

Regular Meeting of The Board of Education Independent School District Number 33,
Creek County
Monday, March 11, 2024 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. 2.13.2024-BOE Meeting Minutes
 - III.B. Approval of the 2023-24 General Fund Purchase Order Encumbrance numbers 816 through 928.
 - III.C. Approval of the 2023-24 Building Fund Purchase Order Encumbrance numbers 177 through 203.
 - III.D. Re-approval of Building Fund Purchase Order number 171 for an increase.
 - III.E. Approval of 2023-24 Child Nutrition Fund Purchase Order Encumbrance numbers 82 through .
 - III.F. Approval of the 2023-24 Bond Fund 32 Purchase Order Encumbrance numbers 16 through 18.
 - III.G. Re-approval of Bond Fund 34 Purchase Order Encumbrance number 5 for corrected description.
 - III.H. Approval of 2023-24 Bond Fund 35 Purchase Order Encumbrance number 6.
 - III.I. Approval of the monthly financial reports of the School Activity Funds account.
 - III.J. Approval of the monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.
 - III.K. Approval of the Treasurer's Report on the status of Funds and Investments.
 - III.L. Approval of the 2024-25 University of Tulsa MOU for Classroom Student Teachers.
 - III.M. Approval of April 1, 2024, District Capacity Numbers.
 - III.N. Approval of the 2023-24 Audit Contract and Engagement Letter with Bledsoe, Hewett & Gullekson.
 - III.O. Approval of Municipal Accounting System (MAS) Software Service Agreement for the 2024-25 school year.
 - III.P. Approval of the 2024-25 Yearbook Contracts for Sapulpa Public Schools:
 - III.P.1. Sapulpa High School--Varsity
 - III.P.2. Sapulpa Jr. High--Varsity
 - III.P.3. Sapulpa Middle School--Walsworth
 - III.P.4. Freedom Elementary--Varsity YB
 - III.P.5. Holmes Park Elementary--Jostens
 - III.P.6. Jefferson Heights Elementary-Ruth Kelly Studio
 - III.P.7. Liberty Elementary Stem Academy-Jostens
 - III.Q. Approval of the 2024-25 Lincoln Christian Winter Classic Contract for Girls Varsity Basketball.
 - III.R. Approval of the 2024 Ropers Invitational Tournament Commitment between WillRogers and SPS Boys Basketball.
 - III.S. Approval of an anonymous donation of \$10,000 for Teacher of the Year bonuses.
 - III.T. Approval of Out-of-State Activity Request as per attachment.
 - III.T.1. JROTC(2)- Anniston, AL and Granbury, TX
 - III.U. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information and Discussion Items

- V.A. Superintendent Comments
- V.B. Bond Projects Update
- V.C. Modifications to Policy 530 Open Transfer, first read
- VI. Action Items
 - VI.A. New Business - items not known or foreseen when agenda was posted.
 - VI.B. Proposed Executive Session to discuss Personnel as listed, to conduct the ongoing evaluation of the Superintendent as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
 - VI.B.1. Vote to convene in Executive Session
 - VI.B.2. To acknowledge the Board has returned to Open Session
 - VI.B.3. Statement of Executive Session Minutes
 - VI.C. Personnel
 - VI.C.1. Vote to approve/disapprove employing Personnel as per attachment.
 - VI.C.2. Vote to approve/disapprove FMLA request for Delores Alexander, effective January 28, 2024, through March 28, 2024.
 - VI.C.3. Vote to approve/disapprove authorizing Delores Alexander to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.
 - VI.C.4. Vote to approve/disapprove FMLA Request for Carmen Taylor, effective January 28, 2024, through May 24, 2024.
 - VI.C.5. Vote to approve/disapprove authorizing Carmen Taylor to receive sick leave donations from other employees as authorized by Board Policy 461.18 Sick Leave Donation.
 - VI.C.6. Vote to approve/disapprove FMLA request for Robin Cartwright, effective February 06, 2024, through March 19, 2024.
 - VI.C.7. Vote to accept Resignations received since the last board meeting.
- VII. Adjournment

Regular Meeting of The Board of Education Independent School District Number
33, Creek County
Tuesday, February 13, 2024 6:00 PM
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order

Vice President Wayne Richards called the meeting to order at 6 pm. Jefferson Heights Principal, Gina Ritchie, introduced student Dru Fowler to lead 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 Agenda passed with a motion by Steve McCormick and a second by Melinda Ryan.

Sarah Havenstrite:	Yea
Larry Hoover:	Absent
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. 1.17.2024 Special BOE Meeting Minutes

III.B. Approval of the 2023-24 General Fund Purchase Order Encumbrance numbers 745 through 815.

III.C. Re-approval of 2023-24 General Fund PO #394, Holt Truck Centers, due to increase in cost.

III.D. Approval of the 2023-24 Building Fund Purchase Order Encumbrance numbers 161 through 176.

III.E. Approval of the 2023-24 Child Nutrition Fund Purchase Order Encumbrance numbers 77 through 81.

III.F. Approval of 2023-24 Bond Fund 32 Purchase Order Encumbrance numbers 13 through 15.

III.G. Approval of the 2023-24 Bond Fund 35 Purchase Order Encumbrance number 5.

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-Coordinators for Sapulpa Public Schools.

III.L. Accept and approve the employee assignment for Mrs. Katherine Stuffebeam as the ADA (Americans with Disabilities Act) and 504 (Rehabilitation Act) Coordinator.

III.M. Approval of the District (School Year) Calendar for 2024-25.

III.N. Approval of a 2024 Legal Contract between Valynda (Lyn) Bingman, Registered Nurse, and Sapulpa Public Schools.

III.O. Approval of 2024 Hance Pyrotechnics Agreement with Sapulpa High School, fireworks for Graduation.

III.P. Approval of 2024 Party Pro Contract with Sapulpa High School, chairs for Graduation.

III.Q. Approval of 2024 Short-Term Plant Rental Agreement between Tropical Plant Design and Sapulpa Public Schools for the Sapulpa High School Graduation.

III.R. Approval of the 2024 Performance Stage Inc. Quote for the 2024 Sapulpa High School Graduation.

III.S. Approval of the 2024 Lone Wolf Audio Quote for 2024 Sapulpa High School Graduation.

III.T. Approval of the 2024 Party Pic Graduation Photography Service and Agreement with Sapulpa Public Schools.

III.U. Approval of the 2024 Mark Frie Theatrical Consultant Services Agreement for Sapulpa Public Schools.

III.V. Approval of a generous donation of \$1500 from The Colonial Dames for SPS Revolutionary Day.

III.W. Declaration of Surplus

III.W.1. Freedom Elementary-Library Books

III.W.2. Girls Soccer-Old Uniform Shirts

III.X. Approval of the Out of State Activity Trips as per attachment.

III.X.1. Track-Long Distance Runners-Topeka, KS

III.Y. Approval of Fundraisers as per attachment.

To approve Consent Agenda Items A-Y passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite:	Yea
Larry Hoover:	Absent
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. Superintendent Comments

Mr. Armstrong thanked Dru Fowler for leading the Pledge. Showed a slide show of the Teachers of the Year from each site and the four Support Employees for the District. Teacher and Support Employee of the Year will be announced at a banquet in April. Other comments that were shared; the 2024-25 school year calendar passed in Consent. It's similar to this year. Changes to come include the possibility of planning for two school years at a time to help parents plan better. With the use of only three snow days to date, the last day of school is May 21, 2024. Last Home Basketball games are tonight, Regionals begin next week, and then on to Spring Sports. The Westside Baseball/Softball Complex groundbreaking should be at the end of February or the beginning of March.

VI. Action Items

VI.A. Proposed Executive Session to discuss Personnel listed, to conduct the ongoing evaluation of the Superintendent, and to discuss the purchase or appraisal of real property, as authorized by 25 O.S. Section 307(B)(1) and (B)(3) of the Oklahoma Open Meeting Act.

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

To convene in Executive Session at 6:15 pm passed with a motion by Steve McCormick and a second by Melinda Ryan.

Sarah Havenstrite:	Yea
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Larry Hoover:	Absent
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.

Vice President Wayne Richards acknowledged the Board's return to the Open Session at 6:33 pm.

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

The Board of Education went into Executive Session at 6:15 pm to discuss Personnel as listed, to conduct an ongoing evaluation of the Superintendent, and to discuss the purchase or appraisal of real property, as authorized by 25 O.S. Section 307(B)(1) and (B)(3) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 6:33 pm. Present in Executive Session were Sarah Havenstrite, Steve McCormick, Melinda Ryan, 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 Steve McCormick and a second by Sarah Havenstrite.

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

Yea: 4, Nay: 0, Absent: 1

VI.B.2. Vote to approve/disapprove authorizing Kayla Legrand to receive sick leave donations from other employees as authorized by Board Policy 461.18 Sick Leave Donation.

To approve authorizing Kayla Legrand to receive sick leave donations from other employees as authorized by Board Policy 461.18 Sick Leave Donation

passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

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

VI.B.3. Vote to approve/disapprove authorizing Bianca Blevins to receive sick leave donations from other employees as authorized by Board Policy 461.18 Sick Leave Donation.

To approve authorizing Bianca Blevins to receive sick leave donations from other employees as authorized by Board Policy 461.18 Sick Leave Donation passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

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

Yea: 4, Nay: 0, Absent: 1

VI.B.4. Vote to approve/disapprove authorizing Krishna Campbell to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.

To approve authorizing Krishna Campbell to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

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

Yea: 4, Nay: 0, Absent: 1

VI.B.5. Vote to accept Resignations received since the last board meeting. To accept Resignations received since the last board meeting passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

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

Yea: 4, Nay: 0, Absent: 1

VII. Adjournment

To adjourn at 6:36 pm passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

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

Yea: 4, Nay: 0, Absent: 1

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 816 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	816	02/08/2024	3826	SECURITY BANK CARD CENTER INC	LIBERTY Title I Parent and Family Engagement	391.86
11	817	02/08/2024	3826	SECURITY BANK CARD CENTER INC	COLLIN M., IT DEPT/PROJECTOR BULBS	155.00
11	818	02/08/2024	3826	SECURITY BANK CARD CENTER INC	L.GARDEN/NURSE'S OFFICE/SUPPLIES	278.56
11	819	02/08/2024	3826	SECURITY BANK CARD CENTER INC	11-165 - Amazon - Nurse Supplies	260.00
11	821	02/09/2024	500	SCENARIO LEARNING, LLC	Vector Alert Subscription	2,518.00
11	822	02/09/2024	874	QUILL CORPORATION	classroomofficesupplies	356.22
11	823	02/09/2024	2187	OKASBO	REGISTRATION FOR PAYROLL WEBINARS	300.00
11	824	02/09/2024	720	KELLOGG & SOVEREIGN	E-Rate Consulting and Filing	4,004.00
11	825	02/12/2024	3826	SECURITY BANK CARD CENTER INC	Hotel room for OYE	900.00
11	826	02/12/2024	3826	SECURITY BANK CARD CENTER INC	FREEDOM Title I Parent and Family Engagement	272.51
11	827	02/12/2024	3826	SECURITY BANK CARD CENTER INC	JOM Stompdance Dinner Walmart, Price Mart	609.10
11	828	02/12/2024	431	FELIX BROWN JR.	Stomp dance cultural presenter	300.00
11	829	02/12/2024	503	HOUGHTON MIFFLIN HARCOURT	Student Growth Measure Licenses	3,000.00
11	830	02/12/2024	3826	SECURITY BANK CARD CENTER INC	OFFICE SUPPLIES/LABELS/ENVELOPES/PAPERCLIPS	80.90
11	831	02/13/2024	3826	SECURITY BANK CARD CENTER INC	621-PCard-Sped-Mobility Canes & Tips VI Student	142.58
11	832	02/13/2024	3826	SECURITY BANK CARD CENTER INC	Greenhouse Supplies	306.99
11	833	02/13/2024	3826	SECURITY BANK CARD CENTER INC	Student supplies all school projects	50.00
11	834	02/13/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 36 Rear Suspension Bags and Brake Pads	750.00
11	835	02/13/2024	3826	SECURITY BANK CARD CENTER INC	classroom/building supplies	300.00
11	836	02/13/2024	5000	Sapulpa Public School	797 Chromebook fees Esser III homeless	500.00
11	837	02/13/2024	3826	SECURITY BANK CARD CENTER INC	Holmes Park Title I Parent and Family Engagement	773.31
11	838	02/14/2024	3826	SECURITY BANK CARD CENTER INC	ADMIN SUPPLIES, MERRIFIELD, AMAZON	500.00
11	839	02/14/2024	32128	COLLEGE BOARD	AP exams for SHS students	8,000.00
11	840	02/14/2024	1803	TEACHER SYNERGY, LLC	SPED English Classroom Supplies	60.00
11	841	02/14/2024	3826	SECURITY BANK CARD CENTER INC	613-Sped PCard-Hotel ADOS Training	330.00
11	842	02/14/2024	8318	AMAZON	Office supplies/ ink, stamps & envelopes	125.00
11	843	02/16/2024	80998	BROOKE MADISON RHODES	REIMBURSE INS PREMIUM (REFUNDED)	519.96
11	844	02/16/2024	31833	FOLLETT CONTENT SOLUTIONS, LLC	books for HS library	1,916.07
11	845	02/16/2024	3826	SECURITY BANK CARD CENTER INC	Holmes Park Title I Parent and Family Engagement	377.75

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	846	02/16/2024	278	DEMCO, INC	Library Supplies	88.20
11	847	02/16/2024	1818	MERRIFIELD OFFICE SUPPLY	Holmes Park Title I	104.88
11	848	02/16/2024	235	CCOSA-COOP COUNCIL OK SCH	621-Sped-CCOSA Summer Leadership Conference	998.00
11	849	02/16/2024	3826	SECURITY BANK CARD CENTER INC	621--Sped-"Step Up to R" Books	475.20
11	850	02/20/2024	153	ESS SOUTH CENTRAL, LLC	CONTRACTED SUB SERVICES-DISTRICT	60,000.00
11	851	02/20/2024	3826	SECURITY BANK CARD CENTER INC	Amazon, Sams, Quill, WM, etc.	2,946.58
11	852	02/21/2024	30003	LAKESHORE EQUIPMENT COMPANY	11-165 Play & Explore - wood	250.00
11	853	02/21/2024	3826	SECURITY BANK CARD CENTER INC	Gen Fund Techer Pay Teacher 3rd testing prep	98.99
11	854	02/21/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 26 Brake Parts	950.00
11	855	02/21/2024	8318	AMAZON	supplies for HS library	275.45
11	856	02/21/2024	39507	CONTRACT PAPER GROUP	1/2 SEMI LOAD OF COPY PAPER (400 CASES)	13,012.00
11	857	02/21/2024	3826	SECURITY BANK CARD CENTER INC	Hotel -Nashville, INNOVATIVE SCHOOL SUMMIT	12,000.00
11	858	02/21/2024	4016	COMMITTEE FOR CHILDREN	PK-5 Second Steps Curriculum	8,690.00
11	859	02/21/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-PCard Pearson Testing Protocols	243.80
11	860	02/21/2024	80522	VALYNDA J BINGMAN	011-Sped-Nursing Contract Services	1,000.00
11	861	02/21/2024	3826	SECURITY BANK CARD CENTER INC	621-PCard-Sped-WPS-ABAS Rating Forms	206.00
11	862	02/22/2024	456	02 COOL MANUFACTURING, LLC	Bus 28 & 12 AC Supplies	850.00
11	863	02/22/2024	3826	SECURITY BANK CARD CENTER INC	Flights with Southwest for Nashville conference	8,000.00
11	864	02/22/2024	3826	SECURITY BANK CARD CENTER INC	Registration Innovative School Summit Nashville	8,000.00
11	865	02/22/2024	3826	SECURITY BANK CARD CENTER INC	POSTAGE-ADMIN/DISTRICT	680.00
11	866	02/23/2024	30736	GOPHER SPORT	Class supplies for Gym/Wilson	750.00
11	867	02/23/2024	80137	KAY LYNN HONEYWELL	615-Sped-Per Diem-MSLBD Symposium	273.00
11	868	02/23/2024	80967	TRACI LYN BAUER	615-Sped-MSLBD-Per Diem-Bauer	273.00
11	869	02/23/2024	80967	TRACI LYN BAUER	615-Sped-Mileage-MSLBD Symposium	387.88
11	870	02/26/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 36 Mobile Service Call	645.00
11	871	02/26/2024	3632	MARENEM, INC	11-165 Reading curriculum Title 1	983.13
11	872	02/26/2024	3826	SECURITY BANK CARD CENTER INC	11-165 Amazon/Sam's/for Ray	350.00
11	873	02/26/2024	30003	LAKESHORE EQUIPMENT COMPANY	11-165 Kdg Curriculum for Mrs. Price	150.00
11	874	02/27/2024	410	JOHN H. MILLER	Piano Maintenance- District	1,000.00
11	875	02/28/2024	499	PURPOSE DRIVEN INVESTMENTS	Speaker for the Junior High and High School	1,700.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 816 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	876	02/28/2024	3826	SECURITY BANK CARD CENTER INC	Ground Transportation in Nashville	1,350.00
11	877	02/28/2024	3826	SECURITY BANK CARD CENTER INC	Middle School Title I family engagement event	932.02
11	878	02/28/2024	3826	SECURITY BANK CARD CENTER INC	Technology Student Association Store, Uniforms	264.00
11	879	02/28/2024	3826	SECURITY BANK CARD CENTER INC	Cultural Day Supplies and Materials	800.00
11	880	02/29/2024	3826	SECURITY BANK CARD CENTER INC	11-165 - Pre-K -5th materials Merrifield, Amazon	2,000.00
11	881	02/29/2024	3826	SECURITY BANK CARD CENTER INC	11-165 - Art Supplies, Amazon - Bush	410.00
11	882	02/29/2024	4282	WESLEY MICHAEL PENDERGRASS	Marching Band Design	2,000.00
11	883	02/29/2024	3826	SECURITY BANK CARD CENTER INC	L.WARNER/SCI. DEPT/AMAZON/DVD	12.49
11	884	02/29/2024	3339	BENJAMIN LEE	Marching Show Music Composition	2,000.00
11	885	02/29/2024	3826	SECURITY BANK CARD CENTER INC	S.BACON/SCI DEPT/CAROLINA/DOGFISH SHARK	233.22
11	886	02/29/2024	3826	SECURITY BANK CARD CENTER INC	General Fund - Nurse Supplies - Amazon	109.98
11	887	02/29/2024	3826	SECURITY BANK CARD CENTER INC	S.ADAMS/SpEd/AMAZON/CLASS ROOM SUPPLIES	231.50
11	888	02/29/2024	2008	PALEN MUSIC	Band/Instrument Supplies	4,000.00
11	889	02/29/2024	3826	SECURITY BANK CARD CENTER INC	Band Supplies	1,840.95
11	890	02/29/2024	3826	SECURITY BANK CARD CENTER INC	J. BOYNE/SPANISH/AMAZON/CLAS SROOM SUPPLIES	124.91
11	891	02/29/2024	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/SPANISH/WALMART/C ULTURAL FAIR SUPPLIES	50.00
11	892	02/29/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-Pcard-Communication Device	272.99
11	893	02/29/2024	82413	ROBERT R LEWANDOWSKI	Reimbursement for CDL	30.00
11	894	02/29/2024	82422	MAE HELEN FUNK	REIMBURSE COST OF BACKGROUND CHECK	58.25
11	895	02/29/2024	456	02 COOL MANUFACTURING, LLC	Bus 25 AC Switches	40.00
11	896	02/29/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 39 DEF Sensor	275.00
11	897	02/29/2024	3826	SECURITY BANK CARD CENTER INC	Country Inn Hotel Ron Clark Trip	1,800.00
11	898	02/29/2024	3826	SECURITY BANK CARD CENTER INC	Flights for Ron Clark Trip	4,900.00
11	899	02/29/2024	3826	SECURITY BANK CARD CENTER INC	Registration for Ron Clark	7,350.00
11	900	02/29/2024	8318	AMAZON	Portable Sound System	1,252.99
11	901	03/01/2024	1269	SOFTWARE HOUSE INTERNATIONAL	Desktop Computers (5)	7,500.00
11	902	03/01/2024	3826	SECURITY BANK CARD CENTER INC	STEM lab supplies and Consumables	4,000.00
11	903	03/01/2024	8318	AMAZON	Classroom Monitors	2,000.00
11	904	03/01/2024	3034	CHEROKEE NATION JOM 2017	Oklahoma JOM Conference JGibson, THamilton	825.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 816 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	905	03/01/2024	1269	SOFTWARE HOUSE INTERNATIONAL	Replacement Laptops	3,126.00
11	906	03/01/2024	5090	OK DEPT. OF CAREER TECH	Oklahoma Summit	250.00
11	907	03/04/2024	3826	SECURITY BANK CARD CENTER INC	Truck 253 Steering Gear Box	910.00
11	908	03/05/2024	3826	SECURITY BANK CARD CENTER INC	Classroom supplies-walmart, amazon, dollar tree	816.53
11	909	03/06/2024	2878	RIVERSIDE ASSESSMENTS, LLC	Labels for the First Grade Test	200.00
11	910	03/06/2024	80742	BRIDGET HAILEY	Travel Per Diem for June 18-23 Conference	434.50
11	911	03/06/2024	70043	MINDY ENGLETT	Travel Per Diem for June 18-23 Conference	434.50
11	912	03/06/2024	80267	KATHERINE A STUFFLEBEAM	Travel Per Diem for June 18-23 Conference	434.50
11	913	03/06/2024	80519	AMY M RIFF	Travel Per Diem for June 18-23 Conference	434.50
11	914	03/06/2024	80587	STEPHANIE A KIESAU	Travel Per Diem for June 18-23 Conference	434.50
11	915	03/06/2024	80920	KELSEY GIRTY	Travel Per Diem for June 18-23 Conference	434.50
11	916	03/06/2024	80973	LISA LORRAINE NEFF	Travel Per Diem for June 18-23 Conference	434.50
11	917	03/06/2024	80946	AMY SANDERS	Travel Per Diem for June 18-23 Conference	434.50
11	918	03/06/2024	80947	TONI SLAGLE	Travel Per Diem for June 18-23 Conference	434.50
11	919	03/06/2024	516	RONDA J. TODD	Guest Speaker fees for Elementary	7,500.00
11	920	03/06/2024	80342	HAROLD RAY PINNEY	Per Diem for Ron Clark Trip	699.00
11	921	03/06/2024	80677	CARMEN R TAYLOR	Per Diem for Ron Clark Trip	299.00
11	922	03/06/2024	80439	NICKY COOPER	Per Diem for Ron Clark Trip	299.00
11	923	03/06/2024	80743	ANGELA PAULETTE GOODWIN	Per Diem for Ron Clark Trip	299.00
11	924	03/06/2024	80882	MARGARET SURBER	Per Diem for Ron Clark Trip	299.00
11	925	03/06/2024	80996	MONICA HETTICK	Per Diem for Ron Clark Trip	299.00
11	926	03/08/2024	1404	SHI INTERNATIONAL CORP	621-Sped-Surface Tablet/Keyboard	1,446.43
11	927	03/08/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-Pcard Supplies and Materials	500.00
11	928	03/08/2024	80114	MARIKA LYNN HAEFNER	Per Diem for Ron Clark Trip	699.00
Non-Payroll Total:						\$221,674.68
Payroll Total:						\$30,361,637.83
Balance Forward:						\$0.00
Report Total:						\$30,583,312.51

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 177 - 99999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	177	02/09/2024	2069	LED USA.COM	District Replacement Lights	120.00
21	178	02/09/2024	32	CINTAS CORPORATION	District Building Cleaning Supplies	7,000.00
21	179	02/13/2024	878	STEVEN ENTERPRISES, INC.	Replace broken plumbing fixtures/Baseball	1,500.00
21	180	02/14/2024	629	LOCKE SUPPLY	MAINTENANCE SUPPLIES	5,000.00
21	181	02/14/2024	629	LOCKE SUPPLY	Emergency Water Heater Replace/Middle School	8,100.00
21	182	02/16/2024	306	BRADY INDUSTRIES OF KANSAS, LLC	District Custodial Supplies	16,000.00
21	183	02/16/2024	32	CINTAS CORPORATION	Vehicle Safety Kits	450.00
21	184	02/16/2024	327	TIMECLOCK PLUS, LLC	ANNUAL LICENSE RENEWAL TIMECLOCKS	14,425.00
21	185	02/20/2024	9554	ENVIRONMENTAL LOOP SVC	Emergency HVAC Loop Repair/Freedom	8,500.00
21	186	02/20/2024	878	STEVEN ENTERPRISES, INC.	Connect water to Baseball Building	2,500.00
21	187	02/22/2024	9314	LAMPROE CONSTRUCTION, INC	Concrete Pad/Westside Track/Soccer	3,300.00
21	188	02/22/2024	123	USA ROOF COATINGS LLC	District Roof Repair Services	1,500.00
21	189	02/22/2024	2069	LED USA.COM	District Lighting Replacement	240.00
21	190	02/22/2024	797	OKLAHOMA NATURAL GAS CO.	GAS TRANSPORT SERVICES-6 SITES	7,000.00
21	191	02/22/2024	39350	TIGER INC	NATURAL GAS-6 SITES	40,000.00
21	192	02/26/2024	3826	SECURITY BANK CARD CENTER INC	T.Witzansky/SC, Amazon, Ace, Locke, HDepot	2,500.00
21	193	02/26/2024	9314	LAMPROE CONSTRUCTION, INC	Haul in sand and dirt for work at Freedom	500.00
21	194	03/01/2024	878	STEVEN ENTERPRISES, INC.	Emergency Plumbing/Woodlawn/Jetted line	2,181.50
21	195	03/01/2024	360	STEINLEIN GROUP LLC	Grounds equipment parts and supplies	1,000.00
21	196	03/01/2024	9622	WESTLAKE HARDWARE INC	Supplies for Grounds	1,000.00
21	197	03/01/2024	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICE	120,000.00
21	198	03/01/2024	436	TODD ROBERTS	Septic Tank Service/Baseball field	500.00
21	199	03/05/2024	436	TODD ROBERTS	Septic Service/Baseball field	2,800.00
21	200	03/05/2024	797	OKLAHOMA NATURAL GAS CO.	DISTRICT GAS SERVICE-2ND SEMESTER	15,000.00
21	201	03/06/2024	9098	SAPULPA RURAL WATER CO.	WATER SERVICE-FREEDOM ACCT44297	600.00
21	202	03/06/2024	878	STEVEN ENTERPRISES, INC.	District Plumbing Service	1,500.00
21	203	03/08/2024	7448	ACE AIR INC	District Boiler Repairs	2,252.00

Non-Payroll Total:	\$265,468.50
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$265,468.50
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Sapulpa Public Schools
Encumbrance Register**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 171 - 171, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	171	01/30/2024	32	CINTAS CORPORATION	CUSTODIAL/GROUNDS UNIFORMS	4,100.00
Non-Payroll Total:						\$4,100.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$4,100.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 82 - 99999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	82	02/13/2024	1459	OK DHS FINANCE	Annual DHS Meal Rate Assessment Fee all sites	4,431.17
22	83	02/13/2024	7039	WES HEFLEY/2H REFRIDGERATION	New compressor for JHE pass thru cooler	1,460.00
22	84	02/22/2024	123	USA ROOF COATINGS LLC	Seal Liberty Roof over kitchen per health dept.	5,000.00
22	85	02/23/2024	3826	SECURITY BANK CARD CENTER INC	Sunkist slicer replacement blades, all sites	2,201.17
22	86	03/04/2024	31061	SNA OF OKLAHOMA	SNA-OK Leadership Conference	840.00
22	87	03/04/2024	3826	SECURITY BANK CARD CENTER INC	SNA-OK Leadership Conference Hotel	1,000.00
Non-Payroll Total:						\$14,932.34
Payroll Total:						\$1,073,574.49
Balance Forward:						\$0.00
Report Total:						\$1,088,506.83

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 16 - 99999, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	16	02/21/2024	3826	SECURITY BANK CARD CENTER INC	LOWES/EQUIPMENT FOR GREENHOUSE/AG	1,022.54
32	17	02/28/2024	2008	PALEN MUSIC	BASSOON AND 2 OBOES	13,345.00
32	18	03/04/2024	8468	DELL MARKETING L.P.	Replacement Workstations and Monitors	15,981.36
Non-Payroll Total:						\$30,348.90
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$30,348.90

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 5 - 5, Fund Codes: 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	5	10/30/2023	375	ANDREW FRITZ	SURVEY OF WESTSIDE COMPLEX BB/SB	10,950.00
Non-Payroll Total:						\$10,950.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$10,950.00

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 6 - 6, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	6	02/14/2024	513	MARK FRIE	CONSULT FEE HS PAC	15,000.00
Non-Payroll Total:						\$15,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$15,000.00

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2024 - 2/29/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON CATEGORICAL FUND	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
098 INTEREST & FEES - BOND FUND	\$92.13	\$0.00	\$0.00	\$0.00	\$92.13	\$0.00	\$92.13
801 HS GRANTS	\$17,776.59	\$0.00	\$0.00	\$2,003.01	\$15,773.58	\$8,411.31	\$7,362.27
802 HS OFFICE	\$11,538.22	\$135.00	\$0.00	\$73.00	\$11,600.22	\$1,974.36	\$9,625.86
803 CREDIT RECOVERY	\$8,487.27	\$0.00	\$0.00	\$0.00	\$8,487.27	\$0.00	\$8,487.27
804 ID BADGE	\$2,238.84	\$414.00	\$0.00	\$0.00	\$2,652.84	\$0.00	\$2,652.84
805 HS ART	\$7,505.14	\$0.00	\$0.00	\$0.00	\$7,505.14	\$1,500.00	\$6,005.14
806 HS BAND	\$2,043.45	\$2,126.40	\$0.00	\$0.00	\$4,169.85	\$1,500.00	\$2,669.85
807 HS BAND BOOSTER CONCESSION	\$45,522.83	\$0.50	\$0.00	\$1,156.02	\$44,367.31	\$36,250.71	\$8,116.60
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$744.41	\$0.00	\$0.00	\$0.00	\$744.41	\$318.17	\$426.24
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	\$5,726.82	\$0.00	\$0.00	\$498.87	\$5,227.95	\$810.00	\$4,417.95
812 HS BUSINESS PROF ASSOC (BPA)	\$1,356.36	\$0.00	\$0.00	\$225.00	\$1,131.36	\$46.93	\$1,084.43
814 HS AP EXAMS	\$4,423.56	\$0.00	\$0.00	\$400.00	\$4,023.56	\$508.15	\$3,515.41
815 HS FCCLA	\$1,303.25	\$482.00	\$0.00	\$508.81	\$1,276.44	\$791.82	\$484.62
817 HS LIBRARY	\$1,140.04	\$0.00	\$0.00	\$0.00	\$1,140.04	\$0.00	\$1,140.04
818 HS NATIONAL HONOR SOCIETY	\$5,039.74	\$750.00	\$0.00	\$0.00	\$5,789.74	\$1,195.50	\$4,594.24
819 GREEN-THUMB CHIEFTAINS	\$3,236.93	\$489.00	\$0.00	\$526.57	\$3,199.36	\$1,379.97	\$1,819.39
820 HS NAACP	\$392.60	\$0.00	\$0.00	\$0.00	\$392.60	\$0.00	\$392.60
821 HS SENIORS 2024	\$5,867.41	\$53.98	\$0.00	\$107.96	\$5,813.43	\$1,100.00	\$4,713.43
822 HS SENIORS 2025	\$3,049.87	\$0.00	\$0.00	\$0.00	\$3,049.87	\$2,744.34	\$305.53
823 HS SENIORS 2026	\$8,276.49	\$0.00	\$0.00	\$0.00	\$8,276.49	\$0.00	\$8,276.49
824 HS SCIENCE & ENGINEERING	\$66,436.66	\$0.00	\$0.00	\$0.00	\$66,436.66	\$12,000.00	\$54,436.66
825 HS SPANISH HONOR SOCIETY	\$621.08	\$200.00	\$0.00	\$0.00	\$821.08	\$340.00	\$481.08
826 HS SPECIAL ED/OLYMPICS	\$5,508.45	\$0.00	\$0.00	\$0.00	\$5,508.45	\$2,425.00	\$3,083.45
827 HS STUDENT COUNCIL	\$4,081.30	\$1,500.00	\$0.00	\$0.00	\$5,581.30	\$220.00	\$5,361.30
828 HS VOCAL MUSIC	\$42,834.45	\$2,517.05	\$0.00	\$7,469.50	\$37,882.00	\$30,919.00	\$6,963.00
829 HS AG ED & FFA	\$48,870.09	\$38,232.50	\$0.00	\$8,068.27	\$79,034.32	\$15,281.07	\$63,753.25
830 HS LYONS SPED	\$1,639.86	\$258.45	\$0.00	\$0.00	\$1,898.31	\$300.00	\$1,598.31
831 HS YEARBOOK	\$3,838.37	\$740.00	\$0.00	\$0.00	\$4,578.37	\$0.00	\$4,578.37
832 HS GILLIS SPED	\$789.33	\$258.00	\$0.00	\$0.00	\$1,047.33	\$0.00	\$1,047.33
833 HS FISHING TEAM/CLUB	\$189.35	\$0.00	\$0.00	\$0.00	\$189.35	\$0.00	\$189.35
835 HS BAND AUXILIARIES	\$5,236.73	\$296.00	\$0.00	\$2,147.50	\$3,385.23	\$3,040.00	\$345.23
836 HS BAND TRIPS	\$34,439.67	\$8,913.03	\$0.00	\$4,496.81	\$38,855.89	\$197.08	\$38,658.81
837 HS BAND GRANTS	\$75,300.39	\$0.00	\$0.00	\$3,606.66	\$71,693.73	\$35,470.01	\$36,223.72
838 HS PING PINGS	\$522.14	\$0.00	\$0.00	\$0.00	\$522.14	\$0.00	\$522.14
840 HS INDIAN PARENT COMMITTEE	\$1,380.17	\$300.00	\$0.00	\$0.00	\$1,680.17	\$300.00	\$1,380.17
841 HS SAPULPA INDIAN CLUB	\$5,923.55	\$3,097.55	\$0.00	\$600.00	\$8,421.10	\$3,080.20	\$5,340.90
842 HS KEY CLUB	\$137.84	\$0.00	\$0.00	\$0.00	\$137.84	\$0.00	\$137.84
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$12,841.95	\$15.00	\$0.00	\$1,341.00	\$11,515.95	\$2,463.87	\$9,052.08
845 HS CULINARY ARTS	\$3,405.32	\$0.00	\$0.00	\$53.90	\$3,351.42	\$142.72	\$3,208.70
846 HS JROTC	\$94,100.71	\$350.00	\$0.00	\$2,506.59	\$91,944.12	\$10,248.40	\$81,695.72
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACK-PACK FOOD PANTRY	\$2,447.62	\$0.00	\$0.00	\$770.36	\$1,677.26	\$1,200.00	\$477.26
850 LOCAL SCHOLARSHIPS	\$37,131.42	\$0.00	\$0.00	\$0.00	\$37,131.42	\$0.00	\$37,131.42
851 HS SENIOR GIRL EVENTS	\$4,821.31	\$0.00	\$0.00	\$0.00	\$4,821.31	\$0.00	\$4,821.31
852 HS FIRST ROBOTICS	\$71,853.74	\$1,000.00	\$0.00	\$7,445.60	\$65,408.14	\$25,889.65	\$39,518.49
854 HS INDIAN ED STAFF DEV	\$2,373.70	\$150.00	\$0.00	\$0.00	\$2,523.70	\$1,532.25	\$991.45
855 HS PHYSICS	\$1,684.22	\$0.00	\$0.00	\$0.00	\$1,684.22	\$0.00	\$1,684.22
856 E-SPORTS	\$921.11	\$0.00	\$0.00	\$0.00	\$921.11	\$0.00	\$921.11
857 JH OFFICE	\$3,058.33	\$477.00	\$0.00	\$441.80	\$3,093.53	\$1,245.00	\$1,848.53
860 JH LIBRARY	\$1,151.53	\$0.00	\$0.00	\$60.00	\$1,091.53	\$788.76	\$302.77
863 JH STUDENT COUNCIL	\$949.95	\$745.00	\$0.00	\$329.68	\$1,365.27	\$360.42	\$1,004.85
864 JH VOCAL MUSIC	\$1,941.96	\$0.00	\$0.00	\$50.00	\$1,891.96	\$200.00	\$1,691.96
866 JH YEARBOOK	\$5,428.41	\$114.00	\$0.00	\$0.00	\$5,542.41	\$2,043.46	\$3,498.95

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2024 - 2/29/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 JH ART	\$18,619.84	\$0.00	\$0.00	\$9,719.98	\$8,899.86	\$2,142.93	\$6,756.93
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	\$6,585.32	\$0.00	\$0.00	\$0.00	\$6,585.32	\$2,400.00	\$4,185.32
877 MS OFFICE	\$9,543.16	\$0.00	\$0.00	\$281.98	\$9,261.18	\$721.50	\$8,539.68
878 MS LIBRARY	\$1,911.07	\$0.00	\$0.00	\$0.00	\$1,911.07	\$100.00	\$1,811.07
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$3,275.97	\$0.00	\$0.00	\$0.00	\$3,275.97	\$372.50	\$2,903.47
881 MS YEARBOOK	\$1,506.22	\$70.00	\$0.00	\$0.00	\$1,576.22	\$0.00	\$1,576.22
882 MS ART	\$522.58	\$0.00	\$0.00	\$0.00	\$522.58	\$0.00	\$522.58
883 MS CHOIR	\$9,842.56	\$40.00	\$0.00	\$282.00	\$9,600.56	\$981.12	\$8,619.44
884 MS TECHNOLOGY STUDENT ASSOC.	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	\$0.00	\$110.00
886 MS NJHS	\$1,179.82	\$100.00	\$0.00	\$0.00	\$1,279.82	\$385.00	\$894.82
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$51,614.15	\$0.00	\$0.00	\$1,069.81	\$50,544.34	\$39,209.00	\$11,335.34
892 SPED DIRECTOR	\$1,383.55	\$0.00	\$0.00	\$0.00	\$1,383.55	\$300.00	\$1,083.55
893 LIBERTY LIBRARY	\$1,377.93	\$15.00	\$0.00	\$0.00	\$1,392.93	\$176.00	\$1,216.93
894 LIBERTY MISC	\$3,499.05	\$0.00	\$0.00	\$238.71	\$3,260.34	\$1,571.88	\$1,688.46
895 LIBERTY FUNDRAISING	\$4,339.80	\$111.00	\$0.00	\$823.72	\$3,627.08	\$3,319.87	\$307.21
896 LIBERTY STEM CLUB	\$24,402.04	\$20,939.79	\$150.00	\$8,540.79	\$36,951.04	\$18,269.71	\$18,681.33
897 LIBERTY GRANTS	\$14,677.26	\$0.00	\$0.00	\$1,034.32	\$13,642.94	\$13,311.79	\$331.15
900 FREEDOM MISC	\$1,124.65	\$287.00	\$0.00	\$267.18	\$1,144.47	\$432.80	\$711.67
901 FREEDOM FUNDRAISING	\$28,025.51	\$157.00	\$0.00	\$1,934.60	\$26,247.91	\$6,294.13	\$19,953.78
902 FREEDOM LIBRARY	\$308.41	\$3,127.35	\$0.00	\$0.00	\$3,435.76	\$298.63	\$3,137.13
903 FREEDOM GRANTS	\$8,390.92	\$0.00	\$0.00	\$7,948.60	\$442.32	\$230.86	\$211.46
904 FREEDOM TAPS	\$26,684.74	\$3,159.00	\$0.00	\$1,154.91	\$28,688.83	\$11,479.68	\$17,209.15
907 JEFFERSON HTS MISC	\$7,189.80	\$128.00	\$0.00	\$85.97	\$7,231.83	\$2,077.12	\$5,154.71
908 JEFFERSON HTS FUNDRAISING	\$10,628.29	\$18,197.00	\$0.00	\$473.21	\$28,352.08	\$12,228.30	\$16,123.78
910 JEFFERSON HTS GRANTS	\$12,601.10	\$0.00	\$0.00	\$2,496.89	\$10,104.21	\$2,499.57	\$7,604.64
911 JEFFERSON HTS LIBRARY	\$3,064.71	\$1,773.99	\$0.00	\$200.00	\$4,638.70	\$460.00	\$4,178.70
919 HOLMES PARK MISC	\$7,945.63	\$0.00	\$0.00	\$605.03	\$7,340.60	\$2,357.55	\$4,983.05
920 HOLMES PARK FUNDRAISING	\$13,375.86	\$6,895.07	\$0.00	\$1,960.85	\$18,310.08	\$6,298.24	\$12,011.84
921 HOLMES PARK LIBRARY	\$5,923.78	\$2,982.98	\$0.00	\$0.00	\$8,906.76	\$458.00	\$8,448.76
922 HOLMES PARK GRANTS	\$7,340.55	\$0.00	\$0.00	\$1,521.95	\$5,818.60	\$4,847.07	\$971.53
928 REVOLUTIONARY DAYS	\$2,092.83	\$0.00	\$0.00	\$541.08	\$1,551.75	\$0.00	\$1,551.75
929 DISTRICT STEM	\$35,997.02	\$0.00	\$0.00	\$0.00	\$35,997.02	\$5,708.05	\$30,288.97
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	\$0.00	\$9,273.63
932 GT GRANTS	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$53,441.92	\$7,281.54	\$0.00	\$420.00	\$60,303.46	\$0.00	\$60,303.46
934 DRIVERS EDUCATION	\$4,975.00	\$0.00	\$0.00	\$0.00	\$4,975.00	\$0.00	\$4,975.00
936 STEM-CAMP INVENTION	\$33,969.37	\$0.00	\$0.00	\$0.00	\$33,969.37	\$0.00	\$33,969.37
937 LATCHKEY	\$34,343.35	\$12,610.98	\$0.00	\$272.20	\$46,682.13	\$2,557.86	\$44,124.27
938 COLLINS FOUNDATION	\$27,166.55	\$0.00	\$0.00	\$0.00	\$27,166.55	\$0.00	\$27,166.55
939 EDUCATION FOUNDATION	\$134.90	\$0.00	\$0.00	\$0.00	\$134.90	\$0.00	\$134.90
940 SPARK	\$79,840.64	\$0.00	\$0.00	\$0.00	\$79,840.64	\$2,140.49	\$77,700.15
941 LOCAL SCH CHILD WELFARE	\$43,573.78	\$0.00	\$0.00	\$7,028.41	\$36,545.37	\$15,508.00	\$21,037.37
942 HOT SPOT INSURANCE	\$705.00	\$0.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00
943 ALTERNATIVE SCHOOL GRANTS	\$7,203.20	\$0.00	\$0.00	\$760.76	\$6,442.44	\$6,330.63	\$111.81
944 CHILD NUTRITION BANQUETS	\$236.50	\$0.00	\$0.00	\$0.00	\$236.50	\$0.00	\$236.50
945 SPS FOOD SERV ASSOC	\$4,858.45	\$0.00	\$0.00	\$0.00	\$4,858.45	\$500.00	\$4,358.45
946 SOFT DRINK MONEY	\$14,736.20	\$1,767.30	\$0.00	\$3,726.46	\$12,777.04	\$5,956.81	\$6,820.23
947 ALTERNATIVE SCHOOL	\$3,357.44	\$0.00	\$0.00	\$88.78	\$3,268.66	\$317.65	\$2,951.01
949 CLEARING ACCOUNT	\$1,750.62	\$0.00	\$0.00	\$0.00	\$1,750.62	\$0.00	\$1,750.62
950 SERVICE CENTER	\$195.73	\$0.00	\$0.00	\$0.00	\$195.73	\$183.76	\$11.97
952 CHROMEBOOK INS/REPAIR	\$63,416.30	\$353.45	\$0.00	\$425.33	\$63,344.42	\$20,836.00	\$42,508.42
954 5TH GRADE ELEM BASKETBALL	\$2,391.25	\$1,508.00	\$0.00	\$510.52	\$3,388.73	\$289.75	\$3,098.98

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2024 - 2/29/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
955 CHIEFTAIN CARE	\$1,752.14	\$0.00	\$0.00	\$76.25	\$1,675.89	\$1,058.30	\$617.59
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34
957 HOMELESS	\$3,308.13	\$0.00	(\$150.00)	\$0.00	\$3,158.13	\$497.00	\$2,661.13
960 ATHLETIC SPORTS OVERALL	\$9,110.05	\$1,551.01	\$0.00	\$2,858.21	\$7,802.85	\$7,224.91	\$577.94
961 FOOTBALL BUDGET	\$18,923.23	\$0.00	\$0.00	\$0.00	\$18,923.23	\$10,664.63	\$8,258.60
962 BOYS BASKETBALL BUDGET	\$835.49	\$0.00	\$0.00	\$0.00	\$835.49	\$373.26	\$462.23
963 GIRLS BASKETBALL BUDGET	\$22.20	\$0.00	\$0.00	\$0.00	\$22.20	\$0.00	\$22.20
964 BASEBALL BUDGET	\$3,265.96	\$0.00	\$0.00	\$2,440.53	\$825.43	\$540.93	\$284.50
965 SOFTBALL BUDGET	\$5,069.55	\$0.00	\$0.00	\$0.00	\$5,069.55	\$100.00	\$4,969.55
966 WRESTLING BUDGET	\$2,226.57	\$3,339.94	\$0.00	\$958.54	\$4,607.97	\$2,241.43	\$2,366.54
967 TENNIS BUDGET	\$1,515.48	\$0.00	\$0.00	\$0.00	\$1,515.48	\$0.00	\$1,515.48
968 TRACK BUDGET	\$3,933.33	\$0.00	\$0.00	\$0.00	\$3,933.33	\$2,377.34	\$1,555.99
969 GOLF BUDGET	\$5,836.58	\$0.00	\$0.00	\$3,087.00	\$2,749.58	\$1,947.22	\$802.36
971 ATHLETIC - BOOSTER CLUB	\$114,535.67	\$8,358.18	\$207.00	\$17,330.81	\$105,770.04	\$17,610.22	\$88,159.82
972 CROSS COUNTRY BUDGET	\$9,607.87	\$3,061.41	\$0.00	\$0.00	\$12,669.28	\$2,778.24	\$9,891.04
973 BOYS SOCCER BUDGET	\$5,868.51	\$1,400.00	\$0.00	\$838.93	\$6,429.58	\$990.44	\$5,439.14
974 ATHLETICS - TRAINER	\$1,058.19	\$0.00	\$0.00	\$0.00	\$1,058.19	\$1,058.00	\$0.19
975 GIRLS SOCCER BUDGET	\$5,296.78	\$571.76	\$0.00	\$1,310.59	\$4,557.95	\$2,010.70	\$2,547.25
976 GIRLS VOLLEYBALL BUDGET	\$3,620.25	\$0.00	\$0.00	\$435.24	\$3,185.01	\$364.76	\$2,820.25
977 CHEER BUDGET	\$3,394.08	\$0.00	\$0.00	\$1,328.24	\$2,065.84	\$231.05	\$1,834.79
978 ALL EVENTS GATE	\$15,413.72	\$14,957.04	\$0.00	\$13,424.09	\$16,946.67	\$15,996.91	\$949.76
979 JR HIGH CHEER	\$177.20	\$0.00	\$0.00	\$0.00	\$177.20	\$0.00	\$177.20
983 DRUG TEST-PHYSICALS	\$7,814.20	\$38.81	\$0.00	\$799.00	\$7,054.01	\$1,500.00	\$5,554.01
985 SPONSORS 2022-2023	\$279.06	\$0.00	\$0.00	\$0.00	\$279.06	\$0.00	\$279.06
986 CHIEFTAIN CENTER CONCESSION	\$12,861.31	\$7,123.65	(\$207.00)	\$4,914.41	\$14,863.55	\$7,434.93	\$7,428.62
Total	\$1,647,985.37	\$185,545.71	\$0.00	\$149,102.79	\$1,684,428.29	\$478,770.67	\$1,205,657.62

Sapulpa Public Schools

Cash Balances

Options: Fiscal Years: 2024, Funds: 81, As Of Date: 2/29/2024, Account Types: All

Cash By Account and Fund			
AC 0101	AMERICAN HERITAGE 1825474		
2024	81	GIFT FUND	\$0.00
			<hr/>
		Total AC 0101	\$0.00
AC 8101	ALLEN SCHOLARSHIP ENDOWMENT		
2024	81	GIFT FUND	\$5,663.08
			<hr/>
		Total AC 8101	\$5,663.08
AC 8103	NAIFEH SCHOLARSHIP ENDOWMENT		
2024	81	GIFT FUND	\$56.28
			<hr/>
		Total AC 8103	\$56.28
AC 8104	DONNA HOLBROOK SCHOLARSHIP		
2024	81	GIFT FUND	\$1,440.28
			<hr/>
		Total AC 8104	\$1,440.28
AC 8111	ALLEN SCHOLARSHIP CD 4401		
2024	81	GIFT FUND	\$50,000.00
			<hr/>
		Total AC 8111	\$50,000.00
AC 8114	HOLBROOK SCHOLARSHIP CD		
2024	81	GIFT FUND	\$10,000.00
			<hr/>
		Total AC 8114	\$10,000.00
			<hr/>
			<hr/>
			\$67,159.64

Cash By Fund			
2024	81	GIFT FUND	\$67,159.64
			<hr/>
			\$67,159.64
			<hr/>
			<hr/>

**SAPULPA PUBLIC SCHOOLS
TREASURER'S SUMMARY
FEBRUARY 2024**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	8,009,778.10	664,708.06	685,164.58	3,788,192.36	4,579,908.45	17,727,751.55
DEPOSITS	3,440,142.37	134,805.27	290,584.39	0.00	690,054.77	4,555,586.80
CHECKS ISSUED						
Current Year	2,957,625.55	142,974.39	203,230.15	318,354.67	0.00	3,622,184.76
Prior Year/Period	0.00		0.00	0.00	0.00	0.00
END BALANCE	8,492,294.92	656,538.94	772,518.82	3,469,837.69	5,269,963.22	18,661,153.59
Last Yr Same Month	6,658,967.02	584,361.49	1,060,421.93	1,192,501.41	5,661,218.72	15,157,470.57
Gain or (Loss)	\$ 1,833,327.90	\$ 72,177.45	\$ (287,903.11)	\$ 2,277,336.28	\$ (391,255.50)	\$ 3,503,683.02



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



 Kenda Terrones, Treasurer

GENERAL FUND

	PREVIOUS <u>TOTAL</u>	CURRENT <u>MONTH</u>	NEW <u>YR-TO-DATE</u>
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Local Revenue

Current Ad Valorem	5,632,067.68	905,467.70	6,537,535.38
Prior Ad Valorem	169,048.79	6,175.14	175,223.93
Homestead & In Lieu Tax	174,609.55	35,756.96	210,366.51
Interest Earned	325,875.79	68,021.89	393,897.68
5-Year Manufacturing Exemp	386,204.83	0.00	386,204.83
Rental of Facilities	0.00	1,100.00	1,100.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	5,870.00	0.00	5,870.00
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	48,432.87	3,448.28	51,881.15
Donations and Contributions	56,000.00	40,500.00	96,500.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>462,092.72</u>	<u>4,360.98</u>	<u>466,453.70</u>
Local TOTALS	7,260,202.23	1,064,830.95	8,325,033.18

County Revenue

Mill Levy	586,906.10	101,534.40	688,440.50
Mortgage Tax	<u>54,884.16</u>	<u>9,142.54</u>	<u>64,026.70</u>
County TOTALS	641,790.26	110,676.94	752,467.20

State Revenue

Gross Production	118,923.69	16,877.16	135,800.85
Auto Tags	800,294.99	120,848.57	921,143.56
School Land	331,219.97	63,736.05	394,956.02
Tax Stamps & Other Misc	3,568.83	363.21	3,932.04
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	8,224,295.66	1,369,820.04	9,594,115.70
Flexible Benefit	1,600,819.97	281,300.84	1,882,120.81
Alternative Ed/High Challenge	67,975.35	33,987.67	101,963.02
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	39,050.00	0.00	39,050.00
Reading Sufficiency	62,374.40	0.00	62,374.40
State Textbook Allocation	233,515.36	0.00	233,515.36
Driver's Education	6,592.43	0.00	6,592.43
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
State Misc/ACE Technology	0.00	0.00	0.00
State Misc/ACE Remediation	0.00	0.00	0.00
State Misc/Gear Up (022)	0.00	0.00	0.00
Robotics Grant (3690)	0.00	0.00	0.00
Vocational Salaries	22,380.00	0.00	22,380.00
Voc. Incentive Assistance	60,000.00	0.00	60,000.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	11,571,010.65	1,886,933.54	13,457,944.19

Federal Revenue

	<u>Y-T-D</u>	<u>CUR</u>	<u>Y-T-D</u>
FEMA	0.00	0.00	0.00
Title VII - Indian Ed (561)	160,630.47	0.00	160,630.47
JROTC	41,609.01	0.00	41,609.01

Title	148.14	0.00	148.14
Title I (511)	332,561.31	56,815.38	389,376.69
Title II Part A (541)	35,868.60	15,075.27	50,943.87
IDEA-B Flow Thru (621)	494,218.47	68,845.41	563,063.88
IDEA-B Preschool 3-5 (641)	16,939.32	3,521.79	20,461.11
Other Title Programs	12,595.02	1,861.40	14,456.42
Title 10 (596)	36,643.26	0.00	36,643.26
JOM (563)	57,203.59	0.00	57,203.59
CARES Act	1,604,299.72	231,162.25	1,835,461.97
Carl Perkins (421)	<u>71,968.73</u>	<u>419.44</u>	<u>72,388.17</u>
	Federal TOTALS	377,700.94	3,242,386.58
TOTAL GEN FUND	22,337,688.78	3,440,142.37	25,777,831.15
<u>BUILDING FUND</u>			
Current Taxes	804,356.24	129,316.38	933,672.62
Prior Taxes	24,143.06	881.92	25,024.98
In Lieu of Taxes	359.64	4,606.97	4,966.61
5-Year Manufacturing Exemp	55,042.44	0.00	55,042.44
Facility Rental	7,700.00	0.00	7,700.00
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
Redbud	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Building Fund TOTALS	134,805.27	1,026,406.65
<u>CHILD NUTR FUND</u>			
Local (Meals, Interest, etc)	306,850.23	36,349.32	343,199.55
State Reimbursement	73,904.31	21,489.51	95,393.82
Federal Reimbursement	<u>670,004.95</u>	<u>227,275.54</u>	<u>897,280.49</u>
	Child Nutrition Fund TOTALS	285,114.37	1,335,873.86
<u>TOTAL GF/BF/CNF</u>	24,280,049.65	3,860,062.01	28,140,111.66
<u>BOND FUND</u>			
Interest	0.00	0.00	0.00
Sale of New Bonds	<u>3,460,000.00</u>	<u>0.00</u>	<u>3,460,000.00</u>
	Bond Fund TOTALS	0.00	3,460,000.00
<u>SINKING FUND</u>			
Current Taxes	4,115,657.62	661,765.81	4,777,423.43
Prior Taxes	123,526.38	4,713.17	128,239.55
In Lieu of Taxes	1,840.46	23,575.79	25,416.25
5-Year Manufacturing Exempt	273,488.78	0.00	273,488.78
Interest/In Lieu Reimb	35,354.46	0.00	35,354.46
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>1,920.30</u>	<u>0.00</u>	<u>1,920.30</u>
	Sinking Fund TOTALS	690,054.77	5,241,842.77
<u>INSURANCE REIMBURSEMENT FUND</u>			
	0.00	0.00	0.00
GRAND TOTAL	32,291,837.65	4,550,116.78	36,841,954.43

UTILITIES COMPARISON 2021-22 TO 2023-24

	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 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%
Mar 23	14,512	14,203	49,340	3,749	31,279	113,082	1,013,628	34,160	270,634	36.42%
Apr 23	13,471	20,402	47,912	3,271	25,044	110,101	1,123,729	8,519	279,152	33.05%
May 23	15,673	18,697	47,452	5,981	11,253	99,056	1,222,785	2,701	281,854	29.95%
Jun 23	13,656	11,861	53,149	4,297	6,415	89,378	1,312,162	-378	281,475	27.31%
July 23	12,775	3,075		4,986	2,037	22,873	22,873	-48,237	-48,237	-67.83%
August 23	15,604	1,081	78,405	4,537	0	99,627	122,500	3,297	-44,940	-26.84%
Sep 23	11,196	9,589	94,208	4,416	67	119,475	241,975	-1,663	-46,603	-16.15%
Oct 23	13,480	17,850	113,443	7,095	70	151,938	393,913	9,950	-36,653	-8.51%
Nov 23	14,084	18,877	91,697	6,732	83	131,474	525,387	-3,007	-39,660	-7.02%
Dec 23	4,173	16,294	59,722	4,694	90	84,972	610,359	-2,073	-41,733	-6.40%
Jan 24	23,918	9,424	49,427	2,626	18,633	104,027	714,386	-37,215	-78,948	-9.95%
Feb 24	16,832	11,391	37,909	3,164	27,926	97,221	811,608	-9,989	-88,938	-9.88%

General Fund				
WORKING BUDGET				
	Budgeted	Received	Remaining	
	2023-24	thru 2/29/2024	to Collect	
WADM				
State Allocation (Initial)	14,660,911	9,594,116	5,066,795	
Other State Revenue	5,596,835	3,863,828	1,733,006	
Ad Valorem Projection (7% increase over 2023)	8,340,643	7,309,331	1,031,313	
Other Local and County Revenue	1,528,795	1,015,703	513,092	
Federal Grant Revenue	5,714,471	3,242,387	2,472,084	
Mid Term Adjustment State Allocation	<u>567,473</u>	<u>0</u>	<u>567,473</u>	
CURRENT YEAR REVENUE	36,409,128	25,025,364	11,383,764	
	Percentage Collected	68.73%		
	Percentage of Year	66.67%		
Prior Year Carryover	<u>3,528,472</u>			
Total Revenue	39,937,600			
		Encumbered	Remaining	
Projected Expenses		thru 2/29/2024	Balance	
Certified Salaries	18,032,632	17,846,042	186,590	
Support Salaries	5,743,503	5,710,889	32,614	
Certified Benefits	5,028,529	5,036,267	-7,738	
Support Benefits	1,679,447	1,726,968	-47,521	
Purchased Professional & Technical Services	876,199	709,776	166,423	
Contracted Property Services	166,243	89,358	76,885	
Other Contracted Services	802,174	732,547	69,627	
Supplies & Materials	1,941,219	1,767,758	173,461	
Property Expenses	408,770	330,793	77,977	
Other Objects	844,429	418,463	425,966	
Total Expenses	35,523,144	34,368,862	1,154,283	
Projected Carryover	4,414,456	12.12%		
*Adj budget from "Other Objects" to "Property" for ARP purchase of 2 buses and "Contracted Services" for Subs				



THE UNIVERSITY OF TULSA

Department of Education

March 1, 2024

RE: Memorandum of Understanding for Classroom Student Teachers

Attached is the 2024-2025 academic year Memorandum of Understanding with The University of Tulsa for Student Teachers. Please obtain the appropriate signatures on this MOU from your Superintendent and Board President.

After signatures are obtained, please keep a copy for your records and return a signed copy to the Department of Education at TU by one of the following methods:

Return by US mail to:

Emily Price
Department of Education
The University of Tulsa
800 S. Tucker Drive
Tulsa, OK 74104

Return scans by email to: emily-price@utulsa.edu

If you have questions regarding the MOU, please reach out to me directly:

Email: jolly-meadows@utulsa.edu

Phone: (918) 631-2752

Thank you for your assistance.

Sincerely,

Dr. Jolly Meadows

*Coordinator of Field Services
Department of Education at the University of Tulsa*

**AGREEMENT
Between**

**UNIVERSITY OF TULSA
Acting for and on behalf of its
TEACHER EDUCATION PROGRAM**

And

SAPULPA PUBLIC SCHOOLS

For

TEACHER EDUCATION PROGRAM

THIS AGREEMENT is made and entered into this 1st day of July 2024, by and between **THE UNIVERSITY OF TULSA, acting on behalf of its Teacher Education Program ("University")**, and **INDEPENDENT SCHOOL DISTRICT NO. 33 OF CREEK COUNTY, OKLAHOMA, a/k/a SAPULPA PUBLIC SCHOOLS ("SPS")**.

WITNESSETH:

SECTION 1: SPS agrees to provide the authorization, supervision and instruction of student teachers completing their student teaching portion of teacher preparation and to provide pre-student teaching observation and participation activity in the Teacher Education Program.

SECTION 2: SPS agrees to accept for assignment to cooperating teachers in the public schools a certain number of students enrolled in the University's Teacher Education Program. SPS further agrees the cooperating teacher will give direct supervision to the student teacher assigned and will work with a faculty member assigned by the University in directing and evaluating the student teacher experience.

SPS further agrees to provide student teacher supervision, instruction, mentoring or assistance, as needed by various staff members to enhance and develop the student teacher's ability to effectively educate children in an urban educational environment including, but not limited to, identifying, and serving children with disabilities, serving children from diverse socio-economical populations, and serving children with foreign language barriers.

SECTION 3: All arrangements for the placement or removal of student teachers will be coordinated through SPS building administrators and University's Department of Education Coordinator of Field Services. If a student teacher fails to comply with the requirements of this

Agreement or to perform to the satisfaction of SPS, the University will, upon written request by SPS, immediately remove that student teacher from the school.

SECTION 4: The University and its student teachers will comply with all applicable federal and state laws and regulations and will comply with all SPS policies, rules, and regulations (available for review at www.sapulpaps.org) while on SPS premises or performing services under this Agreement. The University and its student teachers will keep confidential and not disclose to any person or entity any records or other documentation, including progress notes which may constitute student records as defined in the Family Educational Rights and Privacy Act unless such disclosure is authorized under the Act or pursuant to court order.

SECTION 5: To the extent allowed by law, each party shall save and protect the other, and indemnify the other from all legal liability resulting in injury, death, or damages, including costs and attorney fees, caused by or arising out of the indemnifying party's negligent or willful misconduct in the supervision of students pursuant to this agreement or resulting from the negligent or intentional acts or omissions of the parties, its student teachers, officers, agents, employees, or contractors.

SECTION 6: It is not the intention of the parties to form a joint venture or partnership. This Agreement shall not be construed to create an employment or agency relationship between the University and SPS or any of their respective employees, student teachers or agents. SPS and the University shall, at all times, act and function pursuant to this Agreement and hold themselves out as independent contractors. The University agrees and affirms that all University employees entering upon SPS property under the provisions of this Agreement are and shall be covered by worker's compensation insurance to the extent required by applicable law and that SPS shall, in no event, be required to provide such coverage for the University's student teachers and employees.

SECTION 7: SPS and the University agree that student safety is a top priority. In an effort to protect the students' safety, the University agrees that it will not place any individual on SPS property, whether as a student teacher, officer, agent, employee, or contractor, if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude. The University hereby certifies that none of its student teachers and none of its employees working on SPS property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders' Registration Act or the Mary Rippy Violent Offender Registration Act. The University shall submit written proof to SPS that all student teachers and faculty supervisors coming on to SPS property have passed background checks. While there is no drug/alcohol screening requirement for the University student teachers and faculty supervisors, they shall be subject to drug/alcohol testing pursuant to the District's policies and regulations regarding such matters as if they are employees of the District (www.sapulpaps.org) All University employees and student teachers must have in their possession, at all times, a current photo ID which identifies them as a student teacher or employee of the University and, if required by SPS, a SPS photo ID authorizing access to a specific SPS site. If at any time a student teacher or University employee demonstrates actions which are inappropriate or create a disruption within a school, the principal may require that

such person leave SPS property and not return without specific permission of the principal, and District personnel.

SECTION 8: Neither SPS, nor its employees, shall receive compensation from the University for services performed under this Agreement in support of the University's Teacher Education Program. The University may, however, with SPS's consent, pay a reasonable and customary honorarium to cooperating teachers or, alternatively, may provide cooperating teachers a tuition waiver to enroll in a University course upon completion of their supervision of a student teacher.

SECTION 9: All notices to be made under this Agreement shall be made in writing and delivered by personal delivery by commercial delivery service, or by certified United States mail, return receipt requested, to the following addresses:

If to the University: **The University of Tulsa**
 Department of Education
 ATTN: Jolly Meadows
 Coordinator of Field Services
 800 South Tucker Drive
 Tulsa, OK 74104
 jolly-meadows@utulsa.edu

If to SPS: **Sapulpa Public Schools**
 Attn: Superintendent
 511 East Lee Ave
 Sapulpa, OK 74066

With a copy to: **Sapulpa Public Schools**
 Attn: _____
 511 East Lee Ave
 Sapulpa, OK 74066

SECTION 10: This Agreement sets forth the entire agreement between the parties as to the subject matter hereof, and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written.

SECTION 11: This Agreement is for a period of one (1) year beginning July 1, 2024 and ending June 30, 2025. Either party may terminate this Agreement, without cause, upon sixty (60) days written notice. Student teachers enrolled in the University's Teacher Education Program and assigned to a SPS site at the time such notice is given will be afforded the opportunity to complete their assignment notwithstanding such early termination.

IN WITNESS WHEREOF, the University and SPS have executed this Agreement as of the day and year first written above.

**THE UNIVERSITY OF TULSA,
acting for and on behalf of its
TEACHER EDUCATION PROGRAM**

By: Kirsten Olds
Name: Kirsten Olds
Title: Interim Dean, Henry Kendall College of Arts & Sciences

By: Josh Corngold
Name: Josh Corngold
Title: Chair, Department of Education

“UNIVERSITY”

**INDEPENDENT SCHOOL DISTRICT NO. 33
OF CREEK COUNTY, OKLAHOMA, a/k/a
SAPULPA PUBLIC SCHOOLS (SPS)**

SAPULPA PUBLIC SCHOOLS BOE

By: _____
Name (print): _____
Title: Sapulpa Public Schools BOE President

SAPULPA PUBLIC SCHOOLS

By: _____
Name (print): _____
Title: Sapulpa Public Schools Superintendent

“SPS”

Sapulpa Public Schools Capacity Levels & Availability		
School Site	Grade Level	Capacity
Freedom Elementary	PreK	60
Freedom Elementary	Kindergarten	60
Freedom Elementary	1st	60
Freedom Elementary	2nd	60
Freedom Elementary	3rd	72
Freedom Elementary	4th	72
Freedom Elementary	5th	72
Holmes Park Elementary	PreK	60
Holmes Park Elementary	Kindergarten	80
Holmes Park Elementary	1st	100
Holmes Park Elementary	2nd	100
Holmes Park Elementary	3rd	120
Holmes Park Elementary	4th	96
Holmes Park Elementary	5th	96
Liberty Elementary STEM Academy	PreK	20
Liberty Elementary STEM Academy	Kindergarten	30
Liberty Elementary STEM Academy	1st	30
Liberty Elementary STEM Academy	2nd	40
Liberty Elementary STEM Academy	3rd	48
Liberty Elementary STEM Academy	4th	48
Liberty Elementary STEM Academy	5th	48
Jefferson Heights Elementary	PreK	20
Jefferson Heights Elementary	Kindergarten	40
Jefferson Heights Elementary	1st	40
Jefferson Heights Elementary	2nd	40
Jefferson Heights Elementary	3rd	48
Jefferson Heights Elementary	4th	48
Jefferson Heights Elementary	5th	48
Sapulpa Middle School	6th	280
Sapulpa Middle School	7th	280
Sapulpa Junior High	8th	245
Sapulpa Junior High	9th	315
Sapulpa High School	10th	370
Sapulpa High School	11th	350
Sapulpa High School	12th	275
Capacity Levels for April 2024		



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 6, 2024

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, 2024.

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, 2024. 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 24-25 Temporary Appropriations
- Preparation of the 24-25 Estimate of Needs
- State Auditor and Inspector's filing fee for the 23-24 audit
- Presentation of the 23-24 audit report to your Board of Education
- Assist in preparation of supplemental appropriations, if necessary
- Assist in preparation of 23-24 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 PLLLP 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 **\$14,000**. 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 PLLP

RESPONSE:

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

By: _____

Title: _____

Date: _____

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
2023-2024 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 2023-2024 fiscal year beginning July 1, 2023 and ending June 30, 2024.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2024.

ATTEST:

_____	_____	
Clerk	President	
_____	_____	_____
District	County	County/District Number
Approved this _____	Day of _____	2024.

Bledsoe, Hewett & Gullekson, PLLLP

AUDITING FIRM



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

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

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

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

MUST BE FILED NO LATER THAN JUNE 30, 2024

Contracts dated prior to January 20, 2024, will **not** be accepted.

Contracts which do not contain **all** of the above provisions **will not** be accepted.



Software Service Order Agreement

Term of Agreement: 2024-2025 Fiscal Year

Customer: SAPULPA PUBLIC SCHOOLS

Addr: 511 EAST LEE
SAPULPA OK 74066

October Membership: 3689

SYLOGISTED, INC.

Addr: 908 EAST 35TH STREET
SHAWNEE, OK 74804

Phone: (800)749-5691 **Email:** accounts@sylogist.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	\$11,050.00
Payroll	NA
- Usage Fee Included In Appropriated Funds	
Treasurer	\$2,065.84
Activity Funds	\$996.03
Personnel	\$2,065.84
Purchase Requisition	\$2,065.84
Fixed Assets	NA
Document Management	\$5,828.62
Accounting Query Designer	NA

Total 2024-2025 Fiscal Year Charges: \$24,072.17

Terms and Conditions

- The software charge includes phone support for one (1) designated contact per application, excluding Document Management. Additional contacts can be added at an additional cost. SylogistEd, Inc. 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. SylogistEd, Inc. 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 \$1000.00 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 \$165.00 per hour.
- For each renewal, the fees may, at SylogistEd's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
- Customer agrees that SylogistEd, Inc. 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

1. Definitions.
 - (a) Application means the software and other material used by SylogistEd, Inc. 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.
 - (b) 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 SylogistEd, Inc. 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 SylogistEd, Inc. Privacy Policy and Terms of Service.
 - (h) Service Order Agreement means the Software Service Order Agreement delivered by SylogistEd, Inc. to Customer which sets forth the service and fees for the current fiscal year.
 - (i) Usage Data means any data that SylogistEd, Inc. collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
 - (a) SylogistEd, Inc. Obligations. SylogistEd, Inc. 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 SylogistEd, Inc. becomes aware of (provided SylogistEd, Inc. 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 SylogistEd, Inc. 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 SylogistEd, Inc. 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 SylogistEd, Inc. 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 SylogistEd, Inc. 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. SylogistEd, Inc. 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, SylogistEd, Inc. 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. SylogistEd, Inc. 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 SylogistEd, Inc. 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 SylogistEd, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall SylogistEd, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. SylogistEd, Inc. 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 (HIPAA), 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, SylogistEd, Inc. 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 SylogistEd, Inc. 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) SylogistEd, Inc. Intellectual Property. SylogistEd, Inc. 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 SylogistEd, Inc. Intellectual Property Rights are granted to Customer.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants SylogistEd, Inc. 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 SylogistEd, Inc. and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. SylogistEd, Inc. 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. SylogistEd, Inc. 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) SylogistEd, Inc.'s Privacy Policy. SylogistEd, Inc.'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 SylogistEd, Inc.

(b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges.

SylogistEd, Inc. 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. SylogistEd, Inc. 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 SylogistEd, Inc.'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 SylogistEd, Inc. or its third-party licensor (as appropriate), and SylogistEd, Inc. 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 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 SylogistEd, Inc. 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.



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

PRINTING AGREEMENT

Year(s) Covered: 2025 2026 2027 2028 2029
 New Renewal

Date: 3/8/2024

Multi-year agreements include 15 free copies per year of the agreement. Please indicate this selection by checking the extra year boxes above.

Subject to the terms hereof, the Customer (school) named below hereby engages Hercules Achievement, LLC. d/b/a Varsity Yearbook ("Company"), and Company 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: 144
 Copies: 300
 Submission Method: Web (eDesign)
 Cover: Litho

Correspond With

Name : Mrs. Shana Lloyd
 Title: Yearbook Adviser & English
 Address: 3 S Mission St
 City/State/Zip: Sapulpa, OK 74066
 Phone Number: (918) 224-6560
 Fax Number: 918-224-0174
 Email: slloyd2@sapulpaps.org

Binding: Squarebacked

Endsheet: Vibracolor

Paper: 100# Gloss

Proofs: Self Proof (eDesign)

Send Invoice To

Name : Mrs. Shana Lloyd
 Title: Yearbook Adviser & English
 Address: 3 S Mission St
 City/State/Zip: Sapulpa, OK 74066
 Phone Number: (918) 224-6560
 Tax Exemption Number: 515355
 Pre-Payment Option Desired: Yes No

Base Price: \$13,857.60

Additional Features

Employee Discount Credit (\$5/copy)	\$0.00
Color Plus Image Enhancement	\$0.00
Regular Service Visits (1/mo or as needed)	\$0.00
Sales and Marketing Materials	\$0.00
Yearbook Curriculum Materials	\$0.00
Free Sales Assist Email Marketing	Included

Printing Agreement Total: \$13,857.60

Shipping Information

Requested Book Ship Date: May 03, 2025
 Ship Book To : Mrs. Shana Lloyd
 Requested Kit Ship Date: April 27, 2024
 Ship Kit To : Mrs. Shana Lloyd

Shipping not included but free plant pickup and tour available upon request and guidelines.

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

 Shana Lloyd Yearbook Adviser & English

YEARBOOK PLANT USE

 Board Member

Customer Number _____ Date Received _____

 Kris Hooper Company Representative

Terms and Conditions of This Yearbook Printing Agreement

This **Yearbook Printing Agreement** will be governed by Texas 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 **Hercules Achievement, LLC. d/b/a Varsity Yearbook ("Company")** upon written acceptance by the **Company** printing facility of such specifications (including price). **Company** 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 **Company** 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 **Company**.

If this **Yearbook Printing Agreement** covers more than one (1) year, then, **Company** 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, the **Customer** acknowledges that **Company** is relying upon the **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.

Company 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 **Company** 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 **Company** for inclusion in **Customer's** Book(s). **Customer** will not provide any materials to **Company** which are or may be in violation of any right or any third party, including copyright. **Company** does not knowingly intend to print any material which is in violation of any copyright or proprietary rights, or is tortuous or illegal. **Company** 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 **Company** and its agents or employees in connection with claims, suits, damages, losses, liabilities, costs and expenses, including attorney's fees resulting from or arising out of printing of any material submitted to **Company** by **Customer** or its representative.

Customer acknowledges and agrees that **Company** 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 **Company** in its sole discretion and without any compensation to **Customer**.

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

- a) **Company** 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:

Company Representative

Yearbook Adviser & English

Yearbook Order Form

2025 -- U.S.

Job #: 12676

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: 2025 2026 2027 2028 2029

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 Hercules Achievement, LLC. d/b/a Varsity Yearbook ("Company") 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	\$3,615.04

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	\$1.55 / COPY	_____	_____
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$2.40 / COPY	_____	_____
<input checked="" type="checkbox"/> All Gloss Laminated Hard Covers	\$8.62 / COPY	N/A	\$1,517.12
<input type="checkbox"/> All Matte Laminated Hard Covers	\$9.49 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee; All Gloss or All Matte)	\$119.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$8.62 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$9.49 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.55 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$2.40 / 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	\$1.55 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.85 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$1.02 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.80 / COPY	_____	_____
<input type="checkbox"/> Add World Yearbook - Sold Individually (Email Your CSA to Change Quantity)	\$2.97 / EACH	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.66 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.66 / EACH	_____	_____

Total (before tax): \$5,132.16
 Per Copy Total: \$29.16

Terms and Conditions

- Please refer to the Submit/Ship Dates schedule provided separately. Ship dates are based on submission
- Allow 2-7 days for shipping. Standard ground shipping is included. Expedited shipping is available at additional cost.
- 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 Company 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 Company 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. Company has created proprietary artwork, borders and backgrounds that may be used in the creation of our yearbook. We agree to hold Company, 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: _____ **Date:** _____
Print Name: _____ **Title or position:** _____
E-Mail Address: _____ **Rep/Signature:** _____

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:

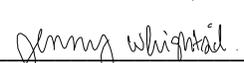
Clear Book Protectors

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.

Yearbook Order Form

2025 -- U.S.

Job #: 20662

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: 2025 2026 2027 2028 2029

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: Mrs. Allison Owens
Address: 9171 Freedom Road
City/State/Zip: Sapulpa, OK 74066-2127
Phone: 918-227-7838
E-mail: aowens@sapulpaps.org

We would like Hercules Achievement, LLC. d/b/a Varsity Yearbook ("Company") 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	\$4,244.28

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	\$1.55 / COPY	N/A	\$350.30
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$2.40 / COPY	_____	_____
<input type="checkbox"/> All Gloss Laminated Hard Covers	\$8.62 / COPY	_____	_____
<input type="checkbox"/> All Matte Laminated Hard Covers	\$9.49 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee; All Gloss or All Matte)	\$119.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$8.62 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$9.49 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.55 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$2.40 / 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	\$1.55 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.85 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$1.02 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.80 / COPY	_____	_____
<input type="checkbox"/> Add World Yearbook - Sold Individually (Email Your CSA to Change Quantity)	\$2.97 / EACH	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.66 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.66 / EACH	_____	_____

Total (before tax): \$4,594.58
 Per Copy Total: \$20.33

Terms and Conditions

- Please refer to the Submit/Ship Dates schedule provided separately. Ship dates are based on submission
- Allow 2-7 days for shipping. Standard ground shipping is included. Expedited shipping is available at additional cost.
- 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 Company 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 Company 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. Company has created proprietary artwork, borders and backgrounds that may be used in the creation of our yearbook. We agree to hold Company, 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: Alison Owens
 Print Name: Alison Owens
 E-Mail Address: aowens@sapulpaps.org

Date: 2-27-24
 Title or position: Principal
 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: Rence Martino
 School Name: Holmes Park Elem.
 Public Private Other
 Street Address: 1231 E. Dewey Ave
 City: Sapulpa
 State: OK ZIP Code: 74066
 Adviser Phone: 918-227-6800
 Adviser Email: rmartino@Sapulpa.org

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: 52 (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: 08-15-24 Last day of school: 5-20-25
 (mm/dd/yyyy) (mm/dd/yyyy)
 Spring break dates: 03-14-25 to 3-21-25
 (mm/dd/yyyy) (mm/dd/yyyy)
 Current Enrollment: 639

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.

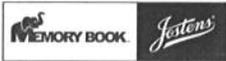
DELIVERY: Shipment will be made pursuant to the shipment method and vendor chosen by Company according to terms of the Deadline Schedule established between the parties, provided that Customer sends all materials conforming to specifications and on time according to the Schedule. Title to and risk of 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.



Quote

HOLMES PARK ELEMENTARY

Date 02/26/24

Customer Number 25-123775

Invoice# 0

Description	Charges/Credits
Color book with 52 Pages 230 Copies	3758.20
Perfect Bind	310.50
Special Cover	350.00
Gloss Laminate	230.00
Coordinating Themes (backgrounds & covers)	FREE
Class Photo Uploads	FREE
Dynamite Online Program W/Photo Sharing	FREE
Sales Materials	FREE
Training (videos, manuals, live webinars)	FREE
Shipping - Free shipping on bulk orders sent to single address. For shipping to	FREE
Book Subtotal	4648.70

Memo

24-25 quote

We Appreciate Your Business

Free shipping on bulk orders sent to single address within Continental United States

Final Price per book	20.21
Tax	0.00
Final Book Total	4648.70

School Balance: 4648.70

You may pay by credit card via <https://pay.memorybook.com> or submit a check. If you are paying online you need your account code which is 123775 and your school pin which is 127111

Please contact your representative if you have any questions. Thank you!

304 Curry Drive Sedalia, MO 65301 (800) 247-1526 Fax (800) 550-7129

Print Date 02/26/24

Ruth Kelly Studio

PICTURE AGREEMENT

Home Office:

201 West Broadway
Muskogee, OK 74401
(918) 687-0523
Fax: 918-687-1371

Date: 2-6-24

School Sapulpa Jefferson Hgts Address 1521 S. Wickham Rd.

Send Correspondence To _____ City Sapulpa State OK Zip 74066

Title _____ County Creek Phone 918 224 2025

This agreement covers the taking and selling of school pictures between the school and the Representative of Ruth Kelly Studio. All picture packages will be processed by Ruth Kelly Studio in Muskogee, Oklahoma.

Since materials are purchased and commitments are made on the basis of this contract, this agreement shall remain in effect for the stated year unless unforeseen circumstances arise.

This agreement is for the years of 2024 & 2025

SPECIAL INSTRUCTIONS:

YB + Admin CD's

NEW RENEWAL SPRING FALL

SCHOOL RESPONSIBILITY

- (a) Assisting with the picture shooting schedule.
- (b) Providing space for the studio setting.
- (c) Assisting in promoting the sales of pictures.
- (d) Scheduling with RUTH KELLY STUDIO the necessary dates for picture shooting.

Accepted by: Lina Litchie

Title: Principal

Date: 2/16/2024

Accepted for Ruth Kelly Studio: Jeff Lask
Representative

Underclass Portraits:

Program: Prepay Proof _____

Fall School Day

Commission 40% No Commission _____

Date pictures are to be taken: _____

Average Daily Attendance: _____

Starting Time: _____

Senior Portraits

At the School At the Studio

Average Attendance: _____

Yearbook Only Fee \$ _____

Deposit for Full Sittings \$ _____

SPRING Commission 30% No Commission _____

HOMECOMINGS 5th Grade Grad.

MEMORY MATES

PROM

ACTIVITY SHOTS

CLASS GROUPS Commission Type Cas Names

Yearbook Sponsor _____

Planning Period _____

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 25 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 27, 2024

[Signature]
School Administrator or Yearbook Adviser signature

2/29/24

[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

7.



Lincoln Christian Winter Classic



This is the official contract for the 2024-25 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 2025!

Contract

Tournament Details:

- Tournament Dates: January 9th, 10th, and 11th, 2025
- 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 regulations
- 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 March 1st, 2024

School Name: Sapnopa Mascot: Chieftains

Classification: SA Boys/Girls/Both: Both

Administrator authorizing participation: Michael Rose
Please Print Name of Administrator

Contact number for administrator: 918-859-8464

Boys Head Coach: Jordan Nagel Contact number: 918-706-1989
Please Print Name Preferably Cell Phone

Boys Head Coach Email: jnagel@sapnopa.org

Girls Head Coach: Darlan Calip Contact number: 918-688-0037
Please Print Name Preferably Cell Phone

Girls Head Coach Email: dcalip@sapnopa.org

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

Administrator Signature
B.O.E President

Date



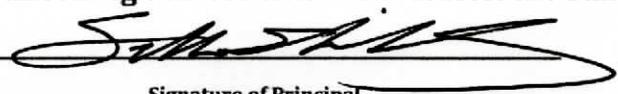
**2024 Ropers Invitational Tournament Commitment
January 23rd-25th, 2025**

TEAM INFORMATION:

SCHOOL NAME: Sapulpa High School
Address: 3 South Mission
City / State / Zip: Sapulpa OK 74066
Phone: 918-224-0770 Fax: _____
State Activities Association Classification: 5A

Teams Participating: BOYS X GIRLS _____

The team/teams above agree to participate in the 2024 Ropers Invitational Tournament. The school cancelling this contract shall forfeit the sum of \$ 750.00 to Will Rogers High School.


Signature of Principal

CONTACT INFORMATION:

(Please notify us if any of this information changes so you can receive updates and information.)
(Please notify us if any of this information changes so you can receive updates and information.)

PRINCIPAL: Seth Shibley Cell Phone 918-688-0231
Email: Sshibley@sapulpa.org

ATHLETIC DIRECTOR: Michael Rose Cell Phone 918-859-8444
Email: MRose@sapulpa.org

HEAD COACH (boys) Jordan Nagel Cell Phone 918-706-1989
Email: Jnagel@sapulpa.org

HEAD COACH (girls): _____ Cell Phone _____
Email: _____

PLEASE RETURN FORM ASAP TO: childsc@tulsaschools.org
For questions, call Scott Childers at 918-833-9250 or email the address above.

SAPULPA PUBLIC SCHOOLS

**SUPERINTENDENT'S REQUEST FOR
OUT-OF-STATE ACTIVITY TRIP**

REQUESTING GROUP: JROTC

DATE OF REQUEST: 6 Mar 2024

SPONSOR: LiCol Shannon

DESTINATION: Granbury HS, Granbury, TX

DATE LEAVING (DAY AND DATE): 10 May 2024

DATE RETURNING (DAY AND DATE): 11 May 2024

NUMBER OF SCHOOLS DAYS MISSED: 1

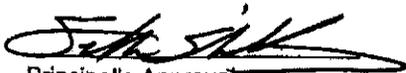
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Bartlett Foundation Grant

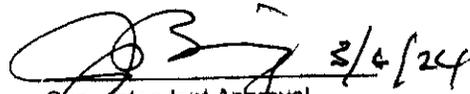
NUMBER OF STUDENTS ATTENDING: 12

NUMBER OF SPONSORS: 2

PURPOSE OF TRIP: Compete in the Annual Granbury High School JROTC Pirate Cup Match

MODE OF TRANSPORTATION: School Vehicles


Principal's Approval

 3/4/24
Superintendent Approval

Board President Approval

SAPULPA PUBLIC SCHOOLS

**SUPERINTENDENT'S REQUEST FOR
OUT-OF-STATE ACTIVITY TRIP**

REQUESTING GROUP: JROTC

DATE OF REQUEST: 22 Feb 2024

SPONSOR: LtCol Shannon/MSgt Kitchen

DESTINATION: Anniston, AL

DATE LEAVING (DAY AND DATE): Wed, 10 April 2024

DATE RETURNING (DAY AND DATE): Sun, 14 April 2024

NUMBER OF SCHOOLS DAYS MISSED: 3

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: Bartlett Foundation Grant

NUMBER OF STUDENTS ATTENDING: 5

NUMBER OF SPONSORS: 1

PURPOSE OF TRIP: Five cadets qualified and were invited to compete in the CMP Regional Championships.

These championships are the pathway to the National Championship this summer in Camp Perry, OH.

MODE OF TRANSPORTATION: School Vehicle


Principal's Approval

 2/26/24
Superintendent Approval

Board President Approval

FUNDRAISERS 2023-24 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Sapulpa Middle School	Student Council	3/14/2024	Spring Dance	Decorating restrooms including staff facilities and creating care centers for hygiene items. Extra monies will be used for staff and student of the
Sapulpa Middle School	Student Council	4/11/2024	Sapulpa Animal Shelter fundraiser - Eggcellent Event. We want to sell prize-filled eggs and donate all proceeds to the animal shelter as part of a community outreach event.	All proceeds donated to Sapulpa Animal Shelter (or used to purchase items from their wish list on Amazon).
Freedom	School/activity account	3/29/2024	Booster Thon- Fun Run	Supplemental school and classroom materials, field trips, activities
SMS	High School Tennis	3/13/2024	Calendar	upgrade equipment, snacks, lunches
Middle School	Indian Education	3/13/2024	Concessions for the STUCO middle school dance	End of the year Indian Education field trip for middle school
SHS	Girls Soccer	6/3/2024	2024 Chieftain Soccere Camp	Coaching payments
TBD	athletic training	3/30/2024	Restaurant benefit night. (TBD)	Athletic training needs and wants
SHS	JROTC	4/25/2024	JROTC Chick-fil-A Spring Fundraiser	Marine Corps Birthday Ball
SHS	Tennis	4/1/2024	Gift card basket raffle	Buy new equipment, snacks and lunc/dinners
High School	HS Art Department	3/25/2024	Tshirt sales	Art supplies for students, field trip, professional development fees
High School	Varsity Cheerleading	7/10/2024	Sapulpa Little Chiefs Cheerleading Clinic	Purchase new STUNT jerseys, poms, & signs
Sapulpa HS/JH	Sapulpa Junior High Choir	3/12/2024	World's Finest Chocolate	Student fundraiser to help cover individual registration for Heartland Music Festival @ Frontier City. Any extra funds raised from the sale will be used to fund the yearly choir activity account expenses.
High School	Senior Class	4/1/2024	Senior Class Tshirts	Purchase Senior Honor Cords
SHS	Football	5/20/2024	FanPledge Fundraiser	Food, Charter Transportation, Equipment, gear, and all things needed for players and coaches during football season

530.-539. TRANSFER STUDENTS

530. **OPEN TRANSFERS** (Approved 12-6-99)(Revised 11-6-06, 6-13-2022, 7.11.2022)(Replaced 12-13-21) (see procedure pages)

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

Transfer Application

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

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

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

advance the previous application of an enrolled student amending only the grade placement of the student.

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

Approval of Transfers

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

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - A. violation of a school regulation,
 - B. a possession of an intoxicating beverage, low-point beer as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - C. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event,

as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. Section 10-105 or due to illness.

The applicant:

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

3. Fails to timely submit a completed application; or,
 4. Provides incorrect information on the application request.
3. The transferring student does not have a history of absences. “History of absences” means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

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

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

Capacity Determination

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

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

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

- PK- 2nd :
By site, the number of teachers per grade level x 20 students = PK-2nd Grade Program Capacity by site and by grade level
- 3rd-5th :
By site, the number of teachers per grade level x 24 students = 3rd-5th Grade Program Capacity by site and by grade level
- 6th-7th Grades:
By site, the number of English Language Arts Teachers per grade level x 140 students 6th-7th Grade Program Capacity, by site and by grade level
- 8th-12th Grades:
By site, the number of English Language Arts Teachers sections per grade level x 140 students 8th-12th Grade Program Capacity 27 = the 8th -12th Grade Program Capacity by site and by grade level

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

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

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

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

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

Criteria for Approval or Denial of Transfers

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

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

- A. This district does not:
 1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.
 2. Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.
 3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:
 - A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or

- B. Exceeding class size limitations set by state law or district policy in such courses; or,
- C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.

4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

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

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

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

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

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

Students with Disabilities

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

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

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

Approval of a Transfer Requires Agreement for Cancellation of Transfer

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

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

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement

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

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

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

Relocation of Family During Term of Transfer

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

Children of District Employees

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

Transportation

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

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

REFERENCE: 70 O.S. §1-114

70 O.S. §1-113

70 O.S. §5-117.1

70 O.S. §8-101, et seq.

70 O.S. §24-101, et seq.; §24-102

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

Family Education Rights and Privacy Act

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

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

PERSONNEL REPORT

March 11, 2024

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Mae Funk	CN Cook II/\$14.30 hr	February 20, 2024
Crystal Wall	Teacher Asst/\$12.95 hr	March 05, 2024

TRANSFER

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

EXTRA DUTY/STIPENDS

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

CHANGE OF STATUS

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

LEAVE OF ABSENCE REQUEST

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

FMLA LEAVE REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Delores Alexander	CN Cook	Medical	January 28, 2024
Robin Cartwright	Custodian	Medical	February 26, 2024

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sarah Ellison	Custodian	February 29, 2024

PERSONNEL REPORT

March 11, 2024

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>
Magen Coldiron	Teacher/Head Softball Coach/TBD	TBD

(Pending Approval of Adjunct/Emergency Certification)

EXTRA DUTY ASSIGNMENTS/STIPENDS

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

REMOVAL OF EXTRA DUTY/STIPENDS

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

CHANGE OF STATUS

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

LEAVE OF ABSENCE REQUEST

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

FMLA REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Carmen Taylor	Teacher	Medical	January 28, 2024

RESIGNATIONS

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