

Regular Meeting of The Board of Education Independent School District Number 33,  
Creek County  
Monday, March 10, 2025 6:00 PM  
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

- I. Call the meeting to order and Pledge of Allegiance to the American Flag
- II. Formal Adoption of the Agenda.
  - II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.
- III. Consent Agenda
  - III.A. Approval of the BOE Meeting Minutes.
    - III.A.1. 2.11.2025-BOE Meeting Minutes
  - III.B. Approval of the 2024-25 General Fund Purchase Order Encumbrance numbers 677 through 762.
  - III.C. Approval of the 2024-25 Building Fund Purchase Order Encumbrance numbers 150 through 165.
  - III.D. Approval of 2024-25 Child Nutrition Fund Purchase Order Encumbrance numbers 79 through 83.
  - III.E. Approval of the 2024-25 Lease Revenue Fund Purchase Order Encumbrance numbers 34 through 42.
  - III.F. Approval of the monthly financial reports of the School Activity Funds account.
  - III.G. Approval of the monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.
  - III.H. Approval of the Treasurer's Report on the status of Funds and Investments.
  - III.I. Approval of the District (School Year) Calendar for 2025-26.
  - III.J. Approval of April 1, 2025, District Capacity Numbers.
  - III.K. Approval of the 2024-25 Audit Contract and Engagement Letter with Bledsoe, Hewett & Gullekson.
  - III.L. Approval of the 2025-26 renewal of the Therapy Works Contract
  - III.M. Approval to select Terracon to provide the 3rd party Inspections and Testing for the Sapulpa High School Campus project (Bond 2023).
  - III.N. Approval of the 2025-26 Yearbook Contracts for Sapulpa Public Schools:
    - III.N.1. Sapulpa High School--Varsity
    - III.N.2. Sapulpa Jr. High--Varsity
    - III.N.3. Sapulpa Middle School--Walsworth
    - III.N.4. Freedom Elementary--Varsity YB
    - III.N.5. Holmes Park Elementary--Focus
    - III.N.6. Jefferson Heights Elementary-Ruth Kelly Studio
    - III.N.7. Liberty Elementary Stem Academy-Jostens
  - III.O. Approval of the 2025-26 Lincoln Christian Winter Classic Contract for Boys/Girls Varsity Basketball.
  - III.P. Approval of a generous Home, Health, & Hygiene grant from Ascension St. John's for \$3,500 to supplement the Chieftain Care supplies/program.
  - III.Q. Approval of an anonymous generous donation of \$18,500 for unpaid lunch accounts (\$200), JH Stem (\$2,500), and Chieftain CARE program (\$14,000).
  - III.R. Declaration of Surplus
    - III.R.1. SJH Spanish Curriculum and Instructional Supplies
  - III.S. Approval of Out-of-State Activity Request as per attachment.
    - III.S.1. JROTC-Allen, TX
  - III.T. Approval of Fundraisers as per attachment.
- IV. Hearing from the Public
- V. Information and Discussion Items
  - V.A. Superintendent Comments

V.B. Bond Projects Update

VI. Action Items

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

VI.B. Discussion, motion, and vote on a motion to approve/disapprove Change Order #3 for an increase of \$158,119.07 for the Westside Baseball/Softball Complex.

VI.C. Discussion, motion, and vote on a motion to approve/disapprove the Engagement Letter with McDonald Hopkins PLC.

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

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

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

VI.D.3. Statement of Executive Session Minutes

VI.E. Personnel

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

VI.E.2. Vote to approve/disapprove FMLA request for Jennie Price, effective March 10, 2025, through May 20, 2025.

VI.E.3. Vote to approve/disapprove FMLA request for Lou Anne Wood, effective March 12, 2025, through April 04, 2025.

VI.E.4. Vote to accept Resignations received since the last board meeting.

VII. Adjournment

Regular Meeting of The Board of Education Independent School District Number  
33, Creek County  
Tuesday, February 11, 2025 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 Melinda Ryan called the meeting to order at 6 pm. 1st Vice President  
Wayne Richards led the Pledge of Allegiance.

II. Formal adoption of the Agenda.

II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.  
To formally adopt the agenda passed with a motion by Melinda Ryan and a  
second by Wayne Richards.

Sarah Havenstrite:	Absent
Larry Hoover:	Absent
Steve McCormick:	Yea
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. 1.13.2025 BOE Meeting Minutes

III.A.2. 1.22.2025 Special BOE Meeting Minutes

III.B. Approval of the 2024-25 General Fund Purchase Order Encumbrance  
numbers 600 through 676.

III.C. Approval of the 2024-25 Building Fund Purchase Order Encumbrance  
numbers 133 through 149.

III.D. Approval of the 2024-25 Child Nutrition Fund Purchase Order  
Encumbrance numbers 74 through 78.

III.E. Approval of 2024-25 Lease Revenue Fund 04 Purchase Order  
Encumbrance numbers 29 through 33.

III.F. Approval of the monthly financial reports of the School Activity Funds  
account.

III.G. Approval of the monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.

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

III.I. Accept and approve the employee assignments for Mr. Johnny Bilby and Mrs. Amy Riff as the Title IX Co-Coordinators for Sapulpa Public Schools.

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

III.K. Approval of the 2024-25 Southwestern Oklahoma State University Teacher Education Program MOU Agreement with Sapulpa Public Schools.

III.L. Approval of the OG&E Commercial Energy Efficiency Program-Projection Application-Pre-Construction for the Westside Baseball and Softball Complex.

III.M. Approval of 2025 Hance Pyrotechnics Agreement with Sapulpa High School, fireworks for Graduation.

III.N. Approval of 2025 Party Pro Contract with Sapulpa High School, chairs for Graduation.

III.O. Approval of 2025 Short-Term Plant Rental Agreement between Tropical Plant Design and Sapulpa Public Schools for the Sapulpa High School Graduation.

III.P. Approval of the 2025 Performance Stage Inc. Quote for the Sapulpa High School Graduation.

III.Q. Approval of the 2025 Lone Wolf Audio Quote for Sapulpa High School Graduation.

III.R. Approval of the 2025 Candid Color Photography Service and Agreement with Sapulpa Public Schools for graduation pictures.

III.S. Approval of the 2024-25 Costume World Theatrical Contract for the SHS Musical.

III.T. Approval of the 2025 Bixby Invitational Contract for Varsity Girls Basketball.

III.U. Approval of an anonymous donation of \$3,000 to Liberty STEM Academy.

III.V. Approval of a generous donation of \$7,000 from TTCU to be placed in the General Fund.

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

III.W.1. HPE STEM-Saco, Maine

III.X. Approval of Fundraisers as per attachment.

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

Sarah Havenstrite: Absent

Larry Hoover: Absent

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

IV. Hearing from the Public

None

V. Information and Discussion Items

V.A. Superintendent Comments

Superintendent Armstrong Comments: With six of the Consent Agenda items being approved for the 2025 Graduation, it's a good time to note that venues/alternate locations are being considered for the 2026 and 2027 Graduations while the HS Campus undergoes construction. Teachers of the Year are being recognized at tonight's basketball game. Support Staff will be recognized at a later date. HS Project/Westside update via slides. New buses have finally arrived; Suburbans should be next.

VI. Action Items

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

None

VI.B. Discussion and possible action to authorize Sapulpa Public Schools to approve students, after the approval of their parents or legal guardian, to modify their existing graduation track to the new graduation requirements provided for in 70 O.S. Section 11-103.6 as authorized by House Bill 2672 (2024).

To authorize Sapulpa Public Schools to approve students, after the approval of their parents or legal guardian, to modify their existing graduation track to the new graduation requirements provided for in 70 O.S. Section 11-103.6 as

authorized by House Bill 2672 (2024) new form passed with a motion by Steve McCormick and a second by Wayne Richards.

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

Yea: 3, Nay: 0, Absent: 2

VI.C. Discussion, motion, and vote on a motion to approve/disapprove of modifying policy 210.1 Sapulpa High School Weighted Grade System. To approve of modifying policy 210.1 Sapulpa High School Weighted Grade System passed with a motion by Wayne Richards and a second by Steve McCormick.

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

Yea: 3, Nay: 0, Absent: 2

VI.D. Discussion, motion, and vote on a motion to approve/disapprove of modifying policy 210.3 High School Credit for 6th-8th Grade Courses. To approve of modifying policy 210.3 High School Credit for 6th-8th Grade Courses passed with a motion by Wayne Richards and a second by Steve McCormick.

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

Yea: 3, Nay: 0, Absent: 2

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

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

To convene in Executive Session at 6:28 pm passed with a motion by Steve McCormick and a second by Melinda Ryan.

Sarah Havenstrite: Absent

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

Yea: 3, Nay: 0, Absent: 2

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

President Melinda Ryan acknowledged the Board's return to Open Session at 6:54 pm.

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

The Board of Education went into Executive Session at 6:28 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 6:54 pm. Present in Executive Session were Steve McCormick, Wayne Richards, Melinda Ryan, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

## VI.F. Personnel

VI.F.1. Vote to approve/disapprove employing Personnel as per attachment. To approve employing Personnel as per the attachment passed with a motion by Steve McCormick and a second by Wayne Richards.

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

Yea: 3, Nay: 0, Absent: 2

VI.F.2. Vote to approve/disapprove FMLA request for Judith Ramsey, effective January 21, 2025, through March 04, 2025.

To approve FMLA request for Judith Ramsey, effective January 21, 2025, through March 04, 2025 passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Absent  
Steve McCormick: Yea  
Wayne Richards: Yea  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

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

To approve authorizing Judith Ramsey to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Steve McCormick and a second by Wayne Richards.

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

Yea: 3, Nay: 0, Absent: 2

VI.F.4. Vote to accept Resignations received since the last board meeting. To accept Resignations received since the last board meeting passed with a motion by Steve McCormick and a second by Wayne Richards.

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

Yea: 3, Nay: 0, Absent: 2

## VII. Adjournment

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

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

Yea: 3, Nay: 0, Absent: 2

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 677 - 999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	677	02/05/2025	3826	SECURITY BANK CARD CENTER INC	Office Supplies - Amazon	145.73
11	678	02/05/2025	927	TULSA TECHNOLOGY CENTER	011-SPED-SDE Required Para Training	567.00
11	679	02/06/2025	3826	SECURITY BANK CARD CENTER INC	OAPT Conference	4,500.00
11	680	02/06/2025	31427	OKLAHOMA FCCLA	State Convention	40.00
11	681	02/06/2025	3826	SECURITY BANK CARD CENTER INC	Classroom supplies: Walmart/Amazon/Dollar Tree	1,192.85
11	682	02/06/2025	3826	SECURITY BANK CARD CENTER INC	Art supplies for High school art students	800.00
11	683	02/06/2025	3826	SECURITY BANK CARD CENTER INC	Guard Flags	1,000.00
11	684	02/07/2025	3826	SECURITY BANK CARD CENTER INC	Amazon order for classroom supplies	500.00
11	685	02/07/2025	3826	SECURITY BANK CARD CENTER INC	Mechanics supplies and parts	5,000.00
11	686	02/07/2025	3826	SECURITY BANK CARD CENTER INC	Smith - Library supplies - Amazon	295.44
11	687	02/07/2025	3826	SECURITY BANK CARD CENTER INC	Smith - Library books	151.75
11	688	02/07/2025	3826	SECURITY BANK CARD CENTER INC	552- ELA Elementary Classroom Manipulatives	1,789.40
11	689	02/11/2025	80967	TRACI LYN BAUER	621-Sped-Per Diem-MSLBD-Bauer	345.00
11	690	02/11/2025	80137	KAY LYNN HONEYWELL	621-Sped-Per Diem-MSLBD-Honeywell	345.00
11	691	02/11/2025	3679	MID-WEST PRINTING COMPANY	GRADUATION AND SENIOR AWARDS PROGRAMS	3,000.00
11	692	02/11/2025	746	ALPHA AWARDS AND ENGRAVING, INC.	GRADUATION SUPPLIES-SENIOR ACHIEVEMENT	250.00
11	693	02/11/2025	3826	SECURITY BANK CARD CENTER INC	DIESEL FOR DISTRICT VEHICLES	40,000.00
11	694	02/12/2025	3826	SECURITY BANK CARD CENTER INC	552- Cultural Fair Supplies	1,500.00
11	695	02/12/2025	3826	SECURITY BANK CARD CENTER INC	Conference Registration for Gifted and Talented	150.00
11	696	02/13/2025	327	TIMECLOCK PLUS, LLC	EMPLOYEE LICENSES RENEWAL	14,425.00
11	697	02/13/2025	3826	SECURITY BANK CARD CENTER INC	GEAR UP FAFSA Night	500.00
11	698	02/13/2025	31042	BLACK AND PINK DANCE SUPPLIES	POMS as part of Ping Uniforms	2,100.00
11	699	02/14/2025	3826	SECURITY BANK CARD CENTER INC	698-Sped Pcard-Articulation Materials SLP	399.60
11	700	02/18/2025	3826	SECURITY BANK CARD CENTER INC	11- Principal - -Residence Inn Hotel OKC	150.00
11	701	02/21/2025	3826	SECURITY BANK CARD CENTER INC	11-165 Learning without tears for PreK	837.00
11	702	02/24/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 25 Replace fuel rail sensor	1,627.04
11	703	02/24/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 7 Replace Brakes	2,110.36
11	704	02/24/2025	82306	HEATHER ANNE TRAGER	Reimbursement for OAPT training	50.00
11	705	02/25/2025	3826	SECURITY BANK CARD CENTER INC	HS library books-AMAZON	1,489.94
11	706	02/25/2025	3826	SECURITY BANK CARD CENTER INC	classroom supplies	1,500.00
11	707	02/25/2025	940	LAWRENCE COUNTY NEWSPAPERS, INC.	Herald Progress Ad	400.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 677 - 999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	708	02/25/2025	3826	SECURITY BANK CARD CENTER INC	Sapulpa Middle School Title I Family Engagement	785.90
11	709	02/25/2025	3826	SECURITY BANK CARD CENTER INC	Williams - classroom supplies - Amazon	250.00
11	710	02/25/2025	3826	SECURITY BANK CARD CENTER INC	Mussler - Classroom supplies - Amazon	250.00
11	711	02/25/2025	278	DEMCO, INC	Book Processing Supplies	323.53
11	712	02/25/2025	3826	SECURITY BANK CARD CENTER INC	Graphic novels-hs library AMAZON	798.99
11	713	02/25/2025	3826	SECURITY BANK CARD CENTER INC	BOOKS SCANNERS-HS LIBRARY-AMAZON	956.42
11	714	02/25/2025	3826	SECURITY BANK CARD CENTER INC	BOOK CHARGING CART-HS LIBRARY-AMAZON	986.93
11	715	02/25/2025	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/075/SPANISH/CULTURAL FAIR SUPPLIES	150.00
11	716	02/25/2025	3826	SECURITY BANK CARD CENTER INC	Ruth - classroom supplies - amazon	600.00
11	717	02/25/2025	3826	SECURITY BANK CARD CENTER INC	OPLI - Hotel Room	149.00
11	718	02/25/2025	2187	OKASBO	REGISTRATION FOR EMILY ROBERTS SPRING CONF	150.00
11	719	02/26/2025	107	TELECOMP HOLDINGS INC.	Labor Hours for Firewall	975.00
11	720	02/26/2025	3826	SECURITY BANK CARD CENTER INC	Boogie Boards - Title 1	350.00
11	721	02/26/2025	3826	SECURITY BANK CARD CENTER INC	Equipment and supplies for STEM	8,000.00
11	722	02/26/2025	3826	SECURITY BANK CARD CENTER INC	Freedom Elementary Title I Family Engagement	325.19
11	723	02/26/2025	3826	SECURITY BANK CARD CENTER INC	Boogy Board Inc. Diehl	209.85
11	724	02/26/2025	3826	SECURITY BANK CARD CENTER INC	Graphic novels - using p card	437.93
11	725	02/26/2025	3826	SECURITY BANK CARD CENTER INC	S.ADAMS/075/SpEd/CLASSROOM SUPPLIES	232.15
11	726	02/26/2025	8318	AMAZON	Various Maker space activity Items -pcard	1,395.59
11	727	02/26/2025	3826	SECURITY BANK CARD CENTER INC	101 books -pcard	1,592.30
11	728	02/26/2025	278	DEMCO, INC	Book Processing Supplies-pcard	177.05
11	729	02/26/2025	3826	SECURITY BANK CARD CENTER INC	L.WARNER/075/SCIENCE/CLASSROOM SUPPLIES	2,220.76
11	730	02/26/2025	3826	SECURITY BANK CARD CENTER INC	books, labeler, labels- P card	767.28
11	731	02/27/2025	153	ESS SOUTH CENTRAL, LLC	DISTRICT SUBSTITUTE SERVICES	40,000.00
11	732	02/27/2025	60139	OSSBA	BOARD MEMBER TRAINING	500.00
11	733	02/28/2025	3826	SECURITY BANK CARD CENTER INC	Liberty Title I Family Engagement	504.00
11	734	02/28/2025	3826	SECURITY BANK CARD CENTER INC	Band Office Needs and Supplies, amazon	1,764.06
11	735	02/28/2025	720	KELLOGG & SOVEREIGN	E-Rate Consulting and Filing	4,144.14
11	736	02/28/2025	30003	LAKESHORE EQUIPMENT COMPANY	11-165 Title 1 manipulatives - learning materials	731.99
11	737	02/28/2025	3826	SECURITY BANK CARD CENTER INC	Holmes Park Title I Family Engagement	1,415.25
11	738	02/28/2025	3826	SECURITY BANK CARD CENTER INC	Carl Perkins Sublimation Printer	980.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 677 - 999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	739	02/28/2025	30003	LAKESHORE EQUIPMENT COMPANY	11-165 manipulations activities - Wood	110.00
11	740	02/28/2025	3826	SECURITY BANK CARD CENTER INC	11-165 Manipulatives, Hands on, Class materials	3,000.00
11	741	02/28/2025	3826	SECURITY BANK CARD CENTER INC	Carl Perkins Wiebe and Greer Displays	1,490.00
11	742	02/28/2025	3826	SECURITY BANK CARD CENTER INC	PING SUPPLIES WALMART, AMAZON	20.00
11	743	02/28/2025	3826	SECURITY BANK CARD CENTER INC	HP 24" Printer Carl Perkins	1,840.00
11	744	03/03/2025	3826	SECURITY BANK CARD CENTER INC	White Toner and Label Printers	8,850.00
11	745	03/03/2025	3826	SECURITY BANK CARD CENTER INC	Kit Storage, Power Strips, and Basic Supplies	1,000.00
11	746	03/03/2025	3826	SECURITY BANK CARD CENTER INC	BPA National Conference Wiebe	2,425.00
11	747	03/03/2025	3826	SECURITY BANK CARD CENTER INC	RFID Supplies Carl Perkins	770.90
11	748	03/03/2025	1269	SOFTWARE HOUSE INTERNATIONAL	New teacher computer	3,825.00
11	749	03/03/2025	3826	SECURITY BANK CARD CENTER INC	Training Wiebe Carl Perkins	1,500.00
11	750	03/03/2025	3826	SECURITY BANK CARD CENTER INC	PLTW classroom refills	1,662.92
11	751	03/03/2025	3826	SECURITY BANK CARD CENTER INC	S.SHIBLEY/075/OFFICE DOOR REMOTES	37.98
11	752	03/03/2025	3826	SECURITY BANK CARD CENTER INC	S.SHIBLEY/075/OFFICE SUPPLIES/FACULTY/STAFF	400.00
11	753	03/03/2025	3826	SECURITY BANK CARD CENTER INC	J.BOYNE/075/SPANISH/AWARDS /CLASSROOM SUPPLIES	222.11
11	754	03/03/2025	3826	SECURITY BANK CARD CENTER INC	L.WARNER/075/SCIENCE DEPT/STORAGE TOTES	309.97
11	755	03/03/2025	3826	SECURITY BANK CARD CENTER INC	L.WARNER/075/SCIENCE DEPT/SUBSTITUTES	612.00
11	756	03/03/2025	3826	SECURITY BANK CARD CENTER INC	L.WARNER/075/SCI DEPT/CLASSROOM SUPPLIES	216.36
11	757	03/05/2025	3826	SECURITY BANK CARD CENTER INC	Amazon order for school supplies	93.00
11	758	03/05/2025	30003	LAKESHORE EQUIPMENT COMPANY	11-165 White, manipulatives for Class room	155.00
11	759	03/05/2025	940	LAWRENCE COUNTY NEWSPAPERS, INC.	DISTRICT ADS	400.00
11	760	03/06/2025	235	CCOSA-COOP COUNCIL OK SCH	621 Sped CCOSA Summer Leadership Conf. Reg. Fees	1,100.00
11	761	03/06/2025	3256	AMY POWERS	615 Sped Per Diem/Meals-CCOSA Conference (AP)	138.00
11	762	03/06/2025	80267	KATHERINE A STUFFLEBEAM	615 Sped Per Diem/Meals for CCOSA Conference (KS)	138.00

<b>Non-Payroll Total:</b>	<b>\$189,600.66</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$189,600.66</b>
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## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 150 - 999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	150	02/07/2025	878	STEVEN ENTERPRISES, INC.	District Plumbing Services	1,485.00
21	151	02/07/2025	3826	SECURITY BANK CARD CENTER INC	District Ceiling Tile/ L&W Supply Corp.	1,675.00
21	152	02/11/2025	30413	COX BUSINESS SERVICES	DISTRICT SERVICES-2ND SEMESTER	15,000.00
21	153	02/12/2025	878	STEVEN ENTERPRISES, INC.	District Plumbing Services	2,500.00
21	154	02/14/2025	3674	JOE BOWEN	District Carpet and Flooring Supplies	500.00
21	155	02/14/2025	2183	RIVERSIDE HEAT & AIR	District HVAC Services	875.00
21	156	02/14/2025	9289	PATRIOT SECURITY	District Security/Fire Alarm Repair and Replace	5,300.00
21	157	02/14/2025	306	BRADY INDUSTRIES OF KANSAS, LLC	District Custodial Supplies	25,000.00
21	158	02/26/2025	3158	WILLIAM A. HARRISON, INC.	District HVAC Service and Repair	3,000.00
21	159	02/26/2025	3158	WILLIAM A. HARRISON, INC.	District HVAC Service and Repair	2,797.00
21	160	02/26/2025	9554	ENVIRONMENTAL LOOP SVC	District HVAC Service and Repair	3,000.00
21	161	02/28/2025	9314	LAMPROE CONSTRUCTION, INC	District Snow Removal-2-12,19-2025	4,000.00
21	162	03/05/2025	345	OK FILTER CO.	District HVAC Filters	2,300.00
21	163	03/05/2025	8510	HD SUPPLY FACILITIES MAINTENANCE	District Maintenance/Custodial Supplies	1,600.00
21	164	03/05/2025	797	OKLAHOMA NATURAL GAS CO.	DISTRICT GAS SERVICE	5,000.00
21	165	03/06/2025	1056	ASSURANCE RESTORATION	Carpet Purchased/Temp HS,JH Offices	3,000.00

<b>Non-Payroll Total:</b>	<b>\$77,032.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$77,032.00</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 79 - 999, Fund(s): CHILD NUTRITION FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	79	02/05/2025	2858	ECOLAB	Ware washing and sanitizing chemicals all sites	4,000.00
22	80	02/11/2025	8029	BROOKS GREASE SERVICE	Grease trap cleaning service, rate increase	80.00
22	81	02/11/2025	4923	HOBART SALES & SERVICE	Equipment maintenance and repairs, all sites	5,000.00
22	82	02/18/2025	587	ACE MART RESTAURANT SUPPLY CO	Hatco Heated Merchandiser for HS	5,231.60
22	83	03/06/2025	30760	SNA	SNA Annual Memberships Fees	812.00
<b>Non-Payroll Total:</b>						<b>\$15,123.60</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$15,123.60</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 34 - 99, Fund(s): LEASE REV - MAR 2024

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
04	34	02/06/2025	528	GFAC TEXAS PLLC	SOIL TESTING BB/SB COMPLEX	1,592.50
04	35	02/10/2025	31641	MATTHEW AARON RESIDE	AUDIO SYSTEM BB/SB COMPLEX	18,000.00
04	36	02/13/2025	54139	VARSITY BRANDS HOLDING CO INC.	WALL PADS FOR INDOOR PRACTICE BB/SB	5,279.91
04	37	02/13/2025	91	TERRACON CONSULTANTS, INC.	INSPECTIONS/TESTING HS CONSTRUCTION	151,840.00
04	38	02/21/2025	54139	VARSITY BRANDS HOLDING CO INC.	PADDING FOR RAILING AT SB/BB COMPLEX	7,393.50
04	39	02/21/2025	528	GFAC TEXAS PLLC	SOIL TESTING WESTSIDE	3,511.75
04	40	02/25/2025	3158	WILLIAM A. HARRISON, INC.	SMS PUMP SEAL AND GASKET REPLACEMENT	3,487.00
04	41	02/25/2025	484	REED ARCHITECTURE & INTERIORS, LLC	ARCHITECTURE SERVICE NEW HS/JH	525,323.75
04	42	02/27/2025	424	W.W. GRAINGER,, INC.	AIR COMPRESSOR FOR SVC CTR/SHOP	5,932.58
<b>Non-Payroll Total:</b>						<b>\$722,360.99</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$722,360.99</b>

# Sapulpa Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2025 - 2/28/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$11,283.34	\$0.00	\$0.00	\$2,113.14	\$9,170.20	\$6,698.96	\$2,471.24
802 HS OFFICE	\$13,938.91	\$1,123.72	\$0.00	\$320.02	\$14,742.61	\$1,071.45	\$13,671.16
803 CREDIT RECOVERY	\$10,610.95	\$0.00	\$0.00	\$0.00	\$10,610.95	\$0.00	\$10,610.95
804 ID BADGE	\$1,989.92	\$264.00	\$0.00	\$339.98	\$1,913.94	\$0.00	\$1,913.94
805 HS ART	\$13,876.79	\$0.00	\$0.00	\$0.00	\$13,876.79	\$9,800.81	\$4,075.98
806 HS BAND	\$4,934.84	\$2,489.04	\$0.00	\$1,200.32	\$6,223.56	\$2,497.37	\$3,726.19
807 HS BAND BOOSTER CONCESSION	\$23,281.59	\$0.00	\$0.00	\$994.00	\$22,287.59	\$6,850.57	\$15,437.02
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$439.90	\$0.00	\$0.00	\$0.00	\$439.90	\$56.49	\$383.41
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	\$5,598.92	\$0.00	\$0.00	\$0.00	\$5,598.92	\$0.00	\$5,598.92
812 HS BUSINESS PROF ASSOC (BPA)	\$957.00	\$0.00	\$0.00	\$0.00	\$957.00	\$530.84	\$426.16
814 HS AP EXAMS	\$3,841.93	\$0.00	\$0.00	\$0.00	\$3,841.93	\$816.00	\$3,025.93
815 HS FCCLA	\$968.55	\$340.42	\$0.00	\$255.00	\$1,053.97	\$446.34	\$607.63
817 HS LIBRARY	\$1,218.99	\$0.00	\$0.00	\$0.00	\$1,218.99	\$0.00	\$1,218.99
818 HS NATIONAL HONOR SOCIETY	\$6,863.50	\$0.00	\$0.00	\$0.00	\$6,863.50	\$2,100.00	\$4,763.50
819 GREEN-THUMB CHIEFTAINS	\$2,936.54	\$210.00	\$0.00	\$403.85	\$2,742.69	\$1,160.01	\$1,582.68
820 HS NAACP	\$312.60	\$0.00	\$0.00	\$0.00	\$312.60	\$0.00	\$312.60
821 HS SENIORS 2027	\$5,198.21	\$0.00	\$0.00	\$0.00	\$5,198.21	\$0.00	\$5,198.21
822 HS SENIORS 2025	\$9,356.78	\$580.00	\$0.00	\$599.89	\$9,336.89	\$0.00	\$9,336.89
823 HS SENIORS 2026	\$8,827.81	\$0.00	\$0.00	\$0.00	\$8,827.81	\$0.00	\$8,827.81
824 HS SCIENCE & ENGINEERING	\$76,548.84	\$0.00	\$0.00	\$1,369.76	\$75,179.08	\$26,251.68	\$48,927.40
825 HS SPANISH HONOR SOCIETY	\$528.77	\$135.00	\$0.00	\$0.00	\$663.77	\$145.10	\$518.67
826 HS SPECIAL ED/OLYMPICS	\$4,080.68	\$800.90	\$2,500.00	\$340.67	\$7,040.91	\$345.59	\$6,695.32
827 HS STUDENT COUNCIL	\$4,690.03	\$0.00	\$0.00	\$34.95	\$4,655.08	\$16.19	\$4,638.89
828 HS VOCAL MUSIC	\$43,247.62	\$3,903.70	\$0.00	\$1,751.22	\$45,400.10	\$20,267.94	\$25,132.16
829 HS AG ED & FFA	\$48,285.79	\$950.00	\$0.00	\$5,367.04	\$43,868.75	\$20,675.79	\$23,192.96
830 HS LYONS SPED	\$1,423.30	\$0.00	\$0.00	\$0.00	\$1,423.30	\$0.00	\$1,423.30
831 HS YEARBOOK	\$9,174.75	\$160.00	\$0.00	\$0.00	\$9,334.75	\$0.00	\$9,334.75
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	\$834.45	\$0.00	\$0.00	\$0.00	\$834.45	\$0.00	\$834.45
835 HS BAND AUXILIARIES	\$2,159.52	\$1,055.23	\$0.00	\$0.00	\$3,214.75	\$1,987.00	\$1,227.75
836 HS BAND TRIPS	\$33,625.36	\$14,457.64	\$0.00	\$22,000.00	\$26,083.00	\$1,147.46	\$24,935.54
837 HS BAND GRANTS	\$72,501.47	\$0.00	\$0.00	\$4,847.65	\$67,653.82	\$21,654.22	\$45,999.60
838 HS PING PINGS	\$522.14	\$0.00	\$0.00	\$0.00	\$522.14	\$0.00	\$522.14
840 HS INDIAN PARENT COMMITTEE	\$1,180.17	\$0.00	\$0.00	\$0.00	\$1,180.17	\$0.00	\$1,180.17
841 HS SAPULPA INDIAN CLUB	\$8,490.30	\$0.00	\$0.00	\$1,000.00	\$7,490.30	\$2,823.65	\$4,666.65
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	\$16,614.98	\$761.00	\$0.00	\$696.00	\$16,679.98	\$1,767.74	\$14,912.24
845 HS CULINARY ARTS	\$3,631.71	\$0.00	\$0.00	\$178.89	\$3,452.82	\$567.19	\$2,885.63
846 HS JROTC	\$105,544.35	\$1,388.72	\$0.00	\$8,399.19	\$98,533.88	\$22,577.97	\$75,955.91
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACK-PACK FOOD PANTRY	\$2,430.05	\$0.00	\$0.00	\$0.00	\$2,430.05	\$346.13	\$2,083.92
850 LOCAL SCHOLARSHIPS	\$37,756.42	\$0.00	\$0.00	\$0.00	\$37,756.42	\$0.00	\$37,756.42
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	\$75,827.72	\$5,000.00	\$0.00	\$15,034.85	\$65,792.87	\$49,838.63	\$15,954.24
854 HS INDIAN ED STAFF DEV	\$2,794.99	\$253.00	\$0.00	\$76.98	\$2,971.01	\$361.21	\$2,609.80
855 HS PHYSICS	\$1,684.22	\$0.00	\$0.00	\$0.00	\$1,684.22	\$0.00	\$1,684.22
856 E-SPORTS	\$1,450.45	\$0.00	\$0.00	\$0.00	\$1,450.45	\$0.00	\$1,450.45
857 JH OFFICE	\$4,002.63	\$636.91	\$0.00	\$701.41	\$3,938.13	\$2,220.99	\$1,717.14
860 JH LIBRARY	\$370.07	\$0.00	\$0.00	\$0.00	\$370.07	\$0.00	\$370.07
863 JH STUDENT COUNCIL	\$1,352.81	\$547.00	\$0.00	\$369.38	\$1,530.43	\$710.62	\$819.81
864 JH VOCAL MUSIC	\$2,161.41	\$12.00	\$0.00	\$0.00	\$2,173.41	\$150.00	\$2,023.41
866 JH YEARBOOK	\$6,974.45	\$0.00	\$0.00	\$0.00	\$6,974.45	\$1,618.78	\$5,355.67
867 JH ROBOTICS	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
870 JH ART	\$12,527.69	\$0.00	\$0.00	\$598.85	\$11,928.84	\$6,442.87	\$5,485.97

## Sapulpa Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2025 - 2/28/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
871 JH TAPS	\$315.81	\$0.00	\$0.00	\$0.00	\$315.81	\$0.00	\$315.81
872 STEM JH MATH & SCIENCE	\$3,130.99	\$0.00	\$0.00	\$0.00	\$3,130.99	\$0.00	\$3,130.99
874 JR HIGH GRANTS	\$6,433.55	\$0.00	\$0.00	\$0.00	\$6,433.55	\$2,098.42	\$4,335.13
877 MS OFFICE	\$9,127.09	\$242.50	\$0.00	\$448.38	\$8,921.21	\$1,031.02	\$7,890.19
878 MS LIBRARY	\$263.00	\$0.00	\$0.00	\$100.00	\$163.00	\$25.00	\$138.00
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$2,527.84	\$0.00	\$0.00	\$0.00	\$2,527.84	\$1,900.00	\$627.84
881 MS YEARBOOK	\$1,310.38	\$175.00	\$0.00	\$0.00	\$1,485.38	\$0.00	\$1,485.38
882 MS ART	\$522.58	\$0.00	\$0.00	\$0.00	\$522.58	\$0.00	\$522.58
883 MS CHOIR	\$10,672.14	\$0.00	\$0.00	\$5,077.56	\$5,594.58	\$550.10	\$5,044.48
884 MS TECHNOLOGY STUDENT ASSOC.	\$1,319.64	\$820.00	\$0.00	\$0.00	\$2,139.64	\$1,310.00	\$829.64
886 MS NJHS	\$789.85	\$0.00	\$0.00	\$0.00	\$789.85	\$0.00	\$789.85
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$46,071.11	\$0.00	\$0.00	\$1,059.40	\$45,011.71	\$2,108.84	\$42,902.87
889 MS PLTW	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$12,383.50	\$2,616.50
892 SPED DIRECTOR	\$2,302.62	\$0.00	\$0.00	\$0.00	\$2,302.62	\$161.86	\$2,140.76
893 LIBERTY LIBRARY	\$1,146.31	\$931.25	\$0.00	\$417.53	\$1,660.03	\$72.79	\$1,587.24
894 LIBERTY MISC	\$2,956.00	\$11.03	\$0.00	\$319.14	\$2,647.89	\$1,300.00	\$1,347.89
895 LIBERTY FUNDRAISING	\$12,857.34	\$1,060.55	\$0.00	\$55.12	\$13,862.77	\$2,750.14	\$11,112.63
896 LIBERTY STEM CLUB	\$25,171.28	\$2,080.50	\$0.00	\$4,790.00	\$22,461.78	\$9,680.05	\$12,781.73
897 LIBERTY GRANTS	\$19,294.01	\$0.00	\$0.00	\$14,933.74	\$4,360.27	\$2,910.04	\$1,450.23
900 FREEDOM MISC	\$3,954.60	\$36.08	\$0.00	\$870.46	\$3,120.22	\$609.27	\$2,510.95
901 FREEDOM FUNDRAISING	\$28,559.38	\$304.00	\$0.00	\$558.58	\$28,304.80	\$5,304.87	\$22,999.93
902 FREEDOM LIBRARY	\$311.89	\$1,519.10	\$0.00	\$100.00	\$1,730.99	\$205.38	\$1,525.61
903 FREEDOM GRANTS	\$18,821.42	\$0.00	\$0.00	\$15,745.48	\$3,075.94	\$2,748.16	\$327.78
904 FREEDOM TAPS	\$27,846.43	\$2,787.82	\$0.00	\$3,243.02	\$27,391.23	\$6,130.44	\$21,260.79
907 JEFFERSON HTS MISC	\$9,312.70	\$35.16	\$0.00	\$0.00	\$9,347.86	\$2,305.82	\$7,042.04
908 JEFFERSON HTS FUNDRAISING	\$15,332.36	\$3,560.00	\$0.00	\$740.62	\$18,151.74	\$3,322.32	\$14,829.42
910 JEFFERSON HTS GRANTS	\$10,823.32	\$0.00	\$0.00	\$3,099.78	\$7,723.54	\$0.00	\$7,723.54
911 JEFFERSON HTS LIBRARY	\$3,947.92	\$2,397.90	\$0.00	\$0.00	\$6,345.82	\$493.73	\$5,852.09
919 HOLMES PARK MISC	\$4,864.70	\$837.03	\$0.00	\$1,392.44	\$4,309.29	\$2,340.07	\$1,969.22
920 HOLMES PARK FUNDRAISING	\$14,597.56	\$1,998.03	\$0.00	\$676.80	\$15,918.79	\$7,396.66	\$8,522.13
921 HOLMES PARK LIBRARY	\$5,063.95	\$2,337.54	\$0.00	\$0.00	\$7,401.49	\$1,040.75	\$6,360.74
922 HOLMES PARK GRANTS	\$7,826.62	\$0.00	\$0.00	\$1,178.24	\$6,648.38	\$4,093.60	\$2,554.78
928 REVOLUTIONARY DAYS	\$3,501.75	\$0.00	\$0.00	\$1,503.19	\$1,998.56	\$600.00	\$1,398.56
929 DISTRICT STEM	\$24,412.47	\$0.00	\$0.00	\$0.00	\$24,412.47	\$1,577.26	\$22,835.21
931 BENEVOLENCE FUND	\$9,273.63	\$0.00	\$0.00	\$107.43	\$9,166.20	\$0.00	\$9,166.20
932 GT GRANTS	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$76,798.69	\$8,081.94	(\$2,500.00)	\$286.00	\$82,094.63	\$2,080.80	\$80,013.83
934 DRIVERS EDUCATION	\$16,020.00	\$0.00	\$0.00	\$0.00	\$16,020.00	\$0.00	\$16,020.00
935 CREEK NATION LATCHKEY	\$63,544.16	\$0.00	\$0.00	\$4,583.85	\$58,960.31	\$4,300.00	\$54,660.31
936 STEM-CAMP INVENTION	\$34,797.63	\$0.00	\$0.00	\$0.00	\$34,797.63	\$0.00	\$34,797.63
937 LATCHKEY	\$139,518.46	\$15,240.73	\$0.00	\$136,330.50	\$18,428.69	\$962.70	\$17,465.99
938 COLLINS FOUNDATION	\$27,166.55	\$0.00	\$0.00	\$0.00	\$27,166.55	\$0.00	\$27,166.55
940 SPARK	\$63,801.78	\$0.00	\$0.00	\$62,000.00	\$1,801.78	\$1,238.16	\$563.62
941 LOCAL SCH CHILD WELFARE	\$39,682.98	\$0.00	\$0.00	\$7,874.28	\$31,808.70	\$6,568.40	\$25,240.30
942 ALTERNATIVE STUDENT INCENTIVES	\$0.00	\$153.24	\$0.00	\$0.00	\$153.24	\$0.00	\$153.24
943 ALTERNATIVE SCHOOL GRANTS	\$1,866.90	\$0.00	\$0.00	\$429.90	\$1,437.00	\$0.00	\$1,437.00
944 CHILD NUTRITION BANQUETS	\$406.50	\$0.00	\$0.00	\$0.00	\$406.50	\$0.00	\$406.50
945 SPS FOOD SERV ASSOC	\$8,327.60	\$0.00	\$0.00	\$0.00	\$8,327.60	\$780.31	\$7,547.29
946 SOFT DRINK MONEY	\$11,725.39	\$0.00	\$0.00	\$283.85	\$11,441.54	\$4,645.59	\$6,795.95
947 ALTERNATIVE SCHOOL	\$3,451.39	\$0.00	\$0.00	\$1,501.53	\$1,949.86	\$48.97	\$1,900.89
949 CLEARING ACCOUNT	\$7,764.27	\$0.00	\$0.00	\$0.00	\$7,764.27	\$0.00	\$7,764.27
950 SERVICE CENTER	\$142.44	\$0.00	\$0.00	\$0.00	\$142.44	\$0.00	\$142.44
951 CREEK NATION SUMMER	\$70,200.00	\$0.00	\$0.00	\$0.00	\$70,200.00	\$0.00	\$70,200.00
952 CHROMEBOOK INS/REPAIR	\$60,973.42	\$358.45	\$0.00	\$2,288.62	\$59,043.25	\$14,231.17	\$44,812.08
954 5TH GRADE ELEM BASKETBALL	\$1,898.67	\$0.00	\$0.00	\$0.00	\$1,898.67	\$0.00	\$1,898.67

## Sapulpa Public Schools

### Revenue/Expenditure Summary

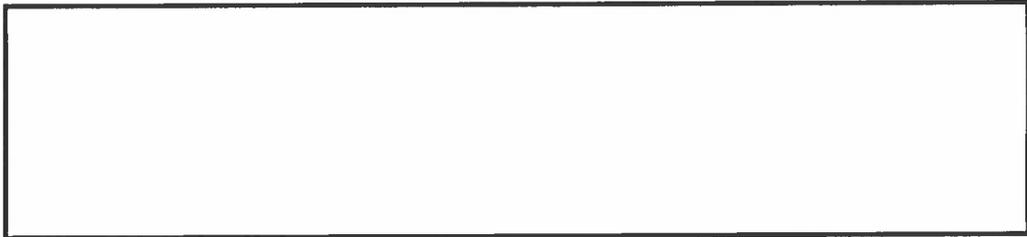
Options: Fund: 60, Date Range: 2/1/2025 - 2/28/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
955 CHIEFTAIN CARE	\$5,460.57	\$0.00	\$0.00	\$0.00	\$5,460.57	\$641.21	\$4,819.36
957 HOMELESS	\$5,003.90	\$0.00	\$0.00	\$0.00	\$5,003.90	\$784.96	\$4,218.94
960 ATHLETIC SPORTS OVERALL	\$10,373.79	\$2,398.25	\$0.00	\$235.34	\$12,536.70	\$10,746.55	\$1,790.15
961 FOOTBALL BUDGET	\$41,714.87	\$0.00	\$0.00	\$0.00	\$41,714.87	\$15,457.39	\$26,257.48
962 BOYS BASKETBALL BUDGET	\$1,065.54	\$0.00	\$0.00	\$0.00	\$1,065.54	\$0.00	\$1,065.54
963 GIRLS BASKETBALL BUDGET	\$183.20	\$0.00	\$0.00	\$0.00	\$183.20	\$0.00	\$183.20
964 BASEBALL BUDGET	\$10,000.54	\$0.00	\$0.00	\$2,336.36	\$7,664.18	\$0.00	\$7,664.18
965 SOFTBALL BUDGET	\$5,618.70	\$750.00	\$0.00	\$0.00	\$6,368.70	\$100.00	\$6,268.70
966 WRESTLING BUDGET	\$3,088.14	\$0.00	\$0.00	\$825.64	\$2,262.50	\$1,093.11	\$1,169.39
967 TENNIS BUDGET	\$2,302.60	\$0.00	\$0.00	\$0.00	\$2,302.60	\$0.00	\$2,302.60
968 TRACK BUDGET	\$5,222.59	\$251.20	\$0.00	\$342.80	\$5,130.99	\$3,671.65	\$1,459.34
969 GOLF BUDGET	\$6,981.59	\$15.00	\$0.00	\$0.00	\$6,996.59	\$4,823.33	\$2,173.26
971 ATHLETIC - BOOSTER CLUB	\$137,850.12	\$11,668.90	\$0.00	\$15,447.42	\$134,071.60	\$35,368.09	\$98,703.51
972 CROSS COUNTRY BUDGET	\$9,197.78	\$0.00	\$0.00	\$0.00	\$9,197.78	\$448.00	\$8,749.78
973 BOYS SOCCER BUDGET	\$5,175.29	\$0.00	\$0.00	\$0.00	\$5,175.29	\$1,326.20	\$3,849.09
974 ATHLETICS - TRAINER	\$2,721.69	\$0.00	\$0.00	\$0.00	\$2,721.69	\$709.35	\$2,012.34
975 GIRLS SOCCER BUDGET	\$9,403.87	\$119.44	\$0.00	\$175.00	\$9,348.31	\$6,949.38	\$2,398.93
976 GIRLS VOLLEYBALL BUDGET	\$2,175.41	\$0.00	\$0.00	\$1,459.31	\$716.10	\$0.00	\$716.10
977 CHEER BUDGET	\$4,849.18	\$60.00	\$0.00	\$0.00	\$4,909.18	\$1,765.52	\$3,143.66
978 ALL EVENTS GATE	\$23,747.51	\$8,133.02	\$0.00	\$8,641.24	\$23,239.29	\$17,790.39	\$5,448.90
979 JR HIGH CHEER	\$2,772.98	\$0.00	\$0.00	\$0.00	\$2,772.98	\$225.00	\$2,547.98
983 DRUG TEST-PHYSICALS	\$7,881.78	\$169.29	\$0.00	\$20.00	\$8,031.07	\$0.00	\$8,031.07
985 SPONSORS 2022-2023	\$2,698.24	\$0.00	\$0.00	\$0.00	\$2,698.24	\$0.00	\$2,698.24
986 CHIEFTAIN CENTER CONCESSION	\$18,911.95	\$10,475.15	\$0.00	\$8,328.53	\$21,058.57	\$6,992.43	\$14,066.14
988 INBC - BASKETBALL FUNDRAISER	\$9,092.00	\$2,861.00	\$0.00	\$0.00	\$11,953.00	\$2,487.00	\$9,466.00
<b>Total</b>	<b>\$2,055,290.53</b>	<b>\$116,937.38</b>	<b>\$0.00</b>	<b>\$378,800.12</b>	<b>\$1,793,427.79</b>	<b>\$436,631.34</b>	<b>\$1,356,796.45</b>



**SAPULPA PUBLIC SCHOOLS  
TREASURER'S SUMMARY  
FEBRUARY 2025**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	10,145,188.60	556,281.77	289,299.18	694,855.79	11,230,842.09	22,916,467.43
DEPOSITS	3,586,587.49	608,819.31	195,507.89	0.00	909,672.53	5,300,587.22
CHECKS ISSUED						
Current Year	2,866,651.86	53,528.48	200,418.68	453,403.93	0.00	3,574,002.95
Prior Year/Period	0.00		0.00	0.00	0.00	0.00
END BALANCE	10,865,124.23	1,111,572.60	284,388.39	241,451.86	12,140,514.62	24,643,051.70
Last Yr Same Month	8,492,294.92	656,538.94	772,518.82	3,469,837.69	5,269,963.22	18,661,153.59
Gain or (Loss)	\$ 2,372,829.31	\$ 455,033.66	\$ (488,130.43)	\$ (3,228,385.83)	\$ 6,870,551.40	\$ 5,981,898.11



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

  
 \_\_\_\_\_  
 Kenda Terrones, Treasurer

<b>GENERAL FUND</b>	<b>PREVIOUS TOTAL</b>	<b>CURRENT MONTH</b>	<b>NEW YR-TO-DATE</b>
<b><u>Local Revenue</u></b>			
Current Ad Valorem	5,956,891.20	1,001,578.43	6,958,469.63
Prior Ad Valorem	216,219.68	7,403.48	223,623.16
Homestead & In Lieu Tax	10,317.51	68,715.77	79,033.28
Interest Earned	369,524.33	73,383.48	442,907.81
5-Year Manufacturing Exemp	493,258.56	0.00	493,258.56
Rental of Facilities	0.00	0.00	0.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	5,062.67	0.00	5,062.67
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	50,730.02	7,632.10	58,362.12
Donations and Contributions	53,000.00	0.00	53,000.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>49,868.82</u>	<u>198,000.00</u>	<u>247,868.82</u>
Local TOTALS	<b>7,204,872.79</b>	<b>1,356,713.26</b>	<b>8,561,586.05</b>
<b><u>County Revenue</u></b>			
Mill Levy	628,452.64	110,325.69	738,778.33
Mortgage Tax	<u>75,584.24</u>	<u>8,034.23</u>	<u>83,618.47</u>
County TOTALS	<b>704,036.88</b>	<b>118,359.92</b>	<b>822,396.80</b>
<b><u>State Revenue</u></b>			
Gross Production	111,642.36	15,458.39	127,100.75
Auto Tags	838,892.90	138,841.92	977,734.82
School Land	368,190.75	60,761.85	428,952.60
Tax Stamps & Other Misc	3,506.73	941.99	4,448.72
Farm Implement Tax Stamp	129,257.76	0.00	129,257.76
State Aid (Fdn. & Incentive)	8,032,616.63	1,338,769.44	9,371,386.07
Flexible Benefit	1,579,181.61	263,936.02	1,843,117.63
Alternative Ed/High Challenge	62,304.32	31,152.15	93,456.47
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	0.00	39,050.00	39,050.00
Reading Sufficiency	82,950.20	0.00	82,950.20
State Textbook Allocation	238,277.47	0.00	238,277.47
Driver's Education	35,677.48	0.00	35,677.48
Maternity Reimbursement	25,415.83	7,834.00	33,249.83
State Land Reimbursement	0.00	0.00	0.80
State Misc/ACE Technology	0.00	0.00	0.00
State Misc/ACE Remediation	0.00	0.00	0.00
State Misc/Gear Up (022)	0.00	0.00	0.00
Robotics Grant (3690)	0.00	0.00	0.00
Vocational Salaries	22,380.00	0.00	22,380.00
Voc. Incentive Assistance	50,000.00	0.00	50,000.00
Okla Education Lottery Fund	<u>0.00</u>	<u>14,452.70</u>	<u>14,452.70</u>
State TOTALS	<b>11,580,294.04</b>	<b>1,911,198.46</b>	<b>13,491,493.30</b>
<b><u>Federal Revenue</u></b>			
FEMA	0.00	0.00	0.00
Title VII - Indian Ed (561)	136,519.69	19,640.31	156,160.00
JROTC	48,206.28	6,959.82	55,166.10
SIG Grants -Liberty	584.96	0.00	584.96

Title I (511)	620,118.02	55,298.32	675,416.34
Title II Part A (541)	103,918.65	20,074.86	123,993.51
IDEA-B Flow Thru (621)	702,875.65	72,326.53	775,202.18
IDEA-B Preschool 3-5 (641)	21,146.71	1,990.63	23,137.34
4442	19,992.44	2,107.00	22,099.44
Title 10 (596)	27,965.67	2,381.50	30,347.17
JOM (563)	25,731.84	0.00	25,731.84
Medicaid (698)	22,911.72	8,883.99	31,795.71
CARES Act	461,728.92	0.00	461,728.92
4689	2,674.35	0.00	2,674.35
Carl Perkins (421)	<u>25,175.01</u>	<u>10,652.09</u>	<u>35,827.10</u>
Federal TOTALS	<b>2,219,549.91</b>	<b>200,315.05</b>	<b>2,419,864.96</b>
<b>TOTAL GEN FUND</b>	<b>21,708,753.62</b>	<b>3,586,586.69</b>	<b>25,295,341.11</b>
<b><u>BUILDING FUND</u></b>			
Current Taxes	850,746.62	143,042.64	993,789.26
Prior Taxes	30,879.91	1,057.34	31,937.25
In Lieu of Taxes	449.72	9,388.12	9,837.84
Redbud	0.00	455,331.10	455,331.10
5-Year Manufacturing Exemp	70,436.88	0.00	70,436.88
Facility Rental	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.00	0.11	0.11
FEMA	0.00	0.00	0.00
Donations and Contributions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Building Fund TOTALS	<b>952,513.13</b>	<b>608,819.31</b>	<b>1,561,332.44</b>
<b><u>CHILD NUTR FUND</u></b>			
Local (Meals, Interest, etc)	282,691.43	38,330.22	321,021.65
State Reimbursement	91,450.47	15,571.35	107,021.82
Federal Reimbursement	<u>736,523.91</u>	<u>139,389.23</u>	<u>875,913.14</u>
Child Nutrition Fund TOTALS	<b>1,110,665.81</b>	<b>193,290.80</b>	<b>1,303,956.61</b>
<b><u>TOTAL GF/BF/CNF</u></b>	<b>23,771,932.56</b>	<b>4,388,696.80</b>	<b>28,160,630.16</b>
<b><u>BOND FUND</u></b>			
Interest	0.00	0.00	0.00
Sale of New Bonds	<u>622,300.00</u>	<u>0.00</u>	<u>622,300.00</u>
Bond Fund TOTALS	<b>622,300.00</b>	<b>0.00</b>	<b>622,300.00</b>
<b><u>SINKING FUND</u></b>			
Current Taxes	5,043,719.10	848,458.42	5,892,177.52
Prior Taxes	158,000.16	5,527.75	163,527.91
In Lieu of Taxes	2,667.52	55,685.69	58,353.21
5-Year Manufacturing Exempt	360,454.87	0.00	360,454.87
Interest/In Lieu Reimb	1,005.42	0.00	1,005.42
State Land Reimbursement	0.00	0.67	0.67
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>346.77</u>	<u>0.00</u>	<u>346.77</u>
Sinking Fund TOTALS	<b>5,566,193.84</b>	<b>909,672.53</b>	<b>6,475,866.37</b>
<b><u>INSURANCE REIMBURSEMENT FUND</u></b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>29,960,426.40</b>	<b>5,298,369.33</b>	<b>35,258,796.53</b>



**UTILITIES COMPARISON 2022-23 TO 2024-25**

	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>
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	50,798	4,986	2,037	73,671	73,671	2,561	2,561	3.60%
August 23	15,604	1,081	78,405	4,537	1,114	100,741	174,412	4,411	6,972	4.16%
Sep 23	11,196	9,589	94,208	4,416	538	119,947	294,359	-1,192	5,780	2.00%
Oct 23	13,480	17,850	113,443	7,095	866	152,734	447,093	10,746	16,527	3.84%
Nov 23	14,084	18,877	91,697	6,732	2,592	133,983	581,076	-498	16,028	2.84%
Dec 23	4,173	16,294	59,722	4,694	7,201	92,084	673,159	5,038	21,067	3.23%
Jan 24	23,918	9,424	49,427	2,626	11,348	96,743	769,902	-44,500	-23,433	-2.95%
Feb 24	16,832	11,391	37,909	3,164	27,926	97,221	867,123	-9,989	-33,423	-3.71%
Mar 24	18,788	16,023	44,694	3,468	9,960	92,933	960,056	-20,149	-53,572	-5.29%
Apr 24	31,541	15,234	42,541	4,109	7,451	100,876	1,060,932	-9,225	-62,797	-5.59%
May 24	16,466	19,605	39,103	5,102	3,059	83,333	1,144,266	-15,722	-78,519	-6.42%
June 24	12,987	14,444	45,331	4,494	2,175	79,432	1,223,697	-9,946	-88,465	-6.74%
July 24	9,277	4,988	50,782	4,350	0	69,397	69,397	-4,274	-4,274	-5.80%
Aug 24	8,214	1,834	0	2,852	0	12,900	82,298	-87,840	-92,115	-52.81%
Sep 24	10,759	7,690	83,997	3,580	2,112	108,138	190,436	-11,809	-103,923	-35.30%
Oct 24	11,151	14,770	94,277	1,230	4,208	125,637	316,072	-27,097	-131,020	-29.30%
Nov 24	14,962	16,848	76,637	3,831	2,526	114,804	430,877	-19,178	-150,199	-25.85%
Dec 24	16,361	12,111	53,649	3,469	5,103	90,693	521,570	-1,390	-151,589	-22.52%
Jan 25	20,620	10,524	45,648	2,566	9,282	88,640	610,209	-8,103	-159,692	-20.74%
Feb 25	27,630	11,960	42,145	2,810	6,965	91,511	701,720	-5,711	-165,403	-19.07%

<b>General Fund</b>				
<b>WORKING BUDGET</b>				
		<b>Budgeted</b>	<b>Actual as of</b>	<b>Variance</b>
		<b>2024-25</b>	<b>02/28/2025</b>	<b>2024-25</b>
<b>WADM</b>				
State Allocation		14,962,900	9,371,386	5,591,514
Other State Revenue		6,157,844	4,120,107	2,037,737
Ad Valorem Projection		8,706,251	8,197,292	508,958
Other Local and County Revenue		1,448,533	1,186,690	261,843
Federal Grant Revenue		2,466,851	2,419,865	46,986
Mid Term Adjustment State Allocation		0		0
<b>CURRENT YEAR REVENUE</b>		<b>33,742,379</b>	<b>25,295,341</b>	<b>8,447,038</b>
Prior Year Carryover		<u>5,970,505</u>		
<b>Total Revenue</b>		<b>39,712,884</b>		
			<b>Encumbered as of</b>	
			<b>2/28/2025</b>	
<b>Projected Expenses</b>				
Certified Salaries		18,606,151	17,980,365	625,785
Support Salaries		5,869,310	5,868,865	445
Certified Benefits		5,268,162	4,993,811	274,351
Support Benefits		1,844,318	1,796,523	47,795
Purchased Professional & Technical Services		902,485	651,761	250,724
Contracted Property Services		471,230	378,274	92,957
Other Contracted Services		643,739	634,193	9,546
Supplies & Materials		1,754,078	1,753,610	467
Property Expenses		172,865	12,694	160,171
Other Objects		354,762	259,769	94,993
<b>Total Expenses</b>		<b>35,887,099</b>	<b>34,329,865</b>	<b>1,557,234</b>
<b>Projected Carryover</b>		<b>3,825,785</b>		



# Sapulpa Public Schools

## 2025-2026

**July**

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

**August**

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

**September**

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

**October**

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

**November**

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

**December**

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

**January**

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

**February**

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

**March**

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

**April**

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

**May**

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

**June**

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

Begin Semester   
End Semester

Parent Conference Night   
Teacher Workday

No School   
Professional Day

### 1st Semester

### 2nd Semester

**August**

- 11 New Teachers Report
- 14 Professional Day
- 15 Professional Day
- 18 Professional Day
- 19 Work Day
- 21 First day of School

**November**

- 24-28 Thanksgiving Holiday (No School)

**December**

- 22-January 2 Winter Holiday (No School)

**January**

- 5 Prof Day/Work Day
- 6 Classes Resume
- 19 Martin L. King Jr. Day (No School)

**February**

- 3 Elementary PT Conf.
- 5 Secondary PT Conf.
- 9 All District PT Conf.
- 16 President's Day (No School)

**March**

- 13-20 Spring Break

**May**

- 21 Last Day of School
- 22 Prof. Day/ Work Day

**September**

- 1 Labor Day (No School)
- 22 Professional Day

**October**

- 7 Secondary PT Conf.
- 9 Elementary PT Conf.
- 13 All District P/T Conf.
- 15-17 Fall Break (No School)

1st Semester	
Days Taught	77
PT Conferences	1
Professional Days	4
Teacher Workday	1

2nd Semester	
Days Taught	85
PT Conferences	1
Professional Days	1
Teacher Workday	1

Total	
Days Taught	162
Weather Days	4

**Sapulpa Public Schools  
Capacity Levels & Availability**

School Site	Grade Level	Capacity	Available Intra Transfer Capacity Available	Available Transfers
Freedom Elementary	PreK	60	0	1
Freedom Elementary	Kindergarten	60	0	0
Freedom Elementary	1st	60	0	1
Freedom Elementary	2nd	60	0	0
Freedom Elementary	3rd	72	2	4
Freedom Elementary	4th	72	3	6
Freedom Elementary	5th	72	3	6
Holmes Park Elementary	PreK	60	0	0
Holmes Park Elementary	Kindergarten	80	0	0
Holmes Park Elementary	1st	80	0	0
Holmes Park Elementary	2nd	100	0	0
Holmes Park Elementary	3rd	96	3	6
Holmes Park Elementary	4th	96	3	7
Holmes Park Elementary	5th	96	3	9
Liberty Elementary STEM Academy	PreK	20	0	1
Liberty Elementary STEM Academy	Kindergarten	40	3	3
Liberty Elementary STEM Academy	1st	40	3	7
Liberty Elementary STEM Academy	2nd	40	1	0
Liberty Elementary STEM Academy	3rd	48	3	13
Liberty Elementary STEM Academy	4th	48	3	9
Liberty Elementary STEM Academy	5th	48	3	8
Jefferson Heights Elementary	PreK	40	0	0
Jefferson Heights Elementary	Kindergarten	40	0	0
Jefferson Heights Elementary	1st	40	3	4
Jefferson Heights Elementary	2nd	40	0	0
Jefferson Heights Elementary	3rd	48	2	7
Jefferson Heights Elementary	4th	48	0	0
Jefferson Heights Elementary	5th	48	0	0
Sapulpa Middle School	6th	319	NA	74
Sapulpa Middle School	7th	290	NA	48
Sapulpa Junior High	8th	319	NA	79
Sapulpa Junior High	9th	377	NA	25
Sapulpa High School	10th	435	NA	68
Sapulpa High School	11th	377	NA	55
Sapulpa High School	12th	348	NA	65



**BLED SOE, HEWETT & GULLEKSON**  
CERTIFIED PUBLIC ACCOUNTANTS, PLLLP

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

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

February 11, 2025

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

We are pleased to offer our bid and to confirm our understanding of the services we are to provide for Sapulpa Independent School District (the District) for the year ended June 30, 2025.

**Audit Scope and Objectives**

We will audit the financial statements – regulatory basis of the governmental activities and disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2025. We understand the financial statements will be presented in accordance with a financial reporting model, and prepared using a regulatory basis of accounting, as prescribed by the Oklahoma State Department of Education.

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

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

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

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

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

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

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

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

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

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

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

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

#### **Audit Procedures—Internal Control**

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

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

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

#### **Audit Procedures—Compliance**

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

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

### **Other Services**

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

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

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

- Preparation of the 25-26 Temporary Appropriations
- Preparation of the 25-26 Estimate of Needs
- State Auditor and Inspector's filing fee for the 24-25 audit
- Presentation of the 24-25 audit report to your Board of Education
- Assist in preparation of supplemental appropriations, if necessary
- Assist in preparation of 24-25 Schedule of Expenditures of Federal Awards
- Unlimited toll-free telephone consultation with District personnel

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the regulatory basis of accounting, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

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

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements

that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

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

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

### **Engagement Administration, Fees, and Other**

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

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

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing

privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bledsoe, Hewett & Gullekson CPAs PLLLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Oklahoma State Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bledsoe, Hewett & Gullekson CPAs PLLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed **\$14,000**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

### **Reporting**

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

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of

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

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

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

Sincerely,

*Bledsoe, Hewett & Gullekson CPAs PLLP*

RESPONSE:

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS**  
**2024-2025 SCHOOL YEAR**

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

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2024-2025 fiscal year beginning July 1, 2024 and ending June 30, 2025.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**ATTEST:**

_____	_____	
<b>Clerk</b>	<b>President</b>	
_____	_____	_____
<b>District</b>	<b>County</b>	<b>County/District Number</b>
Approved this _____	Day of _____	2025.

**Bledsoe, Hewett & Gullekson, CPAs, PLLLC**

\_\_\_\_\_  
**AUDITING FIRM**



\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM**

**PLEASE EXECUTE THIS FORM IN TRIPLICATE:**

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

**EMAIL A SIGNED CONTRACT TO [KATHERINE.BLACK@SDE.OK.GOV](mailto:KATHERINE.BLACK@SDE.OK.GOV) OR MAIL A**

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

**MUST BE FILED NO LATER THAN JUNE 30, 2025**

Contracts dated prior to January 20, 2025, will **not** be accepted.

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

## CONTRACT FOR THERAPY SERVICES

This Contract for Therapy services (the "Contract") is entered into on the 1<sup>st</sup> day of July 2025, 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 2025-26 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, 2025, to June 30, 2026. Due to holidays and school breaks services will be provided for thirty-three (33) 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 seventeen (17) 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, 2025. After April 30, 2025, the contract fee will be seventy-two dollars (\$72.00) per hour. The SCHOOL further agrees to seventy cents (\$0.70) 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, 2025, through June 30, 2026. 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, 2025, 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, 2025, 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 \_\_\_\_\_

# PRINTING AGREEMENT

Year(s) Covered:  2026  2027  2028  2029  2030  
 New  Renewal

Date: 3/6/2025

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

Subject to the terms hereof, the Customer (school) named below hereby engages Hercules Achievement, LLC. d/b/a Varsity Yearbook ("Company"), and Company agrees, to print and bind the specified publication during the Years Covered (specified above).

**School Name: Sapulpa High School**

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

**Specifications**

Program: 800 All Color  
Trim Size: 8 1/2 X 11  
Pages: 144  
Copies: 350  
Submission Method: Web (eDesign)  
Cover: Litho

**Correspond With**

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

Binding: Squarebacked

Endsheet: Vibracolor

Paper: 100# Gloss

Proofs: Self Proof (eDesign)

**Send Invoice To**

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

**Base Price: \$14,321.42**

**Additional Features**

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

**Printing Agreement Total: \$14,321.42**

**Shipping Information**

Requested Book Ship Date: May 02, 2026  
Ship Book To : Mrs. Shana Lloyd  
Requested Kit Ship Date:  
Ship Kit To : Mrs. Shana Lloyd

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

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

Shana Lloyd Yearbook Adviser & English

YEARBOOK PLANT USE \_\_\_\_\_  
Customer Number                      Date Received

Kris Hooper Company Representative

## Terms and Conditions of This Yearbook Printing Agreement

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

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

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

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

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

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

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

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

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

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

Initial below:

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Yearbook Adviser & English

# Yearbook Order Form

2026 -- U.S.

Job #: 12676

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

**Organization Name:** Sapulpa Junior High School

**Year(s) Covered:**  2026  2027  2028  2029  2030

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

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

We would like Hercules Achievement, LLC. d/b/a Varsity Yearbook ("Company") to print our all color yearbook based on the following information::

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		176	
Approximate Number of Pages		68	\$3,732.96

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

<input type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	_____	_____
<input type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.60 / COPY	_____	_____
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$2.48 / COPY	_____	_____
<input checked="" type="checkbox"/> All Gloss Laminated Hard Covers	\$8.90 / COPY	N/A	\$1,566.40
<input type="checkbox"/> All Matte Laminated Hard Covers	\$9.80 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee; All Gloss or All Matte)	\$123.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$8.90 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$9.80 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.60 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$2.48 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

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

<input type="checkbox"/> Digital Name Imprints (Minimum 25)	\$2.65 / EACH	_____	_____
<input type="checkbox"/> Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$4.35 / EACH	_____	_____
<input type="checkbox"/> Plastic Dust Jackets	\$1.55 / EACH	_____	_____
<input type="checkbox"/> Year-in-Review (16 pg) to every book (sewn-in)	\$2.90 / COPY	_____	_____
<input type="checkbox"/> Year-in-Review (16 pg) to be sold separately (Email your CSA to change quantity)	\$3.08 / EACH	_____	_____
<input type="checkbox"/> Year-in-Review (4 pg) to every book (sewn-in)	\$0.90 / COPY	_____	_____
<input type="checkbox"/> Year-in-Review (4 pg) to be sold separately (Email your CSA to change quantity)	\$1.08 / EACH	_____	_____
<input type="checkbox"/> Activity Pages (4 pg) to every book (sewn-in)	\$0.90 / COPY	_____	_____
<input type="checkbox"/> Activity Pages (4 pg) to be sold separately (Email your CSA to change quantity)	\$1.08 / EACH	_____	_____
<input type="checkbox"/> Blank Autograph Supplement to every book (sewn-in)	\$1.14 / COPY	_____	_____
<input type="checkbox"/> Blank Autograph Supplement to be sold separately (Email your CSA to change quantity)	\$0.68 / EACH	_____	_____

**Total (before tax):** \$5,299.36  
 Per Copy Total: \$30.11

**Terms and Conditions**

- Please refer to the Submit/Ship Dates schedule provided separately. Ship dates are based on submission
- Allow 2-7 days for shipping. Standard ground shipping is included. Expedited shipping is available at additional cost.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

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

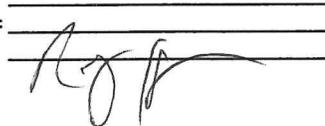
We understand the submission of the Order Form is an obligation to print our yearbook as indicated.

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

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

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Title or position: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Rep/Signature: \_\_\_\_\_



# Yearbook Purchase Agreement

Walsworth yearbooks

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

**Customer#** 315044  
**Sales rep** Jenny Whightsil  
**Job#**

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

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

**Delivery** Spring  
**Requested Ship Week** 05/04/24

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

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

## Yearbook Specifications

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

### Autograph Supplement

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

### Current Events Supplement

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

### Unprinted Autograph Supplement

Quantity: Placement:  
Billing Instructions: Page: Size:

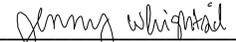
### Clear Book Protectors

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

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

  
\_\_\_\_\_  
(Authorized Signature)

08/16/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
(Walsworth Authorized Signature)

08/16/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(Second Authorized Signature)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Yearbook Order Form

## 2026 -- U.S.

Job #: 20662

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

<p><b>Organization Name:</b> Freedom Elementary School</p> <p><b>Principal's Name:</b> Mrs. Allison Owens  <b>Address:</b> 9171 Freedom Road  <b>City/State/Zip:</b> Sapulpa, OK 74066-2127  <b>Phone:</b> 918-227-7838  <b># of Classrooms:</b> 20</p>	<p><b>Year(s) Covered:</b> <input checked="" type="checkbox"/> 2026 <input type="checkbox"/> 2027 <input type="checkbox"/> 2028 <input type="checkbox"/> 2029 <input type="checkbox"/> 2030</p> <p><b>Contact Name:</b> Mrs. Allison Owens  <b>Address:</b> 9171 Freedom Road  <b>City/State/Zip:</b> Sapulpa, OK 74066-2127  <b>Phone:</b> 918-227-7838  <b>E-mail:</b> aowens@sapulpaps.org</p>
---	---

We would like Hercules Achievement, LLC. d/b/a Varsity Yearbook ("Company") to print our all color yearbook based on the following information::

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		226	
Approximate Number of Pages		68	\$4,382.14

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

<input checked="" type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	N/A	\$0.00
<input checked="" type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.60 / COPY	N/A	\$361.60
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$2.48 / COPY	_____	_____
<input type="checkbox"/> All Gloss Laminated Hard Covers	\$8.90 / COPY	_____	_____
<input type="checkbox"/> All Matte Laminated Hard Covers	\$9.80 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee; All Gloss or All Matte)	\$123.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$8.90 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$9.80 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.60 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$2.48 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

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

<input type="checkbox"/> Digital Name Imprints (Minimum 25)	\$2.65 / EACH	_____	_____
<input type="checkbox"/> Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$4.35 / EACH	_____	_____
<input type="checkbox"/> Plastic Dust Jackets	\$1.55 / EACH	_____	_____
<input type="checkbox"/> Year-in-Review (16 pg) to every book (sewn-in)	\$2.90 / COPY	_____	_____
<input type="checkbox"/> Year-in-Review (16 pg) to be sold separately (Email your CSA to change quantity)	\$3.08 / EACH	_____	_____
<input type="checkbox"/> Year-in-Review (4 pg) to every book (sewn-in)	\$0.90 / COPY	_____	_____
<input type="checkbox"/> Year-in-Review (4 pg) to be sold separately (Email your CSA to change quantity)	\$1.08 / EACH	_____	_____
<input type="checkbox"/> Activity Pages (4 pg) to every book (sewn-in)	\$0.90 / COPY	_____	_____
<input type="checkbox"/> Activity Pages (4 pg) to be sold separately (Email your CSA to change quantity)	\$1.08 / EACH	_____	_____
<input type="checkbox"/> Blank Autograph Supplement to every book (sewn-in)	\$1.14 / COPY	_____	_____
<input type="checkbox"/> Blank Autograph Supplement to be sold separately (Email your CSA to change quantity)	\$0.68 / EACH	_____	_____

**Total (before tax):** \$4,743.74  
 Per Copy Total: \$20.99

**Terms and Conditions**

- Please refer to the Submit/Ship Dates schedule provided separately. Ship dates are based on submission
- Allow 2-7 days for shipping. Standard ground shipping is included. Expedited shipping is available at additional cost.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

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

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

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

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

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

<p><b>Authorized Signature:</b> <u>Alison Owens</u></p> <p><b>Print Name:</b> <u>Alison Owens</u></p> <p><b>E-Mail Address:</b> <u>aowens@sapulpaps.org</u></p>	<p><b>Date:</b> <u>2-26-25</u></p> <p><b>Title or position:</b> <u>Principal</u></p> <p><b>Rep/Signature:</b> _____</p>
---	---



# Focused

School Photography

Serving Oklahoma and Texas

[www.focused.pics](http://www.focused.pics)

[doyce@focused.pics](mailto:doyce@focused.pics)

[anne@focused.pics](mailto:anne@focused.pics)

[alecia@focused.pics](mailto:alecia@focused.pics)

[pyper@focused.pics](mailto:pyper@focused.pics)

[caryn@focused.pics](mailto:caryn@focused.pics)

405.509.8580/800.245.8660

School Portrait Agreement | School Year:  2025-26  2026-27  
Check one or both

School: <u>Holmes Park Elementary School</u>			
Address: <u>1231 E Dewey Ave</u>		Phone: <u>(918) 227-6800</u>	
City: <u>Sapulpa</u>			
ST: <u>OK</u>	Zip: <u>74066</u>		
Principal: <u>Roger Johnson</u>	Email: <u>RctJohnson@sapulpa.org</u>		
Secretary: <u>Renee Martino</u>	Email: <u>Rmartino@sapulpa.org</u>		
Grades: <u>Pre-K-5th</u>			
School Colors & Mascot:		# of Classes: <u>32</u>	
Enrollment UC: <u>640</u>	Enroll SR:	Sort Cards	Sort Pkg
Fall Date(s): <u>9/9/25</u>	# of Cameras: <u>3</u>	<u>T</u>	<u>T</u>
Retake Date: <u>10/7/25</u>	# of Cameras: <u>1</u>		
Senior Date(s): <u>_____</u>	# of Cameras:		
Senior Retake Date: <u>_____</u>	# of Cameras:		
Senior Grad Date: <u>_____</u>	# of Cameras:		
Classroom Group Date: <u>10/7/25</u>	# of cameras: <u>1</u>	Grade:	Enrollment:
Spring Date: <u>3/3/26</u>	# of Cameras: <u>3</u>	Grade:	Enrollment:
<input type="checkbox"/> Prepay <input checked="" type="checkbox"/> Proof (Photograph everyone)			
<del>UC Grad</del>   <del>UCCG</del>   <del>CG Grad</del>   <del>H&amp;S or 3/4</del>	# of Cameras:	Grade:	Enrollment:
Date:			
Sports Date(s):	Photo all or PP		
Activity Date(s):			
Other Date(s):			
Other groups:			

\_\_\_\_\_  
Date

School Official Signature

Pyper Beumer

Date 2/28/25

Focused School Photography Representative

**Senior Information**

# of Seniors:	# of Proofs:	Sit fee?	Invoice to school?	Invoice all or Invoice unpaids
Senior Attire: Boys:	Tux Suit	Tie color:	Girls: Feathers	Drape We provide?
Gown Color:	Cap Color:	Tassel Color:	Wall Composite?	Composite Delivery:
Board Size:	Individual Copy Size:	Add charges?	Wall Composite Contact:	
UCCG UC Grad	CG Grad		Yearbook Requirement:	
Grad Attire:	Additional Grad Notes:			

Picture Day Coordinator: Renee + Roger	Contact email or phone: Roger (918) 671-4991
Confirmation contact: Renee + Roger Phone:	Contact email:
Contact for data: Renee + Roger Phone:	Contact email:
ID cards: _____ *additional charges may apply	ID Card Charge:
Yearbook advisor: Renee Phone:	Contact email: Rmartino@sapulpaps.org
Administration Software: Powerschool	Yearbook Company: Focused \$17
Administration Download sent to: Renee	Details on Software:
Sticky Pictures: 4 # sets 1	
Faculty/Staff Photos Digital Download for Personal Use: <input checked="" type="checkbox"/>	
Send Staff/Faculty Images to: Renee	Contact email:

Additional charges: Sports and activities photo sessions are invoiced at \$100 per hour.

**School Name as it is to appear on all products:**

**Notes:**  
 Groups in Library  
 Commission: 20%



# Focused

School Photography

Serving Oklahoma and Texas

[www.focused.pics](http://www.focused.pics)

[doyce@focused.pics](mailto:doyce@focused.pics)

[anne@focused.pics](mailto:anne@focused.pics)

[info@focused.pics](mailto:info@focused.pics)

[pyper@focused.pics](mailto:pyper@focused.pics)

[caryn@focused.pics](mailto:caryn@focused.pics)

405.509.8580/800.245.8660

Yearbook Agreement | School Year  2025-26  2026-27  
Check one or both

School: Jefferson Heights Elementary School

Address: 1521 S Wickman Rd

Phone:

City: Sapulpa

ST: OK

Zip: 74066

Principal: Gina Ritchie

Email:

Gritchie@sapulpaps.org

Secretary: Carla Baghestani

Email:

Cbaghestani@sapulpaps.org

Grades: Pre-K-5th

School Colors & Mascot:

# of Classes: 16

Enrollment UC: 310

Enroll SR:

Number of copies- 100-150

Number of pages-48

Cover: Custom      Stock

Hard Soft Split

Delivery Deadline:

Spring May

Final Submission Deadline(s):

April

*Gina Ritchie*

Date

3/3/2025

Pyper Bowman 2/28/25

Focused School Photography Representative

Date

# PUBLISHER'S AUTHORIZATION

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

JOB # 34662

SCHOOL Liberty Stem Academy

ADDRESS 631 N Brown ST

CITY, STATE, ZIP Sapulpa OK 74066

## TERM AGREEMENT YEARS OF CONTRACT

20 26 20      20      20      20     

JOSTENS agrees as follows:

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

100 copies 36 pages all color \$13.50 a book

Additional Notes

Date February 21, 2025

School Administrator or Yearbook Adviser signature



JOSTENS Sales Representative's signature and rep number

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

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



Item #2318



This is the official contract for the 2026 Lincoln Christian Winter Classic. Please complete the contract portion below to accept the invitation and reserve your place in our tournament. Thank you for your time, and we look forward to seeing you in January 2026!

**Tournament Details:**

- Tournament Dates: January 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>, 2026
- 3 game guarantee
- Game times will start at 10:00 am on Thursday, Friday, and Saturday
- A 3-man officiating crew will be utilized in all games
- All teams must have a light uniform and a colored uniform to comply with OSSAA regulations
- All teams need to report to the game site 30 minutes before game time to keep the tournament on schedule
- If the contract is not upheld there is a \$300 fee unless due to inclement weather or other unforeseeable circumstances
- The contract is due by April 1st, 2025

**School Name:** \_\_\_\_\_ **Mascot:** \_\_\_\_\_

**Classification:** \_\_\_\_\_ **Boys/Girls/Both:** \_\_\_\_\_

**Administrator authorizing participation:** \_\_\_\_\_

Please Print Name of Administrator

**Contact number for administrator:** \_\_\_\_\_

**Boys Head Coach:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

Please Print Name

Preferably Cell Phone

**Boys Head Coach Email:** \_\_\_\_\_

**Girls Head Coach:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_

Please Print Name

Preferably Cell Phone

**Girls Head Coach Email:** \_\_\_\_\_

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

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

<b>Grade</b>	<b>ISBN</b>	<b>Title/Description</b>	<b>Quantity</b>
8-12	061859406x	Avancemos I McDougal Littell	50
8-12	618687254	Avancemos II McDougal Littell	50

**SAPULPA PUBLIC SCHOOLS**

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

REQUESTING GROUP:    JROTC   

DATE OF REQUEST:   10 Feb 2025  

SPONSOR:   LtCol Shannon   

DESTINATION:   Allen, TX   

DATE LEAVING (DAY AND DATE):   28 Mar 2025  

DATE RETURNING (DAY AND DATE):   29 Mar 2025  

NUMBER OF SCHOOLS DAYS MISSED:  
  0.5  

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  

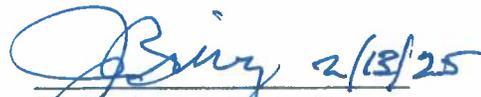
NUMBER OF STUDENTS ATTENDING:   8  

NUMBER OF SPONSORS:   2  

PURPOSE OF TRIP:   Compete in the 2025 Allen Highschool Drone Competition  

MODE OF TRANSPORTATION:   School Vehicles  

  
Principal's Approval

  
Superintendent Approval

\_\_\_\_\_  
Board President Approval

**SAPULPA PUBLIC SCHOOLS**

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

REQUESTING GROUP: JROTC

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0.5

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

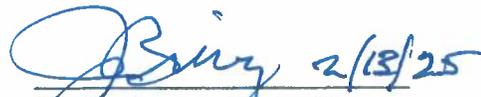
NUMBER OF STUDENTS ATTENDING: 8

NUMBER OF SPONSORS: 2

PURPOSE OF TRIP: Compete in the 2025 Allen Highschool Drone Competition

MODE OF TRANSPORTATION: School Vehicles

  
Principal's Approval

  
Superintendent Approval

\_\_\_\_\_  
Board President Approval



CHANGE  
ORDER  
  
AIA DOCUMENT G701

Distribution to:  
OWNER Sapulpa Public Schools  
ARCHITECT Reed Architecture & Interiors  
CONTRACTOR DC Bass Construction  
OTHER \_\_\_\_\_

PROJECT: Westside Baseball & Softball Sports Complex  
(name, address) 1729 S Wickham Road  
Sapulpa OK 74066

CHANGE ORDER #: Three (3)  
INITIATION DATE: 3/4/2025  
PROJECT NO: SS2401  
CONTRACT FOR: Westside Sports Complex  
CONTRACT DATE: 12/7/2023

TO (Contractor): DC Bass & Sons Construction Co.  
an Oklahoma Corporation  
205 East Hobson  
Sapulpa OK 74066

You are directed to make the following changes to this Contract: The following changes have already been previously approved and this Change Order #3 serves as a formality to the Contract.

- |     |  |           |
|-----|--|-----------|
| 1.  | Provide and install flagpoles that was originally removed at the beginning of project and was to be bid later per PR #19 dated 2/27/25.  | 6,624.45  |
| 2.  | Added sod for erosion control per PR #20 dated 2/27/25.  | 6,967.95  |
| 3.  | In Plaza Area behind ticket booth, infill previously drawn sod areas with concrete per PR #21 dated 2/27/25.   | 25,943.64 |
| 4.  | Additional concrete work behind dugouts that were previously drawn to be sod PR #22 dated 2/27/25.   | 12,266.27 |
| 5.  | Install footings, thickened edges and the necessary reinforcing for the bleacher area (4x) per PR #22A dated 2/27/25.  | 13,211.81 |
| 6.  | Add curb and gutter from new parking lot down drive to Buckboard Road per PR #29 dated 3/4/25.   | 24,218.39 |
| 7.  | Joint caulking which was removed from original bid and to be determined at a later date per PR #23 dated 2/27/25.  | 8,240.00  |
| 8.  | Add tile showers in boys and girls bathrooms per PR #24 dated 2/27/25.   | 5,988.73  |
| 9.  | Paint CMU block at ticket booth and dugouts per ASI #05 and PR #25 dated 2/27/25.  | 13,287.00 |
| 10. | Add power and conduit for new sound system at both press boxes per PR #26 dated 2/27/25. ( Sound system by Owner)  | 2,563.23  |
| 11. | Remove light motion sensors in locker rooms and add 3-way switching per the City Inspector's guidelines in Corridor 109, Corridor 122 and Team Room 117 per PR #27 dated 2/27/25.          | 1,727.60  |
| 12. | Added sod that was originally rejected or withdrawn and was to be bid later. Bids are based on 100,000 SF but we anticipate using 120,000 SF to complete project per PR #28 dated 2/27/25. | 37,080.00 |

Total for this Change Order #3 158,119.07

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum on Amendment No 1, 2, 3, 4 & 5 was	8,658,942.03
Net change by previously authorized Change Orders	100,023.95
The Contract Sum prior to this Change Order was	8,758,965.98
The Contract Sum will be increased by this Change Order	158,119.07
The new Contract Sum including this Change Order will be	8,917,085.05
The Date of Substantial Completion as of this date of this Change Order therefore is:	4/1/2025

**Beth Gillin, Esq.**  
Direct Dial: 216.348.5457  
E-mail: [bgillin@mcdonaldhopkins.com](mailto:bgillin@mcdonaldhopkins.com)

March 10, 2025

**VIA EMAIL (mryan@sapulpaps.org)**

Melinda Ryan  
Board of Education President  
Sapulpa ISD  
511 East Lee Ave.  
Sapulpa, OK 74066

**Re: Engagement Terms: PowerSchool Vendor Incident (BEAZL100005337823)**

Dear Ms. Ryan:

Thank you for selecting McDonald Hopkins PLC to assist in analyzing and responding to the PowerSchool vendor incident at Sapulpa ISD. We appreciate the opportunity to act as legal counsel for Sapulpa ISD to evaluate your legal obligations to notify individuals or regulators regarding the incident that may have resulted in disclosure of personal and/or health information. This is a contract for legal services and an effort to explain to you both the financial aspects of the attorney-client relationship, and the responsibilities and expectations of both parties to the relationship. Please examine this letter carefully and let me know immediately if you have any questions or concerns before you sign it. No work will be performed on this matter and no attorney-client relationship is established until you have signed and returned this agreement.

**Fees.** Ed Grahovec and I will be the attorneys principally responsible for this matter. As appropriate, we may delegate work to other attorneys or legal assistants. Each attorney and legal assistant charges an hourly rate for his or her work. Work is billed in a minimum of six-minute increments. Because you are insured by Beazley, you will receive the benefit of the Beazley Preferred Rates. Our Beazley Preferred Rate for Members is \$395 and our Beazley Preferred Rate for Associates is \$295. If the Firm increases its hourly rates at any time during the course of this representation, the higher rates shall be deemed substituted for the initial rates described in this fee agreement.

We will make every effort to perform our services in a cost-efficient manner, including using services of people with the lowest rates who are capable of performing the task. These rates are subject to periodic and discretionary adjustment. We are often asked to estimate the total fees and expenses that may be charged for a matter. While we will attempt to give you a reasonable estimate based on past experience and what we might anticipate in this instance, unless we agree in writing otherwise, any such estimate does not represent a maximum, minimum or fixed-fee quotation. Ultimate fees and expenses may be more or less than the amount estimated.

**Expenses.** All expenses that this Firm advances or incurs in connection with this matter shall be reimbursed to us at our actual cost. Expenses which are to be reimbursed include, but are not limited to, filing fees, service fees, document procurement, photocopy charges, messenger fees, long distance telephone and fax charges, computer research charges, court reporter charges, expert and witness fees and, where necessary, travel, mileage, parking and accommodation expenses. These expenses will be identified and invoiced with each monthly bill. In the case of expert witnesses or other expenses that exceed \$1,000, we reserve the right to submit those fees directly to you for payment. Please note that any failure to pay expert witnesses will likely result in their refusal to perform any work and may severely prejudice the success of your matter.

**Invoices.** You and Beazley will receive a monthly bill detailing the work that was performed on this matter, the identity of the person performing the work, the amount of time spent, the charge for that time and a description and amount of any expenses incurred. If you have any concerns about our representation or any bill, we ask you to notify us right away. We will try to resolve any such concerns to everyone's satisfaction. Invoices are due upon receipt. You agree to timely pay us for any fees or expenses invoiced and not covered by Beazley.

**What you should expect from us.** The Firm will work diligently on this matter and will promptly keep you, or someone you designate, informed regarding the progress of your matter.

You should expect to be treated with respect and courtesy from all members of the Firm and you should promptly inform us of any transgression on our part.

We cannot guarantee the outcome of this matter. We shall advise you of the recommended technical and legal tactical issues as they arise so you may continue to evaluate whether and how you wish to continue the legal representation. However, attorneys are subject to independent ethical obligations and an attorney is not obligated to pursue objectives or employ means simply because the client may wish the attorney do so if the attorney would be violating another duty by pursuing the requested action.

Generally, the information clients give to our Firm is subject to the attorney-client privilege. You should be aware that attorneys are under an independent ethical duty to reveal privileged information, such as illegal or fraudulent acts committed by clients in the course of the attorney-client relationship, the intention of the client to commit a crime, or when the lawyer is required to divulge the information by law or court order.

**What we expect from the Client.** In order for an attorney-client relationship to work effectively, the Client must be truthful in all discussions with us, even if, and especially when, they think the information is hurtful to the company's matter. We need to have all information in a timely manner. If we are missing part of the picture, we cannot represent a Client effectively.

**Files and Records.** When the Firm's services are concluded or terminated, the Firm will close its file on the matter. At the time of closing or thereafter, you have the right to review the file and/or have a copy of anything from it you wish to retain, with the exception of the personal notes and memorandums of the legal staff, for a reasonable per page copy cost and, if in off-site storage, our retrieval cost. If a Client owes the Firm for expenses or fees, the Firm is not required

to release the Client's file provided certain ethical requirements are met. The file will be maintained as long as legally required, but in no case can the Client expect that the Firm will keep the file beyond three (3) years after the representation of the Client in that matter has ended. Thereafter, the file may be destroyed without further notice to the Client. NOTE: This is the only notice you will receive regarding future destruction of your file. Please note that we reserve the right to maintain the closed file in an electronic format only and to destroy the hard copy of the file.

**Discontinuing or Withdrawing from the Representation.** The services of the Firm may be discontinued by the Client at any time. Note that in a litigation matter, your ability to substitute counsel may be subject to court approval. Under certain circumstances, the court may not grant the substitution of counsel or agree to delay the proceeding to accommodate the hiring of new counsel.

The Firm reserves the right to withdraw from this representation if invoices are not paid on a timely basis or retainers are not replenished per this agreement or if there has been a breakdown of the attorney-client relationship.

Discontinuing the representation does not affect the Client's responsibility to pay for the legal services rendered and the expenses incurred up to the date of termination.

You are engaging our Firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. Unless you actually engage us after the completion to provide additional advice on issues arising from the matter, the Firm has no continuing obligation to advise you with respect to future legal or other developments.

**Conflicts.** Before preparing this engagement letter, we conducted an internal check of our records to determine whether or not a conflict existed with one or more of our existing clients. Based on that check, it appears no such conflict exists.

Under our profession's Rules of Professional Conduct, we must have undivided loyalty to our clients. This requirement means that an attorney must refuse to accept or continue employment if the interest of another client may impair the independent professional judgment of the attorney. In this regard, McDonald Hopkins PLC represents many other companies and individuals. It is possible that during the time we are representing you, some of our present or future clients will have disputes or transactions with you. As a result of these disputes or transactions, conflicts of interest may arise, and when they do, we will address them with you in a manner consistent with our obligations under the Rules. In circumstances in which the Rules relating to conflicts dictate that we do not represent the other client, we will not do so. In circumstances in which a waiver may be solicited, we may solicit a waiver from you. In circumstances in which a waiver is not required, we may represent the other client. We will protect, however, as required by these Rules, your confidential information or documents entrusted to our care.

March 10, 2025

Page 4

**Court awarded fees.** If the court should order payment directed to you of attorneys fees by a third party, all court awarded fees will first be applied to any outstanding bill for fees and expenses owed to the Firm.

**Attorney's Lien.** The Firm shall have a lien on all funds obtained by judgment, settlement or award for all unpaid fees and expenses generated pursuant to this agreement.

**Entire Agreement.** This agreement is complete in its entirety between the Firm and the Client and supersedes all other verbal or written agreements. It may be modified only in writing signed by both a representative of the Firm and the Client. Any part of this agreement shall be severable and remain in effect if any other part or parts are held unenforceable for any reason.

If you are in agreement with the terms of this letter, please sign where indicated below and return to me. As always, please advise should you have any questions or concerns. We appreciate the opportunity to work with you on this important matter.

**NOTE: By the signature below, you acknowledge that you have read this Agreement, understand its contents, and have had any questions answered to your satisfaction.**

Very truly yours,



Beth Gillin

BG/ar

Agreed to as of \_\_\_\_\_, 2025

**SAPULPA ISD**

By: \_\_\_\_\_

Melinda Ryan  
Board of Education President