

Regular Meeting of The Board of Education Independent School District Number 33,
Creek County
Tuesday, April 9, 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 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 Meeting Minutes.
 - III.A.1. 03.11.2024 Regular Meeting Minutes
 - III.B. Approval of the 2023-24 General Fund Purchase Order Encumbrance numbers 929 through 958.
 - III.C. Approval of the 2023-24 Building Fund Purchase Order Encumbrance numbers 204 through 213.
 - III.D. Approval of the 2023-24 Child Nutrition Fund Purchase Order Encumbrance numbers 88 through 94.
 - III.E. Approval of the 2023-24 Bond Fund 34 Purchase Order Encumbrance numbers 7 and 8.
 - III.F. Approval of the 2023-24 Bond Fund 35 Purchase Order Encumbrance number 7.
 - III.G. Approval of the monthly financial reports of the School Activity Funds Account.
 - III.H. Approval of the monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.
 - III.I. Approval of the Treasurer's Report on the status of Funds and Investments.
 - III.J. Approval of the 2024-25 GEAR UP Data Sharing Agreement.
 - III.K. Approval of the 2024-25 Oklahoma State Regents for Higher Education MOA.
 - III.L. Approval of the 2024-25 School Work Study Agreement between Sapulpa Public Schools and the State of OK Dept of Rehabilitation Services.
 - III.M. Approval of the 2024-25 Therapy Works Services contract.
 - III.N. Approval of 2024-25 Solution Tree, Inc. Purchase Agreement for Professional Development.
 - III.O. Approval of the following 2024 Summer Programs: Each program will be instituted pending available funding and adequate staffing/supervision.
 - III.O.1. Summer Academic Programs 9 - 12
 - III.O.2. Summer School Programs
 - III.O.3. Driver's Education
 - III.O.4. Summer Splash/Reading Academy
 - III.O.5. Camp Invention
 - III.O.6. Extended School Year
 - III.O.7. Summer Child Nutrition
 - III.O.8. Arts Explore
 - III.O.9. Band Camp
 - III.O.10. Rookie Camp 8th grade
 - III.O.11. SPARK
 - III.O.12. School Zone
 - III.O.13. Summer Athletic Camps
 - III.O.14. EL
 - III.O.15. Sapulpa Indian Education Summer Camps
 - III.P. Approval of the 2024-25 Weaver Drug Testing Lab Agreement.
 - III.Q. Approval of the 2024-25 VYPE Agreement with Sapulpa Athletics Department.
 - III.R. Approval of the 2024-25 BSN Sports Exclusive Supplier Agreement with Sapulpa Public Schools.

- III.S. Approval of the 2024 Sequoyah Invitational Basketball Tournament for Boys Basketball.
- III.T. Approval of a generous donation of \$1000 from Sugar Llamas for the Chieftain Care Program.
- III.U. Declaration of Surplus
 - III.U.1. Child Nutrition
 - III.U.1.a. Blodgett Oven Double Stack
 - III.U.1.b. Blodgett Combi Oven Double Stack
 - III.U.1.c. Chevy Astro Van 2002
 - III.V. Approval of the Out of State Activity Requests as per attachment.
 - III.V.1. Theatre-University of Indiana
 - III.V.2. Boys Basketball-Kansas University
 - III.V.3. Middle School Robotics-Concord, NC
 - III.V.4. Liberty STEM-Maine
 - III.V.5. Liberty STEM-TX
 - III.V.6. Holmes Park-Maine
 - III.W. Approval of Fundraisers as per attachment.
- IV. Hearing from the public
- V. Information and Discussion
 - V.A. Superintendent Comments
 - V.B. Bond Project Update
- VI. Action Items
 - VI.A. New Business-items not known or foreseen when the agenda was posted.
 - VI.B. Discussion, motion, and vote on a motion to approve/disapprove modifications to Policy 530 Open Transfer, second read.
 - VI.C. Discussion, motion, and vote on a motion to approve/disapprove updates in the SPS Student Mental Health Protocol Handbook.
 - VI.D. Discussion, motion, and vote on a motion to approve/disapprove the application for temporary appropriations for the 2024-25 fiscal year as per the attachment.
 - VI.E. Discussion, motion, and vote on a motion to approve/disapprove a Financial Advisory Services Agreement with BOK Financial Securities, Inc.,
 - VI.F. Discussion, motion, and vote on a motion to approve/disapprove a Resolution authorizing the sale of the District's General Obligation Transportation Equipment Bonds, Series 2024, and setting forth the following items:
 - VI.F.1. Fixing the time and place the bonds are to be sold;
 - VI.F.2. Fixing the amount of bonds to mature each year;
 - VI.F.3. Authorizing the Clerk to give notice of said sale as required by law.
 - VI.G. The Sapulpa Public School Board will consider bids collected for Phase 1 site work for the Westside Baseball-Softball Complex, which is a part of Sapulpa Public School's 2023 bond issue. The board may hear presentations, review and discuss all possible options, and take any legal action available including but not limited to accepting, rejecting, or awarding of a contract and/issuance of "Letter of Intent/Amendments" to award contracts on any bids and alternates received. Discussion, motion, and vote on a motion to approve/disapprove Bid Packages 2A and 22A and reject Bid Packages 2B, 2C, and 13A..
 - VI.H. Proposed Executive Session to discuss Personnel as listed and conduct an ongoing evaluation of the Superintendent as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.
 - VI.H.1. Vote to convene in Executive Session
 - VI.H.2. To acknowledge the Board has returned to Open Session
 - VI.H.3. Statement of Executive Session Minutes
- VII. Personnel
 - VII.A. Vote to approve/disapprove employing Personnel as per attachment.

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

VIII. Adjournment

Regular Meeting of The Board of Education Independent School District Number
33, Creek County
Monday, 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
President Larry Hoover called the meeting to order at 6 pm. Theater students led the Pledge of Allegiance. Recognition of Site Teachers of the Year and Theatre in Our Schools Month.

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 Wayne Richards and a second by Melinda Ryan.

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

Yea: 3, Nay: 0, Absent: 2

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.

To approve Consent Agenda Items A-U passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

IV. Hearing from the Public

None

V. Information and Discussion Items

V.A. Superintendent Comments

Superintendent's Comments included:

Thanks for the \$10K Anonymous Donation for TOY Bonuses. The District TOY will be announced at the TOY banquet in April. Pre-K/Kg Enrollment starts tomorrow, 3.12.2024. Prom and graduation dates have been set. As of right now, the last day of school is May 21, 2024.

V.B. Bond Projects Update

Financials were closed for the 2023 Bond Projects, a little over 4% interest rate. Design teams continue to work with teachers on space needs. Groundbreaking for the Westside Baseball/Softball Complex next month.

V.C. Modifications to Policy 530 Open Transfer, first read

See attachment

VI. Action Items

VI.A. New Business - items not known or foreseen when agenda was posted.

None

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

To convene in Executive Session at 6:24 pm passed with a motion by Larry Hoover and a second by Wayne Richards.

Sarah Havenstrite: Absent

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

Yea: 3, Nay: 0, Absent: 2

VI.B.2. To acknowledge the Board has returned to Open Session
President Larry Hoover acknowledged the Boards return to Open Session at 6:45 pm.

VI.B.3. Statement of Executive Session Minutes

The Board of Education went into Executive Session at 6:24 pm to discuss Personnel as listed and to conduct an ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 6:45 pm. Present in Executive Session were Melinda Ryan, Wayne Richards, Larry Hoover, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VI.C. Personnel

VI.C.1. Vote to approve/disapprove employing Personnel as per attachment.
To approve employing Personnel as per attachment passed with a motion by Wayne Richards and a second by Melinda Ryan.

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

Yea: 3, Nay: 0, Absent: 2

VI.C.2. Vote to approve/disapprove FMLA request for Delores Alexander, effective January 28, 2024, through March 28, 2024.
To approve FMLA request for Delores Alexander, effective January 28, 2024, through March 28, 2024 passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

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.

To approve authorizing Delores Alexander to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.C.4. Vote to approve/disapprove FMLA Request for Carmen Taylor, effective January 28, 2024, through May 24, 2024.

To approve FMLA Request for Carmen Taylor, effective January 28, 2024, through May 24, 2024 passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

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.

To approve authorizing Carmen Taylor to receive sick leave donations from other employees as authorized by Board Policy 461.18 Sick Leave Donation passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.C.6. Vote to approve/disapprove FMLA request for Robin Cartwright, effective February 06, 2024, through March 19, 2024.

To approve FMLA request for Robin Cartwright, effective February 06, 2024, through March 19, 2024 passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.C.7. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VII. Adjournment

To adjourn at 6:48 pm passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Absent

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 929 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	929	03/11/2024	3826	SECURITY BANK CARD CENTER INC	Truck 253 Purchase at Bill Knight Fort	426.00
11	930	03/11/2024	518	MARK R. POTTER	Guest Speaker for Junior High	3,000.00
11	931	03/11/2024	3826	SECURITY BANK CARD CENTER INC	621-Sped-Pcard Communication Matrix Webinar	220.00
11	932	03/11/2024	3826	SECURITY BANK CARD CENTER INC	PK-2 Inspire to Create Character Ed Curriculum	13,000.00
11	933	03/13/2024	3826	SECURITY BANK CARD CENTER INC	Open SciEd Materials and Supplies	2,000.00
11	934	03/13/2024	3826	SECURITY BANK CARD CENTER INC	SciEd Materials and Supplies	100.00
11	935	03/13/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 26 Coolant Leak Repair	2,300.00
11	936	03/13/2024	3826	SECURITY BANK CARD CENTER INC	DIESEL-DISTRICT VEHICLES	45,000.00
11	937	03/14/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 1 Transmission	2,200.00
11	938	03/14/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 38 Valve Adjustment	1,130.00
11	939	03/14/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 39 Valve Adjustment	1,130.00
11	940	03/25/2024	3826	SECURITY BANK CARD CENTER INC	National JOM Conference Hotel Durant 9/8-9/12	3,000.00
11	941	03/25/2024	3826	SECURITY BANK CARD CENTER INC	National JOM Conference Registration Fee	4,500.00
11	942	03/25/2024	1269	SOFTWARE HOUSE INTERNATIONAL	Veeam Backup Software	3,119.22
11	943	03/25/2024	3826	SECURITY BANK CARD CENTER INC	Amazon Tech Supplies	2,500.00
11	944	03/26/2024	3826	SECURITY BANK CARD CENTER INC	Amazon order for Driver's Ed Car Brake	400.00
11	945	03/26/2024	3826	SECURITY BANK CARD CENTER INC	Supplies for STEM Showcase 2024	360.00
11	946	03/28/2024	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 28 Air Inlet Temp and Sensor Harness	175.00
11	947	03/28/2024	3826	SECURITY BANK CARD CENTER INC	OKTSA, TSA state conference, advisor registration	60.00
11	948	03/28/2024	3826	SECURITY BANK CARD CENTER INC	Holiday Inn, TSA state conference advisor room	445.00
11	949	03/29/2024	3826	SECURITY BANK CARD CENTER INC	SRO TRAINING	400.00
11	950	03/29/2024	3826	SECURITY BANK CARD CENTER INC	Amazon, Student all school project	60.00
11	951	04/01/2024	940	LAWRENCE COUNTY NEWSPAPERS, INC.	Sapulpa Herald Progress Ad	400.00
11	952	04/02/2024	3826	SECURITY BANK CARD CENTER INC	Weighted Vest for Elementary Sensory Tubs	3,000.00
11	953	04/04/2024	3826	SECURITY BANK CARD CENTER INC	JOM Senior Honor Cords	450.00
11	954	04/04/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 1 Transmission Module Control Labor	2,500.00
11	955	04/04/2024	3826	SECURITY BANK CARD CENTER INC	RSA Summer School Supplies	500.00
11	956	04/04/2024	3826	SECURITY BANK CARD CENTER INC	Sensory items for elementary counselors	5,000.00
11	957	04/04/2024	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 1 transmission control module	1,500.00

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 929 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	958	04/04/2024	476	RAMBIN PETROLEUM, INC	Antifreeze for fleet	650.00
Non-Payroll Total:						\$99,525.22
Payroll Total:						\$30,435,688.94
Balance Forward:						\$0.00
Report Total:						\$30,535,214.16

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 204 - 99999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	204	03/11/2024	2420	INTERMOUNTAIN LOCK & SECURITY	District door, locks, keys, closers etc supplies	3,000.00
21	205	03/11/2024	791	TRANE U.S. INC.	HVAC Parts and Supplies	350.00
21	206	03/11/2024	517	CJ SUTON, LLC	Jr. High Restroom door repair	1,400.00
21	207	03/11/2024	517	CJ SUTON, LLC	Holmes Park/Kitchen door repair	1,600.00
21	208	03/12/2024	9289	PATRIOT SECURITY	Fire Panel Replacement/Middle School	6,000.00
21	209	03/14/2024	8422	P & K EQUIPMENT, INC.	Motor replacement on grounds equipment	2,000.00
21	210	03/26/2024	2183	RIVERSIDE HEAT & AIR	District HVAC Service	1,800.00
21	211	03/26/2024	2183	RIVERSIDE HEAT & AIR	District HVAC Service	4,100.00
21	212	03/26/2024	3647	EMCO TERMITE & PEST CONTROL	SMS/Sentricon Monitor Renewal Service (termite)	1,275.00
21	213	04/02/2024	360	STEINLEIN GROUP LLC	Grounds equipment parts and supplies	500.00
Non-Payroll Total:						\$22,025.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$22,025.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 88 - 99999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	88	03/11/2024	2523	TYSON PREPARED FOODS, INC.	Commodity Processed Chicken Beef Pork 2nd semester	31,604.89
22	89	03/11/2024	519	WATER WALKERS INC	Menu planning software for all sites	5,740.00
22	90	03/11/2024	30760	SNA	SNA - National and State Dues midyear renewals	441.00
22	91	03/11/2024	3826	SECURITY BANK CARD CENTER INC	Bottled water for ala carte sales from walmart	515.00
22	92	03/25/2024	3949	DUTY STATION UNIFORMS & GEAR	Employee uniforms for new employees	500.00
22	93	03/25/2024	3826	SECURITY BANK CARD CENTER INC	Pizza slice serving wedge from amazon	258.48
22	94	04/02/2024	7163	US FOODS, INC	Food and Supplies for all sites, 2nd semester	90,000.00
Non-Payroll Total:						\$129,059.37
Payroll Total:						\$1,075,355.17
Balance Forward:						\$0.00
Report Total:						\$1,204,414.54

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 7 - 99999, Fund Codes: 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	7	03/11/2024	514	MOODY'S INVESTORS SERVICE INC.	RATING FEE	81,000.00
34	8	04/03/2024	3826	SECURITY BANK CARD CENTER INC	30 8FT TABLES	3,500.00
Non-Payroll Total:						\$84,500.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$84,500.00

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 7 - 99999, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	7	03/26/2024	484	REED ARCHITECTURE & INTERIORS, LLC	ARCHITECT FEES FOR BOND PROJECTS	2,396,815.46
Non-Payroll Total:						\$2,396,815.46
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$2,396,815.46

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2024 - 3/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON CATEGORICAL FUND	\$25.00	\$0.00	\$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	\$15,773.58	\$0.00	\$0.00	\$1,924.68	\$13,848.90	\$6,284.46	\$7,564.44
802 HS OFFICE	\$11,600.22	\$423.23	\$0.00	\$1,206.09	\$10,817.36	\$2,594.99	\$8,222.37
803 CREDIT RECOVERY	\$8,487.27	\$0.00	\$0.00	\$0.00	\$8,487.27	\$0.00	\$8,487.27
804 ID BADGE	\$2,652.84	\$0.00	\$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	\$7,100.00	\$405.14
806 HS BAND	\$4,169.85	\$2,082.16	\$0.00	\$1,322.00	\$4,930.01	\$2,778.00	\$2,152.01
807 HS BAND BOOSTER CONCESSION	\$44,367.31	\$419.00	\$0.00	\$0.00	\$44,786.31	\$36,650.71	\$8,135.60
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	\$35.00	\$0.00	\$0.00	\$779.41	\$318.17	\$461.24
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	\$5,227.95	\$0.00	\$0.00	\$0.00	\$5,227.95	\$810.00	\$4,417.95
812 HS BUSINESS PROF ASSOC (BPA)	\$1,131.36	\$0.00	\$0.00	\$0.00	\$1,131.36	\$246.93	\$884.43
814 HS AP EXAMS	\$4,023.56	\$0.00	\$0.00	\$0.00	\$4,023.56	\$508.15	\$3,515.41
815 HS FCCLA	\$1,276.44	\$0.00	\$0.00	\$512.58	\$763.86	\$273.02	\$490.84
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	\$5,789.74	\$0.00	\$0.00	\$0.00	\$5,789.74	\$1,195.50	\$4,594.24
819 GREEN-THUMB CHIEFTAINS	\$3,199.36	\$608.00	\$0.00	\$958.01	\$2,849.35	\$1,421.96	\$1,427.39
820 HS NAACP	\$392.60	\$0.00	\$0.00	\$0.00	\$392.60	\$0.00	\$392.60
821 HS SENIORS 2024	\$5,813.43	\$0.00	\$0.00	\$1,100.00	\$4,713.43	\$0.00	\$4,713.43
822 HS SENIORS 2025	\$3,049.87	\$0.00	\$0.00	\$2,706.03	\$343.84	\$263.31	\$80.53
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	\$2,949.58	\$63,487.08	\$9,050.42	\$54,436.66
825 HS SPANISH HONOR SOCIETY	\$821.08	\$0.00	\$0.00	\$200.00	\$621.08	\$140.00	\$481.08
826 HS SPECIAL ED/OLYMPICS	\$5,508.45	\$395.25	\$0.00	\$0.00	\$5,903.70	\$2,425.00	\$3,478.70
827 HS STUDENT COUNCIL	\$5,581.30	\$0.00	\$0.00	\$0.00	\$5,581.30	\$360.00	\$5,221.30
828 HS VOCAL MUSIC	\$37,942.00	\$9,602.45	\$0.00	\$20,586.15	\$26,958.30	\$20,937.50	\$6,020.80
829 HS AG ED & FFA	\$79,034.32	\$0.00	\$0.00	\$60,096.28	\$18,938.04	\$13,161.84	\$5,776.20
830 HS LYONS SPED	\$1,898.31	\$0.00	\$0.00	\$334.35	\$1,563.96	\$0.00	\$1,563.96
831 HS YEARBOOK	\$4,578.37	\$810.00	\$0.00	\$0.00	\$5,388.37	\$1,000.00	\$4,388.37
832 HS GILLIS SPED	\$1,047.33	\$0.00	\$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	\$3,385.23	\$1,069.11	\$0.00	\$1,180.44	\$3,273.90	\$1,459.35	\$1,814.55
836 HS BAND TRIPS	\$38,855.89	\$7,468.00	\$0.00	\$94.27	\$46,229.62	\$21,602.09	\$24,627.53
837 HS BAND GRANTS	\$71,693.73	\$0.00	\$0.00	\$1,734.26	\$69,959.47	\$12,735.75	\$57,223.72
838 HS PING PINGS	\$522.14	\$0.00	\$0.00	\$0.00	\$522.14	\$0.00	\$522.14
840 HS INDIAN PARENT COMMITTEE	\$1,680.17	\$0.00	\$0.00	\$0.00	\$1,680.17	\$300.00	\$1,380.17
841 HS SAPULPA INDIAN CLUB	\$9,021.10	\$500.00	\$0.00	\$2,030.11	\$7,490.99	\$2,280.20	\$5,210.79
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	\$11,515.95	\$0.00	\$0.00	\$383.59	\$11,132.36	\$2,798.49	\$8,333.87
845 HS CULINARY ARTS	\$3,351.42	\$0.00	\$0.00	\$112.56	\$3,238.86	\$0.00	\$3,238.86
846 HS JROTC	\$91,944.12	\$740.79	\$0.00	\$4,830.14	\$87,854.77	\$15,694.99	\$72,159.78
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	\$1,677.26	\$0.00	\$0.00	\$412.66	\$1,264.60	\$787.34	\$477.26
850 LOCAL SCHOLARSHIPS	\$37,131.42	\$1,500.00	\$0.00	\$0.00	\$38,631.42	\$0.00	\$38,631.42
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	\$65,408.14	\$0.00	\$0.00	\$3,469.43	\$61,938.71	\$22,420.22	\$39,518.49
854 HS INDIAN ED STAFF DEV	\$2,523.70	\$184.00	\$0.00	\$608.30	\$2,099.40	\$532.25	\$1,567.15
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	\$159.98	\$761.13
857 JH OFFICE	\$3,093.53	\$1,813.00	\$0.00	\$681.94	\$4,224.59	\$2,728.85	\$1,495.74
860 JH LIBRARY	\$1,091.53	\$0.00	\$0.00	\$0.00	\$1,091.53	\$788.76	\$302.77
863 JH STUDENT COUNCIL	\$1,365.27	\$0.00	\$0.00	\$73.00	\$1,292.27	\$247.42	\$1,044.85
864 JH VOCAL MUSIC	\$1,891.96	\$12.00	\$0.00	\$0.00	\$1,903.96	\$201.00	\$1,702.96
866 JH YEARBOOK	\$5,542.41	\$167.00	\$0.00	\$0.00	\$5,709.41	\$2,043.46	\$3,665.95

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2024 - 3/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 JH ART	\$8,899.86	\$0.00	\$0.00	\$49.17	\$8,850.69	\$8,723.73	\$126.96
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	\$4,239.76	\$0.00
874 JR HIGH GRANTS	\$6,585.32	\$0.00	\$0.00	\$78.23	\$6,507.09	\$2,321.77	\$4,185.32
877 MS OFFICE	\$9,261.18	\$0.00	\$0.00	\$525.91	\$8,735.27	\$3,495.00	\$5,240.27
878 MS LIBRARY	\$1,911.07	\$0.00	\$0.00	\$201.15	\$1,709.92	\$173.35	\$1,536.57
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	\$150.00	\$0.00	\$300.00	\$3,125.97	\$1,047.50	\$2,078.47
881 MS YEARBOOK	\$1,576.22	\$35.00	\$0.00	\$0.00	\$1,611.22	\$0.00	\$1,611.22
882 MS ART	\$522.58	\$0.00	\$0.00	\$0.00	\$522.58	\$0.00	\$522.58
883 MS CHOIR	\$9,600.56	\$50.00	\$0.00	\$0.00	\$9,650.56	\$1,681.12	\$7,969.44
884 MS TECHNOLOGY STUDENT ASSOC.	\$110.00	\$1,382.00	\$0.00	\$0.00	\$1,492.00	\$110.00	\$1,382.00
886 MS NJHS	\$1,279.82	\$160.00	\$0.00	\$0.00	\$1,439.82	\$385.00	\$1,054.82
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$50,544.34	\$0.00	\$0.00	\$0.00	\$50,544.34	\$39,209.00	\$11,335.34
889 MS PLTW	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
892 SPED DIRECTOR	\$1,383.55	\$0.00	\$0.00	\$20.00	\$1,363.55	\$280.00	\$1,083.55
893 LIBERTY LIBRARY	\$1,392.93	\$0.00	\$0.00	\$100.00	\$1,292.93	\$176.00	\$1,116.93
894 LIBERTY MISC	\$3,260.34	\$0.00	\$0.00	\$180.38	\$3,079.96	\$1,321.88	\$1,758.08
895 LIBERTY FUNDRAISING	\$3,627.08	\$1,771.00	\$0.00	\$332.46	\$5,065.62	\$4,431.41	\$634.21
896 LIBERTY STEM CLUB	\$36,951.04	\$525.00	\$0.00	\$4,800.76	\$32,675.28	\$13,467.31	\$19,207.97
897 LIBERTY GRANTS	\$13,642.94	\$0.00	\$0.00	\$12,180.22	\$1,462.72	\$1,277.13	\$185.59
900 FREEDOM MISC	\$1,144.47	\$1,960.75	\$0.00	\$84.25	\$3,020.97	\$448.55	\$2,572.42
901 FREEDOM FUNDRAISING	\$26,247.91	\$1,095.00	\$0.00	\$88.93	\$27,253.98	\$8,514.92	\$18,739.06
902 FREEDOM LIBRARY	\$3,435.76	\$1,342.38	\$0.00	\$53.42	\$4,724.72	\$245.21	\$4,479.51
903 FREEDOM GRANTS	\$442.32	\$0.00	\$0.00	\$37.89	\$404.43	\$230.86	\$173.57
904 FREEDOM TAPS	\$28,688.83	\$185.00	\$0.00	\$7,398.15	\$21,475.68	\$9,413.74	\$12,061.94
907 JEFFERSON HTS MISC	\$7,231.83	\$128.00	\$0.00	\$180.48	\$7,179.35	\$2,396.64	\$4,782.71
908 JEFFERSON HTS FUNDRAISING	\$28,352.08	\$723.00	\$0.00	\$10,378.02	\$18,697.06	\$3,368.88	\$15,328.18
910 JEFFERSON HTS GRANTS	\$10,104.21	\$0.00	\$0.00	\$425.68	\$9,678.53	\$2,073.89	\$7,604.64
911 JEFFERSON HTS LIBRARY	\$4,638.70	\$0.00	\$0.00	\$0.00	\$4,638.70	\$460.00	\$4,178.70
919 HOLMES PARK MISC	\$7,340.60	\$0.00	\$0.00	\$635.22	\$6,705.38	\$3,277.35	\$3,428.03
920 HOLMES PARK FUNDRAISING	\$18,310.08	\$16,944.35	\$600.00	\$953.89	\$34,900.54	\$7,381.77	\$27,518.77
921 HOLMES PARK LIBRARY	\$8,906.76	\$1,732.92	\$0.00	\$258.00	\$10,381.68	\$200.00	\$10,181.68
922 HOLMES PARK GRANTS	\$5,818.60	\$0.00	\$0.00	\$1,582.07	\$4,236.53	\$3,265.00	\$971.53
928 REVOLUTIONARY DAYS	\$1,551.75	\$0.00	\$0.00	\$0.00	\$1,551.75	\$0.00	\$1,551.75
929 DISTRICT STEM	\$35,997.02	\$0.00	\$0.00	\$2,213.97	\$33,783.05	\$3,415.78	\$30,367.27
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)	\$60,303.46	\$8,397.53	(\$35,600.00)	\$0.00	\$33,100.99	\$0.00	\$33,100.99
934 DRIVERS EDUCATION	\$4,975.00	\$0.00	\$0.00	\$0.00	\$4,975.00	\$0.00	\$4,975.00
935 CREEK NATION LATCHKEY	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$8,000.00	\$67,000.00
936 STEM-CAMP INVENTION	\$33,969.37	\$0.00	\$0.00	\$0.00	\$33,969.37	\$0.00	\$33,969.37
937 LATCHKEY	\$46,777.13	\$12,398.70	(\$40,000.00)	\$0.00	\$19,175.83	\$2,557.86	\$16,617.97
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	(\$75,000.00)	\$0.00	\$4,840.64	\$2,140.49	\$2,700.15
941 LOCAL SCH CHILD WELFARE	\$36,545.37	\$0.00	\$0.00	\$7,692.51	\$28,852.86	\$7,815.49	\$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	\$6,442.44	\$0.00	\$0.00	\$2,711.78	\$3,730.66	\$3,604.27	\$126.39
944 CHILD NUTRITION BANQUETS	\$236.50	\$170.00	\$0.00	\$0.00	\$406.50	\$0.00	\$406.50
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	\$12,777.04	\$1,086.41	\$0.00	\$283.66	\$13,579.79	\$5,657.18	\$7,922.61
947 ALTERNATIVE SCHOOL	\$3,268.66	\$15.00	\$0.00	\$51.86	\$3,231.80	\$392.65	\$2,839.15
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	\$170.00	\$0.00	\$0.00	\$365.73	\$183.76	\$181.97

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2024 - 3/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
951 CREEK NATION SUMMER	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00
952 CHROMEBOOK INS/REPAIR	\$63,344.42	\$23.64	\$0.00	\$521.80	\$62,846.26	\$20,314.20	\$42,532.06
954 5TH GRADE ELEM BASKETBALL	\$3,388.73	\$1,469.25	\$0.00	\$375.00	\$4,482.98	\$289.75	\$4,193.23
955 CHIEFTAIN CARE	\$1,675.89	\$0.00	\$0.00	\$883.73	\$792.16	\$174.57	\$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	\$3,158.13	\$0.00	\$0.00	\$517.00	\$2,641.13	\$0.00	\$2,641.13
960 ATHLETIC SPORTS OVERALL	\$7,802.85	\$2,150.00	\$0.00	\$694.77	\$9,258.08	\$6,523.85	\$2,734.23
961 FOOTBALL BUDGET	\$18,923.23	\$0.00	\$5,000.00	\$0.00	\$23,923.23	\$10,664.63	\$13,258.60
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	\$825.43	\$200.00	\$1,000.00	\$340.00	\$1,685.43	\$540.93	\$1,144.50
965 SOFTBALL BUDGET	\$5,069.55	\$0.00	\$0.00	\$0.00	\$5,069.55	\$100.00	\$4,969.55
966 WRESTLING BUDGET	\$4,607.97	\$0.00	\$0.00	\$650.18	\$3,957.79	\$1,591.25	\$2,366.54
967 TENNIS BUDGET	\$1,515.48	\$0.00	\$0.00	\$0.00	\$1,515.48	\$150.00	\$1,365.48
968 TRACK BUDGET	\$3,933.33	\$0.00	\$0.00	\$537.00	\$3,396.33	\$3,068.74	\$327.59
969 GOLF BUDGET	\$2,749.58	\$0.00	\$0.00	\$429.22	\$2,320.36	\$1,518.00	\$802.36
971 ATHLETIC - BOOSTER CLUB	\$105,770.04	\$4,635.00	(\$295.42)	\$6,006.05	\$104,103.57	\$19,225.53	\$84,878.04
972 CROSS COUNTRY BUDGET	\$12,669.28	\$2,031.41	\$0.00	\$503.77	\$14,196.92	\$12,992.24	\$1,204.68
973 BOYS SOCCER BUDGET	\$6,429.58	\$0.00	\$0.00	\$518.00	\$5,911.58	\$645.44	\$5,266.14
974 ATHLETICS - TRAINER	\$1,058.19	\$0.00	\$0.00	\$1,036.22	\$21.97	\$0.00	\$21.97
975 GIRLS SOCCER BUDGET	\$4,557.95	\$2,538.00	\$0.00	\$1,308.51	\$5,787.44	\$1,437.19	\$4,350.25
976 GIRLS VOLLEYBALL BUDGET	\$3,185.01	\$0.00	\$0.00	\$398.97	\$2,786.04	\$0.00	\$2,786.04
977 CHEER BUDGET	\$2,065.84	\$0.00	\$0.00	\$190.00	\$1,875.84	\$206.03	\$1,669.81
978 ALL EVENTS GATE	\$16,946.67	\$28,011.19	\$0.00	\$12,091.30	\$32,866.56	\$14,621.75	\$18,244.81
979 JR HIGH CHEER	\$177.20	\$0.00	\$0.00	\$0.00	\$177.20	\$0.00	\$177.20
983 DRUG TEST-PHYSICALS	\$7,054.01	\$0.00	\$0.00	\$0.00	\$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	\$14,863.55	\$7,621.90	(\$5,704.58)	\$2,614.04	\$14,166.83	\$10,058.90	\$4,107.93
Total	\$1,685,183.29	\$141,931.42	\$0.00	\$192,920.07	\$1,634,194.64	\$458,180.62	\$1,176,014.02

Sapulpa Public Schools

Cash Balances

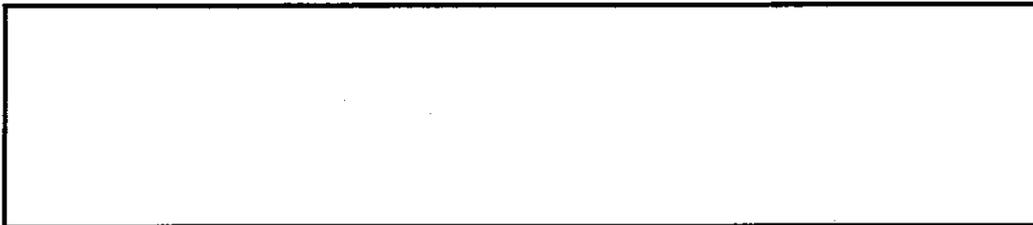
Options: Fiscal Years: 2024, Funds: 81, As Of Date: 3/31/2024, Account Types: All

Cash By Account and Fund						
AC 0101	AMERICAN HERITAGE 1825474					
2024	81	GIFT FUND				\$0.00
			Total AC	0101		\$0.00
AC 8101	ALLEN SCHOLARSHIP ENDOWMENT					
2024	81	GIFT FUND				\$5,799.14
			Total AC	8101		\$5,799.14
AC 8103	NAIFEH SCHOLARSHIP ENDOWMENT					
2024	81	GIFT FUND				\$56.28
			Total AC	8103		\$56.28
AC 8104	DONNA HOLBROOK SCHOLARSHIP					
2024	81	GIFT FUND				\$1,469.54
			Total AC	8104		\$1,469.54
AC 8111	ALLEN SCHOLARSHIP CD 4401					
2024	81	GIFT FUND				\$50,000.00
			Total AC	8111		\$50,000.00
AC 8114	HOLBROOK SCHOLARSHIP CD					
2024	81	GIFT FUND				\$10,000.00
			Total AC	8114		\$10,000.00
						<u>\$67,324.96</u>

Cash By Fund						
2024	81	GIFT FUND				\$67,324.96
						<u>\$67,324.96</u>

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

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	<u>TOTAL</u>
BEG BALANCE	8,492,294.92	656,538.94	772,518.82	3,469,837.69	5,269,963.22	\$ 18,661,153.59
DEPOSITS	2,833,234.82	17,221.88	234,064.84	0.00	85,090.00	\$ 3,169,611.54
Voided Transactions						
CHECKS ISSUED						
Current Year	2,681,941.39	123,547.31	155,945.07	25,225.22	0.00	\$ 2,986,658.99
Prior Year	0.00	0.00	0.00	0.00	0.00	\$ -
END BALANCE	8,643,588.35	550,213.51	850,638.59	3,444,612.47	5,355,053.22	\$ 18,844,106.14
Last Yr Same Month	6,550,615.56	524,517.91	1,006,741.25	1,165,558.26	5,815,255.68	\$ 15,062,688.66
Gain or (Loss)	\$ 2,092,972.79	\$ 25,695.60	\$ (156,102.66)	\$ 2,279,054.21	\$ (460,202.46)	



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


Kenda Terrones, Treasurer

GENERAL FUNDPREVIOUS
TOTALCURRENT
MONTHNEW
YR-TO-DATELocal Revenue

Current Ad Valorem	6,537,535.38	108,927.96	6,646,463.34
Prior Ad Valorem	175,223.93	7,456.89	182,680.82
Homestead & In Lieu Tax	210,366.51	177.05	210,543.56
Interest Earned	393,897.68	74,968.12	468,865.80
5-Year Manufacturing Exemp	386,204.83	0.00	386,204.83
Rental of Facilities	1,100.00	0.00	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	51,881.15	507.06	52,388.21
Donations and Contributions	96,500.00	0.00	96,500.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>466,453.70</u>	<u>321.41</u>	<u>466,775.11</u>
Local TOTALS	8,325,033.18	192,358.49	8,517,391.67

County Revenue

Mill Levy	688,440.50	18,620.50	707,061.00
Mortgage Tax	<u>64,026.70</u>	<u>6,878.41</u>	<u>70,905.11</u>
County TOTALS	752,467.20	25,498.91	777,966.11

State Revenue

Gross Production	135,800.85	18,323.74	154,124.59
Auto Tags	921,143.56	139,107.69	1,060,251.25
School Land	394,956.02	43,096.21	438,052.23
Tax Stamps & Other Misc	3,932.04	265.19	4,197.23
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	9,594,115.70	1,371,122.10	10,965,237.80
Flexible Benefit	1,882,120.81	266,070.61	2,148,191.42
Alternative Ed/High Challenge	101,963.02	0.00	101,963.02
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	39,050.00	20,000.00	59,050.00
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	0.82	0.82
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	5,940.00	28,320.00
Voc. Incentive Assistance	60,000.00	25,000.00	85,000.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	13,457,944.19	1,888,926.36	15,346,870.55

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)	389,376.69	119,162.28	508,538.97
Title II Part A (541)	50,943.87	16,362.58	67,306.45
IDEA-B Flow Thru (621)	563,063.88	67,083.89	630,147.77
IDEA-B Preschool 3-5 (641)	20,461.11	3,678.65	24,139.76
Other Title Programs	14,456.42	0.00	14,456.42
Title 10 (596)	36,643.26	285.00	36,928.26
JOM (563)	57,203.59	6,472.74	63,676.33
CARES Act	1,835,461.97	513,405.92	2,348,867.89
Carl Perkins (421)	<u>72,388.17</u>	<u>0.00</u>	<u>72,388.17</u>
Federal TOTALS	3,242,386.58	726,451.06	3,968,837.64
TOTAL GEN FUND	25,777,831.15	2,833,234.82	28,611,065.97
<u>BUILDING FUND</u>			
Current Taxes	933,672.62	15,556.79	949,229.41
Prior Taxes	25,024.98	1,064.97	26,089.95
In Lieu of Taxes	4,966.61	0.00	4,966.61
5-Year Manufacturing Exemp	55,042.44	0.00	55,042.44
Facility Rental	7,700.00	600.00	8,300.00
Insurance Recovery	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.00	0.12	0.12
FEMA	0.00	0.00	0.00
Redbud	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Building Fund TOTALS	1,026,406.65	17,221.88	1,043,628.53
<u>CHILD NUTR FUND</u>			
Local (Meals, Interest, etc)	343,199.55	46,004.14	389,203.69
State Reimbursement	95,393.82	15,294.34	110,688.16
Federal Reimbursement	<u>897,280.49</u>	<u>172,766.36</u>	<u>1,070,046.85</u>
Child Nutrition Fund TOTALS	1,335,873.86	234,064.84	1,569,938.70
<u>TOTAL GF/BF/CNF</u>	28,140,111.66	3,084,521.54	31,224,633.20
<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	3,460,000.00	0.00	3,460,000.00
<u>SINKING FUND</u>			
Current Taxes	4,777,423.43	79,610.57	4,857,034.00
Prior Taxes	128,239.55	5,478.83	133,718.38
In Lieu of Taxes	25,416.25	0.00	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	0.60	0.60
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	5,241,842.77	85,090.00	5,326,932.77
<u>INSURANCE REIMBURSEMENT FUND</u>	0.00	0.00	0.00
GRAND TOTAL	36,841,954.43	3,169,611.54	40,011,565.97

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%
Mar 24	18,788	16,023	44,694	3,468	69	83,042	894,650	-30,040	-118,978	-11.74%

General Fund				
WORKING BUDGET				
	Budgeted	Received	Remaining	
	2023-24	thru 3/31/2024	to Collect	
WADM				
State Allocation (Initial)	14,660,911	10,965,238	3,695,673	
Other State Revenue	5,596,835	4,381,633	1,215,202	
Ad Valorem Projection (7% increase over 2023)	8,340,643	7,425,893	914,751	
Other Local and County Revenue	1,528,795	1,869,465	(340,671)	
Federal Grant Revenue	5,714,471	3,968,838	1,745,633	
Mid Term Adjustment State Allocation	<u>567,473</u>	<u>0</u>	<u>567,473</u>	
CURRENT YEAR REVENUE	36,409,128	28,611,066	7,798,062	
	Percentage Collected	78.58%		
	Percentage of Year	66.67%		
Prior Year Carryover	<u>3,528,472</u>			
Total Revenue	39,937,600			
		Encumbered	Remaining	
Projected Expenses		thru 3/31/2024	Balance	
Certified Salaries	18,032,632	17,899,826	132,806	
Support Salaries	5,743,503	5,713,963	29,540	
Certified Benefits	5,028,529	5,052,295	-23,766	
Support Benefits	1,679,447	1,736,963	-57,516	
Purchased Professional & Technical Services	876,199	723,836	152,363	
Contracted Property Services	166,243	89,358	76,885	
Other Contracted Services	802,174	739,934	62,240	
Supplies & Materials	1,941,219	1,855,174	86,045	
Property Expenses	408,770	330,793	77,977	
Other Objects	844,429	426,639	417,790	
Total Expenses	35,523,144	34,568,780	954,365	
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				

DATA PROVIDERS
Education Record Release and Data Use Agreement
for the Provision of Institutional Functions

This educational record release and data use agreement is between Sapulpa Public Schools (hereinafter referred to as the "Local Educational Agency" or "LEA") and the Oklahoma State Regents for Higher Education (OSRHE) GEAR UP Program (OKLAHOMA GEAR UP). OKLAHOMA GEAR UP collaborates with the Oklahoma State Department of Education (OSDE), Oklahoma CareerTech, National Student Clearinghouse, ACT®, College Board, College and Career Readiness Evaluation Consortium (CCREC), and the University of Oklahoma's K20 Center, collectively herein referred to as DATA PROVIDERS.

LEA desires to outsource certain institutional functions to OKLAHOMA GEAR UP. The Family Educational Rights and Privacy Act (FERPA) allows educational agencies and institutions to disclose personally-identifiable information (PII) from the education records of students, without consent of students and/or parents, to school officials whom OKLAHOMA GEAR UP has determined possess legitimate educational interests, including DATA PROVIDERS. See 20 U.S.C. § 1232g(b)(1)(A) and 34 C.F.R. § 99.31(a)(1).

LEA will provide access to OKLAHOMA GEAR UP and allow OKLAHOMA GEAR UP to collect PII from the education records of students without the consent of the students or their parents and other LEA data while protecting the privacy of students and parents within the LEA.

The Parties therefore agree as follows:

1. Data Use Authorization Request.

OKLAHOMA GEAR UP requests LEA release annually its state assessment data; ACT® and PreACT testing data; College Board Advanced Placement (AP) testing data; first name, last name, middle initial, birthdate, and graduation date for obtaining National Student Clearinghouse postsecondary data; first name, middle initial, last name, grade, state testing number, race, ethnicity, and gender for the OKLAHOMA GEAR UP service tracking database provided by the University of Oklahoma's K20 Center; first name, middle initial, last name, and birthdate for the FAFSA completion portal; student grades and attendance for identifying those in need of GEAR UP support services; first name, middle initial, last name, and grade for okcollegestart.org from the Oklahoma College Assistance Program; and a list of free and reduced lunch recipients to identify those eligible for Oklahoma's Promise to OKLAHOMA GEAR UP as needed for federal reporting and grant evaluation purposes. **Contact information of the individual directly responsible for managing the data in question:** Oklahoma GEAR UP Grant Evaluator, 405.225.9406.

2. Changes to the Education Record Release and Data Use Agreement.

If any changes to this education record and data use agreement are required during the course of providing the institutional function, including the addition of new data providers, then OKLAHOMA GEAR UP shall notify the LEA in writing of the changes, and the LEA shall provide written consent to the changes through an Addendum to this Education Record Release and Data Use Agreement.

3. Acknowledgment of Release of Confidential Data and Direct Control.

- A. The parties acknowledge that OKLAHOMA GEAR UP staff, all of whom have received training in FERPA compliance, will be considered school officials of the LEA under 34 C.F.R. § 99.31(a)(1) and for the purpose of performing the institutional functions described in the Oklahoma GEAR UP Evaluation Plan. As such, OKLAHOMA GEAR UP staff will be listed as school officials in the LEA's annual FERPA notification to parents.
- B. OKLAHOMA GEAR UP acknowledges that the term Confidential Data includes LEA PII data or any other data that the LEA deems confidential at the time of disclosure.
- C. The parties acknowledge that the LEA is releasing PII data to OKLAHOMA GEAR UP in order to achieve Oklahoma GEAR UP's requirements in reporting to the United States Department of Education, and to provide the LEA with data analysis and opportunities to use data for professional development. The release of the LEA PII data to OKLAHOMA GEAR UP and DATA PROVIDERS is necessary for the performance of this institutional function.
- D. OKLAHOMA GEAR UP acknowledges that they are under the direct control of the LEA with respect to the use and maintenance of education records maintained by the LEA and disclosed under this agreement.

4. Ownership of Data and License of Intellectual Property.

- A. The PII data and other LEA data provided by the LEA under this Agreement are and shall remain the property of the LEA. The evaluation data produced by OKLAHOMA GEAR UP and DATA PROVIDERS for the project per the grant application and this Agreement remain the property of OSRHE.
- B. OKLAHOMA GEAR UP shall make the necessary information reasonably available to the LEA to allow the LEA to make a determination that the evaluation reports or any DATA PROVIDERS reports do not contain any PII data from the LEA.
- C. This Agreement does not grant the LEA any license to OKLAHOMA GEAR UP and/or DATA PROVIDERS intellectual property, including any proprietary analytical tools used by OKLAHOMA GEAR UP and/or DATA PROVIDERS.

5. OKLAHOMA GEAR UP and DATA PROVIDERS Confidentiality Obligations.

- A. OKLAHOMA GEAR UP and DATA PROVIDERS shall only use the LEA PII Data for the federal reporting and grant evaluation purposes. Use of the LEA PII Data for any other purpose is strictly prohibited.
- B. OKLAHOMA GEAR UP and DATA PROVIDERS shall not share PII Data with anyone, except those employees, partners or subcontractors that are directly involved in providing the LEA the institutional function (“Authorized Users”).
- C. OKLAHOMA GEAR UP and DATA PROVIDERS shall require all Authorized Users to comply with FERPA and other applicable state and federal student privacy laws.
- D. OKLAHOMA GEAR UP and DATA PROVIDERS shall protect PII Data and perform the institutional functions in a manner that does not permit personal identification of students and their parents by anyone except those bound by this Agreement and the LEA. OKLAHOMA GEAR UP and DATA PROVIDERS shall store all PII Data on secure data servers using current industry best practices. OKLAHOMA GEAR UP and DATA PROVIDERS shall notify the LEA as soon as practicable if it learns of any security breach to the server containing the PII Data or of any disclosure of PII Data to anyone other than OKLAHOMA GEAR UP and DATA PROVIDERS, Authorized Users, or the LEA officials authorized to receive PII Data. OKLAHOMA GEAR UP and DATA PROVIDERS shall cooperate and take all reasonable means prescribed by the LEA to correct any breaches as soon as practicable. The responsibility of this action will be on the part of the Oklahoma GEAR UP Grant Evaluator.
- E. OKLAHOMA GEAR UP and DATA PROVIDERS shall not re-disclose the LEA PII Data to any other party without the prior consent of the parent or eligible student.
- F. OKLAHOMA GEAR UP and DATA PROVIDERS certify that they have the capacity to restrict access to PII Data solely to Authorized Users and ensure that the PII Data is accessed only for the purposes described in this Agreement.
- G. OKLAHOMA GEAR UP and DATA PROVIDERS shall destroy all PII Data within 45 days after it is no longer needed to perform the institutional functions or based on any other Agreements with stated DATA PROVIDERS.
- H. OKLAHOMA GEAR UP and DATA PROVIDERS shall permit the LEA, at the LEA’s cost, to audit the OKLAHOMA GEAR UP and/or DATA PROVIDERS records, upon reasonable request, to confirm that it has destroyed all PII Data as required by this Agreement or a subsequent Agreement.
- I. OKLAHOMA GEAR UP and DATA PROVIDERS acknowledge that Section 9(b)(6) of the National School Lunch Act (“NSLA” - 42 USC 1758(b)(6)) does not permit the use or disclosure of any information obtained from an application for free or reduced-price meals for LEAs unless parental consent is obtained prior to disclosure. OKLAHOMA GEAR UP and DATA PROVIDERS shall inform all Authorized Users of the criminal penalties for violating the disclosure limitations of Section 9(b)(6).
- J. If OKLAHOMA GEAR UP or DATA PROVIDERS become legally obligated to disclose any PII Data (whether by judicial or administrative order, applicable law, rule or regulation,

or otherwise), then OKLAHOMA GEAR UP and/or DATA PROVIDERS shall use all reasonable efforts to provide the LEA with prior notice before disclosure so that the LEA may seek a protective order or other appropriate remedy to prevent the disclosure; provided, however, that OKLAHOMA GEAR UP and/or DATA PROVIDERS will use all reasonable efforts to maintain the confidentiality of PII Data. If a protective order or other remedy is not obtained prior to when any legally compelled disclosure is required, OKLAHOMA GEAR UP and/or DATA PROVIDERS will only disclose that portion of PII Data that it is legally required to be disclosed.

6. Transfer Protocol.

- A. The Parties shall work cooperatively to determine the data necessary for OKLAHOMA GEAR UP and DATA PROVIDERS to perform the institutional function for the LEA described in this Agreement and to ensure that OKLAHOMA GEAR UP and DATA PROVIDERS have access to only those education records in which they have legitimate educational interests for federal reporting and evaluation purposes.
- B. OKLAHOMA GEAR UP will provide the LEA with a secure access file exchange site for transfer of PII data.
- C. The LEA will designate two school employees to serve as contacts for transferring PII data. These two contacts will communicate with the Oklahoma GEAR UP Evaluator regarding any needed data transfer.

7. Permission to Use Data.

The LEA acknowledges that by entering this Agreement it is approving, in writing, of OKLAHOMA GEAR UP and DATA PROVIDERS use of PII Data to perform the institutional functions described in this Agreement.

8. Remedies.

OKLAHOMA GEAR UP acknowledges that the breach of this Agreement on its part may result in irreparable and continuing damage to the LEA for which money damages may not provide adequate relief. In the event of a breach or threatened breach of this Agreement by OKLAHOMA GEAR UP, the LEA, in addition to any other rights and remedies available to it at law or in equity, may be entitled to preliminary and permanent injunctions, enjoining and restraining the breach or threatened breach. The LEA may also debar OKLAHOMA GEAR UP or its Authorized Users from any further access to PII and other LEA Data.

9. Binding Effect and Assignability.

The rights and obligations of each party under this Agreement shall inure to the benefit of and shall be binding upon that Party and its respective successors and assigns.

10. Waiver.

The failure by one Party to require performance of any provision shall not affect that Party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself. No modification, amendment, waiver or release of any provision of this Agreement or of any right, obligation, claim or cause of action arising from this Agreement shall be valid or binding for any purpose unless in writing and duly executed by the party against whom they are asserted.

12. Severability.

Any provision of this Agreement that is declared invalid by a court of competent jurisdiction or by operation of law, shall not affect the validity or enforceability of any other provision of this Agreement.

13. Term.

This Agreement shall remain effective for the duration of OKLAHOMA GEAR UP providing the LEA the institutional function, unless terminated earlier by either party upon thirty (30) days advance written notice. However, notwithstanding termination, OKLAHOMA GEAR UP shall continue to meet all of its confidentiality obligations described in Section 5, above.

14. Costs

Unless otherwise agreed upon by the parties, any costs incurred by the LEA for producing data shall be paid by the LEA.

15. Effective Date

This educational record release and data use agreement will become effective once the LEA and OKLAHOMA GEAR UP on behalf of DATA PROVIDERS, both sign it. The date of this agreement shall be the date on which it is signed by the last party.

16. Duration of the Project.

The duration of this project shall be from the date of this agreement through September 30, 2031.

For SAPULPA PUBLIC SCHOOLS District ("LEA")

Signature

Date

Print Name:

Title: Superintendent

LEA: Sapulpa Public Schools

For OKLAHOMA GEAR UP, on behalf of DATA PROVIDERS:

Name: Jolynn Horn

Date

Title: Associate Vice Chancellor for GEAR UP

Oklahoma State Regents for Higher Education

Approved as to Form:

A rectangular box containing a handwritten signature in blue ink. The signature is cursive and appears to read "Monty L. ...".

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Oklahoma City, OK

MEMORANDUM OF AGREEMENT

Between

Oklahoma State Regents for Higher Education
655 Research Parkway Suite 200
Oklahoma City, OK 73104
(hereafter, the “State Regents”)

And

Sapulpa Public Schools
Sapulpa, Oklahoma
(hereafter, the “Local Education Agency” or “LEA”)

This Memorandum of Agreement sets forth the understanding between the State Regents and the Local Education Agency concerning participation in the Oklahoma Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) federal grant project. This project is a seven-year project serving students from seventh grade through the first year of post-secondary education.

This agreement is based on the LEA’s response/application, which is incorporated by reference into this agreement. This agreement provides for the State Regents to provide funding for effective/appropriate academic, informational, and support services for capacity building in the LEA to ensure that all seventh – 12th-grade students are prepared to enter and succeed in their chosen postsecondary education endeavors.

Oklahoma GEAR UP has multiple components in its programming: including an early intervention component aimed at early college and career readiness awareness; teacher coaching aimed at first-year, alternative-certified and emergency-certified staff; and a communications component to educate and promote post-secondary readiness to parents and the community. The early intervention component of Oklahoma GEAR UP requires the LEA to participate in Pre-ACT and ACT testing. This component is designed to meet local needs by identifying students who will need academic and informational support in post-secondary planning. The professional development component incorporates Jim Knight Instructional Coaching Group (University of Kansas) classroom coaching by trained Jim Knight educators. The communications efforts will provide post-secondary preparation messaging to the community, parents and students through a variety of delivery methods. The grant program strives to build local capacity which includes the engagement of community boards and organizations, and business and resource streams to sustain Oklahoma GEAR UP services beyond the project period.

It is agreed by the parties that the project will consist of (A) a planning phase, from October 2024 through May 2025; and (B) an implementation phase, effective from June 2025 through September 2031. Therefore, this agreement is effective from October 2024 through September 2031, unless extended or terminated sooner. This agreement may be modified only by a written instrument duly signed by an authorized representative of each party.

The State Regents will:

1. Assign a GEAR UP staff member to assist the LEA in implementing individual site plans to include activities/projects identified in the Oklahoma GEAR UP grant proposal; along with additional activities/project that meet the need of the individual LEA/community.
2. Request the GEAR UP staff member assist the LEA in developing an annual budget to cover the costs as identified in the LEA implementation plan. The GEAR UP staff member will assist with monitoring funding by working with the fiscal agent at the LEA, including submitting a mid-year and final budget report each year.
3. Provide funding for college and career readiness activities and instructional coaching (including substitute pay, travel and materials). Funding will be based on an annual implementation plan submitted by the LEA. Funding for the following year may be reduced if excess funds exist or funds have not been expended in a timely manner. Such monies will be handled as carryover funds.
4. Provide funding for the staff member to have a laptop, printer, monitor and basic office supplies. The LEA will provide them office space and access to the school's internet and student information system.
5. Provide the LEA with direct student services by Oklahoma GEAR UP staff, which shall include but is not limited to: an onsite person working directly with students on college and career readiness, a GEAR UP College Success Coach based at an IHE, and a staff member working with new faculty (identified by the LEA) who could benefit from instructional coaching.
6. Provide guidelines and support for collecting student data and evaluation.
7. Periodically review LEA progress.
8. Provide outreach to community, parents and students regarding college and career readiness.
9. Provide funding for Pre-ACT and ACT should state funding be eliminated.
10. Provide funding for any career readiness material/platforms needed to meet the objectives of the grant proposal.

The LEA will:

1. Accept the assignment of an Oklahoma GEAR UP staff member as the GEAR UP Site Director for the LEA. The GEAR UP Site Director will be on site approximately four to five days per school week and will be provided a designated work area

- (that can be locked to protect equipment etc.) along with access to the LEA's internet system and student information system. This staff member will support all activities related to direct student services involving college and career readiness,
2. Establish a Local School Advisory Board consisting of administrators/teacher/leaders and students. This board will meet a minimum of once per year to evaluate the activities, projects and outcomes of the Oklahoma GEAR UP project, as related to the LEA.
 3. Implement direct student services as indicated within the grant proposal and identified by the LEA School Advisory Board which meet the goals and objectives of Oklahoma GEAR UP.
 4. At the LEA's convenience, give access to the Oklahoma GEAR UP Site Director for seventh - 12th grade classroom presentations pertaining to college and career readiness, Oklahoma's Promise, FAFSA etc.
 5. Allow the Oklahoma GEAR UP Site Director to meet individually with seventh - 12th grade students for academic mentoring, scholarship, Oklahoma's Promise and FAFSA completion.
 6. Continue participation in the administration of the Pre-ACT and ACT testing program throughout the Oklahoma GEAR UP project.
 7. Attend and participate in regional and statewide meetings and conferences related to the Oklahoma GEAR UP project.
 8. Provide an LEA staff member to assist the GEAR UP Evaluator in collecting and transferring personally identifiable information (PII) through a secure server, as identified in the LEA and Oklahoma GEAR UP data sharing agreement. Maintain project-related records for the duration of the project and provide access to such records on a timely basis.
 9. Provide an LEA fiscal staff member to assist the Oklahoma GEAR UP Site Director with the processes and procedures of the LEA (purchase orders, transportation arrangements, and reservations of buildings and rooms) necessary for delivery of services, and general assistance in providing services to students, staff and parents. The LEA staff member will assist the Oklahoma GEAR UP Site Director with reports for the mid-year and final budgets annually.
 10. The LEA agrees to allow Oklahoma GEAR UP to be covered under the directory information policy in accordance with FERPA.

Early Termination for Failure of Federal Funding

The parties recognize that this memorandum of agreement is made possible by the grant of monies from the federal government. The State Regents reserve the right to terminate this memorandum of agreement, in its sole discretion, should there be a substantial failure of federal funding or the school district fails to provide data needed to maintain

federal grant requirements. In such an instance, the parties agree to handle matters pertaining to the termination in a manner that minimizes disruption to the activities supported by this memorandum of agreement.

Complete Agreement of the Parties

This memorandum of agreement represents the complete agreement of the parties with respect to the matters to which it relates; however, it does not supersede the LEA's agreement with the State Regents and ACT with regard to the Pre-ACT testing program. Any changes to this memorandum of agreement must be in writing and signed by authorized representatives of the parties.

Accountability

In addition to the undertakings described above, the LEA agrees to cooperate fully with the State Regents in the development, preparation, and dissemination of reports, studies, and other related activities designed to further the goals of the Oklahoma GEAR UP grant initiative.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates under each signature:

Oklahoma State Regents
for Higher Education

LEA (Sapulpa Public School)
Superintendent

Chancellor Allison Garrett
Date: _____

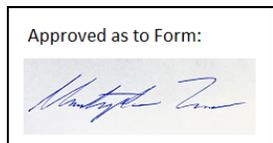
Name: _____
Date: _____

LEA Sapulpa Middle or Junior High
Principal

LEA Sapulpa High School Principal

Name: _____
Date: _____

Name: _____
Date: _____



Assistant Vice Chancellor GEAR UP

Name: _____
Date: _____

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2025 (July 1, 2024 – June 30, 2025).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the “eSign”, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to klowry@okdrs.gov.

We must receive the completed contract and Vendor Information Form before we can process your contract. Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

Services beginning July 1, 2024 or after may not be provided until the Award of Contract has been issued.

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are ccompton@okdrs.gov at (405) 605-9651 and rsansom@okdrs.gov at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at rsansom@okdrs.gov or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEA's are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

A handwritten signature in black ink that reads "Renee Sansom Briscoe".

Renee Sansom Briscoe
Transition Coordinator
405-212-7789
rsansom@okdrs.gov

A handwritten signature in black ink that reads "Lori Chesnut".

Lori Chesnut
Program Specialist
405-521-4802
lori.chesnut@sde.ok.gov

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of seventeen (17) pages (the “Contract”), is hereby made between the Oklahoma Department of Rehabilitation Services (“DRS”) and

**Sapulpa Public Schools
511 E. Lee Avenue
Sapulpa OK 74066-4633**

(“Contractor” or “School”), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child’s movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or July 1, 2024, whichever is the latter, through June 30, 2025. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan, as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the “teacher/transition coordinator”. Paraprofessionals could serve as

transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1st.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;

- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;
- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor. Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure .

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for

that payment. The **School maintains liability** for the students while working on campus.

1. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
 - a. job exploration counseling;
 - b. work-based learning experiences;
 - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
 - d. workplace readiness, including social and independent living skills; and
 - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS,

including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;

1. document such transition services or pre-employment transition services provided and completed by participating students;
2. provide such documentation to the DRS counselor at the end of each semester;
3. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
4. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
10. monitor students progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;

1. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
2. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
3. provide support in assisting students graduating into Employer Work Study.

E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(l). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**

3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

I. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student’s check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, “Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.”

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$50.00) per DRS client who:

- * is going to participate in School Work Study and/or Worksite Learning;

- * is at least eighteen (18) years of age; and
- * has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$50.00).

A. Payment

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

B. Lapse Of Invoices/Claims

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

I. Standard Terms

A. Equal Opportunity/Non-Discrimination

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age

Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

A. Lobbying Activities

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

B. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

C. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

D. Modification

The Contract may only be modified by mutual consent of the parties in writing.

E. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

F. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

G. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

H. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

A. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

B. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

C. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

D. Audit

1. **Federal Funds**

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. **State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

1. Auditor Approval and Audit Distribution

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58th Street, Suite 300, Oklahoma City, OK 73112 or Contracts@okdrs.gov within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

E. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

F. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

G. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section

throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

A. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

B. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

C. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at www.dhs.gov/E-Verify.

D. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

E. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

A. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

B. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

C. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

D. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or

- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

A. Termination For Funding Insufficiency

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

B. Prohibition On Certain Telecommunications And Video Surveillance

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

I. Signatures

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Sapulpa Public Schools
VENDOR

Contract Number

Esther Watkins has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

CONTRACT FOR THERAPY SERVICES

This Contract for Therapy services (the "Contract") is entered into on the 1st day of July 2024, by and between Sapulpa Public Schools, a public corporation ("SCHOOL"), and TherapyWorks, Inc., an Oklahoma corporation ("TW").

RECITALS:

WHEREAS SCHOOL desires to obtain therapy services and staff training to meet the needs of students and staff of SCHOOL and to satisfy SCHOOL'S obligations under the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, *et seq*; and

WHEREAS TW desires to provide SCHOOL with therapy services and staff training, using therapist duly qualified as Occupational Therapists (OTR/L) and Certified Occupational Therapy Assistants (COTA/L), and Physical Therapists (PT) and Physical Therapy Assistants (PTA), licensed by the Oklahoma State Board of Medical Licensure and Supervision. Speech Language Pathologists (SLP) and Speech Language Pathologist Assistants (SLPA) licensed by the Oklahoma State Board of Examiners for Speech-Language Pathology and Audiology.

NOW, THEREFORE, the parties agree as follows:

1. TW shall perform any or all of the following services, as requested by the SCHOOL;
 - a. Evaluate each referred student and provide a report of the student's function; recommend therapy as deemed necessary to increase function in the educational setting and contribute to the development of IEP goals both initially and annually.
 - b. Determine specific therapeutic needs, plan and provide appropriate therapy; assess, modify, and improve each therapy program as the student changes and his/her needs change;
 - c. Document treatment sessions: Assess progress and provided progress reports as required by SCHOOL.
 - d. Participate in SCHOOL meetings, such as Educational Team staffing, IEP meetings, parent conferences, or other meetings as mutually agreed upon by both parties of this Contract.
 - e. Orient, train, and supervise professional and nonprofessional staff in treatment techniques that can be used in the classroom.
 - f. Manage therapy services and report to the SCHOOL.
 - g. Other services as may be mutually agreed upon by both parties of this Contract;
2. The SCHOOL shall obtain and provide TW a copy of educational and medical records on each student prior to evaluation and notify TW immediately of any change in a student's status. The SCHOOL agrees that TW is authorized to gather current medical information for new and existing students. TW agrees to provide copies of this information to the SCHOOL.

3. TW shall not be responsible or liable for negligent acts or omissions of the SCHOOL, its agents, employees, or officers, regardless of whether they are performing therapy programs that have been recommended by TW. To the extent permitted by law, the SCHOOL agrees to indemnify TW and hold harmless TW, its agents, employees, and officers from and against any claims, demands or actions, including but not limited to all attorneys' fees and other defense costs, against TW arising from the acts or duties of the SCHOOL, its agents, employees and officers. Further, the SCHOOL agrees that therapy programs given and provided by TW for any student shall not be used for any other student unless formal written consent approving such action is obtained from TW. All formal consent letters shall be signed by both the SCHOOL and TW and kept in the student's therapy and school charts. If formal written consent is not obtained from TW, the SCHOOL agrees to be held solely responsible and liable for any and all harm to the student and any and all negligent acts or omissions arising therefrom.

TW agrees to indemnify and hold harmless the SCHOOL, its agents, employees, and officers against any claims, demands or actions, including but not limited to all attorneys' fees and other defense costs, against the SCHOOL arising from the services provided by TW, its agents, employees, and officers, except as provided in this Contract.

4. During the term of this Contract, no other person, company, or institution shall be contracted with or employed by the SCHOOL to provide Therapy services to students in the SCHOOL without prior agreement.
5. The SCHOOL shall monitor the services provided by TW through regular meetings and/or telephone conferences. All therapists assigned to the SCHOOL are employees of TW. As such, all wages, taxes, benefits, and employment related expenses are the sole responsibility of TW.
 - a. TW reserves the right to assign and use therapists and certified assistants. If a Certified Therapy Assistant is used to provide services, supervision will be provided according to state licensure laws.
 - b. TW is an approved educational and training facility for Therapy students of all levels. The SCHOOL agrees to allow student therapists to accompany a TW therapist, to observe treatment and to participate in all aspects of treatment under the supervision of the TW therapist. The student and their college or university assumes all liability for the student's actions, and the SCHOOL agrees to hold harmless TW for any and all negligent acts or omissions of a therapy student.
6. The SCHOOL will not attempt to recruit, directly or indirectly, or hire employees or student therapists of TW this year and for two (2) years hence. This provision shall survive the termination of the Contract. Further, any such action on the part of the SCHOOL will constitute an immediate breach of this Contract resulting in substantial damages to TW which would be difficult, if not impossible, to ascertain, by reason of that fact. SCHOOL agrees that in the event of such breach TW shall have the right to enforce this Contract provision by and through any legal means necessary, including but not limited to injunctive relief and any other proceedings available in law or equity. TW and SCHOOL agree that liquidated damages for the breach of such provision shall be equal to the combined total sum of two (2) years revenue produced by this Contract and two (2) years' salary, plus an additional thirty percent (30%) for the therapists involved. Further, in the event of breach, TW shall be entitled, in addition to all available legal remedies, to all of its attorneys' fees and other costs incurred by the breach this Contract.

7. The SCHOOL acknowledges and recognizes that the lists of students, statistics and analysis reports provided as part of the bid for the 2024-25 Therapy contract are confidential and contain proprietary business information of TW. The SCHOOL agrees that during the contract period and following the termination of this contract, the SCHOOL will not, either directly or indirectly, make known or provide to any person, firm, corporation or any other third party any information provided by TW during the bid process.
8. The Contract period extends from July 1, 2024, to June 30, 2025. Due to holidays and school breaks services will be provided for thirty-four (34) weeks during this period and during the Extended School Year when requested by the SCHOOL. The current student count and projections indicate Physical therapy services will average sixteen (16) hours per week. The SCHOOL understands and acknowledges that the number of hours contracted for may increase or decrease based on new referrals, the student count, and changes in therapy service. The need for Therapy services for the students shall be determined jointly by the SCHOOL team and TW.
 - a. Inclusive within the limits of these hours shall be all services, of this Contract, all required documentation of treatment, treatment planning, legally required supervision, travel time to and from and within the SCHOOL, and administrative duties deemed necessary by TW for adequate delivery of service to the SCHOOL. Documentation, planning, meetings, and other work necessary for the delivery of services may be performed at any location most convenient for TW.
 - b. Services will be provided on site at the SCHOOL, unless otherwise requested, and the SCHOOL agrees to provide adequate space for the implementation of therapy services. The SCHOOL agrees to provide internet access for TW therapist's computers.
 - c. In the event of student absences or cancellation of Therapy services by the SCHOOL, excluding regularly scheduled SCHOOL holidays and snow days, the therapist may use this time to work on treatment related services, including but not limited to classroom or home programs and review of goals and progress. If the therapist is scheduled to be on site on professional days, the therapist may use this time as needed for writing evaluation or progress reports or performing other work related to treatment.
9. The SCHOOL agrees to pay TW for all services delivered under the terms of this contract the base fee of seventy dollars (\$70.00) per hour if the contract is signed by April 30, 2024. After April 30, 2024, the contract fee will be seventy-two dollars (\$72.00) per hour. The SCHOOL further agrees to sixty-seven cents (\$0.67) per mile or current IRS guidelines for all mileage incurred to and from TW and between the sites within the SCHOOL and to pay tolls if incurred. TW will maintain treatment and time usage records and will provide an invoice of such to the SCHOOL once a month. The SCHOOL must respond with questions about their invoice within 2 weeks of receipt. TW will then respond to the SCHOOL within 2 weeks to resolve the questions. After 4 weeks of receipt with no questions from the SCHOOL, the invoice will stand as is and no changes will be made.
 - a. The SCHOOL represents that it has the funds necessary for the fulfillment of this Contract. Payment is due thirty (30) days from the date of the invoice. Invoices not paid within thirty (30) days are subject to a finance charge of two hundred fifty dollars (\$250.00). After 60 days, therapy services will be suspended until outstanding invoice(s) are paid in full. After 90 days therapy services will be discontinued due to non-payment. This will be considered a breach of contract.

- b. All original forms and records created and maintained by TW are the sole property of TW, including but not limited to therapy evaluations, progress notes and charts. TW will provide the SCHOOL with original copies of the evaluations, IEP goals and annual progress reports on state mandated educational software program. TW shall keep all records for six (6) years beyond the last date of service. Following the expiration of the contract, TW will provide copies of records as requested by the SCHOOL at the rate of fifty cents (\$0.50) per page.
10. The effective dates of this contract are July 1, 2024, through June 30, 2025. The date of execution of this contract need not correspond to the effective dates, but the effective dates shall be controlling and shall be the commencement and expiration dates.
11. This Contract may be terminated by either party with cause upon sixty (60) days written notice to the other party, if either party fails to perform its duties, provided that the breaching party does not cure such identified failure (breach) within thirty (30) days of receipt of such written notice.
- a. The SCHOOL shall pay for all services through the ending date specified in the sixty (60) day formal written notice.
 - b. In the event the SCHOOL discontinues or terminates this Contract before the expiration date pursuant to nonpayment all services provided from July 1, 2024, through the last date of service will be billed at an hourly rate of seventy-five dollars (\$75.00). All payments made from July 1, 2024, will be applied to the amount due. TW shall be entitled to the full adjusted amount for all services provided, its attorneys' fees, and all other costs incurred in enforcing this Contract.
12. This Contract is not assignable.
13. This Contract is made and governed by the laws of the State of Oklahoma.

IN WITNESS WHEREOF, SCHOOL & TW have executed this agreement for Physical Therapy.

SCHOOL REPRESENTATIVE

THERAPYWORKS, INC.

By: _____

By: _____

Title _____

Title _____

Date _____

Date _____



Solution Tree, Inc. Purchase Agreement

Effective March 27, 2024, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Sapulpa Public Schools ("Customer") located at 511 East Lee Sapulpa, OK US 74066 agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Onsite Professional Development	\$6,500.00
Total	\$6,500.00

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$ 0.00	Waived
Onsite Professional Development	\$6,500.00	June 6, 2024

3. **Onsite Professional Development**

- 3.1. **Description of Services:** Solution Tree agrees to provide a speaker, Rusty Taylor ("Associate"), to disseminate information for Customer on the topic of *PLC at Work®* on June 6, 2024.
- 3.2. **Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. **Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.



4. General Terms

- 4.1. Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.
- 4.2. Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:
- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
 - b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
 - c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
 - d. All obligations unaffected by a Force Majeure Event will remain in place.
- 4.3. Termination:** Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.
- a. **Onsite Professional Development:** If Customer cancels any Onsite Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Onsite Professional Development Services.
- 4.4. Entire Agreement:** This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.



This Agreement is acknowledged and accepted by Customer and Solution Tree:

Donia Doudican
Director of Instruction/Curriculum
Sapulpa Public Schools

Date

Date

Solution Tree, Inc.



PROPOSAL FOR DRUG AND ALCOHOL TESTING

SERVICE AGREEMENT

1619 S Boulder Tulsa, Ok 74119 – [P] 918.622.6600 – [F] 918.622.6605 – admin@tulsaweaverdrugtesting.com

This Service Agreement (“Agreement”) is made and entered into this ____ day of _____ 2024, by and between **Weaver Drug Testing Lab** with its principle place of business at 1619 S. Boulder, Tulsa, Oklahoma 74119 (“Weaver”) and **Sapulpa Public School**.

The terms of this agreement shall remain in effect from July 1, 2024 through July 1, 2025.

1. **Sapulpa Public School retains Weaver Lab, and Weaver Lab agrees to perform the specific services described below.**

Weaver Lab will help organize and plan 1 mass drug test prior to start of school year and make up test as needed. Our lab will have staff on hand to collect and receive collected samples and transport to lab for testing. Athletes who are unable to attend the mass collection will be able to come directly to the lab and complete an initial drug test once payment to the school has been confirmed. Make up days may also be scheduled.

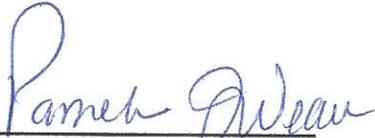
Weaver Lab will provide weekly, bi-monthly, or monthly random drug testing throughout the school year. Weaver lab can and will provide a randomly selected list for number of students to be tested, and provide staff on-site to collect and transport sample to lab. Weaver lab can and will provide flexibility in testing dates and times, tests can be performed on different days of the week and different times of the day, morning or afternoon, at the discretion of Sapulpa Public Schools.

Weaver Lab can provide urine, hair follicle and/or oral swab testing, although urine is the most commonly used sample for testing. Urine drug testing is done in house on the AU640 analyzer. Negative results are usually reported same day depending on time of collection. If a GC/MS confirmation is requested, turn-around time is usually 5 days. Final reports can be emailed to designated individuals or be set up to use our on-line access with a username and password.



SERVICES PROVIDED	
BASIC STUDENT PANEL - \$14.00 Amphetamine Benzodiazepine Cocaine Opiate THC 20 THC SQ LEVEL (If positive THC)	GC/MS Confirmation Send Out - \$40.00 (Up on request) ON-SITE COLLECTION FEE - \$50.00 THC LEVEL -\$2.00
	ALL SUPPLIES ALL PROVIDED AND INCLUDED IN PRICING

- 2. Payment for Services:** Weaver will submit invoices in a timely manner to Sapulpa Public School accounts payable. Sapulpa Public School will pay undisputed invoices within 30 days of receipt of an invoice property issued.
- 3. Service Warranty:** Weaver warrants that all Services will be performed in a competent, workmanlike, and professional manner by Weaver personnel with sufficient training and experience commensurate with their roles to provide the services.



Pamela Weaver M.L.T (ASCP)
 Lab Manager

DATE 3.25.2024

School Official

DATE _____



INTRODUCTION & GENERAL PROVISION

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

1. GENERAL PROVISION

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

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

2. SCHEDULE PRODUCTS

REQUIREMENTS OF VYPE OKLAHOMA

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

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

REQUIREMENTS OF CLIENT

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

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

Agreement for services runs from July 1, 2023 to June 31, 2024 and automatically renews each year unless written notice is provided to VYPE 120 days before the end of that year’s agreement.

3. TERMS

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

Tickets – School will receive 20% of ad revenue after cost in April, 2025.

Posters – School will receive 20% of ad revenue after cost in April, 2025

Web page – School will receive 20% of new ad revenue to be paid in April, 2025, less the \$900 programming fee. It is the sole responsibility of VYPE to create enough ad revenue to cover the programming fee.

School agrees to have \$990 in payment withheld to cover the VYPE \$99 a month for 10 months for VYPE to keep the site updated with stories and information.

School : _____ Michael Rose _____ VYPE Representative: _____ Roscoe Migliore _____

School Representative: _____ Date: _____



BSN SPORTS™

EXCLUSIVE SUPPLIER AGREEMENT

BSN SPORTS, LLC, a Delaware limited liability company (“BSN SPORTS”) is pleased to offer **SAPULPA PUBLIC SCHOOLS** (“School”) the **BSN SPORTS EXCLUSIVE SUPPLIER AGREEMENT** (the “Agreement”) for the purchase and supply of NIKE apparel and footwear along with any and all other footwear, apparel & equipment offered for sale to School by BSN SPORTS.

Benefits:

1. **“Premier Pricing”** shall apply to all footwear, apparel and equipment purchased by School at the following rates*:

- **35%** off retail price on all NIKE apparel
- **30%** off retail price on all NIKE footwear and equipment
- **30%** off retail price on all NIKE Custom uniforms purchased within the timeframe specified in the BSN SPORTS uniform Schedule.
- **15%** off catalog price on all BSN SPORTS proprietary products (as defined below) from BSN SPORTS catalog (exclusive of closeout and sale items)
 - BSN SPORTS proprietary products are identified in our catalog with a black star icon next to the product code.
- **10%** minimum off catalog price on all non-branded products from BSN SPORTS catalog.
 - BSN SPORTS catalog non-branded products are products distributed by BSN SPORTS from a third-party manufacturer such as Wilson, Spalding, Rawlings, etc.

2. **NIKE Team Sports Product Allotment:** School shall receive the following in free NIKE promotional product calculated at NIKE retail prices and redeemable from the applicable approved NIKE promotional catalogs:

- Year 1 (2021-2022): **\$17,500** in NIKE promotional product at retail price
- Year 2 (22-23): **\$17,500** in NIKE promotional product at retail price
- Year 3 (23-24): **\$15,000** in NIKE promotional product at retail price
- Year 4 (24-25): **\$15,000** in NIKE Promotional product at retail price
- Year 5 (25-26): **\$15,000** in NIKE Promotional product at retail price
- Promotional product allocation is the sole responsibility of school.
- Unused promotional product amounts, as of 5:00 pm on 4/15 of each year of the agreement, are forfeited. As a result, promotional merchandise cannot be carried over from one school year to the next.

3. **BSN SPORTS SIGNING BONUS:** BSN SPORTS will provide an annual \$2,500 signing bonus. The bonus will be used on BSN Promotional product at retail price.

4. **BSN SPORTS ATHLETIC DEPARTMENT ALLOTMENT:** BSN Sports will provide an annual \$2,500 allotment. This allotment is to be used on NIKE Promotional product at retail price.

5. **Product Rebate:** Subject to the terms below, at the end of each school year of this agreement, the Athletic Program will receive a Product Rebate including selected products from BSN. The Product Rebate will be selected from a list of products provided by BSN and subject to availability at the time of order. Product Rebates are available after the requirements below

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK & FIELD
STRENGTH & FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES & BLEACHERS
COACHING
AQUATICS



are met and must be utilized during each school budget year. All Product Rebates will be redeemed in May and June. A Product Rebate balance does not carry over from year to year.

The product rebate will be a percent of the total spend for each year of the agreement. This rebate will be used on BSN Product and Nike Promotional Items.

Annual Spending Level	Annual Rebate Amount:
\$200,000 +	15% of annual spend; 50% in Nike Team Stock apparel and 50% in BSN Sports equipment at catalog price.
\$150,000-\$199,999	13% of annual spend; 50% in Nike Team Stock apparel and 50% in BSN Sports equipment at catalog price
\$110,000-\$149,999	12% of annual spend; 50% in Nike Team Stock apparel and 50% in BSN Sports equipment at catalog price
\$90,000-\$109,999	11% of annual spend; 50% in Nike Team Stock apparel and 50% in BSN Sports equipment at catalog price
\$50,000-\$89,999	10% of annual spend; 50% in Nike Team Stock apparel and 50% in BSN Sports equipment at catalog price

- 6. BSN/IMPACT BRANDING:** Varsity Brands will provide a one-time \$12,500 Branding Package to be spend in year one.
- 7. BSN SPORTS Service Promise:** BSN SPORTS will provide a dedicated sales professional (“BSN SPORTS Representative”) to conduct bi-weekly on-site visits to School throughout the term of this Agreement. BSN SPORTS Representative will be responsible for showing product samples, communicating order deadlines and providing 24-hour response for all questions and concerns. BSN SPORTS will also carry a minimum of \$25 Million dollars of NIKE product at any given time.

Terms and Conditions:

- 1. Exclusive Supplier.** School will use BSN SPORTS as their exclusive supplier for any and all of its athletic apparel, footwear, and equipment needs. It is also agreed that School will adhere to the BSN SPORTS product planning calendar to help ensure availability and delivery in a timely manner.
- 2. NIKE Apparel at Events.** School’s coaching staff and athletes will only wear NIKE branded footwear and apparel at competitions whenever possible.
- 3. Purchase of NIKE & Other Products.** School shall notify its athletes that My Team Shop, which is operated and owned by BSN SPORTS, will serve as the online purchasing site for all additional NIKE products purchased directly by athletes, as well as their family and friends. School cannot guarantee that athletes and their family and friends will exclusively use the

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK&FIELD
STRENGTH&
FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES&BLEACHERS
COACHING
AQUATICS



My Team Shop to purchase NIKE products. Each sport will offer at least one My Team Shop opportunity to their student athlete families/fans/alumni per year throughout length of agreement.

4. **Promotion.** School will promote this partnership through public announcements at events and signage (provided by BSN SPORTS) at football, basketball, baseball games and any other sporting event. A ½ page advertisement supplied by BSN SPORTS shall appear in School's media guide distributed or displayed at any such event. Also, BSN SPORTS will receive: (i) two (2) tickets or passes, as applicable, to all School athletic games, competitions, and tournaments or similar events, and (ii) one (1) vendor / athletic parking pass for use by the BSN SPORTS Representative for sales calls, meetings, presentations and campus visits. BSN SPORTS will receive 1 free hole sponsorship and foursome at one of the district's golf outing. Static logos for BSN SPORTS & NIKE to appear on banner of athletic department website as the official supplier.
5. **Payment Terms.** School must be current on all payment obligations to BSN SPORTS to be eligible for all promotional products and rebates. Payments will be made within thirty (30) days of purchases unless alternate payment arrangements have been made and agreed to in writing by both parties.
6. **Additional Charges.** Decoration charges (including charges for embroidery and screen printing) are extra.
7. **Exclusions.** Products sold through Varsity Brands companies, Varsity Spirit & Herff Jones, will not be included in spending level totals.
8. **Freight and Shipping.** School is responsible for shipping on all orders in the amount of 2.5%. Freight will apply on truck items.
9. **Term of Agreement.** The term of this Agreement shall be for one (1) year, beginning on July 1, 2024, and continuing through June 30, 2025 (the "Initial Term" unless earlier terminated in accordance with this Agreement. This Agreement may be renewed by the parties for 4 additional one-year terms each year (each a "Renewal Term" and together with the Initial Term, the "Term"); provided that: (i) School may solicit offers from competitors of BSN SPORTS for the provision of apparel, footwear, and equipment to commence after the Initial Term or then-current Renewal Term until six months prior to the expiration of the Initial Term or such Renewal Term (the "Shopping Period"); (ii) should School receive an offer during the Shopping Period, School shall communicate such offer to BSN SPORTS and provide BSN SPORTS with the opportunity to match such terms in the following Renewal Term. In any event, the parties may renew this Agreement in writing signed by both parties no later than ninety (90) days before the expiration of the Initial Term or then-current Renewal Term.
10. **Force Majeure Event:** Neither party shall be liable to the other for any costs or damage (including consequential and liquidated damages), arising out of delay or nonperformance under this Agreement arising, directly or indirectly, out of a Force Majeure Event

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK & FIELD
STRENGTH &
FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES & BLEACHERS
COACHING
AQUATICS



BSN SPORTS™

including, without limitation, strike, work stoppage, fire, earthquake, flood, windstorm, riot, accident, acts of war or terrorism, civil or military disturbances, pandemic, nuclear or natural catastrophes or acts of God, court order or injunction, an order or directive restricting action by a relevant governmental authority, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, or any other similar event that is beyond the reasonable control of the parties. The parties agree and acknowledge that, in no event, shall additional expenses or other adverse financial conditions be deemed a Force Majeure Event. Upon such Force Majeure Event, the inability to comply with any term of this Agreement shall be excused and either party shall be released from all current and future obligations under the Agreement provided that (i) written notice setting forth in detail the nature of the Force Majeure Event is given by such party to the other party as soon as such party is aware of the Force Majeure Event; and (ii) such party shall use all commercially reasonable efforts to minimize the extent of delay or nonperformance caused by the Force Majeure event.

Upon a Force Majeure event, the parties will make a good faith effort to reschedule the event as set forth herein at a mutually agreeable date and time. Any deposits will be applied to the rescheduled event; or will be fully refunded if the event is not rescheduled.

- 11. COVID-19.** The parties acknowledge the ongoing risk and uncertainty regarding the impact of COVID-19 on their obligations under this Agreement. Notwithstanding the potential foreseeability of such impact, the parties acknowledge and agree that any actions taken by one party in response to or in compliance with recommendations, guidance, orders or other actions or directives of governmental or other applicable authorities with expertise in infectious diseases (e.g., WHO, CDC, NIAID, etc.) pertaining to COVID-19 shall constitute a Force Majeure event under this Agreement. In addition, if either party reasonably and in good faith determines that COVID-19 has made its obligations under this Agreement unworkable or overly burdensome, the affected party may terminate or postpone the Agreement without penalty, provided written notice is provided to the other party at least 30 days before the event.
- 12. Termination of Agreement.** If BSN SPORTS or School should fail to perform or be in breach of any of the warranties, representation, covenants or obligations contained in this Agreement, or anticipatorily breach this Agreement, and such default is not curable or such default is curable but remains uncured for thirty (30) days after written notice thereof has been given to the defaulting party, the other party, at its sole election, may immediately terminate this Agreement with written notice to the defaulting party.
- 13. Confidentiality.** Excluding disclosures made to attorneys, auditors, or other third-party consultants, the terms and conditions of this Agreement are absolutely confidential between the parties and shall not be disclosed to anyone else, except as shall be necessary to effectuate its terms. Any disclosure in violation of this section shall be deemed a breach of this Agreement.

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK & FIELD
STRENGTH &
FITNESS
WRESTLING
SPORTS MED
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FOOTBALL
BASKETBALL
VOLLEYBALL
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FITNESS
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SPORTS MED
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AGILITY
SCOREBOARDS
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- 14. Severability.** Should any provision of this agreement be found to be invalid, illegal, or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect the validity of the remaining provisions hereof.
- 15. Non-waiver.** Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.
- 16. Headings.** The headings in this Agreement have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Agreement.
- 17. Assignments.** Except for assignments pursuant to a Change of Control, this Agreement is not assignable in whole or in part by either party without the prior written consent of the non-assigning party, which consent shall not be unreasonably withheld, but is binding on any corporate successor of either party. As used herein, a “Change of Control” means a merger, sale, transfer, or other disposal of all or substantially all of the assets of the assignee or its ultimate direct or indirect parent corporation or holding company in one or more transactions.
- 18. Notices.** Any notice or other communication provided under this Agreement will be in writing and will be effective either when delivered personally to the other party, or five (5) days following deposit into the United States mail (certified mail, return receipt requested), or upon overnight delivery service (with confirmation of delivery), addressed to such party at the address set forth herein, or upon electronic delivery by confirmed means.

If to BSN SPORTS:
BSN SPORTS, LLC
14460 Varsity Brands Way
Farmers Branch, TX 75244
ATTN: RUSTY ZUMWALT

With a copy to:
Varsity Brands, LLC
14460 Varsity Brands Way
Farmers Branch, TX 75244
ATTN: Chief Legal Officer

If to School:
[INSERT]

- 19. Governing Law.** This Agreement shall be interpreted and construed in accordance with the laws of the State of Oklahoma.



BSN SPORTS™

20. Modification of Agreement. This document contains the entire Agreement between the parties and may not be changed, modified, amended, or supplemented except by express written agreement signed by both parties.

This Agreement is made and entered into by and between the parties this ____ day of April 2024.

Signed: _____

Director of Athletics
SAPULPA HIGH SCHOOL
Name

Signed: _____

Business Office,
SAPULPA HIGH SCHOOL
Name

Signed: _____

BOARD PRESIDENT

Signed: _____

REGIONAL SALES DIRECTOR

CONFIDENTIAL

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK & FIELD
STRENGTH & FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES & BLEACHERS
COACHING
AQUATICS



Sequoyah Invitational Basketball Tournament

December 12th-14th, 2024

School Name: Sapulpa Mascot: Chieftains

Athletic Director: Michael Rose Cell Phone: 918-859-8464

Email: mrose @ sapulpa.ps.org

Principal: Seth Shibley Cell Phone: 918-688-0281

Email: Sshibley @ sapulpa.ps.org

Boys Coach: Jordan Nagel Cell Phone: 918-706-1989

Email: JNagel @ sapulpa.ps.org

Girls Coach: _____ Cell Phone: _____

Email: _____

Teams Participating: BOYS X Girls _____

The team/teams above agree to participate in the 2024 Sequoyah Invitational Basketball Tournament from December 12th-14th, 2024. Please have your Athletic Director or Principal sign below and return to Zac Briscoe at zac-briscoe@cherokee.org.

Signature Title

For questions, please reach out to the following:

Justin Brown – Girls Head Coach – justin-brown@cherokee.org – (918) 824-0547

Zac Briscoe – Boys Head Coach – zac-briscoe@cherokee.org – (918) 704-8068

Mark Vance – Athletic Director – mark-vance@cherokee.org – (918) 718-5386

SAPULPA PUBLIC SCHOOLS

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

REQUESTING GROUP: Theatre

DATE OF REQUEST: April 1, '24

SPONSOR: Becky Braswell

DESTINATION: University of Indiana

DATE LEAVING (DAY AND DATE): Sunday, June 23

DATE RETURNING (DAY AND DATE): Saturday, June 29

NUMBER OF SCHOOLS DAYS MISSED: 0

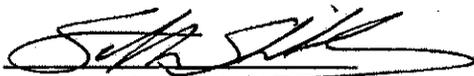
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Bartlett Foundation Grant

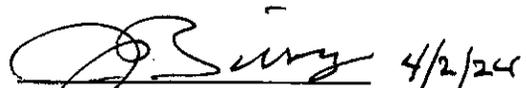
NUMBER OF STUDENTS ATTENDING: 3

NUMBER OF SPONSORS: 2

PURPOSE OF TRIP: Attend the International Thespian Festival!

MODE OF TRANSPORTATION: Car/Van


Principal's Approval


Superintendent Approval

Board President Approval

SAPULPA HIGH SCHOOL

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

REQUESTING GROUP: Boys Basketball

DATE OF REQUEST: 4-2-24

SPONSOR: Nagel

DESTINATION: Kansas University

DATE LEAVING (DAY AND DATE): June 14th (Friday)

DATE RETURNING (DAY AND DATE): June 16th (Sunday)

NUMBER OF SCHOOLS DAYS MISSED: 0

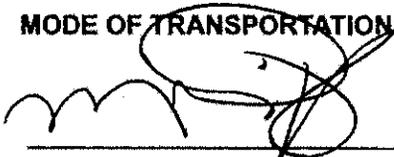
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Various Fundraisers throughout the season

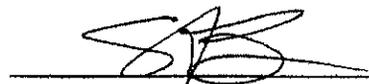
NUMBER OF STUDENTS ATTENDING: 12

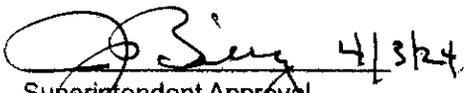
NUMBER OF SPONSORS: 3

PURPOSE OF TRIP: Varsity Team Camp at KU.

MODE OF TRANSPORTATION: Mini Buses


Athletic Director Approval


Principal Approval


Superintendent Approval 4/3/24

Board President Approval

SAPULPA PUBLIC SCHOOLS

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

REQUESTING GROUP: Middle School Robotics DATE OF REQUEST: 4/2/2024

SPONSOR: Janet Johnson

DESTINATION: Concord, North Carolina

DATE LEAVING (DAY AND DATE): 7/24/2024

DATE RETURNING (DAY AND DATE): 8/2/2024

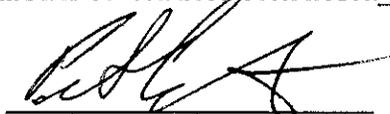
NUMBER OF SCHOOLS DAYS MISSED: 0

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 Grant

NUMBER OF STUDENTS ATTENDING: 10 NUMBER OF SPONSORS: 3

PURPOSE OF TRIP: Global Conference for Educational Robotics - Conference and Competition

MODE OF TRANSPORTATION: Rented vehicle



Principal's Approval

 4/3/24

Superintendent Approval

Board President Approval

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Liberty STEM Club DATE OF REQUEST: 4/2/24

SPONSOR: Kimberly McCallum

DESTINATION: Saco, Maine

DATE LEAVING (DAY AND DATE) Sunday, September 29, 2024

DATE RETURNING (DAY AND DATE) Friday, October 4, 2024

NUMBER OF SCHOOL DAYS MISSED 5

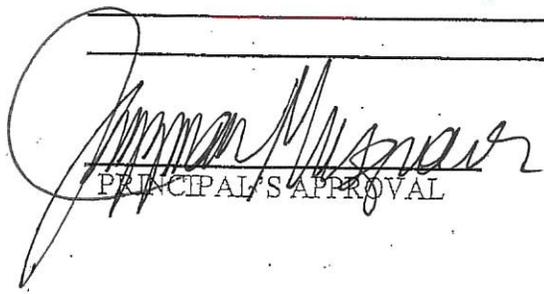
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT
AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS.

PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Parent contribution,
summer car washes, possible grant

NUMBER OF STUDENTS ATTENDING: 10 NUMBER OF SPONSORS: 1

PURPOSE OF TRIP: To attend The Ecology School at River Bend Farm

MODE OF TRANSPORTATION: Flight, rental vans


PRINCIPAL'S APPROVAL


SUPERINTENDENT'S APPROVAL

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Liberty STEM Club DATE OF REQUEST: 4/4/24

SPONSOR: Kimberly McCallum

DESTINATION: Texas

DATE LEAVING (DAY AND DATE) May 4 Sunday

DATE RETURNING (DAY AND DATE) May 9 Friday

NUMBER OF SCHOOL DAYS MISSED 5

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

PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Partnerships
parent contributions, raffle, dance, etc.

NUMBER OF STUDENTS ATTENDING: 25 NUMBER OF SPONSORS: 4

PURPOSE OF TRIP: STEM Experiences not available locally

MODE OF TRANSPORTATION: Activity Bus

[Signature]
PRINCIPAL'S APPROVAL

[Signature] 4/7/24
SUPERINTENDENT'S APPROVAL
[Signature] 4/5/24

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: HPE DATE OF REQUEST: 4/2/24

SPONSOR: Lesli Whillock

DESTINATION: Saco, Maine

DATE LEAVING (DAY AND DATE) Sunday 9/29/24

DATE RETURNING (DAY AND DATE) Friday 10/4/24

NUMBER OF SCHOOL DAYS MISSED 5

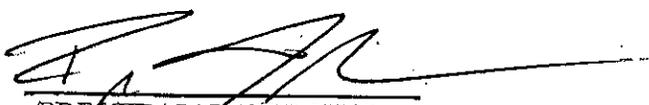
THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS.

PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Parent contributions, car washes, possible grant

NUMBER OF STUDENTS ATTENDING: 10 NUMBER OF SPONSORS: 1

PURPOSE OF TRIP: to attend the Ecology School at River Bend Farm

MODE OF TRANSPORTATION: flights, rental vans


PRINCIPAL'S APPROVAL

 4/8/24
SUPERINTENDENT'S APPROVAL

530.-539. TRANSFER STUDENTS

530. **OPEN TRANSFERS** (Approved 12-6-99)(Revised 11-6-06, 6-13-2022, 7.11.2022)(Replaced12-13-21) (see procedure pages)

The school district will not accept or deny a transfer based upon the student's race, color, sex, ethnicity, national origin, gender, gender identity, religion, disability, veteran status, sexual orientation, income level, proficiency in the English language, measure of achievement, aptitude or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason. The school district will begin accepting applications for the next school year starting ~~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 sections per grade level x 140 students 6th-7th Grade Program Capacity 23= the 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.

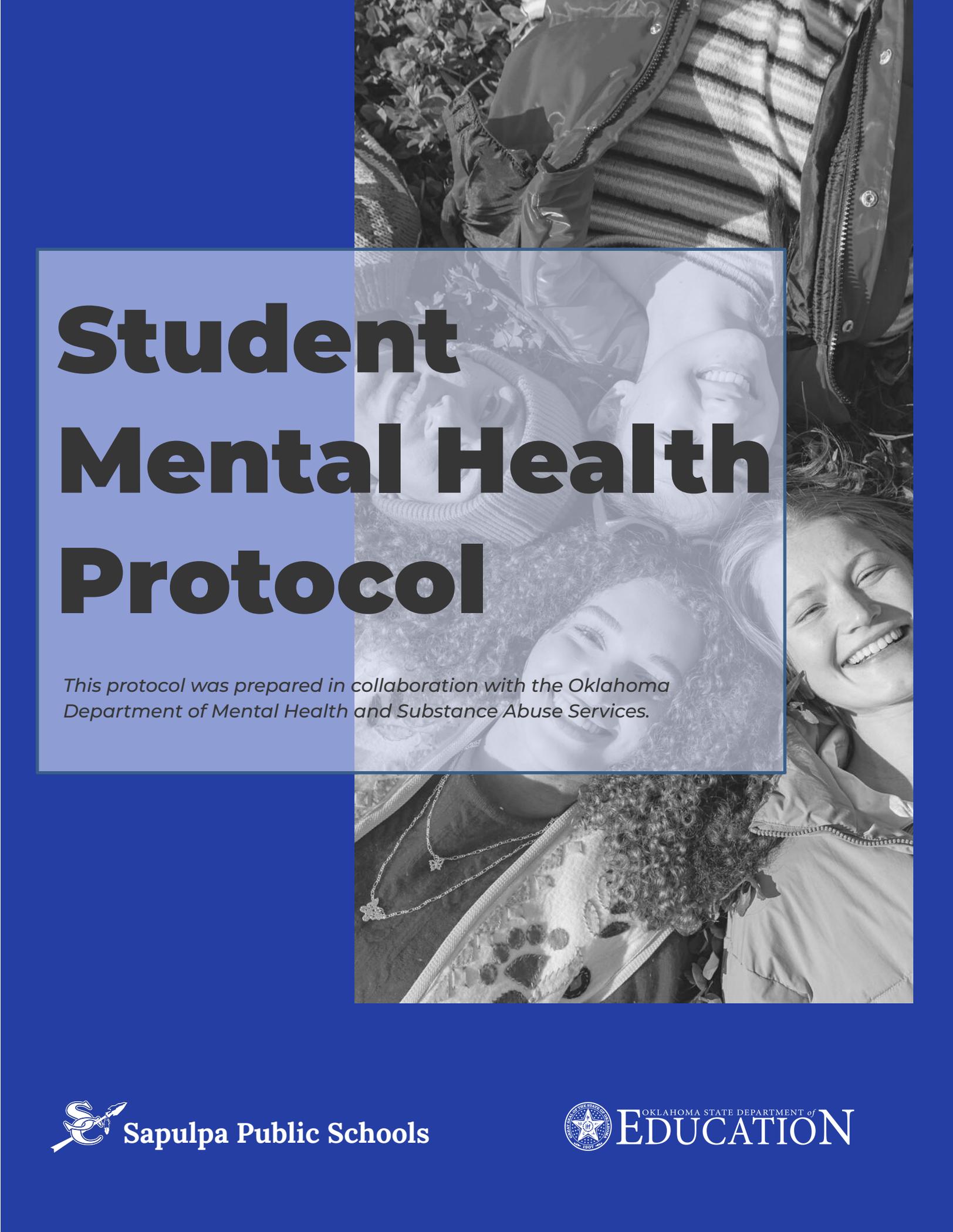
70 O.S. §24-101, et seq.; §24-102

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.



Student Mental Health Protocol

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

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Statement of Purpose

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



Definitions

Mental Health

Includes emotional, psychological, and social well-being and affects how individuals think, feel, and act. Mental health also determines how individuals handle stress, relate to others, and make healthy choices. (Information obtained from [CDC, 2021](#).)

Mental Health Crisis

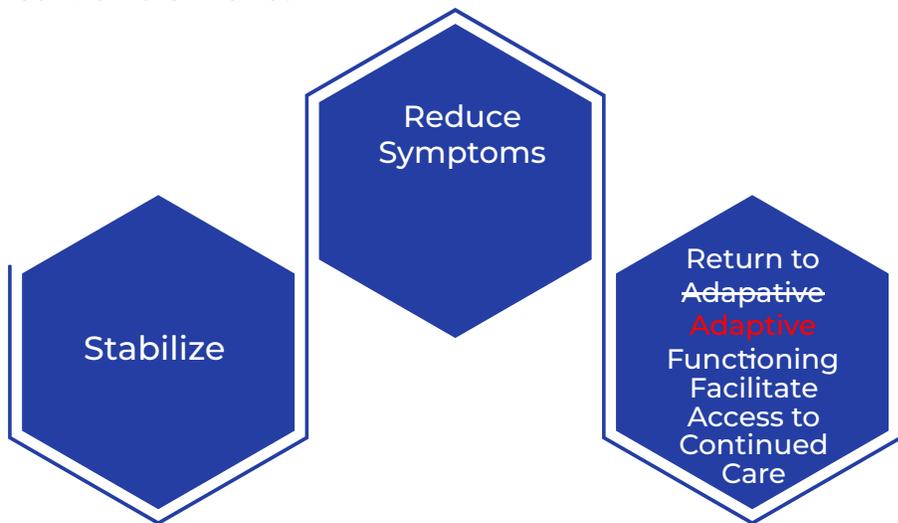
Any situation in which a person's behavior or verbalized distress puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively in the community. The 988 Mental Health Lifeline operates 24/7, offering anyone who dials 9-8-8 access to mental health crisis services.

Crisis Response

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

Crisis Intervention

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



Privacy Requirements

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

The Family Educational Rights and Privacy Act

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

HIPAA

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

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

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



Recognize Warning Signs

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

Abusive Behavior

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

Inability to Perform Daily Tasks

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

Increased Agitation

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

Isolation

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

Loses Touch with Reality (Psychosis)

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

Paranoia

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

Rapid Mood Swings

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

Other warning signs may include:

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



Safeguard Student Health and Safety

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

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

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



Response Procedures

What to Do in a Mental Health Crisis

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

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

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

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

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

Remember

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

Student Re-Entry Plan Guidelines

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

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

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



Community Resources

Certified Community Behavioral Health Clinics (CCBHC)

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

988 Suicide and Crisis Lifeline

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

Mobile Crisis Response

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



Guardian Notification

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

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

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

Resources:

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



Mental Health Partnerships

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

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

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

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

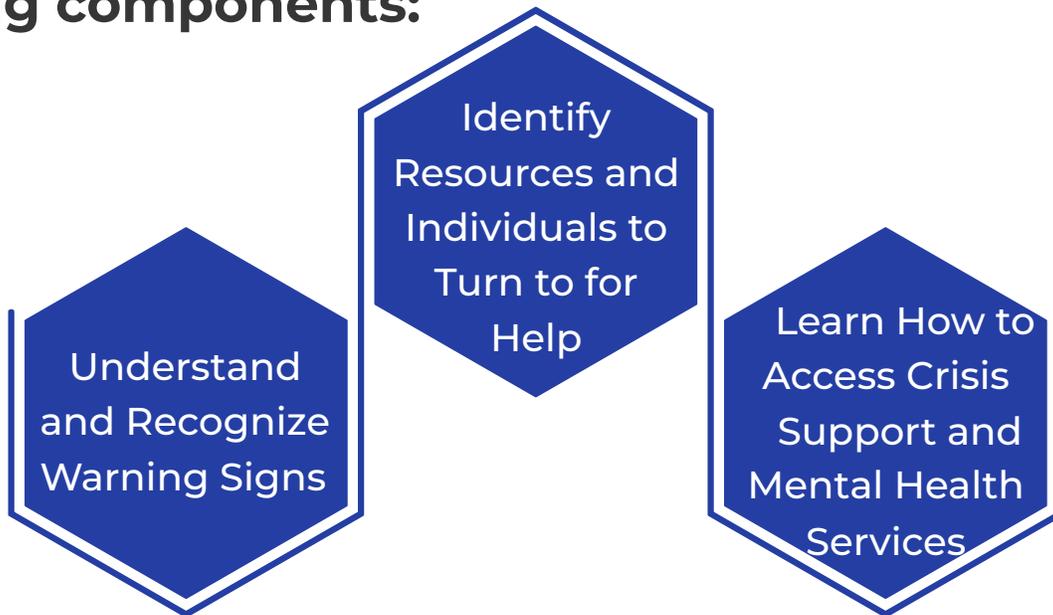
The Oklahoma Prevention Needs Assessment refers to the biennial mental health prevention survey of public school students in grades six, eight, ten, and twelve managed by the Department of Mental Health and Substance Abuse Services(ODMHSAS). ODMHSAS shall maintain the Oklahoma Prevention Needs Assessment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

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



District Training: What Educators Should Know

Effective district training meets the following components:



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

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

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

Other Requirements

Reporting Procedures to the Oklahoma State Department of Education

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

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



Oklahoma Student Mental Health Legislation Table

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



Relevant Documents and Resources

Prevention Resources

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

School Climate

[School Climate Best Practices](#)

Mental Health and Crisis Response

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



APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Sapulpa Public Schools District No. I-33 of Creek County, require the immediate approval of temporary appropriations for the fiscal year 2024-25:

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Creek County be requested to approve temporary appropriations to the extent of and not to exceed one hundred per cent (100%) of the total estimated funds available to said Board as follows:

REQUESTED APPROPRIATIONS

General Fund	
Current expense	\$ <u>39,370,127</u>
Building Fund	\$ <u>1,712,291</u>
Child Nutrition Fund	\$ <u>2,489,063</u>
Co-op Fund	\$ <u>0</u>

APPROVED AND ADOPTED this _____ day of _____, 2024.

THE BOARD OF EDUCATION

<u>Sapulpa Public Schools</u>	<u>I-33</u>
(Name of School District)	No.

CREEK, COUNTY, OKLAHOMA

ATTEST:

Clerk

President

APPROVED by the Creek County Excise Board the _____ day of _____, 2024.

THE COUNTY EXCISE BOARD

CREEK, COUNTY, OKLAHOMA

Chairman

ATTEST:

County Clerk

Member

Member



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

ENGAGEMENT LETTER

April 9, 2024

Sapulpa Public Schools
511 East Lee
Sapulpa, OK 74066

RE: Financial Advisory Services Provided to the Sapulpa School District

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

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

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



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

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

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

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

For General Obligation bond issues:

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

NOTE: For General Obligation bond issues less than \$1,000,000 in principal amount, a discounted fee of \$9,000 would apply.

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

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

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



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

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

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

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

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

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

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

10. **Binding Effect; Assignment.** This Agreement shall be binding upon and inure to the benefit of Issuer and BOKFS, their respective successors and permitted assigns; provided however, neither



party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

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

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

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

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

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

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

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

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

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

[Signatures on Following Page]



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

Dated this 9th day of April, 2024.

BOK FINANCIAL SECURITIES, INC.

ZACK ROBINSON
SENIOR VICE PRESIDENT

In a session legally assembled on the 9th day of April, 2024, the above offer was duly considered and approved and accepted. Witness our official hands this 9th day of April, 2024.

(SEAL)

President

ATTEST: _____
Clerk



APPENDIX A SCOPE OF SERVICES

1. We shall prepare a written Financial Analysis based upon the capital improvement and other needs of the School District which shall include a survey of the financial resources of the School District. This document shall also contain an analysis of the existing debt and tax structure of all levels of government involved and compare this analysis to the projected debt. On the basis of information thus developed, we shall devise a financing program to fund the proposed maturities, the estimated interest rate and cost on the proposed bonds, the resulting overall amount of projected annual debt service and tax requirements, and the relationship of these items to existing corresponding projected items of the School District and other related levels of government.

2. We shall provide the following services relating to a bond election:
 - A. Provide the School District with information concerning the most advisable dates for holding an election to approve such issuance;
 - B. Provide the necessary Resolution to call for the election;
 - C. Provide for filing the necessary documentation with the County Election Board;
 - D. Assist in providing printed ballots for such election;
 - E. Arrange for proper legal notices to be published at the appropriate times regarding the notice of such election;
 - F. Appear at public meetings informing the public as to the use of bond proceeds and the effect on ad valorem taxes (if desired);
 - G. Assist in the formation of informational brochures discussing the items concerning the election such as taxes and use of proceeds (if desired);
 - H. Provide the County Election Board with the appropriate material to canvass the election returns; and
 - I. Assist in the analysis of and provide the School District with election results.

3. Upon approval by the voters of the School District, we shall undertake the following tasks:
 - A. We shall advise the Board of Education of current bond market conditions, forthcoming bond issues, and other general information and economic data that might normally be expected to influence interest rates or bidding conditions so that the date for the sale of the bonds may be set at a time which, in our opinion, would be favorable to the School District.
 - B. We shall assist the School District, if necessary, in the identification, evaluation, and negotiations with prospective paying agents, registrars and transfer agents.
 - C. We shall prepare an Official Notice of Sale that establishes the specifications for bidding; i.e. bond maturity and interest coupon arrangements, interest rate limitations, and other pertinent details.



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



APPENDIX B DISCLOSURE STATEMENT

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

Part A - Disclosures of Conflicts of Interest

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

MSRB Rule G-10 requires disclosure of the following:

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

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

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

Pursuant to notice given under the Open Meeting Act, the Board of Education of Independent School District Number 33 of Creek County, State of Oklahoma, met in changed regular session in the Washington Administrative Center, Board Room, 511 E. Lee Avenue, Sapulpa, Oklahoma, in said school district on the 9th day of April, 2024, at 6:00 p.m.

PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the School District for the calendar year 2024 was given in writing to the County Clerk of Creek County, Oklahoma, at 9:30 a.m. on the 17th day of October, 2023, notice of the change of regular meeting of the School District for the meeting was given in writing to the County Clerk of Creek County, Oklahoma, at 4:20 p.m. on the 13th day of March, 2024, not less than ten (10) days prior to the implementation of the change,] and and public notice of this meeting was posted in the lobby of the Administrative Center, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at _____.m. on the ____ day of April, 2024, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

Notice of said meeting and agenda have also been posted on the School District’s website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon _____ introduced a Resolution by reading the Title, and upon motion by _____, seconded by _____, said Resolution was adopted by the following vote:

Aye:
Nay:

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD, AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW.

WHEREAS, the issuance of \$276,750,000 of bonds to provide funds for the purpose of improving or acquiring school sites, constructing, repairing, remodeling and equipping school buildings, and acquiring school furniture, fixtures and equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement (Proposition #1), by Independent School District Number 33 of Creek County, Oklahoma, has been duly authorized at an election held for that purpose and certified by the County Election Board of Creek County, Oklahoma on the 22nd day of September, 2023, and

WHEREAS, the issuance of \$2,500,000 of bonds to provide funds for the purpose of acquiring transportation equipment and auxiliary transportation equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement (Proposition #2), by Independent School District Number 33 of Creek County, Oklahoma, has been duly authorized at an election held for that purpose and certified by the County Election Board of Creek County, Oklahoma on the 15th day of September, 2023, and

WHEREAS, Independent School District Number 33 of Creek County, Oklahoma has previously determined to sell the approved Bonds in separate series, and

WHEREAS, Independent School District Number 33 of Creek County, Oklahoma has previously issued \$3,460,000 of the authorized Building Bonds (Proposition #1) and such bonds were known as the \$3,460,000 General Obligation Building Bonds, Series 2023B, and

WHEREAS, Independent School District Number 33 of Creek County, Oklahoma desires to issue at this time \$635,000 of the authorized Transportation Equipment Bonds (Proposition #2) and such bonds shall be known as the \$635,000 General Obligation Transportation Equipment Bonds, Series 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 33 OF CREEK COUNTY, OKLAHOMA:

SECTION 1. That the \$635,000 General Obligation Transportation Equipment Bonds, Series 2024, of Independent School District Number 33 of Creek County, Oklahoma, voted on the 12th day of September, 2023, shall be offered for sale and that the Board of Education of Independent School District Number 33 of Creek County, Oklahoma, will receive bids by sealed bid, electronic bid (via PARITY), or similar secure electronic bid, on the 30th day of May, 2024, until 9:00 a.m. at the Sapulpa Public Schools Washington Administrative Center, Office of the Chief Financial Officer, 511 E. Lee, Sapulpa, Oklahoma, said Bonds to become due:

\$635,000 in two years from their date.

Said Bonds shall be awarded by the Board of Education of Independent School District Number 33 of Creek County, Oklahoma, on the 30th day of May, 2024, at 12:00 p.m., local time, at a meeting of said Board held in the Sapulpa Public Schools Washington Administrative Center, Board Room, 511 E. Lee, Sapulpa, Oklahoma, and shall be sold to the bidder bidding the lowest rate of interest the Bonds shall bear, and agreeing to pay par and accrued interest for the Bonds.

SECTION 2. That the Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

Adopted this 9th day of April, 2024.

President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

State of Oklahoma)
) SS.
County of Creek)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 33 of Creek County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the sale of bonds for the purpose therein set out, adopted by said Board and transcript of proceedings of said Board, at a changed regular meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

WITNESS my hand and seal this 9th day of April, 2024.

Clerk, Board of Education

(SEAL)

PERSONNEL REPORT

April 09, 2024

SUPPORT PERSONNEL REPORT

EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Shelby Kling	Custodian/\$14.87 hr	April 01, 2024
Arthur Harsha	Custodian/\$14.27 hr	TBD
Shelley Baig	Indian Ed Tutor/\$15.60 hr	April 02, 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>
Angela Caldwell	Paraprofessional/\$13.85 hr	HS Band Secretary/\$15.26	April 12, 2024
Meagan Haught	Teacher Asst/\$13.46 hr	Paraprofessional/\$14.77 hr	April 01, 2024

FMLA LEAVE REQUEST

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

RESIGNATIONS/RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Doug Jordan	Custodian	April 08, 2024
Khrystal Pollard	Volleyball Asst/Coach	June 30, 2024

PERSONNEL REPORT

April 09, 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>
None		

(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>
Austen Hendrickson	8th Grade FB Head Coach/\$3,200

CHANGE OF STATUS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
John Kitchen	Annual Increase MIP \$74,772.36	\$79,966.08	01/01/2024
William Shannon	Annual Increase MIP \$68,716.56	\$75,042.96	01/01/2024

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>
None			

RESIGNATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Christopher Staton	Teacher	March 14, 2024
Riley Nichols	Counselor	May 29, 2024
Athena DeSpain	Teacher	June 30, 2024