this state, the United States or another state of: (1) any sex offense subject to the Sex Offenders Registration Act of this state, similar law of another state, or the federal sex offender registration provisions; or (2) any felony offense, unless (a) the person is a volunteer or (b) the person is performing community service hours under court order or (c) the person is performing services under a supervised work release program or (d) ten (10) years have elapsed since the date of the criminal conviction or (e) the employee has received a Presidential or Gubernatorial pardon for the criminal offense.

12.2 The Architect will furnish a signed statement declaring that no employee working on school premises during normal school hours under the authority of the Architect is in violation of the provisions of this Article.

12.3 The Architect agrees to request similar compliance statements from the Construction Manager and all Trade Contractors and subcontractors employed on the Project. No request for payment will be approved by the Architect unless accompanied by the required compliance statements.

13.2.4 Add. Addendum to Agreement of even date.
Supplemental Schedule

**INDEPENDENT SCHOOL DISTRICT
NO. 33 OF CREEK COUNTY,
OKLAHOMA, A/K/A NORMAN PUBLIC
SCHOOLS**

**REED ARCHITECTURE AND
INTERIORS, LLC**

By: _____
Name: _____
Title: President, Board of Education

By: _____
Name: _____
Title: _____

“Owner”

“Architect”

PERSONNEL REPORT

March 06, 2023

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Shay Burris	Custodian/\$11.81 hr	February 13, 2023
Larry Heath	Paraprofessional/\$13.87 hr	February 06, 2023
Tina Henderson	Paraprofessional/\$16.26 hr	March 20, 2023

STIPENDS

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

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>
Larry Crocker	Bus Driver	Medical	November 07, 2022
Christina Clanton	CN Cook	Medical	February 21, 2023
Denise Hewitt	CN Cook	Maternity	March 20, 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>
LaDawna Pavey	Interventionist Asst	February 27, 2023

PERSONNEL REPORT

March 06, 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>
None			

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>
None			

RESIGNATIONS

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